Public Document Pack

ABERDEEN
CITY COUNCIL

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

Town House,
ABERDEEN 7 March, 2011

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, 15 MARCH 2011 at 2.00 pm**.

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

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1 MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

1.1 Minute of Previous Meeting of 18 January 2011 (Pages 1 - 26)

1.2 Minute of the Meeting of the Controlled Areas Parking Working Party of 24 February, 2011 (Pages 27 - 50)

1.3 Committee Business Statement (Pages 51 - 78)

1.4 Motions List (Pages 79 - 80)

2 MOTIONS

2.1 Motion by Councillor Young

"That this Council investigates the need for a pedestrian crossing to be situated at Scotstown Road directly across from Scotstown School to enable children of all ages and other member of the Bridge of Don community to safely cross what is now becoming an extremely busy road."

2.2 Motion by Councillor Boulton

"That Aberdeen City Council makes an official approach to the bus companies serving Aberdeen to negotiate a more appropriate fare structure for pupils still in full time education - raising the age at which children start paying an adult fare when still at school."

2.3 Motion by Councillor Boulton

"That consideration is given to reducing the speed limit on the road from Countesswells to Kingswells due to the high level of accidents."

3 PERFORMANCE MANAGEMENT AND SERVICE ISSUES

There are no reports under this heading.

4 REFERRALS

4.1 Logical Transport System - Referred by the Audit and Risk Committee on 25 January, 2011 (Pages 81 - 84)

The Audit and Risk Committee resolved to approve the recommendations in principle and to refer the matter to the Enterprise, Planning and Infrastructure Committee for further progression in terms of the operational impact.

5 FINANCE

5.1 Capital Budget Progress Report (Pages 85 - 92)

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8 INFRASTRUCTURE

PROPOSED TRAFFIC ORDERS COMING TO COMMITTEE FOR THE FIRST TIME

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TRAFFIC ORDERS AT THE MIDDLE STAGE

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

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OTHER INFRASTRUCTURE, TRANSPORTATION, ROADS AND PARKING ISSUES

8.4 Proposed Controlled Pedestrian Crossing on King's Gate at Forest Road - Results of Surveys (Pages 293 - 296)

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8.10 Local Development Plans - Cumulative Impacts (Pages 441 - 446)

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Should you require any further information about this agenda, please contact Allison Swanson, tel. 522822 or email aswanson@aberdeencity.gov.uk

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 18 January, 2011. – Minute of Meeting of the ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Dean, Convener; Councillor John West, Vice-Convener; and Councillors Adam, Allan, Boulton, Clark, Cormie, Crockett, Greig, Jaffrey, McCaig, Milne, Penny and Kevin Stewart.

Councillor Leslie was in attendance for article 5 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 31 only, so as to avoid disclosure of exempt information of the class described in paragraph 9 of Schedule 7(A) to the Act.

MINUTE OF PREVIOUS MEETING

2. The Committee had before it the minute of its previous meeting of 9 November, 2010.

The Committee resolved:-
to approve the minute as an accurate record.

COMMITTEE BUSINESS STATEMENT

3. 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) in relation to item 8 (Flood risk Management (Scotland) Act 2009, to note that a report on this matter would be submitted to the Enterprise, Planning and Infrastructure Committee at its meeting on 15 March, 2011, and that the Head of Asset Management and Operations would endeavour to receive as much information as possible from the Scottish Government prior to this date, to ensure that a comprehensive report could be considered;
(ii) to delete item 14 (Pan Grampian Radio Network – Tender for the Replacement of the Two Way Radio System) and 19 (Roads and Transport Related Additional £2.5million Capital Budget Programme);
(iii) to delete items 5 (Strategic Transportation Projects), 7 (Access from the North), 13 (Complimentary uses of Existing and Future Park and Ride/Choose Sites), 17 (AGCC), 18 (VisitScotland Funding 2010/2011), 20 (Future Funding and Development of AECC), and 32 (Retail Rocks

Aberdeen – The Competition Stages), subject to the matter being dealt with later on the agenda; and

(iv) to otherwise note the updates contained within the list.

MOTIONS LIST

4. 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:-

(i) to remove Motions 2 (Councillor John West – Pavement Cafés) and 3 (Councillor Graham – Provost Fraser Drive); and

(ii) to otherwise note the updates contained therein.

MOTION BY COUNCILLOR LESLIE – INVESTIGATION OF IMPLEMENTING TRAFFIC CALMING MEASURES ON THE BLIND BEND ON JESMOND AVENUE, BRIDGE OF DON

5. With reference to article 24 of the minute of meeting of Council of 15 December, 2010, the Committee had before it the following motion which had been submitted by Councillor Leslie:-

"That it be remitted to the Enterprise, Planning and Infrastructure Committee to investigate putting in place traffic calming measures on a blind bend on Jesmond Avenue, Bridge of Don."

Councillor Leslie was in attendance and spoke to his motion explaining the rationale behind his request. Councillor Leslie advised that since submitting the motion, he had been in correspondence with roads officers, who had advised that a number of junction improvement measures had been designed and were currently being implemented at this location and would be in place by March, 2011. He advised that he was content with the ongoing works, and in light of this, intimated that there was no longer a requirement to progress the terms of his motion.

The Committee resolved:-

to note the ongoing works currently being implemented at the location and that no further action in terms of traffic calming measures be taken.

MOTION BY COUNCILLOR YOUNG – INVESTIGATION OF THE NEED FOR A PEDESTRIAN CROSSING TO BE SITUATED AT SCOTSTOWN ROAD DIRECTLY ACROSS FROM SCOTSTOWN SCHOOL

6. With reference to article 25 of the minute of meeting of Council of 15 December, 2010, the Committee had before it the following motion which had been submitted by Councillor Young:-

"That this Council investigates the need for a pedestrian crossing to be situated at Scotstown Road directly across from Scotstown School to enable children of all ages and other member of the Bridge of Don community to safely cross what was now becoming an extremely busy road."

The Committee heard from the Convener who intimated that Councillor Young had advised that he could not be in attendance at today's meeting to speak to his motion. Therefore, in line with Standing Order 12(4), she proposed that the Committee defer consideration of the motion until the next meeting of the Committee, at which point Councillor Young would be in attendance. In addition, the Convener also highlighted the previous decision of the Committee, when it had been agreed, to instruct officers to include on the current reserve list, a controlled pedestrian crossing on Scotstown Road at the existing location of the current School Crossing Patroller, and that this be implemented when funds from future years' budgets became available. In light of this, the Convener asked officers to advise Councillor Young of this decision and to confirm whether he wished to proceed within his motion.

The Committee resolved:-
to defer consideration of Councillor Young's motion to the next meeting of the Committee on 15 March, 2011.

ENTERPRISE, PLANNING AND INFRASTRUCTURE SERVICE BUSINESS PLAN – PROGRESS AND PERFORMANCE REPORT – EPI/11/014

7. With reference to article 8 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 9 November, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the Service's key performance measures and progress of improvement work against the priorities for the Service, which consisted of two sections, namely:- (1) a highlight report by the Director; and (2) a summary report detailing the key performance indicators and improvement actions identified to measure the performance and progress of each priority up to 30 November, 2010.

The report advised that the Service was currently undertaking a full review of the Service risks and was working with colleagues in Finance to incorporate full financial data and this would be included in future reports.

Specifically, in relation to sickness absence, the Committee heard from the Head of Asset Management and Operation who advised that at the moment the service had a current score of 12.2days lost per annum per employee and therefore, continued to fall short of the Council target of 10days. He explained that within the service, his team (the largest number of employees in the service) had influenced the performance the most. In line with this, the service was undertaking more detailed analysis in relation to this team, this would enable further investigation and adoption of measures to improve performance. Finally, he advised of measures that were currently being utilised to improve performance in this area.

The Committee resolved:-
to note the information provided and the performance of the Service to date.

ENTERPRISE, PLANNING AND INFRASTRUCTURE SENIOR MANAGEMENT RESTRUCTURE PROPOSALS

8. With reference to article 10 of the minute of meeting of Enterprise, Planning and Infrastructure Committee of 31 May, 2010, the Committee received an oral update from the Director and each Head of Service regarding progress with the implementation of the Senior Management restructure of the Service.

The Director advised that the implementation of the previously agreed senior management structure for the Service was progressing well, however he highlighted that further restructure would be necessary as a result of the Council's Priority Based Budgeting proposals.

Thereafter, each Head of Service provided an update on the current status of the restructuring in their team.

Firstly, the Head of Asset Management and Operations advised that the two general manager posts within this team had been filled, and that underneath that level 60% of posts had been filled. He highlighted that it was likely that one post within the structure would require to be advertised as there was unlikely to be a direct existing employee match.

Secondly, the Economic/Business Development Project Director advised that the four manager posts within this team had been recruited through a matching process by the end of November, 2010. A paper detailing the anticipated structure underneath management level had been circulated to all employees within the team. In line with this, management were now in the process of producing job descriptions and all necessary documents for each of the posts with Human Resources. It was anticipated that posts would be filled, again via a matching process, by May, 2011.

Finally, the Head of Planning and Sustainable Development advised that the structure for this team was implemented in September, 2010, on the understanding that a full service review would be required in light of the Priority Based Budgeting proposals.

The Committee resolved:-

(i) to request officers to circulate a hard copy of the current Enterprise, Planning and Infrastructure service structure to Councillors Allan, Clark, Jaffrey and Milne; and

(ii) to otherwise note the current position.

ACKNOWLEDGING ABERDEEN'S GRANITE INDUSTRY – ECS/10/098

9. The Committee had under consideration, upon a remit from the Education, Culture and Sport Committee of 18 November, 2010, (article 6 refers) a report by the Director of Education, Culture and Sport requesting that the Committee consider the option to develop Granite interpretation panels marking sites of prime importance to the industry, similar to the existing interpretation panels throughout the city which were developed by the Enterprise, Planning and Infrastructure Service.

The report proposed that way markers would identify sites of prime importance to the granite industry. The cost for each interpretative panel was £2,000 based on the design and production costs of similar panels. At present there was no budget within the Museums and Galleries to fund these and therefore, a funding source would need to be identified for this option to be pursued.

The Committee heard from the Director regarding the proposal, and he suggested that if the Committee wished to progress this option, that officers seek sponsorship from appropriate external bodies in order to fund the interpretation panels.

The Committee resolved:-
to instruct officers to seek external sponsorship to fund interpretation panels at appropriate points across the city.

HOUSING LAND SUPPLY ISSUES

10. The Committee had under consideration, upon a remit from the Strategic Development Planning Authority (SDPA) meeting of 3 December, 2010, a request that the Committee endorse the letter sent from the SDPA to the Chief Planner highlighting the authority's views on the plan-led planning system. The Committee had before it the letter sent to the Chief planner from the SDPA as well as the letter from the Chief Planner regarding providing an effective supply of land for housing.

The minute advised that the Scottish Government's Chief Planner had sent a letter to all Heads of Planning in Scotland, which addressed housing land supply issues in the current economic climate. The SDPA highlighted that the letter had caused them some concern and agreed that a letter on behalf of the SDPA be sent to the Chief Planner expressing the SDPA's view that a plan-led response was appropriate in this area given the scale of land release being progressed through the two local development plans and the timetable for the adoption of them.

The Committee resolved:-
to endorse the letter sent from the Strategic Development Planning Authority (SDPA) to the Chief Planner, and to instruct officers to write to the Chief Planner, in a similar vein, to that submitted by the SDPA.

CAPITAL BUDGET PROGRESS REPORT - EPI/11/004

11. With reference to article 9 of the minute of the meeting of Enterprise, Planning and Infrastructure Committee of 9 November, 2010, 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 the Council (now aligned to the Enterprise, Planning and Infrastructure Services).

Appendix A to the report outlined the Non-Housing Capital Programme projects aligned to the Services and provided, for each project, the budget for 2010/2011,

then to date to the end of November, 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 November, 2010 only reflected payments made and thus excluded commitments made which were due to be paid by the end of the year. Such commitments would be reflected in the forecast position.

In particular, the report highlighted that monies required to fund the Capital Programme were achieved through external borrowing, capital receipts and grant income. In recent years the overall programme had been set at a level which assumed a certain of underspend would be achieved and thus the funding available was set on that basis. In previous years, such underspend had been achievable, but with significant spend this year on corporate accommodation, this was at risk. In light of this, the Corporate Asset Group had worked with services to determine their minimum spend requirements for the year. However, there was currently a gap of £10.4m between this requirement and the funding available.

The Committee resolved:-

(i) to instruct the relevant officers to work closely with the Corporate Asset Group, and in particular the Head of Asset Management and Operations and the Head of Finance, to review all projects with a view to bringing the programme down to the funded level for 2010/2011 and to a more sustainable level for future years; and

(ii) to note the content of the report in relation to the project outlined at Appendix A.

2010/2011 REVENUE BUDGET - EPI/10/269

12. With reference to article 10 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 9 November 2010, 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 areas 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 September, 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, it was anticipated that the service would see a shortfall in income of £3.1million and it was working to reduce costs to mitigate the impact of this shortfall. To mitigate the effect of these risks, the management of vacant posts was being actively pursued and savings of £700,000 were anticipated for the full year.

The following areas of risk were highlighted together with the management action being taken. 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. Two of the budgeted savings

proposals, one being in relation to the closure of Summerhill and the other relating to the maintenance cost of the Real Time Passenger Information system for public transport, had not yet been achieved. However, service managers had identified alternative means of achieving the savings. It was also advised that the Architectural Design service had seen a significant decline in its workload as a result of the reduced value of capital works being undertaken by the Council, and therefore a shortfall in income of £1.2million was anticipated. In addition, the risk and additional cost of persistent and extended periods of adverse weather was outlined. Finally, it was advised that agreement had been reached with Education, Culture and Sport on the accounting of the cost of providing school meals; this led to the full cost of £1.5 million reverting to the Enterprise, Planning and Infrastructure service, with £700,000 of this being offset against corporate reserves.

Arising from discussions on the forecast overspend, and the proposal to use reserves to mitigate this position, the Committee resolved to request the Finance and Resources Committee to consider the accountancy oversight regarding the cost of providing school meals, this having emerged during those discussions. Specifically, in relation to the £700,000 being offset against corporate reserves detailed in the report, the Director clarified that at this stage this was a proposal and had not been approved.

The Committee resolved:-

(i) to instruct officers to submit a report to a future meeting of the Committee on the management of empty properties and the damage incurred to properties where services had not been switched off;

(ii) to instruct the Corporate Management Team (CMT) to identify areas of savings across all budgets, which could be made to offset the existing £3.1million overspend in the Enterprise, Planning and Infrastructure service budget by the year end and to report to the relevant Committee in this regard;

(iii) to refer consideration of the accountancy oversight regarding the cost of providing school meals to the Finance and Resources Committee;

(iv) to instruct officers to submit a report to the Finance and Resources Committee advising of areas where the Council remained both the client and the contractor and the recharge accounting method was still utilised;

(v) to instruct officers to submit a report detailing the functions of the architectural design service and presenting viable options for service redesign to a future meeting of the Committee;

(vi) to note the report on the performance to date and the forecast out-turn and the information on risks and management action that was contained therein;

(vii) to instruct officers continue to review budget performance and report on service strategies as required to ensure a balanced budget; and

(viii) to instruct officers to report, in due course, on the actual out-turn compared to budget following completion of the 2010/2011 financial statements.

PRESENTATION BY ABERDEEN AND GRAMPIAN CHAMBER OF COMMERCE

13. With reference to article 12 of the minute of the meeting of Enterprise, Planning and Infrastructure Committee of 31 May, 2010, the Committee welcomed Mr. Bob Collier, Aberdeen and Grampian Chamber of Commerce to today's meeting. Mr. Collier was present to provide a presentation on the aims and priorities of the Aberdeen and Grampian Chamber of Commerce (AGCC).

Mr. Collier advised that AGCC's aim was to have:-
"Its members at the heart of the Chamber; its Chamber at the heart of a strong and sustainable economy in the City and Shire; and its region at the heart of a prosperous country".

Thereafter, he provided a detailed overview of each of the AGCC's five objectives, as well as its priorities 2009- 2013 and steps undertaken in 2010 to achieve these.

Mr. Collier circulated three documents to the Committee, namely:- (1) the most recent edition of the business bulletin; (2) the annual review of the AGCC; and (3) a history of the AGCC.

The Committee resolved:-
to thank Mr. Collier for his informative presentation.

PEACOCK VISUAL ARTS CENTRE

14. With reference to article 13 of the minute of the meeting of Council of 19 May, 2010, the Committee received an oral update from the Director regarding the current position with Peacock Visual Arts. He advised that he was in regular discussion with Peacocks, who were currently evaluating the viability of future proposals, and that he would report back to the Committee in due course.

The Committee asked for clarity on the current funding position and whether the monies previously awarded to Peacocks was still available. In response, the Director advised that the monies from both Scottish Enterprise and the Scottish Arts Council had been withdrawn, and that the monies allocated by the Council had been allocated to a specific project and that the capital programme had been reshaped, therefore Peacocks would need to submit another proposal and funding request for the Council to consider.

The Committee resolved:-
to note the current position and that a report would be submitted in due course.

REVIEW OF ABERDEEN CONVENTION BUREAU – EPI/10/254

15. With reference to article 14 of the minute of the meeting of Enterprise, Planning and Infrastructure Committee of 31 May, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the outcome of the recent review of the services provided by the Aberdeen

Convention Bureau and recommended a way forward regarding future delivery of these services.

The report provided an overview of the review of Aberdeen Convention Bureau which had been undertaken by Glamis Consultancy, and advised that the overall conclusion had been that the Convention Bureau had generally been successful in creating economic impacts through business tourism, and was a well regarded and respected organisation which received widespread support. Despite this, it was highlighted that in the short term the Bureau must address issues of perceived value for money and communication with its partners.

The report advised of the current position of Aberdeen as a business tourism destination, as well as the future of business tourism in the area. In terms of the future, it was advised that were a number of opportunities for Aberdeen to develop as a stronger business and leisure tourism destination. The establishment of a Destination Marketing Organisation (DMO) would be essential to ensure that the city benefitted from a co-ordinated approach to development and marketing. In line with this, opportunities existed to formally constitute the Aberdeen Convention Bureau in the short term to address concerns expressed over accountability and structure and to reinforce its role as the business tourism marketing organisation for the city. Specifically, regarding DMO options, opinions were currently divided with no real focus amongst partners as to which form a DMO might take. However, there was a general agreement that given current public funding cuts, the private sector would expect to take a lead role in establishing and supporting a DMO in the longer term.

In light of the above, the report recommended retaining the services of the Bureau would be vital to sustaining the local economy by attracting large-scale conferences with significant economic impact to the city. In particular, it was vital to the success of the Aberdeen Exhibition and Conference Centre (AECC), as it played a key role in attracting conferences suitable only for this venue. In line with this, it was recommended that the link to the AECC be strengthened by the formation of a small group, led by the Council, to steer the future direction of the bureau. This group would include representatives from the AECC, the Hotels Association, the City Centre Association and the Council. This would allow for a united approach to securing future business for the city. In addition, it was advised that the Manager of the Bureau was due to retire in May therefore it would be essential to recruit a new Manager and this group could oversee that process. Finally, the group would also be in a position to assist the Council to move to a DMO, if an appropriate funding model could be agreed.

The Committee resolved:-

(i) to instruct officers to put in place measures to address accountability to and communication with members of the Bureau;

(ii) to instruct officers to report back with developed proposals for a Destination Marketing Organisation, including how it would be funded;

(iii) to appoint the Convener to participate in the small group being established to steer the future direction of the Bureau; and

(iv) to otherwise note the contents of the review.

APPLICATIONS FOR FUNDING FROM THE INTERNATIONAL TWINNING BUDGET 2010/2011 – EPI/11/005

16. 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 grant of £800 from the 2010/2011 International Twinning Budget towards the cost of the Lord Provost accepting an invitation to attend the 2011 Regensburg Burgerfest from 24 to 26 June, 2011; and
(b) approve a grant of £7,820 from the 2010/2011 International Twinning Budget towards the cost of a group of young performers attending to rehearse with students from the Von Muller Gymnasium and participate in the 2011 Regensburg Burgerfest from 21 to 27 June, 2011.

The Committee resolved:-
to approve the recommendations.

COMMUNITY DIGITAL MEDIA CHANNEL – EPI/11/011

17. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the findings from the Big Lottery funding feasibility study on the establishment of Local Digital Media Channel and sought support to submit external funding applications to take the proposal forward.

The report provided a detailed overview of the background to the project as well as the findings of the feasibility study which had been undertaken by Imajica, Marketing and Media Consultants. A complete copy of the feasibility study was appended to the report.

The report advised that the feasibility study had indicated an initial start-up cost of £53,000 which would cover the purchase of equipment, website development, registration with Association for Television on Demand, as well as brand development and promotion. Thereafter, it was estimated that the running costs for Year 1 would be £280,250 and £328,250, with Year 2 costs running between £303,250 and £357,250. However, it was highlighted that it was felt that by closer partnership engagement and working, the projected costs could be significantly reduced. The report detailed a range of potential funding sources, which were extensive and encouraging, but many of the sources identified had very specific eligibility criteria.

The report recommended:-
that the Committee –
(a) accept the feasibility study as an accurate evaluation of the community needs, partner commitment and the most appropriate medium of delivery;
(b) support the continuation of the proposed project;
(c) instruct officers to seek external funding to progress with this project; and
(d) receive regular updates on progress of this project.

The Convener, seconded by Councillor Kevin Stewart, moved:-
that the recommendations be approved.

As an amendment, Councillor Adam, seconded by Councillor Crockett, moved:-
to note the report and that no further action be taken at this stage.

On a division, there voted:- for the motion (10) – the Convener; the Vice-Convener; and Councillors Clark, Cormie, Greig, Jaffrey, McCaig, Milne, Penny, and Kevin Stewart; for the amendment (4) – Councillors Adam, Allan, Boulton and Crockett.

The Committee resolved:-
to adopt the motion.

UPDATE ON THE NUMBERS AND IMPACT OF ECONOMIC MIGRANTS ON THE CITY OF ABERDEEN – EPI/11/012

18. With reference to article 13 of the minute of the meeting of Enterprise, Planning and Infrastructure Committee of 7 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which informed of the numbers and impact of economic migrants on the city of Aberdeen.

The report highlighted the number of economic migrants continuing to arrive and settle within the city, their country of origin, occupational areas, demand on services from within NHS Grampian and the Council. The report clarified that there were three different sets of economic migrants working within Aberdeen, namely:- A8 plus A2 Accession States, Rest of Europe, and Countries governed by Home Office legislation. The definition of each of the different sets was provided.

The Committee resolved:-
(i) to instruct officers to submit a further report detailing the impact on services of migrants to a future meeting of the Committee;
(ii) to instruct officers to circulate the available statistics regarding outward migration to the Committee;
(iii) to accept the report as an accurate reflection of numbers and impact of economic migrants on the city of Aberdeen; and
(iv) agree to accept annual update reports.

DECLARATIONS OF INTERESTS

Councillors Crockett and Milne declared interests in the following item of business as members of the Board of Aberdeen Exhibition and Conference Centre (AECC). Both Councillors left the meeting prior to the Committee's deliberations.

AECC UPDATE – EPI/11/048

19. With reference to article 25 of the minute of meeting of Enterprise, Planning and Infrastructure Committee of 9 November, 2010 and articles 29 and 30 of the minute of meeting of the Council of 15 December, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on activities relating to the Aberdeen Exhibition and Conference Centre (AECC).

The report provided a detailed background regarding previous consideration by the Council concerning the future development and funding of the AECC. The report advised that the last decision of Council on 2 December had agreed that officers were to negotiate the following with AECC:-

(a) separating the operations of the AECC from the management of the land and property assets within and around the AECC site, in order to focus the AECC Limited's attention on the need to manage, run and maintain an efficient and sustainable exhibition and conference venue;

(b) transferring all property and land assets currently owned or leased by AECC Limited to the City Council, so the Council assumed full responsibility for the future development of these assets; and

(c) investigating the potential for developing the land and property assets, through the creation of a joint venture development company charged with developing the assets according to an agreed asset development plan, possibly using funding raised through the creation of a Local Asset Backed Vehicle (LABV).

With regard to progressing the above, it was advised that during the course of January, 2011, officers would launch a procurement process to locate suitable development/investment partners to initiate a hotel development as part of a larger development plan for Council owned land in and around the AECC. In parallel with this activity, the Council's Asset Management and Legal teams would commence negotiations with AECC Limited to acquire control of all land and buildings currently owned by, or leased to, AECC.

The report advised that the Council at its meeting on 15 December had also considered the contents of an internal audit report that had reviewed the governance and operational procedures of the AECC. The independent audit had challenged the adequacy of the governance arrangements and operating procedures in place within the AECC, and the effectiveness of the working agreement with the Council. The report referred to the findings of the audit. With regards the implementation of the findings, it was advised that senior Council officers were currently working with AECC's executives and Board Members to ensure that whatever procedures were required, to address the points raised, were put in place as quickly as possible.

Finally, it was advised that following completion of the internal audit process, and subsequent confirmation that AECC would have no direct role in the future development of land in and around the AECC, the Council's HR Department had started working with the AECC Board to define the roles and responsibilities for the three new Directors and agree upon a suitable recruitment process. It was expected that these posts would be advertised before the end of January, 2011 and that appointments made in February, 2011.

The Head of Asset Management and Operation advised members of the progress on the Council's agreed investment to improve the infrastructure for the Offshore Europe Exhibition and Conference. Planning applications were progressing and a phased implementation had been identified for the initial phase including earthworks, levelling the hard-standing areas, improving car parking, improving drainage, addressing fire safety and safe service access to potential external temporary buildings.

The Committee resolved:-
to note the contents of the report.

SCOTTISH MARINE REGIONS – DEFINING THEIR BOUNDARIES – A CONSULTATION – EPI/11/026

20. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the draft response on behalf of the Council on the Scottish Marine Regions : Defining their Boundaries consultation document.

The report advised that the recently approved Marine Scotland Act 2010 allowed for the management of the competing demands on marine resources more effectively. In line with this, a National Marine Plan would set up the strategic objectives for the Scottish marine area including important marine activities. As such, the Scottish Government had now launched its consultation on defining the most appropriate boundaries for Scottish Marine Regions (SMRs).

In relation to SMRs, the Council agreed that SMRs should be created for the purpose of marine regional planning. The Council had also stated that regional boundaries should be aligned to each other as much as possible, but appreciated different regions might require different boundaries as a result of different coastal characteristics to ensure integrated management of the marine environment. The consultation document asked a series of questions and set out three options for SMR boundaries. These options, along with a proposed response was attached as Appendix 1 to the report. Specifically regarding the three options, it was advised that the Council had selected option three as the most suitable boundary for the SMR. This option suggested a boundary that was aligned with the existing Inshore Fisheries Group (IFG) which was similar to the local authority boundary. In this option, there would be three regions in the east coast covering the: - Moray Firth; Eastern seaboard from Rattray Head to a point in Angus; and the south east of Scotland to Berwickshire incorporating both the Firths of Tay and Forth.

The Committee resolved:-
to delegate completion and submission of the final consultation response to the Head of Planning and Sustainable Development, in consultation with the Convener and Vice-Convener, following the workshop to be held on 26 January, 2011, which would help define a Scottish Marine Region for the east of Scotland.

A DRAFT LAND USE STRATEGY FOR SCOTLAND – A CONSULTATION - EPI/11/027

21. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the Scottish Government's consultation entitled the "Draft Land Use Strategy for Scotland" and presented the proposed response from the Council to the consultation.

The Committee resolved:-
to approve the draft consultation response for submission to the Scottish Government.

SECURING THE BENEFITS OF SCOTLAND'S NEXT ENERGY REVOLUTION – EPI/11/025

22. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the content of the Scottish Government's consultation paper entitled "Securing the Benefits of Scotland's Next Energy Revolution" and presented the proposed response from the Council to the consultation.

The report highlighted that much of the draft response, which was appended to the report, was limited to the Council's current strategies and policies, along with the City's Community Plan and Current Single Outcome Agreement. In addition, the response highlighted the way that the Council had maximised community benefits through renewable and carbon reducing projects such as the 3Rs Project, the Decentralised Energy Programme and the Marischal College Redevelopment as examples. The Council's future strategies and policies should consider the impacts of renewable energy and potential dividends.

The Committee resolved:-
(i) to request officers to hold a seminar/workshop for members on this matter, to ensure all members were fully informed of the future opportunities in this area;
(ii) to instruct officers to develop a Council policy to address the relevant issues arising from this consultation;
(iii) in light of (ii) above, to request officers to amend the responses stating 'no current policy' to 'policy under development'; and
(iv) to agree the proposed response to the Scottish Government and that the response be signed by the Convener and Vice Convener prior to submission.

GLADSTONE PLACE, WOODSIDE/CROMWELL ROAD/VICTORIA STREET/BERRYWELL GARDENS, DYCE/GREAT SOUTHERN ROAD AT BLOOMFIELD PLACE/ASH-HILL ROAD/PITSRUAN TERRACE/SALISBURY TERRACE/JUSTICE MILL LANE/HARDGATE/JUSTICE MILL LANE/MINTO DRIVE/ABERDEEN COLLEGE/WOODEND, TESCO DEVELOPMENT/DISABLED PARKING BAYS - EPI/11/016

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

At Minto Drive, Aberdeen College, the intention was to revoke the existing "at any time" waiting restrictions. At Cromwell Road the intention was to introduce Monday to Friday 8.00am to 6.00pm waiting restrictions. Whilst at Victoria Street and Berrywell Gardens, Dyce it was proposed that "at any time" and Monday to Saturday 7.00am to 9.30am waiting restrictions be implemented. Otherwise, at all other locations, the intention was to establish prohibitions of waiting at any time.

The report also promoted 26 applications for the new blue badge parking bays under the Disabled Persons Parking Places (Scotland) Act 2009. The following table lists the specific 26 spaces:-

On-Street Parking

93 Middlefield Place	11 Gladstone Place, Woodside
19 Cowan Place	82 Inchbrae Drive
17 Cowan Place	51 Deevale Crescent
15 Angusfield Avenue	1 Kincorth Circle
60 Mansefield Road, Torry	3 Faulds Row
4 Ashley Gardens	13 Faulds Gate
5 Allan Street	203 Victoria Road, Torry
108 Walker Road	91 Rowan Road
24 Lerwick Road	76 Rowan Road
4 Gillahill Place	2 Whitestripes Drive
10 Rubislaw Terrace	6 Borrowstone Place

Non-specific spaces

Cults Primary School	Jopps Lane (Grampian Society for the Blind) 2

Off-Street Parking

10 Stewart Park Place

The Committee resolved:-

(i) to approve the proposals, in principle, and to request officers to commence the necessary legislative procedures for these schemes, and if no significant objections were received, then to progress with the public advertisement and report the results to a future meeting of the Enterprise, Planning and Infrastructure Committee;

(ii) to instruct officers to commence the combined statutory consultation for the traffic regulation order for the list of blue badge parking spaces as detailed above, and to report back to a future meeting of the Enterprise, Planning and Infrastructure Committee; and

(iii) to instruct officers to investigate extending the HGV restriction on the full length of Victoria Street and report back to the Committee in this regard.

ON-STREET PARKING RESTRICTIONS – OLD ABERDEEN, SEATON, SUNNYBANK AND TILLYDRONE AREAS – TENDER APPROVAL – EPI/11/001

24. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised that the contract to implement the on-street parking restrictions in the Old Aberdeen, Seaton, Sunnybank and Tillydrone areas was currently out to competitive tender, and to request delegated authority for the Director of Enterprise, Planning and Infrastructure to award the contract to the lower tenderer returned.

The report reminded Members that the Enterprise, Planning and Infrastructure Committee on 31 May, 2010, the Traffic Regulation Order for the proposed parking controls in the above locations had been approved, on the proviso that the implementation on the scheme be delayed by a period of six months. As a result, it was intended to commence work on site during April, 2011 with the aim for the scheme to be complete and to "go live" during mid-summer 2011, prior to the opening of the replacement Queen Mother Library in Autumn, 2011. The Traffic Regulation Order which had been completed for the scheme initially was time restricted, such that should the whole process not be completed by November, 2011, the re-advertisement of the order would be required.

Due to the required timescales for tendering, accepting and awarding the contract for the works, it was considered necessary to request delegated authority to the Director for Enterprise, Planning and Infrastructure, after consultation with the Convener of the Finance and Resources Committee and the Convener of Enterprise Planning and Infrastructure Committee, the Head of Finance and the Head of Legal and Democratic Services, to award the contract to the lowest returned tenderer provided the return was within 10% of the estimated cost. In terms of the estimated cost, it was advised that the most recent estimate for the implementation work currently out to tender including contingencies was £473,800. The estimated works for the project as a whole, including the Council's staff costs during the design and consultation process, was approximately £535,000.

The Committee resolved:-

(i) to delegate authority to the Director of Enterprise, Planning and Infrastructure, after consultation with the Convener of Finance and Resources, the Convener of Enterprise Planning and Infrastructure, the Head of Finance and the Head of Legal and Democratic Services, to award the contract provided the tender return was within 10% of the estimate for the works; and

(ii) that if the tender return was greater than the estimate of the works cost by a value in excess of 10% of the estimate value, the award of the tender be referred to the Finance and Resources Committee for consideration.

ACCESS FROM THE NORTH – AN INTEGRATED TRANSPORT SOLUTION DELIVERY PLAN – EPI/11/250

25. With reference to article 19 of the minute of meeting of 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 details the programme for the implementation of the "sustainable transport solutions to improve access to and from the north of the City, supporting national, regional and local policy objectives for modal shift and reduced levels of car use", proposals.

The report advised that the delivery plan, which took into account the impacts of all major infrastructure changes to the north of the city, had been compiled to ensure that all relevant actions in association with the schemes were developed and delivered within a realistic timescale and a focussed delivery programme. In order to implement the schemes effectively they had been grouped into corridor or mode types, called 'project groupings'. This should achieve maximum benefit for users and value for money for Aberdeen City Council. A summary of the groupings was provided and a table for the delivery of these projects is show in Appendix A. In addition, the schemes had been identified for short, medium and long term delivery. Where possible this timescale related to the major elements of infrastructure improvement which they were to support.

It was also advised that some of the proposed schemes could be delivered most effectively as part of the major projects. The schemes had been removed from the delivery plan for clarity and were listed separately in Appendix B. Since the original list of projects was reported to this Committee in November 2009, some works had been undertaken and projects had been implemented or similar schemes installed, the full list of projects completed to date, or by the end of this financial year was included in Appendix C and this helps to highlight the integration of this project with the various priorities of the Council. Finally, the report advised that further investigation of the schemes from the full list highlighted some proposals which might conflict with other Council priorities, that were being actioned within other sections of the Council or had been shown to not provide a 'value for money' proposal for the Council. These schemes had now been removed from the list and had been compiled in Appendix D.

The report recommended:-
that the Committee –

(a) agree, in principle, the provisional programme for delivery of the 'Access from the North' integrated transport proposals;
(b) instruct officers to continue discussions with BEAR and Transport Scotland regarding options on the trunk road network;
(c) instruct officers to progress schemes from the full delivery list as priority and funding would permit, subject to consultation and referral to future Committees as required; and
(d) to instruct officers to keep the Committee up to date with progress of the delivery plan as timescales might be amended subject to agreement of future years spend profiles of the Non-Housing Capital budget and other relevant sources of funding.

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

As an amendment, Councillor Allan, seconded by Councillor Crockett, moved:-
that no action be taken.

On a division, there voted:- for the motion (11) – the Convener; the Vice-Convener; and Councillors Boulton, Clark, Cormie, Greig, Jaffrey, McCaig, Milne, Penny, and Kevin Stewart; for the amendment (3) – Councillors Adam, Allan, and Crockett.

The Committee resolved:-
to adopt the motion.

STRATEGIC TRANSPORTATION PROJECTS – EPI/11/023

26. With reference to article 17 of the minute of meeting of 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 the progress to date on various strategic transportation projects within Aberdeen City and the wider area.

The report advised that strategic transportation projects flowed from the development of the Regional Transport Strategy (RTS) (produced by Nestrans) and the Council's own Local Transport Strategy (LTS).

Firstly, the report advised that Network Rail had published a consultation draft on Generation Two Rail Utilisation Strategy (RUS). The RUS considered high level strategic interventions to 2040. A proposed response from the Council to the draft RUS was presented.

Thereafter, the report provided an update on the current status of the Bridge of Dee capacity study, the decision of the Traffic Commissioner on First Bus, the Community Cycle project, new Aberdeen link to Dublin and the United States, bus lane decriminalisation, and the Nestrans 2010/2011 Capital Programme.

Specifically, in relation to the decision of the Traffic Commissioner on First Bus, the report explained that the Traffic Commissioner had become aware that First Bus had not operated all of its registered services in Aberdeen, in particular immediately following resolution of a trade dispute. Further the published punctuality figures for Aberdeen were below the tolerances acceptable to Traffic Commissioners; and in addition complaints were received from Mr S Delaney, Chairman of Mastrick and Sheddocksley Community Council. First Bus were called to a public inquiry in April 2010 so that the above issues could be considered. The Commissioner's decision was summarised and a copy of the full decision was attached as appendix 1 to the report.

The Committee resolved:-
(i) to instruct officers to write to Network Rail highlighting the Committee's concern regarding the safety of overcrowded platforms and carriages as a result of the increased patronage at local stations;
(ii) to acknowledge and agree the contents of the report in relation to all of the projects identified, including the programmes and key milestones;
(iii) to note the contents of the draft Rail Utilisation Strategy (RUS);

(iv) to approve the response, highlighted in this report and agreed by appropriate Members, as Aberdeen City Council's formal response to Network Rail on the consultative draft of the RUS; and

(v) to instruct officers to write to the Traffic Commissioner to advise of the Council's continuing commitment and investment in Public Transport improvement measures.

COMPLEMENTARY USES OF EXISTING AND FUTURE PARK AND RIDE/CHOOSE SITES – EPI/11/024

27. With reference to article 29 of the minute of meeting of 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 the development of a process for consideration and approval of complementary uses of existing and future Park and Ride/Park and Choose services. The process developed continued to recognise, support and promote the primary function of these assets which was to support the provision of Park and Ride/Park and Choose services.

By way of background, the report reminded members that the Committee had previously been presented with two options, which would require to be addressed separately, of complementary uses of existing park and Ride sites, namely:-

Category 1. Temporary, ad hoc events which require no permanent set up e.g. promotional, community, special events, training and awareness; and

Category 2. Permanent facilities and/or routine events which would require fixed or invasive set up, or which require lease arrangements

On consideration of the above, the Committee had instructed 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 also on the possibilities associated with Category 2 uses. It was emphasised that there should, at the very least, be no additional costs to the Council in supporting, facilitating or enabling any agreed complementary uses.

The report outlined a procedure for Category 1 Usage, namely that the same letting system for school and educational properties supported by the Facilities Management team to enable the let to open and operate be utilised for managing Category 1 usage of Park and Ride/Park and Choose sites. A modified application form for use by applicants who require use of a particular Park and Ride site was attached as appendix 1, whilst appendix 2 showed the proposed procedure that would then be followed in both determining if the application was suitable as a Category 1 use and the subsequent process to be followed, through to acceptance or rejection of the application. With regards charges, it was advised that these would be applied and these would be dependant on the type and length of usage and on whether the application was internal or external to the Council. An additional charge would also be applied if the applicant required the waiting area and toilet facilities to be made available. A charging policy has been developed for consideration and this can be found in appendix 3.

Secondly, the report detailed the possibilities associated with Category 2 Uses. It was advised that Category 2 uses could vary substantially in size and type. It was difficult, therefore, to develop a specific process that would deal with all possible types of Category 2 use. It might be that a procurement approach might deliver

better value for the Council. In addition, it was also uncertain at this stage, what the legal advice would be in relation to these larger uses. In light of this, it was considered sufficient, at this stage that the procedure detailed above identified when an application was considered as a Category 2 use and that each was then considered on a case by case basis.

Finally, the report advised of legal issues wherein it was advised that the Kingswells Park and Ride site was the subject of a Compulsory Purchase Order (CPO) and legal advice was sought on the implication of this factor on the use of the site. At this time of writing, officers were still awaiting a definitive view from colleagues in Legal regarding the conditions attached to the CPO for the Kingswells site and the impact that this might have on any proposed complementary uses. Therefore, at present the report was based on the assumption that Category 1 uses would be allowed and that at this stage Category 2 uses would be identified and should then be considered on a case by case basis. This might also impact on the provision of future Park and Ride sites for which there was a requirement to obtain the land through a CPO, and this was currently being considered for land acquisition for the A96 Dyce Park and Choose site.

The report recommended:-
that the Committee –
(a) approve the process developed in this report for the consideration and approval of Category 1 uses, which had been based on the school lets system;
(b) note the process for identifying Category 2 uses which would then be considered on a case by case basis; and
(c) refer the report to the Finance and Resources Committee for approval of the charging policy.

The Committee heard from the Head of Planning and Sustainable Development who advised that she had received advice from legal services on the impact the CPO for the Kingswells site that morning, which could have implications for the proposals, however had been unable to discuss this with legal services and was unable to advise of the implications.

The Committee resolved:-
(i) to defer consideration of the report to the next meeting of the Enterprise, Planning and Infrastructure Committee at which point legal clarification on the legality and risk assessment of the usage of the site for complementary means should be provided;
(ii) to instruct officers to contact all individuals who had contacted the Council regarding usage of the park and Ride site to advise of the current position; and
(iii) to request the Head of Legal and Democratic services to provide an explanation as to why legal advice, on what had been a long awaited report, had not been provided until the day of the Committee instead of through the appropriate consultation procedure prior to the report being circulated.

INVESTMENT IN VEHICLE FLEET – EPI/11/040

28. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which highlighted the urgent requirement to address the consequences of a lack of investment in the Council's vehicle fleet and plant and to seek approval to proceed with the modernisation of the fleet by means other than that of outright purchase of vehicles.

The report provided a detailed overview of the Council's existing vehicle fleet wherein it was advised that for the past five years, the Council had been operating its fleet on the basis that light goods vehicles were replaced after seven years and heavy goods vehicles after nine years. In line with this, in June, 2006, the former Resources Management Committee agreed to invest £3.2 million in vehicle replacements per year over the following three years.

However, the fleet replacement budget had been maintained at £1.5 million per annum for the past four years. This, in itself, had contributed to the ageing of the fleet, with an average of 60 vehicles per annum being replaced whereas 75 replacements per annum would have been required just to maintain the fleet at its existing age profile. As a result by April, 2011, the Council would have 30 vehicles over seven years old and 223 light vehicles over five years old. It was estimated to replace these vehicles by outright purchase would cost in the region of £7.5m. Given current and existing future borrowing constraints, the outright purchase of these vehicles was impractical.

In light of the above position, the report presented the following options available for financing of vehicles:-

(1) Operating Lease
Offers a low initial outlay of typically three months rental in advance. This was desirable if there was a shortage of available funds for the outright purchase of vehicles. In addition, it provided certainty of budgeting and cash flow as monthly rentals were fixed over a fixed period, and there was flexibility to extend the lease at the end of the initial agreement at a considerably reduced rental. As the risks and reward of ownership were retained by the leaser there was no need to account for the vehicles in the Council's financial statements. This contrasted with a finance lease which required an asset and liability to be provided for the Balance Sheet which might impact on the Council's overall debt position.

(2) Contract Hire
A low initial capital outlay with fixed monthly payments providing certainty of budgeting and cash flows. Risks involved in running a vehicle fleet including residual values and interest rates could be transferred to a contract hire company.

Both options could be tailored to include maintenance if required or this function could be carried out by the in-house service.

The Committee resolved:-
(i) to approve the updated strategic approach to modernise the fleet to bring its age profile down to manageable levels in line with industry standards; and

(ii) to refer the report to the Finances and Resources Committee, with the recommendation that it instructs the Service to progress with the Central Procurement Unit the investigation of alternative means of financing the required investment through revenue expenditure and the selection of the most cost-effective option.

MAINTENANCE OF MUNICIPAL BUILDINGS – GENERAL RESPONSE MAINTENANCE CONTRACTS – EPI/11/033

29. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the options available for the future delivery of services in respect of Maintenance of Operational Properties (General Response Maintenance Contracts).

The report provided an overview of the current arrangements for building maintenance and repairs to operational properties which had been established in 2002. The current position for the three general response maintenance contracts were as follows:-

Contract	Contract Start Date	End of 3 Year Period	Current Contract End Date
North Contract	1st August 2007	30th June 2010	30th September 2011
Central Contract	1st April 2007	31st March 2010	30th June 2011
South Contract	1st July 2006	30th June 2009	30th June 2011

The report advised that from a review of the price evaluation the historic trend data showed that the in-house contractor was significantly cheaper than the private sector equivalent. However, the quality submission from the in-house contractor was the weaker element of their bid. Since the original tenders were submitted there had been significant steps taken by the in-house contractor to deploy updated back office systems, which if adopted corporately would provide more than adequate supporting evidence of costs etc. on an open book basis. Therefore, it was proposed that the Council terminate the contract held by Banchory Contractors at its conclusion on 30 September, 2011 and award the work to the in-house contractor on a city-wide basis. It was further proposed that the relevant officers develop suitable processes and monitoring regimes in order to ensure auditable records were available and performance could be subsequently reported to Service Committees through the adoption of Key Performance Indicators. All costs would be monitored on an open book basis.

The Committee resolved:-

(i) to approve, in principal, to the carrying out of general response maintenance works in connection with the Non-Housing Maintenance city-wide by the in-house Building Service team; and

(ii) to instruct relevant officers to establish a framework for the charging of actual costs to the Non-Housing Repair and Maintenance Fund in line with that already established in the Central and South area and to report back to a future meeting of the Committee in this regard.

CAR PARKING CHARGES 2011 – 2013 – EPI/11/038

30. With reference to article 19 of the minute of the meeting of Council of 15 December, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval to implement the revised car parking charges for 2011 – 2013, as well as for the introduction of a mobile telephone payment system for off-street car parks and agreement to begin a "pay and display" machine replacement programme. Finally, in respect of charges for the removal, storage and disposal of vehicles, and the charges for the release of vehicles from immobilisation devices, approval was also sought.

The report advised that the Council had agreed the action to increase car parking trading account income by £1.9m over the five year period. In line with this, three main charging options had been assessed in making proposals for increasing car parking income for 2011 – 2013. The current charges along with the proposed revised charges were detailed at Appendix A to the report.

The report presented three options, namely:-

Option A - Maintain current charges

This option along with current levels of customer demand would result in a projected decrease income to the Council of £45,000 in 2011/2012 alone. It was recommended that this option be dismissed because it would not result in increased income as required to meet the income generation detailed within the five year business plan. Furthermore, it would not provide funds for replacement "pay and display" machines.

Option B - Mainly applying a 10% increase to current charges (in rounding charges up to the nearest 10p)

Calculations have taken account of anticipated decline in customer demand due to increased charges, increased VAT and the closing of St. Nicholas House car park. Using this charging model the projected income would be £150,000. This increase was insufficient to enable achievement of the five year business plan income generation of £658,000. This option included increasing the cost of residents' permits by 10% from 2011, however, it was highlighted that applying this increase would take considerable time and was undesirable given the substantial increases to residents' permits in 2009.

Option C - Economy pricing approach (with premium prices applying for on-street parking in the zones in and around the city centre)

The charges had been set to be competitive with privately owned car parks situated around the city centre. Premium prices, along with shorter maximum stay periods, applied to on-street parking around the city centre to help maximise parking turn-over and therefore increasing the opportunity for subsequent drivers to park. The revised charges would also introduce a more standardised and simplified tariff structure with incremental increases of £1 applying to most charging bands. The more standardised approach would remove the price differential between one and two hour parking bays. Within this option it was proposed that there should be no increase to the cost of residents permits from 2011/2012. It was advised that anticipated user resistance had been considered and income projections had taken

account of potential reduction in customer demand. There was a significant risk that income targets would not be achieved if customer demand fell more than had been anticipated. However, this would be monitored through existing budget monitoring processes. Details of further external factors that created further risks to achieving budget targets was also detailed. Implementation of the proposed revised charges should increase car parking income by £658,000 in both 2011/2012 and 2012/2013. These revised charges and the resulting additional income would support the Council to achieve the £1.9m target for increased income in the five year business plan and enable the Council to begin investing in replacement "pay and display" machines.

Thereafter, the report provided an overview of the current position regarding immobilisation, removal, storage and disposal of illegally parked vehicles. It was proposed that the following charge levels apply with immediate effect:-

Removal of Vehicle - £150
Storage - £20 for each period of 24 hours or a part thereof during which the vehicle was in custody of the Council
Disposal - £150

These charges were consistent with those set by other Scottish local authorities which operated a decriminalised parking regime and matched the amounts prescribed by the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Etc. Regulations 1989, as amended by the Removal Storage and Disposal of Vehicles (Prescribed Sums and Charges, Etc.) Amendment (Scotland) Regulations 2005. Similarly, it was also proposed that the charge level for release of a vehicle from an immobilisation devise fixed under Section 69 of the 1991 Act be set, with immediate effect, at £50.

Finally, the report provided detailed information on the proposed parking "pay and display" machine replacement programme as well as the introduction of the mobile telephone payment system.

The report recommended:-
that the Committee –

(a) approve the revised car parking charges as set out in Option C within Appendix A, said revised charges to take effect from 1 April, 2011, or as soon as practicable thereafter;
(b) approve the setting under Section 74 of the Road Traffic Act 1991 (as modified) of the levels of charges proposed in the report for the removal, storage and disposal of vehicles and the release of vehicles from immobilisation devices fixed under Section 69 of the said Act, in relation to the parking area and with immediate effect;
(c) approve that the Head of Asset Management and Operations might use any Car Parking Trading account surplus above budgeted income for investment in replacement "pay and display" machines during 2011 – 2013;
(d) approve the implementation of a mobile telephone payment system to operate in relation to off-street car parks; and
(e) remit the report to the Finance and Resources Committee on 1 February, 2011, for approval of the revised charges detailed in recommendations (a) and (b) detailed above.

The Convener, seconded by the Vice-Convener, moved:-
that the recommendations as contained in the report be approved, and that the revised charges be reviewed in six months.

As an amendment, Councillor Allan, seconded by Councillor Crockett, moved:-
that no action be taken .

The Convener having ruled the amendment incompetent, Councillor Allan, seconded by Councillor Crockett, moved as a procedural motion:-
that Standing Order 22(1) be invoked.

On a division, there voted:- for the procedural motion (5) – Councillors Adam, Allan, Boulton, Crockett, and Milne; against the procedural motion (9) – the Convener; the Vice-Convener; and Councillors Clark, Cormie, Greig, Jaffrey, McCaig, Penny, and Kevin Stewart;

The Committee resolved:-
to adopt the motion.

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

RETAIL ROCKS – PROGRESS REPORT – EPI/11/026

31. With reference to article 23 of the minute of meeting of Enterprise, Planning and Infrastructure Committee of 9 November, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on progress with the implementation of the Retail Rocks Initiative since November, 2010.

The report advised that the project was successfully launched on 12 November, 2010 and was based at the old Police Box in Torry. Details of the number of applications received was provided and it was advised that due to the bad weather experienced in November 2010, a new deadline of Friday 28 January, 2011 was introduced and the competition criteria amended to receive applications from Social Enterprises.

In terms of timescale, it was advised that the original programme dates identified in the original TCRF bid had slipped. A revised timescale was presented, and officers were now in the position to write to the Regeneration Division of the Scottish Government requesting their formal approval for delayed spend linked to completion of property acquisitions, the preparation of technical specifications, the undertaking of refurbishment works, the competition process itself, and the effects of bad weather in 2010 on the timelines that had been prepared.

The Committee resolved:-

(i) to agree to the withdrawal of the earlier request by the Director of Enterprise, Planning and Infrastructure for additional project funding of £170,000, to cover the absence of private sector funding as envisaged in the original Town Centre Regeneration Fund bid;

(ii) to endorse the revised project timescales and new arrangements as narrated in section 6.2 and 6.3 of the main report, and to authorise officers to negotiate revisions to the programme dates as identified in the original Town Centre Regeneration Fund award with the Scottish Government;

(iii) to advise officers that since no more funding was available from the Council, any expenditure must be made from the existing budget until external funding was realised; and

(iv) to note that legal costs could not be deferred pending receipt of private sector cash contributions.

- COUNCILLOR DEAN, Convener.

CONTROLLED PARKING AREAS – WORKING PARTY

ABERDEEN, 24th February, 2011. - Minute of Meeting of the CONTROLLED PARKING AREAS WORKING PARTY of the Enterprise, Planning and Infrastructure Committee. Present:- Councillor John West, Convener; and Councillor Laing.

Apologies for absence had been intimated from Councillors Boulton and Wisely.

Also in attendance:- Councillors Adam, Allan, Collie, Cormack, Donnelly, May, Robertson and Jennifer Stewart.

ON AND OFF-STREET CONTROLLED PARKING IN ABERDEEN – VARIOUS ISSUES

There had been circulated a report by the Director of Enterprise, Planning and Infrastructure reviewing a wide range of issues relating to on and off-street parking policies in Aberdeen. The report is attached as the appendix to this minute.

After initial discussion, the Working Party agreed to use the recommendations in the report as a framework for discussion, as follows:-

(1) That the introduction of exclusively residential bays in the most central zones (where they did not exist at the moment) would be detrimental to the economy of the city centre and should not be progressed.

With the clarification that this was indeed intended to refer only to the most central areas in the city (those shown in pale yellow on the first of the circulated plans), it was agreed to accept the recommendation.

(2) That city centre residential permits be able to be used within Chapel Street, West North Street and Mearns Street off-street car parks during off-peak hours (i.e. 1800-0800 hours).

With the proviso that the lower ground floor of Denburn car park be added to this category, it was agreed to accept the recommendation, notwithstanding doubts expressed by Councillors Adam and Collie.

(3) That residents of developments specifically put forward as low or no car housing developments should not be able to purchase on-street permits.

This recommendation was accepted.

(4) That any resident/business with access to off-road parking as part of a development should not be able to purchase an additional on-street parking permit.

This recommendation was accepted.

(5) That a review of parking charges set by other Council services be reported to the relevant Committee for consideration and possible revision.

After detailed discussion, it was clarified that this was a reference to parking opportunities in various off-street areas not run by the Council as public car parks (e.g. housing parking areas) where use had sometimes passed to individuals with no convincing locus in the matter. These people now enjoyed cheap parking purely as a result of a historical quirk, with the result that alternative off-street parking opportunities were running alongside the Council's official off-street strategies. Under these circumstances, it was agreed not only to review the charges but also to review the entire situation, and the value judgements implicit in it, and to bring the matter to the Enterprise, Planning and Infrastructure Committee in the first instance to allow that Committee to assess it first of all from the point of view of transportation strategy.

(6) That an emissions-based permit system be established for the city centre, with incentives for the lowest emitting cars and a financial disincentive for the highest.

It was agreed not to accept this recommendation at this time, but to affirm that, in the longer term, the principle of emissions-based incentives and disincentives was a coherent proposal.

(7) That a revised city centre parking boundary be established (i.e. for the one-permit per household zones) on the basis of a single subdivision into east and west parking zones.

It was agreed to accept this recommendation on the basis that it would be simpler to understand, and formalise the existing tendency for drivers to stray into neighbouring zones (which was outwith the rules but often made the subject of discretion on the part of parking attendants).

(8) That the price of city centre residential permits (ie those released in the areas where only one permit per household was allowed) be increased from £80 per year to £160 per year, that an intermediate zone immediately beyond the city centre be established (for the purposes of pricing policy only) in which the first of two permits would cost £120 (instead of £80) and the second of two permits £180 (instead of £120), but that prices further out, in the peripheral zones, remain unchanged..

On a majority view, the Working Party rejected this recommendation.

(9) That Sunday charging hours applicable in central areas from 1.00pm until 5.00pm at the moment be extended to run from 11.00am until to 5.00pm, to match Sunday retail hours.

It was agreed unanimously to reject this recommendation.

(10) That the recently-introduced overnight charge of £1.50 in off-street car parks be removed, and that it be replaced by extended operational hours in the most straightforward sense (ie 8.00am until 10.00pm instead of 8.00am until 8.00pm).

It was agreed to welcome this recommendation unequivocally.

(11) That the price of parking vouchers in the Foresterhill and Garthdee on-street zones(where pay and display did not apply) be increased to £1.50 for up to two hours and £4.50 for the whole day.

The Working Party reached no conclusion on this matter, having heard that there was a serious problem in Foresterhill and Garthdee in that retail outlets (where parking vouchers could be purchased) were few in number and by no means evident to drivers. This meant that ad hoc parking by non-residents was unlikely, except that vouchers were available from *machines* on Westburn Road, where their low cost probably did mean that they were a favourable option for Foresterhill staff - precisely at odds with the strategic objective. However, Councillor Laing made it clear that, in her view, in the Foresterhill zone in general, parking pressures caused by Foresterhill staff buying vouchers in bulk did not exist, even though they might be evident on Westburn Road. In view of the continuing uncertainty about these issues, the Working Party declined to reach any conclusion on this recommendation.

(12) That residential parking bays be established between 6.00pm and 8.00pm at locations where pay and display bays now applied until 8.00pm but single yellow lining nearby ceased to apply at 6.00pm.

It was agreed to accept this recommendation.

(13) That the introduction of exclusively residential parking provision in Albert Terrace was unnecessary.

It was agreed to drop this recommendation altogether.

(14) That 2-hour maximum stay pay and display bays be established in Bon Accord Crescent.

This recommendation was accepted.

(15) That proposals to introduce one-way regulations on Rose Street, Chapel Street and Marischal Street be assessed further and made the subject of a report back to a future meeting of the Enterprise, Planning and Infrastructure Committee.

This recommendation was accepted.

(16) That the priority listing for future controlled parking zones be revised in line with the ordering indicated in the report; namely (1) Palmerston Area, (2) Mearns Street area, (3) Ashley / Brighton area, (4) Holburn / Hardgate area, (5) Carnegie Crescent area, (6) Seaforth Road area and (7) Elmbank area.

This recommendation was accepted.

- JOHN WEST, Convener.

ABERDEEN CITY COUNCIL

COMMITTEE Controlled Parking Working Group

DATE 24 February 2011

DIRECTOR Gordon McIntosh

TITLE OF REPORT Various issues from the Controlled Working Party

REPORT NUMBER

1. PURPOSE OF REPORT

To advise the Committee of the outcome of a review of a number of outstanding issues which were remitted by the Controlled Parking Working Group; particularly those relating to city centre parking management, possible emissions based permit charging, and the correlation of policy in line with the Regional Transport Strategy (RTS), Local Transport Strategy (LTS), Local Development Plan (LDP) and the Air Quality Action Plan (AQAP).

2. RECOMMENDATION(S)

It is recommended that the Committee agrees:

i. That the conversion of “Pay and Display” parking bays to “Residents Only” would be detrimental to the economy of the city centre and should not be progressed.
ii. To a trial where city centre residential permits are valid within Chapel Street, West North Street and Mearns Street off-street car parks during off-peak hours, 1800-0800 hours.
iii. That residents of developments specifically put forward as a low or no car housing development should not be able to purchase on-street permits
iv. That any resident / business with access to off-road parking as part of a development should not be able to purchase an additional on-street parking permit.
v. That a review of charges set by other Services be reported to the relevant Committee for consideration and possible revision.
vi. To the establishment of an emission based permit system for the city centre, with incentives for the lowest emitting cars and a financial disincentive for the highest.
vii. To a revised city centre parking boundary, subdivided into east and west parking zones.
viii. An increase in the price of city centre residential permits from £80 per year to £160 per year for a standard permit
ix. The creation of intermediate parking zones, with differential permit prices reflecting the premium for parking spaces.

x. The extension of Sunday charging hours from 1300 -1700 hours to 1100 – 1700 hours to match Sunday retail hours
xi. To the removal of the overnight flat rate charge of £1.50 for parking between 2000 – 0800 hours in the off-street car parks, to be replaced by extended operational hours to 0800 - 2200 hours.
xii. To increase the price of parking vouchers within the Foresterhill and Garthdee Controlled Parking Zones to £1.50 for up to two hours and £4.50 for all day parking.
xiii. To instruct officers where appropriate to promote "residents only" parking bays between 1800 – 2000 hours on the existing 0800 - 1800 single yellow line waiting restrictions within the city centre
xiv. That the introduction of "Residents Only" parking in Albert Terrace is unnecessary.
xv. The promotion of 2-hour maximum stay pay and display bays in Bon Accord Crescent
xvi. To further assessment of proposals relating to the introduction of one way restrictions on Rose Street, Chapel Street and Marischal Street with a more detailed report brought back to a future Committee
xvii. To a revised priority list for future potential parking zones

3. FINANCIAL IMPLICATIONS

Depending on the decision on each option there will be a range of impacts on the revenue position of the Council. In each case this detail is set out within the report.

4. OTHER IMPLICATIONS

Whilst Controlled Parking Zones (in terms of the statutory definition in the *"Traffic Signs Regulations and General Directions 2002")* no longer exists in the majority of Aberdeen, the presence of on-street parking controls remains. These controls are grouped collectively into administrative zones. For simplicity this report will maintain the popular name of controlled parking zone (CPZ)

A number of the proposals will require the promotion of new traffic regulation orders in accordance with the procedures set out in the "The Local Authorities' Traffic Regulation Order (Procedures) (Scotland) Regulations 1999". There is a risk that the traffic orders could be overruled following the objection process.

The report has links to the Regional Transport Strategy (RTS), Local Transport Strategy (LTS), Local Development Plan (LDP) and the Air Quality Action Plan (AQAP).

5. BACKGROUND/MAIN ISSUES

Background

5.1 The first controlled parking zones (CPZs) were introduced into Aberdeen city centre in the mid 1980s. The purpose of the zones was to encourage parking turnover, discourage all day commuter parking, and to improve traffic flow and road safety within the city centre. City centre businesses benefit from the improved availability of on-street parking for their customers and clients, with longer duration parking available within the off-street car parks.

5.2 Following the creation of the city centre zones, further parking zones were established on an area by area basis, as the need and demand required. These later schemes were primarily a strategic transportation measure aimed at discouraging all day commuter parking and encouraging more sustainable forms of transportation but also more recently as a means of preserving the residential environment and amenity.

5.3 As the zones extended out from the city centre the nature and environment of the streets changed. Consequently the operation of the zones changed with increased numbers of permits available per property, and extended periods of maximum stay. These changes reflect the increased distances from public transport links and also from alternative parking places such as off-street car parks.

5.4 Over the last twenty five years the requirement to remove non-essential parking from the city centre and to create parking turnover for the benefit of the businesses and residents has remained. At the same time, car ownership levels have increased and subsequently the demand for on-street parking has grown whilst the amount of available kerbside has remained constant. The result is an ongoing demand for some form of parking permit. The increased number of permits also causes a reduction in parking turnover which has a corresponding affect on the city centre businesses.

5.5 Appendix 1 shows the existing parking zones plus the Aberdeen City Centre boundary for the application of parking standards for new developments.

5.6 This report looks at a number of issues concerning the current policies, management and operation of the parking controls.

“Residents Only” Parking

5.7 Currently all city centre parking bays operate as shared bays where both permit holders and “pay and display” users utilise the same bays. This differs from the peripheral areas where “pay and display” users are excluded from certain areas with the use of “residents only” parking. In recent years discussions have been ongoing regarding the introduction of “residents only” parking into the city centre zones.

5.8 The main concern regarding the introduction of “residents only” parking bays is the impact on the businesses within the city centre. Restricting the amount of “pay and display” parking limits the availability of spaces, affecting parking for the customers and clients of businesses. Reduced city centre parking would compromise the economic viability of the city centre, particularly for small businesses.

5.9 As a representative sample of city centre parking, surveys have been carried out in zones C & F to identify parking patterns. Whilst both surveys indicate that the number of parked cars exceeds the number of available spaces, this is primarily due to parking on waiting restrictions in Rose Street, Chapel Street, Kidd Street in Zone C, and in the Adelphi, Marischal Street and Justice Street within zone F.

5.10 The maximum stay for pay and display in both of these zones is either one or two hours, therefore hourly beat surveys were carried out from 0700 – 1900hours. Long stay parking is classified within the table as cars parked for 3 hours or more, exceeding the two hour maximum stay permitted for pay and display parking.

5.11 Parking zone C is in the west of the city centre on the north side of Union Street and contains both the Chapel Street and the Summer Street car parks. Chapel Street car park reaches capacity from approximately 0930 to 1330 hours. Observational surveys indicate that Summer Street operates at capacity for extensive periods of the working day.

Zone C (139 Estimated Pay and Display Spaces)

Hour beginning	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
No. of cars	179	139	148	161	151	158	164	169	155	148	155	181
Parking on waiting restrictions (0800 – 1800)	41	15	19	22	14	19	25	30	16	9	16	42
No. of cars in pay and display bays	138	124	129	139	137	139	139	139	139	139	139	139
Parking Bay Capacity	99%	89%	93%	100%	99%	100%	100%	100%	100%	100%	100%	100%
% long stay parking (= 3hrs)	44%	64%	76%	73%	79%	77%	71%	67%	70%	69%	57%	37%

5.12 The on-street survey for zone C shows that parking levels are high overnight, with the number of cars decreasing between 0800-0900 hours. From 0900 the number of parked cars rises again to capacity for the remainder of the day. In general 70-80% of parked cars stayed for longer than the maximum permitted stay for pay and display and can be assumed to be permit holders.
The lower proportions of long stay parking in the morning and evenings represent residents going to / leaving work during the surveyed hours.

5.13 The parking recorded on waiting restrictions as shown in the above table consists of overnight parking on the single yellow waiting restrictions, blue badge parking in streets such as Kemp Street, and

also the use of the restrictions for activities such as loading and unloading.

5.14 The results of the survey indicate that there is a very low turnover of parking within zone C, with parking bays at capacity throughout the working day, as such visitors to the area will experience difficulty in finding a parking space after 9am in the morning.

5.15 Parking zone F is in the east of the predominantly the city centre, the zone covers both the Green and Castlegate areas. The Trinity Centre and Union Square car parks are both within zone F.

Zone F (120 Estimated Pay and Display Spaces)

Hour beginning	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
No. of cars	137	121	145	108	135	136	143	132	124	135	130	156
Parking on waiting restrictions (0800 – 1800)	24	21	27	10	22	30	36	19	21	29	14	36
No. of cars in pay and display bays	113	100	118	98	113	106	107	113	103	106	116	120
Parking Bay Capacity %	94%	83%	98%	82%	94%	88%	89%	94%	86%	88%	97%	100%
% long stay parking (=3hrs)	45%	55%	58%	78%	69%	64%	62%	67%	67%	57%	53%	40%

5.16 The parking recorded on waiting restrictions consists of overnight parking on the loading bays / single yellow line waiting restrictions, blue badge parking in streets such as Justice Street / Marischal Street, and also the use of the restrictions for activities such as loading and unloading.

5.17 The survey for zone F indicates that this zone is near capacity throughout the day. Introducing “residents only” parking would detrimentally affect the availability of parking spaces for the customers and clients of the businesses in the area, and would have an economic impact on the small business community.

5.18 Both surveys indicate that unless permit holders are specifically excluded from parking in open “pay and display” areas, it is unlikely that “residents only” parking could be introduced in any notable quantity. Limiting the availability of city centre parking would cause problems for the customers and clients of businesses, impacting the economic viability for small businesses within the city centre. Limiting parking turnover is contrary to one of the founding principals of parking controls. Similarly excluding residents from “pay and display” areas would limit their ability to park, detrimentally affecting their amenity.

5.19 It is therefore proposed that the current shared system be maintained as the introduction of “residents only” parking within the city centre will detrimentally impact on both the business and residential community within the city centre.

Off-peak Residential Parking in Car Parks

5.20 With the extension of the operational hours in the off-street car parks and the overnight parking charge, residents are no longer able to park within Aberdeen City Council operated car parks for free after 6pm. A number of requests have been made to allow resident permit holders off-peak access to the car parks.

5.21 From automated traffic counters the parking capacities of Chapel Street and Denburn Car parks have been reviewed.

5.22 Within Chapel Street car park the average number of cars parked overnight is generally between 60 – 80 cars. The number of parked cars increases rapidly from 0730 each day and peaks when the car park reaches capacity at approximately 0930 – 1000 hours. Chapel Street car park begins to empty at 1500-1600 hours each day, with approximately 120 cars parked at 1800 hours each day. Over the weekend Chapel Street is not at capacity, with the majority of vehicles parked in the late morning to early afternoon. Survey data indicates that Chapel Street car park would have capacity to allow resident permit holders access between 1800 – 2000 hours.

5.23 The Denburn Car park follows a differing trend with a clear double peak in the evenings except on Sundays. The second peak starts at 1900 hours until approximately 2230 hours; reaching approximately 190 cars on the Friday evening. The timing and extent of the second peak reflects the proximity of the Denburn car park to His Majesty's Theatre. There is a possibility that allowing residential access into the Denburn car park could prevent visitors from finding a parking space.

5.24 The survey information for West North Street Car park indicates that there are limited numbers of cars parked overnight, with the car park available for residential parking in this period.

5.25 It is therefore proposed to introduce a trial where resident permit holders are allowed to use the long stay car parks during off-peak hours. Permit holders in the west would be allowed to use Chapel Street, permit holders in the east - West North Street and Mearns Street. Due to capacity concerns and impact on city centre activities the Denburn is not proposed for inclusion at this time.

5.26 These proposals could be accommodated as part of the existing permit renewal process and therefore no direct costs would be associated with the proposal. Potentially revenue could be reduced as a result of the loss of residents purchasing evening tickets in the car parks but is unlikely to be significant.

Residential Developments

5.27 At the Policy and Strategy Committee on 29 September 2004 the Committee approved the terms of a Notice of Motion "That the policy to withhold residential permits from residents of new developments be

abandoned, being unworkable, and also unfair, in that it is not a City-wide principle". As a result of this decision any new residential development within the city centre was entitled to obtain parking permits.

5.28 Prior to the decision in 2004, after the establishment of the city centre CPZs, any new development on a Brownfield site, did not qualify for residential parking permits. It was considered that the parking needs of any new development should be addressed as part of the planning process, and should not have a detrimental impact on the operation of the CPZs. New developments within the city centre have excellent access to city wide public transport and the residents have more opportunities to utilise more sustainable forms of transportation

5.29 The Proposed Local Development Plan now includes a statement of support for the introduction of developments within the City Centre with low or no parking provision. This was considered prudent given the Scottish Governments willingness to overturn appeals/ refusals for development by Aberdeen City Council on the basis of objections to low/ no car parking. It is also true that city centre residents are best placed to take advantage of the array of other options to the car and that this should be encouraged if at all possible.

5.30 There is however significantly reduced benefits from car free housing developments if there is then an associated knock-on impact on-street. In order to maintain the support for low and low parking developments, it is considered necessary to review policy with regard to Brownfield development and the application of residents' permits.

5.31 It is recommended that if a development is specifically put forward as a car free housing development then individuals/ businesses within that development should not be able to purchase on-street permits. It is further recommended that any resident / business with access to off-road parking as part of a new development should not be able to purchase an additional on-street parking permit.

Private Garage and Parking Space Lease

5.32 At present Aberdeen City Council operates a number of parking areas which are not accessible to the wider public and are regulated by a number of different services.

5.33 For example Housing and Environment, rent out spaces on a commercial basis, or via the Garage Lettings Service. These are not subject to the charges set for off-street public parking with significant numbers of spaces offered at relatively low prices for both commuters and residents. This practice is seen to undermine the Local Transport Strategy's action to implement a comprehensive parking policy aimed at discouraging parking for non-priority users, in particular commuter parking

5.34 To maintain consistency across the Council and to encourage more sustainable forms of transportation, the parking charges in the city centre by other Services should, at a minimum, reflect the charges for public off-street car parking. It is thought that this will require further discussion with other Services.

5.35 It is therefore proposed that a review of charges set by other Services be reported to a future Committee for consideration and revision.

Emission Based Permits

5.36 One of the issues identified in both the Local Transport Strategy (2008) and the Draft Air Quality Action Plan (2010) is the problem of air quality within the City Centre. In the Air Quality Management Areas it is estimated that transport and traffic emissions are causing up to 90% of air quality pollution. Measures to remedy the problem are being looked at as part of the European Interreg IVB project CARE North (Carbon Responsible Transport Strategies in the North Sea Area). One of the emerging solutions is emissions based parking charges.

5.37 Unfortunately whilst the idea of emissions based parking seems simple – higher parking charges per hour for the more polluting vehicles and reduced charges for cleaner vehicles – the practical implementation of the scheme would be fairly complicated. With no obvious national emissions standard displayed on the vehicle, for instance like in Germany, it is very difficult for both individuals and parking wardens to then establish who should be paying what amount per hour. The older parking ticket machines are also unable to cope with numerous charging options. Until such time as a national standard is adopted and the replacement ticket machine programme in place, emissions based parking charges for city centre visitors cannot be applied but should be reviewed in future.

5.38 Another option however is to look at emissions based parking charges for permits holders. Since March 2001 all new vehicles registered in the UK have carbon emission levels stated on the V5C Vehicle Registration Document. These emissions are then grouped into 13 bands (A-M) which are used to determine the Vehicle Excise Duty (VED) that must be paid each year. So whilst we cannot establish emissions based charging for visitors we can establish the emissions of a vehicle when the owner comes in to purchase a residential or business permit.

5.39 The potential for the introduction of emission based parking permits has been reviewed and similar systems used by other councils have been investigated. These include ones run by the City of Edinburgh Council, City of York Council, Brighton and Hove City Council, Haringey, Lambeth, Tower Hamlets, Islington and Camden Councils. Whilst some Councils have chosen to operate schemes where the VED

bands are categorised into multiple groups, other Councils operate a simple reward system for the lowest most environmentally friendly VED bands A-C.

5.40 Recent EU Regulation setting emission performance standards for new passenger cars is expected to further reduce CO_2 emissions from light-duty vehicles in view of the 130 g/km and 95 g/km emission targets set for 2015 and 2020 respectively. Therefore, due to the potential improvement for all cars it is believed that the most effective scheme would be to reward the most environmentally friendly vehicles, whilst introducing a financial disincentive for the least environmentally friendly vehicle types.

5.41 Vehicle surveys have been undertaken throughout the core city centre zones (appendix 2). The emissions levels were determined by putting the make and registration of the car into the DVLA database. These surveys indicate that approximately 20% of vehicles are within the highest 3 VED bands, with up to 10% within the lowest bands, A-C.

5.42 An option would be to give a 50% permit discount for the three lowest bands of vehicle A-C, (=120g/km CO_2), vehicles with VED bands D-J (120g/km - 199 g/km CO_2) remaining at a standard price and the highest bands K-M, (200+g/km CO_2) considered for the most polluting vehicles seeing a 50% increase in the cost of permits.

5.43 For vehicles registered before March 2001 the carbon emissions are not stated on the V5C registration document. Whilst some authorities have set equivalent bandings for these vehicles based on engine size, the age of vehicles may mean that engine size does not directly relate to emission levels. The scheme would therefore not apply to older vehicles at this time and they would pay a standard charge

5.44 In order to encourage uptake of electric vehicles, and on the basis of an emissions based policy, that parking permits for electric (i.e. non-polluting vehicles) is provided at 25% of the standard cost of permits.

5.45 Given the general movement towards improvement of emissions the above should be reviewed on an annual basis to encourage the uptake of the cleaner vehicles. This fits with the Councils Climate Change Declaration (2007) to ensure on going commitment to reduce emissions from specific council operations and the wider authority area and makes inroads to dealing with air quality issues in the city centre.

5.46 It is therefore proposed to introduce an emission based permit system for the city centre, with financial incentives for the for the lowest emitting cars and a disincentive for the highest polluters. It is intended that the establishment of an emission based permit system will be budget neutral.

City Centre - Boundaries

5.47 In the last year the number of residential permits sold, excluding zone X, has risen by 11.5%. As a result an assessment of each zone has been undertaken on a street by street basis. Appendix 3 provides a zone by zone tabulation whilst Appendix 4 identifies parking / permit issues on a street by street basis.

5.48 Detailed observations show that the city centre zones (A-G), with the exception of zone B, are over subscribed. Whilst this is not unexpected within the city centre there is a concern that the increasing residential demand for on-street parking, particularly in the evening and weekends, presents a real issue to those who compete for on-street parking. As a result some vehicles are displaced into adjacent zones and are reliant on the judgment of City Wardens to avoid penalty charges notices.

5.49 Options which have been considered include the rigid enforcement of existing zone boundaries, the control of the number of permits issued through permit pricing, or a flexible approach, whereby larger city centre zones are created.

5.50 Rigid enforcement of the current zone boundaries would unrealistically restricts parking for city centre residents. Parking pressures within the city centre can result in residents being unable to find parking spaces within their zone, issuing a penalty charge for parking in an adjacent zone is strictly correct but the implications for residents are overly restrictive and impractical.

5.51 The price of permits could be increased considerably to a degree where it becomes an influencing factor on car ownership levels within the city centre. This would require significant price increases for permits that would not be seen to be acceptable at this time. However, a more reserved approach to price increases could be used to assist in the reduction of permit applications.

5.52 A more flexible approach would be for the creation of larger city centre zones where parking is permitted over a larger area. It is important however to ensure that each zone is not too large as there is then the possibility that residents could drive within the zone when these journeys should be undertaken by walking.

5.53 In order to ensure a consistent approach to enforcement it is proposed to formally rectify this situation by merging the zones in the east end of the city centre, zones F and G, and to merge the zones in the west, A, B, C and E. Residents individual permits could be updated as part of the existing permit renewals process therefore there would be no increase in cost as a result of merging the parking zones

5.54 Whilst this cannot directly address the problems of oversubscription, it does formalise an existing situation and removes unnecessary barriers for residential parking in the city centre.

5.55 In recognition of problems faced by residents of Union Terrace, it is proposed to relocate it into the western zone as it is disconnected from the remainder of the eastern zone. The railway line represents a natural boundary within the city centre. Appendix 5 shows the proposed city centre zone boundaries.

5.56 The redefined city centre zones would complement the boundary for other city centre policies such as parking standards, and also for the potential introduction of the emission based parking permit.

Residential Permits within the City Centre

5.57 Each property within the city centre is entitled to one parking permit which must be registered to a specific car. However, as stated, the number of permits being issued still exceeds the availability of on-street parking spaces. The tabulation in Appendix 3 indicates that there is clear competition for spaces caused by the demand for residential / business permit parking plus the need to create parking turnover.

5.58 The potential introduction of a cap on the total number of parking permits issued per zone, as operated by some councils within England, has been considered. This would be very difficult to administer and there would be concerns regarding the fairness of such a scheme, therefore officers do not recommend proceeding with such measures at this time.

5.59 To balance the competing demands for on-street parking the cost of permits within the city centre should be managed. The price should reflect the premium for parking, the availability of alternative forms of transport and the need to control the growth in the number of permits issued. In comparison with other cities in Scotland, Aberdeen City Councils permit charges are relatively affordable. The price of a residential permit in similar cities is as follows:

	Annual Cost of City Centre Permit
City of Edinburgh	£140 - £320 *(Emission based)
Glasgow City Council	£250
Perth and Kinross Council	£160

In recognition of the need to manage the number of permits being issued within the city centre and to reflect the premium for parking spaces officers recommend an increase in the price of city centre residential permits from £80 per year to £160 per year for a standard permit. The increase in the price of city centre permits would result in an increase in revenue of approximately £60k to the Car Parking trading account.

Intermediate Zones

5.60 Outside of the city centre, properties are entitled to two permits, one "fixed" permit, which must be registered to a specific car and one "flexible" permit which is non car specific. The first permit is currently £80 per year; the second permit is £120 per year. The cost of the permits relates to the number of permits, it is not an extra cost for a "flexible" permit.

5.61 As indicated by Appendix 4, the oversubscription problems which occur in the city centre also occur throughout zones K, N and in parts of zone H (particularly the Hollybank, Howburn, Hardgate area where a ratio of 1.8 – 2.0 permits are issued per available space). Again the property density, levels of permit ownership and limited available kerbside space have meant that there is increasing pressure on parking.

5.62 One issue which has been reviewed is the allocation of second permits and whether these permits could be managed to reduce parking pressure. Options which have been considered include:

1. Prohibiting second permits within these areas,
2. Allowing existing permit holders the ability to renew their second permits but stopping new applications for second permits.
3. Introducing a financial disincentive by increasing the price of the second permit

5.63 Stopping residents from renewing their second permits would resolve the issues of oversubscription but it is unrealistic to expect residents who have two cars, to give up one permit. The second option of removing the entitlement to second permits for new applicants would represent the most practical solution, but this could be considered as discriminatory.

5.64 The third possibility of increasing the price of the second permits within these areas is perhaps the most equitable solution. Officers recommend this option as the most practical solution, which would be supported by the proposed introduction of a car club, a scheme currently being progressed by the Council. The increase in the price of second permits in the intermediate zones would result in an increase in revenue of approximately £12k to the Car Parking trading account.

5.65 As stated, the problems predominantly occur within zones K, N and parts of zone H and L. It is unnecessary to introduce similar restrictions within other areas, as currently they do not experience the same problems. It is therefore proposed to introduce intermediate zones where the entitlement to second permits is managed. Plan 2 shows the proposed arrangement of the zones; this includes proposals to divide zones H and L.

5.66 The following charging structure is recommended for residential permits

	First Permit	Second Permit

City Centre Zone	£160 +/- 50% for Emission based charging	Not Available
Intermediate Zone	£120	£180
Peripheral Zone	£80	£120

Sunday Charging

5.67 Within the city centre on and off-street parking charges apply throughout the week but with reduced operational hours on a Sunday between 1300-1700 hours. Sunday shopping hours differ from these times operate between 1100 – 1700 hours. It is recommended that the charging hours are extended to reflect the periods of demand of the Sunday shopping hours.

5.68 It must be highlighted that the current times were set to allow free access to car parks for church goers on Sunday mornings, adjusting timings could have a detrimental impact on these places of religious worship.

5.76 These proposals require the successful promotion of a new traffic regulation order and would have implementation costs of totaling approximately £5k, it is estimated that the changes would generate approximately £10k per year additional revenue to the Car Parking trading account.

Overnight Charge

5.70 Since the overnight charge was introduced in September 2010 a number of issues have been experienced. Complaints have been received from members of the public who have had difficulties paying the overnight charge, the problems occur particularly in the evenings during the transition between the day rate and night rate at 2000 hours. The complaints have been about the amount of text contained in the operating instructions, the size of the text and the difficulties understanding the instructions.

5.71 The operating instructions on the parking ticket machines have been reviewed and subsequently revised, however the detail which must be included is perceived by the general public as complicated and lengthy.

5.72 Complaints have also been received regarding the way in which the overnight charge is applied, where drivers must pay the £1.50 for parking at any time between 2000 – 0800 hours. This means that tickets bought just before 2000 hours will expire at 2000 unless the overnight charge is paid, similarly night tickets bought just before 0800 hours will expire at 0800 hours unless additional daytime hours are purchased. The result is disproportionately high parking rates for short periods of parking around the changeover between day rate and night rate or vice versa.

5.73 Ticketing information indicates that only 10% of overnight tickets are purchased after 2200 hours, therefore replacing the complicated overnight charge of £1.50 with two hours of charging at the newly approved rate of £1 per hour, would offset the removal of the overnight charge. It is recommended that the overnight charge is replaced with a simplified system where one rate operates over an extended day period from 0800 – 2200 hours.

5.74 In order to preserve the ability to park for an entire day within the long stay car parks it will be necessary to revise the maximum duration of stay within the long stay car parks. It is therefore proposed to introduce a 10 – 14 hour parking band for £14. Short stay charges would remain unchanged.

5.75 There would be costs associated with the promotion of a new traffic regulation order however, it is estimated that the revised proposals would not reduce the revenue generated by the current charge.

Foresterhill and Garthdee Vouchers

5.76 The Foresterhill and Garthdee controlled parking zones were both introduced to support Green Travel Plans (GTP) for developments at Aberdeen Royal Infirmary and Robert Gordon University respectively and to limit traffic generation on the local road network. The GTPs were created to support alternative more sustainable forms of transport within the development and have been actively supported by both parties.

5.77 Since implementation in 2002 and 2005 the cost of parking vouchers has stayed at £1.00 for up to two hours parking or £2.00 for parking for an entire day. In the same timescales the cost of taking the bus has increased from £1.70 for an off-peak return ticket to £3.50 for a similar return ticket.

5.78 In order to support the sustainable objectives of the GTPs it has become necessary to reassess parking prices so they relate to the cost of public transport. It is recommended that the price of the vouchers be increased to £1.50 for up to two hours and £4.50 for all day parking.

5.79 To implement these proposals it will be necessary to advertise new charges and to replace the existing stock of vouchers. Calculating approximately 20% customer resistance it is estimated that these proposals will generate approximately £50k to the car parking account

Off-peak Residential Parking on Waiting Restrictions

5.80 Single yellow line waiting restrictions are timed restrictions which prevent parking during peak traffic periods. Outside the operational times parking on these restrictions is acceptable. In September 2010 when the “pay and display” bays within the city centre were extended to

0800 – 2000 hours, the single yellow line restrictions were kept at 0800-1800 hours. This was done because extending the time of the waiting restrictions would have reduced the overall parking capacity, limiting parking availability, including for residents.

5.81 The result of this is that the single yellow line waiting restrictions are uncontrolled whilst the “pay and display” bays are in operation. In some circumstances it would be possible to introduce “residents only” bays over the same section of kerbside as a single yellow line outwith the restricted period. As a result parking would still be restricted during peak traffic periods but between 1800-2000 hours “residents only” restrictions would give priority parking to residents.

5.82 It is therefore proposed that each area be assessed on merit and, where appropriate “residents only” parking bays be introduced between 1800 – 2000 hours where single yellow lines are in operation. These areas would be identified and promoted through the small scale traffic management process.

5.83 Currently there is no budget available to progress these measures, if approved funding would need to be identified.

Albert Terrace

5.84 Over a number of years the Albert Terrace Residents Association has campaigned for the introduction of “residents only” parking bays into their street. In the past surveys have been undertaken to assess the need for “residents only” parking. These surveys have suggested that “residents only” parking is unnecessary as there are no problems for residents finding parking spaces. The Residents Association continues to disagree with this finding

5.85 In order to reassess the parking within Albert Terrace, hourly registration surveys were carried out throughout the day. Based on the lengths of pay and display parking it has been estimated that there is space for approximately 70 cars to park on Albert Terrace. The highest number of parked cars was 58 (83% capacity) this occurred between 1000 – 1100 hours. At this time 40 cars (57% of the on-street capacity) were displaying residential permits, and 18 cars were displaying parking tickets.

5.86 From the surveys it can be concluded that there are no sound traffic management justifications to create residents only parking, particularly as the street is never at capacity. The potential to affect the adjacent businesses and the medical centers would suggest that this proposal would have a negative affect on the wider community. It is therefore recommended that no changes are implemented on Albert Terrace.

Localised Issues

Bon Accord Crescent

5.87 There are currently a number of 3 hour maximum stay parking bays on Bon Accord Crescent. These parking bays differ from the others in the area which are limited to 1 or 2 hour maximum stay. As the 3 hour parking bays are generally only used in peripheral areas the cost for parking is different from the 1 or 2 hour bays, and charges do not apply on Sundays. From 1 April 2011 one hour of parking will costs £3 in the 1 and 2 hour maximum stay bays, but will only cost £1 in the 3 hour parking bays. Having 3 hour maximum stay parking bays in Bon Accord Crescent represents an anomaly that does not reflect the premium for parking in the City Centre.

5.88 The opening of the off-street car park on Justice Mill Lane has introduced a new element of off-street parking to the city centre. This car park allows parking for longer durations than the 1 or 2 hour maximum stay bays and therefore the need for 3 hour maximum stay parking in the area is reduced. To reflect this it is proposed to change the 3 hour maximum stay parking bays to 2 hour parking bays, with charges also applying on a Sunday

Rose Street / Chapel Street

5.89 Requests have been received from members of the public for the introduction of a one-way system in the area. This would allow the creation of approximately 20 additional parking spaces within the west end of the city centre. Introducing the one way would increase journeys for residents of Margaret Street when in the north of the city

5.90 Traffic modeling in this area has been carried out and would suggest that there is limited impact on the overall road network. It is recommended that further assessment is carried out, and if appropriate a scheme developed and reported back to the Enterprise, Planning and Infrastructure Committee

Marischal Street

5.91 Residents have requested consideration be given to the introduction of a one-way restriction on Marischal Street. This proposal would allow the creation of approximately 20 parking spaces within the east end of the city centre. Traffic Modeling has been carried out and suggests minimal impact on the road network, however, further issues will require investigation. A more detailed assessment will be reported back to a future meeting of the Enterprise, Planning and Infrastructure Committee

Future Proposed CPZs

5.92 Since the last priority list for future parking zones was approved by the Environment and Infrastructure Committee in January 2006, parking zones V, W, X and the extension to M have all been implemented. In addition the opening of Union Square has had an affect on the parking in and around the city centre. It is therefore proposed to recommend a new priority list to determine the requirements for any future zones within the city.

5.93 Hourly registration surveys have been undertaken in the following areas and have been prioritised as follows.

Palmerston Area (Priority 1)

This area was previously approved as a potential future zone in 2006. Since this time the area has been affected by the opening of the Union Square development.

Survey

The parking surveys suggest that there is a significant volume of commuter parking within the Palmerston area. Daytime surveys indicate that the number of parked cars between 0700-0800 hours was 322, rising to 428 cars at 1100 hours before gradually dropping to 200 cars between 1800-1900 hours. The surveys reinforced the need for traffic management measures as frequent occurrences of obstructive and indiscriminate parking were observed, in addition to the loading and unloading operations of the businesses in the area.

Due to the nature of the area the 0700 hours survey start time is unlikely to reflect the beginning of the working day for some businesses in the area. A night time observation survey at 2300 hours indicates that there are very few cars parked on-street during the late evening.

A business case for the future introduction of a parking zone should be prepared for the Palmerston area and the potential risk that parking may displace into nearby Torry should be considered.

Mearns Street area (Priority 2)

This city centre area is bounded to the north and west by parking zone F, by the Waterloo rail branch to the east and by the harbour to the south. Uncontrolled parking in this area is an issue with commuter parking having a subsequent impact on residential parking amenity in the area. The area is a relatively short walking distance from the city centre and attracts commuter parking.

Survey

The actual number of parking spaces in this area is relatively low with only approximately 41 parking spaces. The survey indicates that morning occupancy is at 76% between 0800-0900 hours increasing to between 85% - 98% during the daytime.

The introduction of parking controls would aid residential parking amenity and would discourage all day commuter parking.

Ashley / Brighton Area (Priority 3)

The Ashley Gardens to Forest Avenue area has previously been removed from parking zone proposals as a result of adverse resident feedback during the informal stages of consultation. Since that time parking zones T, to the north and east and parking zone X to the north and west have caused displacement into the area between Brighton Place and Forbesfield Road.

Survey

The survey confirms that commuter parking impacts on this area during the working day; with some 130 cars arriving in the area and parking for more than 3 hours before departing in the evening. It was noted that 45% of these cars stayed in excess of 7 hours.

Both Ashley Gardens and Ashley Park Drive are between 80%-90% occupancy throughout the working day whilst Brighton Place and Forest Avenue are close to capacity in the morning and evening.

Holburn / Hardgate area (Priority 4)

This is a densely populated, mainly residential area within close walking distance of the city centre. The area is bounded to the north east by parking zones N and V. The areas to south and west are for the most part residential. Residential demand for parking controls is relatively low with a general acceptance of a high demand for parking.

Survey

The survey confirms that commuters are parking within this area during the day, with the survey indicates 149 cars arrived in the area and parked for more than 3 hours before departing in the evening. It was noted that 42% of these cars stayed in excess of 7 hours. Holburn Street and Hardgate are at 100%–90% occupancy throughout the working day dropping to 87% and 82% respectively in the early evening.

Carnegie Crescent Area (Priority 5)

Originally promoted as part of the on-street parking zone X, this area was removed from the scheme as a result of public objection process. Since implementation of the remainder of zone X commuters have displaced into the area

Surveys

The surveys indicate that the there is a localised issue with commuter parking on Morningfield Road. When considering the area as a single entity the volume of commuter parking is limited. Residential parking in the area is affected but not to an extent where residents cannot park.

Seaforth Road Area (Priority 6)

This area has previously been identified within the future priority list. Site observation surveys have been carried out in this area but due to the continuing development of First Headquarters and also the former John Clark car showroom, the parking patterns are unlikely to reflect a normal situation. Residential demand for parking controls in this area is limited, therefore officers believe that the area should be noted and reviewed again in future years.

Elmbank area (Priority7)

During the public advertisement for the Aberdeen University parking controls, some residents expressed concern regarding displacement into this area. Officers would confirm the need to review parking patterns once the new zone has been implemented however the existing parking conditions would suggest that there is limited opportunity for commuters to be displaced into this area.

5.72 The development of any future controlled parking zone proposals would be subject to a business case submission.

6. IMPACT

This report is in accordance with the administrations Vibrant, Dynamic and Forward Looking, under the heading of Transport and highlighted in Paragraph 7.

It also meets the local community plan objectives to continually improve road safety and maximise accessibility for pedestrians and all modes of transport.

7. BACKGROUND PAPERS

8. REPORT AUTHOR DETAILS

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ENTERPRISE, PLANNING AND INFRASTRUCTURE

COMMITTEE BUSINESS

15 March, 2011

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
1.	Area Committee South, 28.05.09 Article 12	**South College Street Improvement Traffic Management Associated Proposals** The Committee resolved to note the preliminary consultative responses and to instruct officers to progress to public advertisement and report back thereafter.	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	**Energy Futures Centre** 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.	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. 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	Economic/ Business Development Project Director	**04.12.07**	15.03.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
			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. An information bulletin on this matter was submitted to the Committee at its meeting on 27 October, 2009. 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. The report that was due this cycle cannot yet be completed and will therefore be submitted to the next committee cycle. The reason for this is to do with the stage of the work and the requirement for engagement with Council and stakeholder colleagues which is more in depth and requires more time than the standard consultation process. **A report is on the agenda.**			

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
3.	Enterprise, Planning and Infrastructure Committee 01.09.09 article 17	**Disabled Persons' Parking Places (Scotland) Act 2009** The Committee resolved:- (i) that the Council's obligations under the legislation be pursued as outlined in the report, with a further report back in October, 2009 ; and (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.	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. The remaining outstanding matter detailed above will be reported back to a future committee in 2011. At its meeting on 7 September, 2010 the Committee resolved to request officers to report on the number of existing disabled spaces, with particular reference to the number of these spaces still required and valid and the cost of changing these spaces to a future meeting of the Committee. This item will be reported back to the Committee in May 2011.	Head of Legal and Democratic Services Head of Asset Management and Operations	**07.09.10**	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
4.	Resources Management Committee 30/09/08 Article 37	**Peacock Visual Arts Centre/ Northern Light** 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.	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 and Infrastructure Committee. 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 and Infrastructure Committee. It was subsequently announced by ACSEF that consultation will commence on 11 January 2010 until end March 2010. 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. 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	Director of Enterprise, Planning and Infrastructure	15.03.10	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
			decision on the original proposals submitted by other parties as well as the current position with those other proposals. 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. At its meeting on 9 November, 2010 the Director assured the Committee that a report on this matter would be considered at the Committee's meeting on 18 January, 2011. The Director provided an oral update to the Committee at its meeting on 18 January 2011. **The Director has written to Peacock asking if they wish to progress consideration of a proposal that has been discussed indicating the need for a detailed Business Plan and Financial Projections which would be acceptable to possible Bank funders. He has also sought a meeting with Peacock to discuss.**			

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
5.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 17	**Strategic Transportation Projects** 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.	At its meeting on 7 September, 2010, the Committee resolved, amongst other things, to:- (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 (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. The Committee considered an update report on strategic transportation projects at its meeting on 18 January, 2011. Updates will be included in the bulletin report for this cycle.	Head of Planning and Sustainable Development	**18.01.11**	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
6.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 18	**Berryden Corridor – Transport Infrastructure Improvements** 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.	Definitive dates for the major transportation projects are difficult to provide as much of the work required to get to the next key stage for reporting will either be several months away or at least more than 12 months - in which case we don't have committee dates, and as always subject to budget and resource availability. Strategic Transport Projects reports which contain updates on all these projects are provided to the Committee by way of a report or bulletin as and when necessary. Provisional timescales have been indicated, for the reporting of next key decision stages.	Head of Planning and Sustainable Development	Indicative Date 2011/2012	Indicative Date 2011/2012
7.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 19	**(1) Access from the North – An Integrated Transport Solution - (2) Access from the North Proposals "Third Don Crossing"** The Committee resolved, amongst other things to request a regular report back on progress in these matters, including the development of a Delivery Programme.	At its meeting on 18 January, 2011, the Committee resolved:- (a) agree, in principle, the provisional programme for delivery of the 'Access from the North' integrated transport proposals; (b) instruct officers to continue discussions with BEAR and Transport Scotland regarding options on the trunk road network; (c) instruct officers to progress schemes from the full delivery list as priority and	Head of Planning and Sustainable Development	March 2012	March 2012

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
			funding would permit, subject to consultation and referral to future Committees as required; and (d) to instruct officers to keep the Committee up to date with progress of the delivery plan as timescales might be amended subject to agreement of future years spend profiles of the Non-Housing Capital budget and other relevant sources of funding. Future updates will be provided as funding is identified for delivery of this programme. It is proposed to update Members on an annual basis on progress of the whole programme, with separate reporting should individual elements require further Committee decisions. Where key progress is made during the year, ad-hoc updates can be provided as part of the bulletin or included within the Strategic Transport projects update report.			

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
8.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 20	**Flood Risk Management (Scotland) Act 2009** The Committee resolved, amongst other things to request a further report in due course with details of staffing and other resource implications.	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. 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. No further information has been received to date. **A report is on the agenda.**	Head of Asset Management and Operations	Indicative Date **07.09.10**	15.03.11
9.	Enterprise, Planning and Infrastructure Committee 12.01.10 article 18	**Controlled Parking Areas Working Party – Minute of Meeting of 10 December, 2009** The Committee resolved, amongst other things:- (i) to request officers to take steps and report back on the following matters:– (a) to re-engage with local retailers in Foresterhill to re-establish easy availability of vouchers for	At its meeting on 9 November, 2010 the Committee resolved to request officers to explore the possibility of supplying parking vouchers at the Point and that this be included in the report back to the Committee which was due to be considered at its meeting on 18 January, 2011. This report requires a considerable degree of investigation, survey work and staff input to complete	Head of Asset Management and Operations	**31.05.10**	15.03.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
		that zone; (b) 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; (c) to investigate afresh existing zone boundaries and examine the implications of changing them; (d) to review price structures throughout the zone; (e) to investigate the possibility of introducing differential charging between zones; and (f) to examine the implications of introducing emission-based charging.	the work. The car parking surveys have now been completed, however the analysis of the results are still outstanding. This report will now be deferred until the March 2011 committee cycle and follow on from the report this committee cycle regarding the increase in the parking charges. A report will be considered by the Controlled Parking Areas Working Party on 24 February and thereafter will considered by the Committee at its meeting on 15 March. **A report is on the agenda.**			
10	Housing and Environment Committee 16.02.10 article 20	**Furnishings Contract** 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.	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	Director of Housing and Environment Legal Manager (Policy and Advice)	**09.11.10**	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
			the Committee for approval. Work on this matter is now ongoing. Officers will be able to provide a more detailed update for the next Committee cycle. At the very least an update report will be provided to the next Committee meeting.			
11	Enterprise, Planning and Infrastructure 23.02.10 article 26	**Multi-operator and Through Tickets for Aberdeen City** The Committee resolved:- (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 (iii) to instruct the Director of Enterprise, Planning and Infrastructure to progress the negotiations on ticketing schemes as set out in the report.	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). Discussions with operators are ongoing and they have agreed to work towards an implementation date of the 16th August 2010. 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-	Head of Planning and Sustainable Development	**18.01.11**	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
			Operator Ticket until they have fully understand the financial implications that these decisions have had on their operations. At its meeting on 7 September 2010,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 due course. The operators have noted that they will reconsider their position but it will be difficult to change the proposed fare given the current financial climate and in order that any ticket would not undermine any of their commercial tickets.			

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
			Officers along with LABOF partners are undertaking further work into Smartcard ticketing which will incorporate Integrated ticketing. It is hoped that through these discussions there may be potential benefits and the possibility of multi-operator ticketing. Officer discussed the Multi Operator Travelcard once again with First Aberdeen on the 1st February 2011. They have indicated that they are not in a position to reconsider the price at present and do not consider this to be a priority project at present and they would prefer we continue to work on Smartcard ticketing. A further LABOF meeting on Smartcard and Integrated ticketing will be held on 21st February 2011 and it is hoped that any introduction of Smartcard ticketing in Aberdeen would involve an element of multi-operator ticketing. Although this is unlikely to be as wide ranging as the proposed Aberdeen City Multi Operator Travelcard would have been.			

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
12	Enterprise, Planning and Infrastructure 23.02.10 article 27	**Aberdeen Western Peripheral Route – Progress Report** 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.	The legal challenges against the Aberdeen Western Peripheral Route are currently due to be heard at an eight-day diet in the Outer House of the Court of Session, commencing on February 22, 2011. Ministers have stated that they are totally committed to delivering the AWPR and to the project being completed as soon as possible.	Head of Planning and Sustainable Development	Date can't be determined until the completion of the stat procedure & the commencement of the formal procurement process	
13	Enterprise, Planning and Infrastructure 23.02.10 article 29	**Complimentary Uses of Existing and Future Park and Ride / Choose Sites** The Committee resolved:- (i) to instruct the appropriate officers to develop a draft process for the consideration of Category 1 uses in the first instance, similar if possible to the school lets system; and (ii) to instruct the appropriate officers to explore and report back to the Committee on the possibilities associated with Category 2 uses; and (iii) in assisting in the development of a draft process to agree a trial 'cycle training' event at Kingswells Park and Ride Site in May 2010 with feedback on this to	At its meeting on 18 January, 2011, the Committee resolved:- (i) to defer consideration of the report to the next meeting of the Committee at which point legal clarification on the legality and risk assessment of the usage of the site for complementary means should be provided; (ii) to instruct officers to contact all individuals who had contacted the Council regarding usage of the park and Ride site to advise of the current position; and (iii) to request the Head of Legal and Democratic services to provide an explanation as to why legal advice on what had been a long awaited report had not	Head of Planning and Sustainable Development	**07.09.10**	15.03.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
		be included within a future report to the Committee.	been provided until the day of the Committee instead of through the appropriate consultation procedure prior to the report being circulated. **A report is on the agenda.**			
14	Enterprise, Planning and Infrastructure 20.04.10 article 24	**Justice Mill Lane** 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 thereinafter to report back on detailed design, cost estimates and substantive statutory objections.	This scheme is still progressing through the detailed design process before the next stage of the legal process for the required Traffic Regulation Order. Once the design process and public advert have been completed the final report will return to the Committee at its meeting on 24 May, 2011 for consideration.	Head of Asset Management and Operations	**07.09.10**	24.05.11
15	Enterprise, Planning and Infrastructure 31.05.10 article 10	**Enterprise, Planning and Infrastructure Senior Management Restructure Proposals** 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.	At its meeting on 18 January, the Committee received an oral update on progress with the implementation of the restructure.	Director of Enterprise, Planning and Infrastructure	**09.11.10**	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
16	Enterprise, Planning and Infrastructure 31.05.10 article 14	**VisitScotland Funding 2010/2011** 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.	At its meeting on 18 January, 2011, the Committee resolved, amongst other things:- (i) to instruct officers to put in place measures to address accountability to and communication with Members of the Bureau; and (ii) to instruct officers to report back with developed proposals for a destination marketing organisation including how it would be funded.	Economic/ Business Development Project Director	24.05.11	24.05.11
17	Council 18.08.10	**Future Funding and Development of AECC** 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 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	At its meeting on 9 November 2010, the Committee noted the current position regarding AECC and commented on proposals for the future of the AECC which was then to be considered by the Finance and Resources Committee. At its meeting on 15 December 2010, full Council decided to support the proposals and that the Council negotiate, with AECC Ltd in this regard. In making this decision Council were mindful of a previous requirement to strengthen the AECC Board by recruiting new, external Board members as soon as possible.	Economic/ Business Development Project Director	15.03.11	15.03.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
		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 (ii) to instruct that reports be submitted to the Enterprise, Planning and Infrastructure and/or Finance and Resources Committees each cycle.	Following the Council's decision on 15th December, Council officers have met with the Council's HR Department to initiate a formal recruitment campaign for external Board members. This will be implemented in January 2011, following agreement of AECC's Board to the proposed recruitment process. Also, at its meeting on 15 December Council when considering a report on the Review of Governance and Operational Procedures - Aberdeen Exhibition and Conference Centre resolved, amongst other things, to note that the Enterprise, Planning and Infrastructure Committee would receive a written report each cycle on AECC until further notice. At its meeting on 18 January, 2011, the Committee considered an update report. **A report is on the agenda.**			

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
18	Enterprise, Planning and Infrastructure 07.09.10 article 11	**Draft International Trade Plan 2011/2012** 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.	The finalised International Trade Plan will be submitted to the Committee at its meeting on 15 March. It will include details of the service's involvement in specific international trade activities in 2011/2012 in line with agreed resource (staffing levels and programme budgets) availability. In consultation with Gerry Brough, Project Director Economic and Business Development, this report will now be incorporated into a wider Business Growth Business Plan, which will be submitted along with Business Plans for the 3 other Economic and Business Development sections, to the May Committee.	Economic/ Business Development Project Director	**18.01.11**	24.05.11
19	Enterprise, Planning and Infrastructure 07.09.10 article 14	**City Centre Development Framework** 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.	There is no report to be submitted at this time as this will be evaluated as part of the Local Plan.	Head of Planning and Sustainable Development	24.05.11	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
20	Enterprise, Planning and Infrastructure 07.09.10 article 17	**Various, Small Scale Traffic Management and Development Associated Proposals (New Works)** The Committee resolved, amongst other things, to request officers to explore the possibility of streamlining existing speed limits on North Deeside Road and to report back to the Committee in this regard.	The outstanding item relating to the speed limits on North Deeside Road is intended to be included within our small scale report to the Committee at its meeting on 15 March, 2011. **A report is on the agenda.**	Head of Asset Management and Operations	**18.01.11**	15.03.11
21	Enterprise, Planning and Infrastructure 09.11.10 article 11	**South Aberdeen Coastal Regeneration Project (SACRP) – Projects and Programmes** The Committee resolved, amongst other things, to agree to receive a report back to the Committee at its meeting on 24 May 2011, and a report for information to be submitted to the following meeting of the Housing and Environment Committee.		Economic/ Business Development Project Director	24.05.11	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
22	Enterprise, Planning and Infrastructure 09.11.10 article 13	**Digital Network Development** The Committee resolved, amongst other things, to instruct officers to report back on preferred options to Enterprise, Planning and Infrastructure Committee at its meeting on 15 March 2011.	ACEF have identified funding to appoint a consultant to look into options for Next Generation Access technologies across Aberdeen City and Shire. A tender for this work was issued in Mid February 2011 with the contract to be awarded by end of March 2011. The findings and proposals emerging from this work will be reported back to committee later in the year (dependent on the successful bid). Further discussions continue on the enhancement of existing telecomms infrastructure in the City itself and an update report on this work will be presented to the committee of May 24 2011.	Economic/ Business Development Project Director	**15.03.11**	24.05.11
23	Enterprise, Planning and Infrastructure 09.11.10 article 15	**Claremount Grove / Lane Off 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** The Committee resolved to request the officials to carry out the	These schemes have just completed the Initial Statutory stage. There have been no objections therefore they will now proceed to the public advert stage of the legal process before returning to Committee in May 2011.	Head of Asset Management and Operations Head of Legal and Democratic Services	**15.03.11**	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
		necessary legislative procedures for these schemes and report back.				
24	Enterprise, Planning and Infrastructure 09.11.10 article 16	**The Aberdeen City Council (Pitmedden Road, Dyce) (Prohibition Of Left Turns) Order 2010** The Committee resolved to request officers to carry out preliminary statutory consultation as contemplated above and report back.	Given the consultation required on this item officers will report back to the May, 2011 Committee at the earliest.	Head of Asset Management and Operations Head of Legal and Democratic Services	**15.03.11**	24.05.11
25	Enterprise, Planning and Infrastructure 09.11.10 article 18	**Night Time Bus Improvements** The Committee resolved to request the officials to continue discussions with public transport operators on all of these matters, and to report back in due course.		Head of Planning and Sustainable Development	24.05.11	
26	Enterprise, Planning and Infrastructure 09.11.10 article	**Strategic Public Transport** The Committee resolved to approve these recommendations and request officials to begin procedures for the order and report back.	**A report is on this agenda.**	Head of Planning and Sustainable Development Head of Legal and Democratic Services	15.03.11	15.03.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
27	Enterprise, Planning and Infrastructure 09.11.10 article 19	**Bus Information Strategy Consultative Draft** The Committee resolved to approve the release of the draft bus information strategy for consultation, with a report back due to the Enterprise, Planning and Infrastructure Committee at its meeting on 15 March 2011.	**A report is on this agenda.**	Head of Planning and Sustainable Development	15 .03.11	15.03.11
28	Enterprise, Planning and Infrastructure 09.11.10 article 22	**Car Club Parking Bays In Aberdeen City Centre** The Committee resolved, amongst other things, to instruct officers to commence the initial statutory consultation for Roads Legislation to introduce car club parking bays in various locations in Aberdeen City Centre, and if no significant objections were received, then to progress with the public advertisement and implementation.	**A report is on the agenda.**	Head of Planning and Sustainable Development Head of Legal and Democratic Services	15.03.11	15.03.11
29	Enterprise, Planning and Infrastructure 18.01.11 article 12	**2010/2011 Revenue Budget** The Committee resolved, amongst other things, (i) to instruct officers to submit a report to a future meeting of the Committee on the management of empty properties and the damage incurred to properties where services had not been	Reports on items (i) and (iii) will be reported to Committee on 24 May 2011. Item (iii) may also have to be reported to the Housing and Environment Committee and requires input from the Head of Finance in relation to the potential budget implications.	Head of Asset Management and Operations	24.05.11	

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
		switched off; (ii) to instruct the Corporate Management Team (CMT) to identify areas of savings across all budgets which could be made to offset the existing £3.1million overspend in the Enterprise, Planning and Infrastructure service budget by the year end and to report to the relevant Committee in this regard; (iii) to instruct officers to submit a report detailing the functions of the architectural design service and presenting viable options for service redesign to a future meeting of the Committee; and (iv) to instruct officers to report, in due course, on the actual out-turn compared to budget following completion of the 2010/2011 financial statements.				
30	Enterprise, Planning and Infrastructure 18.01.11 article 17	**Community Digital Media Channel** The Committee resolved, amongst other things, to instruct officers to seek external funding to progress with this project; and to receive regular updates on progress of this project.		Economic/ Business Development Project Director	24.05.11	

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
31	Enterprise, Planning and Infrastructure 18.01.11 article 18	**Update On The Numbers And Impact Of Economic Migrants On The City Of Aberdeen** The Committee resolved, amongst other things, to instruct officers to submit a further report detailing the impact on services of migrants to a future meeting of the Committee.		Economic/ Business Development Project Director	12.11.11	12.11.11
32	Enterprise, Planning and Infrastructure 18.01.11 article 22	**Securing The Benefits Of Scotland's Next Energy Revolution** The Committee resolved, amongst other things, to instruct officers to develop a Council policy to address the relevant issues arising from this consultation.		Head of Planning and Sustainable Development	24.05.11	
33	Enterprise, Planning and Infrastructure 18.01.11 article 23	**Gladstone Place, Woodside/Cromwell Road/Victoria Street/Berrywell Gardens, Dyce/Great Southern Road At Bloomfield Place/Ash-Hill Road/Pitsruan Terrace/Salisbury Terrace/Justice Mill Lane/Hardgate/Justice Mill Lane/Minto Drive/Aberdeen College/Woodend, Tesco Development/Disabled Parking Bays** The Committee resolved:- (i) to approve the proposals, in	These schemes are about to go out to Initial Statutory, Should any objections be received then they will be reported back to the May 2011 committee, otherwise they will go straight out to public advert and be reported to the May or September 2011 Committee.	Head of Asset Management and Operations	24.05.11	24.05.11

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
		principle, and to request officers to commence the necessary legislative procedures for these schemes, and if no significant objections were received, then to progress with the public advertisement and report the results to a future meeting of the Enterprise, Planning and Infrastructure Committee; (ii) to instruct officers to commence the combined statutory consultation for the traffic regulation order for the list of blue badge parking spaces as detailed above and to report back to a future meeting of the Enterprise, Planning and Infrastructure Committee; and (iii) to instruct officers to investigate extending the HGV restriction on the full length of Victoria Street and report back to the Committee in this regard.				

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
34	Enterprise, Planning and Infrastructure 18.01.11 article 29	**Maintenance Of Municipal Buildings – General Response Maintenance Contracts** The Committee resolved:- (i) to approve, in principal, to the carrying out of general response maintenance works in connection with the Non-Housing Maintenance city-wide by the in-house Building Service team; and (ii) to instruct relevant officers to establish a framework for the charging of actual costs to the Non-Housing Repair and Maintenance Fund, in line with that already established in the Central and South area, and to report back to a future meeting of the Committee in this regard.		Head of Asset Management and Operations	**24.05.11**	13.09.11
35	Council Budget 10.02.11	**General Fund Revenue Budget 2011/2012 and Indicative 2012/2013 to 2015/2016 Budget** To instruct all Directors to report to the relevant Committee on the progress with their Transformation options prior to the summer recess which includes all Service Options relating to external delivery models		Director Enterprise, Planning and Infrastructure	24.05.11	

No.	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due	Report Expected (if known)
36	Council Budget 10.02.11	**General Fund Revenue Budget 2011/2012 and Indicative 2012/2013 to 2015/2016 Budget** To instruct the Director for Enterprise, Planning and Infrastructure to enter into negotiations with the Scottish Government with a view to having the 3rd Don crossing delivered as part of the Aberdeen Western Peripheral Road Scheme and report back to the relevant Committee on the progress and outcome.		Director Enterprise, Planning and Infrastructure	24.05.11	

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ENTERPRISE, PLANNING AND INFRASTRUCTURE

MOTIONS LIST

15 March, 2011

No.	Motion	Date of Council Meeting	Committee Motion referred to / date/ decision of Committee	Action taken / Proposed Future Action	Responsible Head(s) of Service	Due Date	Is authority sought to remove motion from list?
1.	Motion by Councillor Cassie "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"	23/03/05	Environment & Infrastructure 23/03/05 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. 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.	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. 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	Head of Asset Management and Operations	Report due if and when significant parking issue attributable to RGU invoked the agreement with them.	No

No.	Motion	Date of Council Meeting	Committee Motion referred to / date/ decision of Committee	Action taken / Proposed Future Action	Responsible Head(s) of Service	Due Date	Is authority sought to remove motion from list?
				part of these discussions.			

ABERDEEN CITY COUNCIL

COMMITTEE Audit and Risk Committee

DATE 25/01/2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Logical Transport System

REPORT NUMBER: EPI/11/002

1. PURPOSE OF REPORT

The purpose of this report is to advise Members on the Logical Transport software system used in the Public Transport Unit for scheduling transport and the implementation of the system to schedule School Transport.

2. RECOMMENDATION(S)

That the Committee:

(i) Instructs the Head of Planning and Sustainable Development to postpone any further development of the Logical Transport system pending completion of a Shared Service review of the Public Transport Unit.

(ii) Instructs the Head of Planning and Sustainable Development to report back to the Committee regarding the outcome of the Shared Service review and to make a recommendation on the future of the Logical Transport system.

3. FINANCIAL IMPLICATIONS

Since the system was introduced in late 2006 £164,500 has been spent on the system. Ongoing support for the system is costed at £14k per annum; this can be met from existing budgets. Further financial implications will be investigated as part of a Shared Service review.

4. OTHER IMPLICATIONS

To introduce the system to School Transport will require substantial staff resource, this is not likely to be met from existing staff resources due to the level of input required, therefore an additional temporary resource would be necessary. It has been calculated that a temporary Technical Officer post from Manpower for a total of 15 weeks would cost £8,470.

5. BACKGROUND/MAIN ISSUES

5.1 Background

At the Audit and Risk Committee on the 21st September 2010 Members requested that officers submit a report to a future meeting of this Committee on the potential to extend the use of the Logical Transport System for school transport.

The Logical Transport System was introduced in 2006. The system was designed to be a transport scheduler for transport services specified by the Public Transport Unit; including our internal Fleet Transport, School Transport and Social Work transport.

It was anticipated that introducing a transport scheduler would improve the efficiency of the transport we provide and would schedule all our runs in a more effective manner with the additional benefit that this would potentially reduce the cost of the transport provided.

There were a number of transport scheduling systems investigated at the time and following the short-listing of two software packages, it was decided that the Logical Transport System was the most appropriate when considering cost and functionality.

5.2 Work Undertaken To Date

The software is very specialised and is not widely used outwith the City Council. There is no manual, instruction book or reference guide to advise users on the operation of the Logical Transport system. This has posed particular problems in the rollout of the system across the Public Transport Unit.

A considerable level of staff resource had been required to get the Logical Transport system up and running and tested. This has primarily been focused on deciding upon and inputting “rules” which the scheduler will adhere to, and inputting data. During the initial set up of the system the Council worked closely with Logical Transport staff. Unfortunately some of the initial knowledge that was built up during this period has been lost due to staff changes.

From early 2009 through to June 2010 an officer was tasked with ensuring Logical Transport was implemented. This involved the full creation of a zone matrix, which is designed to schedule transport using postcodes of all areas within Aberdeen, which was input along with realistic timings for travelling between each of the postcodes. Unfortunately the results showed up inaccuracies within the sequential pick up and drop off locations of clients, thus requiring further work which was extremely laborious and required significant support from Logical Transport. The system is now set up to schedule fleet transport, however there is lack of confidence in the quality of this scheduling.

Due to further staff changes within the Council there is currently a lack of expertise in the use of the system.

5.3 School Transport Scheduling

It was always the aim that the Logical Transport system would be rolled out to other operational areas of the Public Transport Unit, including School Transport, Social Work Transport and Community Transport.

In July 2010 attempts were made to use Logical Transport to schedule Community Transport, however officers were once again faced with problems and required further input from Logical Transport. Due to staff resource levels this has not been progressed.

To implement the Logical Transport to schedule School Transport would undoubtedly require a substantial level of staff resource to input rules and data, test the system, and analyse the results. To undertake this task it is estimated would require a staff resource to work on the system full-time for approximately 3 months to input each journey. This would be impossible to undertake with current staff resources. It has been calculated that an additional temporary Technical Officer resource for 15 weeks of employment would cost in the region of £8, 470.

The School and Social Work transport teams have recently manually rescheduled the majority of transport and this has resulted in a considerable reduction in spend. Officers are not confident that the Logical Transport system will be able to schedule the transport in a more efficient manner.

5.4 Shared Service

As part of the Priority Based Budgeting Service Review members have approved the proposal to investigate a shared service Public Transport Unit between Aberdeen City Council and Aberdeenshire Council.

Aberdeenshire Council use the Trapeze system to schedule much of their transport. Although not without its own challenges this is up and running relatively well for all sections. Also, as this has been in use for some time, the officers in their Public Transport Unit are more knowledgeable on the use of the system.

As part of the Shared Service review officers will be investigating the consolidation of all IT systems, including scheduling software, used between both units. There may be initial costs involved in the consolidation of the systems, however if the Council was to proceed with a shared service it would likely be more appropriate to operate one scheduling system.

6. IMPACT

Corporate - 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. The Single Outcome Agreement also sets a priority of improved public transport and integration of transport is key to improving access to employment, education and training opportunities. As part of the Five Year Business Plan a shared Public Transport Unit is to be investigated and potentially implemented which will have an impact on the IT systems used.

Public – The detail of this report should not have any major impact to members of the Public other than to improve efficiencies in transport provided by the Council. There is no Human Rights or Equalities impacts.

7. BACKGROUND PAPERS

- Internal Audit Reports Issued, CG/10/164, report to Audit and Risk Committee on 21st September 2010,
- Business Plan 2011 to 2015/16, CG/10/202, report to Finance and Resources Committee on 2nd December 2010
- Public Transport – Progress Report, report to Shared Services Board, 6th September 2010

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Capital Budget Progress Report
REPORT NUMBER:	EPI/11/057

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 Service.

2. RECOMMENDATION(S)

It is recommended that the Committee:

a) Notes the content of this report in relation to the projects outlined at Appendix A, and

b) Instructs the relevant officers to continue to work closely with the Corporate Asset Group and in particular the Head of Asset Management and Operations and the Head of Finance to ensure effective monitoring of the programme going forward.

3. FINANCIAL IMPLICATIONS

3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. In recent years the overall programme has been set at a level which assumed a certain level of underspend would be achieved and thus the funding available was set on this basis. In previous years such underspend has been achievable but with significant spend this year on Corporate Accommodation, this was at risk.

3.2 This risk was reported to the Finance and Resources Committee which confirmed that funding for the programme should remain at the previously agreed level and instructed officers to proactively manage spend to be within that limit.

3.3 Since then, the Corporate Asset Group has worked with Services to determine their minimum spend requirement for the year. This has now been successful in bringing this requirement within the funding available.

3.4 The budget for 2011/12 was set at Council on 10 February 2011. This took account of the difficulties in sustaining the previously agreed capital position due to reducing capital funding support from the Scottish Government, increasing costs of borrowing and falling revenue funding. Full details of the agreed budget will be provided in due course.

4. OTHER IMPLICATIONS

4.1 Failure to invest adequately in the Council's asset base may lead to the erosion of those assets and their value. It may also reduce the effectiveness and efficiency of service delivery and furthermore lead to the Council not complying with current health and safety requirements.

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 projects aligned to Enterprise, Planning and Infrastructure and for each project shows the 2010/11 budget including any carry forward from 2009/10, the current service determined minimum spend requirement and actual spend to the end of January 2011.

5.2 Actual spend only reflects payments made and thus excludes commitments made which will be due to be paid by the end of the year. Such commitments will be reflected in the minimum spend requirement.

5.3 Comments from project managers are included in the narrative where appropriate.

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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Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure To Jan 2011 £'000	Variance (Actual to Minimum Requirement) £'000	Percent Spend to Requirement %
663 Corporate Office Accommodation	33,215	26,863	16,325	(10,538)	48%
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	500	440	148	(292)	30%
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	166	166	12	(154)	7%
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					
217 MTS Associated Road Improvements - Wellington Rd Phase 5	79	118	119	1	86%
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	2,833	1,866	1,297	(569)	62%
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.					
413 Footway Improvements	732	537	388	(149)	59%
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	78	7	108	101	277%
Project Description/Project Cost Programme for upgrading or protecting of bridges to bring the structures up to an acceptable load bearing standard. £100k of this spend is to be transferred to the Nestrans budget.					

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure to Jan 2011 £'000	Variance (Actual to Minimum Requirement) £'000	Percent Spend %
471 Road Network - Bridge Major Maintenance Programme	50	0	0	0	0%
Project Description/Project Cost Major maintenance works.					
550 Signage	73	75	22	(53)	29%
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	365	94	(271)	26%
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	1,000	491	184	(307)	38%
Project Description/Project Cost This project relates to the proposed 3rd Don crossing. Study and design work has already been undertaken					
627 Western Peripheral Route	4,200	1,050	1,141	91	67%
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	103	28	2	(26)	7%
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	770	2	(158)	(160)	(23)%
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	Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure to Jan 2011 £'000	Variance (Actual to Minimum Requirement) £'000	Percent Spend %
703 Traffic Signal Safety Upgrade	400	340	240	(100)	60%
Project Description/Project Cost Replacement of traffic signal equipment with low voltage units.					
715 MTS - Berryden Road Improvements	335	124	28	(96)	23%
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	1,500	17	16	(1)	94%
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.					
721 Wellington Bridge - Preservation Works Phase 2-4	161	140	139	(1)	86%
Project Description/Project Cost Preservation work & architectural lighting.					
757 Union Street Cable Support System for Banners & Festive Lights	82	12	9	(3)	90%
Project Description/Project Cost To undertake an assessment of the support system.					
216 Car Parking: Extend Pay & Display	225	120	88	(32)	73%
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.					
739 Replacement Programme for Pay & Display Machines	100	100	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.					

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure to Jan 2011 £'000	Variance (Actual to Minimum Requirement) £'000	Percent Spend %
781 Golden Square Car Parking	43	7	0	(7)	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	165	240	147	(93)	64%
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.					
734 Flood Prevention	50	50	19	(31)	38%
Project Description/Project Cost Improvement to various sections of open watercourses and culverts throughout the city.					
Drainage Works	250	125	36	(89)	14%
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	10	13	0	(13)	0%
Project Description/Project Cost This budget will purchase an electric car with match funding having been applied for from the Scottish Government.					
563 Vehicle Replacement	1,500	1,064	1,055	(10)	99%
Project Description/Project Cost Annual vehicle replacement programme.					
666 Corporate Asset Management System	200	200	92	(108)	46%
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	35	26	(9)	73%
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	1,411	1,411	1,411	0	100%
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	Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure to Jan 2011 £'000	Variance (Actual to Minimum Requirement) £'000	Percent Spend %
782 Biomass Heating – Duthie Park Winter Gardens	125	100	48	(52)	48%
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)	81	0	0	0	0%
Project Description/Project Cost This relates to the implementation of the wireless network across the city's regeneration areas.					
788 AECC Hard Standing Area	0	300	0	(300)	0%
Project Description/Project Cost It was approved at Finance and Resources Committee of 28 September 2010 that an amount be allocated to construct an improved hard-standing area for the erection of a modern, high quality temporary event space.					
294 Corp Property Replacement/Renewal	8,244	4,306	4,006	(300)	64%
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.					
717 Regional Sports Facility – 50m Pool	6,000	677	794	117	50%
Project Description/Project Cost Project transferred to EP&I from Education, Culture & Sport for management purposes.					
Total Enterprise, Planning and Infrastructure	**65,081**	**41,392**	**27,837**	**(13,555)**	**52%**

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	2010/11 Revenue Budget Monitoring
REPORT NUMBER:	EPI/11/058

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 £28.6 million net expenditure.

3.2. Based upon present forecasts it is anticipated that the Service will overspend its budget by £2.2 million. 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 10 (end of January 2011) 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 10 is a net overspend of £2.2 million.

At this time the following items are highlighted together with the management action being taken.

- A budgeted income of £190k 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 are unlikely to be met in full. 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.

- 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.

- Adverse winter weather was experienced relatively early this year and has had an impact on roads maintenance budgets. There is still a risk of further adverse conditions and the out-turn for winter maintenance has been increased to cover the expected additional cost. A grant of £350k has been received from the Scottish Government to assist with the cost of winter maintenance and pothole repairs.

- Agreement has been reached with Education, Culture and Sport (EC&S) on the treatment of the cost of providing school meals. The full cost of £1.5 million will revert to Enterprise, Planning and Infrastructure with £700k of this being offset against Equal Pay and Modernisation

contingencies and £400k being met from budgets transferred from EC&S.

To mitigate the effect of these risks, the management of vacant posts is being actively pursued and additional savings of £800k are forecast 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

		YEAR TO DATE			OUT-TURN		
AS AT 31 January 2011	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE	
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%
HEAD OF ASSET MANAGEMENT AND OPERATIONS	19,356	6,697	7,494	797	21,612	2,255	11.7%
HEAD OF PLANNING AND SUSTAINABLE DEVELOPMENT	2,563	1,643	1,405	(238)	2,614	51	2.0%
OPERATIONAL SUPPORT MANAGER	762	626	722	96	867	105	13.8%
ECONOMIC DEVELOPMENT PROJECT DIRECTOR	5,911	4,913	4,457	(455)	5,683	(228)	(3.9%)
TOTAL BUDGET	**28,592**	**13,879**	**14,078**	**199**	**30,775**	**2,183**	**7.6%**

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

		YEAR TO DATE			OUT-TURN			
AS AT 31 January 2011	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	22,717	18,931	18,273	(658)	21,870	(847)	(3.7)%	418
PROPERTY COSTS	5,067	3,390	3,878	488	5,733	666	13.1%	2
ADMINISTRATION COSTS	1,302	932	1,093	161	1,428	126	9.7%	106
TRANSPORT COSTS	3,890	3,242	3,055	(187)	3,883	(7)	(0.2)%	(14)
SUPPLIES & SERVICES	13,325	11,088	10,707	(380)	14,558	1,233	9.3%	(292)
TRANSFER PAYMENTS TOTAL	3,359	2,799	2,558	(241)	3,290	(69)	(2.1)%	(2)
CAPITAL FINANCING COSTS	11,700	0	0	0	11,700	0	0.0%	0
GROSS EXPENDITURE	**61,360**	**40,382**	**39,564**	**(817)**	**62,463**	**1,102**	**1.8%**	**219**
LESS: INCOME								
GOVERNMENT GRANTS	(155)	(132)	(666)	(534)	(630)	(475)	306.0%	(461)
OTHER GRANTS	(42)	(35)	(289)	(254)	(174)	(132)	318.8%	(133)
FEES & CHARGES	(17)	(15)	(9)	5	(17)	0	0.0%	0
RECHARGES	(10,610)	(8,096)	(6,708)	1,388	(8,941)	1,669	(15.7)%	528
OTHER INCOME	(21,944)	(18,226)	(17,815)	411	(21,925)	19	(0.1)%	(816)
TOTAL INCOME	**(32,768)**	**(26,503)**	**(25,487)**	**1,016**	**(31,687)**	**1,081**	**(3.3)%**	**(882)**
NET EXPENDITURE	**28,592**	**13,879**	**14,078**	**199**	**30,775**	**2,183**	**7.6%**	**(663)**

VIREMENT PROPOSALS
None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
The Architectural Design, Surveying and Planning sections have identified a number of vacancies that will not be filled this year. Savings are also expected in Cleaning and School Crossing Patrols.	(847)	418
Property Costs		
Rent for the AECC offices has been restated as a cost and recharge rather that being netted off.	666	2
Administration Costs		
Savings are expected in event costs and in printing and stationery.	126	106
Transport Costs		
Travelling expenses within a number of sections have been reviewed and reduced in line with spend to date.	(7)	(14)
Supplies & Services		
Winter maintenance costs are expected to exceed budget due to the early incidence of severe conditions. The forecast overspend is based on a similar duration of these conditions as last year.	1,233	(292)
Transfer payments		
The budget includes a contribution to Glencraft which will not now be made.	(69)	(2)
Government Grants		
An award of £351k was made by the Scottish Government in respect of winter maintenance and pothole repairs. An additional £117k has been carried forward from a similar award for 2009/10.	(475)	(461)
Other Grants & Contributions		
Other contributions to the Public Transport Unit and recoveries for Roads works from the public sector were not reflected in the budget.	(132)	(133)
Recharges		
Rent for the AECC offices has been restated as a cost and recharge rather that being netted off. Income from EC&S for the provision of School Catering will not materialise and while some of the shortfall will be met from EP&M contingencies and transfer of budget from EC&S, the Service will bear an estimated £400k of the cost.	1,669	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 now expected to exceed budget due to a number of large applications received recently.	19	(816)
	2,183	(663)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

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

		YEAR TO DATE			OUT-TURN			
AS AT 31 January 2011	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	15,716	13,096	12,289	(808)	14,850	(866)	(5.5)%	63
PROPERTY COSTS	5,065	3,389	3,745	356	5,729	664	13.1%	0
ADMINISTRATION COSTS	761	489	754	265	900	139	18.2%	147
TRANSPORT COSTS	3,777	3,147	2,953	(195)	3,762	(15)	(0.4)%	(0)
SUPPLIES & SERVICES	10,531	8,776	8,431	(345)	11,800	1,269	12.0%	(280)
TRANSFER PAYMENTS TOTAL	253	211	200	(11)	255	2	0.7%	(0)
CAPITAL FINANCING COSTS	11,116	0	0	0	11,116	0	0.0%	0
GROSS EXPENDITURE	**47,219**	**29,109**	**28,371**	**(738)**	**48,412**	**1,193**	**2.5%**	**(70)**
LESS: INCOME								
GOVERNMENT GRANTS	0	0	(520)	(520)	(468)	(468)	0.0%	(468)
OTHER GRANTS & CONTRIBUTIONS	0	0	(133)	(133)	(133)	(133)	0.0%	(133)
INTEREST	0	0	0	0	0	0	0.0%	0
RECHARGES	(9,717)	(7,352)	(5,972)	1,380	(8,054)	1,663	(17.1)%	1,087
OTHER INCOME	(18,145)	(15,060)	(14,253)	807	(18,145)	0	(0.0)%	(916)
TOTAL INCOME	**(27,863)**	**(22,412)**	**(20,878)**	**1,535**	**(26,800)**	**1,063**	**(3.8)%**	**(429)**
NET EXPENDITURE	**19,356**	**6,697**	**7,494**	**797**	**21,612**	**2,255**	**11.7%**	**(500)**

VIREMENT PROPOSALS
None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
Vacancies have been identified and are being managed in Architectural Design and Surveying sections. Other sections are currently running with vacancies and the existing trend is expected to remain throughout the year. These sections include Building Cleaning and School Crossing Patrols	(866)	63
Property Costs		
Restatement of rent for the AECC offices, which was formerly set off against recharges to other services, accounts for £510k of this variance. In addition, rates bills for the service have exceeded budget by £110k. Additional costs in relation to the closure of Summerhill are expected to result in an adverse variance of £50k.	664	0
Administration Costs		
The level of internal recharge for Roads work is greater than budget. This recharge is made to other sections within the same service and is reflected in the income shown above.	139	147
Transport Costs		
Updated estimate of travelling expenses and car parking costs based on actual costs to date	(15)	(0)
Supplies and Services		
The out-turn has been updated to reflect the latest estimate for winter maintenance costs in light of the early adverse conditions. An additional £1.5 million is estimated, based on a cost of £50k per day. Revised estimates for use of consulting engineers and for software support resulting in a £100k favourable variance.	1,269	(280)
Transfer Payments		
Increase in support payments made by Public Transport Unit	2	(0)
Income		
Government Grants - an award of £351k was made this year in respect of additional winter maintenance and pothole repair work. An award of £117k was also made in respect of similar works in 2009/10 and this was carried forward into the current year.	(468)	(468)
Other contributions to the Public Transport Unit and recoveries for Roads works from the public sector were not reflected in the budget.	(133)	(133)
Recharges - the estimated reduction in rechargeable works undertaken by Architectural Design Services is estimated to be £1.2 million. The revised treatment of AECC rent results in a cost of £530k under Admin Costs and a corresponding recharge under income. The School Catering budget allowed for a recharge of £1.5 million to EC&S but this will not take place now. The level of recharges between sections of the Roads service is expected to exceed budget.	1,663	1,087
	2,255	416

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

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

		YEAR TO DATE			OUT-TURN			
AS AT 31 January 2011	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	3,611	3,009	3,110	101	3,700	89	2.5%	257
PROPERTY COSTS	0	0	112	112	2	2	0.0%	2
ADMINISTRATION COSTS	109	90	79	(11)	98	(11)	(9.7)%	(11)
TRANSPORT COSTS	66	55	46	(9)	55	(11)	(16.0)%	5
SUPPLIES & SERVICES	1,092	893	866	(27)	1,080	(12)	(1.1)%	(14)
TRANSFER PAYMENTS TOTAL	165	138	141	4	165	(0)	(0.1)%	0
CAPITAL FINANCING COSTS	572	0	0	0	572	0	0.0%	0
GROSS EXPENDITURE	**5,614**	**4,186**	**4,355**	**170**	**5,672**	**57**	**1.0%**	**239**
LESS: INCOME								
GOVERNMENT GRANTS	(16)	(14)	(9)	4	(16)	0	(2.5)%	0
OTHER GRANTS & CONTRIBUTIONS	(1)	(1)	(129)	(128)	(0)	1	(60.8)%	0
INTEREST	0	0	0	0	0	0	0.0%	0
RECHARGES	(41)	(34)	(15)	19	(41)	(0)	0.0%	0
OTHER INCOME	(2,993)	(2,494)	(2,797)	(303)	(3,000)	(7)	0.2%	79
TOTAL INCOME	**(3,051)**	**(2,543)**	**(2,950)**	**(408)**	**(3,057)**	**(6)**	**0.2%**	**79**
NET EXPENDITURE	**2,563**	**1,643**	**1,405**	**(238)**	**2,614**	**51**	**2.0%**	**318**

VIREMENT PROPOSALS
None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
Overspends are forecast in the Transportation Team and Development Management. These are partly offset by savings in the Building Standards and Admin teams arising from unfilled vacancies.	89	257
Property Costs		
Premises rents associated with the Development Plan not budgeted for. Most of the costs to date are associated with the AWPR and will be recharged.	2	2
Administration Costs		
Savings are expected across the service on a number of items including printing, stationery, meetings and conferences.	(11)	(11)
Transport Costs		
The estimated cost of travelling expenses has been revised in line with spend to date.	(11)	5
Supplies and Services		
Savings are expected in a number of items based on the level of expenditure to date.	(12)	(14)
Income		
Planning application fee income and building application fee income are both now expected to exceed budget due to a number of large applications being received. No income will arise from Neighbour Notifications, which has a budget of £187k.	(6)	79
	51	318

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
ECONOMIC DEVELOPMENT PROJECT DIRECTOR

		YEAR TO DATE			OUT-TURN			
AS AT 31 January 2011	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	2,116	1,763	1,684	(79)	1,970	(146)	(6.9)%	(6)
PROPERTY COSTS	2	1	21	20	2	0	0.0%	(0)
ADMINISTRATION COSTS	368	307	178	(129)	330	(38)	(10.4)%	7
TRANSPORT COSTS	41	34	50	16	60	19	46.1%	(19)
SUPPLIES & SERVICES	1,554	1,296	1,327	32	1,530	(24)	(1.6)%	3
TRANSFER PAYMENTS TOTAL	2,941	2,451	2,217	(233)	2,870	(71)	(2.4)%	(2)
CAPITAL FINANCING COSTS	12	0	0	0	12	0	0.0%	0
GROSS EXPENDITURE	**7,035**	**5,852**	**5,478**	**(373)**	**6,774**	**(260)**	**(3.7)%**	**(17)**
LESS: INCOME								
GOVERNMENT GRANTS	(15)	(15)	(6)	9	(15)	0	(1.8)%	(0)
OTHER GRANTS & CONTRIBUTIONS	(41)	(34)	(27)	7	(41)	0	0.0%	0
INTEREST	(17)	(15)	(9)	5	(17)	0	0.0%	0
RECHARGES	(244)	(203)	(215)	(12)	(238)	6	(2.4)%	0
OTHER INCOME	(806)	(672)	(764)	(92)	(780)	26	(3.3)%	21
TOTAL INCOME	**(1,124)**	**(939)**	**(1,021)**	**(82)**	**(1,091)**	**32**	**(2.9)%**	**21**
NET EXPENDITURE	**5,911**	**4,913**	**4,457**	**(455)**	**5,683**	**(228)**	**(3.9)%**	**4**

VIREMENT PROPOSALS
None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
The management of vacancies within the service is expected to result in additional savings in the Marketing and Economic Development sections	(146)	(6)
Administration Costs		
Savings are forecast in the budget for Offshore Europe, based on lower than budgeted expenditure to date. Events stationery is forecast to be over budget by £20k.	(38)	7
Transport Costs		
Travel costs associated with a number of international activities are above budget to date and are expected to remain so.	19	(19)
Supplies and Services		
Savings are forecast in City Promotion and in Events costs.	(24)	3
Transfer Payments		
A contribution to Glencraft was included in budget but won't be made	(71)	(2)
Income		
Increases in income are forecast for the City Promotion and Events budgets in line with income to date. Income for Offshore Europe has been reduced by £80k.	32	21
	(228)	4

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
OPERATIONAL SUPPORT MANAGER

		YEAR TO DATE			OUT-TURN			
AS AT 31 January 2011	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	1,274	1,062	1,190	128	1,350	76	5.9%	104
PROPERTY COSTS	1	0	0	(0)	1	0	0.0%	0
ADMINISTRATION COSTS	63	44	82	37	100	37	57.9%	(37)
TRANSPORT COSTS	7	6	6	0	7	0	0.0%	0
SUPPLIES & SERVICES	148	123	82	(41)	148	0	0.3%	(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	**1,493**	**1,235**	**1,360**	**124**	**1,605**	**113**	**7.6%**	**67**
LESS: INCOME								
GOVERNMENT GRANTS	(124)	(103)	(131)	(28)	(131)	(7)	6.1%	7
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0.0%	0
INTEREST	0	0	0	0	0	0	0.0%	0
RECHARGES	(607)	(506)	(506)	0	(607)	0	0.0%	0
OTHER INCOME	0	0	(1)	(1)	0	0	0.0%	0
TOTAL INCOME	**(731)**	**(609)**	**(638)**	**(29)**	**(738)**	**(7)**	**1.0%**	**7**
NET EXPENDITURE	**762**	**626**	**722**	**96**	**867**	**105**	**13.8%**	**75**

VIREMENT PROPOSALS
None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
The allocation of VS/ER savings accounts for £130k of the forecast variance. Pension costs charged to the service are also above budget to date and are forecast to be £50k over budget for the full year. A number of vacancies have not been filled and this has reduced the overall variance.	76	104
Administration Costs		
Copying and postages budgets are forecast to be overspent. Underspends in Heads of Service budgets against these lines will offset these overspends pending re-alignment of these budgets.	37	(37)
Income		
Grant income from the Future Jobs Fund and LOAN was higher than budgeted for.	(7)	7
	105	74

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Applications for funding from the international twinning budget 2010/2011
REPORT NUMBER:	EPI/11/084

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 grant of £504 from the 2010/2011 international twinning budget towards the cost of a representative of Aberdeen Maritime Museum attending the Joint Meeting of European Oil and Gas Archives and European Oil Museums in Stavanger from 25 to 27 May.

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 relevant officer 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 relevant officer 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**	**£504**
5a	Representative of Aberdeen Maritime Museum to attend Joint Meeting of European Oil and Gas Archives and European Oil Museums in Stavanger from 25 to 27 May	£504
	Total of funds applied for	**£504**
	Budget balance if all applications are funded	**£0**

5a Representative of Aberdeen Maritime Museum to attend Joint Meeting of European Oil and Gas Archives and European Oil Museums in Stavanger from 25 to 27 May

Aberdeen Maritime Museum has expressed interest in attending the Joint Meeting of European Oil and Gas Archives and European Oil Museums in Stavanger from 25 to 27 May, organised by the State Archive of Stavanger and the Norwegian Petroleum Museum.

During these three days in May, the two networks, the European Oil and Gas Archives and the European Oil Museums will hold a joint conference in Stavanger, Norway. The conference is a follow-up of the oil and gas records conference held in Stavanger in 2009 and the European oil museums networks meetings held in different European countries since 2003.

The two networks have common objectives, to promote the retention and use of relevant archives, and the sharing of skills and experience.

There are two main topics for this year's meeting. One will be appraisal, retention and disposal of oil and gas related records, which is one of the main challenges in the documentation of the oil and gas sector. The other topic is documentation methods for the oil & gas industry and most importantly the official opening of the interactive European petroleum map.

The conference will be a useful meeting place for people working within records management or archives departments in oil and gas related companies and organizations as well as people working in European archival institutions and European oil museums

The conference is also jointly hosted by the Norwegian Petroleum Museum, which is a leading museum in Europe on the history of Oil & Gas. As Aberdeen Maritime Museum is in the process of redeveloping the Energy Exploration galleries, with £500,000 of industry sponsorship, this would give the curator an ideal opportunity to visit the Norwegian counterpart and gather ideas and advice.

A copy of the conference programme is attached at Appendix One for further information.

The estimated cost of attending the event is £688 (flight at £220 plus 4 nights accommodation at £117/night). Most meals are included and there is no fee for attending the conference itself.

On the basis that there is £504 left in the 2010/2011 international twinning budget, and no other applications to be considered in this cycle, it is proposed that the balance of £504 be used for this application, with the remainder of the funding needed (£184 plus any other sundry costs such as any meals not covered by the organisers) to be raised by the applicant. Aberdeen Maritime Museum has confirmed they are able to meet the balance of the costs.

Recommendation: It is recommended that the Committee approve a grant of £504 from the 2010/2011 international twinning budget towards the cost of a representative of Aberdeen Maritime Museum attending the Joint Meeting of European Oil and Gas Archives and European Oil Museums in Stavanger from 25 to 27 May.

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 Aberdeen Council of Voluntary Organisations 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

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning & Infrastructure
DATE	15th March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Events Programme 2011-12
REPORT NUMBER:	EPI/11/075

1. PURPOSE OF REPORT

To seek approval for a revised City Events programme for 2011-12 following a reduction in budget of £198,000 and to advise of the transfer of the 50+ City Events Officer from the City Events Team to Social Care & Wellbeing.

2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members support the revised City Events programme due to a budgetary reduction of £198,000.
3. That members support the transfer of the 50+ City Events Officer from the City Events Team to Social Care and Wellbeing.

3. FINANCIAL IMPLICATIONS

Monies totaling £360,000 have been secured from the E P & I revenue budget and the Common Good Fund to deliver a relevant but reduced programme of City Events for Aberdeen in 2011-12.

Please see attached City Events Programme Appendix 1.

4. OTHER IMPLICATIONS

Staffing

Due to the specialist skills that individual officers in City Events have and Aberdeen City Council's requirement to meet required Health and Safety legislation in relation to safe event delivery, there is no direct correlation between the reduction in the number of events and a reduction in staffing numbers.

The proposed event programme included in this report can only be delivered by a minimum of 3 skilled Events Officers. Should this

number decrease then additional events would have to be removed to ensure safe delivery.

Nevertheless, in the event that some excess capacity materializes, this will likely be used to support our twinning activities, which are planned to be more closely aligned to our events programme, or provide additional input to other City promotion events that are being planned by external organisations or individuals.(which could increase the team's capacity to earn additional fee income)

50 + Activities

As the 50+ programme of activities has developed in recent years, obvious synergies have appeared between the work being undertaken in the City Events Team and with that of the team in Social Care and Wellbeing relating to the older population in Aberdeen.

Following positive discussions with Social Care and Wellbeing, it has been agreed that approval would be sought to transfer the post of 50+ City Events Officer from the City Events Team within E P & I to Social Care and Wellbeing by 1st April 2011.

All costs including salary, 50+ activity programme costs, stationery and admin costs are included in the £195,000 approved by the Common Good Fund for financial year 2011-12.

There will be no cost implications for Social Care and Wellbeing's existing budget.

This would allow the current 50+ programme of activities to be reviewed and developed further by accommodating a wider demographic in the city. Also existing knowledge and research that Social Care and Wellbeing have accumulated could influence the introduction of new activities to encourage new participants and greater engagement with Aberdeen's population in the future.

City Twinning

During the recent restructuring of Economic & Business Development, it was decided that the activities associated with Aberdeen City Council's Twinning responsibilities would be aligned with the work of the City Events Team, since many twinning activities are organised to coincide with major City Events.

Following confirmation from the Common Good Fund of these monies continuing in 2011-12, the twinning function will benefit from being included In the City Events Team and that existing working relationship's with our external twinning partners will be strengthened and mutually beneficial in future years when resources and budgets are challenged.

5. BACKGROUND/MAIN ISSUES

During the development of the Enterprise, Planning & Infrastructure Service Five Year Priority Based Business Plan, it was determined that the City Events Team would face a reduction in its revenue budget in the coming years.

This report outlines the proposed programme of events the City Events Team will undertake in 2011-12 taking into consideration the reduction in budget available.

The Aberdeen City Council City Events Team have for years provided internal and external advice and support to event organisers to ensure that safe, secure and enjoyable events are delivered in the city for the local residents, surrounding population and those visiting the city for business or leisure purposes.

The City Events Team work with Aberdeen City and Shire Hotels Association and Aberdeen City Centre Association to ensure that events that are attracted to Aberdeen support local business and offer exciting activities to support the weekend leisure break market.

The events detailed in the City Events programme contribute to the Common Good of the city, are all- inclusive, maintain and develop the city's continued Civic Pride and showcase Aberdeen's ability to attract and host major cultural and sporting events.

In order to address the reduction in funding in 2011-12, City Events Officers will look to develop a suitable charging regime for each event in an effort to gradually reduce the cost of delivering future events to Aberdeen City Council.

The team will also explore ways to maximise income through sponsorship and the recovery of fees for advice and consultancy time allocated to support external event organisers who run commercial activities in the city.

6. IMPACT

Corporate

Vibrant Dynamic & Forward Looking

- Continue to support the best city festivals.
- Recognise the contribution of Sport, Culture and Arts to promoting the area as a tourist destination.
- Promote the City as a tourist destination.
- Economic promotion of Aberdeen locally, nationally and internationally, promoting all aspects of city life, wherever the City is represented.

Single Outcome Agreement

- National Outcome 1: We live in a Scotland that is the most attractive place for doing business in Europe.
- National Outcome 12: We value and enjoy our built and natural environment and enhance it for future generations.
- National Outcome 13: We take pride in a strong, fair and inclusive national identity.

Community Plan

- 10 % increase in the numbers of recreational and business tourists by 2011.
- Work with other agencies, including Visit Scotland, to encourage tourism and the provision of facilities for tourists.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

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City Events Programme 2011-2012 Appendix 1

CITY EVENTS	**Actual Budget 2011-12**
Salaries (1 x G13 , 2 x G12)	£120,000
BP Big Screens	£10,000
Highland Games	£40,000
British Armed Forces & Veterans Day	£7,000
Tartan Day & Wallace Celebrations	£28,000
Fireworks Display	£23,000
Xmas Lights Switch On	£25,000
Santa Parade	£4,000
Nativity Scene	£3,000
Weekend of Festive Entertainment	£10,000
Xmas Tree	£7,000
Xmas Carol Concert	£4,000
Hogmanay Community Grants	£29,000
Galas	£6,000
Equipment	£10,000
Summer/Winter Promotions	£30,000
Events Training	£4,000

Total	**£360,000**
Additional Event Support	
Battle of Harlaw-Common Good 2011-12 only	£20,000
Proposed Stop/Reduce Events	
Hogmanay Fireworks Celebrations	£50,000
St Andrews Day Celebrations	£50,000
Contribution to Ward Lighting	£30,000
Contribution to Clydesdale Horse Show	£3,000
City Centre Entertainment	£7,000
Reduction in Hogmanay Community Grants	£5,000
Reduction in Equipment Budget	£2,000
Reduction in Winter Festival Budget	£51,000
Total	£198,000

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning & Infrastructure
DATE	15th March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Promotions 2011-12
REPORT NUMBER:	EPI/11/074

1. PURPOSE OF REPORT

To advise members of the work of the City Promotions Team in relation to the promotion of Aberdeen in 2011-12 and to agree a budget of £100,000 for Regional Identity activities that ACSEF can bid to for project support.

2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members support a budget of £100,000 to be used for Regional Identity activities in 2011-12.
3. That members agree the initial contribution of £30,000 for Phase 2 of the ACSEF regional promotion campaign from the Regional Identity budget with the remaining £70,000 to be bid for by ACSEF when relevant projects are identified.
4. That members note that the final City Promotions activity programme for 2011-12 will be presented to a future Enterprise, Planning & Infrastructure Committee, as part of the Economic & Business Development Business Plan

3. FINANCIAL IMPLICATIONS

£70,000 from the existing Economic & Business Development budget in Enterprise, Planning and Infrastructure is currently allocated to City Promotions to undertake all promotional activity that positions Aberdeen as the city of choice for investment, to live and work, to study and to visit.

£100,000 from the existing Economic & Business Development budget in Enterprise, Planning and Infrastructure is currently allocated to the Regional Identity to support relevant joint promotions undertaken by ACSEF to strengthen the regions position and key strategies including

anchoring the energy industry, promoting regional industry strengths and skills development.

4. OTHER IMPLICATIONS

Regional Identity

In 2009, Aberdeen City Council took the decision to dissolve the position of Regional Identity Brand Manager with the work associated with the initiative being subsumed into the daily activities of the City Promotions Team.

In the 5 years that the Regional Identity has been in place Aberdeen City Council has provided over £500,000 of financial support and considerable officer time to ensure that the regional identity was adopted appropriately by a significant number of our partners and managed effectively as a tool for promoting the region and its strengths in conjunction with Aberdeenshire Council.

However in the current financial climate and with growing pressure on resources, Aberdeen City Council requires to focus its efforts on its ongoing programme of promotional activities to ensure that the city does not lose ground on its competitor cities as a desirable place to invest, live and work, study and visit.

In 2010-11, ACSEF commenced with Phase 1 of a Regional Campaign which will reach completion at the end of March 2011 and support is support for Phase 2 of the project which will commence in April 2011.

£30,000 from the Regional Identity budget is being sought to support Aberdeen City's input into the campaign.

In light of this, it is proposed that Aberdeen City Council again ring fence £100,000 of £170,000 available for City promotion to support regional identity activities.

However, it is proposed that only £30,000 of this will be allocated to the ACSEF led Regional Campaign. The remaining £70,000 would be retained by City Promotions to fund other regional identity projects, subject to ACSEF identifying projects that fit with both Aberdeen City and ACSEF priorities.

This will enable Officers within the City Promotions Team to use their discretion to determine if/when the regional identity should be applied to promotional activities being undertaken on behalf of Aberdeen City Council.

VisitExpo 2011, Offshore Europe 2011 and the Aberdeen City and Shire Business Guide provide examples of the type of Aberdeen City

Council promotional activities that may lend themselves to the application of the regional Identity in 2011.

5. BACKGROUND/MAIN ISSUES

Recent research shows that Aberdeen is perceived as a desirable place to live, work, invest, study and visit.

In order to capitalise on this position, the City Promotions Team within Aberdeen City Council will continue to focus their efforts in 2011-12 on attracting Investors, skilled workers, potential students and visitors to the city.

Investors will get a sense of place from Aberdeen and have an awareness of the city's reputation for knowledge, technology and research and development. The city has very powerful business networks and is a globally recognised energy centre that other cities nationally and internationally envy.

By communicating with companies already in the city

With a significant infrastructure development programme planned for the next 30 years, Aberdeen will be a sound investment for a large number of companies looking for security in these challenging economic times.

Aberdeen's unique skills base offers an existing talented workforce and also many opportunities to skilled workers looking to relocate. Aberdeen continues to support and development its educational offering to support the thriving student population and produce the employees of the future.

For those who live and work in Aberdeen a dynamic career is matched by the excellent quality of life and the easy to reach region of Aberdeenshire where an active, outdoor lifestyle affords the perfect balance between work and play.

Finally for the business and leisure visitor, Aberdeen is a very cosmopolitan compact city that is memorable as much for its culture and festivals as the beautiful natural heritage in and around it.

The team will also seek to support the proposed Civic Pride campaign currently being developed by the Civic Office to encourage the local citizens of Aberdeen to take pride in their city and seek opportunities to promote the city's many positive attributes to local residents.

As part of the 5 Year Business Plan, a strategy for Economic & Business Development is currently being drafted and within the City Promotions business plan focused activity will aim to attract high value investors to the city, encourage business growth and job creation and

the promotion of Aberdeen as a business and leisure tourist destination.

The City Promotions Team will ensure that all activity undertaken to promote Aberdeen and its core strengths to the identified target markets will seek to maximise cross selling of promotional opportunities from visit to sector led campaigns, ensuring that marketing activities are not fragmented and achieve best value for the authority.

Previous activity has been underfunded and has presented confusing messages to our target markets whereas a more succinct city-wide approach will shape perceptions of Aberdeen across all groups.

In conjunction with the service teams of Business Growth & International Trade and Projects and Partnership, the City Promotions Team will develop a programme of relevant trade development events including exhibitions, conferences and inward/outward trade missions to local, national and international target markets as identified by our local business community. The recent completion of the Export Survey for Aberdeen City and Shire will provide the invaluable data to direct future trade and business activities.

Initially a new marketing brochure will be produced to position Aberdeen as a compact city with creativity, innovation and ongoing development at its core.

A marketing and communications plan will also be developed to assist with partnership working on directing the promotional strategy for the city.

It is our ambition that all the activity undertaken by the City Promotions Team become a driver for overall economic development activity of the city.

The final City Promotions programme for 2011-12 will be presented to a future Enterprise, Planning & Infrastructure Committee as part of the Economic & Business Development Business Plan.

6. IMPACT

Corporate

Vibrant Dynamic & Forward Looking

- Continue to support the best city festivals.
- Recognise the contribution of Sport, Culture and Arts to promoting the area as a tourist destination.
- Promote the City as a tourist destination.
- Economic promotion of Aberdeen locally, nationally and internationally, promoting all aspects of city life, wherever the City is represented.

Single Outcome Agreement

- National Outcome 1: We live in a Scotland that is the most attractive place for doing business in Europe.
- National Outcome 12: We value and enjoy our built and natural environment and enhance it for future generations.
- National Outcome 13: We take pride in a strong, fair and inclusive national identity.

Community Plan

- 10 % increase in the numbers of recreational and business tourists by 2011.
- Work with other agencies, including Visit Scotland, to encourage tourism and the provision of facilities for tourists.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Energy Futures Centre Status Report
REPORT NUMBER:	EPI/10/120

1. PURPOSE OF REPORT

This report advises members on the status of the proposed Energy Futures Centre.

2. RECOMMENDATION(S)

That Committee note that given constraints on economic activity and in the property development market in particular that this project is currently on hold.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report as no finance is requested. Subsequent proposals will require to be reported to committee, including any financial implications.

4. OTHER IMPLICATIONS

There are no implications arising from this report in legal terms, or for resources, personnel, property, equipment, sustainability, environment or health and safety.

5. BACKGROUND/MAIN ISSUES

Background

Previous reports have been made to Council Committee regarding the proposal that an Energy Futures Centre be developed in Aberdeen. The basis of the proposal is to create a multi-function building which will emphasise the City's pre-eminence in energy – both oil and gas and renewables. Proposed functions could include:

- Specialist employment zone for non-commercial organisations engaged in energy development
- Centre for research and education
- Visitor attraction and public realm space
- Conference and meeting space
- Office development
- On-site renewable energy generation and state of the art energy efficiency features

It was the decision of a previous Committee of Council that officers be authorised to work with the Aberdeen Renewable Energy Group (AREG) to develop the proposal. Work to date has concentrated on the development of a viable business model. Site options across the City were also considered and two sites on the Queen's Links shortlisted.

Issues

Four financial models were developed, all of which relied on a combination of earned income and public sector funding. Given current constraints on economic activity, public sector finances and the ability to borrow or raise development capital, none of the financial models are currently regarded as sustainable. Improvements in the economic climate or specific opportunities arising may in the future allow a sustainable business model to be developed.

Given that the project is on hold, it is possible that Council may wish to consider any other credible development proposals for one or both of the sites.

6. IMPACT

This subject of this paper supports many of the priorities within Aberdeen City's Single Outcome Agreement. In particular the potential to anchor the oil and gas industry in Aberdeen; Diversify Aberdeen's economy, ensure high quality education opportunities, a sufficient number of skilled people, reduce carbon emissions and minimize our environmental impact. Similarly, this also supports the Vibrant Dynamic and Forward Looking initiatives in particular promoting Aberdeen as an Energy Capital, addressing the skills shortage in the city, ensuring a sustainable economy and advancing the Council's target of being carbon neutral overall by 2020.

This paper does not require an Equalities Human Rights Impact Assessment nor does it require a Strategic Environmental Assessment.

7. BACKGROUND PAPERS

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	ENTERPRISE, PLANNING AND INFRASTRUCTURE
DATE	15 March 2011
DIRECTOR	Gordon McIntosh, Enterprise, Planning & Infrastructure
TITLE OF REPORT	AECC Update
REPORT NUMBER:	EPI/11/071

1. PURPOSE OF REPORT

This report provides Committee members with an update on activities relating to the AECC

2. RECOMMENDATION(S)

The Committee is asked to note the content of this report and agree to accept a bulletin update for future committee cycles.

3. FINANCIAL IMPLICATIONS

None

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

This report is a regular update report. Background/main issues were set out in the previous update report (paper EPI/11/048 to 18 January Committee) and have not changed.

Progress in respect of the key action points identified in the recent Audit and Risk report and in other previous Council Board Papers is outlined in the following table.

Required Action	Progress to Date
Establish an appropriate governance framework for AECC which; ○ defines the Board composition,	Officers are currently discussing the content of AECC Ltd's business plan. . Implementation of this plan will form the basis of an operating and service contract between the

○ clarifies roles and responsibilities and establishes a clear schedule of decisions reserved for Board approval or a scheme of delegation ○ adopts appropriate performance monitoring and reporting arrangements ○ includes a robust and sustainable strategy and financial plan	Council and AECC Ltd. Performance and monitoring will be carried out against the activities, actions and outputs within the business plan/operating contract.
Establish standing financial instructions and implement appropriate management financial controls and procedures, including risk management procedures and improved month-end financial controls. A risk register should be produced and reported quarterly to the AECC Board and ACC.	This is currently in the process of being compiled as part of the AECC Ltd's response to the Internal Audit Report recommendations.
Produce a Business Plan that defines clear criteria against which performance can be measured by the AECC Board or the Council. The lines of responsibility and accountability between the ACC and AECC for the setting of strategic priorities and monitoring of financial and operating performance for the AECC need to be formally agreed.	First draft has been received and commented on by Council officials. It is expected that these comments will lead to the submission of a revised version of the Business Plan and that a final version can be agreed by end March 2011.
Reconfirm and clarify the strategic priorities for the AECC and the reporting and accountability lines between the AECC and ACC	A letter has been sent to AECC by the Director Enterprise, Planning and Infrastructure setting out the AECC's strategic priorities and expected accountability lines. This requires the AECC Ltd. to regard maximization of operating profit/reduction of operating losses as being their primary priority.
Implement robust tendering and procurement procedures when procuring goods or services, to ensure AECC is achieving best value for money	Revised tendering procedures are currently being put in place the Board of AECC Ltd.
Revise the Articles of	This is currently being addressed by

Association for AECC to reflect current legislation and best practice	the Board of AECC Ltd.
Incorporate a formal review process into the annual work programme for the AECC Board and Council committee cycle.	This will be agreed as part of the performance monitoring procedures to be included in the AECC Ltd's operating & service contract..
Clarify the level of authority that the AECC Board has and what decisions require ratification by ACC	It is clear that the Board of AECC Ltd. will have authority to take decisions relating to the running and management of the AECC in accordance with their, as yet to be agreed, future operating/service contract.
Establish procedures whereby an appropriate ACC official, who is not a director of AECC, has an oversight role regarding AECC. This individual should attend regular AECC meetings and have a clearly defined remit as to their responsibilities for monitoring AECC	It has been determined that the Council's project Director for Economic and Business development will assume this role. However, a clear remit has still to be agreed, since this will to some extent be dependent upon the content of the AECC Ltd's business plan.
Agree, with AECC, the form, content and frequency of reporting needed by the Council and the basis of circulation of such reports	This will be determined as part of the proposed operating contract between the Council and AECC Ltd.
Ensure that all AECC Board members are subject to a formal appointment process and an annual performance appraisal. Consideration should also be given to the co-opting of non executive directors from the independent business sector to enhance and strengthen the skills and experience of the Board	This will be determined as part of the proposed operating contract between the Council and AECC Ltd. AECC Ltd. has recently advertised for 3 new private sector Board members. The recruitment process is still in progress and has yet to be completed.
Support AECC in their efforts to replace three of their current councilor Board members with three new, non-councilor Board members (to be appointed following external advertisement) and appoint a non-councilor chairperson, as agreed by Council in February 2010.	Officers from the Council's HR department have provided appropriate assistance and the recruitment process in currently underway. Advertisements were place in the press on 4 February 2011. A short list for interview from the respondents to this advertisement, is currently being finalised
Identify a suitable development	A draft pre-qualification

company, to work in partnership with the Council, to develop the land around the AECC on the basis of a long-term development plan that includes the provision of a new 4 star hotel, improved car parking facilities and further, yet to be determined complimentary development.	questionnaire has been produced and this is currently with the Council's procurement and legal teams to finalise, with a view to issuing this as soon as possible.

In addition to the above progress on specific action points, Committee are also asked to note the following with regard to the AECC's current business performance;

- Contracted sales (turnover), for the first eleven months of the current financial year, has increased by 14 % compared to the same eleven month period of the previous financial year.
- AECC secured the Silver award in the Green Business Tourism Award scheme
- All energy related events are showing continued growth, with exhibition space at both All Energy and Offshore Europe, in 2011, set to be 10%, or more, up on previous years. Visitor attendance is also expected to grow.
- Key staff are leaving to take up better paid positions elsewhere and this is a cause for concern.

6. IMPACT

The AECC contributes significantly and directly to the achievement of five SOA National Outcomes:

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

2 We realise our full economic potential with more and better employment opportunities for our people;

10 We live in well-designed, sustainable places where we are able to access the amenities and services we need;

12 We value and enjoy our built and natural environment and enhance it for future generations;

13 We take pride in a strong, fair and inclusive national identity

Vibrant, Dynamic and Forward Looking emphasises the fact 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.

It then goes on to highlight how this aim will be achieved by continuing to promote Aberdeen as the Energy capital of Europe and seek to lead in the field of renewable energy.

The AECC is a key element of the business infrastructure needed to promote Aberdeen as the Energy capital of Europe. Therefore the provision of continued support to maintain this asset, and enable it to develop and do an even better job, is essential.

The AECC is also, however, located on a site that has the potential to realize greater value to the Council by pursuing a sensible long-term development plan, in partnership with developers and investors that have the skills and expertise to do this in a cost-effective manner.

No Equality Impact Assessment has been carried out in connection with this paper.

7. BACKGROUND PAPERS

Committee Paper EPI/10/062
Committee Paper EPI/10/220
Committee Paper EPI/10/253
Committee Paper EPI/10/264

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure	DATE 15 March 2011
DIRECTOR	Gordon McIntosh	
TITLE OF REPORT	Aberdeen Local Development Plan Scheme 3	
REPORT NUMBER:	EPI/11/029	

1. PURPOSE OF REPORT

1.1 This report presents the third Development Plan Scheme, a detailed timetable and programme for the preparation of the Aberdeen Local Development Plan. The Development Plan Scheme is a requirement of the Planning etc. (Scotland) Act 2006 and must be reviewed annually and submitted to Scottish Ministers. This report seeks approval of the Aberdeen Local Development Plan Scheme 3 which must then be published (including electronically), sent to Scottish Ministers and placed in public libraries in accordance with the Act. In addition, it would be beneficial to send it to, or inform, the key agencies and consultees listed in Appendix 2 of the Aberdeen Local Development Plan Scheme 3.

2. RECOMMENDATION(S)

2.1 That the Committee approve

(i) the adoption of the Aberdeen Local Development Plan Scheme 3, its publication (including electronically) and sending it to Scottish Ministers, and
(ii) sending it to, or informing, the key agencies and consultees listed in the Aberdeen Local Development Plan Scheme 2.

3. FINANCIAL IMPLICATIONS

3.1 There are no immediate financial implications arising from this report as the cost of preparing the Aberdeen Local Development Plan can be met from existing budgets. The costs related to the Examination in Public are at this stage estimated to be met from existing budgets for 2011/ 2012.

4. SERVICE & COMMUNITY IMPACT

4.1 The Local Development Plan will support the vision of Aberdeen becoming an even more attractive place to live and in which to do business and will ensure that high quality employment opportunities exist. This process aspires to improve the access that the people of Aberdeen have to high quality services that meet their needs.

4.2 The document raises awareness and understanding of the development plan review process and how long it will take.

5 OTHER IMPLICATIONS

5.1 Preparing a Local Development Plan Scheme is a requirement of the Planning etc. (Scotland) Act 2006 and it must be produced annually and submitted to Scottish Ministers. An EHRIA has been carried out on the document.

6 REPORT

6.1 Section 20B of the Planning etc. (Scotland) Act 2006 requires each planning authority to prepare a development plan scheme at least annually. The scheme is to set out the authority's programme for preparing and reviewing their Local Development Plan and what is likely to be involved at each stage. The scheme must include a participation statement stating when, how and with whom consultation on the plans will take place and the authority's proposals for public involvement in the plan preparation process. This Scheme differs from the first and second in that it provides an update on the consultation stages carried out so far. Our overall programme remains the same with adoption of the Local Development Plan anticipated for March 2012.

6.2 In relation to the Act, Regulations were laid before the Scottish Parliament on 19 December 2008 and these came into force on 28 February 2009. Regulation 24 requires development plan schemes to contain a timetable, specifying the month the authority proposes to publish its next main issues report and proposed plan and to submit the plan to Scottish Ministers. After adopting the scheme, the Act requires the authority to publish it (including electronically), send two copies to Scottish Ministers and place copies in public libraries. There is no requirement to consult on the content of development plan schemes. It would be beneficial however to send it to, or inform, the key agencies and consultees listed in Appendix 2 of the Aberdeen Local Development Plan Scheme 3.

7 REPORT AUTHOR DETAILS

Louise MacSween
Planning Trainee
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01224 523326

8 BACKGROUND PAPERS

- The Planning etc (Scotland) Act 2006
www.ospi.gov.uk/legislation/scotland/acts2006/pdf/asp_20060017_en.pdf
- Town and Country Planning (Development Planning) (Scotland) Regulations 2008
http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi_20080426_en_1
- Circular 1/2009 Development Planning Circular February 2009
http://www.scotland.gov.uk/Publications/2009/02/13153723/0

Aberdeen City Council
Local Development Plan Scheme 3: March 2011

Introduction

The Planning etc (Scotland) Act 2006 requires all Councils to prepare a Development Plan Scheme at least annually. This Development Plan Scheme sets out Aberdeen City Council's programme for preparing and reviewing its Local Development Plan. This is our third Local Development Plan Scheme and replaces the second which was published in March 2010.

This document provides information on the following issues;

- The development plans we have now
- Why we need to continue to progress a new Local Development Plan
- The timetable for engaging people in the preparation of the plan and how we will do this (the participation statement)
- The timetable for preparing this plan (the project plan)

What Development Plans do we have now?

The Aberdeen City and Shire Structure Plan was approved by Scottish Ministers in August 2009. It covers both Aberdeen City and Aberdeenshire Council areas and looks at development up to 2030. It sets out in general terms how much development can happen and where it should be carried out. It replaced the 2001 Structure Plan North East Scotland Together.

Local Development Plans set out more detailed policies on where development should be allowed and they have to comply with the structure plan. They cover smaller areas within the area covered by the structure plan. The current local plan for Aberdeen is the Aberdeen Local Plan which was adopted in June 2008 and which covers the whole City Council area.

Why we need to prepare a new Local Development Plan

Under the new planning system, strategic development plans and local development plans for the Aberdeen City region will replace structure plans and local plans. Because we now have a new structure plan, it is important that our local development plan is brought up to date as soon as possible and in line with the new structure plan.

The structure plan specifies how land will be used up to 2030 to make sure there is a continuous supply of development land. Putting the new structure plan into practice will be achieved through new local development plans. This is why we intend to replace the 2008 Aberdeen Local Plan (which complies with the old structure plan) with a new Aberdeen Local Development Plan which will comply with the new structure plan and which will also cover the whole of the Aberdeen City area.

Preparing the Aberdeen Local Development Plan

Our first Development Plan Scheme set out a number of stages in preparing a new Aberdeen Local Development Plan, the first three of which have been completed

Stage 1: Publishing the Local Development Plan Scheme (COMPLETE)

Our first Development Plan Scheme was published in March 2009. Our second Development Plan Scheme was published in March 2010 and will be replaced by this version. The Development Plan Scheme should contain a Participation Statement saying when, how and with whom consultation will take place and a timetable saying when the various stages of the Local Development Plan will be published and submitted to Scottish Ministers. The Act requires the adopted Development Plan Scheme to be published (including electronically), two copies to be sent to Scottish Ministers and copies to be placed in all libraries. We will also send it to, or inform, the key agencies and consultees.

Stage 2: Preparing the Main Issues Report (COMPLETE)

In October 2009 we published a Main Issues Report. This is a discussion document that summarises the main planning issues facing Aberdeen. It discusses how much land is required for development and provides a number of options on where it could be located. In doing so it takes into account the requirements of the structure plan. It also outlines the major differences in approach to the current adopted Aberdeen Local Plan.

The Main Issues Report links closely to the process of Strategic Environmental Assessment (SEA). The alternative proposals put forward in the Main Issues Report were environmentally appraised and a draft environmental report was published alongside it.

Prior to its publication we invited people to submit options for development for the Main Issues Report. A development options form and a sustainability checklist were posted on the Council's website with a closing date for proposals of 16 March 2009. A newsletter outlining the development options process was sent to developers, landowners, agencies and community councils. All submissions were assessed against the sustainability criteria agreed by the Planning Committee and, following further consultation, informed the content of the Main Issues Report.

We published a Monitoring Statement with the Main Issues Report which looks at:
- Changes in the principal physical, economic, social and environmental characteristics of the area that have occurred since the preparation of the existing local plan; and
- The impact of the policies and proposals of the existing local plan.

We also published the following documents alongside the Main Issues Report:
- A Development Options Assessment Report which details our assessment of the development options submitted to us in early 2009.
- A Brownfield Urban Potential Study which looks at brownfield housing development opportunities.
- An Equalities and Human Rights Impact Assessment of the Main Issues Report.

Stage 3: Preparing and publishing the Aberdeen Local Development Plan – Proposed Plan (COMPLETE)

The Aberdeen Local Development Plan – Proposed Plan was written by the Council and responded to matters raised at earlier engagement and participation stages. The

proposed plan contains a spatial strategy (a plan showing where development should and should not go) and policies to guide the development of Aberdeen up to 2023. Where appropriate, there are indicative policies showing how Aberdeen may develop in the longer term up to 2030. The proposed plan also includes a detailed proposals map which shows land allocations (zones) where development of particular kinds (such as housing or business) is supported in principle. It also includes a schedule of land owned by the Council which will be affected by any of the policies and proposals.

In addition we were required to publish a proposed Action Programme alongside the proposed Local Development Plan. The Action Programme set out how we propose to implement the local development plan through:

- A list of actions required to deliver each of the plan's policies and proposals
- The name of who is to carry out each action
- The timescale for carrying out each action

The regulations do not specify particular types of action that should be included, however we included:

- The delivery of key infrastructure
- Preparation of supplementary guidance

Actions are not limited to those by the planning authority. Whilst preparing the proposed Action Programme, we consulted and considered the views of the key agencies and consultees, Scottish Ministers and anyone the Council proposes specifying by name in the Action Programme.

Stage 4: Preparing for the Examination of the proposed Aberdeen Local Development Plan

Up to this point, we will have tried to resolve as many objections as possible. However, we cannot guarantee that the proposed plan will match everyone's views. At this point it is therefore likely that the Council will do one of the following:

A) Where there are no notifiable modifications (i.e. only minor modifications), we will publish the plan and submit it to Scottish Ministers.
B) Where there are notifiable modifications, we will publish a modified plan, notify owners and neighbours of new or modified site-specific proposals and specify a date by which further representations may be made. We may then further modify the plan or submit it to Ministers.
C) Where we make modifications that change the underlying aims or strategy of the proposed plan, we will be required to prepare and publish a new proposed Local Development Plan. If that is the case, we will have to go back to the beginning of Stage 3.

So the making of more significant modifications (termed 'notifiable modifications') brings with it a further opportunity for the public to make representations.

Stage 5: Adoption of the Aberdeen Local Development Plan Depending on the outcome of the Examination, this is the stage at which we would expect the Local Development Plan to be adopted (see Participation Statement in Appendix 1).

Development Plan Scheme Programme

STAGE 1 (COMPLETE)	TIMEFRAME
• Report Development Plan Scheme to Planning Committee	19th March 2009
• Publish Development Plan Scheme	March 2009
• Process and Assess Development Options	March to June 2009

STAGE 2 (COMPLETE)	TIMEFRAME
• Draft Main Issues Report and Strategic Environmental Assessment Scoping Report	March to August 2009
• Draft Monitoring Statement	March to August 2009
• **Publish Main Issues Report and issue to persons and key agencies**	Published October 2009
• Publish Monitoring Statement	Published October 2009
• Send Strategic Environmental Assessment Scoping Report to consultation authorities	October 2009

STAGE 3 (COMPLETE)	
• Process comments and Objections to the Main Issues Report	December 2009 to March 2010
• Prepare and publish Local Development Plan Scheme 2 and issue to Scottish Government	February to March 2010
• Prepare Proposed Aberdeen Local Development Plan	April to August 2010
• Prepare draft Action Programme	April to August 2010
• Prepare Environmental Report	April to August 2010
• Report to Full Council	August 2010
• Printing Proposed Aberdeen Local Development Plan	August/September 2010
• **Publish Proposed Aberdeen Local Development Plan and notify to persons and key agencies**	September 2010 (12 week consultation period

	begins)
• Publish Proposed Action Programme	September 2010
• Publish Environmental Report and send to SEA Gateway under 2004 Regulations	September 2010
• Notification of Neighbours	September 2010
• Objection and representation period	September 2010 to January 2011

STAGE 4	
• Consider Objections to Proposed Plan and draft Environmental Report	September 2010 to April 2011
• Response to representations	April 2011
• Report of Conformity with Participation Statement	April 2011
• Publish Aberdeen Local Development Plan	May 2011
• Submit Proposed Plan, Action Programme and Statement of Conformity with Participation Statement (as modified if relevant) with Note of Representations and how taken account of to Ministers. • Publicise submission of plan • Request Scottish Ministers to appoint an Examination of the Proposed Plan and Environmental Report • Advertise Examination of Proposed Plan and serve Notice on known interested parties	May 2011
• Examination in Public	June onwards
• Receive the Report of Examination	Likely to be 35 weeks after submission, i.e. January 2012

STAGE 5	
• Consider recommendations and report to the Council	February 2012
• Publish Modifications and Proposed Plan as modified.	March 2012

• Advertise 'intention to adopt' • Notify each person who made representations of publication and intention to adopt	March 2012
• **The Aberdeen Local Development Plan is constituted as the local development plan (28 days after notification of intention to adopt) and Environmental Report**	April 2012
• Send two copies of the Aberdeen Local Development Plan and Environmental Report to Scottish Ministers	April 2012
• Deposit copies of the Aberdeen Local Development Plan in libraries, notify each person who made representations and advertise it	April 2012
• Publish Action Programme and Environmental Report Post Adoption Statement (within 3 months of adoption)	July 2012

Appendix 1: The Participation Statement

Aberdeen City Council is strongly committed to encouraging interest and wide public involvement in the preparation of the new Local Development Plan. The preparation of a participation statement as part of the Local Development Plan scheme is a requirement of the 2006 Planning etc. (Scotland) Act where we have to explain how local communities and other stakeholders are engaged and have the opportunity to be involved in the preparation of the Local Development Plan. In line with the Planning Advice Note on Community Engagement and the National Standards on Community Engagement, Aberdeen City Council will continue to ensure that:

- arrangements for participation are inclusive, open and transparent;
- information is provided in a manner which allows for full consideration of its implications;
- communication is provided through a range of formats and locations, including easily understood jargon-free formats;
- all representations are fully considered;
- feedback is provided promptly on the conclusions drawn; and
- we add to our consultation list anyone who wishes to be involved with this process.

The selection of participants is representative of the public, private, voluntary, academic and community sectors and of the various equality groups. Regulation 28 of the 2006 Act defines the following key agencies as:

- Scottish Natural Heritage;
- Scottish Environmental Protection Agency;
- Scottish Water;
- Health Boards;
- NESTRANS; and
- Scottish Enterprise

While legislation cannot specify them individually, guidance suggests that the following bodies should have the same level of involvement in the development plan process:

- Historic Scotland;
- Transport Scotland; and
- The Forestry Commission

We have also involved the following groups at the same level:

- Aberdeenshire Council;
- Aberdeen City and Shire Strategic Development Planning Authority;

- Health and Safety Executive; and
- Community Councils

In addition, community groups and the general public have been involved in the Local Development Plan process. A list of stakeholder groups appears in Appendix 2. We will continue to email newsletters to developers, agents and those who have expressed an interest in the Aberdeen Local Development Plan. We can add contacts to this list on request.

This participation statement highlights the methods of consultation which are used to ensure full and effective engagement with the community and stakeholders. Efforts have been made to reach beyond the constituency of organisations normally involved in planning consultations to a wider range of public interests such as young people, pensioners, ethnic minorities and the disabled.

The schedules below set out in as much detail as is known at this stage when, how and with whom we have and will engage, and the steps taken to involve the public. The schedules will be kept up to date on the Local Development Plan webpages of the Council's website so that stakeholders and the public know exactly how the preparation process for the Local Development Plan is to be conducted and what opportunities they will have to participate and engage with it.

The Local Development Plan preparation process involves 5 stages, the first two of which we have completed. Engagement with stakeholders and the public began early in these first two stages.

Stage 1: Publishing the Local Development Plan Scheme

This document raises awareness and understanding of the development plan review process and how long it will take. When the first Scheme was approved in March 2009 we:

- Sent it to Scottish Ministers
- Made copies available in all the City's libraries and at St Nicholas House
- Published it on our website www.aberdeencity.gov.uk, all in accordance with the 2006 Act.

In addition we also:

- Told other Council services about it
- Made a presentation to the Land Use and Environment Forum
- Sent copies to or informed the groups and agencies in Appendix 2
- Emailed a newsletter about it to agencies, developers and those who expressed an interest in the Local Development Plan.

We also did the same for the Development Plan Scheme 2 and will carry out the above for the Development Plan Scheme 3.

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Stage 2: Preparing the Main Issues Report

The Council released a Main Issues Report in October 2009. This is a discussion document that summarises the main planning issues facing Aberdeen. In preparing the Main Issues Report we:

- Involved Council services
- Held meetings and workshops with community groups and other stakeholders. We held these in different localities around the city. These were evening meetings which were open to all interested parties. In addition we held an open event in conjunction with an Aberdeen Equalities Action Network event as part of the Aberdeen City Alliance's Diversity and Equalities programme of events. We also discussed the Report with representatives of the Civic Forum and Youth Council.
- Made a presentation to the Land Use Forum which was also attended by representatives from the Homes and Environment Forums.
- Ensured that the Local Development Plan webpages of the Council's website continued to provide immediate access to Local Development Plan publications and allow responses to the Main Issues Report to be submitted
- Continued to use the telephone and email enquiry point allowing people to contact the Local Development Plan team
- Ran participation exercises and workshops for both stakeholders and Councillors throughout the Development Plan process where display material and Local Development Plan team members were available
- Emailed a newsletter about it to agencies, developers and those who expressed an interest in the Local Development Plan

When it was published we:

- Sent it to, or informed, the groups and agencies in Appendix 2
- Made copies available in all the City's libraries and at St Nicholas House
- Published it on our website www.aberdeencity.gov.uk
- Advertised it in newspapers
- Sent it to Scottish Ministers, in line with the new Act.

After its publication, there was an eight week period for representations on its content. Representation forms were made available in the libraries and at all consultation meetings, as well as online. Regular news releases were made to all local media during this period to publicise the consultation events and advise people of the process.

Stage 3: Preparing and publishing the proposed Aberdeen Local Development Plan

Following the consultation period on the Main Issues Report, we received around 1000 representations. The proposed Aberdeen Local Development Plan was written by the Council and responded to the matters raised in those representations. We also prepared a proposed Action Programme. In preparing and publishing the proposed Plan we:

- Notified any person who commented on the Main Issues Report that the Local Development Plan has been produced and send them the information contained in the notice

- Informed community groups and other stakeholders
- Made a presentation to the Land Use Forum and invited other Forums to this
- Sent it to, or informed, the groups and agencies in Appendix 2
- Made copies available in all the City's libraries and at St Nicholas House
- Published it on our website www.aberdeencity.gov.uk
- Advertised it in newspapers
- Notified the owners, lessees or occupiers of sites and the owners, lessees or occupiers, within 20m, of neighbouring sites which the proposed plan specifically proposes to be developed and which would have a significant effect on the use and amenity of the site
- Sent it to Scottish Ministers
- Emailed a newsletter about it to agencies, developers and those who have expressed an interest in the Local Development Plan.

When published, the proposed Aberdeen Local Development Plan was subject to a formal period of public consultation lasting 12 weeks. Due to the adverse weather, postal delays and the additional neighbour notification which we carried out representations were accepted for a further four weeks. During this period anyone was able to make formal objections or expressions of support to the proposed plan.

Stage 4: Preparing for the Examination of the Proposed Aberdeen Local Development Plan

Where objections to the Proposed Plan remain unresolved, they will be subject to an examination by a reporter appointed to act on behalf of the Scottish Government. The reporter will look at the objections, weighing up arguments from the Council, local people, developers and others before reaching conclusions and recommendations. Under the 2006 Act, the Council is generally required to accept the recommendations made by the reporter. We will

- Advertise the Examination
- Make the Examination proceedings available on the website as soon as practicable
- Keep informed all interested parities in the Examination procedures.

Stage 5: Adoption of the Aberdeen Local Development Plan

Once the reporter has made their recommendations on the Plan, formal adoption of the Aberdeen Local Development Plan would follow, making public our intention to adopt the plan and a 28 day submission period to Scottish Ministers – providing they do not wish to raise issues with the plan. At this point we would contact all interested parties and advertise the publication of the plan.

Parallel Assessments of the Aberdeen Local Development Plan

It will be necessary to undertake a number of parallel assessments of the Local Development Plan both as legislative requirements and as good practice.

Strategic Environmental Assessment
Under the Environmental Assessment (Scotland) Act 2005 it is a legal requirement to undertake a Strategic Environmental Assessment (SEA). This is because the Local Development Plan, along with other supplementary guidance, is likely to have a

significant effect on the environment. This is being undertaken throughout the review process and will have its own stages of consultation on a draft and final Environmental Report. A draft Environmental Report was published for consultation alongside the Main Issues Report and provides an assessment of the impact on the environment of sites and policies within it.

Appropriate Assessment

Development plans should be subject to an Appropriate Assessment according to Article 6(3) and 6(4) of the Habitats Directive (92/43/EEC). This should assess the likely significant effects that the Aberdeen Local Development Plan may have on the River Dee Special Area of Conservation (SAC) - the only European site within the Aberdeen City boundary. This is to ascertain whether the Plan will have an adverse impact alone, or in combination with the other plans and projects on the site's integrity. The Appropriate Assessment is included as part of the draft Environmental Report.

Equality Impact Assessment

At each stage of the Local Development Plan we will continue to consider how our ways of involving people, as well as the policies in the plan, might affect different groups in different ways.

Supplementary Guidance

We have prepared supplementary planning guidance alongside the Aberdeen Local Development Plan. This provides more detail on the policies set out in the plan. Supplementary Guidance is a legal part of the plan and allows the plan itself to be shorter and easier to understand. Supplementary Guidance has been prepared on the following issues.

- Affordable Housing
- Developer Contributions
- Green Space
- Development Frameworks and Masterplans
- Detailed design guidance and development management policies
- Flooding and Drainage
- City centre and retailing
- Transport

In doing so we have:

- Published the draft Supplementary Planning Guidance, which were subject to consultation along with the Local Development Plan – Proposed Plan
- Made copies available in all the City's libraries and at St Nicholas House
- Published it on our website www.aberdeencity.gov.uk
- Advertised it in newspapers
- Advised community groups and other stakeholders
- Made a presentation to the Land Use Forum and invited other Forums to attend

We must consider any comments made on the supplementary planning guidance, and then send Scottish Ministers a copy of the guidance we wish to adopt. In addition, we will send Ministers a statement setting out the publicity measures

undertaken, the comments received, and an explanation of how these comments were taken into account. After 28 days have elapsed, the Council may then adopt the guidance unless Scottish Ministers have directed otherwise.

APPENDIX 2

Stakeholder Groups
Aberdeen & Grampian Chamber of Commerce
Aberdeen Airports Ltd.
Aberdeen City and Shire Strategic Development Planning Authority
Aberdeen City Centre Manager
Aberdeen City Heritage Trust
Aberdeen Civic Society
Aberdeen College & Gallowgate Library
Aberdeen Council of Voluntary Organisations
Aberdeen Harbour Board
Aberdeen Renewables Energy Group
Aberdeen Solicitors and Property Centre
Aberdeen Trades Council
Aberdeenshire Council
Aberdeenshire Council
ACSEF
Association of Builders & Developers
BAA Scotland
Bridge of Don Partnership
BT Notice Handling Centre
Centrica
Civil Aviation Authority
Federation of Small Businesses
Forestry Authority
Forestry Commission Scotland
Freight Transport Association
Friends of the Earth
Grampian Fire Brigade
Grampian Forum of Voluntary Organisations
Grampian Police
Grampian Primary Care NHS Trust
Health and Safety Executive
Historic Scotland
Homes for Scotland
National Grid
National Grid Property Ltd
NESTRANS
Network Rail
NHS Grampian
North East Scotland Joint Public Sector Group
North East Scotland Waste Strategy Group
Regional Ecumenical Team
RICS North East Branch
Robert Gordon University
Rowett Research Institute
Royal Town Planning Institute (Scotland)
RSPB

Scottish Agricultural College
Scottish Ambulance Service
Scottish and Southern Hydro Electric
Scottish Enterprise Grampian
Scottish Gas plc.
Scottish Government Housing Investment Team
Scottish Hydro Electric plc.
Scottish Natural Heritage (Grampian)
Scottish Water
Scottish Wildlife Trust
SEPA
SportScotland
Transport Scotland
University of Aberdeen

Community Councils
Ashley and Broomhill
Braeside and Mannofield
Bridge of Don
Bucksburn and Newhills
Cove and Altens
Culter
Cults, Bieldside and Milltimber
Dyce and Stoneywood
Froghall
Garthdee
George Street
Kingswells
Mastrick and Sheddocksley
Nigg
Northfield
Old Aberdeen
Queens Cross and Harlaw
Rosemount and Mile End
Tillydrone
Torry

Communities of Interest Forums
Ethnic Minority Forum
Aberdeen Women’s Alliance
Youth Action Committee
Disability Action Group
Lesbian, Gay Bisexual and Transgender Forum
Aberdeen Senior Citizens Forum
Community Regeneration Forum
Gypsy Traveller Community

Challenge Forums
Leading the City
Community Engagement
Locality Planning
Health and Social Care
Homes
Land Use
Environment
Transport and Communications (covered by NESTRANS)
Prosperity and Jobs
Image
Lifelong Learning
Arts, Heritage and Sport
Equality Action Network

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Equality and Human Rights Impact Assessment - the Form

Eight steps to an equality and human rights impact assessment

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ABERDEEN
CITY COUNCIL

There are separate guidance notes to accompany this form – "Equality and Human Rights Impact Assessment – the Guide." Please use these guidance notes as you complete this form.

STEP 1: Identify essential information (To complete this section please use the notes on page 8 of the guide to the Equality and Human Rights Impact Assessment.)

1. Name of function, policy or procedure

Local Development Plan Scheme 3

2. Is this function, policy or procedure ☐ New ☒Reviewed

3. Officers completing this form

Name	Designation	Service	Directorate
Louise MacSween	Planning Trainee	Planning and Sustainable Development	EP&I

4. Date of Impact Assessment | 20 January 2011 |

5. Lead council service(s) involved in the delivery of this function, policy, procedure

Planning and Sustainable Development

6. Who else is involved in the delivery of this function, policy or procedure? (for example other Council services or partner agencies)
(if none go to question 8)

7. How have they been involved in the equality and human rights impact assessment process?

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STEP 2: Outline the aims of the function, policy or procedure (To complete this section please use the notes on pages 9 -10 of the guide to the Equality and Human Rights Impact Assessment.)

8. What are the main aims of the function, policy or procedure? Please list

This is a document that sets out our programme for preparing and reviewing local development plans.
This document provides information on the following issues;

- What development plans we have now
- Why we need to prepare a new Local Development Plan
- A timetable for preparing this plan (the project plan)
- A timetable for consulting people and how we will do this (the participation statement)

9. Who are the main beneficiaries of the function, policy or procedure? Please list

People interested or involved in the preparation of the Aberdeen Local Development Plan – stakeholders, agencies, the development industry, citizens, other Council services

10. Is the function, policy or procedure intended to increase equality of opportunity by permitting positive action or action to redress disadvantage?

☒Yes
☐ No
Give details

The document raises awareness and understanding of the development plan review process and how long it will take. Although this work has not been a statutory requirement in the past, we have published details about how people can get involved. The document goes into far greater detail than previous documents about how and when people can have their say and the overall timescale/ programme for the preparation of the plan. This seeks to ensure greater inclusion in the process.

11. What impact will the function, policy or procedure have on promoting good relations and wider community cohesion?

The document raises awareness about a process in which all are invited to participate, regardless of who they are or where they live.

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STEP 3: Gather and consider evidence (To complete this section please use the notes on pages 11 - 12 of the guide to the equality and human rights impact assessment)

12. What evidence is there to identify any potential positive or negative impacts?

Evidence	Details
Consultation	A public consultation was carried out in early 2009 to ascertain the level of interest in developing land in the city ('development options'). The Main Issues Report has been subject to extensive consultation, including a statutory representation period between October and December 2009. During this period we ran public engagement exercises across the city. The proposed Local Development Plan was subject to a statutory consultation period between October 2010 and January 2011. During this period we held a number of consultation events across the city. We will also carried out neighbour notification for all opportunity sites and major infrastructure developments.
Research	A SEA was carried out during the preparation of the Local Development Plan.
Officer knowledge and experience (including feedback from frontline staff)	Officers in Planning and Sustainable Development and other services will be informed of the timescale for the plan's preparation, so that they can take account of it in their Service Plans.
Equality monitoring data	People submitting representation forms to the Main Issues Report were asked to fill in an equalities monitoring form (EMF) which was available online and with the paper representation forms. 56 filled out the EMF out of 990 submissions (5.7%) – a low rate probably reflecting the fact that the EMF's were voluntary. We found that 5% had a disability, and there was a 40/60 split between females and males. In terms of ethnicity, we had 16% British, 14% English, 66% Scottish and 3.6% gypsy traveller. In retrospect, it would have been useful to know age breakdowns because we spoke to the Youth Council and engaged the Young Scot website (with a link to the Local Development Plan), SHMU Radio and Bebo. Our basis for doing this is that today's younger people will have to live with the decisions we take now. Obtaining an age breakdown would be useful in future monitoring arrangements. We did this in the consultation on the Development Options in June

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	2009 and found that the average age of those attending the meetings was 55. During the Proposed Local Development Plan consultation people were asked to fill in an EMF. This was made available on the web and with the paper representation forms. 13 filled out the EMF out of 1550 submissions (0.8%) – a much lower rate than the Main Issues Report consultation probably reflecting the fact that the EMF's were voluntary and people were preoccupied submitting their representations with their proposed modifications to the Plan. We found that 7% had a disability, and there was a 40/60 split between males and females. In terms of ethnicity, we had 76.9% Scottish, 7.7% English. 7.7% British and 7.7% stating that they were another European ethnic group.
User feedback (including complaints)	The Main Issues Report and proposed Local Development Plan are both subject to statutory consultation periods. The development options process and engagement exercises also provided feedback opportunities.
Other	

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STEP 4: Assess likely impacts on equality strands (To complete this section please use the notes on pages 13 –14 of the guide to the Equality and Human Rights Impact Assessment)

13. Which, if any, equality target groups and others could be affected by this function policy or procedure? Place the symbol in the relevant box.

Equality Target Group	Positive Impact(+)	Neutral Impact (0)	Negative Impact(-)
Race*		√	
Disability	√		
Gender **		√	
LGB***		√	
Belief	√		
Younger	√		
Older	√		
Others		√	

* Race include Gypsies/Travellers
** Gender includes Transgender
*** LGB: Lesbian, Gay and Bisexual

14. From the groups you have highlighted above, what positive and negative impacts do you think the function, policy or procedure might have?
Detail the impacts and describe the groups affected.

Positive impacts (describe groups affected)	Negative Impacts (describe groups affected)
We will contact a representative body for each of the equality target groups in order to raise awareness of the process.	

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STEP 5: Apply the three key assessment tests for compliance assurance (To complete this section please use the notes on pages 15 – 17 of the guide to the Equality and Human Rights Impact Assessment.)

15. Does this policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer "no", go to question 19.**

☐ Artlcle 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment ☐ Article 6 – Right to a fair and public hearing ☐ Article 8 – Right to respect for private and family life, home and correspondence ☐ Article 10 – freedom of expression ☐ Other article not listed above How?

Legality

16. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

Legitimate aim

17. Is the aim of the policy a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

Proportionality

18. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

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STEP 6: Monitor and review (To complete this section please use the notes on page 18 of the guide to the Equality and Human Rights Impact Assessment).

19. How will you monitor the implementation of the function, policy or procedure? (For example, customer satisfaction questionnaires)

The engagement exercises already carried out have helped to inform us of any shortcomings in the development plan scheme. Scottish Ministers may provide us with feedback after we submit it to them in March.

20. How will the results be used to develop the function policy or procedure?

We are obliged to produce a development plan scheme at least annually, which gives us an opportunity to revise it in response to feedback. This is the third such scheme.

21. When is the function, policy or procedure due for review?

March 2012 or earlier.

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STEP 7: Report results and summary of EHRIA to the public (To complete this section please use the notes on page 19 of the guide to the Equality and Human Rights Impact Assessment).

22. Where will you publish the results of the Equality and Human Rights Impact Assessment?

Please indicate as follows by ticking the appropriate box(es).

☒ Summary of EHRIA will be published in committee report under section "Equality Impact Assessment"

☒ Full EHRIA will be attached to the committee report as an appendix

☐ Summary of EHRIA to be published on council website within relevant service pages

☐ Other, please state where:

23. Please summarise the results of the Equality and Human Rights Impact Assessment and give an overview of whether the policy, procedure or function will meet the Council's responsibilities in relation to equality and human rights. This summary needs to include any practical actions you intend to take / have taken to reduce, justify or remove any adverse negative impacts.

The document raises awareness and understanding of the development plan review process and how long it will take. We will contact a representative body for each of the equality target groups in order to raise awareness of the process and increase opportunities to shape the local development plan.

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STEP 8 SIGN OFF (To complete this section please use the notes on page 20 of the guide to the Equality and Human Rights Impact Assessment)

The final stage of the EHRIA is to formally sign off the document as being a complete, rigorous and robust assessment.

Person completing the impact assessment

Name	Date	Signature
Louise MacSween	20 January 2011	

Quality check: document has been checked by

Name	Date	Signature
Gale Beattie		

Head of Service (Sign-off)

Name	Date	Signature
Margaret Bochel		

Now –

Please send a copy of your completed EHRIA form together with the Policy/Strategy/Procedure to:

Head of Service
Community Planning and Regeneration,
Strategic Leadership
Aberdeen City Council
St. Nicholas House
Broad Street
Aberdeen
AB10 1GZ

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15th March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Supplementary Planning Guidance – Open Space
REPORT NUMBER:	EPI/11/056

1. PURPOSE OF REPORT

The purpose of this report is to replace the Open Space Development Guidelines for Greenfield Sites 2001, with new Supplementary Guidance to support the Proposed Aberdeen Local Development Plan (LDP). The document also includes guidance on the implementation of the Green Space Network policy in the Proposed LDP. The revision takes into account legislative and policy changes as well as findings from Aberdeen's Open Space Audit 2010.

2. RECOMMENDATION(S)

That the Committee:

i) approve the Open Space Supplementary Guidance as a draft for eight weeks' public consultation

ii) instruct officers in Planning and Sustainable Development to develop an internal process for recovering and allocating sums of money received from developers for maintaining open spaces, in collaboration with Finance and Environment Services.

3. FINANCIAL IMPLICATIONS

The guidance seeks to promote a suitable procedure for the maintenance of new open spaces within new developments, meeting the needs of communities, being financially sustainable for the Council and being reasonable for the development industry. This is explained further in section five of this report. The guidance also encourages a shift towards the provision of open space types and materials that are less costly to maintain and more environmentally friendly, where possible.

4. OTHER IMPLICATIONS

Consultations undertaken to date on the Open Space Audit 2010, draft Open Space Strategy and the revised Standards for the Provision of

New Open Space have sought the views of a wide range of stakeholders, including local communities and partners such as Grampian Police, the Scottish Environmental Protection Agency (SEPA) and Scottish Natural Heritage (SNH). Safety and environmental considerations have been key considerations throughout the development of the Guidance.

5. BACKGROUND/MAIN ISSUES

The need for reviewing the existing open space development guidelines was identified by an audit of Aberdeen's open spaces which was carried out by the Planning and Sustainable Development service during 2009 and 2010. The audit, along with draft revised standards for the development of new open space, was reported to this Committee on 20th April 2010. As a recommendation of that report the revised standards were circulated for consultation with the public, partners and the development industry. This Supplementary Guidance contains these standards, amended where necessary as a result of consultation responses, along with further explanation and advice on their implementation.

A review of the Adopted Local Plan 2008's policies relating to the environment and open space was undertaken as part of the development of the Proposed Local Development Plan. A need was identified for a clearer explanation of the rationale for the selection of Green Space Network, as well as guidance on the implementation of the policy. This is also addressed by this Guidance document.

The development of the section of the document that covers play was led by the Aberdeen Play Forum, who consulted children and young people within the city and considered national best practice guidance and examples.

At present there is no consistent approach to maintaining public open space in new developments and several forms of arrangement exist within Aberdeen. These can include responsibility being written into the title deeds of residents, given to a third party organization, or to the Council, through a commuted sum payment from the developer, which includes the cost of 18 years' maintenance. As reported to this Committee on 20th April 2010, consultation on the Open Space Audit included seeking views on the three main arrangements for maintenance. This showed that where responsibility for public open space lies with residents, or with third parties, problems arise later, which frequently result in the Council being asked to step in to maintain what residents see as a public resource, or to resolve conflicts over the standards of maintenance. These problems involve time-consuming negotiations, with significant impacts on staff time, with the outcome often being that the Council takes responsibility for the land anyway after being paid the commuted sum from residents. There was general agreement through internal and external consultation that, provided

that the costs of maintenance are reasonably accurately calculated and paid to the Council by the developer through commuted sum, the preferred option is for the Council to take responsibility for the maintenance of new open space. There is however a need to ensure that our internal process for recovering, distributing and monitoring these funds is appropriate for this arrangement to work and avoid creating additional burdens on the Council's finances. The second recommendation of this report relates to this task.

6. IMPACT

This report links with the Vibrant, Dynamic and Forward Looking commitment to "adopt and implement policies which safeguard Aberdeen's green belt and green wedges". It will also assist the Council in delivering the Single Outcome Agreement's National Outcome 12 - "We value and enjoy our built and natural environment and enhance it for future generations" and contributes to outcomes relating to living longer, healthier lives, tackling inequalities and living in well-designed, sustainable places. The Guidance has been developed in parallel with the Open Space Strategy, which is also presented to this Committee (report number EPI/11/055), and has the current financial climate as a central consideration. The Open Space Strategy has undergone an Equalities and Human Rights Impact Assessment.

7. BACKGROUND PAPERS

Appendix 1 – Open Space Supplementary Planning Guidance
Local Development Plan - Proposed Plan
Open Space Audit 2010 www.aberdeencity.gov.uk/openspace

8. REPORT AUTHOR DETAILS

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aberdeen local development plan

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Open Space Supplementary Guidance

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ABERDEEN CITY COUNCIL

Play Forum Aberdeen promoting play for all

March 2011

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1. Introduction

Access to good quality open or green spaces is important in contributing to a greener, healthier, smarter, safer, stronger, wealthier and fairer city.

This Supplementary Guidance relates to, and expands on the following policies in Aberdeen's Local Development Plan and will be a material consideration within the planning process.

- Policy NE1 Green Space Network
- Policy NE3 Urban Green Space
- Policy NE4 Open Space Provision in New Development
- Policy NE9 Access and Informal Recreation

The City Council completed its first full Open Space Audit in 2010, in accordance with Scottish Planning Policy and Planning Advice Note 65. The results of this have been used to prepare an Open Space Strategy, which provides a strategic framework for protecting, creating, connecting, and improving open spaces.

In parallel with the development of the Open Space Strategy and using the Open Space Audit and other information, a Green Space Network has been identified for Aberdeen.

This guidance explains why and how Green Space Network has been selected and puts forward suggestions for changes that could be taken forward to enhance it. This information has been developed in response to the Open Space Audit's findings, and takes into consideration a range of strategic and policy directions as explained further in the Open Space Strategy.

This guidance aims to inspire those involved in developing open space to create useful, sustainable and well used places, which will benefit the wider community, the environment and support a healthy economy.

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2. Why is Open Space Important?

Open spaces are people's places. They act as green lungs for the city and make neighbourhoods attractive places where people want to live and work.

Open spaces are places for informal recreation, important for our physical and mental health. They can play a big part in building community cohesion, can stimulate the economy and attract enterprise. Open spaces are vital for encouraging biodiversity, supporting a resilient environment and providing important opportunities for learning.

Aberdeen's Open Space Strategy's vision is for:

A network of attractive, appealing, well connected community places. Places for everyone to enjoy for health, learning, recreation and nature.

FIGURE 1: OPEN /GREEN SPACE NETWORK BENEFITS	
Biodiversity	Green space provides vital habitats for wildlife.
Economic growth, Investment and Tourism	Businesses attract and retain more motivated staff in greener settings. Green spaces to explore and quality natural environments attract people and give tourists reasons to extend their length of stay.
Labour Productivity	Green spaces near workplaces reduce sickness absence, increasing productivity.
Land and Property Values	Views of natural landscapes can add up to 18% to property values.
Climate change adaptation and mitigation	Networks of green space can counter, or help us deal with the effects of climate change by creating "green lungs" for urban areas, protecting soil and slopes from erosion, carbon capture and storage in the form of biomass, improved opportunities for active travel and species migration.
Flood Alleviation and Management	Well designed and well located green spaces reduce pressure on drainage and flood defences, delaying or reducing flood events.
Quality of Place	Quality green spaces instill local pride and create distinctive places. They can help integrate rural and urban landscapes, and provide context for the built environment.
Producing Resources	Bio/woodfuel products provide fuel for heat and power plants or for domestic firewood, as well as sustainable building materials. Green networks can also include food growing facilities or opportunities.
Health and Wellbeing	Vegetation, particularly tree canopies absorbs pollution which can lead to asthma and heart disease. People recover from illness quicker when they have views of trees. Places that facilitate active, healthy lifestyles.
Recreation and Leisure	Open spaces and paths enable healthy, low cost recreation.
Strengthening Communities	Open spaces provide places for social activity and cohesion, getting to know your neighbours, especially when local people are involved in their planning and management.

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3. Legislative and Policy Context

3.1 Legislation

The public's access to open space and other land is outlined within the **Land Reform (Scotland) Act 2003**. The Act gives people a right of responsible access to most land and inland water in Scotland. Further information on access rights can be found in the Scottish Outdoor Access Code (see Useful References section at the back of this document). The Act also gives powers and duties to the Council to protect and manage access rights. The Council's duties include:

- Upholding access rights, which entails asserting, protecting, keeping open and free from obstruction any route, waterway or other means by which access rights may reasonably be exercised
- Drawing up, publicising and reviewing a plan for a system of core paths sufficient to provide reasonable public access throughout the area
- Establishing a Local Access Forum to provide advice on access rights and responsibilities.

Nature Conservation (Scotland) Act 2004 is also relevant to this guidance as it places a legal duty on the Council to further the conservation of biodiversity, enhance natural features and protect wildlife. To comply with this duty, the Council must consider nature conservation in everything that it does. (ACC Nature Conservation Strategy 2010-2015)

3.2 Planning Policy

Scottish Planning Policy states that:

'The planning system has a role in helping to create an environment where physical wellbeing is improved and activity made easier… In settlements, networks of linked, good quality open space are important for their contribution to amenity and their role in nature conservation, biodiversity, recreation and physical activity.'

'Planning authorities should take a strategic and long term approach to managing the open space in their area, assessing both current and future needs and protecting all spaces which can help to meet them.'

Aberdeen City and Shire Structure Plan states that accessible greenspace within and around Aberdeen is important for achieving a high quality environment. The Structure Plan also says that both Councils will take account of biodiversity, wildlife habitats, landscape, greenspace and other sensitive areas in identifying land for development, preparing masterplans and assessing development proposals.

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4. Open Space in Aberdeen

The findings from Aberdeen's **Open Space Audit**, which was approved by the Council in April 2010, are taken into account in this guidance. The audit assessed all open spaces, as defined by PAN 65: Planning and Open Space, over the size of 0.2 hectares, within 500 metres of existing settlements. Importantly, the audit considered the quality and accessibility of Aberdeen's open space, not just quantity.

The highest **quality** open spaces were found to be Public Parks and Gardens, which mainly include the city's Victorian parks. Green Access Routes, Natural Greenspace and Green Corridors also scored well in terms of quality. Amenity space scored poorly both in terms of the quality assessment by officers, and community engagement feedback.

The **quantity** was found to be lowest in central wards – the city centre, Hilton and Stockethill and George Street and Harbour wards – and higher in the newer parts of the city, such as Dyce, Bucksburn and Danestone and Bridge of Don. Another conclusion from the audit was that community demand and efficient use of resources for maintenance could be addressed by more of the city's open spaces taking the form of natural greenspace or green corridors, rather than amenity space, which often has limited use and can be expensive to maintain.

Accessibility criteria were included in the quality assessment of open space sites. Accessibility is also considered in terms of the distribution of open space. The audit used community engagement and benchmarking with other areas to identify an appropriate distance within which residents should be able to access each type of open space. Key findings from this assessment were that new major open spaces and neighbourhood-level open spaces are required around the outskirts of the city, particularly in the Bridge of Don, Dyce, Kingswells, Milltimber and Cove areas.

The findings from the Open Space Audit have been used to develop revised **standards for the provision of new open space**. These are designed to encourage more useful, relevant and efficiently managed open spaces, of the right type and in the right place.

Scottish Planning Policy encourages the identification and promotion of green networks where this will add value to the provision, protection, enhancement and connectivity of open space and habitats around cities. Community engagement on the Open Space Audit showed a demand for green networks.

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5. Green Space Network

Connecting our urban open spaces and surrounding, more rural green spaces to each other, and to the communities around them, offers a wide range of social, health, economic and environmental benefits. Green networks can provide an enhanced setting for development and other land uses and opportunities for outdoor recreation, nature conservation, landscape enhancement and providing a sense of place or local distinctiveness.

5.1 Rationale

Aberdeen's Green Space Network protects, promotes and enhances designated natural heritage sites, connectivity between habitats, open spaces and opportunities for physical activity and access to the outdoors. It also takes into account climate change adaptation opportunities and flood risk or alleviation, the distribution of existing open spaces and their relationship with communities, development opportunities, health and deprivation information and transport issues.

The overlaying of spatial data on these elements provides the rationale behind the selection of Green Space Network. The datasets taken into consideration include:

- Open Space Audit 2010
- Watercourses / Water bodies
- Core / Other Paths and Aspirational Routes
- Prime Landscape
- Integrated Habitat Network
- Ancient Woodland and Semi-Natural Woodland
- Tree Preservation Orders
- District Wildlife Sites, Sites of Special Scientific Interest, Sites of Interest to Natural Science, Local Nature Reserves, Special Areas of Conservation
- SEPA 1:200 Year Flood Risk
- Scottish Index of Multiple Deprivation
- Local Development Plan Proposed Sites
- Aberdeen Western Peripheral Route – Road Alignment

Green Space Network can serve the following functions:

- **Cores** - large or key areas of existing green space, to be protected and enhanced and linked to other green spaces.
- **Links** - existing or desirable corridors of green space linking other green spaces together (following paths, waterbodies or other elements from the datasets listed above where possible).
- **Stepping Stones** - isolated green spaces which may be difficult or inappropriate to link to the rest of the network using a continuous green corridor, but which may still offer opportunities to deliver the benefits of Green Space Network (see Figure 1).

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The Local Development Plan's Policy NE1 Green Space Network, explains how the green space network will be protected through the planning process. However, the policy also includes the need to promote and enhance the network.

5.2 Delivery of Green Space Network Enhancements

Key stakeholders, including SEPA, SNH, Forestry Commission Scotland, and various Aberdeen City Council services have contributed towards the development of a GIS resource, highlighting the rationale for the selection of each area of Green Space Network, as well as opportunities for its enhancement. This rationale and opportunities should be taken into account in the planning of greenspace projects or other developments. An example of the GIS resource that has been developed is provided in appendix B. It is intended that this resource will be made available publicly through the Council's website.

The delivery mechanisms for taking forward enhancements to Green Space Network include the following:

- New Greenfield and Brownfield Development – Green networks are recognised as valued and desirable forms of open space. This is explained further throughout this guidance.
- Community-led projects – As supported by Aberdeen's Open Space Strategy, various potential funding sources are available, see www.aberdeencity.gov.uk/openspace.
- Scottish Rural Development Programme - a programme of economic, environmental and social measures, worth some £1.5 billion, running from 2007 to 2013. Individuals and groups may seek support to help deliver the Government's strategic objectives in rural Scotland. www.scotland.gov.uk/Topics/farmingrural/SRDP
- Aberdeen Greenspace- works with individuals, communities, businesses and organisations in and around Aberdeen to develop access, increase biodiversity, carry out landscape improvements, and to provide information and interpretation. www.aberdeengreenspace.org.uk.
- Projects led by Aberdeen City Council, in consultation with communities, normally involving external grant funding.

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6. Open Space in New Developments

This section relates to the Local Development Plan's Policy NE4 – Open Space Provision in New Development.

Aberdeen's Open Space Audit identified a need for higher quality and more accessible open space, rather than simply quantitative provision. For this reason, the quality and accessibility, as well as quantity of open space are included in Aberdeen's minimum standards for open space in new developments. In some situations the information contained in the Open Space Audit may suggest that improvements to the quality of existing open spaces could be more useful to the existing and future community in an area than purely the provision of new open space.

6.1 Assessing Needs and Appropriate Provision

The residents, employees or users of different types of development will have different needs in terms of open space provision. The level of necessary provision will be applied pro rata. Off site contributions may be appropriate for small developments where the existing provision in the area is adequate or where the size of the provision, in line with the scale and type of development, is likely to be below the minimum sizes outlined in the standards, and therefore better added to other provision off-site.

Figure 2 - Types of residential development to which open space provision standards apply

Type of development	Natural Greenspace and Green Corridors	Allotments	Play Space	Outdoor Sports Areas
Open market housing	✓	✓	✓	✓
Affordable housing	✓	✓	✓	✓
Sheltered housing	✓	✓	x	x
Hostels and special needs housing	✓	✓	✓	✓
One for one replacement dwellings	x	x	x	x
Extensions to dwellings	x	x	x	x

6.2 Standards for Open Space in Greenfield, Residential Development

A hierarchy of open space sites is explained in Figure 4. Indicative sizes for sites, accessibility standards and quality standards are provided, the aim being to ensure appropriate levels of provision of good quality and accessible open space. In order to deliver larger open space sites, it is important that these guidelines are taken into account during the masterplanning of development allocations. Where areas of open space serve more than one function, for example natural greenspace and play space, the primary function will be counted as the open space provision.

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Figure 3 – Open Space Types, Hierarchies and Land Use Zoning

The diagram above shows the types of open space required and that they form part of the open space hierarchy; major, neighbourhood or local. Each of these types and categories will also be covered by a land use zoning in the Local Development Plan.

A minimum of 2.8 hectares of open space which meets the accessibility and quality standards explained below must be available per 1000 people in residential, Greenfield development. This should comprise the categories of open space listed in Figure 5, although a degree of flexibility will be required in terms of the nature of the development. For example there may be a greater demand for allotments within high density developments than in developments of family houses with large private gardens.

The development of new open space should take into account the Open Space Audit's findings regarding the provision of each type of open space. Extracts from the audit mapping are included in appendix A and this information should be used to identify the current level of provision of each type of open space in the surrounding area, so that new open space provision relates to the needs of the surrounding area.

All open spaces within residential areas should be considered as possible play spaces, and consideration given to the 'ad-hoc' play opportunities that could be afforded to children by the sympathetic and imaginative use of natural features within the landscape.

6.2.1 Quantity

The Council will use the quantity standards laid out in figure 5 to assess the amount of open space likely to be needed by the residents of new housing developments.

6.2.2 Accessibility

Accessibility standards set out the distance thresholds the Council regards as acceptable for the potential users of open spaces to travel to those spaces. The accessibility maps extracted from the Open Space Audit mapping (see appendix A) indicate the provision of existing open space and, when considered alongside quantity and quality assessments, will help to identify where existing off site provision, including enhancements to quality may be appropriate instead of

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necessarily increasing the quantity of open space through new, on-site provision.

The Open Space Hierarchy shown in Figure 4 will need to be addressed through the masterplanning process, and major open space provision in particular, may require joint-working between developers. The accessibility standards for Open Space types or categories (Figure 5) are fixed for all residential Greenfield developments, although will take into account existing provision.

6.2.3 Quality

The quality of existing open spaces has been assessed in the Open Space Audit 2010. Criteria used to assess the quality of existing spaces are explained in the Audit – the same criteria were used for all types of open space. Figures 4 and 5 indicate the quality standards expected of particular types of new open spaces. Section 8 of this document provides design and quality standards for play zones. Section 9 provides design and quality standards for natural green space and green space network and Section 10 explains standards required for allotments. Quality standards for Outdoor Sports Areas are provided by Fields in Trust. These quality standards set out the level of provision developers are expected to provide or to fund through developer contributions. Where existing open spaces do not meet these qualitative standards, but quantitative and accessibility standards are met, enhancements to existing spaces' quality may be more appropriate than increasing the quantity of open space.

FIGURE 4: HIERARCHY OF OPEN SPACE SITES

Open Space Type	Description	Indicative Site Size	Accessibility Standard	Quality Standard
Major Open Spaces	Large areas of open space attracting visitors from Aberdeen City and Shire, often offering a wide range of uses, including informal recreational, sport, large scale equipped Play Zone, walking routes, seating, lighting, toilets, car parks etc. There may be a diversity of habitat/ landscapes. Receives regular maintenance. Will usually form Green Space Network cores.	>5 hectares	All residents within 1500 metres (around 20 minute walk) of a Major Open Space.	Green Flag 'good' standard Standards for large scale Play Zone in Figure 5.
Neighbour-hood Open Spaces	Open spaces that provide a range of recreational uses, attracting users from more than one neighbourhood. These spaces could include equipped Play Zones, natural areas, green corridors, seating, paths/ access, community event space, some formal landscape features, car park, dog waste / litter bins etc. Receives regular maintenance. May include Green Space Network cores, stepping stones or links.	2-5 hectares	All residents within 600 metres (around 10 minutes walk) of a Neighbourhood Open Space.	Green Flag 'good' standard
Local Open Space	Smaller spaces that provide a more limited range of local recreation uses, and are spread throughout a local area. As most users will reach them on foot, they are well connected by paths to community facilities and surrounding areas. Receives regular maintenance.	0.4-2 hectares	All residents within 400 metres (around 5 minutes walk) of a Local Open Space.	Green Flag 'good' standard

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FIGURE 5: CATEGORIES OF OPEN SPACE				
Open Space Type	**Description**	**Indicative Quantity**	**Accessibility**	**Quality**
Play Zone/Other Play Areas Large Scale Play Zone	Unsupervised areas dedicated to use by, and equipped for children and young people. Other Play Areas may include ball courts, outdoor basketball hoop areas, skateboard areas, teenage shelters. Larger play zones likely to attract children from a larger area. These sites should include a larger range of play functions.	0.3ha per 1000 Minimum size 1500m^2 Minimum size 2500m^2	All residents should be within 400m of a Play Zone Suitable for ages 3 – 13 Suitable for ages 3 – 18	See Section 7 of this SPG
Outdoor Sports Areas	Natural or artificial surfaces used for sport and recreation. E.g. playing fields, pitches, tennis courts, bowling greens, athletics tracks, water sports facilities.	1.6ha per 1000	All residents within 1200 metres of Outdoor Sports facilities.	NPFA / Fields In Trust
Natural Greenspace and Green Corridors	Includes woodland, heathland, scrub, grassland, wetland, coastal areas, riverbanks, disused railway lines, green access routes and open water. Also includes designated areas such as Local Nature Conservation Sites (LNCS), Local Nature Reserves (LNR), Sites of Special Scientific Interests (SSSI) and Special Areas of Conservation (SAC). The primary purposes include nature conservation, walking, cycling, horse riding, leisure, non-motorised travel, environmental education.	1ha minimum Natural Greenspace per 1000	All residents within 400 metres of a natural greenspace >2ha and 2000 metres of a natural greenspace >5ha	See Section 8 of this SPG
Allotments or Community Gardens	Areas or plots which are mainly cultivated by the occupier or community group for the purpose of producing fruit or vegetables for personal consumption.	0.3 hectares per 1000 properties with less than 60m^2 private green spaces, cultivatable according to the health quality standards set out below.	Allotments should be no more than 800m from peoples' homes, and that the (minimum) size/number of plots at a site will be determined through a mix of the quality standards below and the number of people within the allotment catchment area.	See Section 9 of this SPG

6.3 Open Space Provision in Brownfield Development

Redevelopment in the existing urban area is usually seen as more sustainable than greenfield development, often contributing to regeneration, removing local eyesores and bringing existing buildings back into use. However it can involve additional costs, such as site preparation, contaminated land remediation and demolition. Therefore it may not always be financially viable or appropriate to apply the minimum standards for open space to such developments. The Council may instead seek a contribution towards off-site open space enhancements. The necessary contribution will reflect the scale and type of development.

6.4 Open Space Provision in Non-Residential Development

This supplementary guidance does not include formal minimum standards for open space in non-residential developments. This is to be considered on a site by site basis. However open space, over and above site landscaping, can make an important positive contribution to

non-residential development. For example, places for staff to get fresh air and unwind, or to go for a walk or run at lunch time.

Connecting non-residential developments, such as offices, to existing paths and open spaces supports healthy lifestyles and sustainable travel opportunities, and can be an attractive facility for employees, clients or visitors to the site.

Aberdeen City Council may seek contributions from non-residential developments towards enhancing the accessibility or quality of off-site existing open space or paths in the vicinity of the development, in order to facilitate the extra demand created by the development.

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7. Planning and Designing Open Space

This section provides principles for planning and designing open space, which will help achieve the Open Space Strategy's vision of *"a network of attractive, appealing, well connected community places, places for everyone to enjoy for health, learning, recreation and nature"*.

General Requirements
Open space should be seen as an **important community facility** and an **asset to developments.**
Development should **contribute positively to the Green Space Network**, through provision of new open space, linked together where possible, and protection of existing greenspace features. Where any negative impacts are unavoidable, these must be mitigated using contributions towards open space or Green Space Network improvements in the vicinity of the development.
Planning and development of open space should take into account the **Open Space Audit and Strategy.** Local circumstances should be considered, such as existing provision and needs, along with the positive and negative impacts that developments can have on habitats, recreation, landscape, flooding and drainage and climate change adaptation.
Quality and function are as important as quantity. This is an important factor in helping to avoid the creation of unnecessary maintenance burdens.
Open spaces must have a clearly defined **purpose**, which must be taken into account when considering their location and design.
Open space must not simply be located on the parts of a site that are less attractive to build on. The indicative minimum sizes of open space types provided in figure 5 are designed to ensure that **Space Left Over After Planning (SLOAP) does not form part of a development's open space provision**. Larger open spaces, with a bigger range of functions also help to make them more interesting and reduce maintenance costs.
Open spaces should be **multi-functional** where appropriate. They can offer multiple benefits, such as opportunities for outdoor recreation, sustainable travel, conserving and promoting natural and cultural heritage, enhancing the landscape and providing a sense of place and local distinctiveness. With early and careful consideration it is possible to achieve cost savings through combining uses and benefits.
Open spaces should be designed to be **flexible,** so they can be easily altered to adapt to changing future circumstances.
Communities should be involved in the planning, design and development of their open spaces; open spaces should support social inclusion, community development and lifelong learning.
Long term management and maintenance should be considered from the outset, for example regarding the materials, design and species selected. See section 10 of this guidance.
The Open Space Strategy for Aberdeen identifies a desire for open spaces to be more natural, respecting **natural** processes and integrating with them. For example less short grass, which can be expensive to maintain, and more meadow areas with native wild flowers, or woodland.
Open space should incorporate as many **existing site features** as possible, such as waterways (see Buffer Strips Supplementary Guidance), trees and woodland (see Trees and Woodland Supplementary Guidance), wetland, cultural heritage features and paths or desire lines.
Open space design should take into account security minimising crime as detailed in **Secured By Design**.
Public art should be provided where appropriate as a way of reflecting local heritage, promoting distinctiveness and adding interest to open spaces.
Dog litter bins should be provided where appropriate.

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Locally and sustainably sourced and recycled materials should be used wherever possible, where this reduces environmental impact.
Care should be taken not to damage or disturb **locally or nationally important habitats or species**.

Paths and Access
Paths for recreation and active, sustainable travel should be provided throughout developments and are an important facility within the open space and Green Space Network. They can help to provide a strong landscape structure and should utilize existing or likely desire lines.
Paths must link the development with likely **destinations**, such as community facilities, shops, bus stops, core paths, other communities, developments sites, or the wider countryside. Where these routes are likely to be used for travel purposes, they should be as **direct** as possible and more convenient than vehicle routes.
Paths should take account of "**the 5 Cs**": they should be connected, comfortable, convenient, convivial and conspicuous.
Nodes and junctions on path networks should be close to landmarks such as public art or community facilities or other destinations.
Paths must be designed and constructed in accordance with the **Disability Discrimination Act**, Lowland Path Construction – A Guide to Good Practice, Cycling By Design and/or the British Horse Society's Equestrian Access Factsheets, depending on their likely use as recreational or travel-type routes.
Paths should be promoted using directional signage, including **waymarkers and fingerposts**, see Aberdeen City Council's Directional Signage Guidance for Paths.
Open Spaces should include **site interpretation** where appropriate.
Cycle parking should be conveniently located within open spaces.

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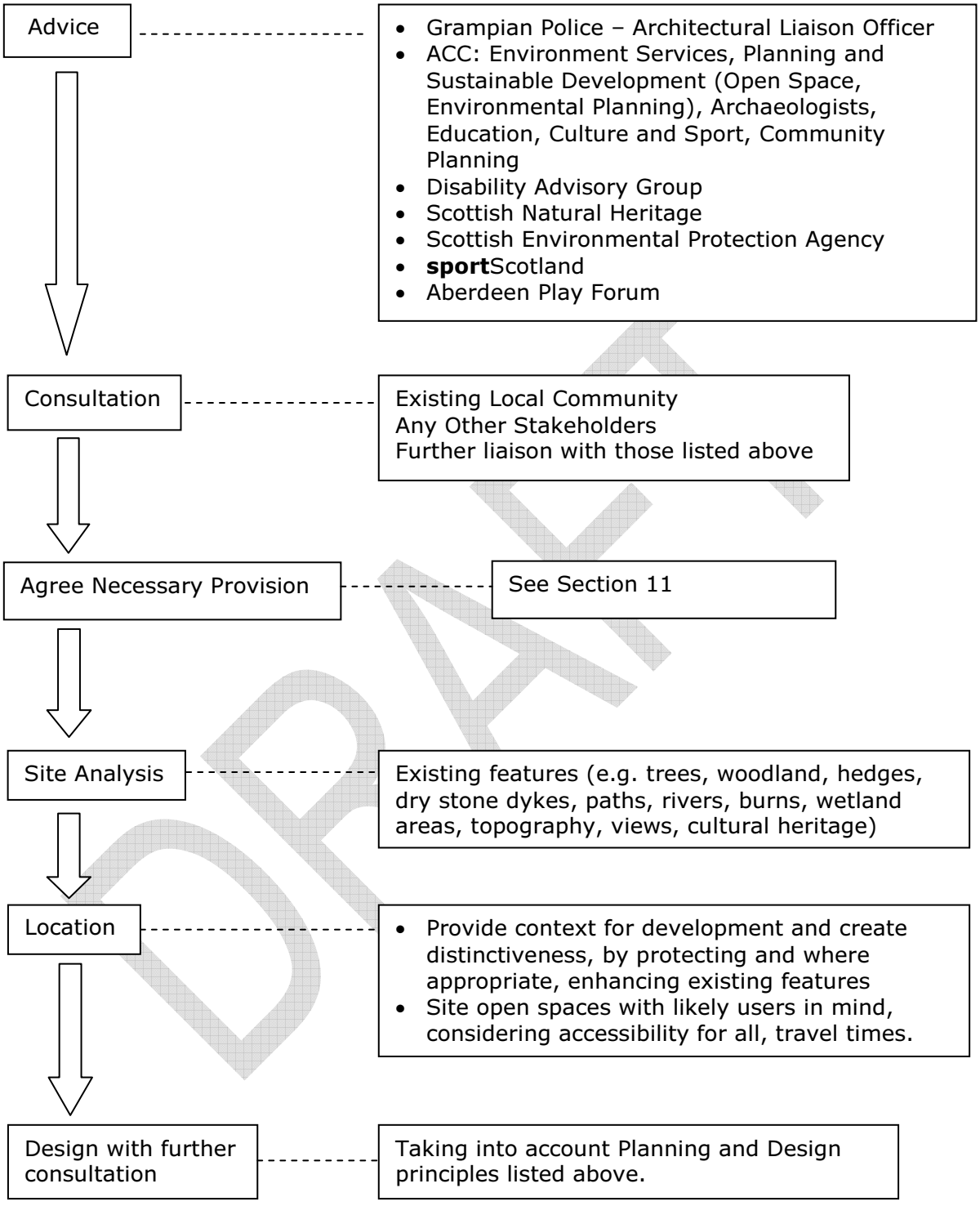
Figure 6: Flowchart guiding process for planning and designing open space



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8. Play Spaces and Play Zones

8.1 Introduction

All children have the right to play as enshrined in the **United Nations Convention on the Rights of the Child**. Article 31 of the Convention states: *"Every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts."* Aberdeen City Council upholds children's rights to play in the **Play Policy**.

8.2 Design Guidance and Quality Standards

The needs of those to be catered for, with consideration to age groups and the size of Play Zone to be accommodated will influence the design of the play space.

Location – Influenced by size, shape and contours of the development site and its relationship to surrounding developments and communities.

Accessibility – Adults should feel confident about where their children are playing, if they are not, children will simply not have the opportunity to play. Play Zones should be situated close to housing and located in a way that encourages informal supervision e.g. overlooked by housing. Guidance on inclusive design is available in Developing Accessible Play Space: A Good Practice Guide and Inclusive Mobility. Play Zones should be accessed from paths and streets, not roads. The distinction between roads and streets is explained in the Scottish Government policy Designing Streets.

General site features - Sympathetic landscaping enhances play potential and can be vital to the site as equipment.
Non-equipped grass surfaces for ball games and other uses - within the Play Zone, with some areas given over to **biodiversity** to support mini-beasts and other wildlife.
Variations of levels within the Play Zone, with gradients compliant to DDA.
The use of a **range of materials** of different kinds, **textures and colours**, such as timber, sand (for digging, building and sifting), rocks, tyres (e.g. for swings or short tunnels), reinforced rope ladders/swings, and other natural or recycled materials. Materials used should stimulate the senses of sight, sound (e.g. built in drums, bells or chimes – taking into consideration proximity to nearby houses), touch and smell, and there should be opportunities for children to manipulate materials.
A **range of surfaces** including: grass, sand, safety surfacing where required beneath equipment, hard surfacing such as decking, slabbed areas and tarmacadam can also be important to provide wheel chairs and buggies access and turning space.
Planting including trees (this could include fruit trees), and a variety of shrubs and other plants that have different textures, form and scents to add interest to open space users.
Grassy mounds, fallen but secure trees, logs, and boulders (as these will also be used for climbing and balancing) can all help to improve the visual setting for play and add to the range of play opportunities in addition to fixed equipment.
Sheltered seating and/or picnic tables should be provided for the carers of younger children or young people who may also wish to use the Play Zone to meet socially.
Path or other **lighting** to provide an illumination of at least 25 lux 1m above ground level where appropriate.
Surfaces within play areas, and the access to them from nearby path systems, must be **free draining** so they do not become waterlogged or boggy after heavy rain.
Play Zones should be defined and protected by natural **boundaries** such as shrubs, plants and trees, which add play value and complement the look of the Play Zone.

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However, where fencing is required, for example because of busy roads, as large an area as possible should be enclosed to give a sense of freedom, rather than corralling within the Play Zone.
Play Zones should have a clear **signage** stating the name of the Play Zone, with a telephone number to contact in case of any maintenance issue. There should be clear signage to make people aware that dogs are not allowed in Play Zones, with reference to the law and fines. Signs should be fitted to other structures such as gates and fences where possible.

Play Equipment
The way in which play equipment is incorporated into a site should offer opportunities for a **range of physical and imaginative activity**. It should also offer opportunities for **social activity**.
Play Zones:
Play Zones should have **at least 5 types** of play function provided by at least three pieces of equipment, all of these should be accessible to **children of all abilities**. Children should have the opportunity to challenge themselves through experiences such as climbing, balancing, swinging, rocking and sliding.
There should be equipment suitable for children across the **age range of 3–13**.
Large scale equipped Play Zones:
Large scale equipped Play Zones should offer **at least 8 types** of play opportunities provided by at least five pieces of equipment, which should be accessible to **children of all abilities**, except where it can be demonstrated that a particular piece of equipment has benefits in challenging able bodied children that cannot otherwise be made accessible to all.
There should be equipment suitable for children across the **age range of 3-18**.

European Standards that must be complied with:
EN1176, Playground Equipment Standard (1997, with additional recommendations in 1998 and 1999)
EN1177, Impact Absorbing Playground Surfacing – safety requirements and test measures (1998)
BS EN 14974:2006+A1:2010, Facilities for users of roller sports equipment – Safety requirements and test methods
BS EN 15312:2007+A1: 2010, Free access multi-sport equipment. Requirements, including safety and test methods

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9. Natural Greenspace and Green Corridors

9.1 Introduction

The Open Space Audit and community consultations on the Open Space Strategy showed that there is demand for more natural open space, such as woodland, heathland, grassland, wetland, green access routes and open water, which furthers biodiversity and nature conservation, and offers opportunities for walking, cycling, horse riding, leisure, sustainable and active travel and environmental education.

Therefore Natural Greenspace or Green Corridors is included as a type of open space required as part of open space provision in new developments. This type of open space could be formally designated in the Aberdeen Local Development Plan as Policy NE1 Green Space Network, or it could be covered by another land use zoning, such as Residential, but supports the objectives of Green Space Network, as explained in section 5.

9.2 Quality Standards

Natural greenspace and green corridors should:

Have a **natural appearance** and include minimal man made artificial features, promoting a sense of nature and tranquillity
Enable contact with wildlife
Include **recognisable** habitats and wildlife such as birds, butterflies, wildflowers, woodland, scrub and open water
Allow people to easily identify with, and get a real sense of which **season** it is
Provide opportunities for **exploration** or 'natural play' through the existence of varied habitats.
Consist of where possible local, native species and habitats

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10. Allotments

10.1 Introduction

Developments that are likely to cause a demand for small-scale, local food production, such as high density housing, or flats will require to include the provision of allotments as part of their open space provision. Figure 5 outlines the quantitative and accessibility standards for allotments.

10.2 Quality Standards

Allotments should be developed with the following quality standards.

Safe, Secure: Appropriate measures to ensure a safe site, i.e. natural surveillance; lockable communal storage area / meeting space. Design should meet Grampian Police 'Secure by Design' standards.
Biodiverse: Include native, productive hedging; other peripheral / communal planting / wildlife schemes (i.e. ponds and beekeeping) and consider Aberdeen City Council & other local and national nature conservation guidelines.
Services: One compost bin per plot; Community composting facility for general use; Dedicated burning area; Metered water supply with turn taps on stand pipe(s) – one standpipe per 10-15 plots; Sites should make use of water efficiency opportunities, i.e. ground water, rain water capture; at least one communal Disability Discrimination Act (DDA) compliant toilet – one per 50 plots. Natural / low maintenance systems preferred, i.e. off the main water network – soakaway / septic tank.
Inclusive: At least one disabled friendly plot with wheelchair access and raised beds.
Access: One plot per site located close to entrance, toilet and standpipe, with a minimum of one per 50 plots; Car access to gate, with appropriate turning/parking/etc – determined by location / distance from homes; Appropriate parking – disabled parking spaces should match number of disabled plots, and where parking desired, one additional parking space per ten plots. Design should meet DDA guidelines and provide best drainage solutions, i.e. reduction of hard surfaces.
Community: A flexible mix of plots sizes, from 50m2 to 200m2; community / group plots size as appropriate, through discussion with local community / stakeholders; weather and vandal proof notice board inside site; name sign outside; set aside area in site for potential future communal meeting space, other initiative for decision of plotting community, i.e. demonstration beds, wildlife initiatives, etc.
Health: Ground cultivatable to a minimum depth of 60cm (100cm ideal standard); tested / known to be safe for the growth of consumable products (as determined by local authority potentially contaminated land records); away from areas that pose risks of contamination, i.e. busy roads, industry and flood risk.

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11. Maintenance and Management of Open Spaces

Scottish Planning Policy emphasises that appropriate maintenance and management arrangements are essential to the quality of the open space environment.

Open space maintenance relates to a set of defined tasks that aim to preserve the condition of spaces. Management of open spaces requires a long-term perspective, with flexibility to respond and adapt to issues or changes such as community needs and priorities, biodiversity, climate change, improvements to access, quality, safety and competing uses. It is therefore important that maintenance and management are given full consideration alongside the planning and design of spaces.

The planning system has limited control over open space maintenance. It can however, make provision for maintenance through planning conditions or agreements.

The **preferred approach to management and maintenance** is for the Council to adopt public open space as long as:

- the provision meets the appropriate quality standards at the time of adoption
- the developer provides a commuted sum on or before the date of adoption, sufficient to fund the management and maintenance for a period of 18 years
- the developer pays all of the legal costs relating to the transfer of the land or facilities to the Council.

Appendix C includes costs for 18 years' maintenance of each type of open space required by this Supplementary Guidance.

Other arrangements for the management of open spaces are available but through consultation with stakeholders they tend to have more disadvantages. These include:

- Residents' Association with Factoring Arrangements: residents of a new development are responsible for management of the open spaces within the development and appoint a factor to carry out the maintenance
- Third Party Arrangements can involve the Council or developers making arrangements with a suitable third party for long term maintenance. Examples of such third parties can include commercial grounds maintenance companies, local amenity organisations and environmental trusts.

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12. Applying The Policies

12.1 Pre-application Discussions

Throughout the process of pre-application discussions developers are encouraged to seek advice from the Council on the quantity, quality and accessibility of existing open space local to their proposed development. Advice from other parties could also be sought at this stage in order to identify key considerations at the earliest opportunity (see Figure 6). Planning Circular 7/2007 states that **sport**scotland must be consulted on any development which is likely to lead to the loss, or prejudice the use, of certain outdoor sports facilities.

Advice may also be available on opportunities to link the development with existing or planned open space, including paths, green space network, play or sports facilities, helping to set the context for development and add to a sense of place. Although advice is based on the best available information at the time, this may be subject to change over time as information sources are updated.

12.2 Masterplans

The Aberdeen Masterplanning Process – A Guide For Developers 2008 explains how open space and Green Space Network needs to be considered within Strategic Frameworks, Development Frameworks and Masterplans, playing a fundamental role in offering context, identity and connections.

12.3 On and Off-site Provision

Planning conditions will normally be used to secure on-site provision. Off-site provision may be necessary to mitigate the development's direct or cumulative impacts on existing infrastructure or facilities. A planning agreement will be normally used in these circumstances, outlining the financial contribution necessary to deliver the off-site provision, which may include the creation of new open space or enhancing the accessibility or quality of existing spaces.

Any planning agreement will be related in scale and kind to the development, as per Planning Circular 1/2010. Planning agreements will not be used to resolve existing deficiencies or to secure contributions to the achievement of wider planning objectives not necessary to allow permission to be granted for sustainable development.

Figure 7 below is designed to assist in the process of identifying whether on or off site provision is appropriate.

Appendix C outlines the costs of off-site provision, which will be used in calculating developer contributions.

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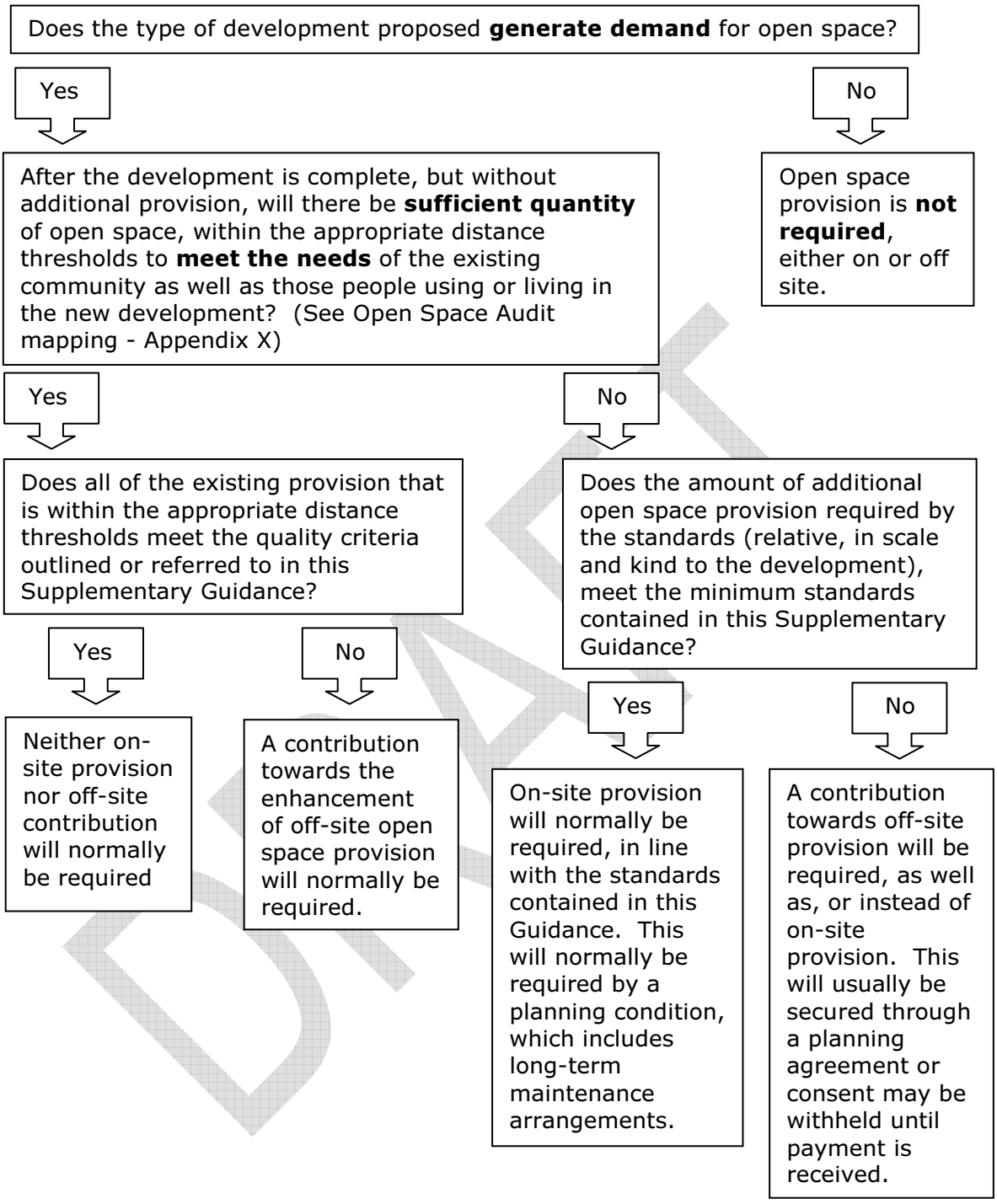
Figure 7: Process for identifying necessary on and off-site provision



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12.4 Calculating Required Provision

Aberdeen's open space standards are based on the likely number of residents within a new development. This can be calculated using the average number of people who live in each dwelling. This information is available from the Scottish Household Survey and is outlined in figure 8.

Example: a development of two hundred three-bedroom houses and one hundred one-bedroom flats will equate to 650 people.

(200 x 2.6 = 520) + (100 x 1.3 = 130) = 650

Figure 8: Average Household Occupancy in Aberdeen

Dwelling Size	Average Household Size (persons)
1 bedroom	1.3
2 bedroom	1.9
3 bedroom	2.6
4 bedroom	2.9
5 bedroom	3.6
6 bedroom	5.0
7 bedroom	6.0

Source: Scottish Household Survey 2007/08, based on a sample of 1,046 Aberdeen households

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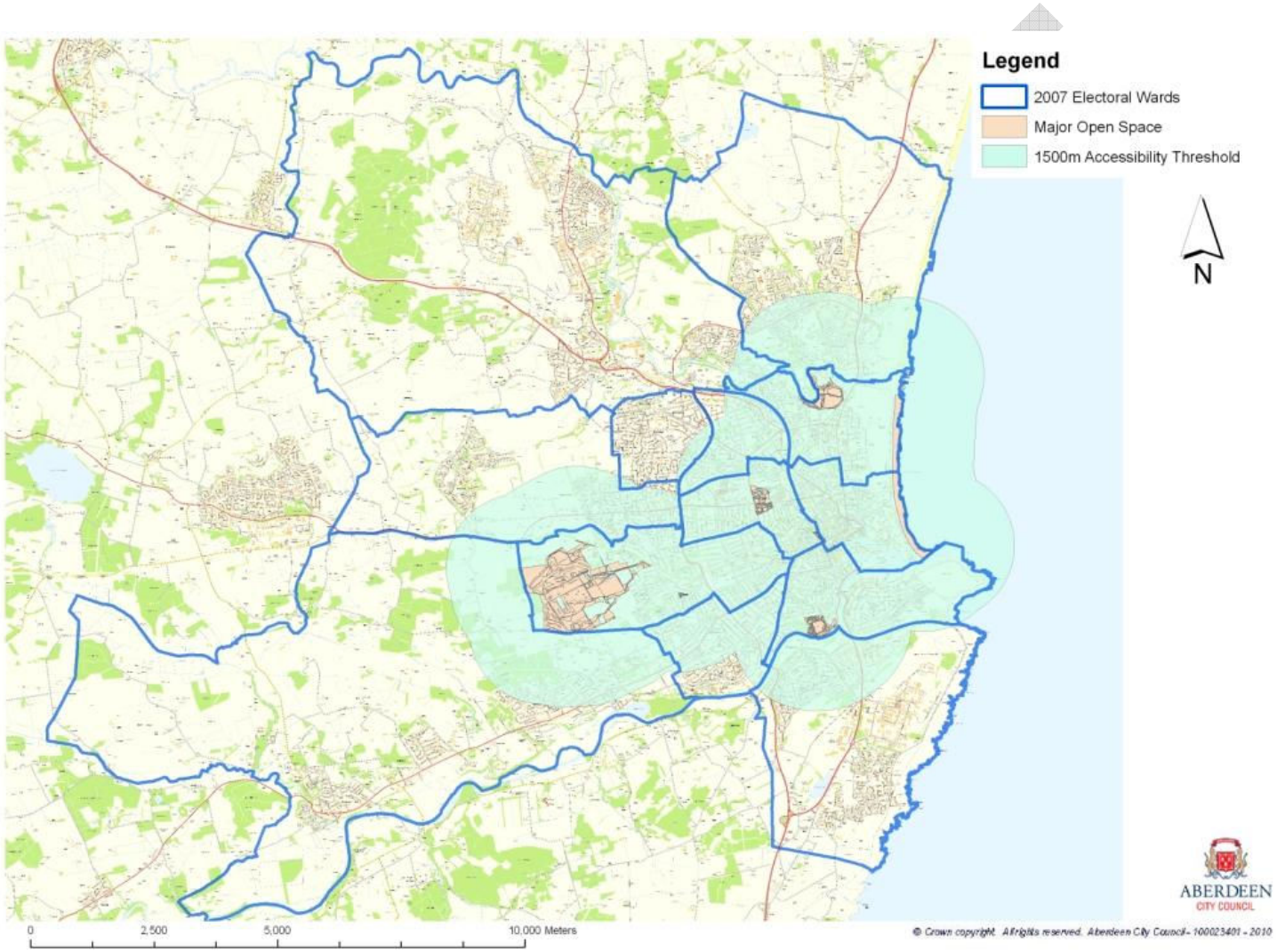
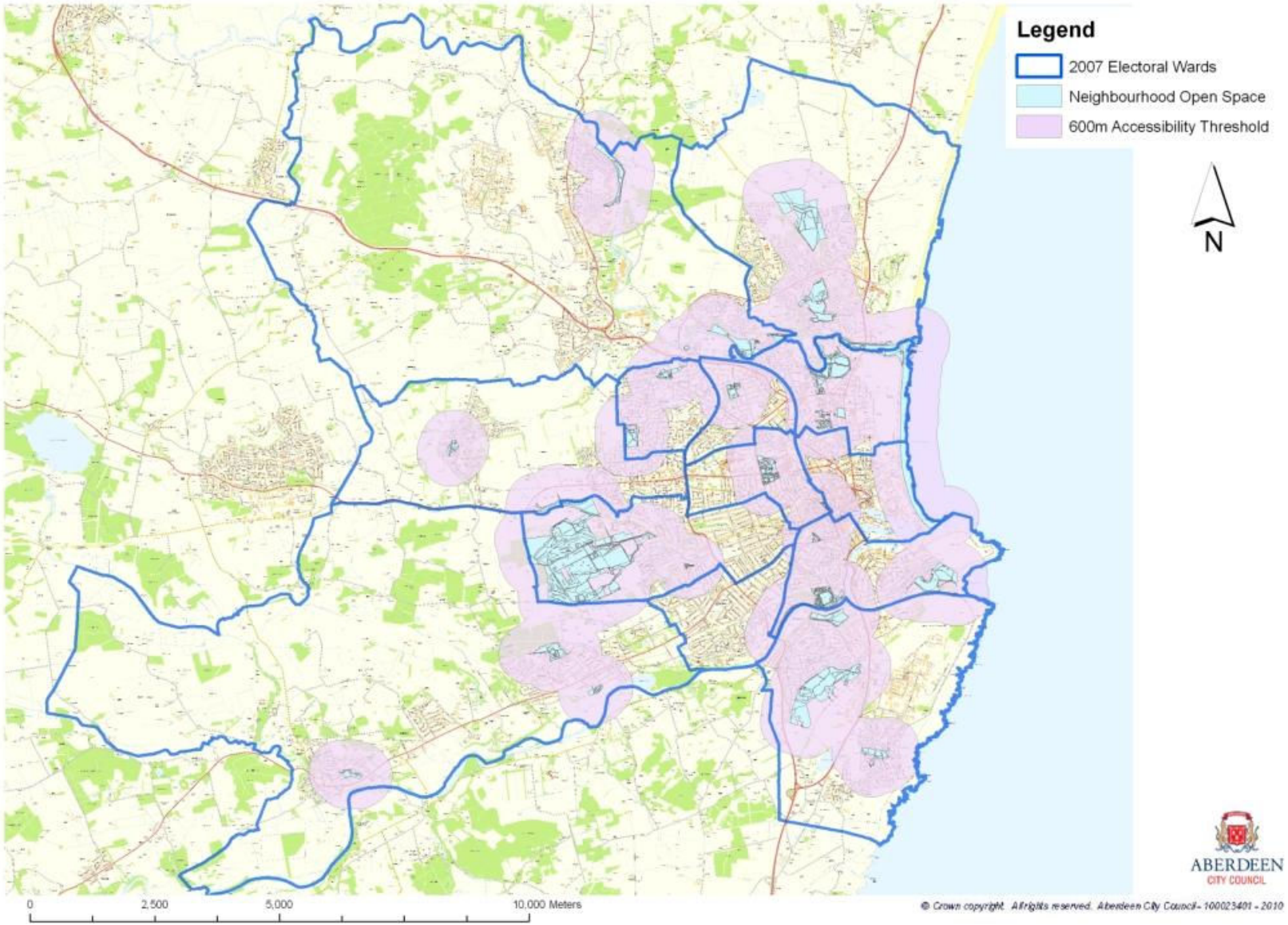
13. Useful References

Scottish Planning Policy	www.scotland.gov.uk/publications
Designing Places	
Designing Streets	
PAN 65: Planning for Open Space	
PAN 78: Inclusive Design	
Scottish Outdoor Access Code	www.outdooraccess-scotland.com
Secured By Design	www.securedbydesign.com
Lowland Path Construction	www.pathsforall.org.uk
Equestrian Access Factsheets	
Cycling By Design	www.transportscotland.gov.uk
Aberdeen Open Space Strategy	www.aberdeencity.gov.uk
Buffer Strips Supplementary Guidance	
Trees and Woodlands Supplementary Guidance	
Transport and Accessibility Supplementary Guidance	
Infrastructure Requirements and Developer Contributions Supplementary Guidance	
Directional Signage Guidance for Paths 2011	
Fit for the Future: Sport and Physical Activity Strategy	
Aberdeen Play Forum	www.aberdeenplayforum.org.uk
Aberdeen City Play Policy	
CABE	www.cabe.org.uk
Managing Risk in Play Provision	www.playengland.org.uk
Design for Play: A guide to creating successful play spaces	
Developing Accessible Play Space: A Good Practice Guide	www.communities.gov.uk
Disability Discrimination Act 1995	www.direct.gov.uk
National Playing Fields Association (NPFA)	www.fieldsintrust.org
UN Convention on the Rights of the Child	www.unicef.org.uk
School Playing Fields Planning and Design Guide	www.sportscotland.org.uk

Appendix A – Open Space Audit - Provision Maps




Legend
2007 Electoral Wards
Neighbourhood Open Space
600m Accessibility Threshold
N
ABERDEEN
CITY COUNCIL
0
2,500
5,000
10,000 Meters
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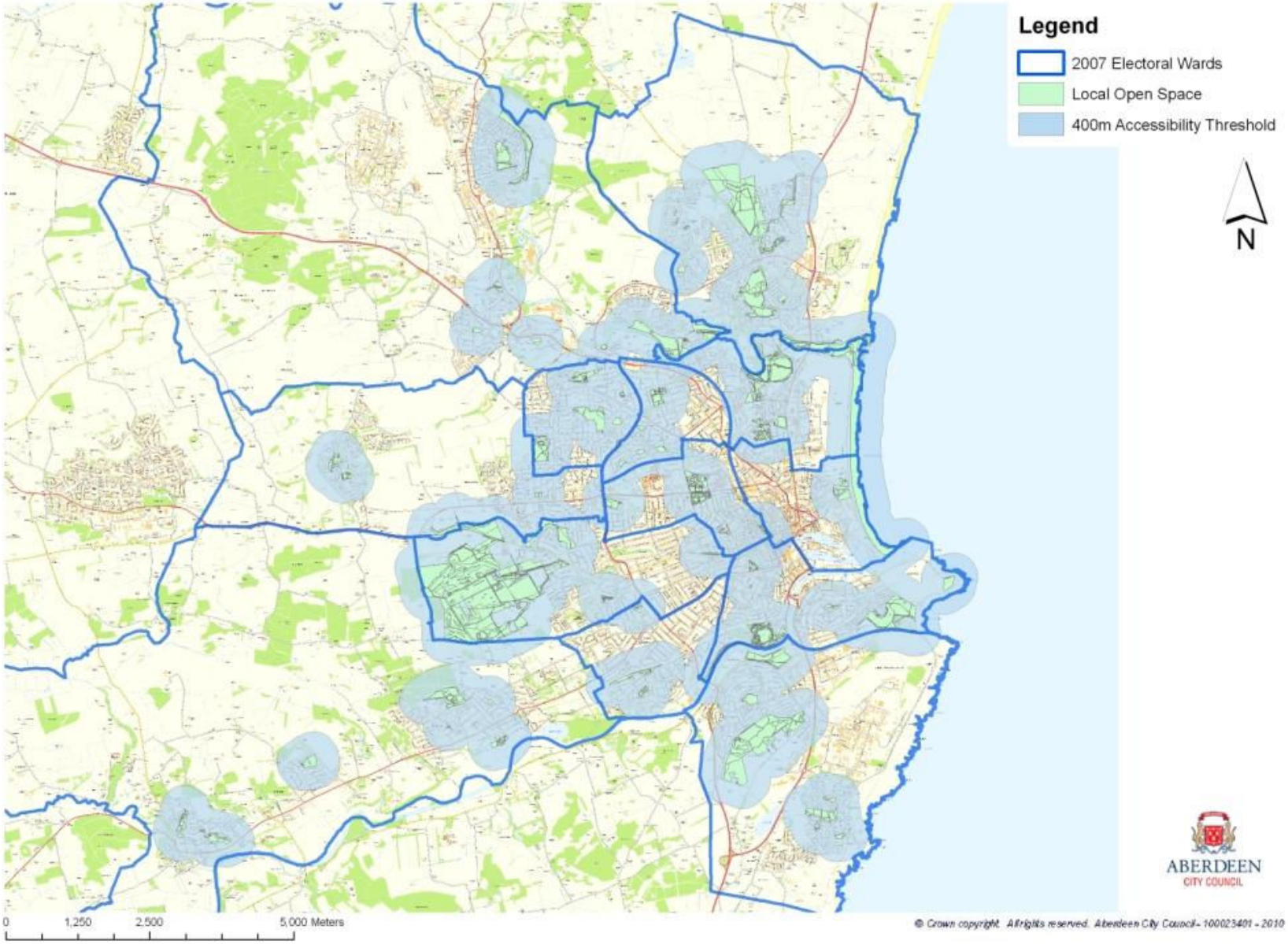
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2007 Electoral Wards
Local Open Space
400m Accessibility Threshold
N
ABERDEEN
CITY COUNCIL
0
1,250
2,500
5,000 Meters
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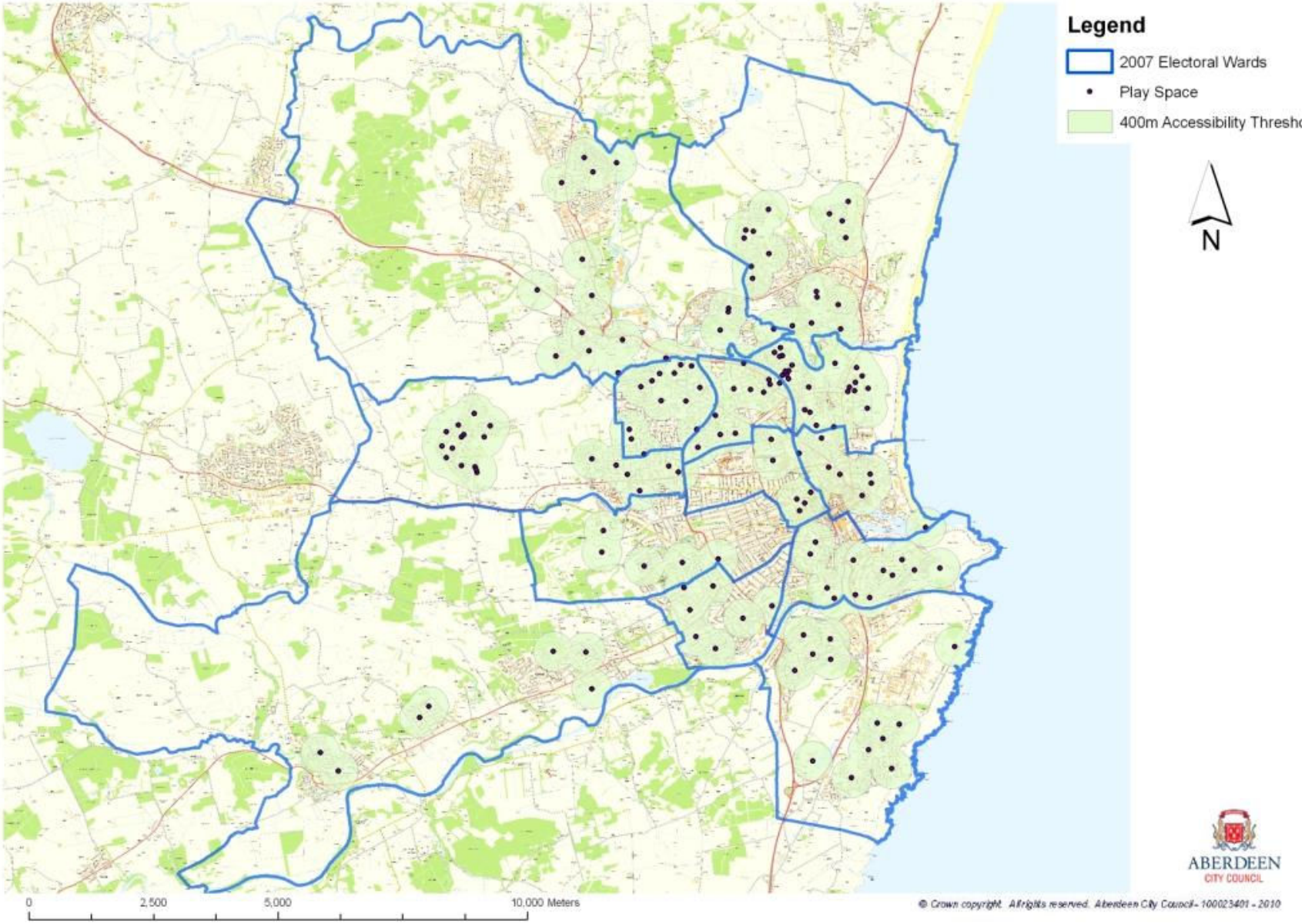
Legend
2007 Electoral Wards
Play Space
400m Accessibility Thresh
N
0
2,500
5,000
10,000 Meters
ABERDEEN
CITY COUNCIL
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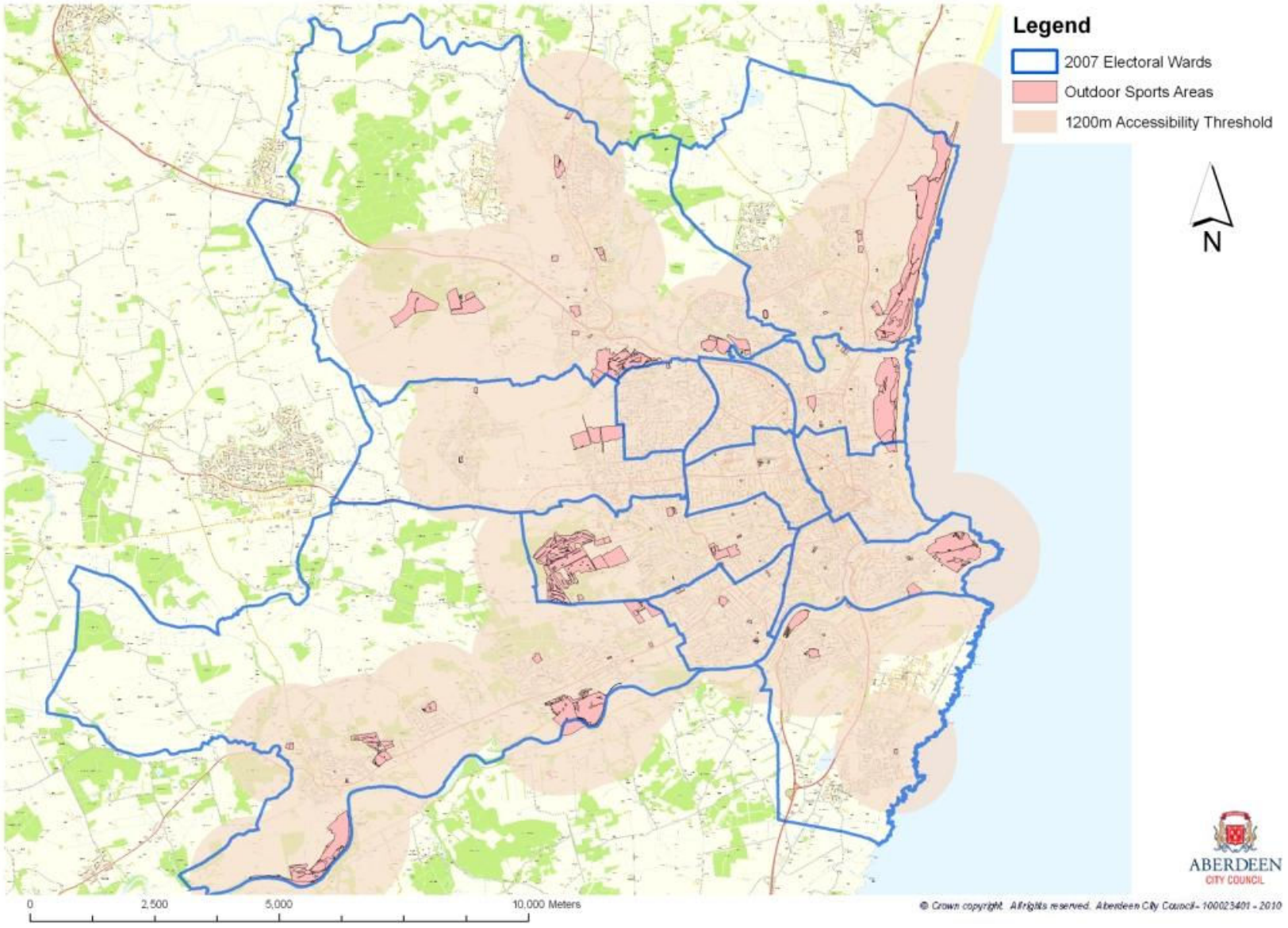
Legend
2007 Electoral Wards
Outdoor Sports Areas
1200m Accessibility Threshold
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ABERDEEN
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0
2,500
5,000
10,000 Meters
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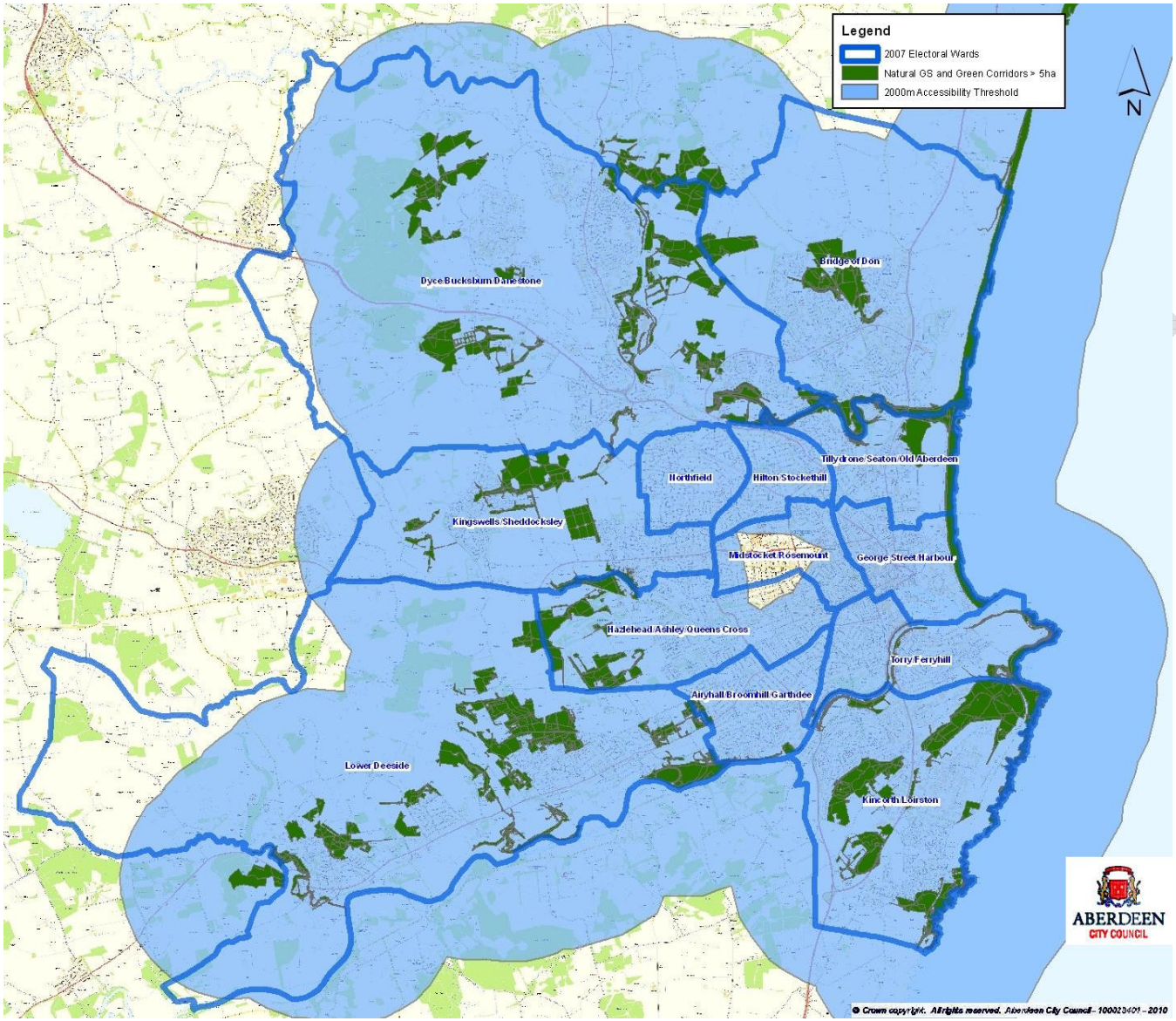
Legend
2007 Electoral Wards
Natural GS and Green Corridors > 5ha
2000m Accessibility Threshold
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Dyce Bucksburn Danestone
Bridge of Don
Tillydrone Seaton Old Aberdeen
Northfield
Hilton Stockethill
Kingswells Sheddocksley
Midstocket Rosemount
George Street Harbour
Hazlehead Ashley Queens Cross
Torry Ferryhill
Airyhall Broomhill Garthdee
Lower Deeside
Kincorth Loirston
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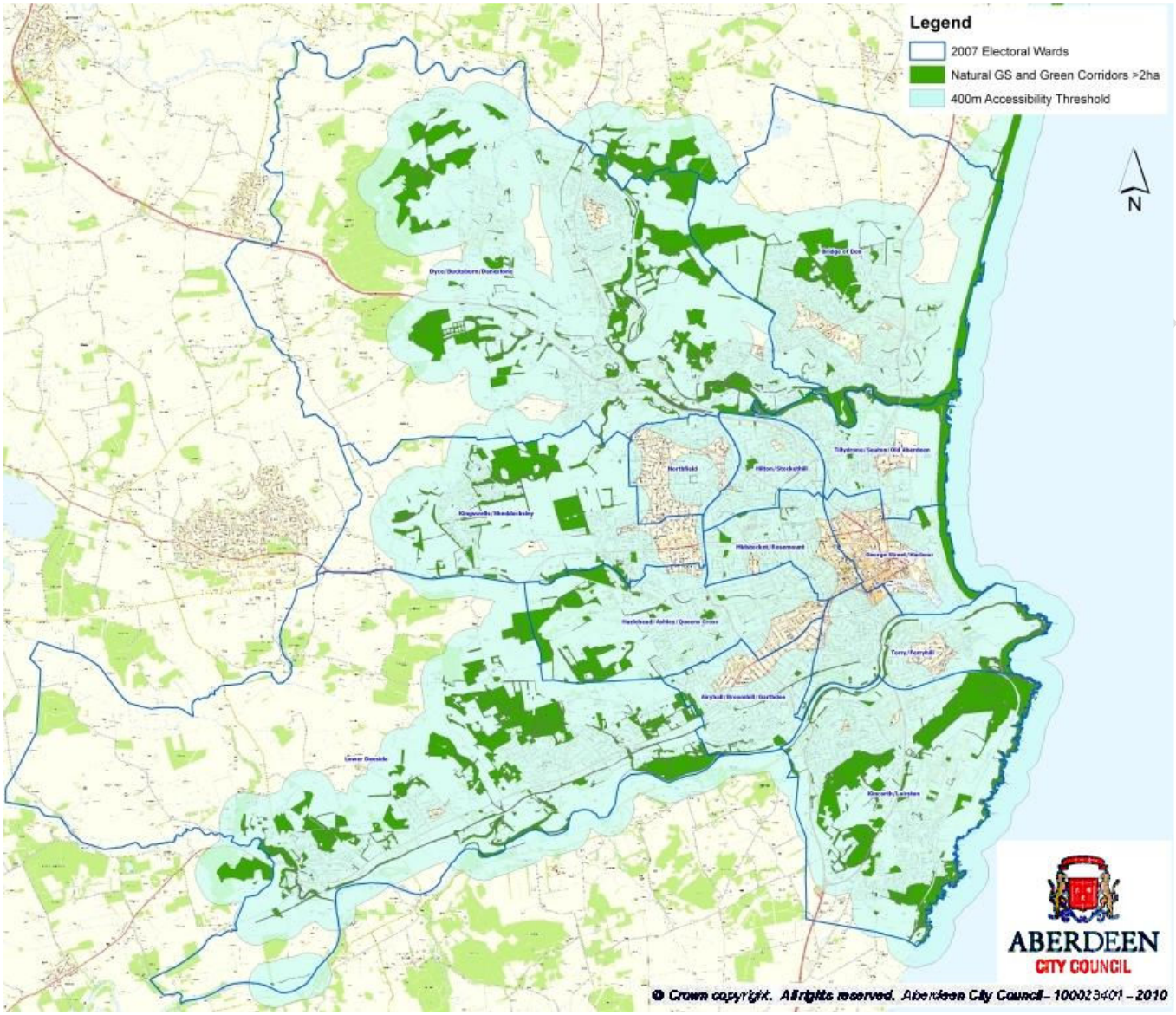
Legend
2007 Electoral Wards
Natural GS and Green Corridors >2ha
400m Accessibility Threshold
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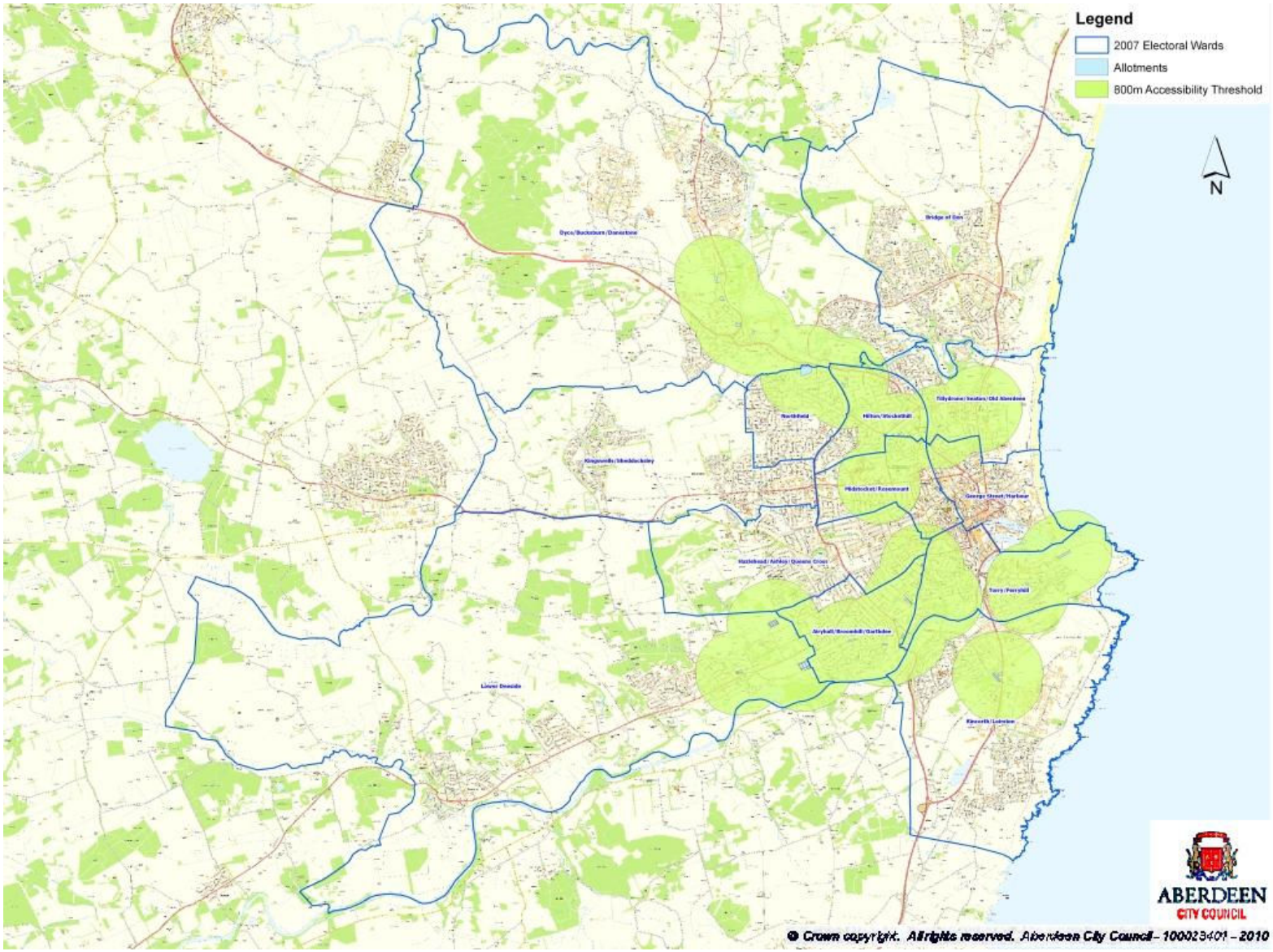
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Allotments
800m Accessibility Threshold
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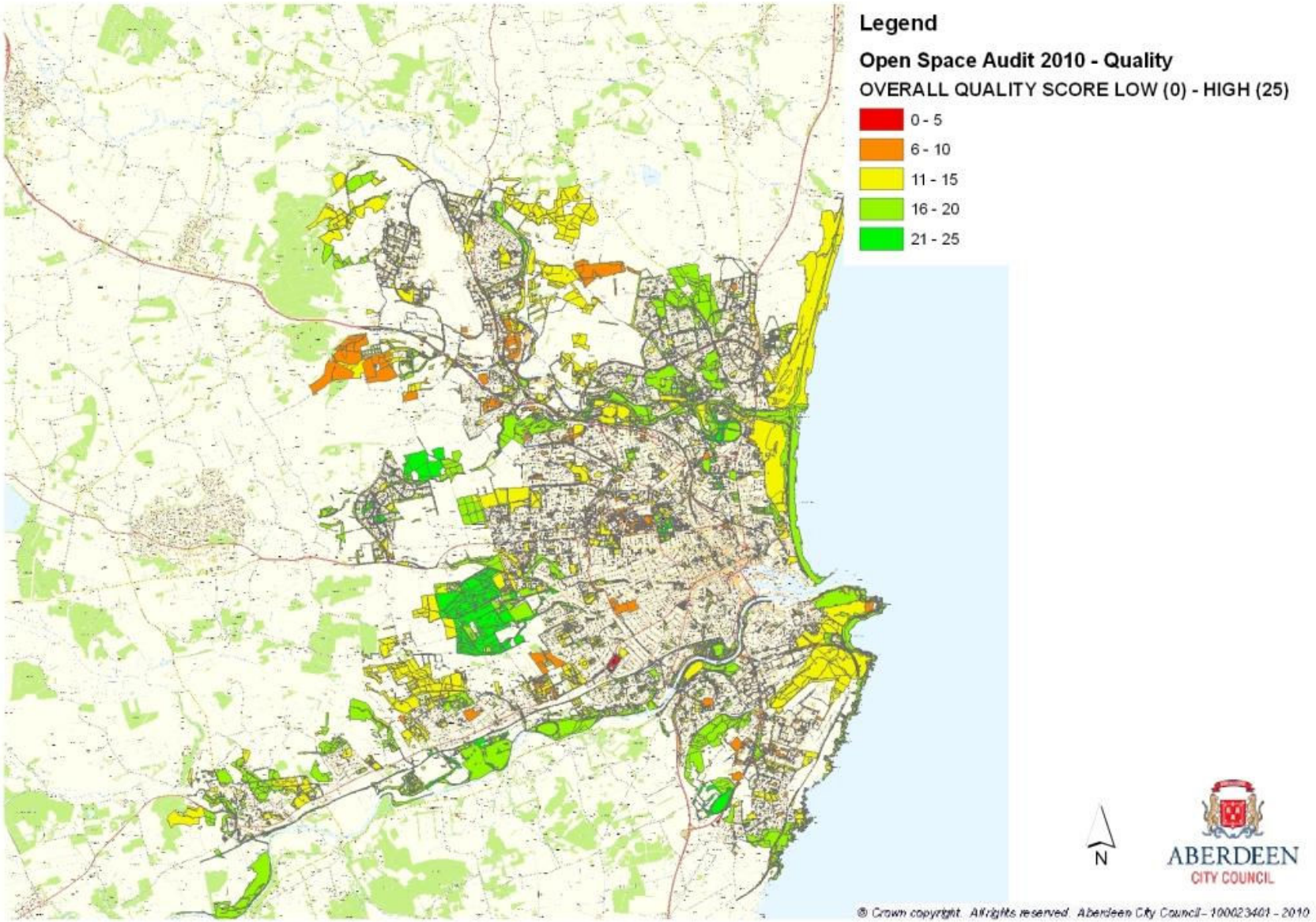
Legend
Open Space Audit 2010 - Quality
OVERALL QUALITY SCORE LOW (0) - HIGH (25)
0 - 5
6 - 10
11 - 15
16 - 20
21 - 25
N
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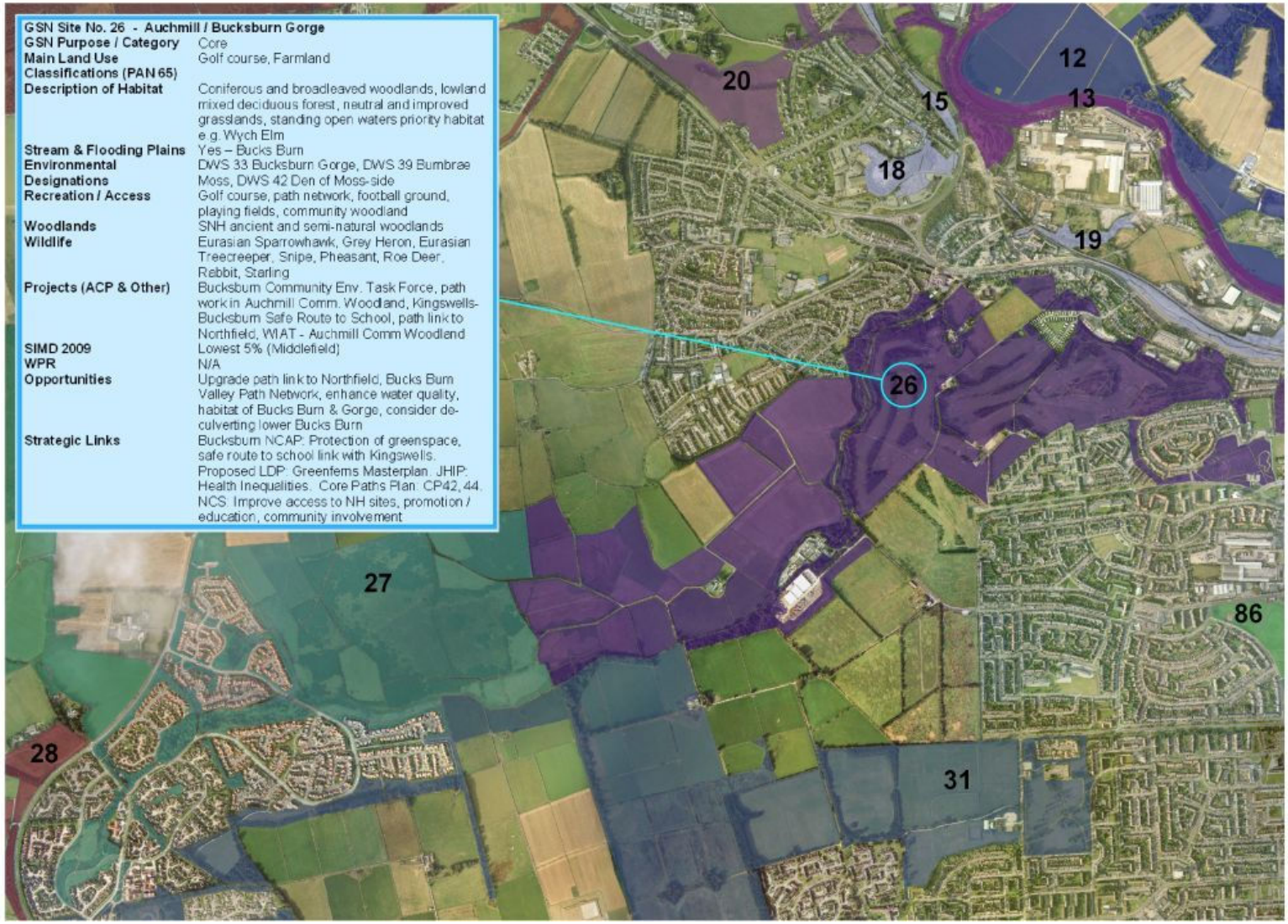
Appendix B – Green Space Network GIS Extract



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Appendix C – Costs of off-site provision (Developer Contributions) and Maintenance Commuted Sums

Figure 1: Cost per dwelling for off-site provision of each open space type

	Ave. Persons (Fig.8)	Play Space (0.3ha)	Outdoor Sports (1.6ha)	Natural Green Space (1ha)	Allotments (0.3ha)
1 Bedroom	1.3	£367	£647	£88	£78
2 Bedroom	1.9	£536	£946	£131	£114
3 Bedroom	2.6	£733	£1295	£179	£156
4+ Bedroom	4.4	£1241	£2191	£304	£264

The above figures are based on anticipated costs of the minimum size of each type of open space required by the standards provided in this document. Cost includes normal site preparation, drainage, equipment, special surfaces, landscaping, any other likely costs specific to the type of open space.

Figure 2: Cost per dwelling of commuted sum for each open space type

MAINTENANCE	Ave. Persons (Fig.8)	Play Space (0.3ha)	Outdoor Sports (1.6ha)	Natural GS (1ha)	Allotments (0.3ha)
1 Bedroom	1.3	£90	£59.20	£46.80	£35
2 Bedroom	1.9	£131	£86.53	£68.40	£51
3 Bedroom	2.6	£179	£118.40	£93.60	£70
4+ Bedroom	4.4	£304	£200.38	£158.40	£119

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Appendix D – Checklist of Key Design Considerations in developing Open Space and Green Space Network

Landscape Setting and Context for Development
How will the scheme connect with the wider Green Space Network and landscape character?
Have existing natural and cultural features been incorporated into the proposed open space?
Does the provision of open space within the site or masterplan area create lasting value, identity and a distinct sense of place for the scheme?

Habitat and Access to Nature
How will the scheme connect with the wider Green Space Network in ecological and habitat terms?
Has potential damage and impacts on designated sites and protected species and necessary mitigation been considered?
Have existing habitats and landscape features such as hedges, trees and water ways been integrated into the scheme?
Have new accessible areas of habitat been created and do these contribute to local targets e.g. Local Biodiversity Action Plan / Nature Conservation Strategy?
Have local native species been specified within the landscape proposals?
How have natural play, education or interpretation opportunities been incorporated into the scheme to connect people to nature?

Access – Sustainable and Active Travel and Recreation
How will the scheme connect with the wider Green Space Network, Core Paths Plan and Open Space Strategy?
What provision has been made within the scheme to connect beyond the development boundary, to key destinations such as employment, community facilities, schools and surrounding settlements, in order to encourage sustainable, active and healthy travel and less dependence on the private car?
What consideration is there for 'access for all' and is it possible for all residents to access a range of open space from their home easily and conveniently?
Have opportunities for providing a range of functions, facilities and activities been considered in relation to local needs for accessible greenspace? For example, outdoor sports or play areas can incorporate natural greenspace, which could be used by both school and public users as part of the wider Green Space Network.
Has a management and maintenance plan been produced and is it funded robustly so the long term quality of the GI is ensured?

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Food Production and Energy
Have adequately sized rear gardens been provided to allow small scale domestic food production?
What opportunity is there to combine food production with other greenspace functions such as recreation, strengthening communities, physical health and mental wellbeing?
Is there currently, or is there likely to be in future (due to housing mix) a demand for allotments in the area? and if so have these been designed into the layout of the scheme?
Has solar gain and shelter been considered in the design and positioning of open spaces?
Does structural planting create shelter from prevailing winds in winter and shade in summer, improving the usability of public open spaces?

Flood Attenuation and Water Management
Have sustainable drainage systems been designed to provide water resource management, increased biodiversity and an accessible recreational resource?
Have rainwater harvesting systems been incorporated to provide water for irrigation of gardens, public open spaces and use within ponds and other water features?

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ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure

DATE 15 March 2011

DIRECTOR Gordon McIntosh

TITLE OF REPORT Aberdeen Draft Open Space Strategy

REPORT NUMBER: EPI/11/055

1. PURPOSE OF REPORT

The purpose of this report is to seek approval of the Draft Aberdeen Open Space Strategy for public consultation (appendix 1). The Strategy will replace the Parks and Green Space Strategy 2005 and Aberdeen's Strategy for Access to the Outdoors 2004. The draft Open Space Strategy has been prepared in line with Scottish Planning Policy and national best practice guidelines.

2. RECOMMENDATION(S)

That the Committee:

1. Approve the Draft Open Space Strategy and associated action plan for public consultation.

3. FINANCIAL IMPLICATIONS

The Aberdeen Open Space Strategy 2011-2016 has been prepared within existing budgets, mainly staff time. This strategy considers the Council's five year business plan for delivering best value for its citizens and improving the quality of life in Aberdeen.

It should be noted that this strategy may have capital and revenue implications as a result of future projects required to implement the strategy. This will be mainly staff time in implementing the action plan. However, the current financial situation has been regarded as a core consideration throughout the strategy's development, and it aims to reduce internal expenses through partnership working, involving communities and finding innovative ways of working.
Key actions and resources to deliver the strategy are listed in the action plan.

4. OTHER IMPLICATIONS

The Strategy itself includes consideration of all legal and environmental sustainability issues. It meets the requirements of Scottish Planning Policy and supports the Aberdeen Local Development Plan. An Equalities and Human Rights Impact Assessment has been undertaken as part of this strategy.

As part of developing the strategy and in response to the comments received on the scoping report from the consultation authorities (appendix 2), a full Strategic Environmental Assessment (SEA) will be carried out in line with The Environmental Assessment (Scotland) Act 2005. The SEA Environmental Report will be consulted on at the same time as the open space strategy.

5. BACKGROUND/MAIN ISSUES

Scottish Planning Policy and Planning Advice Note (PAN) 65, state that local authorities should carry out an audit of open spaces and use this to prepare an open space strategy.

The Aberdeen Open Space Strategy sets outs a vision for new and improved open spaces in the City and aims to benefit people, health, the economy and the environment. The Strategy will address the deficiencies identified in the 2010 open space audit. Details are provided in the open space audit report at: http://www.aberdeencity.gov.uk/Planning/pla/pla_open_space_audit.asp

The strategy considers different types of open space, including public parks and gardens, informal amenity space, woodland, natural and semi-natural areas, play space, sports areas, green corridors and civic space. The Strategy covers the whole of Aberdeen, excluding private gardens, farmland and land outwith 500 metres of built up areas, in line with PAN 65.

The Adopted Aberdeen Local Plan and proposed Aberdeen Local Development Plan require an open space strategy to be prepared in order to provide a strategic framework for protecting, creating, connecting and improving the city's open spaces. The Strategy supports the Aberdeen Local Development Plan and natural heritage policies.

The Open Space Strategy has been prepared using the Open Space Audit results and thorough community and stakeholder consultations carried out from March to December 2010. This included six community consultation events throughout the city, several workshops with a wide range of stakeholders, meeting with the Aberdeen Youth Council and providing a drop-in session for Elected Members.

The events focused on the open space audit findings and invited communities and other stakeholders to comment on their local open spaces.

Further details are provided in the draft Aberdeen Open Space Strategy, which is included in appendix A. As these are large documents, and in the interest of efficient use of resources, copies of the Strategic Environmental Assessment Environmental Report and appendices are available by email or in the Members' Library.

6. IMPACT

The Aberdeen Open Space Strategy will help meet the Five Year Business Plan and will link with the Vibrant, Dynamic and Forward Looking commitment to "adopt and implement policies which safeguard Aberdeen's green belt and green wedges". It will also assist the Council in delivering the Single Outcome Agreement's National Outcome 12 - "We value and enjoy our built and natural environment and enhance it for future generations" and contributes to several other outcomes such as No. 6 – "We live longer, healthier lives", No. 7 – Tackling inequalities, No. 10 – "We live in well-designed, sustainable places where we are able to access the amenities and services we need" and No. 11 – Strong, resilient and supportive communities

7. BACKGROUND PAPERS

1. Aberdeen Greenspace Mapping October 2007
2. Aberdeen Greenspace Audit Draft Report August 2007
3. Greenspace Quality- A guide to assessment, planning and strategic development
4. Open Space Audit Report 2010
5. Planning Advice Note PAN 65
6. Proposed Draft Open Space Supplementary Guidance March 2011
7. Scottish Planning Policy

8. REPORT AUTHOR DETAILS

Aftab Majeed
Environmental Planner
amajeed@aberdeencity.gov.uk
01224 523464

APPENDICES

1. Draft Aberdeen Open Space Strategy
2. SEA Consultation Authorities Response

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Scottish Natural Heritage
All of nature for all of Scotland

Aftab Majeed
Planning & Sustainable Development
Aberdeen City Council
9th Floor St Nicholas House
Broad Street
Aberdeen
AB10 1BW

11 January 2011.

Dear Aftab

ENVIRONMENTAL ASSESSMENT (SCOTLAND) ACT 2005:
00513 ABERDEEN CITY COUNCIL OPEN SPACE STRATEGY
SCOPING REPORT

I refer to the above scoping report, sent to the Scottish Executive SEA Gateway on 24 December 2010. In accordance with Section 15(2) of the Environmental Assessment (Scotland) Act 2005, Scottish Natural Heritage has reviewed the report in its role as a Consultation Authority under the above Act.

We consider this to be a good SEA Scoping Report and our few, specific comments are set out in the Annex to this letter. The comments follow the sequence of the Scoping Report. Subject to these comments, we are content with the scope and level of detail proposed for the environmental report; and the proposed 8 week consultation period.

We hope that our comments are useful to you and present the issues clearly. Please contact us if you require any further information or advice from SNH in relation to the preparation of the SEA.

Yours sincerely

Ewen Cameron
Operations Manager
Grampian

cc. sea.gateway@scotland.gsi.gov.uk
sea_gateway@snh.gov.uk
sea.gateway@sepa.org.uk
HSSEA.gateway@scotland.gsi.gov.uk.

ANNEX

Table 3.1
I believe that your Council's Planning Department has now adopted the FIRS (Future Infrastructure Requirements for Services) approach and it may be worth specifically mentioning this in the context of Action 1.1 and/or Action 1.2

In Action 3.3, we think it would be appropriate to go a step further and actively encourage communities to take a major role in the maintenance of their local green space.

In action 4.1, you may wish to give the example of the Council's involvement in the soon to be launched Simple Pleasures Easily Found Initiative http://www.snh.gov.uk/enjoying-the-outdoors/simple-pleasures/

In action 5.1 it would be appropriate to specifically highlight that local green space can positively support the requirements of outdoor learning and the Curriculum for Excellence.

In action 6.3, you may wish to consider whether businesses could "adopt" green spaces within the City and undertake and annual or bi-annual litter pick or other appropriate "enhancement" work.

Page 9, text following table 4.1
In the second bullet point (solid black) you refer to EPS and species listed in Schedule 1 of the Wildlife and Countryside Act and mention golden eagle. Most readers would know that golden eagle does not occur within the city and are very unlikely to ever do so. Consequently, they may consequently dismiss the relevance of the Act. However, another bird included in Schedule 1 (peregrine falcon) does occur within the city and regularly breeds there, so I would suggest mentioning them instead.

4.3 Likely evolution of the environment without the Open Space Strategy
I think there may be some text missing here?

6.1 Proposed Consultation Timescale
A minimum period of 8 weeks is proposed for consultation, yet Table 6.1 mentions 6 weeks. We believe 8 weeks is appropriate for such an important Plan.

Appendix 7.2.4: SEA Topic: Biodiversity
SEA Indicator - Sites of Special Scientific Interests (SSSIs) Corby, Lily and Bishops Lochs comprise one single SSSI.

Sea Indicator - Special Areas of Conservation (SAC) The potentially most significant issue for the River Dee SAC is water abstraction, especially with the predicted aspects of climate change leading to lower water levels and flow rates in summer.

SEA Indicator - European Protected Species (EPS) Badgers are not EPS.

HISTORIC SCOTLAND ALBA AOSMHOR

M. Aftab Majeed
Environmental Planner
Enterprise Planning and Infrastructure
Planning & Sustainable Development
Aberdeen City Council
9th Floor St Nicholas House
Broad Street
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AB10 1BW

Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Direct Line: 0131 668 8744
Switchboard: 0131 668 8600
hannah.garrow@scotland.gsi.gov.uk

Our ref:AMN/23/499 HG
Case ID: 201006059

14 January 2011

Dear Mr Majeed

Environmental Assessment (Scotland) Act 2005
Aberdeen City Council: Open Space Strategy
Scoping Report

Thank you for consulting Historic Scotland on the scoping report prepared for the environmental assessment of Aberdeen City Council's Open Space Strategy which was received in the Scottish Government's SEA Gateway on 29 December 2010. I have reviewed the Scoping Report on behalf of Historic Scotland in its role as a Consultation Authority under Section 15 of the above Act. This letter contains our views on the scope and level of detail of the information to be included in the Environmental Report (part 1) and the duration of the proposed consultation period (part 2).

1. Scope of assessment and level of detail

1.1 My understanding from the scoping report is that the strategy is being prepared to provide a framework for the protection, creation, connection and improvement of open spaces throughout Aberdeen city. I note that this will comprise a number of strategic objectives and related actions including those which aim to encourage people to enjoy and access open spaces.

1.2 I note that the historic environment is scoped in to the assessment. In our screening response we agreed that there are likely to be some effects for the historic environment as a result of managing access to designated sites located within open spaces and the opportunity to promote understanding and enjoyment of the historic environment, but that we did not consider these effects would be significant. This view was based on the actions that might come forward and the framework that exists for the protection and management of the historic environment. I note from the scoping report that you have already drafted objectives and actions for the open space strategy. Based on these I still

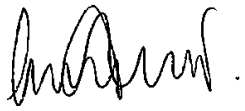
consider that the strategy is unlikely to result in significant effects for the historic environment. However you may have further information which is informing your view and as such, subject to my specific comments in the Annex to this letter, I am content with the scope and level of detail proposed for the assessment.

2. Consultation period for the Environmental Report

2.1 I am content with the period of 6 weeks proposed for the consultation on the Open Space Strategy and Environmental Report. For administrative purposes, Historic Scotland consider that the consultation period commences on receipt of the relevant documents by the SEA Secretariat.

None of the comments contained in this letter should be construed as constituting a legal interpretation of the requirements of the SEA Act. They are intended rather as helpful advice, as part of Historic Scotland's commitment to capacity-building in SEA. Please contact me should you wish to discuss this response.

Yours sincerely



Hannah Garrow
Senior Development Assessment (SEA) Officer

Annex: Detailed comments on the Scoping Report

For ease of reference the comments in this annex follow the same order as the Scoping Report.

Description of the content of Aberdeen City Open Space Strategy

1. I note that you have included a draft of the objectives and actions which will be in the open space strategy. The role of SEA should be to influence the content of the strategy to ensure, where possible, the best environmental outcome. In this respect it will be interesting to see if and how the objectives and actions change as a result of the assessment.

Relationship to other plans and policies

2. I welcome that you have identified national plans, programmes and strategies relevant to the preparation of the statement. I am pleased to see you have included reference to the consolidated Scottish Planning Policy (SPP) and our own Scottish Historic Environment Policy (SHEP) in the review. You should note however that the SHEP was consolidated into one document in October 2008 and has since been updated to include policies for historic battlefields. The most recent version is available on our website. In the ER you should focus the review on the key environmental messages for the historic environment emerging from these documents which you consider are of relevance to the preparation of the Open Space Strategy.

Baseline

3. Simply for information Historic Scotland has recently published Scotland's Historic Environment Audit 2010 (SHEA) which contains information about baseline trends in the historic environment and should be a useful resource in identifying relevant environmental problems.

Scoping in/out of SEA Issues

4. I note that the historic environment is scoped in to the assessment. As noted above while I agree that there is the potential for actions to impact locally on the historic environment, given the nature of the actions that are likely to come forward and the framework that exists for the protection and management of the historic environment I do not think that these effects are likely to be strategically significant. As such I would be content for the historic environment to be scoped out of the assessment. However you may have further information which is informing your view e.g. you may wish to use the open space strategy to identify land for development or designation as open space/recreation. It might have been useful in this respect if Table 5.1 were to include some commentary to explain why certain topics are scoped in/out.

Framework for assessing environmental effects

5. I note that a matrix approach is proposed for the assessment. I welcome the inclusion of a column in the matrix for additional comments.

6. It may also help to focus or guide your assessment were you to consider including some criteria for each of the environmental topics. This could be achieved through the development of SEA objectives and accompanying questions. For example an appropriate objective for the historic environment would be to '*protect and where appropriate enhance the historic environment'* and the constituent questions to ask yourself when carrying out the assessment might include:

    - Will the objective/action impact on any scheduled monument and/or its setting?
    - Will the objective/action affect any locally important archaeological site?
    - Will the objective/action impact on any listed building and/or its setting?
    - Will the objective/action affect a Conservation Area?
    - Will the objective/action affect a Garden or Designed landscape?

Our Ref: PCS111590
SG Ref: SEA00513/sco

M. Aftab Majeed
Enterprise Planning & Infrastructure
9th Floor
St. Nicolas House
Broad Street
Aberdeen City Council
Aberdeen
AB10 1 BW

28 January 2011

By email: sea.gateway@scotland.gsi.gov.uk

Dear Mr Majeed

Environmental Assessment (Scotland) Act 2005
Aberdeen City Council Open Space Strategy – Scoping consultation

Thank you for your Scoping consultation submitted under the above Act in respect of the above Strategy. This was received by SEPA via the Scottish Government SEA Gateway on 24 December 2010. As required under Section 15(2) of the Act, we have considered the document submitted and comment is attached in respect of the scope and level of detail to be included in the Environmental Report (ER).

The Scottish SEA Toolkit (available for download at: www.scotland.gov.uk/Publications/2006/09/13104943/0) provides guidance to Responsible Authorities about the type of information that is expected to be provided at each SEA stage. We have used the toolkit to inform this scoping response which is attached as Annex 1.

On completion, the Environmental Report and the Strategy to which it relates should be submitted to the Scottish Government SEA Gateway (sea.gateway@scotland.gsi.gov.uk) which will forward it to the Consultation Authorities.

Should you wish to discuss this consultation, please do not hesitate to contact me on 01349 860359 or via SEPA's SEA Gateway at sea.gateway@sepa.org.uk.

Yours sincerely

Susan Haslam
Senior Planning Officer (SEA)
Planning Service

Enc

SEPA Corporate Office
Erskine Court, Castle Business Park, Stirling
FK9 4TR
tel 01786 457700 fax 01786 446885
www.sepa.org.uk

Chairman David Sigsworth
Chief Executive Dr Campbell Gemmell

Annex 1: Comments on the Scoping Report

General comments

The scoping report provides clear and detailed information on the proposed scope and level of detail of the assessment. As we do not consider it likely that the Strategy will have strategically significant effects on the environmental receptors we have an interested in we have limited detailed comments to make on the proposals but those which we have are outlined below.

Detailed comments

For ease of reference the following comments are provided in the same order as the scoping report.

1. Environmental problems

1.1 We consider that the environmental problems described generally highlight potential issues of relevance for the SEA topics within our remit. However, we would suggest that issues relating to open space, such as recreation, probably do not contribute significantly to these problems.

2. Alternatives

2.1 We understand that the Strategy will be compared with a "do optimum" alternative. We would encourage you to record the alternative strategic directions, policies or proposals that are being considered as part of the strategy-making process.

3. Scoping in/out of SEA Objectives

3.1 We suggested at the screening stage that the Strategy was not likely to have significant strategic effects in respect of our main areas of interest (human health, soil water, air and climatic factors).

3.2 We note that it is still proposed to scope human health, soil and water into the assessment. Based on the information provided in the scoping report, consideration of the criteria detailed in Schedule 2 of the Act and due to the area covered by the Strategy we still consider that it is likely that the Strategy will not have strategically significant effects on these environmental receptors. However, we appreciate that you have a much better understanding of the developing Strategy than we do and generally welcome your conservative approach.

4. Methodology for assessing environmental effects

4.1 Please note that we generally expect all aspects of the Strategy which could have significant effects to be assessed.

4.2 Guidance on assessment techniques and developing assessment methods can be found in Chapter 9 of the Scottish Government SEA Toolkit. We would recommend that enough information and justification is provided in the ER to allow the Consultation Authorities to understand how the results of the assessment were reached.

4.3 The aforementioned new website www.seaguidance.org.uk includes advice and guidance on how to take air, soil and water into account in SEA.

5. Mitigation

5.1 One of the most important ways to mitigate significant environmental effects identified through the assessment is to make changes to the Strategy itself so that significant effects are avoided. The ER should therefore identify any changes made to the Strategy as a result of the environmental assessment.

5.2 Where the mitigation proposed does not relate to modifications to the Plan itself then Table 5.6 looks like a clear way to record how the mitigation will be achieved and by whom.

6. Monitoring

6.1 Although not specifically required at this stage, we would welcome the early consideration of monitoring requirements to be included in the ER. Wherever possible and appropriate, existing monitoring frameworks and indicators can be used effectively to meet the SEA monitoring requirements.

7. Next steps

7.1 We are satisfied with the proposal for a six week consultation period for the ER.

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ABERDEEN
CITY COUNCIL

Equality and Human Rights Impact Assessment - the Form

There are separate guidance notes to accompany this form – "Equality and Human Rights Impact Assessment – the Guide." Please use these guidance notes as you complete this form. Throughout the form, **proposal** refers to policy, strategy, plan, procedure or report.

STEP 1: Identify essential information

1. Committee Report No. EPI/11/055

2. Name of proposal. Draft Aberdeen Open Space Strategy

3. Officers completing this form.

Name	Designation	Service	Directorate
Aftab Majeed	Environmental Planner	Planning and Sustainable Development	Enterprise, Planning and Infrastructure

4. Date of Impact Assessment. 31 January 2011

5. When is the proposal next due for review? 2016

6. Committee Name. Enterprise, Planning and Infrastructure

7. Date the Committee is due to meet. 15th March 2011

8. Identify the Lead Council Service and who else is involved in the delivery of this proposal. (for example other Council services or partner agencies)

Planning and Sustainable Development is the lead Council Service. The Strategy has been developed involving Officers across the Council Services, and partners: Aberdeen Greenspace, Scottish Natural Heritage, Scottish Environmental Protection Agency, Forestry Commission Scotland, Grampian Police, The Aberdeen Outdoor Access Forum, North East Scotland Biodiversity Action Plan, North East Scotland Biological Records Centre, Community Councils, other local community groups, Aberdeen Youth Forum, Disability Advisory Group, Aberdeen Play Forum and a range of other partners.

9. Please summarise this Equality and Human Rights Impact Assessment, (EHRIA). This must include any practical actions you intend to take / have taken to reduce, justify or remove any adverse negative impacts (if necessary continue on blank sheet of paper). **Please return to this question after completing EHRIA.**

This EHRIA is carried out on the Draft Open Space Strategy for Aberdeen City. The Open Space Strategy sets outs a vision for new and improved open spaces in the City. The main purpose of the strategy is to improve the quality of the city's open spaces, ensure an appropriate quantity of open space across the City and enhance their accessibility to the communities around them. The strategy is also concerned with reducing social, environmental and health inequalities.

The assessment did not identify any adverse negative impacts associated with the open space strategy. It identifies mostly positive impacts for the citizens of Aberdeen and its visitors. These included positive contributions to health, such as promoting healthy lifestyles through physical activity and mental wellbeing, improving the environment, social inclusion and quality of life. The open space strategy has a positive impact on the following equality target groups: older, younger, disability, gender and poverty. The open space strategy also promotes good relations and encouraging more cohesive and inclusive communities.
The implementation of the open space strategy will be monitored in order to identify any unanticipated negative impacts. If negative impacts are identified, these will be addressed and the strategy will be updated at the next review.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick all that apply.

✓ Summary of EHRIA will be published in committee report under section "Equality Impact Assessment"
✓ Full EHRIA will be attached to the committee report as an appendix
✓Summary of EHRIA to be published on Council website within relevant service pages

STEP 2: Outline the aims of the proposal

11. What are the main aims of the proposal?

The Scottish Government, through its national policies on open space, physical activity and natural heritage recognises that good quality and accessible open space contributes towards people's health, well being and the environment.

The Open Space Strategy aims to provide good and equitable access to a network of

quality open spaces that promote stronger, responsible and proud communities, promotes healthier lifestyle, ensuring Aberdeen is an attractive and appealing place to enjoy living, working and investing, enhance and value our environment for current and future generations.

The Open Space Strategy will help the Council, developers, land managers, businesses and partners plan, design, management and maintain open space, create a wider green space network and protect our natural environment.

12. Who will benefit most from the proposal?

The Open Space Strategy promotes the use of open spaces for more outdoor recreational activities and providing opportunities for social interaction, leading to a range of benefits for all of society.

Promoting and creating quality open spaces will help to deliver physical and mental health benefits by encouraging participation in active, outdoor pursuits. An increase in responsible and legitimate use of open spaces can discourage anti-social behaviour and will contribute towards social inclusion. This may improve perceptions of safety for its users.

Quality parks and open spaces will increase the value and use of open spaces for health, education, play and lifelong learning. The strategy also promotes active travel (cycling and walking) which can help reduce travel costs and support an integrated and accessible transport system, which can be of particular benefit for those on lower incomes.

The Strategy promotes wider environmental agendas in promoting biodiversity, reducing, mitigating and adapting to climate changes such as more severe flooding incidents.

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

The open Space Strategy has been developed to benefit all members of society. It does not specifically target one equality group and has been developed in line with best practice guidance in order to improve the quality, accessibility and the use of open spaces to all user types and abilities.

Also see response to question 12.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

By promoting and encouraging the use of open spaces it will positively influence health and well being, through promoting physical activity. Social interaction and cohesion can be positively influenced by good quality local open spaces.

Research and review of open spaces carried out as apart of the open space audit suggests that poor quality open spaces discourage their use and may even have negative impacts on health. The strategy takes into account the results of the open space audit and intends to promote quality and accessible open spaces. It promotes a healthier and greener environment which has a positive impact on people's lives.

The Strategy promotes an increase outdoor activities and enhances social interaction and the use of public spaces. For example, allotments and community gardens can enhance community interaction and build local capacity and self-esteem by bringing different communities together as they offer opportunities for informal contact between groups and individuals.

Community involvement in managing open space can improve the attitudes of residents towards their neighbourhood and promote more organisation within communities and improve social networks.

Providing welcoming, attractive and appealing open spaces, can help to foster caring attitudes and a sense of pride in the local area, contributing to quality of life and community cohesion. Open spaces provide opportunities to the residents to engage with nature and care about their environment.

STEP 3: Gather and consider evidence

15. What evidence is there to identify any potential positive or negative impacts in terms of consultation, research officer knowledge and experience, equality monitoring data, user feedback and other?

Consultation

- A detailed review of various documents and extensive community consultation, undertaken in 2010 across the city has identified the current and future need of open spaces. People want better quality open spaces. Accessibility, promotion and lack of information on various types of open spaces and the types of facilities provided in open spaces were identified as major factors in terms of open space use. Many people want more natural and multifunctional types of open space. The Strategy considers issues identified during the community consultations and seeks to address these.

- The Open Space Audit Working group set up to oversee the open space audit and strategy process included key partners, Aberdeen Greensapce and Scottish Natural Heritage. Other stakeholders include land managers, user groups, communities, Forestry Commission Scotland, NHS Grampian, Grampian Police and Community Councils.

Data/ Information

- Greenspace Scotland's guidance on preparing open space strategies and auditing open space. has been used to prepare the strategy and carry out the open space audit. Other relevant plans, policies and strategies have also been taken into consideration.

- The base line information on the quantity, quality and accessibility, along with customer satisfaction data gathered during the Aberdeen Open Space Audit has been used to prepare the Strategy and inform this EHRIA.

- Planning Advice Note PAN 65 planning and open space provides further advice on various types of open spaces, an demonstrates how local authorities can prepare strategies for maintaining and enhancing open space provision and provide quality open spaces and green networks in towns and cities. This advice has been followed during the development of the Strategy.

- Scottish Planning Policy highlights a need to undertake an audit of open space and how well it meets the needs of the community. It highlights the need to prepare open space strategies using the results of the open space audit. It encourages local authorities to improve the access to existing open space via green networks and paths. This policy has been followed to prepare the Strategy. The Government considers that a network of open spaces will contribute to the delivery of health, social, economic and environmental benefits.

- Aberdeen Green Space mapping and Characterisation study 2007 provided a comprehensive greenspace Geographic Information Systems GIS data set for all the city's greenspace, including the land within 500 metres of settlements. The mapping data identified the open space resource and its distribution. It also enabled the analysis of open space alongside other social, economic and environmental datasets. This data has been used to prepare the open space strategy.

Officer Knowledge and Experience

- A core group of officers have been closely involved throughout the development and preparation of the open space strategy and audit. This has allowed them to gain a direct understanding of the issues.

Equality Monitoring Data

- Population and monitoring data generated by the Councils research and information team has been used to inform this strategy. The Strategy also proposes its own monitoring plan.

User Feedback

- A customer satisfaction survey and community consultation has been carried out and taken into account in preparing the strategy.

STEP 4: Assess likely impacts on equality strands

16. Which, if any, equality target groups and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box.

(Positive +, neutral 0, - negative)

Equality Target Group					
Race*	0	Disability	+	Gender**	+
LGB***	+	Belief	0	Younger	+
Older	+	Others e.g. poverty	+		

* Race includes Gypsies/Travellers

** Gender includes women, men, Transgender

*** LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on the groups you have highlighted above? Detail the impacts and describe the groups affected.

Positive impacts	**Negative Impacts**
Older Improving the quality and accessibility of open spaces through the implementation of the strategy will encourage participation in outdoor pursuits. An increase in active, outdoor activity will have associated physical and mental health benefits. Better promotion of open spaces can contribute to increased social inclusion as open space users interact with each other. It will improve quality of life, wellness and wellbeing by enabling people to be in contact with nature and to have fresh air. The implementation of the Strategy will also improve access to the outdoors as a resource which can be used by community groups. Increased use will give confidence to older people and sense of safety and security against anti-social behaviour which sometimes discourages the use of open spaces due to perceived safety concerns. Open Spaces, including forests and woodlands will provide an attractive environment away from urban traffic and pollution. Disability Implementation of the Strategy will encourage participation in outdoor access pursuits. An increase in active, outdoor activity will have associated physical and mental health benefits. Better promotion of open spaces and events in the parks and open spaces can contribute to social inclusion as users meet and interact with each other. Increased use will have a positive impact on those with a disability who may wish to use open spaces but are discouraged due to perceived anti-social behaviour and safety concerns. The Strategy sets out open space quality standards and encourages well designed spaces accessible to all abilities, including those with physical and sensory impairments and learning difficulties. Gender Increased use as a result of better promotion will have a positive impact on women who may wish to use open spaces but are discouraged due to anti-social behaviour and other perceived safety concerns. Younger Better promotion of open spaces and green space network will encourage use by schools and other community clubs. This will provide opportunities for environmental education. Increased understanding of the environment can help to foster caring attitudes and a sense of pride in the local area, encouraging younger people to look after their local environment. This in turn will bring wider community benefits. Accessible and quality open spaces will also encourage younger people to use active travel modes for travelling to school and other activities, bringing associated health and environmental benefits. Greater use of the green infrastructure and path network will also help to address perceptions of safety for young people and their parents. Promotion of parks and open spaces will encourage children to enjoy greater freedom and fear of crime. Open spaces with a range of facilities and different features will attract children and youth. Poverty Increased use and improving the quality of open spaces will raise the profile of those communities who are ignored and socially neglected. Providing quality open spaces at their door steps will discourage long distance travel, which will benefit those on lower incomes by reducing travel costs. It will also bring health benefits for a group often associated with lower levels of health and well-being.	N/A

STEP 5: Apply the three key assessment tests for compliance assurance

18. Does this policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer "no", go to question 22.**

☐ Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
☐ Article 6 – Right to a fair and public hearing
☐ Article 8 – Right to respect for private and family life, home and correspondence
☐ Article 10 – freedom of expression
☐ Other article not listed above

NO

How?

N/A

Legality

19. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

N/A

Legitimate aim

20. Is the aim of the policy a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

N/A

Proportionality

21. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

N/A

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

- Monitoring of customer satisfaction of open spaces will be carried out on a five-yearly basis, as part Open Space Audit reviews.
- The monitoring data would include how often people visit open spaces, how satisfied people are with their quality and how they access open spaces.
- A standard questionnaire will be developed and the data will be broken down into wards and community councils. In addition monitoring data from city voice questionnaire will all be used to record customer satisfaction
- Information received form Council officers, partners, land managers and members of the public will be used to monitor the progress of the strategy.

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

Geographic Information Systems (GIS) techniques will be considered in monitoring open spaces. A GIS database will be maintained and used to monitor changes in the provision ofof open space. To oversee the progress of the strategy an environmental policy and monitoring group will be set up with specific focus on open spaces alongside other policy areas.

STEP 7 SIGN OFF

The final stage of the EHRIA is formally to sign off the document as being a complete, rigorous and robust assessment.

Person(s) completing the impact assessment.

Name	Date	Signature
Aftab Majeed	31 January 2011	

Quality check: document has been checked by

Name	Date	Signature
Rachel Sharp	31 January 2011	

Head of Service (Sign-off)

Name	Date	Signature
Maggie Bochel	31 January 2011	

Now –
Please send a copy of your completed EHRIA together with the proposal to:

Head of Service
Customer Service and Performance
Aberdeen City Council
St. Nicholas House, Broad Street
Aberdeen, AB10 1GZ

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15th March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Directional Signage Guidance for Paths
REPORT NUMBER:	EPI/11/051

1. PURPOSE OF REPORT

The report presents proposed Directional Signage Guidance for Paths which provides advice on the planning, design and implementation of directional signage on paths in open spaces. The guidance document is contained within Appendix 1 of this report.

The report seeks approval to adopt and publish Directional Signage Guidance for Paths.

2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Approve the proposed Directional Signage Guidance for Paths.
2. Instruct officers to publish the guidance.

3. FINANCIAL IMPLICATIONS

3.1 Capital: There are no direct capital implications arising from this report. The Council's current path signage programme is funded from external grants.

3.2 Revenue: If approved, the guidance will be published on the Council's website, with paper copies being provided to stakeholders on request.

The recommended signage design has been developed in order to maximise sign robustness and life expectancy. A decrease in the frequency of sign replacement will contribute to reduced revenue costs.

4. OTHER IMPLICATIONS

The report will have a positive impact on the environment. Increased promotion of paths and access opportunities will raise awareness of and encourage sustainable travel. This will contribute to a reduction in transport-related emissions and road congestion. Increased management of access can also lead to environmental benefits by, for example, directing users away from sensitive areas.

A well promoted and consistently signed path network can enhance the attractiveness of the local environment, attracting path users. Greater use of the outdoors can help to foster understanding of the environment, leading to more caring environmental attitudes.

Timber for sign posts is to be sourced from sustainably managed forests.

Where paths are promoted by the Council for public use, there may be some degree of duty of care and it is advisable to ensure that the routes are safe and fit for purpose. As such, it is appropriate to regularly inspect paths in order to ensure that this is the case. Monitoring and design of future signage and paths will be encompassed under the existing externally funded Core Paths Plan implementation programme and by the existing path inspection regime undertaken by the Council's Ranger Service.

5. BACKGROUND/MAIN ISSUES

5.1 The Land Reform (Scotland) Act 2003 (the Land Reform Act) introduced a right of responsible access to most land and inland water in Scotland. It also introduced a duty on land managers to manage land responsibly in respect of access rights.

5.2 Directional signage is a key tool in helping to promote and manage Aberdeen's paths and outdoor access opportunities. By encouraging greater use of the outdoors and by assisting with land management, directional signage can contribute positively towards the health and well-being of Aberdeen's citizens, the environment and the local economy.

5.3 Aberdeen's Strategy for Access to the Outdoors 2004, approved by the Policy and Strategy Committee on 29th September 2004, committed the Council to the promotion of the path network through the installation of signage. In addition, the Aberdeen Core Paths Plan 2009, adopted by the Policy and Strategy Committee on 28th April 2009, committed the Council to promoting core paths through signage, interpretation panels and leaflets. It also committed the Council to the development of a consistent approach to path signage.

Through public consultations carried out through the Core Paths Plan and more recently the Open Space Strategy it is apparent that there is a clear demand from the public for more information on the paths and outdoor recreation opportunities that Aberdeen offers.

5.4 The Transport and Accessibility Supplementary Guidance for the Aberdeen Local Development Plan – Proposed Plan 2010 refers to the proposed Directional Signage Guidance for Paths for detailed advice on signage standards.

5.5 In recognition of the requirement for significant additional signage resulting from the above commitments, and in order to realise the benefits of increased path promotion through signage, the proposed Directional Signage Guidance for Paths was developed in order to provide advice on the planning and implementation of signage and to detail a City-wide standard for signage design. The development of a standard approach to signage is consistent with current best practice guidelines.

5.6 An officer working group comprising operational and strategic Council staff, as well as staff from Aberdeen Greenspace, was set up in order to develop the proposed Directional Signage Guidance for Paths. Aberdeen Outdoor Access Forum, which brings together key stakeholders in access to the outdoors including land managers, user groups, communities, Scottish Natural Heritage, Forestry Commission Scotland, NHS Grampian and Aberdeen City Council, has also been involved throughout the development of the guidance.

5.7 Following research into various design options, the signage design standard detailed in the guidance was chosen taking into consideration cost, resistance to vandalism, sourcing of materials, life expectancy, maintenance, environmental considerations and best practice guidelines. These criteria are based on best value.

5.8 The design standard was approved by the Aberdeen Greenspace Board on 15th September 2009.

5.9 If this committee approves the proposed guidance, it will be used to inform the development of future signage within Aberdeen City.

6. IMPACT

6.1 Corporate: This report will contribute to health and well being; active, sustainable and integrated travel; economic development and tourism; valuing and looking after the environment and encouraging participation in sports activity. It therefore has links to many of the outcomes in the Community Plan and the Single Outcome Agreement.

It also links generally with the Council's Vision to be Vibrant, Dynamic and Forward Looking by promoting Aberdeen as a better place to live and work.

6.2 Public: An Equality and Human Rights Impact Assessment was carried out on the proposed Directional Signage Guidance for Paths. The assessment did not identify any negative impacts associated with the guidance. It did identify a number of positive impacts for the citizens of Aberdeen and its visitors as a whole. These included contributions to health, the environment, social inclusion and quality of life. In particular, the guidance was found to have a positive impact on the following equality target groups: older, younger, disability, gender and poverty. The guidance was also found to promote good relations and wider community cohesion.
The implementation of the guidance will be monitored in order to identify any unanticipated negative impacts. If negative impacts are identified, these will be addressed and the guidance will be updated at the next review.

7. BACKGROUND PAPERS

Aberdeen City Core Paths Plan 2009
Aberdeen's Strategy for Access to the Outdoors, 2004

9. REPORT AUTHOR DETAILS

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Appendix 1

Aberdeen City Council
Directional Signage Guidance for Paths
March 2011

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1 INTRODUCTION

1.1 Purpose of the Guidance

Directional Signage Guidance for Paths is intended to provide advice to land managers on the planning, design and implementation of directional signage for paths and other access opportunities located within open spaces and other rural areas in Aberdeen, contributing to the overall management of outdoor access.

The guidance aims to deliver a clear and consistent approach to directional signage across the City, leading to an easily identifiable path network and the provision of clear and relevant information on way-finding for path users.

By assisting with the development and implementation of directional signage, thereby supporting the promotion and management of paths and other access opportunities, this guidance aims to contribute to the delivery of key policy objectives including health, environment, sustainable transport, social inclusion, environmental awareness and economic development.

1.2 What this Guidance Covers

This guidance focuses on directional signage, the main purpose of which is to provide those taking access with information on route finding. It covers the signage of paths located within open spaces and other rural areas, as well as the signage of access and egress points associated with water courses.

The signage of wholly urban routes, such as streets and pavements, is not covered by this guidance. However, signage to be located on paths which run parallel or in close proximity to road corridors will generally be covered by the design standard detailed in Chapter 5. Land managers wishing to install signage on such routes should contact Aberdeen City Council in order to discuss the relevant issues.

The document sets out the rationale for directional signage and highlights the key issues that should be considered when planning and implementing directional signage of the path network and water courses. Importantly, it details a design standard for fingerposts and waymarkers.

1.3 Who is the Guidance For?

The guidance is aimed at land managers, developers, community groups and others who wish to install new or replacement signage on land for which they are responsible.

1.4 Further Guidance and Information

Directional Signage Guidance for Paths sets out the local context for directional signage. It should be used in conjunction with national signage guidance produced by Paths for All in the publication *Signage Guidance for Outdoor Access – A Guide to Good Practice.*

Detailed information on the provision of countryside facilities and interpretation for all abilities can be found in the *Fieldfare Trust 'Countryside for All' Good Practice Guide*.

2 RATIONALE FOR DIRECTIONAL SIGNAGE

2.1 Outdoor Access in Scotland

Scotland offers many opportunities to enjoy the outdoors and has some of the best access rights in Europe. The Land Reform (Scotland) Act 2003 (Land Reform Act) introduced a right of responsible access to most land and inland water in Scotland. This right applies to all non-motorised users including walkers, cyclists, horse riders and canoeists. The legislation places responsibilities on both those exercising their access rights and on land managers. Responsible behaviour is based on three key principles – respect the interests of other people, care for the environment and take responsibility for your own actions. The Scottish Outdoor Access Code provides detailed guidance on these responsibilities.

2.2 Outdoor Access in Aberdeen

Visitors and residents of Aberdeen have many opportunities to enjoy their access rights in and around the City. From award winning parks to the Rivers Dee and Don, a coastal path, forest trails and routes through farmland and settlements around the city, there's plenty to see and do outside.

Aberdeen's path network plays an important role in facilitating the enjoyment of access rights. Paths link communities and provide routes between the places that people live and work, as well as to other local services and facilities such as schools and shops. Paths also link communities to recreational areas such as parks, woodland and water courses, making it easy for people to explore and enjoy the local environment.

Aberdeen has a network of core paths which are identified in the Aberdeen Core Paths Plan 2009, prepared under the Land Reform Act. The core paths provide a framework of key routes for recreation and travel throughout the city and are made up of many types of path ranging from natural ground to high specification constructed paths. Water access and egress points are also included. The core path network as a whole caters for all user types and abilities. Core paths are supported by paths in the wider network. There is a requirement to promote core paths and signage offers an easy and effective method of doing so.

2.3 Signage and Outdoor Access

Directional signage is a key tool in helping to promote and manage Aberdeen's paths and outdoor access opportunities. The provision of directional signage will provide a welcome to an area and will help to raise awareness of the existence of the path network. The provision of clear and informative information about where a path leads to and the distance to a stated destination will assist people in

making decisions about route-finding, helping them to feel more confident in using the path network.

Directional signage can also assist land managers with access management, for example by directing people away from sensitive areas or towards a preferred route.

By encouraging greater use of the outdoors, and by assisting with land management, directional signage can contribute positively towards the health and well-being of Aberdeen's citizens, the environment and the local economy.

2.4 Signage for all

Path signage should cater for all user types and abilities. It is important to ensure that signage complies with the Equality Act (2010) which demands that access managers do not unjustifiably discriminate against those with disabilities. In addition, the Disability Equality Duty (DED) places a duty on all public authorities or their agents to provide for disabled people. Further information on the Equality Act and DED can be found on the website of the Scottish Disability Equality Forum available at: www.sdef.org.uk

In addition, the *Fieldfare Trust 'Countryside for All' Good Practice Guide* provides further information on the provision of countryside facilities and interpretation for all abilities.

In order to comply with the Land Reform Act, signage should not stipulate a particular user type. Words such as footpath and cycle path should not be used. Similarly, symbols depicting particular user types should be avoided.

2.5 Prioritising Paths for Signage

Signing of the path network will require both time and resources and it should therefore be acknowledged that not all paths in the network can have signage implemented at the same time. For this reason, it is important to be able to prioritise paths for signage.

Highest priority should be given to the provision of signage on routes which are important for recreation or sustainable, active travel, particularly those that provide key links to services, facilities or local attractions. These routes will generally be well used already, or will have the potential to be with increased promotion. Next, consideration should be given to the signage of more minor routes.

The priority of the Council is to sign all core paths.
Signing may involve the installation of completely new signs or the replacement of existing signage which has become worn or damaged.

3 THE BASICS OF DIRECTIONAL SIGNAGE

3.1 Directional Signage Explained

Directional signage is used to provide people with information on where a path leads to and how far it is to a given destination. It should provide clear and relevant information to path users. In particular, it should provide path users with information on destination, direction and distance. Further information on these three aspects of directional signage can be found in Section 4.

3.2 Types of Directional Sign

There are two principal types of directional sign, fingerposts and waymarkers. A brief description of each is provided below.

3.2.1 Fingerposts

A fingerpost consists of a sign post which has one or more finger blades attached to it (Diagram 1). The blade of each finger contains text detailing the destination that the path leads to as well as the distance to the stated destination. Finger blades should point in the direction of the stated destination. Fingerposts should be located at the beginning and end of a path, as well as at junctions with other paths and at points where new users are likely to join the path for the first time.

3.2.2 Waymarkers

Waymarkers are more basic than fingerposts and consist of a post containing information on the direction of the path only (Diagram 2). This information is often provided in the form of a coloured arrow which is orientated to point in the direction that the path follows. Waymarkers should be used in conjunction with fingerposts, providing clarification of direction at key points along a route. In some cases, waymarkers can be used to mark different routes at minor junctions, although this is usually best done with a fingerpost. It is also helpful to install waymarkers at key points along a lengthy, continuous stretch of path, helping to reassure users that they are still following the correct route.

Waymarkers are commonly used to differentiate between different paths within a relatively small area such as woodland. This is achieved by using a different arrow colour to colour-code each separate path.

At sites which have a principal access point, such as a car park, consideration should be given to the provision of an orientation panel detailing all of the routes within the site and a description of how they are signed. The orientation panel may also include a map of the site, as well as other interpretive information about any features of interest.

4 PLANNING AND LOCATING SIGNAGE

When planning signage, it is important to ensure that the sign is in-keeping with its surroundings and does not detract from the natural or built environment. Signs should be positioned carefully to ensure that they are easily seen by the public but are not intrusive. The minimum number of signs should be used to give a clear indication of paths while avoiding an area appearing cluttered.

Before installing signage, consent of the land owner should be sought. In some cases, proposed signage may require permission from the relevant authority. Further details are provided below.

4.1 Road Corridors

Signs that are to be installed in close proximity to a road corridor, either at the beginning of a path or where a path runs parallel to the road, must be designed and located in accordance with the Roads (Scotland) Act 1984 and the Traffic Signs Regulations and General Directions 2002 (TSRGD). In many cases, the timber design standard detailed in this guidance will be suitable, provided that the sign is located appropriately. It is important to ensure that signs are set well back from the main carriageway, for example on grass verges. No part of the sign or post should fall within 500 mm of the running carriageway. If considering signage within the vicinity of a public road, approval should be sought from Aberdeen City Council Road Safety and Traffic Management department.

4.2 Planning Permission

The majority of signs in open spaces can be installed without the need for planning permission. However, some signs may require planning consent before they can be installed. If you are unsure whether or not a sign requires planning permission, please contact Aberdeen City Council access officers.

4.3 Natural Heritage

In both designated and non-designated sites, the location and installation of signage must avoid damage to important habitats, plus, disturbance or displacement of species. For further guidance, please see the Aberdeen Nature Conservation Strategy 2010-2015 or contact an Environmental Planner in the Aberdeen City Council Planning Department. If the site is a statutory designated site, signage proposals should be discussed with Scottish Natural Heritage (SNH).

4.4 Cultural Heritage

The location and installation of signage must not impact negatively on any feature of historical interest or its setting. In some cases, sign installation may

require consent from Historic Scotland. For further advice, please contact Aberdeen City Council's Lead Curator for Local History and Archaeology who will provide further information and may recommend contacting Historic Scotland. Please allow adequate time for your query to be considered.

4.5 Utility Services

Before signage installation begins, all locations should be checked for the presence of underground utility infrastructure such as cables and pipes. This information can be obtained from the relevant authority e.g. Scottish Power, Transco, Scottish Water, BT etc. If service infrastructure is present, signage should be located and installed following discussion with the relevant authority.

4.6 Informing the Access Authority

Following the installation of signage, land managers are requested to inform Aberdeen City Council access officers of the sign locations and the information that they display. This will allow access officers to maintain an up to date and comprehensive record of path signage within the city. It will also assist with the development of a strategic approach to the planning and installation of future signage.

4.7 Sign Maintenance

When planning signage, consideration should be given to a maintenance programme. It is important that land managers undertake sign maintenance in order to ensure that signs continue to be fit for purpose, safe and provide useful information to path users. It is advisable to incorporate sign maintenance into the overall programme of land management.

5 DETAILED FINGERPOST DESIGN

This chapter sets out a design standard for directional fingerposts which are to be located on paths through open spaces and other rural routes. A consistent design standard will contribute to an identifiable and attractive local path network, encouraging use and enjoyment of Aberdeen's paths and water courses. The specification of a design standard will also ensure that signs are of a high quality, thereby increasing their attractiveness and life expectancy.

Diagram 1 illustrates the recommended design standard for fingerposts. In developing the design, consideration has been given to cost, resistance to vandalism, sourcing, life expectancy, maintenance, environmental considerations and best practice guidelines. Further detail on the design choice is set out below.

5.1 Information Provision

Signage should provide information that is both clear and relevant to path users. In particular, fingerposts should provide path users with information on destination, direction and distance in order to assist in way-finding and decision making.

5.1.1 Destination

It is important that people know where a path will lead them to as this will influence their decision on whether or not to use it. The destination displayed on the sign should be the primary destination(s) that the path leads to. In order to keep the information clear and simple, in most cases no more than two destinations should be displayed. In general, the location name used should be that which appears on the Ordnance Survey (OS) map. However, if a location has a widely used and well accepted local name which differs from that shown on the OS map, use of the local name may be more appropriate.

Not all paths will lead to a definite destination, for example circular routes or a network of trails through woodland. In these cases it may be appropriate to use a descriptive name for the route such as 'Woodland Trail' or 'Circular Path'. When using a descriptive term it is important to avoid using words which could be seen to stipulate a particular user type. For example, avoid words such as footpath and cycle path. Similarly, symbols depicting particular user types should be avoided. It is likely that waymarking will be beneficial on this type of route.

5.1.2 Direction

When installing fingerposts, it is important to ensure that the finger blades are positioned at an angle which ensures that they are pointing in the correct direction of the path and the stated destination. This is of particular importance

when installing double, triple or quadruple fingered signs which will have fingers fixed to the post at right angles.

5.1.3 Distance

A distance to the stated destination should be included on the finger as this will help to give path users an indication of how long a route will take them to complete and will influence their decision on whether or not to use it.

Distances should be given to the nearest quarter of a mile. In general, the number alone is sufficient and should not be followed by the word ‘mile’ or the letter ’m’. An estimated time should not be included as this will vary according to user type and ability. When signing to a distinct area or community, the distance measured should be to the centre or main focal point of the community such as the high street or the main post office.

5.2 Choice of Materials

As this guidance covers the directional signage of routes through open spaces and other rural routes, timber is the most appropriate material. Timber is not only in-keeping with the natural environment but it also offers a renewable and biodegradable choice of material. When sourcing timber, it is important to ensure that it comes from sustainability managed forests.

5.2.1 Sign Post

The sign post is made from treated softwood as it is both cheaper and easier to source than hardwood alternatives. In particular, larch is recommended because of its durability. The post has been designed to be chunky in order to minimise the potential for vandalism from snapping or pulling the post out of the ground. This risk will be further minimised by concreting the post into the ground. Although vandalism of fingerposts tends to target the finger blades, if the posts are damaged, softwood is less expensive to replace than hardwood alternatives. The softwood is treated in order to give greater resistance to weathering, thereby increasing the life expectancy of the sign.

5.2.2 Sign Blade

The sign finger is manufactured from oak. The use of a hardwood maximises finger robustness, thereby reducing the potential for the sign to be snapped as a result of vandalism. The stipulation of a maximum finger length further reduces this risk by reducing finger leverage. Although oak will be more expensive to replace than a softwood alternative, the increased ability of hardwood to resist vandalism will make it a cost-effective choice. Furthermore, the relatively small volume of wood required for the fingers, in comparison to the posts, will lessen the overall cost.

5.3 Signage Construction and Installation

The method of construction is intended to further enhance the robustness of the sign. By inserting the finger the full width of the post leverage is further reduced, lessening the risk of snapping. The fingers are fixed using bolts, rather than wooden doweling so that damaged fingers can be replaced easily and quickly.

It is important that signs are sturdy and able to withstand factors such as strong wind, snow and people leaning on them. For this reason, it is recommended that sign posts are concreted into the ground to a minimum depth of 700 mm and where possible up to 1000 mm.

5.4 Accessibility to Users

The recommended fingerpost design has been developed using best practice guidelines on accessibility, including the Paths for All '*Signage Guidance for Outdoor Access'* and the Fieldfare Trust '*Countryside for All' Good Practice Guide*. These documents should be referred to for additional information.

To ensure that the sign is readable, white lettering has been used in order to provide a contrast between the darker timber background. Arial is the chosen font as it is considered to be the most readable by those with visual impairments or learning difficulties. Similarly, the font size is large enough to enable most people to read it easily. The use of a normal mix of upper and lower case letters, adequate line spacing and even text spacing further enhances readability.

Timber Sign Post Design Specification

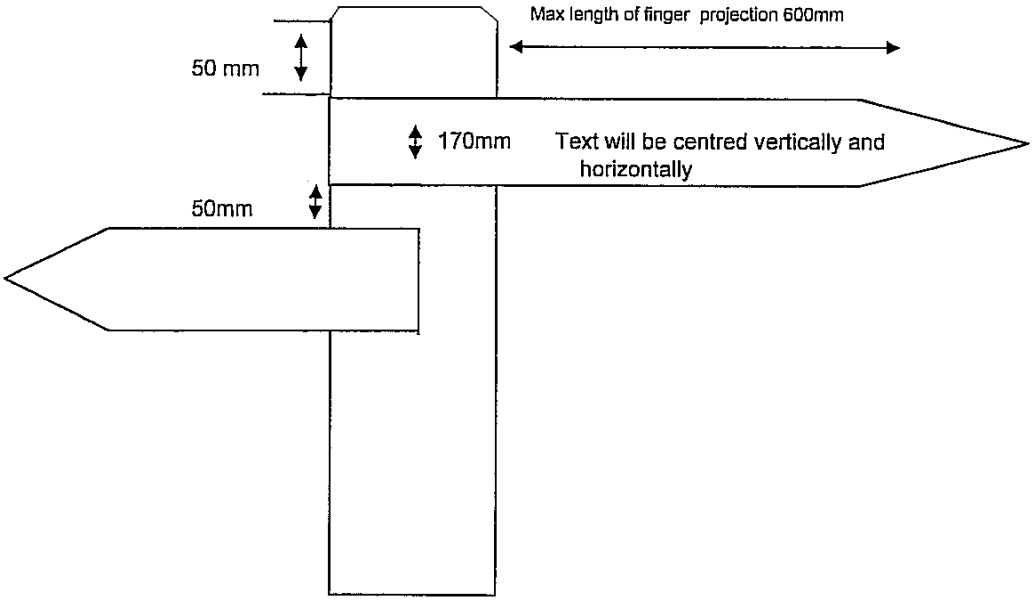

Diagram 1 Finger Post Design

Post
Treated Softwood (larch recommended) (BS8417:2003)
Height: 3600 mm
Depth: 127 mm x 127 mm
First finger to be 50 mm from the top of the post
Square top cut at 45 degree angles
Post to be concreted into ground to a minimum depth of 700 mm and where possible up to 1000 mm

Finger
Untreated/ Unvarnished oak
Depth: 170 mm
Thickness: 32 mm
Edges of finger to be square, NOT bevelled
Maximum finger length projection (from post to point) 600 mm
Finger should be minimum length to fit text

Lettering
Lettering font: Arial
Upper case: 28 mm
Lower case: 25mm
Minimum of 20 mm between text and top and bottom edges of finger
Distance from the post to the start of the lettering: 50 mm
Letters should be painted in white and routed to a depth of 3mm

Fitting
Slot cut into post and finger to be slotted full width of post
Finger held by two 120mm steel round headed threaded bolt nuts counter sunk on reverse side
Fingers fitted at a 90 degree angle
Additional fingers to be placed 50 mm below the base of the top finger

6 DETAILED WAYMARKER DESIGN

Many of the design features of the finger posts are also applicable to waymarkers. It is equally important that waymarkers provide the right information, are accessible, durable and sit well within their environment.

The diagram below illustrates the waymarker design recommended by Aberdeen City Council.

Waymarker Post Design Specification

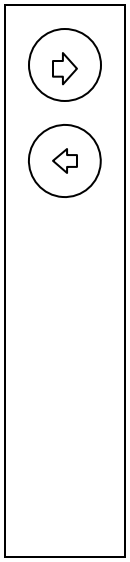

Diagram 2 Waymarker Design

Post
Treated sawn softwood (larch recommended) (BS8417:2003)
Height: 1500 mm
Depth: 100 mm
Width: 100 mm
To be concreted into ground to a depth of 500mm up to a maximum of 700 mm

Routing
Centre of routed disc to be 100 mm from the top of the post
Routed area for disc: 75 mm diameter
Routed area for disc: 3 mm deep

Disc
Diameter: 75 mm
Depth: 3mm
Material: Rigid PVC
Information: Coloured arrow on a white background

6.1 Waymarker Posts

Waymarker posts should be manufactured using treated softwood. This will minimise the cost of purchase and replacement. A short and chunky design has been chosen in order to lessen the risk of vandalism. The posts should be concreted into the ground in order to give a sturdy structure which is difficult to knock over or to pull out.

6.2 Waymarker Information

Information provided by waymarkers is displayed on a PVC disc inserted into a circular routed area on the post. By inserting the disc into a routed area the potential for the disc to be prised off is minimised. Discs should be positioned on the post to ensure that the arrows are orientated to point in the direction that you want people to go. It is important to ensure that the route is clearly waymarked from both directions. As well as allowing the route to be used both ways this will also allow path users to retrace their route if necessary.

Ideally, arrows directing people to continue straight ahead should be placed horizontally on the side of the post, rather pointing upwards towards the sky, as this may be confusing for people with learning difficulties.

The waymarker disc should have a white background with a coloured arrow. If colour coding is to be used to waymark a number of different trails in the same area, arrow colours should contrast strongly in order to avoid confusing those who are colour blind. People with colour blindness commonly confuse red/yellow/green, red/black and blue, green, purple.

6.3 Orientation Panels

Consideration should be given to the provision of an orientation panel at sites which have a principal point of access such as a car park. The orientation panel should detail the routes within the site and give a description of how they are waymarked. It may also include a map of the site, as well as other interpretive information about any features of interest.

In order to maximise readability, light coloured text should be used against a dark background. The use of a normal mix of upper and lower case letters, adequate line spacing and even text spacing should be used. Arial is the recommended font. The table below details recommended minimum font sizes for orientation panels.

Recommended Font Size for Orientation Panels	
Titles	60 – 72 point
Subtitles	40 – 48 point
Body Text	24 Point
Captions	18 Point

Orientation panels must be placed in an accessible location in order to enable those who are visually impaired to get close enough to the panel to read it. Panels should also be positioned at an appropriate height and angle to enable those in wheelchairs, as well as those standing, to view them. If possible, consideration should be given to the provision of some information in Braille or tactile lettering.

Please see the Paths for All '*Signage Guidance for Outdoor Access'* and the Fieldfare Trust '*Countryside for All' Good Practice Guide'* for further detail.

7 SIGNAGE FOR WATER USERS

The main inland water bodies in Aberdeen are the Rivers Dee and Don. As both are linear watercourses it is not generally necessary to sign or waymark the entire length of the river. However, it is beneficial to sign access and egress points as well as any paths leading to them.

It is important that people are directed to the most suitable location to access the river and to ensure that they follow the most appropriate route to get there. This will help to minimise conflict with other land management interests. Directional signs, as described in Chapter 5, should be used to direct people to the access point. The access point itself should have additional signs installed in order to ensure that its exact location is clear.

Egress points should have a sign located on the waterside a short distance from the point of egress. This should be installed on the river bank. It is important to ensure that the sign is visible from the water and that it is located so as to give users adequate warning that they are approaching the egress point. The signs should include a distance to the point of egress. Depending on the level of warning required, this may be in metres. Additional signs should be installed at the exact egress point to ensure that it is obvious to water users.

Signs to be located at access and egress points are likely to be submerged when the rivers are in spate. Therefore, metal signs are the most appropriate.

Land managers wishing to install signage at access and egress points should contact Aberdeen City Council in order to discuss an appropriate signage design. It may also be helpful to contact the Aberdeen Kayak Club and the Scottish Canoe Association.

It is important to note that the River Dee is part of the River Dee Special Area of Conservation (SAC), designated under the EU Habitats Directive (92/43/EEC) 1992 (the Habitats Directive). Land managers wishing to install signage within the SAC must contact Scottish Natural Heritage in order to discuss their proposals.

For further information on signage for water users, please refer to *Using Inland Water Responsibly: Guidance for all Water Users.* This document is available at: www.pathsforall.org.uk

8 EXCEPTIONS TO THE STANDARD DESIGN

This guidance sets out a standard design for directional signage. However, it is recognised that, in some cases, it may be desirable to display additional information on a sign. Examples may include signs that have been funded by an organisation or company; or when signs are to be located along a specifically promoted route. Care should be taken to avoid displaying too much information as this can lead to the sign appearing cluttered, can lessen the overall message or confuse path users and can lead to increased maintenance costs.

8.1 Funded Routes

Organisations or companies that fund signage or provide access may wish to display their organisation or company logo on the sign in order to promote their involvement with the route.

Discs containing funder logos should be no larger than 75mm in diameter and should be inserted into a 3mm deep routed area on the post, as with waymarker discs. By inserting the logo into a routed area there is less chance that the logo will be prised off.

In order to reduce signage clutter, no more than two discs should be inserted on a finger post (funder logo and promotional logo) and no more than four discs on a waymarker (directional arrows, funder logo and promotional logo).

8.2 Promoted Routes

In the case of specifically promoted routes, it may be desirable to display the route name on the finger blade. It may also be appropriate to display a branding logo on the sign post and on waymarkers. The use of branding will ensure that the route is easily identifiable and will assist with route promotion and marketing. Branding discs should be inserted into a previously routed area (3mm) and should be no larger than 75 mm in diameter.

In order to reduce signage clutter, no more than two discs should be inserted on a finger post (funder logo and promotional logo) and no more than four discs on a waymarker (directional arrows, funder logo and promotional logo).

9 MONITORING AND REVIEW

The level of provision, the condition and the impact of path signage will be monitored through path surveys and feed-back from path users, Council officers, partners and land managers.

The Council's Geographic Information System (GIS) will be used to keep detailed records of directional signage across the City. This will assist in the strategic planning of new and replacement signage.

This guidance will be reviewed and, if necessary, amended every five years.

REFERENCES

Aberdeen City Council (2004) “Aberdeen’s Strategy for Access to the Outdoors”
Available at www.aberdeencity.gov.uk
[Accessed: 24/01/2011]

Aberdeen City Council (2009) “Aberdeen City Core Paths Plan 2009”
Available at www.aberdeencity.gov.uk
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Aberdeen City Council (2010) “Nature Conservation Strategy 2010 – 2015”
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Fieldfare Trust (2005) “BT Countryside for All Good Practice Guide”

Paths For All (2010) “Signage Guidance for Outdoor Access”
Available at: www.pathsforall.org.uk
[Accessed: 24/01/2011]

Scottish Executive (2003) “Land Reform (Scotland) Act 2003” HMSO, London.

Scottish Natural Heritage (2005) “Scottish Outdoor Access Code”
Available at www.outdooraccess-scotland.com
[Accessed: 24/01/2011]

Paths for All (2010) “Using Inland Water Responsibly: Guidance for All Water Users”
Available at: www.pathsforall.org.uk
[Accessed: 24/01/2011]

USEFUL CONTACTS

Aberdeen City Council
Outdoor Access/ Planning
Enterprise, Planning and Infrastructure, St Nicholas House, Broad Street
Aberdeen, AB10 1GY
Phone: 01224 523464
Email: paths@aberdeencity.gov.uk
www.aberdeencity.gov.uk

Aberdeen Greenspace
Doig Scott Building, Craibstone Estate, Bucksburn, Aberdeen, AB21 9YA
Tel: 01224 711 129
www.aberdeengreenspace.org.uk

Aberdeen Kayak Club
http://www.aberdeenkayakclub.org.uk/

Historic Scotland
Longmore House, Salisbury Place, Edinburgh, EH9 1SH
Tel: 0131668 8600
www.historic-scotland.gov.uk

Paths For All
Inglewood House, Tullibody Road, Alloa, FK10 2HU
Tel: 01259 218 888
www.pathsforall.org.uk

Scottish Canoe Association
Caledonia House, South Gyle, Edinburgh, EH12 9DQ
Tel: 0131 317 7314
www.canoescotland.com

Scottish Natural Heritage
Great Glen House, Leachkin Road, Inverness, IV3 8NQ
Tel: 01463 725 000
www.snh.gov.uk

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ABERDEEN
CITY COUNCIL

Equality and Human Rights Impact Assessment - the Form

There are separate guidance notes to accompany this form – "Equality and Human Rights Impact Assessment – the Guide." Please use these guidance notes as you complete this form. Throughout the form, **proposal** refers to policy, strategy, plan, procedure or report.

STEP 1: Identify essential information

1. Committee Report No. EPI/11/051

2. Name of proposal. Directional Signage Guidance for Paths

3. Officers completing this form.

Name	Designation	Service	Directorate
Kathleen Sinclair	Planning Trainee	Planning and Sustainable Development	Enterprise, Planning and Infrastructure

4. Date of Impact Assessment. January 2011

5. When is the proposal next due for review? 2016

6. Committee Name. Enterprise, Planning and Infrastructure

7. Date the Committee is due to meet. 15th March 2011

8. Identify the Lead Council Service and who else is involved in the delivery of this proposal. (for example other Council services or partner agencies)

Planning and Sustainable Development is the lead Council Service. An officer working group comprising operational and strategic Council staff, as well as staff from Aberdeen Greenspace, was set up in order to develop the proposed Directional Signage Guidance for Paths. Aberdeen Outdoor Access Forum, which brings together key stakeholders in access to the outdoors including land managers, user groups, communities Scottish Natural Heritage, Forestry Commission Scotland, NHS Grampian and Aberdeen City Council, has also been involved throughout the development of the guidance.

9. Please summarise this Equality and Human Rights Impact Assessment, (EHRIA). This must include any practical actions you intend to take / have taken to reduce, justify or remove any adverse negative impacts (if necessary continue on blank sheet of paper). **Please return to this question after completing EHRIA.**

This EHRIA was carried out on the proposed Directional Signage Guidance for Paths which provides advice on the planning, design and implementation of directional signage for paths in open spaces and other rural areas.
The assessment did not identify any negative impacts associated with the guidance. It did identify a number of positive impacts for the citizens of Aberdeen and its visitors as a whole. These included contributions to health, the environment, social inclusion and quality of life. In particular, the guidance was found to have a positive impact on the following equality target groups: older, younger, disability, gender and poverty. The guidance was also found to promote good relations and wider community cohesion.
The implementation of the guidance will be monitored in order to identify any unanticipated negative impacts. If negative impacts are identified, these will be addressed and the guidance will be updated at the next review.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick all that apply.

✓ Summary of EHRIA will be published in committee report under section “Equality Impact Assessment”
✓ Full EHRIA will be attached to the committee report as an appendix
✓Summary of EHRIA to be published on Council website within relevant service pages

STEP 2: Outline the aims of the proposal

11. What are the main aims of the proposal?

The Land reform (Scotland) Act 2003 introduced a right of responsible, non-motorised access to most land and inland water in Scotland. Directional signage is recognised as a key tool in helping to promote and manage access rights, including paths and other access opportunities.

Directional Signage Guidance for Paths aims to deliver a clear and consistent approach to directional signage across the city, leading to an easily identifiable path network and the provision of clear and relevant information on way-finding for path users.

The guidance is intended to provide advice to land managers on the planning, design and implementation of directional signage for paths and other access opportunities located within open spaces and other rural areas in Aberdeen.

12. Who will benefit most from the proposal?

Overall, Directional Signage Guidance for Paths aims to assist with the promotion and management of paths and other outdoor access opportunities in Aberdeen, leading to benefits for all of society.

An increase in the promotion of paths and other outdoor access opportunities will help to deliver physical and mental health benefits by encouraging participation in active, outdoor pursuits. An increase in the use of paths will also contribute to social inclusion and should improve perceptions of safety for path users.

By encouraging participation in sustainable and active travel, increased promotion will contribute to reductions in traffic related emissions and noise pollution. It will also help to ease congestion in the City leading to reduced journey times. Such environmental benefits will in turn lead to improvements in health and quality of life for all of Aberdeen's citizens and visitors. Increased awareness of active travel options will also provide people with an alternative to travel by private car or public transport, giving people the option of travelling for free by walking or cycling, reducing travel costs. This will be of particular benefit for those on lower incomes.

Better promotion of Aberdeen's access opportunities can also have local economic benefits. Well signed paths will provide a positive experience for visitors, thereby encouraging tourism. Reduced journey times and an attractive environment can also lead to benefits for local business and their employees.

The guidance is also intended to benefit land managers by providing advice on the management of access through the installation of directional signage. Improved land and access management will lead to further environmental benefits, for example by directing people away from sensitive areas. Such environmental improvements will contribute to improved quality of life in Aberdeen.

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

Directional Signage Guidance for Paths has been developed to benefit all members of society. It does not specifically target one equality group.

The recommended signage design standard has been developed in line with best practice guidance in order to be accessible to all user types and abilities.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

By promoting and encouraging access, directional signage will contribute to social inclusion by offering path users the opportunity to interact with each other. It will also promote paths and outdoor access as a resource which can be used by community groups (e.g. walking groups, youth groups, schools etc.).

The guidance will help to foster good relations between the Council and land managers by assisting them in the development of directional signage. A well-managed access network will also help to reduce conflict between path users and land managers.

By providing a welcoming and attractive environment, directional signage can help to foster caring attitudes and a sense of pride in the local area, contributing to quality of life

and community cohesion.

STEP 3: Gather and consider evidence

15. What evidence is there to identify any potential positive or negative impacts in terms of consultation, research officer knowledge and experience, equality monitoring data, user feedback and other?

Consultation

- Consultation undertaken during the development of Aberdeen's Strategy for Access to the Outdoors (2004), Aberdeen's Core Paths Plan (2009) and, more recently, the proposed Open Space Strategy identified path promotion, including the provision of signage, as being important in order to encourage use of Aberdeen's paths and other access opportunities. This will allow the many benefits of outdoor access to be realised.

- Aberdeen Outdoor Access Forum (AbOAF), which brings together all of the key stakeholders in access to the outdoors including land managers, user groups, communities, Scottish Natural Heritage, Forestry Commission Scotland and NHS Grampian, is supportive of the promotion and management of outdoor access through the use of signage. AbOAF has been involved in the development of this guidance.

Data/ Information

- Paths for All (PFA), the national partnership for access, recommend the use of signage in order to promote access to the outdoors. PFA has produced national guidance called "Signage Guidance for Outdoor Access". This details the benefits of signing for outdoor access, as well as providing advice on signage planning and design. It provides guidance on ensuring that signage is accessible to all users. This national guidance has been followed during the development of Signage Guidance for Paths.

- The Fieldfare Trust 'Countryside for All' Good Practice Guide provides further advice on the provision of countryside facilities and interpretation for all abilities. This advice has been followed during the development of Signage Guidance for Paths.

- Government Guidance "Part 1 Land Reform (Scotland) Act 2003, Guidance for Local Authorities and National Park Authorities" notes that core paths will only be successful if they are well used. In order to achieve this, it requires that core paths are promoted, for example through clear signposting and waymarking. The Government considers that a well used network of core paths will contribute to the delivery of health, social, economic and environmental benefits.

- Action Policy 7 of Aberdeen's Strategy for Access to the Outdoors states that paths will be promoted wherever possible, including through signage and waymarking.

- Policy 12 of Aberdeen's Core Paths Plan 2009 states that a consistent approach to signposting will be developed. Policy 13 makes a commitment to the promotion of the core path network through signage, as well as through interpretation panels and leaflets.

Officer Knowledge and Experience

- Officers in the working group have been involved in the development and instalment of signage for many years. This has allowed them to gain a direct understanding of what constitutes good and bad design. This knowledge has informed the development of the guidance.

Equality Monitoring Data

- Condition surveys will be undertaken on all core paths. This will allow the identification of any issues relating to the provision of signage for all user types and abilities.

User Feedback

- Any issues reported by path users relating to the provision of signage for all user types and abilities will be investigated and addressed.

STEP 4: Assess likely impacts on equality strands

16. Which, if any, equality target groups and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box.

(Positive +, neutral 0, - negative)

Equality Target Group					
Race*	0	Disability	+	Gender**	+
LGB***	0	Belief	0	Younger	+
Older	+	Others e.g. poverty	+		

* Race includes Gypsies/Travellers
** Gender includes women, men, Transgender
*** LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on the groups you have highlighted above? Detail the impacts and describe the groups affected.

Positive impacts	**Negative Impacts**
Older Path promotion through the installation of signage will encourage participation in outdoor access pursuits. An increase in active, outdoor activity will have associated physical and mental health benefits. Better promotion of paths can contribute to increased social inclusion as path users meet and interact with each other. It will also advertise paths and the outdoors as a resource which can be used by community groups. Increased use will give confidence to older people who may wish to use paths but are discouraged due to perceived safety concerns. **Disability** Path promotion through the installation of signage will encourage participation in outdoor access pursuits. An increase in active, outdoor activity will have associated physical and mental health benefits. Better promotion of paths can contribute to social inclusion as path users meet and interact with each other. It will also raise awareness of paths and the outdoors as a resource which can be used by community groups. Increased use will have a positive impact on those with a disability who may wish to use paths but are discouraged due to perceived safety concerns. The guidance recommends a signage design standard which is accessible to all abilities, including those with physical and sensory impairments and learning difficulties. **Gender** Increased use as a result of better promotion will have a positive impact on women who may wish to use paths but are discouraged due to perceived safety concerns. **Younger** Better promotion of the path network will encourage use by schools and other community clubs. This will provide opportunities for environmental education. Increased understanding of the environment can help to foster caring attitudes and a sense of pride in the local area, encouraging younger people to look after	N/A

their local environment. This in turn will bring wider community benefits. Improved path promotion will also encourage younger people to use active travel modes for travelling to school and other activities, bringing associated health and environmental benefits. Greater use of the path network will also help to address perceptions of safety for young people and their parents. **Poverty** Increased promotion of paths will raise awareness of free travel options such as walking or cycling, rather than private car or public transport. This will benefit those on lower incomes by reducing travel costs. It will also bring health benefits for a group often associated with lower levels of health and well-being.	

STEP 5: Apply the three key assessment tests for compliance assurance

18. Does this policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer "no", go to question 22.**

☐ Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
☐ Article 6 – Right to a fair and public hearing
☐ Article 8 – Right to respect for private and family life, home and correspondence
☐ Article 10 – freedom of expression
☐ Other article not listed above

NO
How?
N/A

Legality

19. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

N/A

Legitimate aim

20. Is the aim of the policy a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

N/A

Proportionality

21. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

N/A

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

- Regular condition surveys will be undertaken on all core paths in order to monitor signage provision and condition.
- Information received form Council officers, partners, land managers and members of the public will be used to monitor signage provision and condition.
- The Council's Geographical Information System (GIS) will be used to keep detailed records of directional signage across the City.
- Data from people counters and path surveys will be used to monitor the level of path use.

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

Directional Signage Guidance for Paths has been developed using best practice guidelines in order to ensure that signage is accessible to all user types and abilities. However, if monitoring reveals that the guidance should be improved, Aberdeen City Council will seek to address this. Where appropriate, any amendments required will be incorporated into updated guidance at the next review. Similarly, if national guidance is updated, Signage Guidance for Paths will be reviewed in order to reflect any changes.

STEP 7 SIGN OFF

The final stage of the EHRIA is formally to sign off the document as being a complete, rigorous and robust assessment.

Person(s) completing the impact assessment.

Name	Date	Signature
Kathleen Sinclair	2nd March 2011	

Quality check: document has been checked by

Name	Date	Signature
Rachel Sharp		

Head of Service (Sign-off)

Name	Date	Signature
Margaret Bochel		

Now –
Please send a copy of your completed EHRIA together with the proposal to:

Head of Service
Customer Service and Performance
Aberdeen City Council
St. Nicholas House, Broad Street
Aberdeen, AB10 1GZ

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ABERDEEN CITY COUNCIL

COMMITTEE: **Environment, Planning and Infrastructure**

DATE: **15th March 2011**

DIRECTOR: **Gordon McIntosh**

TITLE OF REPORT: **Various small scale traffic management and development associated proposals (New Works)**

REPORT NUMBER: **EPI/11/019**

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 proposals associated with new development as part of the development management process.
In addition to these measures, this report also includes proposals for individual parking spaces for Blue Badge holders which now require to be progressed through the normal legal process for the required Traffic Regulation Order.

2. RECOMMENDATION(S)

That the Committee:

1. Approve the proposals in principle

2. Instruct the appropriate officers 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 officers 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

The current Five Year Savings Plan has identified savings from the Road Safety and Traffic Management capital budget. There will also be a comprehensive review of the Capital Plan which could result in proposals that are put forward at this time not being progressed due to the budget constraints.

Locations marked with circular bullet points (●) are to be funded from the "Cycling, Walking, Safer Streets" grant-funded budget beyond 2010/11, otherwise they will be withdrawn and placed on a priority list for when future funding becomes available.

The cost of these proposals is estimated at **£1675.**

Those marked with a diamond (❖) will be entirely funded by the developer and those marked with an arrow (➢) are to be funded from the current disabled parking revenue budget.
Initial implementation costs for disabled spaces is estimated at **£2104 (approx £263 per space)** for this cycle.
Some of these spaces will require to be relined approximately every 10 years at a cost of about £100 per space and some will require removal before this time at a cost of about £108 per space.
Funding is available within the disabled parking revenue budget to implement these proposals.

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 seven locations brought forward during the course of routine examination of road safety and traffic flows and one proposal resulting from a request from a developer.
There are also 12 applications for blue badge spaces which meet the current criteria.

Key:
• Funded from the Cycling, Walking, Safer Streets grant funded budget ❖ Funded by the developer ➢ Funded from the current Disabled Parking revenue budget o No funding required

- **The following proposals will be funded from Cycling, Walking, Safer Streets budget**

- **Cairn Road, Peterculter** – Proposed "At any time" waiting restrictions

  Following concerns raised by residents through their elected member site visits were made to Cairn Road where it joins the North Deeside Road with regard to parking dangerously close to the junction. This parking in effect forces southbound traffic onto the "wrong" side of the road to meet vehicles turning into Cairn Road. It is proposed to implement "At any time" waiting restrictions on both sides of Cairn Road and onto North Deeside Road to remove this vehicle conflict.

  The proposals are indicated on the plan below.
  - Implementation cost £385
  - Estimated maintenance cost £385 after 5 years.

  Ward – (9) Lower Deeside
  Elected members – Boulton, Malone, Milne

- **Great Northern Road/Anderson Road** – Prohibition of right-turns into Anderson Road

  Ongoing reviews of current restrictions indicate that the current traffic regulation order for the prohibition of right turn from Great Northern Road into Anderson Road does not accurately reflect the restrictions currently in place. It is proposed to bring the order into line with the restrictions thereby having no material change to the current traffic movements.

  The proposals are indicated on the plan below.
  - Implementation cost £200
  - Estimated maintenance cost £200 after 25 years.

  Ward – (5) Hilton/Stockethill
  Elected members – Adam, Fletcher, Kirsty West

- **Greenbank Place** – Proposed "At any time" waiting restrictions

  Officers have been contacted by a business located in Greenbank Place with regard to difficulties being experienced by HGV drivers in accessing their premises. The correspondent wished to see "At any time" waiting restrictions implemented on the south side of Greenbank Place to provide ease of access and to remove the need for large vehicles to reverse along the street from the Hillview Road junction.

  Observational surveys have been undertaken which showed a large number of parked vehicles on Greenbank Place at the kerbside and also on the northern unsurfaced footway. These parked vehicles cause difficulties for HGVs accessing premises on the north side of Greenbank Place.

In order to provide safe and clear access for large vehicles to the premises it is proposed to provide a section of waiting restrictions on both sides of Greenbank Place. They will extend eastward from the current terminal point of the existing waiting restrictions at the Hillview Road junction.

It should be noted that waiting restrictions on Greenbank Place were proposed and advertised in 2005 as part of the Area 11 Traffic Management Review. These restrictions were never implemented as a result of a decision made by the former Environment & Infrastructure Committee to introduce the approved restrictions in a phased programme. These restrictions have now lapsed hence the need to re-advertise these proposals.

The proposals are indicated on the plan below.

- Implementation cost £956
- Estimated maintenance cost £956 after 5 years.

Ward – (13) Kincorth/Loirston
Elected members – Cooney, Dean, McCaig

- **Kirk Brae, Cults** – Proposed "At any time" waiting restrictions

Officers were contacted by a resident through their local member with concerns over the lack of visibility when exiting the access road serving 30 to 48 Kirk Brae, Cults due to vehicles parking close to the access. In order to remedy this situation it is proposed to install "At any time" waiting restrictions in the immediate vicinity of the access. There will a small loss of on-street parking, however these properties are served by off-street parking to the rear and a significant number of on-street parking places will remain in the lay-by at the front.

The proposals are indicated on the plan below.

- Implementation cost £134
- Estimated maintenance cost £134 after 10 years.

Ward – (9) Lower Deeside
Elected members – Boulton, Malone, Milne

○ The following proposals require no funding from ACC

○ **Brodiach Road** – Proposed extension of 30mph speed limit from the existing limit at Westhill to a point 120m east of the City boundary.

Aberdeenshire Council have received requests from residents on the Brodiach Road for a reduction in the speed limit from the National Speed Limit to 30mph. In turn, Aberdeen City Council was asked by Councillor Ron McKail of Aberdeenshire Council, Councillor Peter Stephen of Aberdeen City Council and Aberdeenshire Council officers to consider this request as the majority of the road is within the City's jurisdiction.

The road is rural in nature and links Westhill Road to the A944 dual carriageway. Consequently it is used by a number of drivers as a route to avoid the Westhill Roundabout, particularly during morning peak periods.

The speed of vehicles was assessed at two points, a section just east of Brodiach Bridge and a section on the straight approaching the junction with the A944. The average speed near the Bridge was 37mph and the 85%tile speed 41mph, whilst the average speed on the straight section was 40mph and the 85%tile speed 46mph. (The 85%tile speed is the speed at which 85% of the total volume of recorded vehicle was travelling at or below.)

On consideration, officers could not recommend extending the speed limit to the junction with the A944 due to the rural nature of the road and the precedent a reduced speed limit would set. There are many similar roads to the Brodiach Road in Aberdeen City, Aberdeenshire and of course nationwide, and the function of the national speed limit is to highlight the maximum speed a vehicle should be driven when the road layout allows such in a safe manner. So, in rural environments drivers have to exercise the utmost care and moderate their speed according to the road layout. There have been four collisions resulting in damage only on this section of road since 2007 which have had speed as a causation factor.

With regard to the issue of setting a precedent, if the national speed limit was changed on the Brodiach Road, the same modification could be applicable on the majority of C class and unclassified roads in the region, as well as many B class roads. Thereafter, the issue of introducing additional signs in environmentally sensitive areas, as well as cost, becomes an issue as speed limits between the national speed limit and 30mph (where a system of street lights is in place) require the introduction of repeater signs at regular intervals. Indeed, based on requests in the past, the City Council would undoubtedly be required to modify many rural type routes leading to a patchwork of speed limits.

Nevertheless, there would be value in changing the speed limit on a short section of this road. This proposal would involve extending the 30mph speed limit on Westhill Road eastwards to a point just east of Broadford Cottages (approximately 500m within Aberdeenshire's jurisdiction and 100m within Aberdeen's jurisdiction). It was judged a westbound driver would enter the new speed limit just prior to the section where a few properties are clustered and in very close proximity to the

road, with building lines actually being adjacent to the road verge. This was deemed the most appropriate point to consider installing new 30mph limit as most drivers would naturally be decelerating to take into account the road layout / environment and thereafter travelling a short distance prior to entering the main residential development on Westhill Road. In terms of funding for this proposal Aberdeenshire Council would finance the installation of the new signs / road markings, whilst Aberdeen City Council would promote the necessary Traffic Order as the start of the 30mph speed limit would be located within the City jurisdiction.

The proposals are indicated on the plan below and have no further costs attached for Aberdeen City Council.

Ward – (3) Kingswells/Sheddocksley
Elected members – Ironside, Stephen, Stuart

- **Little Belmont Street** – Existing "At any time" waiting restrictions – proposed exemption for the Street Pastors "Safe Space" vehicle to park and operate during the hours of 21:00 to 5:00, seven days a week.

  Officers received a request from the Aberdeen Street Pastors to consider creating a small area in the City Centre where the Street Pastors can park their "Safe Space" vehicle and operate. The location must be central and be accessible to people visiting the City Centre during the night-time hours.

  The proposed times are 9:00pm to 5:00am on Friday and Saturday nights at the moment, however, if additional funding becomes available for the Street Pastors scheme, the number of nights may increase and therefore officers recommend that the Order covers all seven days.

  Several locations were suggested and this one has been chosen as the most suitable due to its central location, proximity to areas with greatest footfall during the night-time entertainment period and more practically the road surface being level. The area is already free of through traffic (except for access which is minimal during the night-time hours) and there is also easy access to a power supply which is required for the vehicle to operate.

  This initiative has been promoted by the Aberdeen Street Pastors and is supported by Grampian Police and Aberdeen City Council.

  It is intended that the vehicle uses the space marked in red on the south side of Little Belmont Street at the Belmont Street end. However, to cover the outside possibility that this space may not be available; the exemption should cover the entire length of Little Belmont Street. It is not intended that the vehicle would park on the Blue Badge or Green Badge disabled spaces already in place there as these are dedicated disabled spaces at all times.

  The proposals are indicated on the plan below and have no costs attached.

  Ward – (8) – George Street/Harbour
  Elected members – Hunter, May, John Stewart

- **North Deeside Road** – Withdrawal of Part-Time 20 mph speed limit proposal at International School.

  The inclusion of this proposal in the Small Scale report on 7th September 2010 was agreed in order to speed up the process in the event that survey results indicated a need for the Part-time 20mph restriction. (The survey results were not available for the September report as the draft was written within the school holiday period and surveys done then do not give a true reflection of the normal traffic flows.) It was found however that the surveys did not support such a restriction and it is therefore proposed to withdraw the original proposal for a Part-time 20mph

  The extent of the proposal is indicated on the plan below and has no costs attached.

  Ward – (9) Lower Deeside, (11) Airyhall, Broomhill, Garthdee
  Elected members – Boulton, Malone, Milne and Cassie, Wisely, Yuill

- **North Deeside Road** – Existing 30mph speed limits

  At the Environment, Planning and Infrastructure meeting of 7th September 2010, during the discussions on the proposed part-time 20mph speed restriction, Councillor Boulton requested that officers report back to Committee on "the means by which 30mph speed limits on North Deeside Road might be regularised". By this Councillor Boulton requested that the current 30mph on North Deeside Road should be extended to meet the current 30mph within the village of Cults thereby creating a continuous 30mph speed limit from the City to the west end of Cults.

  Speed surveys were carried out on the section between the new International School and the approved 30mph speed limit close to Northcote Road.
  The results came back with the average speeds being 41mph eastbound and 42mph westbound. These results are appropriate for a 40mph speed limit. These results were discussed with Grampian Police, who would ultimately be responsible for enforcing any reduction in speed, to get their views on the possibility of reducing it to 30mph. They were quite clear that they would not support such a move. It would create a false speeding problem on a rural part of North Deeside Road that the general public would expect them to enforce where there is currently no significant collision record. There are 4 "damage only" collisions that have occurred in the last three years along this stretch of carriageway: three were caused by drivers emerging onto North Deeside Road and failing to look properly and one caused by driver fatigue.
  We would therefore propose that the current speed limits remain on this section of the North Deeside Road.

  The extent of the length of road that was under consideration is indicated on the plan below and has no costs attached.

  Ward – (9) Lower Deeside, (11) Airyhall, Broomhill, Garthdee
  Elected members – Boulton, Malone, Milne and Cassie, Wisely, Yuill

❖ The following proposals will be funded by the developer

❖ **Riverside Drive** – Proposed "At any time" waiting restrictions

A request has been received from the facilities manager at Riverside House to progress a Traffic Regulation Order for "At any time" waiting restrictions to protect the accesses to Riverside House. This access is privately maintained, however to create enforceable restrictions a Traffic Regulation Order is required and this request will be treated as a developer-related request and this company will be required to fund the Traffic Regulation Order for its initial implementation and also all future maintenance costs.

The proposals are indicated on the plan below.

- Implementation costs – by property owner
- Estimated maintenance cost – by property owner

Ward – (12) Torry/Ferryhill
Elected members – Allan, Cormack, Donnelly, Kiddie,

➢ The following proposals will be funded from the Disable Parking Revenue budget

➢ **Disabled parking bays to be provided through the Disabled Persons Parking Places (Scotland) Act 2009**
There are 9 applications to be considered at this meeting.
(Plans are not included as, under normal circumstance, are located close to the properties.)

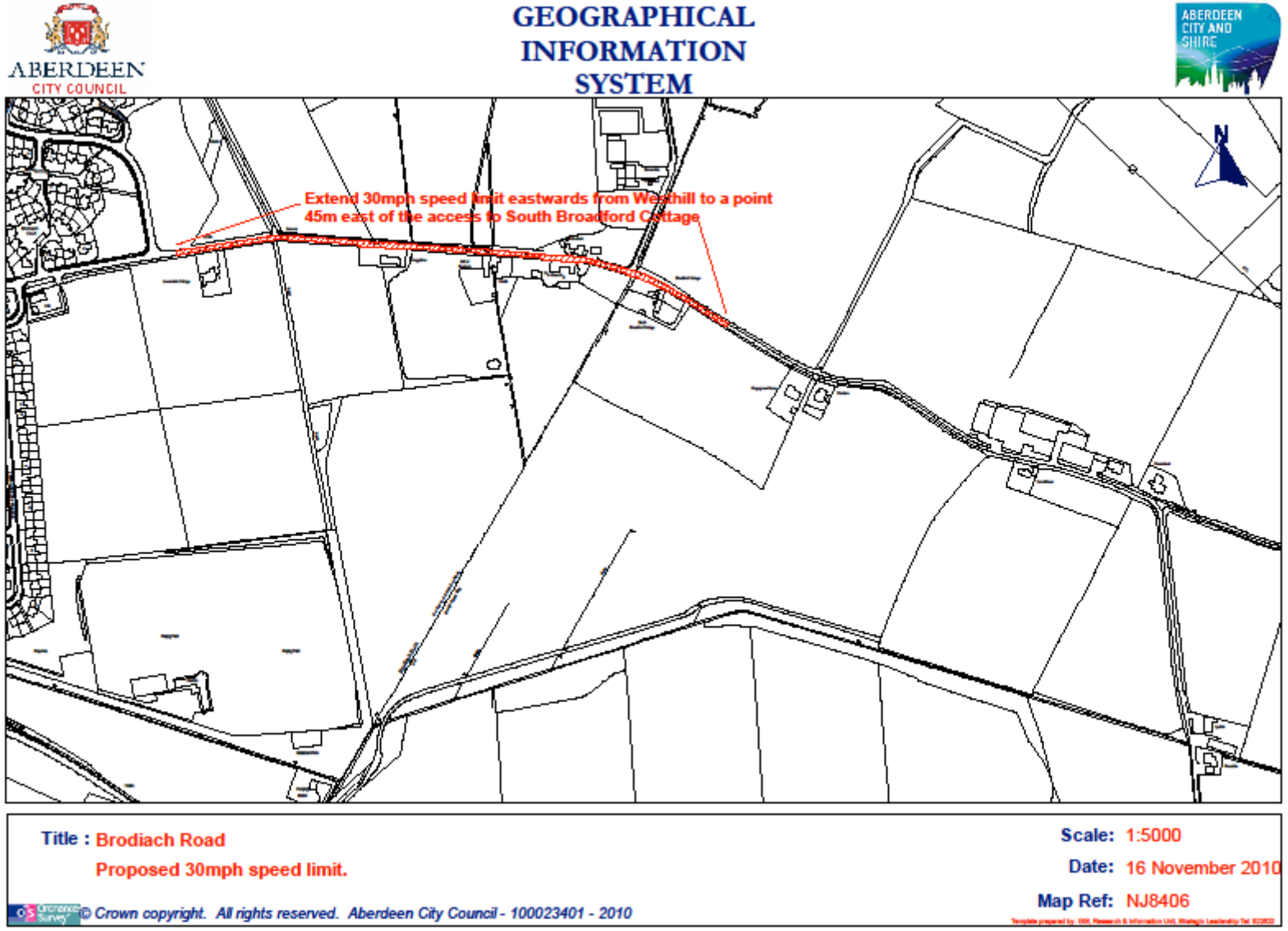
On-street parking – 8 spaces

28 Garden Road, Cults	58 Middlefield Crescent
1 Ronaldsay Square	45 Middlefield Crescent
44 Willowpark Crescent	136 Stronsay Drive
67 Brebner Crescent	11 Coningham Gardens

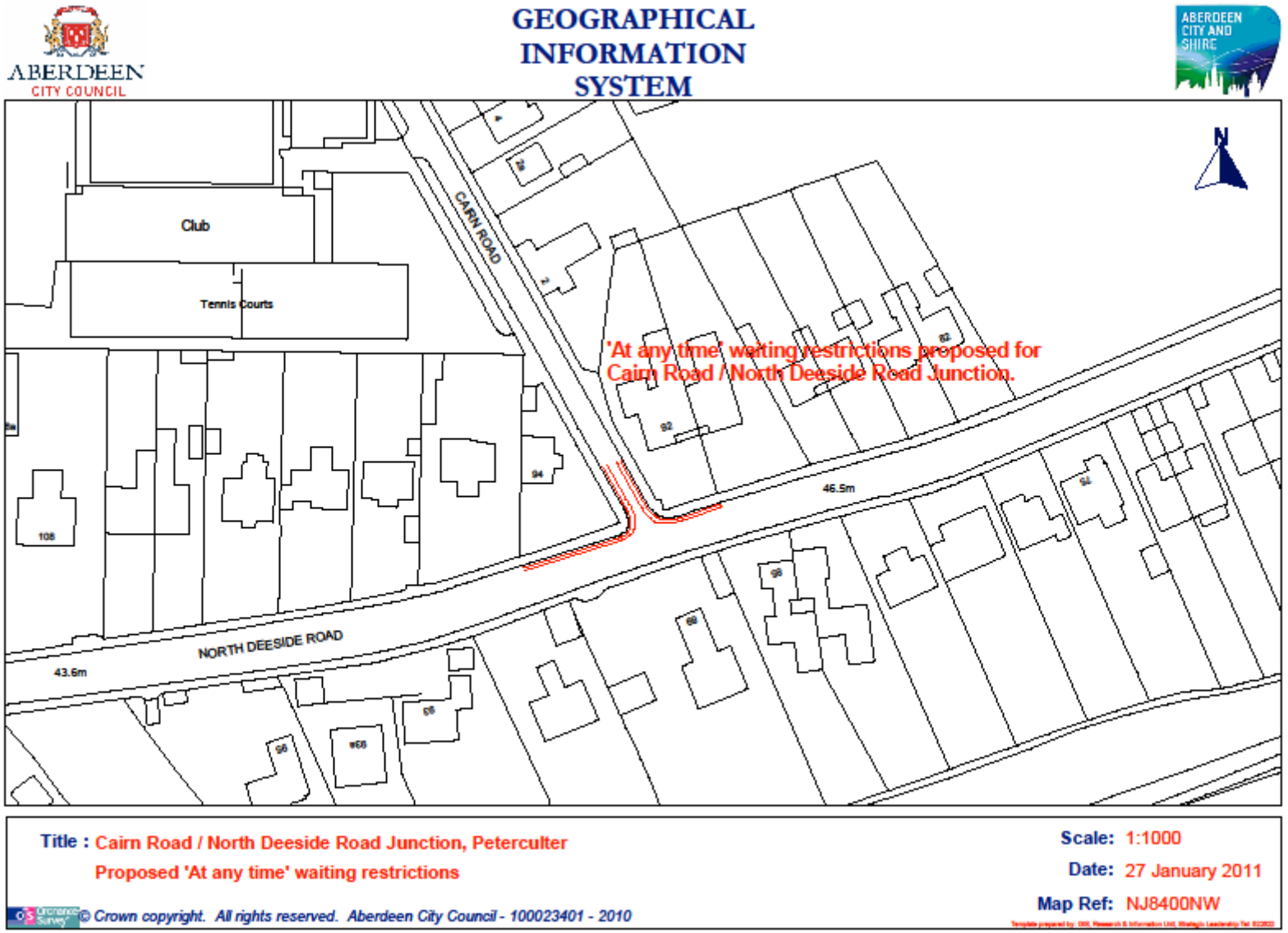
Non-specific spaces – N/A

Off-street parking – 5 spaces
Heatheryburn Primary School

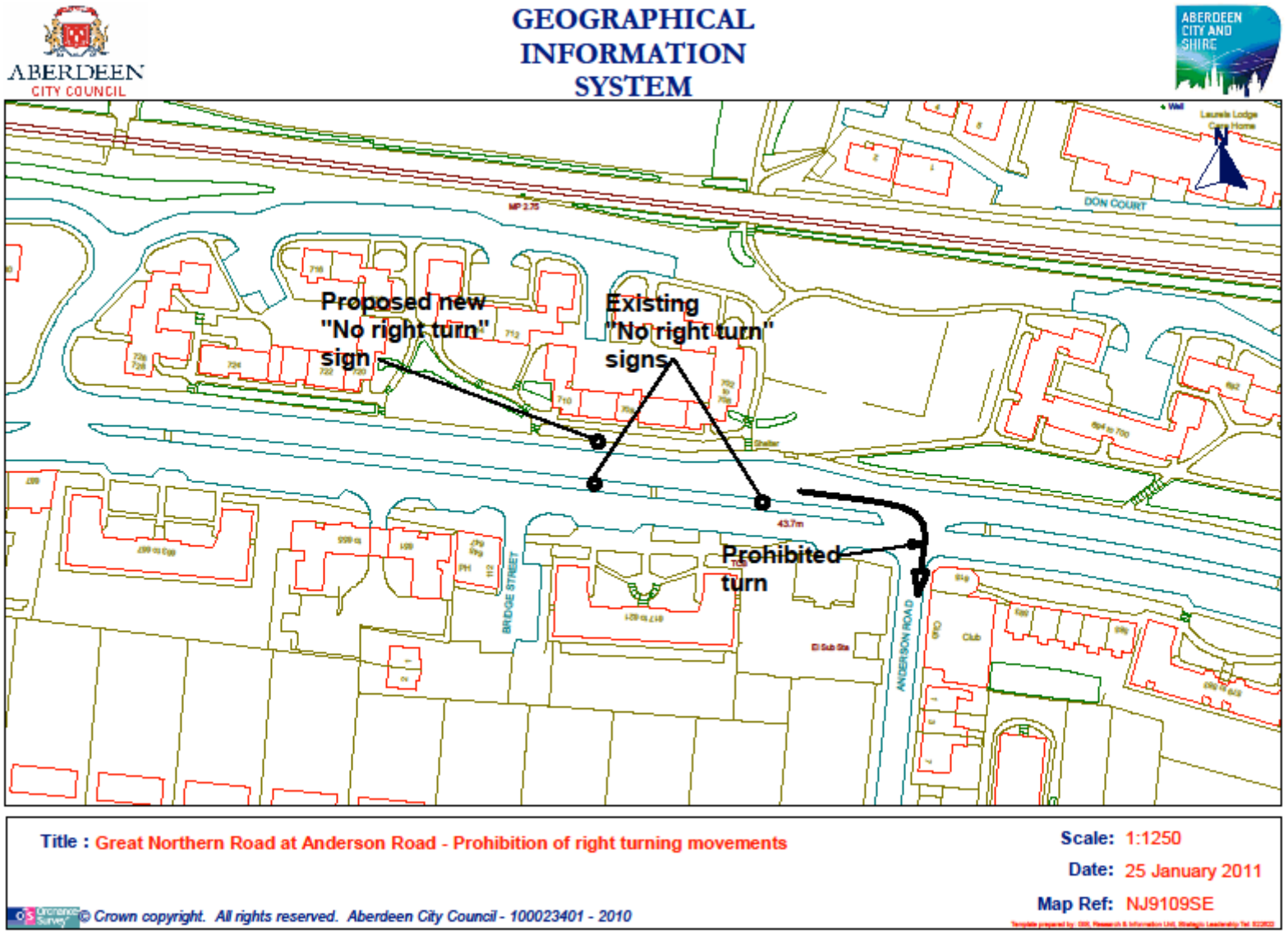
- **<u>Brodiach Road</u>** – Proposed extension of 30mph speed limit from the existing limit at Westhill to a point 120m east of the City boundary.



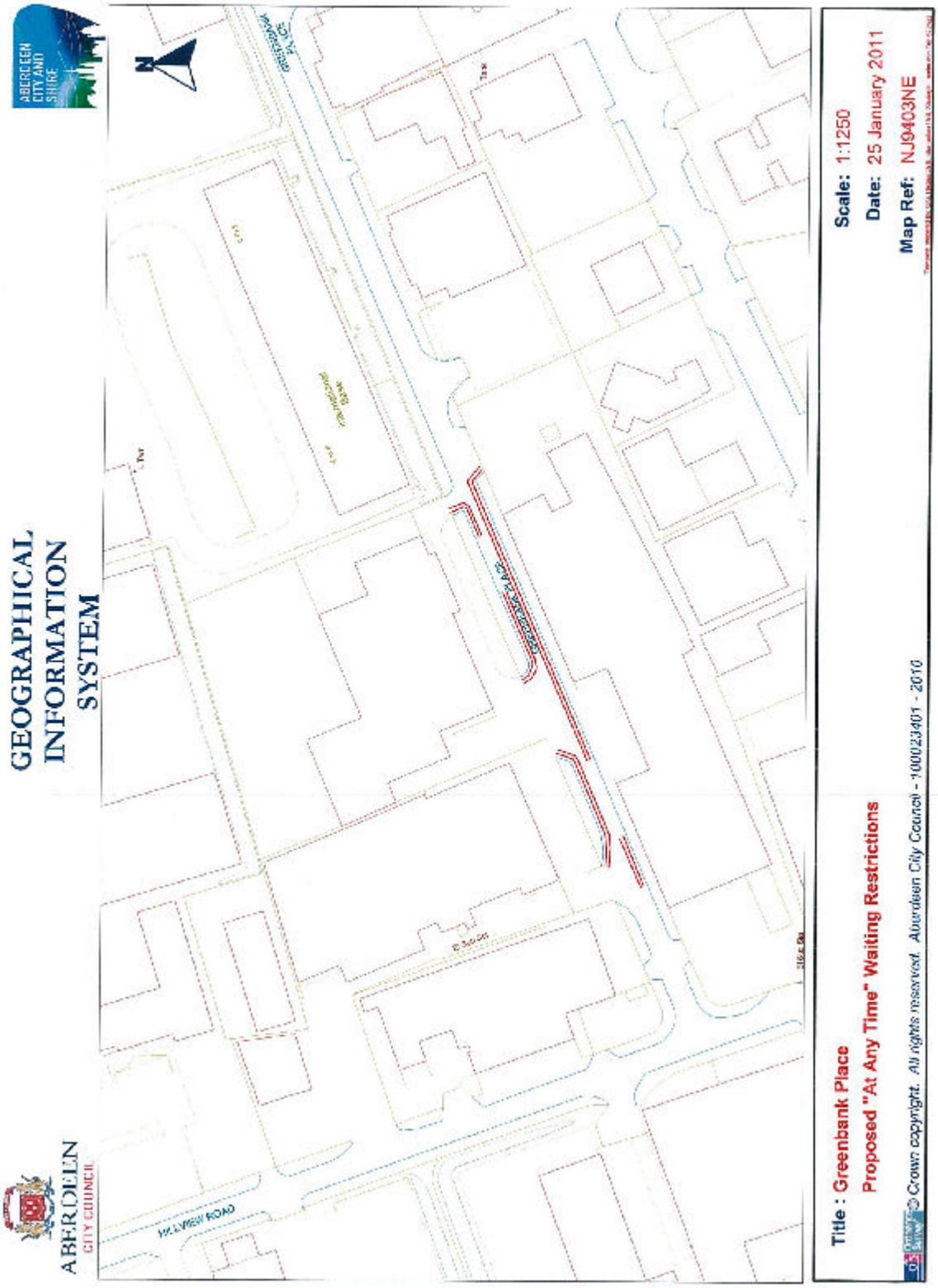
- **<u>Cairn Road, Peterculter</u>** – Proposed "At any time" waiting restrictions



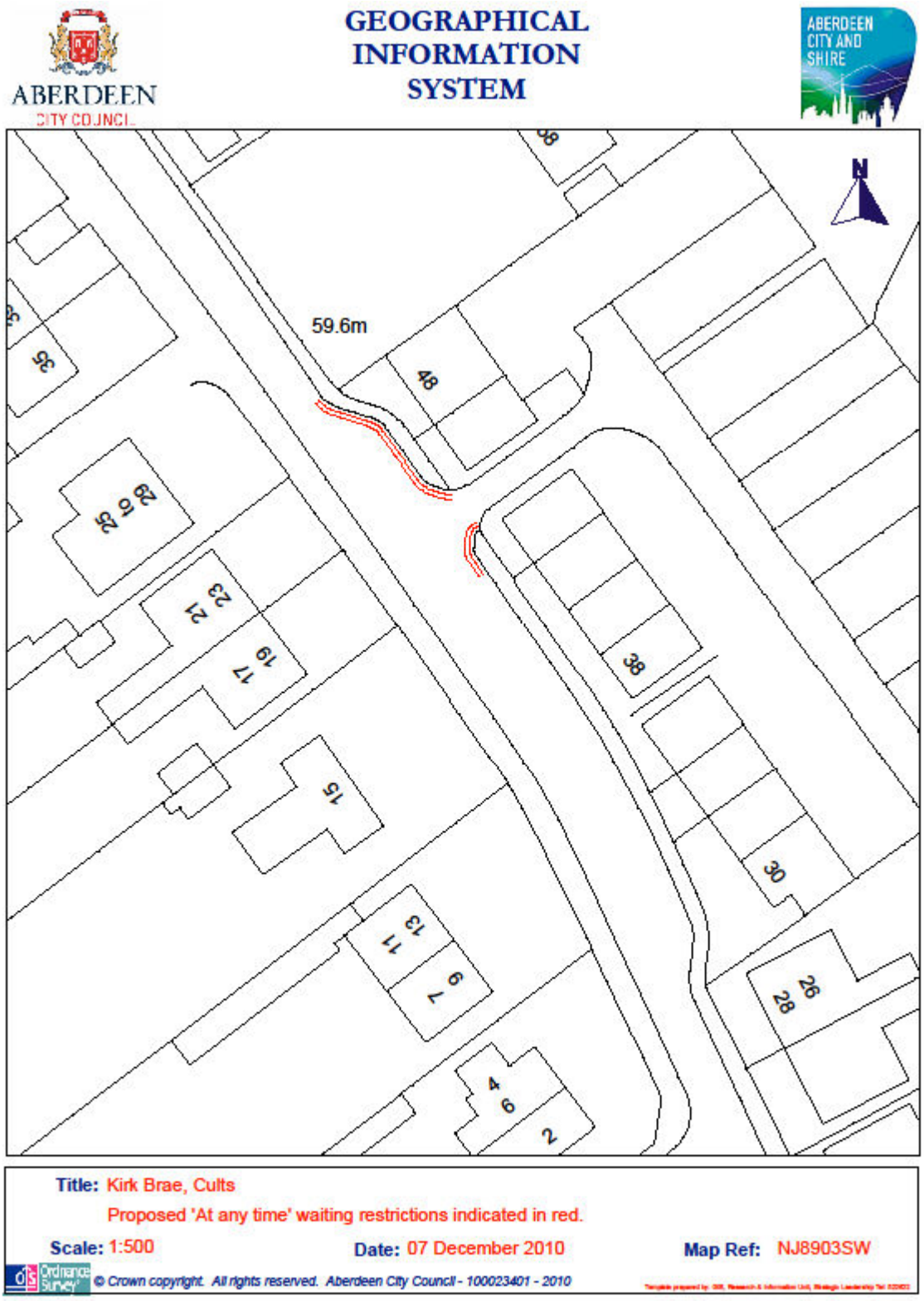
- **<u>Great Northern Road/Anderson Road</u>** – Prohibition of right-turns into Anderson Road



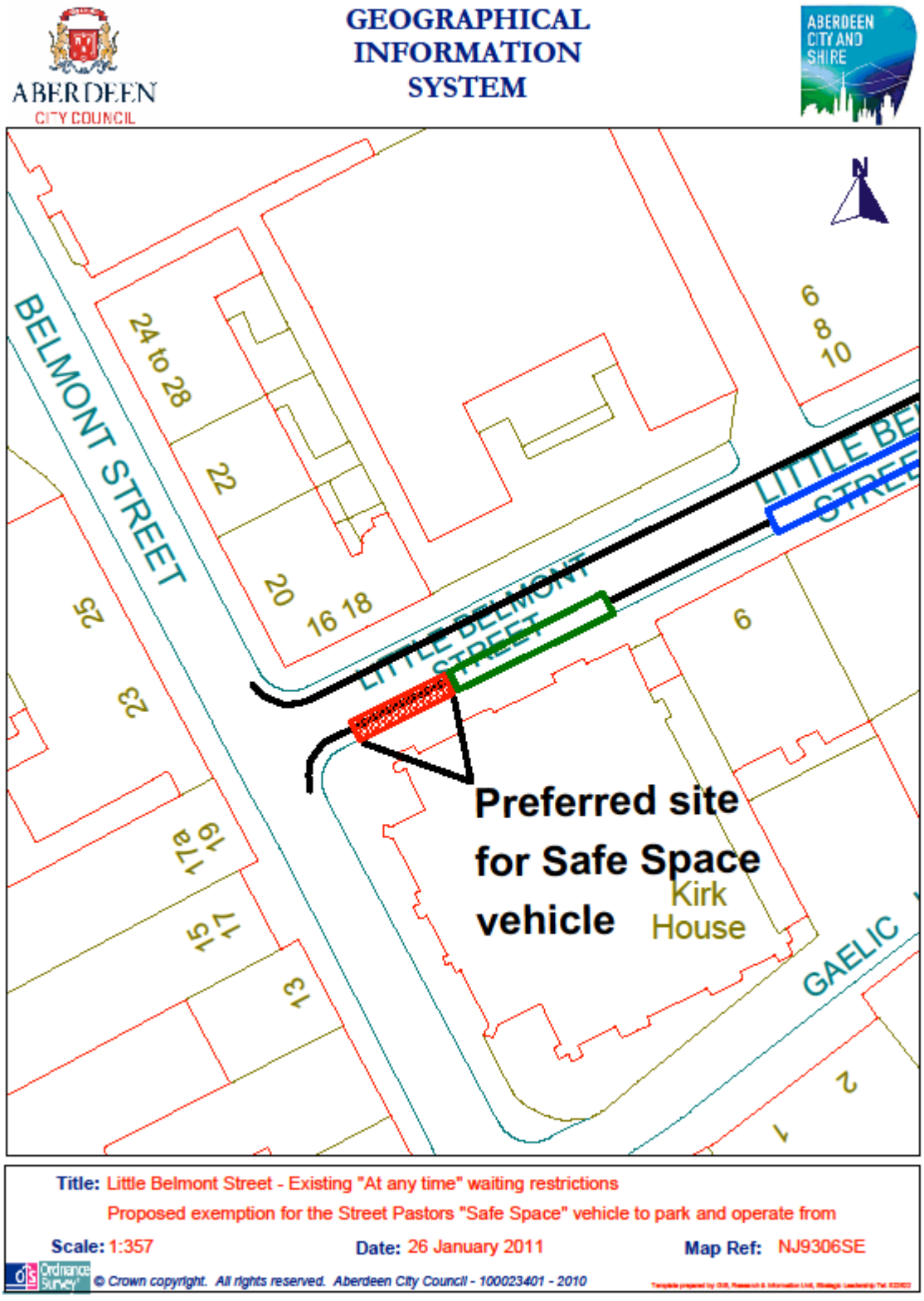
- **<u>Greenbank Place</u>** – Proposed “At any time” waiting restrictions



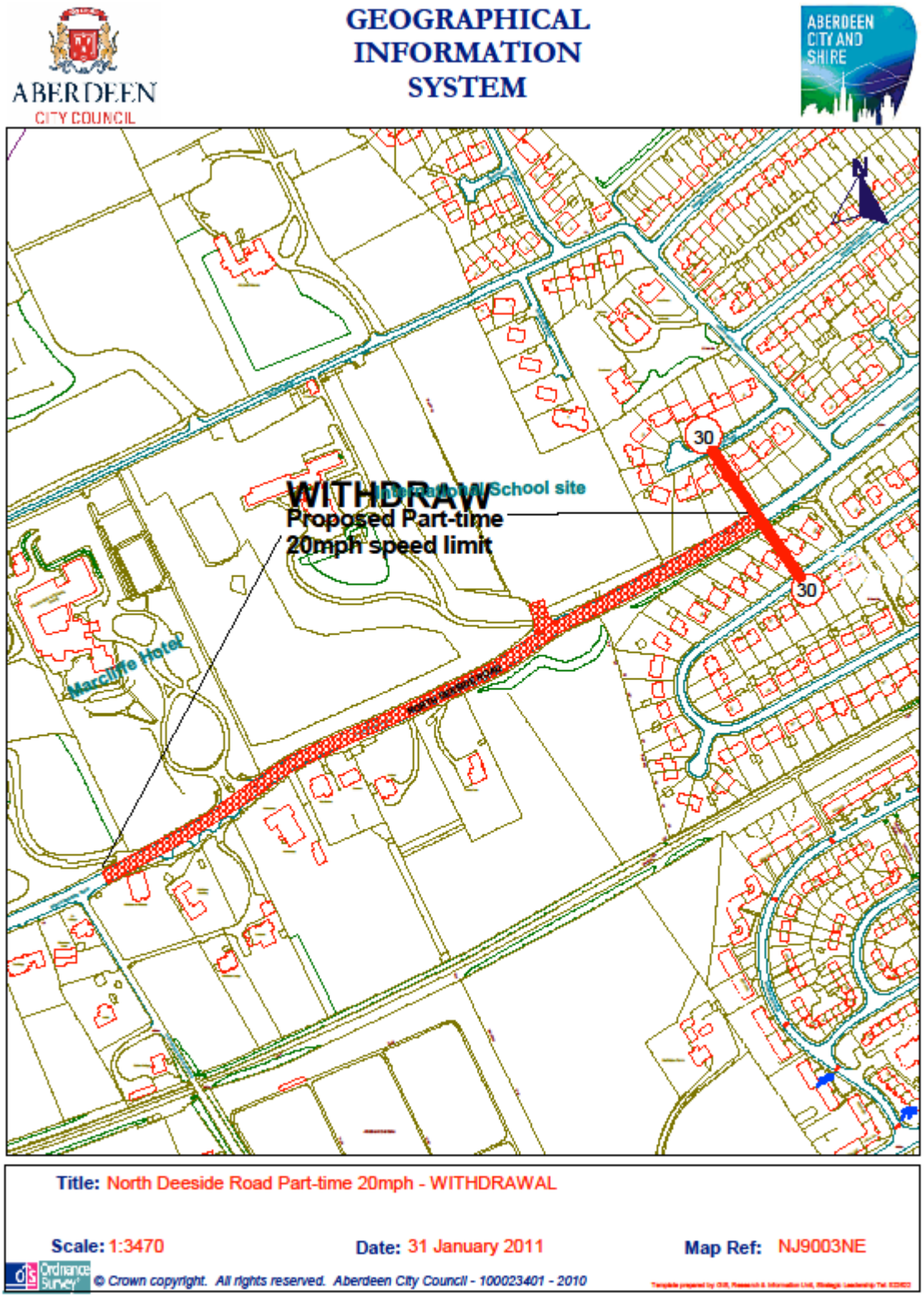
- **<u>Kirk Brae, Cults</u>** – Proposed “At any time” waiting restrictions



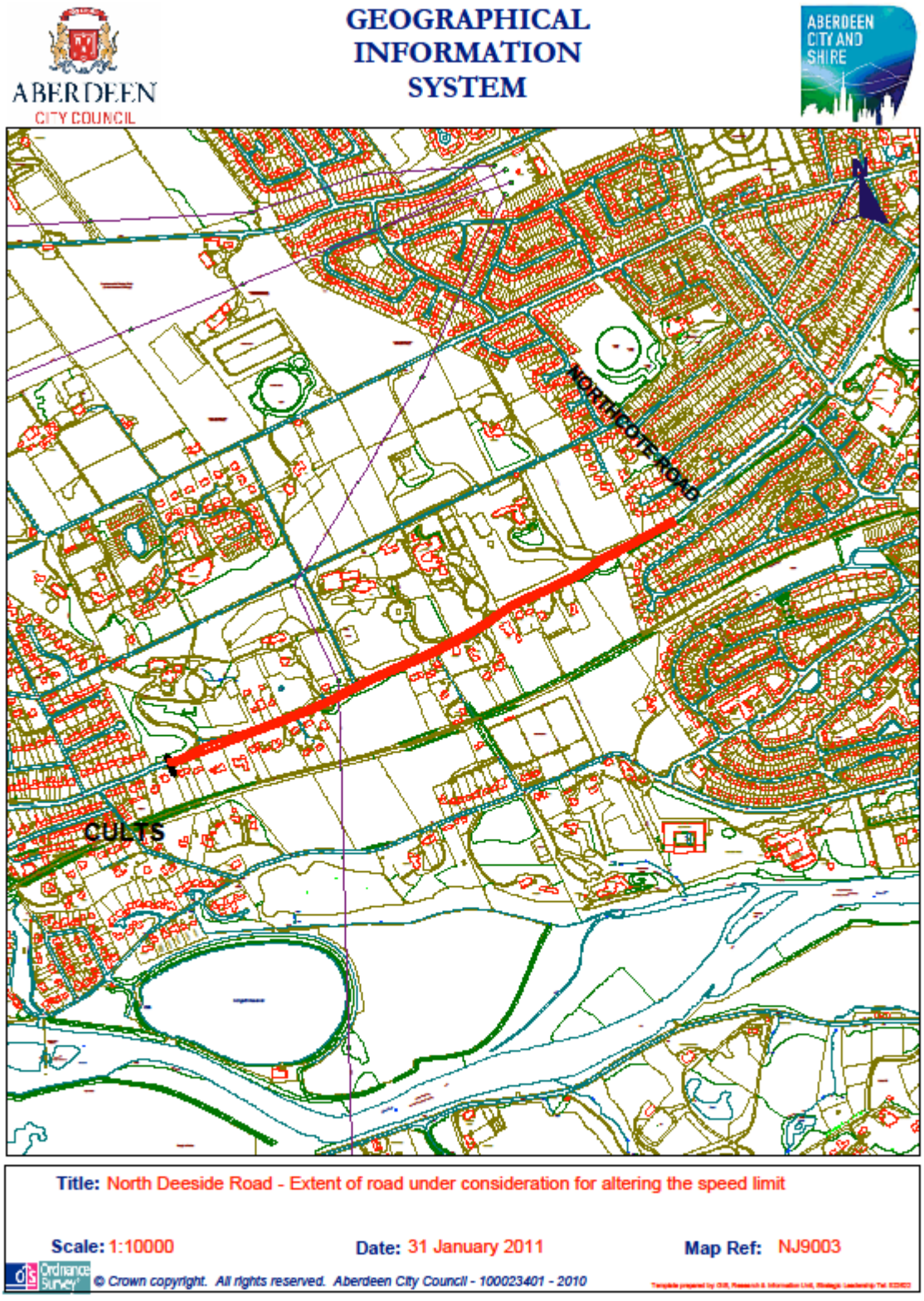
- **Little Belmont Street** – Existing "At any time" waiting restrictions – proposed exemption for the Street Pastors "Safe Space" vehicle to park and operate from.



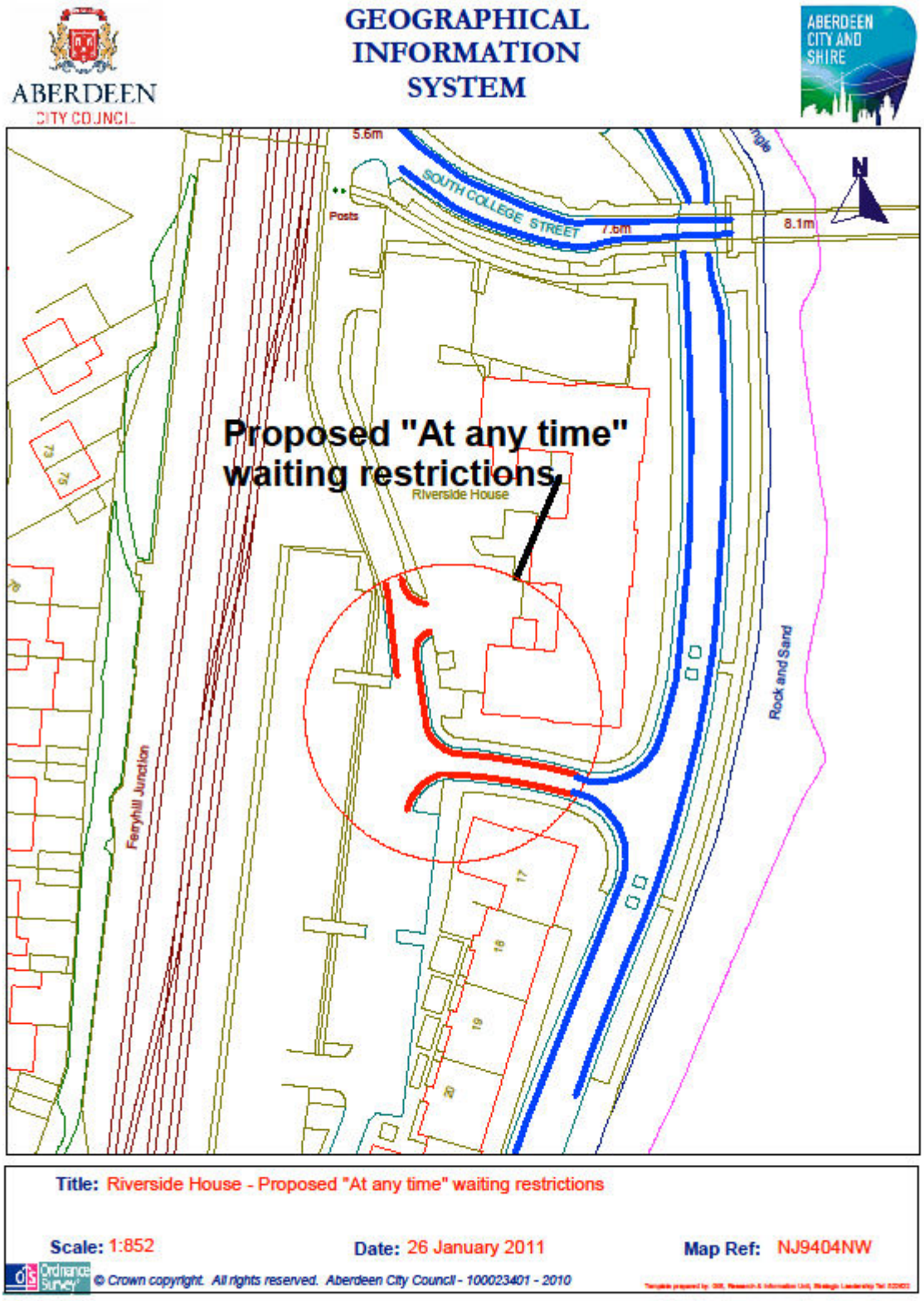
- **North Deeside Road** – Withdrawal of Part-Time 20 mph speed limit proposal at International School.



- **<u>North Deeside Road</u>** – Extent of 30mph section.



❖ **<u>Riverside Drive</u>** – 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.

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 Convenor: **Councillor John West** - 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	Has been consulted and has no comment
Councillor Muriel Jaffrey	Has been consulted and has no comment
Councillor Alan Milne	Has been consulted and has no comment
Councillor George Penny	Has been consulted and has no comment
Councillor Richard Robertson	Has been consulted and has no comment
Councillor Kevin Stewart	Has been consulted and has no comment
Councillor 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 Callum McCaig	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	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 and queried the lack of maintenance costs associated with disabled spaces. These spaces rarely require line refreshing as the residents generally move on and spaces removed before repainting is required.*
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 – *has been consulted and has no comment to make*
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	15 March 2011
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	The Aberdeen City Council (City Centre) (On-Street Car Club Parking Spaces) Order 2011
REPORT NUMBER:	CG/11/022

1. PURPOSE OF REPORT

A single statutory objection has been received in response to the public advertisement of the above-named order. This objection is discussed in section 5 below. The statutory notice is attached as an appendix.

2. RECOMMENDATION(S)

The recommendation is that the objection be overruled and the order made as originally envisaged.

3. FINANCIAL IMPLICATIONS

This is being funded by NESTRANS at a cost of £10,000.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

This order would provide for the establishment of a number of on-street parking bays reserved exclusively for vehicles operated by an associated car club. The cars entitled to use the bays would be identifiable by their registration numbers and also by the display of special parking permits issued to the car club in terms of the traffic order.

Broadly speaking, a car club is an organisation that owns or leases, and maintains, a fleet of cars from which its members can book a vehicle whenever they need it. The club pays for tax, insurance, servicing, cleaning and fuel, whereas members pay a joining fee and a subsequent fee for each journey made.

48 cities or towns in the UK (including London of course) currently operate successful car clubs. The concept has only failed once, in Liverpool, because of vandalism in poorly lit areas.

Studies by Carplus, a national charity supporting responsible car use, have shown that 10% of car club members will give up owning a car ***or*** sell a second family car ***or*** defer owning a car in the first place. Typically, this results in ten vehicles slipping off the radar for each car club vehicle. The environmental benefits are evident, and individuals are encouraged to consider more closely whether they really need a car, or (more likely) whether they really need a second one.

The only objection received is from Miss Margaret Greig of 9 Crimon Place, who has first of all identified a blind corner at the end of her street, just before Golden Square (and also coming off Golden Square into Crimon Place, in the other direction). Ms Greig thinks that having two cars parked on that very short part of the street will be dangerous and that the obvious place for the bays would be around the statue at the centre of Golden Square.

The spaces in question are indeed restricted by yellow lining at the moment, although allowing parking in them would not cause disquiet. However, my roads colleagues agree with Miss Greig that it would be altogether more desirable to have these spaces more visible in Golden Square, not around the statue in the centre (where the Council's relationship with the British Legion is such that it might seem discourteous to alter the parking arrangements so soon after taking over the operation of them) but at two locations on the street side of the central area instead.

However, this minor change would still require a traffic order, albeit that the alteration could be achieved by adding it to the next citywide collection of minor measures. Accordingly, were this to be done, there is little risk that final implementation in Golden Square would have fallen behind the implementation of the car club spaces elsewhere.

Miss Greig also expresses considerable scepticism that the overall plan is *a "green" initiative – dreamed up by politicians and "urban intellectuals" – to reduce the number of cars in the city centre by trying to persuade people that they don't need cars.*

*From an urban **realist's** perspective, this initiative will have little effect on city centre traffic which has become a problem as a result of **poor planning**: over the last 30+ years, developers have over-developed city centre sites by being allowed to **"buyout" the lack of parking.***

The motor car has been around for more than 100 years; since the end of World War 2, incomes at all levels have risen and credit has become easily available hence ++ cars. It is quite unacceptable for the Council to be treating ***city centre residents and visitors as pariahs*** *for daring to own cars."*

It is difficult to know how to respond to this set of criticisms. Scepticism about green initiatives is a powerful strand in the popular imagination, and it also finds fields of expression in political and academic spheres. Nevertheless, such scepticism also stands clearly outwith the broad impetus of this Council's transportation policies, in terms of which it is difficult to argue against a scheme that appears likely to reduce the number of cars coming into the city centre. Under these circumstances, I am bound to recommend that the objection be overruled.

6. IMPACT

The Vibrant, Dynamic and Forward Looking document has a range of aspirations under the heading "transport" (paragraph 7), and the car club proposal seems compatible with many of those aspirations.

Likewise, there are objectives in the Community Plan to maximise accessibility for pedestrians and all modes of transport, and, again, the current proposals sit well with these objectives.

7. BACKGROUND PAPERS

No background papers were used as a point of departure for writing this report (other than the statutory objection itself).

8. REPORT AUTHOR DETAILS

David S Wemyss
Senior Committee Services Officer (Roads Legislation)
dwemyss@aberdeencity.gov.uk
01224 522523

ABERDEEN CITY COUNCIL
ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (CITY CENTRE)
(ON-STREET CAR CLUB PARKING SPACES) ORDER 2011

1. Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984.

2. The effect of the order will be to establish on-street parking bays reserved exclusively for vehicles operated by an associated car club.

3. The bays will be established at the lengths of kerbside specified in the schedule to this notice.

4. The cars entitled to use the bays will be identifiable by their registration numbers and also by the display of special parking permits issued to the car club in terms of this order.

5. Full details of the proposals are to be found in the draft order, which, together with maps showing the intended bays and an accompanying statement of the Council's reasons for seeking to establish them, may be examined during normal office hours on weekdays between 29 December 2010 and 26 January 2011 inclusively, in the offices of the Road Safety and Traffic Management Team. Please call at the ground floor of St Nicholas House, Broad Street, Aberdeen.

6. It is recommended that anyone visiting St Nicholas House to view the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. The telephone number is 523463.

7. Anyone wishing to object to the proposed order should send details of the grounds for objection in writing to the undersigned during the statutory objection period which also runs from 29 December 2010 until 26 January 2011 inclusively. Any objection should state (1) the name and address of the objector, (2) the matters to which it relates, and (3) the grounds on which it is being made.

8. Any person who submits an objection should note that the Committee agendas are public documents, available in libraries and also distributed to the press. Objectors' names and addresses, perhaps with summaries of their observations, may be able to be found in these agendas. Also, although the original letters of objection will not ordinarily be copied as part of the agenda, they are available for inspection by Councillors and are essentially in the public domain. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures blanked out.

Jane MacEachran
Head of Legal and Democratic Services
Aberdeen City Council, Town House, ABERDEEN

SCHEDULE

Albyn Lane
North side from a point 70 metres west of the extended western kerbline of Alford Lane westwards for a distance of 12 metres.

Albyn Place
North side from a point 48 metres west of the extended western kerbline of Rubislaw Place westwards for a distance of 12 metres.

Chapel Street
Each side from a point 16 metres south of the extended southern kerbline of Huntly Street southwards for a distance of 12 metres.

Crimon Place
North side from a point 10 metres west of the extended western kerbline of Golden Square westwards for a distance of 10 metres.

East Craibstone Street
North side from a point 14 metres west of the extended western kerbline of Bon Accord Street westwards for a distance of 6 metres.

Hollybank Place
Both sides from a point 11 metres east of the extended eastern kerbline of Holburn Street eastwards for a distance of 6 metres.

Queen Street
North-west side from a point 102 metres north-east of the extended north-eastern kerbline of Broad Street north-eastwards for a distance of 6 metres.

Rose Street
West side from a point 7 metres north of the extended northern kerbline of Margaret Street northwards for a distance of 6 metres.

Rosemount Viaduct
South-west side from a point 2 metres north-west of the extended north-western kerbline of Gilcomston Park north-westwards for a distance of 6 metres.

South Silver Street
West side from a point 34 metres north of the extended northern kerbline of Union Street northwards for a distance of 6 metres.

Stanley Street
Both sides from a point 8 metres west of the extended western kerbline of Albyn Grove westwards for a distance of 6 metres.

West Craibstone Street
North side from a point 6 metres east of the extended eastern kerbline of Bon Accord Terrace eastwards for a distance of 6 metres.

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	The Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 2011
REPORT NUMBER:	CG/11/021

1. PURPOSE OF REPORT

A single statutory objection has been received as a result of the public advertisement of this order. The objection is discussed in section 5 below. The statutory notice is attached as an appendix, for information.

2. RECOMMENDATION(S)

The recommendation is that the objection be overruled and the order made as originally envisaged.

3. FINANCIAL IMPLICATIONS

This is being funded by NESTRANS who committed £180,000 to the scheme at their board meeting on 16 February this year.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

During the main statutory objection period, no representations came in. However, a preliminary consultative response was being held over from the earlier (preliminary) statutory stage, this having been received from Mr Derek Williams, on behalf of Aberdeen Cycle Forum.

The Cycle Forum welcomes the assistance that bus lanes can give to cyclists on busy routes, but has concerns with the current proposal.

The first of these is that bus punctuality is a problem at the location in question (at the top of King Street leading round into Castle Street) because buses are impeded by large volumes of cars, a problem which the Forum believes will not be cured by a bus lane. In particular, they suggest that traffic heading for Market Street be diverted away from King Street/Castle Street altogether, and channelled through Virginia Street instead. In fact there are already signs recommending Virginia Street as a preferred route for HGVs, but any attempt to divert general traffic away from King Street/Castle Street would require a major traffic management scheme.

At present, along the King Street/Castle Street section where the bus lane would be introduced, there is already an advisory cycle lane which is well used. There is enough space for traffic to overtake cyclists using the cycle lane, whereas (the Forum argues) the new bus lane would be too narrow to allow safe overtaking of cyclists by buses or taxis (especially at peak times when the outside lane would be busy).

Also, the bus lane would only apply at peak times; at other times it would be open to all traffic, and cyclists would have no dedicated allocation of road space at all. The Forum rejects the idea that a part-time bus lane offers a like-for-like replacement of a cycle lane.

Finally, there is a complaint that the proposal actually offers advantages to car users. Bus lanes would be removed from the flow of cars and, outside peak times, roadspace for cars would be doubled, and the bus lane approaching the junction with Market Street would be reduced. The objectors argue that advantaging cars and disadvantaging cyclists does not comply with the transport hierarchy set out in national planning policy.

The roads officials acknowledge that, from the point of view of cyclists' interests alone, the new arrangements are less favourable. However, the diminution is not a large one, and the wider benefits to buses and taxis – and to cars and vans and lorries outwith peak times – are considerable. Transport hierarchies should not be interpreted as an excuse to make things difficult for car users if there is no realistic strategic purpose in so doing.

6. IMPACT

The Vibrant, Dynamic And Forward Looking document has a range of aspirations under the heading "Transport" (paragraph 7), and, as is outlined in the previous section, the compatibility of those aspirations with the current order is a matter of dispute with Aberdeen Cycle Forum, as is the order's compatibility with similar objectives in the Community Plan.

7. BACKGROUND PAPERS

No background papers were used as a point of departure for writing this report (other than the statutory objection itself).

8. REPORT AUTHOR DETAILS

David S Wemyss
Senior Committee Services Officer (Roads Legislation)
dwemyss@aberdeencity.gov.uk
01224 522523

ABERDEEN CITY COUNCIL
ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (BUS LANES IN ABERDEEN) (AMENDMENT) ORDER 2011

1. Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984.

2. The effect of the order will be to amend The Aberdeen City Council (Bus Lanes in Aberdeen) (Consolidation) Order 2004 by adding a new section of bus lane and revoking an existing section.

3. The new length of bus lane would be established at the top of King Street leading round into Castle Street. It would begin on King Street at a point 66 metres (or thereby) south of the extended south kerbline of East North Street and continue up to and into Castle Street, ending at a point 34 metres (or thereby) west of the extended west kerbline of Marischal Street, operating from 7.30am until 9.30am and from 4.00pm until 6.00pm, on every day except Sundays.

4. The revocation proposal means that the existing bus lane on Union Street between the extended east kerbline of The Adelphi and a point 48 metres (or thereby) east of the extended east kerbline of Market Street would be removed.

5. The new lane is intended to improve journey times for buses and other permitted vehicles whereas the revocation is intended to provide more capacity for lane interchange.

6. Full details of the proposals are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 29 December 2010 and 26 January 2011, inclusively, in the offices of the Road Safety and Traffic Management Team. Please call at the ground floor of St Nicholas House, Broad Street, Aberdeen.

7. It is recommended that anyone visiting St Nicholas House to view the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. The telephone number is 523463.

8. Anyone wishing to object to the proposed order should send details of the grounds for objection in writing to the undersigned during the statutory objection period which also runs from 29 December 2010 until 26 January 2011, inclusively. Any objection should state (1) the name and address of the objector, (2) the matters to which it relates, and (3) the grounds on which it is being made.

9. Any person who submits an objection should note that the Committee agendas are public documents, available in libraries and also distributed to the press. Objectors' names and addresses, perhaps with summaries of their observations, may be able to be found in these agendas. Also, although the original letters of objection will not ordinarily be copied as part of the agenda, they are available for inspection by Councillors and are essentially in the public domain. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures blanked out.

Jane MacEachran
Head of Legal and Democratic Services
Aberdeen City Council,
Town House,
ABERDEEN

ABERDEEN CITY COUNCIL

COMMITTEE:	**Enterprise, Planning & Infrastructure**
DATE:	**15 March 2011**
DIRECTOR:	**Gordon McIntosh**
TITLE OF REPORT:	**Proposed Controlled Pedestrian Crossing on King's Gate at Forest Road – Results of Surveys**
REPORT NUMBER:	**EPI/11/063**

1. PURPOSE OF REPORT

The purpose of this report is to advise the Committee of the outcome of pedestrian surveys, undertaken in accordance with methods adopted by Aberdeen City Council, to determine whether a controlled pedestrian crossing facility is justified on King's Gate near to its junction with Forest Road. The surveys were undertaken following concerns raised by the Parent Council of Mile-End School and the local elected members as a result of the school relocating as part of the 3Rs programme.

2. RECOMMENDATION(S)

It is recommended that the Committee note the content of the report and:

1. Agree that no further action be taken in relation to the provision of a controlled pedestrian crossing facility on King's Gate near to its junction with Forest Road and;

2. Instruct officers to hold early discussions with the developer of the former Oakbank School site to determine a suitable location on King's Gate for a controlled pedestrian crossing facility which will be included as a condition of the planning approval.

3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications associated with the content of this report as, taking the survey results into consideration, it is recommended not to proceed with the installation of a controlled pedestrian crossing facility.

3.2 The Committee should note that should the planning application for the proposed redevelopment of the Oakbank School site be approved, there is an agreement whereby the applicant is required to make a contribution toward the cost of a controlled pedestrian crossing on King's Gate. Officers will however hold early discussions with the developer to determine the position of the crossing in order to aid Mile-End School pupils crossing King's Gate.

4. OTHER IMPLICATIONS

4.1 There are no other implications.

5. BACKGROUND / MAIN ISSUES

5.1 As a result of the relocation of Mile-End School from its former site on Midstocket Road to the new location off Raeden Park Road, concerns were raised at a public meeting by the Mile-End Primary School Parent Council and the elected members in relation to suitability of crossing points on King's Gate. All other items raised at the meeting have since been addressed. The area around the Forest Road junction was highlighted at this public meeting as a location where pedestrian flows were high and it was intimated that this may be a suitable location for a controlled pedestrian crossing facility. At the time of the initial enquiry, the new school had not yet opened its doors to pupils therefore officers were unable to accurately predict the likely pedestrian flows and walking routes at that point in time. It was agreed with the elected members that pedestrian surveys would be undertaken following the opening of the school to assess whether a controlled crossing was justified.

5.2 At present there is a controlled crossing facility on King's Gate to the west of the Fountainhall Road junction. No additional controlled crossings are in place west of this site, however there are a number of traffic islands along the length of King's Gate, one of which is positioned approximately 15 metres east of Forest Road. A school crossing patroller operates at this site to ensure the safe crossing of King's Gate for Mile-End School pupils.

5.3 Mile-End School opened for pupils at its new site on 14 April 2010. An initial pedestrian crossing survey was undertaken on King's Gate to the east of Forest Road on Thursday 29th April 2010. A further survey was carried out on Tuesday 26th January 2011 at the same location.

5.4 When considering possible sites for a pedestrian facility, standard methods of assessment adopted by Aberdeen City Council are utilised. These methods measure not only 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 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.

5.5 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.

5.6 In accordance with the aforementioned approved policy, a PV^2 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. At locations where a PV^2 value of between 0.7×10^8 and 1.0×10^8 the provision of a zebra crossing will be considered.

5.7 The survey carried out in April 2010 generated a PV^2 figure of 0.523×10^8. The figure calculated from the January 2011 survey results was 0.489×10^8 thus a controlled pedestrian crossing facility is not justified at this location based upon national guidance and the locally adopted policy.

5.8 The Committee should also note that no accidents involving pedestrians have occurred at the site in question over the past 5 years.

6. IMPACT

6.1 This report is in accordance with the administration's Vibrant, Dynamic and Forward Looking, under Paragraph 6 of the section of the document headed "Transport".

6.2 It also meets with the local Community Plan objectives to continually improve road safety and maximize accessibility for pedestrians and all modes of transport.

6.3 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

Minute of Development Management Sub-Committee meeting of 13 May 2010;

Pedestrian Crossing Survey results – 29 April 2010 / 28 January 2011

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure	DATE	15 March 2011
DIRECTOR	Gordon McIntosh		
TITLE OF REPORT	Roads and Transport Related Budget Programme 2011-2012		
REPORT NUMBER:	EPI/11/092		

1 PURPOSE OF THE REPORT

This report brings together the proposed roads and transportation programme from the approved Revenue and Capital budgets for 11/12. This is presented as a provisional programme. Members are asked to approve the specific schemes where detailed and the budget headings for the remainder. In addition provisional programmes for 2011/12 and 2012/13 are also included where possible.

2 RECOMMENDATIONS

1. The Committee approves the schemes listed in the Appendices as the detailed proposals for expenditure within budget headings.

2. Instruct appropriate officials to implement the detailed programme.

3. Agree for officers to amend the programme in consultation with local members should priorities change during the year.

4. Where traffic legislation is necessary, to approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures.

   Where no significant objections have been received at the statutory consultation or public advertisement stages to instruct the appropriate officials to implement the scheme, otherwise these would be reported back to future committee.

5 Grant approval to appropriate officers to award contracts on receipt of a valid tender submission subject to necessary funding in the approved revenue and capital budget

3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Revenue and Capital budgets for 2011 - 2012.

4. SERVICE & COMMUNITY IMPACT

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

The implementation of the programme will assist roads and footways within the City being maintained to an acceptable standard thus reducing the risk of injury to members of the public.

The proposals are in line with our Transportation Strategy to provide safe crossing, cycling and walking facilities and reduce traffic speeds thereby contributing to accident reduction across the City and improve safety for all road users.

Aberdeen is an even more attractive place in which to do business (VD&FL).

Continue to invest in proper maintenance of roads, pavements and street lights (VDFL);

Single Outcome Agreement, National Outcomes5, 6, 10, 12, & 14

5. OTHER IMPLICATIONS

There are risks in promoting Traffic Regulation Orders due to possible public objection and this may delay some of the proposed schemes.

6. REPORT

This report brings together, for members' information, the proposed programme for Capital Funding spend for both Roads and Transportation for 2011/2012 together with provisional reserve list programme for 2012/2013.

The provisional programmes for 2012/2013 will allow substitution of schemes should it not be possible to implement any of the 2011/2012 schemes.

The appendices set out the proposed programme of works which will be funded through the approved Capital budgets of the Council together with linkages to the neighbourhood community action plans

Traffic Lights and Pedestrian Crossing: A Capital budget of **£400,000** has been allocated to allow the continued upgrade of the systems across Aberdeen, corridor delays are reduced by the upgrading of these outdated systems ensuring

that there are no delays in obtaining outdated parts. This proposed programme of works and reserve programme are set out in **Appendix A**

Lighting Improvements: Planned lighting improvements have been allocated a capital budget of **£300,000**. This will be used, in the majority, for the replacement of lighting columns that have been identified as potentially dangerous or beyond their design life. All new street lights are being designed with energy reduction being a major consideration this reduces the energy bill and also lowers Aberdeen City Council's carbon footprint. Proposed programme and reserve programme for Street Lighting are in **Appendix B.**

Cycling Walking Safer Streets: A grant of **£307,000** has been awarded by the Scottish Government for Cycling Walking Safer Streets (CWSS) projects in Aberdeen. The programme for these works are detailed in **Appendix C** and will provide significant road safety benefits in an effort to achieve accident reduction as well as reduce the number and severity of injuries sustained in road traffic accidents across the city. All schemes will be implemented as soon as possible subject to the successful promotion of any required legislation. A requirement for this budget is that the spend on cycling schemes should be a minimum of 36% of the grant.

Road Safety Schemes: A Capital Budget of **£50,000** has been allocated for Road Safety Schemes. This budget is primarily used for the implementation of small scale traffic schemes, lining and signing which assists in the provision of safer streets for all the traveling public. The proposed programme of spend for this budget is in **Appendix D**

Footway Resurfacing: A budget of **£400,000** has been allocated for footway resurfacing. The programme has been formulated on the basis of detailed surveys and targeted at footways categorised as being in a bad or poor condition. The condition of sections of footway included in the programme are shown in the report under **Assessed Condition,** in order to maintain a standard level of comparison all footways have been assessed by the same person The detailed programme is set out in **Appendix E.** A Reserve programme is given in **Appendix F**

Carriageway Resurfacing: The Capital carriageway resurfacing programme has been allocated a budget of **£2,175,000**. The programme is generally prepared on the basis of the results of the road condition surveys of the existing infrastructure. The detailed programme is set out in **Appendix G**. A Reserve Programme is given in **Appendix H**.

The survey identifies sections of road as falling into one of three categories, Green – acceptable condition, Amber – causing concern and should be considered for treatment and Red – of concern and requiring treatment. (A copy of the Road Condition Index is attached as **Appendix N**)

The condition of sections of carriageway included in the programme are shown in the report under **Assessed Condition,** in order to maintain a standard level of comparison all roads surfaces have been assessed to the same criteria. Due to the severity of the weather from the floods in September and October through to the snow and extremely low temperatures from November to January many road surfaces have suffered significant deterioration since the Road Condition Survey was carried out and staff have and are currently reassessing these roads and changes to the proposed programme may be necessary during this financial year.

Drainage: A Capital Budget of **£150,000** has been allocated for the Drainage works, this programme is shown in **Appendix J**

Road Sign Replacement: A Capital Budget of **£50,000** has been allocated for the Road Sign Replacement Programme; this programme is shown in **Appendix K**

Weak Bridge Repairs: A Capital Budget of **£50,000** has been allocated for both Weak Bridge Repairs and Major Bridge Works. A further **£25,000** has been allocated from the NESTRANS Revenue Budget for a feasibility study of Rob Roy Bridge, Culter

Flood Prevention Schemes: A Capital Budget of **£50,000** has been allocated for Flood Prevention Schemes

NESTRANS Capital Budgets for 2011/12: The Capital schemes for ITS through NESTRANS are given in **Appendix L**

NESTRANS Capital Budgets for 2011/12: The Capital schemes for Road Safety & Traffic Management through NESTRANS are given in **Appendix M**

7. REPORT AUTHOR DETAILS

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Appendix A

ITS Unit Installation Works 2011-12						
						Estimated
No	Site	Budget	Installation	Type	Code	Cost
1	JESMOND DRIVE / SCOTSTOWN ROAD		Refurb'	Junc		£64,950.00
2	ROSEMOUNT PLACE / ARGYLL PLACE		Refurb'	Junc		£79,600.00
3	POWIS TERRACE / GEORGE STREET / CALSAYSEAT ROAD		Refurb'	Junc		£85,600.00
4	WEST NORTH STREET / ST CLAIR STREET		Refurb'	Junc		£55,125.00
5	WELLINGTON ROAD / GREENBANK ROAD		Refurb'	Junc		£85,025.00
6	BERRYDEN ROAD @ CHESTNUT ROW		Refurb'	Pelican		£29,550.00

Budget	Allocation	Estimated		
Total	£400,000.00	£399,850.00		

Reserve List

						Estimated
No	Site	Budget	Installation	Type	Code	Cost
7	HOLBURN STREET / GREAT WESTERN ROAD		Refurb'	Junc		£85,025.00
8	BROAD STREET / GALLOWGATE		Refurb'	Junc		£61,500.00
9	HUTCHEON STREET / BERRYDEN ROAD		Refurb'	Junc		£73,600.00
10	COMMERCE STREET @ BEACH BOULEVARD		Refurb'	Pelican		£29,550.00
11	ST MACHAR DRIVE @ KING STREET		Refurb'	Pelican		£47,000.00

Budget	Allocation	Estimated		
Total		£296,675.00		

Appendix B

Proposed Street Lighting Capital Programme 2011/12

Scheme	Estimate £'000
Elmbank Area – Column Replacements	49
Clifton Road – Column Replacements	44
Davidson Drive Phase 1 – Column Replacements	33
Davidson Drive Phase 2 – Column Replacements	33
Albury Road – Column Replacements	17
Langdykes Road, Cove – Column Replacements	23
Inchgarth Road – Column Replacements	33
City Centre Area – Column Replacements	33
Kirk Brae – Column Replacements	17
Various in association with footways – Col. Repl	18
Total	**300**

Reserve List

Scheme	Estimate £'000
Skene Street / Carden Place – Column Replacements	65
Desswood Place – Column Replacements	35
East /West North Street, Mounthooly – Column Repl. (NESTRANS Reserve Programme)	100
Victoria Street, Dyce – Column Replacements (NESTRANS Reserve Programme)	75
Total	**275**

Appendix C
Cycling Walking Safer Streets

LOCATION / PROPOSALS	DESCRIPTION OF WORK	IMPLICATIONS	JUSTIFICATIONS TO CWSS	ESTIMATED COSTS
Schemes C/F from 10/11				
At the time of writing this report there are a number of outstanding contracts from financial year 10/11 that have yet to be completed and which may extend into financial year 11/12. This may have an effect on the schemes identified below.				
Deeview Road South Item No. 4240	Implementation of safety barrier (Barrier purchased previously)	No detrimental implications	Pedestrian / Child Safety. Improvements to driver safety.	**£9,000**
Pitfodels Station Road Item No. 5110	Improve existing Lighting	No detrimental implications	Improved pedestrian access and safety Pedestrian/ Child Safety.	**£15,000**
Schemes for 2011/12				
Various locations across the City. Item No. 6100	Small scale improvements to pedestrian crossing / Disabled Crossing points / Core Paths - Dropped kerbs and pedestrian guard-rails.	Budget of £15,000 for implementation at various locations City wide. Individual location assessment - Local Councillors to be kept appraised.	Pedestrian/ Child Safety	**£15,000**
Various locations across the City. Item No. 6400	Publicity in relation to Promotion of Bike Week / Cycle Map / Other Cycling Initiatives across the City / Green Transport Week / European Mobility week.	Budget of £1,000 to be spent City wide.	Pedestrian/ Child Safety + Safety to Cyclists	**£1,000**

LOCATION / PROPOSALS	DESCRIPTION OF WORK	IMPLICATIONS	JUSTIFICATIONS TO CWSS	ESTIMATED COSTS
Various locations across the City. Item No. 6300	Cycling Facilities /Links / Parking / Lining & Signing throughout the City to provide missing Links on the road network	Budget of £110,000 for implementation at various locations City Wide. Discussions have been ongoing with the Cycling Forum to identify a series of improvements throughout the City. Some schemes may require the promotion of legislative procedures for a Traffic Regulation Order which may affect implementation. (Requirement of Grant Offer to spend minimum 36% but preferably 50 % on cycling schemes)	Pedestrian/ Child Safety + Safety to Cyclists	**£110,000**
Various locations throughout the City Item No.	Small scale improvements to signing & lining, bollards, barriers and all new works associated with traffic management / traffic Orders and road safety.	Budget of £55,000 for implementation at various locations City wide. Individual location assessment - Local members to be kept appraised.	Some of this work will require the promotion of legislative procedures which may affect implementation.	**£55,000**
Various locations throughout the City Item No.	Route action work on various rural routes and City wide locations that have been identified for minor improvements from the annual accident scan.	Pedestrian / Child Safety. Improvements to driver safety and speed reduction.	No detrimental implications	**£20,000**
Various Safety Campaigns throughout the City (not site specific) Item No. 7600	Publicity in relation to Road Safety Campaigns & Community Safety Safe Drive - Stay Alive Campaign	Budget of £5,000 for Aberdeen City Contribution Local Transport Strategy Actions & Policies MA1 RS1-RS4	No detrimental implications.	**£5,000**
The Bush - Peterculter Item No.	Stop Accesss to Hillview Road as agreed with residents	No detrimental implications	Improved pedestrian access and safety	**£12,000**
College Bounds Bus Gate Phase 1 Item No.	Removal of existing signals and change signage	No detrimental implications	Improved pedestrian access and safety	**£4,000**
Mill of Dyce / Riverview Drive Item No.	New footway provision - missing link.	No detrimental implications	Improved pedestrian safety and access.	**£9,000**
Various Schools across the City. Item No. 5120	Improvements to street lighting around various school entrance routes	No detrimental implications	Improved pedestrian access and safety Pedestrian/ Child	**£15,000**

			Safety.	
Various Junctions Hilton Road / Hilton Drive Greenbank Road / Hillview Road Ashgrove Road / Back Hilton Road Back Hilton Road / Cairncry Junction St Clement Street / Wellington Street Item No.	Improvements to signing / lining due to number of overshoot accidents	Improvements to driver safety	Will require the promotion of legislative procedures for the required Traffic Regulation Order which may affect implementation.	**£13,000**
Aberdeen City Council Road Safety Plan Item No. 7800	Bi-annual review and publication of the Road Safety Plan. (Statistical update only - Aberdeen City)	Budget of £1,000 City wide Local Transport Strategy Actions & Policies MA1 RS1-RS4	No detrimental implications.	**£1,000**
Kepplehills Road Item No.	Replace existing Zebra crossing to a Puffin Crossing at the New Academy (Provisional)	No detrimental implications	Improved pedestrian access and safety Pedestrian/ Child Safety.	**£23,000**
			Overall Allocated Non-Housing Capital Budget	**£307,000**

Appendix D
Traffic Calming and Road Safety

LOCATION / PROPOSALS	DESCRIPTION OF WORK	JUSTIFICATION	IMPLICATIONS	ESTIMATED COSTS
Schemes C/F from 10 / 11				
At the time of writing this report there are a number of outstanding contracts from financial year 10 / 11 that have yet to be completed and which may extend into financial year 11 / 12. This may have an effect on the schemes identified below.				
Route Action - Unclassified Road between Dyce Drive and Bendauch Farm / Caskieben (Phase 2) Item No. 4010	Hazard marker posts, and improvements to signing / lining	Improvements to driver safety	No detrimental implications.	**£17,000**
Schemes for 2011/12				
Scotstown Road / North Donside Road at Scotstown School Item No.	Install Puffin Crossing	Waiting restrictions may be required and the promotion of the legislative procedures for a Traffic Regulation Order which may affect implementation.	Improved pedestrian access and safety	**£28,000**
Various locations throughout the City Item No.	Route action work on various rural routes and City wide locations that have been identified for minor improvements from the annual accident scan.	Pedestrian / Child Safety. Improvements to driver safety and speed reduction.	No detrimental implications.	**£5,000**
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			Overall Allocated Non-Housing Capital Budget (Number 88)	**£50,000**

Appendix E

Capital Footway Programme 2011 – 2012

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
VARIOUS SITES	Tree Removals and Footway Reinstatements	10	N/A	£60,000
MURRAY TERRACE (Phase 3 of 6)	South Side from nos 23/25 to 57/59. Renew stone kerbs and resurface section of footway with precast concrete slabs.	10	N/A	£27,000
GRAY STREET (Phase 3 of 8)	North Side from no 11 to 19. Renew stone kerbs and resurface section of footway with precast concrete slabs.	10	N/A	£27,000
FONTHILL TERRACE	Whinhill Road to access No 16-56 North Side.Renew kerb and resurface footway with slabs.Instal bollards.	10	118	£11,000
CAIRN ROAD	South Side from Baillieswells Road to Manse Road.Renew sections of kerb,reinstate in channels and resurface 3 crossings in bitmac	10	N/A	£17,000
CRAIGSHAW ROAD	North Side, at junction with Craigshaw Drive. Renew kerb and resurface footway with bitmac.	10	63	£5,000
NORTH DEESIDE ROAD	South Side from Golf Road to Post Office.Resurface footway with bitmac.	10	130	£11,000
FOREST AVENUE	West Side from Harlaw Road to Queens Lane South.Renew kerbs and resurface footway in slabs.	10	192	£18,000
SIMPSON ROAD	Nos 67 - 143 at flats. Renew kerb and resurface footway with bitmac.	10	135	£10,000
HARDGATE	Gairn Terrace to no 357.Resurface footways with bitmac.(No Kerbing necessary)	10	170	£8,000
HEATHERWICK ROAD	Gardner Drive to Gardner Road.(South Side)Renew kerbs and resurface footways with bitmac.	10	368	£28,000
SEAFIELD GARDENS	West Side - excluding loop.Relay stone kerbs and resurface footways with bitmac.	10	280	£22,000
FORBESFIELD ROAD	East Side, No 4 to No 32. Relay stone kerbs and resurface footway with precast concrete slabs.	10	274	£25,000
BURNIEBOOZLE CRESCENT	West Side from no 69 to no 105.Relay stone kerbs and resurface footways with bitmac	10	313	£24,000

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
HOLBURN STREET	West Side from Cuparstone Lane to Ashvale Place.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	295	£27,000
HOLBURN STREET	West Side from Ashvale Place to Union Grove.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	364	£33,000
HOLBURN STREET	East Side.Willowbank Road to Howburn Place.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	165	£15,000
HOLBURN STREET	West Side.Entrance to Panasonic Shop to Entrance to Gillies Car Park.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	63	£6,000
BIRKHALL PARADE	Nos 46 -62. Renew kerb and resurface footway with bitmac.	10	210	£15,000
HOLBURN STREET	West Side from 560 - 570.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	85	£11,000
	Capital Footway Programme 2011 - 2012 Total			**£400,000**

Appendix F
Footway Reserve List

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
GREAT NORTHERN ROAD	St Machar Drive - no152(North Side) Renew kerbs and resurface footway in slabs.	10	736	£65,000
BIRKHALL PARADE	Nos 62 -106. Renew kerb and resurface footway with bitmac.	9	631	£46,000
GARDNER ROAD	Hetherwick Road to Entrance to flats at 145(North side) Renew kerb and resurface footway with bitmac.	9	300	£22,000
HOLBURN STREET	West Side.Nellfield Place to 190.(South end of Gillies Furniture Store).Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	9	332	£29,000
HOLBURN STREET	West Side.Nellfield Place to 190.(South end of Gillies Furniture Store).Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	9	332	£29,000
TOLLOHILL GARDENS	North Side - West(Long) Section.Renew kerbs and resurface footways with bitmac	9	287	£21,000
STRONSAY DRIVE	East side from Stronsay Place to Stronsay Crescent.Renew kerbs and resurface footways with bitmac.	9	415	£30,000
TOLLOHILL GARDENS	North Side - East(Short) Section. Renew kerbs and resurface footways with bitmac.	9	132	£10,000
FARBURN TERRACE	South Side .Renew kerbs and resurface footways with bitmac.	9	111	£8,000
HALLFIELD ROAD	North side, Springhill Road to Hallfield Crescent. Renew kerb and resurface footway with bitmac.	9	266	£20,000
ARDBECK PLACE	South Side .Renew kerbs and resurface footways with bitmac.	9	336	£25,000
AULDEARN ROAD	Unnamed lane to Auldearn Gardens	9	147	£11,000
ARNAGE DRIVE	North Side from Arnage Place to Ross Crescent.Renew kerbs and resurface footways with bitmac.	9	302	£22,000
	Current Footway Reserve List Total			**£338,000**

Appendix G

Capital Works Resurfacing Programme 2011-2012

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
A956 Wellington Road	Northbound Craigshaw Road to Abbotswell Road Resurface Carriageway	10	1300	£46,000
A93 North Deeside Road	Brighton Place to Station Road East Resurface Carriageway	10	3500	£100,000
A93 North Deeside Road	B979 Malcolm Road Junction Resurface Carriageway	10	200	£10,000
A93 North Deeside Road	West of Malcolm Road Structural Carriageway Repairs	10	500	£20,000
A93 North Deeside Road	Golf Road to Baillieswells Road Resurface Carriageway	10	200	£10,000
B9077 Great Southern Road	Bridge of Dee Northwards Resurface Carriageway	10	2800	£90,000
C21C Upper Persley Road	The Parkway to Quarry Farm 2m track Structural Carriageway Repairs	10	900	£30,000
C55C Pitmedden Road	Woodlands to Forest Walks Resurface Carriageway and Surface Retexturing	10	3000	£60,000
C55C Pitmedden Road	Woodlands to East Woodlands Resurface Carriageway and Surface Retexturing	10	600	£18,000
C89C Chapel of Stoneywood	FIS Chemicals to First Cottage Resurface Carriageway and Surface Retexturing	10	1250	£25,000
C93C Borrowstone Road	Wynford to Springdale Resurface Carriageway	10	2400	£48,000
U53C, A96 to Dyce Drive past Marshall Trailers	From 2010 Surfacing Joint to Dyce Drive Resurface Carriageway	10	1400	£35,000
Broad Street	Queen Street to Upper Kirkgate Resurface Carriageway	10	2000	£70,000
Esplanade	At Beach Ballroom Roundabout Resurface Carriageway, realign junction with Links Road, Combined Scheme £140,000 ACC, £250,000 NESTRANS Capital	10	6000	£390,000
Holburn Street	Great Western Road to Union Grove Resurface Carriageway	10	2100	£74,000

Riverside Drive	Roundabout at South College Street Resurface Carriageway	10	1600	£60,000
Dyce Drive	Various locations Structural Carriageway Repairs	10	400	£20,000
Bridge Street	Guild Street to Bath Street Northbound Resurface Carriageway	10	600	£24,000
Denmore Road	Greenbrae Road to Lamp post No. 27 Resurface Carriageway	10	2400	£60,000
Greenwell Road	Wellington Road to Goods Entrance LP 11 Resurface Carriageway	10	2400	£58,000
Marischal Street	Union Street to No.28 at Bridge Resurface Carriageway	10	800	£28,000
Golf Road	Regent Walk to School Walk Resurface Carriageway	10	2400	£60,000
Sclattie Park	Kepplehills Drive to Kepplehills Road Resurface Carriageway	10	2000	£60,000
Kingswells Crescent	Migvie Avenue to Kingswood Drive Resurface Carriageway	10	1260	£30,000
Kingswells Crescent	Un-named Lane at Lamp Post 11 to Wellside Walk Resurface Carriageway	10	2400	£60,000
Kingshill Road	Loanhead Northwards Structural Carriageway Repairs	10	500	£20,000
Bishopdams Road	Approx 100m from A994 to Bishopdams Resurface Carriageway	10	1400	£28,000
Baillieswell Road	Dalhebity Court to Dalhebity House 2m track Structural Carriageway Repairs	10	500	£20,000
Albert Street	Albert Place to Albert Lane 2m track Structural Carriageway Repairs	10	140	£7,000
Craigie Loanings	North of Wallfield Place to Belvidere Crescent 3m track Structural Carriageway Repairs	10	270	£13,000
Rosemount Terrace	Mid Point of Caroline Place for approx 50m Resurface Carriageway	10	800	£32,000
Powis Terrace	Bedford Road Junction and across Bedford Road Railway Bridge Resurface Carriageway	10	500	£20,000

Springhill Road	Sports Centre to Provost Fraser Drive Resurface Carriageway	10	1960	£55,000
Lang Stracht	50m West of Skye Road to Bus Gate Resurface Carriageway	10	8000	£150,000
Lang Stracht	50m from Skene Road Roundabout Resurface Carriageway	10	500	£20,000
Cairnaquheen Gardens	West Leg Resurface Carriageway	10	1050	£32,000
School Road Culter	North Deeside Road to Hillside Road Resurface Carriageway	10	2250	£60,000
Sunnyside Road	Bedford Road to Sunnybank Road Micro-asphalt Carriageway Resurfacing	10	2975	£24,000
Sunnybank Road	Sunnyside Road to College Bounds Micro-asphalt Carriageway Resurfacing	10	2970	£24,000
Wellheads Way	Wellheads Drive to Wellheads Crescent Micro-asphalt Carriageway Resurfacing	10	1260	£10,000
Western Road / Grandholm Street	Clifton Road to Great Northern Road Micro-asphalt Carriageway Resurfacing	10	1540	£15,000
Various Locations	Structural Carriageway Repairs at Junctions	10		£75,000
Various Locations	Structural Carriageway Repairs at Traffic Calming	10		£75,000
King St	St Machar Roundabout Resurface Carriageway	10	2000	£60,000
Golden Square	Road around Car Park Resurface Carriageway	10	900	£32,000
Morningside Road	Great Western Road to Hutchison Street Resurface Carriageway	10	1760	£44,000
C93C Borrowstone Road	Little Mill of Clinterty to Rivehill Resurface Carriageway	10	2400	£48,000
C89C Newhills to A96	Realignment of corner Newhills Cemetry	10	2400	£75,000
A956 Ellon Road	Southbound The Parkway to North Donside Road Resurface Carriageway (NESTRANS Capital Scheme)	10	5300	£225,000
A956 Ellon Road	Southbound North Donside Road to Balgownie Road Resurface Carriageway (NESTRANS Capital Scheme)	10	4200	£175,000
	Capital Resurfacing Programme 2011-2012			**£2,825,000**

Appendix H

Capital Works Resurfacing Reserve List 2011-2012

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
A944 Skene Road	Eastbound Carriageway from Westhill Roundabout to 4 Mile Garage Resurface Carriageway **This scheme maybe transferred with the Esplanade work This is dependant on the amount of design work that will be required at the Esplanade.**	10	10950	£330,000
A956 Ellon Road	Southbound Balgownie Road to Don Bridge Resurface Carriageway (NESTRANS Reserve Programme)	10	1200	£50,000
C92C Clinterty Road	Clinterty College Resurface Carriageway	10	1750	£35,000
C55C Pitmedden Road	Forest Walks to Bendauch Resurface Carriageway and Surface Retexturing		1000	£30,000
Riverview Drive	East of Overton Circle to Stoneywood Road Resurface Carriageway	10	5100	£102,000
Denmore Road	Lamp Post 7 to Greenbrae Road Resurface Carriageway	10	1750	£45,000
Greenwell Road	Goods Entrance to Pedestrian Railway Underpass Resurface Carriageway	10	5000	£125,000
Greenbrae Drive	Denmore Road to Lamp Post 13 Resurface Carriageway	10	2275	£58,000
Dubford Road	Lamp Post 3 to Lamp Post 12 Resurface Carriageway	10	2190	£60,000
Kepplehills Drive	Sclattey Park to Cloverfield Place Resurface Carriageway	10	1200	£36,000
Sclattie Park	A96 to Kepplehills Drive Resurface Carriageway	10	1755	£55,000
Netherview Avenue	Balloch Way/Princess Drive to Berrywell Walk Resurface Carriageway	10	1460	£38,000
Gordon Terrace	At War Memorial Resurface Carriageway	10	500	£20,000
Coronation Road	North Deeside Road to School Road Resurface Carriageway	10	4080	£105,000
Morningside Road	At bend approaching Broomfield Road Resurface Carriageway	10	1600	£40,000
Commerce Street	Virginia Street Junction Resurface Carriageway	10	1000	£30,000
Balloch Way	Resurface Carriageway Riverview Drive to Netherview Avenue	10	3139	£80,000

Contlaw Brae	North Deeside Road to Colthill Circle Resurface Carriageway	10	1485	£45,000
Kirkton Avenue	Lamp Post 6 to Pitmedden Road Resurface Carriageway	10	1460	£45,000
School Road Culter	Hillside Road to Tower View Walk Resurface Carriageway	10	2250	£60,000
Summerhill Drive	Rear of Shops Summerhill Court Resurface Carriageway	10	900	£32,000
Old Wellington Road	Junction of Cove Road Resurface Carriageway	10	350	£12,000
Old Wellington Road	At Moss' side Farm Resurface Carriageway	10	350	£12,000
Countesswells Road	Various locations Structural Carriageway Repairs	10	600	£30,000
Whitestripes Road	Various locations Structural Carriageway Repairs	10	600	£30,000
Great Northern Road	Powis Terrace to Northern Hotel Resurface Carriageway	10	3150	£95,000
	Capital Works Resurfacing Reserve List 2011-2012 Total			£2,000,000

Appendix J

Capital Works Drainage Programme 2011-2012

Name of Road	Location & Description of Works	Estimated Cost
Manse Road Cults	At Rear of Cairn Gardens Install New Drainage	£15,000
Kirk Brae Cults	At Craigbank Install Overflow Pipe in Burn at Access	£10,000
A944 Skene Road	Roundabout at Lang Stracht Drainage Improvement	£10,000
C89C Chapel of Stoneywood Road	At Kingswells Drainage Improvement	£10,000
Dyce Drive	Various Locations Drainage Improvement	£20,000
Market Street	Replace Footway Gullies	£15,000
Stoneywood Road / Greenburn Drive	At Railway Bridge Upgrade Drainage System	£5,000
Various	Unallocated to Resolve Serious Flooding Issues Arising	£30,000
Various	Replacement of Gullies	£35,000
	Capital Works Drainage Programme 2011-2012 Total	£150,000

Appendix K
Signage Improvements

LOCATION / PROPOSALS	DESCRIPTION OF WORK	JUSTIFICATION	IMPLICATIONS	ESTIMATED COSTS
Schemes C/F from 10 / 11				
At the time of writing this report there are a number of outstanding contracts from financial year 10 / 11 that have yet to be completed and which may extend into financial year 11 / 12. This may have an effect on the schemes identified below.				
Schemes for 2011/12				
Controlled parking **(Zone J.)**	Rationalisation of existing pay & display / residents parking signage and lining throughout the zone	This scheme requires to be completed ASAP otherwise Aberdeen City Council may be open to further appeals and having to repay penalty charge notices.	If not completed, these areas could become unenforceable and therefore result in considerable loss of income to the Council	**£16,900**
Controlled parking **(Zone N.)**	Rationalisation of existing pay & display / residents parking signage and lining throughout the zone	This scheme requires to be completed ASAP otherwise Aberdeen City Council may be open to further appeals and having to repay penalty charge notices.	If not completed, these areas could become unenforceable and therefore result in considerable loss of income to the Council	**£16,600**
Various locations throughout the City	Improvements to signage associated with traffic management / parking restrictions and road safety.	Budget of £16,500 for implementation at various locations City wide to comply with current legislation and our signing strategies. Individual location assessment - Local members to be kept appraised.	Pedestrian / child safety, Improvements to driver / cycle safety and speed reduction	**£16,500**
			Overall Allocated Non-Housing Capital Budget (Number 550)	**£50,000**

Appendix L

NESTRANS Capital and Revenue Budgets for 2011/12
(NESTRANS Budgets were Approved on 16 February 2011)

ITS Team

1. **Capital Approved Programme: Guild Street/'Wapping Street Junction**
   Provide a link cable to implement SCOOT at the above signals to improve both vehicular and pedestrian flow through this busy junction. **- £25,000**

2. **Capital Reserve Programme: Wellington Road / Greenbank Road junction.**
   Upgrade the existing signals to incorporate Puffin technology and improve both vehicular and pedestrian flow through this busy junction. **- £80,000**

3. **Capital Reserve Programme: Variable Message Signs**.
   Implementation of phase 3 of the VMS strategy – Will require funding over 2 financial years assuming 50% annual funding allocation **- £400,000 total over two years.**

Appendix M

NESTRANS Capital Budgets for 2011/12
(NESTRANS Budgets were Approved on 16 February 2011)

Road Safety & Traffic Management Team

1. **Capital Approved Programme: Holburn Street – Extension of existing bus lane and implementation of revised times.**
   The proposed scheme is to implement the following changes to the bus lanes on Holburn Street which are currently going through the legal process for the required Traffic Regulation Order, final approval at the March 2011 E P & I committee.
   A) – Extend the existing bus lane at the southern end on the approach to Bridge of Dee and extend the operational hours of operation to 08.00 – 09.30 and 16.30 – 18.00.
   B) – Extend the operational hours of the existing bus lane from Great Southern Road to Union Grove 08.00 – 09.30 and 16.30 – 18.00. **- £6,000**

2. **Capital Approved Programme: Kingswells Roundabout – Install Toucan crossing and footpath links.**
   The proposal is to provide a Toucan crossing over the busy C89C just North of the Kingswells Roundabout.
   This would assist cyclists on the new cycle route along the A944 corridor from Aberdeen to Westhill which is heavily used on a daily basis and has been the subject of a number of complaints. It was also identified as a recommendation in a recent Road Safety Audit.
   The scheme may result in changes to the signal timings at the adjacent roundabout and will require the detailed design to be consulted fully with the local community, community council and the elected members **- £75,000**

3. **Capital Approved Programme: Riverside Drive – Safety Provisions**
   The scheme is to provide variable message signs to Riverside Drive in the area of the existing railway bridge.
   This section of road has seen 3 fatal accidents, 2 Serious and 11 slight injury accidents since 2003. **- £28,000**

4. **Capital Approved Programme: Links Road / Beach Boulevard junction – Assist the turning of buses at this junction**.
   Currently buses have difficulty entering Links Road from Beach Boulevard due to the queuing traffic on the approach to the signalised junction. The proposed scheme is to move back the stop line, loop relocation and signal timing amendments. **- £3,000**

5. **Capital Approved Programme: Jesmond Drive / Scotstown Road junction**
   Widen the bellmouth on the South / West side of the junction to allow the buses to manoeuvre into Jesmond Drive without having to block both lanes on the approach to the junction. **- £40,000**

6. **Capital Reserve Programme: Riverside Drive – Shared use cycle route phase 4.**
   The proposed scheme is to carry out the detailed design and implementation of the shared use cycle route / Pedestrian walkway from King George VI Bridge to Bridge of Dee.
   Phases 1 to 3 from Victoria Bridge to KG VI Bridge were completed in previous years.
   The proposed route will follow the existing line of the hardcore footpath on the lower level with additional links being provided to the existing steps at Bridge of Dee, the existing pedestrian crossing at Boots and to the existing underpass to Holburn Street . **- £391,000**

7. **Capital Reserve Programme: Jesmond Drive – Increase the size of the existing turning circle**
   Currently buses have to negotiate the turning circle in an anti-clockwise direction and then have a difficult manoeuvre to complete the turn and take up a position near to the terminus stop.
   At times during winter conditions this turning circle can not be used and the buses have to use the alternative turning point, adjacent to Forehill School.
   The proposed scheme is to widen the existing turning circle and realign the existing footpath. . **- £14,000**

Appendix N
RCI Results 2009_11

Random	Network				A Roads				B Roads				C Roads				Classified Roads				U Roads			
No.	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI
1	10.14	32.67	57.2	**42.8**	9.02	27.92	63.1	**36.9**	7.56	28.92	63.5	**36.5**	5.22	27.08	67.7	**32.3**	7.38	28.01	64.6	**35.4**	12.06	35.90	52.0	**48.0**
2	5.89	25.08	69.0	**31.0**	3.60	21.57	74.8	**25.2**	4.53	24.41	71.1	**28.9**	3.87	23.09	73.0	**27.0**	4.05	23.25	72.7	**27.3**	7.99	27.16	64.9	**35.1**
3	11.99	36.02	52.0	**48.0**	5.96	30.05	64.0	**36.0**	13.71	41.38	44.9	**55.1**	11.45	36.16	52.4	**47.6**	11.15	36.83	52.0	**48.0**	12.76	35.29	52.0	**48.0**
4	6.33	28.72	65.0	**35.0**	8.00	28.41	63.6	**36.4**	6.14	29.19	64.7	**35.3**	4.60	28.36	67.0	**33.0**	6.02	28.58	65.4	**34.6**	6.78	28.91	64.3	**35.7**
5	7.08	28.15	64.8	**35.2**	5.20	23.37	71.4	**28.6**	6.20	24.05	69.7	**30.3**	6.85	24.37	68.8	**31.2**	6.24	24.02	69.7	**30.3**	7.47	30.11	62.4	**37.6**
6	11.65	35.54	52.8	**47.2**	6.75	28.74	64.5	**35.5**	5.93	27.88	66.2	**33.8**	9.23	35.01	55.8	**44.2**	7.71	31.55	60.7	**39.3**	17.17	41.14	41.7	**58.3**
Aberdeen	8.87	25.86	65.3	**34.7**	5.74	19.42	74.8	**25.2**	5.42	21.97	72.6	**27.4**	8.15	23.12	68.7	**31.3**	6.71	21.57	71.7	**28.3**	9.54	27.19	63.3	**36.7**
8	12.91	37.73	49.4	**50.6**	11.41	37.43	51.2	**48.8**	13.01	32.15	54.8	**45.2**	10.17	41.44	48.4	**51.6**	11.52	37.05	51.4	**48.6**	14.82	38.66	46.5	**53.5**
9	5.90	27.34	66.8	**33.2**	3.00	20.50	76.5	**23.5**	5.63	26.10	68.3	**31.7**	4.48	26.80	68.7	**31.3**	4.24	24.32	71.4	**28.6**	8.12	31.38	60.5	**39.5**
11	7.92	28.01	64.1	**35.9**	4.14	21.59	74.3	**25.7**	3.02	16.41	80.6	**19.4**	7.22	26.77	66.0	**34.0**	4.92	22.53	72.5	**27.5**	9.03	30.03	60.9	**39.1**
12	7.34	31.81	60.8	**39.2**	3.92	21.75	74.3	**25.7**	5.61	32.45	61.9	**38.1**	5.79	32.19	62.0	**38.0**	5.25	29.60	65.1	**34.9**	10.75	35.40	53.8	**46.2**
13	15.00	35.12	49.9	**50.1**	7.07	23.64	69.3	**30.7**	9.30	32.29	58.4	**41.6**	11.50	27.42	61.1	**38.9**	9.96	28.16	61.9	**38.1**	17.87	39.10	43.0	**57.0**
14	18.41	38.39	43.2	**56.8**	13.27	31.27	55.5	**44.5**	17.96	44.65	37.4	**62.6**	16.18	44.00	39.8	**60.2**	15.87	39.88	44.3	**55.7**	24.13	35.04	40.8	**59.2**
15	6.29	21.88	71.8	**28.2**	4.28	20.73	75.0	**25.0**	4.25	19.46	76.3	**23.7**	4.23	18.80	77.0	**23.0**	4.25	19.41	76.3	**23.7**	8.94	25.09	66.0	**34.0**
16	7.55	27.07	65.4	**34.6**	4.47	21.35	74.2	**25.8**	5.88	19.25	74.9	**25.1**	7.49	21.97	70.5	**29.5**	5.76	21.24	73.0	**27.0**	8.14	28.97	62.9	**37.1**
17	13.89	34.28	51.8	**48.2**	17.71	29.15	53.1	**46.9**	10.76	35.44	53.8	**46.2**	18.63	39.89	41.5	**58.5**	15.97	36.16	47.9	**52.1**	12.12	32.68	55.2	**44.8**
18	11.27	34.05	54.7	**45.3**	9.44	29.49	61.1	**38.9**	9.84	34.79	55.4	**44.6**	12.72	36.29	51.0	**49.0**	10.89	34.16	54.9	**45.1**	11.61	33.95	54.4	**45.6**
19	3.31	20.87	75.8	**24.2**	3.29	21.06	75.6	**24.4**	4.46	24.87	70.7	**29.3**	1.30	16.06	82.6	**17.4**	3.14	21.03	75.8	**24.2**	3.50	20.70	75.8	**24.2**
20	10.69	33.07	56.2	**43.8**	7.09	27.44	65.5	**34.5**	10.25	33.42	56.3	**43.7**	9.66	36.29	54.1	**45.9**	8.82	31.95	59.2	**40.8**	13.00	34.46	52.5	**47.5**
21	7.38	33.36	59.3	**40.7**	2.30	22.36	75.3	**24.7**	5.55	32.64	61.8	**38.2**	5.73	33.04	61.2	**38.8**	4.36	28.83	66.8	**33.2**	11.21	39.13	49.7	**50.3**
22	5.04	24.41	70.6	**29.4**	2.60	14.70	82.7	**17.3**	4.30	25.46	70.2	**29.8**	4.21	23.72	72.1	**27.9**	3.90	22.32	73.8	**26.2**	6.30	26.72	67.0	**33.0**
23	8.91	33.16	57.9	**42.1**	4.41	23.15	72.4	**27.6**	7.21	32.42	60.4	**39.6**	6.86	31.30	61.8	**38.2**	4.71	28.77	66.5	**33.5**	10.43	35.53	54.0	**46.0**
24	12.67	31.90	55.4	**44.6**	9.85	28.66	61.5	**38.5**	7.55	23.75	68.7	**31.3**	6.78	23.40	69.8	**30.2**	8.24	25.57	66.2	**33.8**	14.36	34.31	51.3	**48.7**
25	5.68	25.47	68.9	**31.1**	4.21	16.91	78.9	**21.1**	3.01	22.18	74.8	**25.2**	6.17	25.93	67.9	**32.1**	4.50	21.89	73.6	**26.4**	6.64	28.39	65.0	**35.0**
26	5.12	26.61	68.3	**31.7**	2.60	17.28	80.1	**19.9**	4.31	25.01	70.7	**29.3**	9.39	36.75	53.9	**46.1**	5.11	25.32	69.6	**30.4**	5.12	27.48	67.4	**32.6**
27	12.90	36.41	50.7	**49.3**	5.35	23.72	70.9	**29.1**	5.42	22.67	71.9	**28.1**	12.67	28.04	59.3	**40.7**	8.96	25.64	65.4	**34.6**	14.56	40.94	44.5	**55.5**
28	8.25	29.71	62.0	**38.0**	5.85	22.18	72.0	**28.0**	5.52	24.59	69.9	**30.1**	9.06	32.45	58.5	**41.5**	7.23	27.47	65.3	**34.7**	9.03	31.44	59.5	**40.5**
29	14.70	31.68	53.6	**46.4**	6.59	22.76	70.7	**29.3**	6.22	32.18	61.6	**38.4**	14.49	30.25	55.3	**44.7**	10.79	28.87	60.3	**39.7**	16.18	32.74	51.1	**48.9**
30	4.55	23.48	72.0	**28.0**	3.68	17.11	79.2	**20.8**	3.04	15.70	81.3	**18.7**	2.02	14.36	83.6	**16.4**	2.54	15.19	82.3	**17.7**	5.56	27.67	66.8	**33.2**
31	6.93	30.47	62.6	**37.4**	4.35	21.63	74.0	**26.0**	5.57	27.27	67.2	**32.8**	7.81	22.46	69.7	**30.3**	5.57	23.50	70.9	**29.1**	7.93	35.60	56.5	**43.5**
32	7.10	26.77	66.1	**33.9**	7.58	23.51	68.9	**31.1**	6.37	24.67	69.0	**31.0**	4.89	18.44	76.7	**23.3**	6.06	21.16	72.8	**27.2**	7.50	28.92	63.6	**36.4**
33	5.46	22.00	72.5	**27.5**	3.73	19.69	76.6	**23.4**	3.78	18.26	78.0	**22.0**	3.82	19.30	76.9	**23.1**	3.79	19.00	77.2	**22.8**	7.43	25.52	67.0	**33.0**
Scotland LA	**8.49**	**29.42**	62.1	**37.9**	6.07	24.21	69.7	**30.3**	7.19	28.59	64.2	**35.8**	6.19	28.14	65.7	**34.3**	6.45	27.12	66.4	**33.6**	10.26	31.71	58.0	**42.0**

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ABERDEEN CITY COUNCIL

COMMITTEE: **Environment, Planning and Infrastructure**

DATE: **15th March 2011**

DIRECTOR: **Gordon McIntosh**

TITLE OF REPORT: **Review of Charges for Street Occupations**

REPORT NUMBER: **EPI/11/103**

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1. PURPOSE OF REPORT

The purpose of this report is to consider a review of existing Charges for Street Occupations and to consider the implementation of additional charges for driveway applications and traffic signal management requests.

2. RECOMMENDATION(S)

That the Committee:

1. approve the revised charges and instruct that these be applied from 1st May 2011

2. approve the charges for driveway applications and traffic signal management requests and instruct that these be applied from 1st May 2011.

3. instruct officers to review the charges annually.

4. refer this report to Finance and Resources Committee meeting of 21 April, 2011 for ratification of the revised charges

3. FINANCIAL IMPLICATIONS

The revised charges will generate revenue income that will meet staff costs and sustain service provision.

4. OTHER IMPLICATIONS

There is a risk that costs associated with staff and service provision would impact on current revenue budgets should the revised charges not be introduced.

5. BACKGROUND/MAIN ISSUES

In accordance with statutory obligations Aberdeen City Council as the Local Roads Authority has a responsibility to regulate and manage street occupations to ensure that essential works have a minimal impact on the road network and that the infrastructure is protected in line with specification and guidelines. Considerable officer time is dedicated to the management of the road network and the consideration of applications for various road work operations and street occupations.

A scale of charges for this service was previously set by the former Resources Management Committee in April 2005 but has not been reviewed since that date. Given the timescale since the current charges were approved it is now considered appropriate to review the charges in connection with street occupations and its associated activities.

The review of charges has included a comparison with those set by other local authorities. However the charges set by other authorities have been noted to have significant variance for similar operations and are not thought to be suitable to be used for the bench marking of charges.

Officers have reviewed the charging regime and have prepared a revised scale of charges which are detailed in Appendix A of this report. The revised charges have been generally increased in line with inflation. However where charges are applied as a result of illegal operations or to reduce occupation periods these charges have been significantly increased to encourage contractors, skip operators etc to comply with regulatory requirements and to minimise disruption to all road users.

Whilst carrying out the review it was noted that some applications by contractors and third parties did not currently attract a charge and that officer time was required to assess, manage and approve these applications.

At present driveway applications that do not require Planning permission, but are subject to Roads Consent, are processed by officers without charge. Given the work required by officers to process and consider applications it is felt appropriate that a standard charge should be applied to driveway applications that are not subject to planning permission and that a charge be set at £60 to cover the officers work.

Applications to switch off and cover/ bag traffic signals to facilitate roadwork operations are frequently received and officers are required to respond to these requests and organise the services of the term traffic signals maintenance contractor. It is felt that it would be appropriate to recover the administration charges associated with the processing of such requests and that a charge of £50 be applied over and above the traffic signal maintenance contractors fee which is charged at cost.

For the execution of major building projects, particularly within the city centre, it is occasionally necessary for contractors to occupy the public road to accommodate site operations, material stores and offices. This has most recently been seen during hotel construction operations on Justice Mill Lane and St Andrews Street where extended

occupations were required. The matter of charges for an occupation of this nature is to be the subject of a separate review and will be reported to the meeting of the Finance and Resources committee on the 21st April 2011. At present charges for occupation of the carriageway related too the above are applied and it is recommended that this continues as at present until a further detailed review and committee decision is taken.

It is recommended that the charges detailed within Appendix A be adopted and come into operation on the 1st May 2011 and that the charges be reviewed annually.

6. IMPACT

This subject of this report provides support to the economic and environmental well being of the city and promotes the safety and management of the local road infrastructure. The report supports service delivery and maintains positive operational outcomes to meet statutory obligations.

7. BACKGROUND PAPERS

N/A

8. REPORT AUTHOR DETAILS

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Appendix A - Revision of charges from 1st April 2011

Temporary Traffic Restrictions

	Charge from 01/05/2005	Charge from 01/05/2011
For continuous period of up to 21 days:		
Application received 28 days or more prior to Order coming in to effect	£585	£750
Application received less than 28 days prior to Order coming in to effect	£795	£1000
For continuous period over 21 days but not more than 6 months:		
Application received 28 days or more prior to Order coming in to effect	£1060	£1500
Application received less than 28 days prior to Order coming in to effect	£1220	£1750
For repeat posting of weekly or monthly closure notices	£106	£150

28 days is normally required to process an application for a temporary traffic order, allowing for workload. While an application can be processed in less time, more expensive media will be required for the advertising. This additional cost is reflected in the new charges made to applicants.

Temporary/Permanent Industrial Access

	Charge from 01/05/2005	Charge from 01/05/2011
Charge for visiting site, processing application and granting permission	£320	£400
Surcharge for illegal occupation	£320	£400

Consent for Excavating in the Road under Section 56 or 61 of the Roads (Scotland) Act 1984

	Charge from 01/05/2005	Charge from 01/05/2011
Excavation not involving installation of private apparatus	£320	£400
Surcharge for illegal occupation	£320	£400

Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA)

	Charge from 01/05/2005	Charge from 01/05/2011
Charge for initial application and permission for works which are only one inspection unit	£320	£400
Surcharge for illegal occupation	£320	£400
Additional charge for works over one inspection unit	£53 per additional unit	£65
Annual charge for maintaining records for Symology notification	£96	£150

These charges contribute towards the Council's expenditure on the Symology system, which is employed to notify Statutory Undertakers of work in accordance with NRSWA. Applicants will also be required to meet Inspection charges in accordance with regulations issued under NRSWA.

Street Occupations

	Charge from 01/05/2005	Charge from 01/04/2011
Scaffold/Hoarding permits:- For a continuous period of up to 1 month (Under 25 metres in length):	£80	£100
(25 metres or over)	£106	£150
For each subsequent month of original application (Under 25 metres in length):	£53	£65
(25 metres or over)		£100
For subsequent extension for up to 1 month (Under 25 metres in length):	£75	£90
(25 metres or over)	£106	£125
Surcharge for Illegal occupation of the road.		£200
Crane, Hydraulic Platform Permits:-		
Charge for granting permission per day	£53	£65
Surcharge for illegal occupation of the road. Per day	£53	£65
Temporary Traffic Lights:-		
For a continuous period of up to one week, charge for granting permission	£53	£75
Surcharge for illegal occupation of the road.	£53	£400

Skips

	Charge from 01/05/2005	Charge from 01/04/2011
For continuous period of 7 days	£22	£30
Surcharge for illegal occupation of the road	£22	£100
Additional daily charge for a skip sited within a Pay and Display area.	£7	£30 for zones ABCEF & G £15 for all other zones
Surcharge as part of illegal occupation of the road.	£7	£100

The surcharge is payable where a skip is placed without a permit being first obtained.

The daily charge for Pay and Display contribute to the loss of revenue from parking charges and the new amount equates to standard charges made by the Council for daily occupation of a Pay and Display space for the purposes of loading etc.

New Charges proposed

Driveway

Driveway application out with planning application process	£60

Switching Off/ Bagging of Traffic Signals

Processing of Bagging Signals	£50

A discount of 30% will be applied should the penalty notice be paid with 30 days of issue.

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Complementary Uses of Existing and Future Park and Ride/Choose Sites
REPORT NUMBER:	EPI/11/024

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the development of a process for consideration and approval of complementary uses of existing and future Park and Ride/Park and Choose services. The process developed continues to recognise, support and promote the primary function of these assets which is to support the provision of Park and Ride/Park and Choose services.

2. RECOMMENDATION(S)

It is recommended that Members:

a) approve the process developed in this report for the consideration and approval of complementary uses, which has been based on the school lets system; and

b) refer the report to the Finance and Resources Committee for approval of the charging policy.

3. FINANCIAL IMPLICATIONS

There would be no financial implications in the process of determining applications for complementary uses (other than administration costs associated with the processing of invoices) as this will be carried out by utilizing existing professional staff from Asset Management and Operations, Planning and Sustainable Development and Legal Services. One of the objectives in developing such a process has been to ensure that, should individual applications for complementary uses be successful, there would be no additional cost incurred by the Council, and where appropriate, charges will be levied which would be used to offset the revenue costs associated with the management and maintenance of the Park and Ride/Park and Choose sites.

4. OTHER IMPLICATIONS

This process has been developed by officers of the Council and has not been subject to wider external consultation, although the draft report was forwarded to Kingswells Community Council as they directly neighbour the only existing

Park and ride site which could currently be subject to an approved policy. Consultation responses have been received from them and these have been incorporated within the report. The school lets process does not involve external consultation on individual applications and it is envisaged that the process developed in this report would also not require external consultation on individual applications.

The use of a Compulsory Purchase Order (CPO) to acquire the land for the Kingswells car park has implications for potential alternative uses and the legal issues regarding this are discussed within the report. No further implications have been identified at this time, however, any further issues identified as part of the ongoing process will take into account all legal, liability, financial, health and safety and property risks associated with the particular usage as required.

5. BACKGROUND/MAIN ISSUES

1 Introduction

1.1 Reference is made to the meeting of this Committee on 23 February 2010 when Members considered the report entitled 'Complementary Uses of Existing and Future Park and Ride/Choose Sites'. This report advised Members of the opportunities and challenges in increasing the patronage of bus based Park and Ride services at the current and future planned Park and Ride/Park and Choose sites, and the need to maximise their usage and where possible minimise the associated costs to this Council. Members resolved the following:

- 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. Members are also asked to instruct the appropriate officers to explore and report back on the possibilities associated with Category 2 uses. In assisting in the development of a draft process, Members are also asked to agree a trial 'cycle training' event at Kingswells Park and Ride Site in May 2010 with feedback on this to be included in a future report.

1.2 To summarise, the report identified two distinct categories of complementary uses which would require to be addressed separately, as follows:

1. temporary, ad hoc events which require no permanent set up e.g. promotional, community, special events, training and awareness

2. permanent facilities and/or routine events which would require fixed or invasive set up, or which require lease arrangements

Examples of the types of uses that could be considered under each category are as follows (these are potential uses for illustration purposes only).

<u>Category 1</u>
Motorcycle training
Cycle training
Driver training
Shopping deliveries
Car Boot Sale
Community/Charity events

<u>Category 2</u>
Car wash facilities
Hot Food Stands/Vans
Coffee Stalls

1.3 Regardless of the category, there should at the very least be no additional costs to the Council in supporting, facilitating or enabling any agreed complementary uses.

1.4 It had been hoped to use the lower car park at Kingswells to undertake cycle training during 2010 and that this event could have been used as a trial for developing a process for category 1 uses. Unfortunately this event did not take place and it has therefore not been possible to judge the impact that such an event would have.

1.5 The Park and Ride facility at the Bridge of Don is not in the full control of the Council, therefore, it cannot at this stage be considered for complementary uses. The previous report identified that the Kingswells Park and Ride site is owned and managed by the City Council. It is also pertinent to note that the land for the Kingswells Park and Ride site was the subject of a Compulsory Purchase Order and was procured on the basis of use as a Park and Ride facility. This will continue to be the case as progress is made with partners such as Nestrans and Aberdeenshire Council towards the delivery of the A96 Dyce the A90 (south) Stonehaven Road at Schoolhill Park and Choose facilities.

1.6 Should the Bridge of Don facility be relocated at some point in the future and be within the ownership and control of the Council, then any processes put in place would become applicable at that time.

2. Legal Issues

2.1 It is recognised that in maximising the use of or value from the assets that we own and control, there may be an opportunity to consider additional complementary uses within those sites within our control, without undermining the primary function of the facility. However, as previously identified, the Kingswells Park and Ride site was the subject of a Compulsory Purchase Order and legal advice was sought on the implication of this factor on the use of the site.

2.2 The legal advice given is that the use of a Compulsory Purchase Order (CPO) to acquire the land for the Kingswells car park means that there could not be full and unrestricted use of the site for alternative uses. Any uses would have to have some connection to a local authority function, which may include for example, community uses. Any complementary use that involves commercial or profit making organisations charging to provide a service would not be considered competent given the legal restrictions on the uses which can be made of land acquired under a CPO. Further, the Council should not apply significant charges for uses, although small charges based on the school lets system for which the revenue generated would help cover the running costs of the site would not be unreasonable.

2.3 In conclusion the process would have to consider the competency of any use in relation to the CPO restrictions and whether there is some connection to a local authority function.

2.4 It is likely that a number of Category 1 uses would provide some sort of community benefit and therefore could be considered to fulfill a Local Authority function. These would include pedal cycle training, charitable events and community organized events. All Category 2 uses on the other hand are more likely to involve commercial organisations and

possible tendering so are very unlikely to be acceptable. It is, however, possible that even Category 1 uses would involve commercial organisations or individuals charging for a service such as motorcycle training or shopping delivery service. In certain circumstances a non profit making organization may make a charge as a means of raising money for a charity or community facilities. Under these circumstances as long as a significant link can be established to a Council function, then the use might be acceptable. Given the various possible types of usage it would seem reasonable to deal with each individual application on a case by case basis and remove the need to categorise each application.

2.5 The report identifies a process whereby checks are made to identify whether the use proposed in each application involves a commercial organization or individual charging for a service and whether it is connected with a local authority function. The process would identify suitable uses on a case by case basis taking into account the legal advice given. This will also impact on the provision of future Park and Ride sites for which there is a requirement to obtain the land through a CPO. This is currently being considered for land acquisition for the A96 Dyce Park and Choose site.

2.6 It is proposed that applications for uses will be addressed with an appropriately modified system similar to the school lets process. This process will support the efficient and effective consideration of applications should such events be demonstrated to be appropriate. Charges would be applied based on the school lets system to offset the running costs of the site, also bearing in mind that there may be staff required to open and close the facilities. Based on legal advice, any application from a profit making commercial organisation or individual charging for a service would be rejected.

3. Procedure for Usage Associated with a Council Function or Policy

3.1 It is clear that there is a potential opportunity to utilise these facilities for complementary uses at existing sites that have a connection to a Council function. The Council's Lets Office manages the letting system for school and educational properties supported by the Facilities Management team to enable the let to open and operate. This system also enables the consideration of a range of uses by other organisations, including other internal council and external partner services, which comply with agreed terms of use. Priority is given to the primary purpose, with other requests fitting in. Various charges are applied. This system of letting is, therefore, considered suitable as a means of managing usage of Park and Ride/Park and Choose sites.

3.2 Recent revenue savings decisions for 2010/11 and beyond have seen the removal of staff from the accommodation buildings serving the Park and Ride facilities during the day, although staff have been made available through the Street Cleansing Team to open, close and clean the facilities. At present arrangements for the opening and closing of the site facilities are dealt with by the Councils Public Transport Unit and it is, therefore, considered appropriate that they would deal with

the application process, with the primary decision on complementarity with Transport Strategies lying with the Transportation Team. It should be noted, however, that funding for opening/closing by Street Cleansing Teams may only be available until the end of March 2011.

3.3 The letting system for schools has a 'letting application process procedure' that identifies the process in terms of both procedures and Officers' responsibilities at each stage in setting up the let. This has been adapted so that it can be applied to the Park & Ride site usage. Appendix 1 shows a modified application form for use by applicants who require use of a particular Park and Ride site. Appendix 2 shows the proposed procedure that would then be followed in determining if the application is suitable and the subsequent process to be followed, through to acceptance or rejection of the application.

3.4 The information provided through the application process will also allow the applicants' requirements to be identified in terms of type of use, area required, number of people involved, requirement for waiting and toilet facilities etc.

3.5 Charges would be applied and users invoiced dependant on the type and length of usage and on whether the application was internal or external to the Council. An additional charge would also be applied if the applicant required the waiting area and toilet facilities to be made available. At present this is dealt with by the Street Cleansing Team under instruction from the Public Transport Unit and arrangement would have to be made with them to open and close the facilities. It should be noted that the continuing use of the Street Cleansing Team is subject to available budgets. Confirmation of the need for these facilities can be dealt with through the application process. A charging policy has been developed for consideration and this can be found in Appendix 3.

4 Consultation Response – Kingswells Community Council

4.1 Kingswells Community Council were provided with a copy of the draft report as part of the consultation process for both this report and the report that went before the Enterprise, Planning and Infrastructure Committee in January. A response letter was received from them in which they raised a number of issues of concern regarding potential usage. A subsequent email response was received by them in regard to this report in which they reiterated there concerns regarding potential usage of the site. In summary they were concerned about the detrimental effect that any use may have on the local community, in particular they highlighted potential noise and air pollution levels associated with any additional use of the site. They are also concerned about the charges in relation to potential manning and cleaning of the site. They have requested that any application should be forwarded to them for comment and agreement. A copy of the response letter and the subsequent email response supplied by Kingswells Community Council can be found in Appendix 4.

4.3 Lord Provost, Peter Steven expressed the view that he is in agreement with the concerns put forward in the letter from Kingswells Community Council that their view should be taken on board to ensure local support.

4.2 Having considered their response, it is the view of officers that this additional step is unnecessary. Given the types of likely usage and the need for a quick response time, it would add unnecessary delay to the process. It is ultimately the decision of the Council as to whether a particular use is approved and it is considered that the process developed is robust enough to identify suitable and complementary uses without any further external consultation.

5 Conclusions

5.1 It is a requirement of the Council to work to achieve best value and in this respect we have an opportunity to maximise the use of these sites which could further the delivery of the policies of the Council. The processes for complementary uses have been developed, therefore, so as not to increase the burden of costs on the Council.

5.2 Processes for the consideration of applications for complementary uses have been developed that are transparent, equitable and in accordance with all necessary legislations. What has been developed in terms of the process for complementary uses takes into account that these Park and Ride sites are part of a network of local and regional facilities and that the uses do not undermine the primary function of the facility and in fact can be demonstrated to complement the local and regional transport strategies.

6. IMPACT

The Park and Ride/Park and Choose facilities are key elements of the Local, Regional and National Transportation Strategies and as such support all levels of Government policies and objectives relating to economy, environment, safety, social inclusion, accessibility and best value. The Council has committed to the delivery of our Local Transport Strategy and to supporting NESTRANS in the delivery of their Regional Transport Strategy. The Single Outcome Agreement for 2009-12 references the delivery of transport network improvements both directly and indirectly in 14 out of the 15 National Outcomes, thereby reflecting the importance of improving our transport network to all areas of our community.

Vibrant, Dynamic & Forward Looking also recognises the importance of public transport – 'Work to improve public transport in and to our city', as well as ensuring we maximise our assets effectively – 'Adopt an effective asset management system'.

An Equalities & Human Rights Impact Assessment has been undertaken for the development of both the Local and Regional Transport Strategies. At this point it is considered that as Park and Ride Services would be enhanced by

complementary activity at the car park sites by virtue of encouraging greater awareness and patronage, that there would be no detriment to the travelling public. However, should Members agree to the development of a process to consider possible additional complementary activities at the car park sites, a further more specific EHRIA will be undertake at that time.

7. BACKGROUND PAPERS

All background papers are referenced within the main body of the report.

8. REPORT AUTHOR DETAILS

Ken Neil
Senior Engineer
kenn@aberdeencity.gov.uk
Tel. No. (52)3476

Appendix 1 – Application Form

OFFICE USE ONLY		Let ref :	
Date applic received			
Date request e-m to SCT			
Date request returned from SCT			
Date conf e-m/posted		Date unsuccessful letter e-m/posted	

Park & Ride Car Park Hire - Application Form

Please complete the form and return it as soon as possible to:
(sunject to decision on process).

Please note application on this form does not constitute a definite booking. If your event can be accommodated a booking confirmation will be sent to you by e-mail (or by post if no e-mail details provided).

Name of organisation/club:	
Name of Site Required:	Kingswells Park and Ride Site

BOOKING Day, Date & Time requested:	

Purpose/Type of Event:			
Facilities/Area Required: Please note the entrance height restriction barrier which is set at 2.1 metres. Please advise if you require access for vehicles greater than this height.			
Additional Requirements: Please advise if you require access to the waiting area/toilet facilities. Note that there will be an additional charge for access to these facilities.			
Participants	No. of Adults (aged over 15):	No. of under 8's:	No. of 8-15 years:
Will you be charging participants:	**YES/NO** If yes - please give details as to whether this charge is just to cover costs or whether the event is a commercial venture.		
Will Tuition/Instruction be given: **If yes, you MUST submit copies of coaching/teaching qualifications and insurance certificates at time of application.**	**YES/NO** (delete as appropriate)		

Contact Name No.1:	**Contact Name No.2:**
Address:	**Address:**
Postcode:	**Postcode:**
Contact tels:	**Contact tels:**
Email:	**Email:**
Should my application be successful and event letting confirmed I agree on behalf of the group that we will abide by the conditions of hire and also make full payment of the event costs immediately on receipt of invoice. Signed…… Print name……. Date…….	

OFFICE USE ONLY

Group Allocation	
Standard	
Concession	
Commercial	
Free let	

Council Use	Yes	No

Insurance details checked	**Staff Signature:**
Qualifications checked	**Staff signature:**

Additional notes:

Appendix 2 – Proposed Procedure

Appendix 3 – Proposed Charging Policy

In line with the current policy for educational lets, the priority of lets will be based on the following category of user:

- Internal
- External (linked to Council objectives)

The proposal is that the Standard charges are applied in line with the following categories of users:

Standard Rate (It is proposed that the Standard Rate charge should be £60 per hour, this is in line with the rate for a full size all weather pitch, which is considered appropriate for the likely areas of the car park required)

Adults – (i.e. groups comprised of adults aged over 15 years)

Commercial Service Provider, i.e. groups or individuals where a charge is made to cover cost, but where the service provided is deemed to be of significant community benefit and in line with the Council's objectives.
The rationale for this proposal is that the City Council could be seen to be supporting the provision of community benefit by allowing access to facilities, without necessarily directly subsidising a profit-making business.

Concession Rate (50% discount on Standard Rate)
Juniors (i.e. groups comprised of children and young people aged under 16 years)
Students (i.e. groups comprised of people in full-time education)
Senior Citizens (i.e. groups comprised of people aged over 60 years)
Disability groups (i.e. groups comprised of those who are registered disabled) –
Strategic partners (i.e. groups with whom the Council has a formal partnership, e.g. relevant National, Cultural, and Sporting bodies)
Establishment of new organisations which are contributing to the delivery of Council strategies.

Free Lets
Aberdeen City Council uses of the site.

The majority of the above rates assume that all the participants (though not necessarily the activity leaders, instructors or organisers) are comprised of the particular age group or category of user. However, recognising that organizations are not always homogeneous in their make up, it is proposed that, where more than 50% of the participants fall into one of the discounted/ concessionary categories, then they would be eligible for the reduced rate.

Use of the waiting area and toilet facilities would incur an additional charge of £50 which would be payable by all groups of users. This is based on the current cost of opening/closing and cleaning of the facilities.

Appendix 4 – Kingswells Community Council Responses

Kingswells
Community Council

3 Cromar Gardens
Kingswells
Aberdeen
AB15 8TF

24th January 2011

Lord Provost Peter Stephen
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1FY

Dear Lord Provost

Complementary Uses of Existing and Future Park and Ride/Choose Sites
EP1/11/024

We have now read the above named paper and wish to note the following comments and the following additions to be inserted into ACC's "Application Form" and "Processing Procedure".

History

Our community has had previous experiences with events which have been totally unsuitable for a P&R site - including the Stonehaven Car Club which caused severe annoyance to the community by unacceptable noise levels on a Sunday afternoon and caused unsightly markings to the surface of the car park.

Implications

Although, ACC's idea of seeing the P&R as 'an asset' and, perhaps, a source of added revenue, many proposed events may cause ACC hidden costs. (For example, additional litter picking, staffing the opening and closing of the barriers at weekends, extra cleaning of toilet facilities and maintenance or repairing car park surfaces.)

We must be wary that any time the barriers are open; we are susceptible to unwanted vehicles entering the car park.

Our community would object to any event which caused noise, litter or the smell wafting from fast food vans which negatively affected our community.

A planning application is underway for a new development of housing at the "pony field". Any potential noise and air pollution would have a detrimental effect on residents due to the close proximity to the Park and Ride.

ACC should be aware that this is still a public car cark, open to vehicles, when these events take place and there may be a risk to children unless very well supervised.

ACC should have the expectation that the Park and Ride site will get busier, in the future, to reduce the amount of cars on the roads. Changing its use could have a detrimental effect on the public perception of the car park. We are also still waiting the next stage of the Development Plan to see whether the proposed commercial development around this site is approved. If it is, the Park and Ride facility usage will, undoubtedly, increase.

Community Council Consultation

Although KCC have been given past assurances by ACC that we will always be kept informed of any requests which come in for alternative usage of the P&R, we note this paper states…

"The school lets process does not involve external consultation on individual applications and it is envisaged that the process developed in this report would also not require external consultation on individual applications".

If this proposal does go ahead, KCC insist that in our role as statutory consultees, we must be given the opportunity to scrutinize each and every request for suitability. This must be included in the following…

- "Park & Ride Sites - Lettings application processing procedure". Consultation with relevant Community Councils must be added.

- On the ACC application form, a box for signing stating…

"Relevant Community Council consulted and agrees to usage"	***Staff signature***

Because of the change of usage, any attempt by ACC to consider a "category 2 - permanent facility" within the car park, would see KCC requesting this to go through formal planning process. Kingswells village lost one million pounds of developer contribution for our community which went, instead, to the P and R facility. Therefore, we should have a continuing say in keeping the P&R as the facility and purpose it was built for - and not used to the determent of our community.

Yours sincerely

Barrie Buchan (Mrs)
Chair
Kingswells Community Council

Email Response sent by Kingswells Community Council on 22nd February 2011

Kingswells Community Council (KCC) would like to make the following comments for consideration.

Section 3
KCC disagree that there will be no financial implications, The P&R does not currently employ any staff and personnel from other council departments will be required to open, clean up and close the venue when an event is held. It is debatable if the letting fee of £60 / hr will cover the costs let alone make a profit.

Section 4 Other implications
KCC consider the letting of the P&R and schools to be totally different processes. Letting a room in a school is unlikely to affect the community and consequently requires no consultation with a body like KCC. Events at the P&R have already had an effect on the local community. One previous event caused damage to the surface of the carpark and cleanup costs outweighed the fees that would have been charged. KCC would be deeply concerned if events went un-vetted, or the procedure is left unchanged.

The P&R has been secured using height restriction barriers at great cost, to prevent issues and costs associated with Gypsy / Travellers. If illegal access is gained when barriers are raised for an event then the associated costs of eviction and clean up will greatly outweigh any letting fee.

Application Form

Please add the following:

Is access required to the toilet / waiting area?

Will the event require access by vehicles in excess of 2.1m high (the height of the height restriction barrier)?

Will the event create noise or wear of the surface of the car park?

Application Acceptance process

The process does not consider whether the height restriction barriers require to be manned or any potential nuisance to the local community or potential damage to the facility. If either is required KCC would suggest the event be rejected.

Charging policy
This does not reflect the true costs of cleaning and operating a remote site. Everyone involved has travelling costs unlike those of a school let where all costs are absorbed in the normal running costs of the school. Additional costs of manning height restriction barriers is not accounted for in the charging policy.

The fee will not recoup the cost of opening, closing and cleaning toilets.

Thanks
Ian Cox
Secretary
Kingswells Community Council

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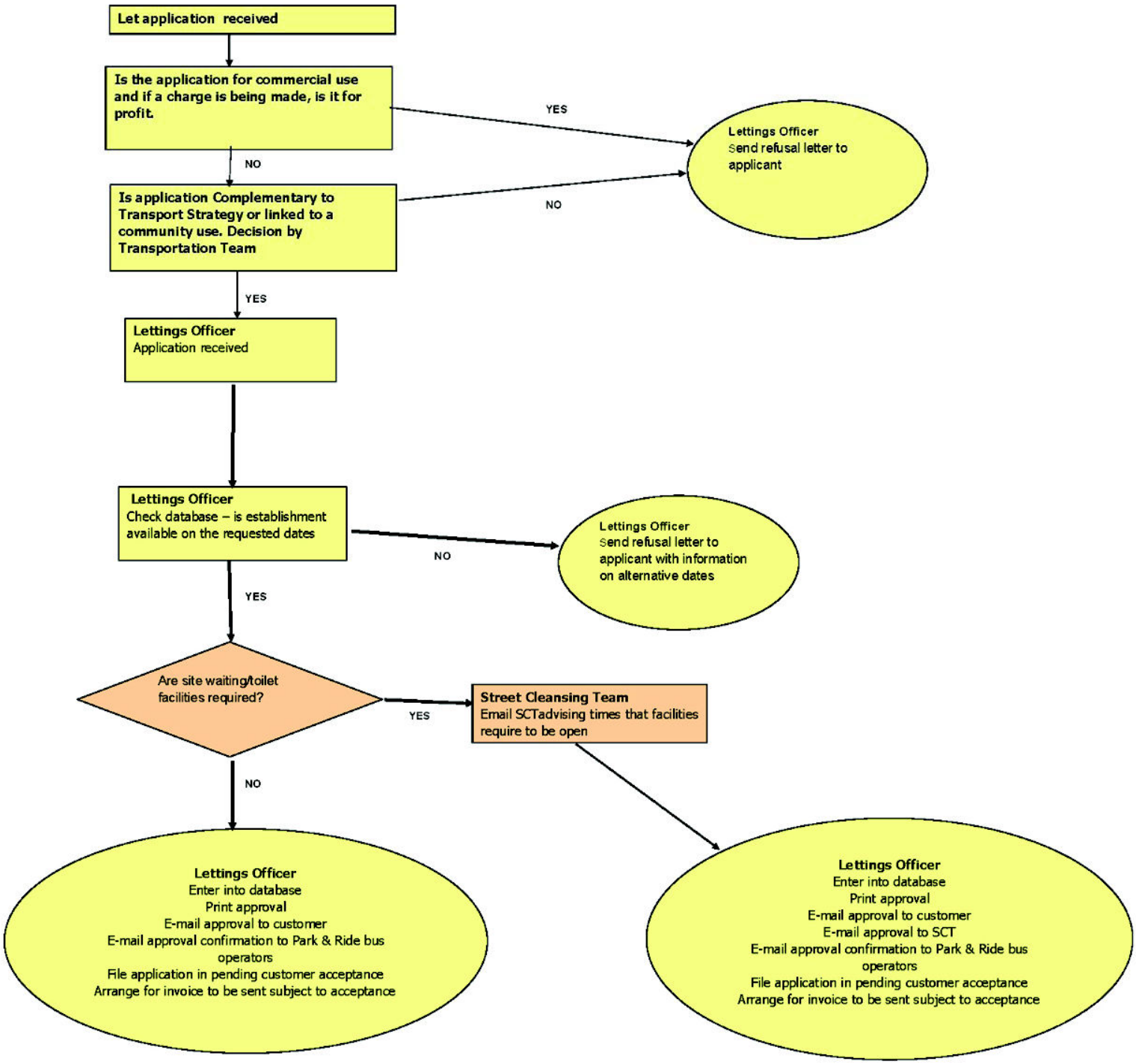
Park & Ride Sites - Lettings application processing procedure



Notes
Allocation of lets will be in line with ACC Priority of access policy.

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Aberdeen City Bus Information Strategy
REPORT NUMBER:	EPI/11/060

1. PURPOSE OF REPORT

1.1 At its November 2010 meeting, the Enterprise, Planning and Infrastructure Committee agreed to the release of a Draft Bus Information Strategy for public and stakeholder consultation. The purpose of this report is to inform Members of the outcomes of this consultation period and to seek Member approval for the launch of a final Aberdeen City Bus Information Strategy.

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 of Aberdeen, particularly the two rounds of public and stakeholder consultation that were undertaken during 2010 and early 2011;
b) Adopt the finalised Aberdeen City Bus Information Strategy; and
c) Instruct officers to continue working with local bus operators and other partners on implementing the various actions and commitments outlined within the adopted Strategy.

3. FINANCIAL IMPLICATIONS

3.1 The resources necessary to finalise and launch the Bus Information Strategy can be met from current provision as only staff time will be required. 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 public transport budgets. Should any actions that cannot be met within existing budgets fall upon the Council, external funding will be sought in the first instance. Aberdeen City Council will continue to work with bus operators, Aberdeenshire Council and Nestrans on a shared approach to bus information provision in order to minimise costs to the Council.

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 engagement regarding the current standard of bus information available within the City, a draft Bus Information Strategy for Aberdeen was developed by Aberdeen City Council and was released for public and stakeholder engagement following instruction from the Council's Enterprise, Planning and Infrastructure Committee in November 2010.

5.3 The consultation period ran from 15 November 2010 to 14 January 2011. During this period, a total of six responses were received. Four of these were from stakeholders:

- Aberdeenshire Council
- Grampian Fire and Rescue Service
- Nestrans
- Old Aberdeen Community Council

The remaining two responses came from interested members of the public. A full breakdown of those comments relating to information that were received on the draft Strategy has been included in Appendix 1 of this report along with a response to each of the issues raised.

5.4 The comments received during this second round of consultation have been considered and the views expressed incorporated into the final draft Strategy where appropriate. The majority of comments related to very specific elements of the Strategy, where further detail or clarification was requested, or where additional actions were suggested as necessary. Some inaccuracies contained within the draft document were also drawn attention to. As a result, although some minor amendments have been made to the text of the draft Strategy, the overall tone, aims and objectives of the Strategy have not changed.

5.5 The purpose of the 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.

5.6 The 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 travelers with disabilities.

5.7 It is anticipated that, by improving public transport information in accordance with the 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.

5.8 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.

5.9 A copy of the final draft Strategy has been included as Appendix 2 to this Report.

5.10 It is anticipated that the Strategy, if adopted, and subject to any further amendments by this Committee, will be visually enhanced and made available from the Council's website in PDF format. Copies can also be printed off and supplied upon request.

6. IMPACT

6.1 The Aberdeen Local Transport Strategy 2008-2012 has a vision to develop "A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy and minimises the impact on our environment". The five high level aims of the Strategy are:

1. Support and contribute to a thriving economy for Aberdeen City and its region.
2. Ensure a safe and secure transport system.
3. Minimise the environmental impact of transport on our community and the wider world.
4. Ensure that the transport system is integrated and accessible to all.

5. Ensure that our transport policies integrate with and support sustainable development, health and social inclusion policies.

6.2 Nestrans' Regional Transport Strategy 2021 outlines a series of measures to improve transport in the region, including four strategic objectives:
1. Economy - To enhance and exploit the North East's competitive economic advantages, and reduce the impacts of peripherality.
2. Accessibility, Safety and Social Inclusion - To enhance choice, accessibility and safety of transport, particularly for disadvantaged and vulnerable members of society and those living in areas where transport options are limited.
3. Environment - To conserve and enhance the north east's natural and built environment and heritage and reduce the effects of transport on climate and air quality.
4. Spatial Planning - To support transport integration and a strong, vibrant and dynamic city centre and town centres across the north east.

6.3 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.

6.4 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.

6.5 Vibrant, Dynamic & Forward Looking sets out a commitment to work to improve public transport within and to our city and to improve access.

6.6 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*.

6.7 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 via two periods of public consultation which took place during January and February 2010 and from November 2010 to January 2011.

6.8 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

Aberdeen City Council Draft Bus Information Strategy - 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
Aberdeen Local Transport Strategy 2008-2012
Nestrans Regional Transport Strategy 2021

8. REPORT AUTHOR DETAILS

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Appendix 1: Comments received on the Draft Aberdeen City Bus Information Strategy

The following comments were received by Aberdeen City Council during the period of consultation undertaken on the Draft Aberdeen Bus Information Strategy (November 2010 – January 2011). A response to each of the issues raised has been provided.

	COMMENT	RESPONSE
1	Can you clarify whose responsibility it is to actually put the information in the display cases and to make sure that it is the correct information?	This issue has hopefully been clarified by the rewording of Section 4.13.
2	In Section 7.3, the phrase 'wherever practical and appropriate' is used to describe the fitting of bus stop flags. Should flags not be fitted and maintained at all stops? What exceptions to this might there be?	Noted. Section 7.3 has been rewritten to reflect this.
3	The Quality Partnership contains a target to "maintain the standard of cleaning bus shelters on an at least monthly basis" – does this include display cases?	Yes, the full shelter is cleaned monthly including the information panels.
4	A major weakness of your proposals is the lack of specification as to what information on fares should be made available. It is many years since First stopped publishing details of fare stages on their timetables or at bus stops. Where there is an 'exact fare only – no change given' system in operation, passengers need to have access to information about fare stages to be able to work out the amount of the exact fare they are required to tender on boarding the bus. At the moment this is impossible. Throughout the document there are various references to requirements for 'fare information' to be provided. In section 7 there is a statement that this should include information about fare stages. I would suggest that the strategy should include a requirement for lists of fare stages to be published in timetables, at bus stops and on bus companies' websites. An alternative would be for a grid to be	During the two consultation periods undertaken, a number of members of the public have expressed their dissatisfaction with the transparency of the fare stage system. The Bus Information Strategy states that fare information should be included on timetables, on operator's websites and at all boarding bus stops, and this includes information on single and return fares for all stages as well as season ticket prices. Aberdeen City Council welcomes the suggestion of a grid system for fare information and notes that First Aberdeen already has this information in grid format to aid drivers. Aberdeen City Council will therefore enter into discussions with bus operators regarding the possibility of adapting such a system for paper timetables and the web and the Strategy has been updated to reflect this. Such an approach may prove more problematic at bus stops however, as tailored information would be expensive to

	published showing the point to which travel is allowed from a particular stop for each single fare.	provide, particularly given the possibility of future fare changes which would necessarily result in the reprinting and reposting of tailored information at every boarding stop in the City which could prove prohibitively expensive and difficult to keep up to date. There may also be inadequate space at bus stops, especially those served by a large number of services, to make such an approach viable.
5	There are various points in the document where the language is too vague to be meaningful. Phrases such as 'consideration should be given...', 'it may be of benefit…" and 'can be useful to passengers' could usefully be replaced by more mandatory phrases.	Noted. The document has been updated accordingly.
6	I note the statement that bus stop information should be 'legible during the hours of darkness'. In many bus shelters, bus service information is positioned at the side of rather underneath the lighting, making it difficult to read in darkness.	ACC accepts that some information panels may be difficult to read during the hours of darkness. Every effort will be made to ensure than any new panels installed are positioned in such a way that they can take advantage of any available lighting opportunities. Due to necessary reductions in the available public transport budget, it is unlikely that existing panels can be relocated or bespoke lighting provided at bus stops in the foreseeable future, although this is something that could be considered by the Council in the longer term.
7	Passengers may be reluctant to use the Traveline information service as it involves the use of a premium rate 0871 phone number.	It is appreciated that certain methods of gaining information, such as the Traveline telephone service and text facility, involve a cost to the user and, as a result, their impact may be limited, especially given the volume of free information available. Nevertheless the Strategy aims to identify and improve all aspects of information provision. Figures from Traveline show relatively high use of the text message facility in Aberdeen City, suggesting that some users are willing to pay for public transport information.
8	We fully support the City Council strategy to improve the quality and	This is referred to in the Strategy. ACC realises that improved public transport

	availability of bus information as part of a means of encouraging use of public transport but do note that this should be considered within the overall context where arguably cost and reliability of service are of primary importance for bus users.	information will not in itself encourage all potential users onto buses, but considers poor information to be a significant barrier to bus use. ACC works closely with bus operators and other stakeholders via the Local Authority and Bus Operator Forum (LABOF) to investigate measures to improve reliability and punctuality of buses, recognising this as another measure that has the potential to improve patronage. Cost of bus services is wholly in the control of individual operators, except where those services are subsidised by the local authority or other body.
9	We consider that the web and SMS based information systems show potential, but need further development if they are to be taken up by the public.	Section 7.9 lists a series of actions that will be undertaken to maintain and improve web-based information. As indicated above, SMS facilities are relatively well used in Aberdeen City, while the number of hits on the Real Time Bus website exceeded 30,000 in December 2010, but both would benefit from further promotion. Any development of the txt2traveline facility is the responsibility of Traveline.
10	We consider that the provision of current bus information at each bus stop should be the most important part of the bus information strategy. Our experience is that timetables are too often out of date or missing or obscured and that the responsibility for their maintenance and update is not properly managed between the bus companies and the Council. Example: A new time table placed within a graffiti infested case, obscuring most information. Example: Timetable not updated as personnel unable to open the case due to seized screws. In both cases, it would appear that the Council has not been informed, or if informed, has not acted. Example: Bus table a year out of date – First Bus informed - no action, until raised during face to face meeting with First Bus senior management.	ACC agrees that the improvement of at-stop information is one of the most important elements of the Strategy. ACC, Aberdeenshire Council, Nestrans and bus operators are in the process of entering into an agreement regarding joint production and erection of timetables, which should ensure that timetables are available at every stop used by boarding passengers, and are current, comprehensive and unobscured. The Council will aim to respond to issues of vandalism and graffiti in bus shelters as soon as possible.

	Thus, the low rating given on page 27 for 'at stop' information ('Not useful - 6') can perhaps be largely attributed to insufficient management of this simplest of means for providing information.	
11	We can find no information on the ACC website as to how to report a broken or defaced timetable case or a missing timetable.	A contact for reporting vandalism in bus shelters is provided on the web site but users must follow a link entitled 'Bus stops and shelters – positioning' to access this which the Council accepts is a misleading title. Full details of the Council's Public Transport Unit are available on the web site, although it is recognised in the Strategy that the City Council's web pages are in need of an overhaul.
12	We are pleased with the introduction of timetable data specific to each stop and consider this a very useful development	Noted.
13	While realtime information is welcome and desirable, provided it is accurate and comprehensive, the key requirement is for the buses to reliably work to their timetables. To arrive at a stop in good time for your bus only to learn from the realtime board that the bus will not arrive for 20 minutes is better than waiting with no information, but is poor consolation.	Noted. See response to Comment 8.
14	SMS messaging could be developed to provide a good supplement to at-stop realtime data displays and we note that the majority of bus stop flags have now been revised to show this information. However, we comment as follows: * The information provided is not always realtime. To pay around 35p for timetable bus times is rather irritating and likely to lead to poor repeat use. Suggest there should not be a service charge if only timetable data is available (i.e. cost of phone call only). * The reply should show clearly whether the information provided is realtime or schedule data.	ACC accepts that the SMS facility may be of limited use if only timetable information is available, especially given the aim within the Strategy to have timetables displayed at all boarding stops. Traveline Scotland is currently looking into the feasibility of real time feeds. However, as mentioned previously, Aberdeen City has the highest usage of this facility in Scotland, possibly as a result of a number of bus stops not showing, or showing out of date, timetable information. This suggests that members of the public are willing to pay a small charge for information, although the Council agrees that having real time information available

	* The information required - the phone number to call and the bus stop reference - are difficult to read, particularly at night. The use of green and white rather than black and white is a contributory factor, but we suggest that the key issue is that the Traveline Scotland logo wastes space, forcing too small a size of print to be used.	via SMS would be of greater benefit to the public and would undoubtedly increase usage of the facility. The Real Time website displays bus departure times in real time and is arguably of even more benefit in that there is no perceived cost to the public so is likely to be more popular. See the response to comment 6 regarding the issue of legibility of information when dark.
15	Aberdeen First Bus Interactive and Network maps - while these are helpful, we concur that they do not adequately identify the streets being traversed, thus significantly compromising their usability	The First Aberdeen network map is designed to provide an overview or summary of the network and, in order to ensure that the whole network can be viewed at a glance, is unable to go into the level of detail that would allow individual streets to be identified. Each First paper timetable, however, has a route map individual to that service, showing the full route traversed by the service down to the detail of individual streets. The Aberdeen City Public Transport Guide also shows this level of detail. The Strategy identifies actions to ensure that service-specific route maps are also available online and at bus stops where space permits.
16	The realtime bus information is potentially useful but needs some improvement. The most obvious issue is that the bus reference stop number printed on the stop flag, is not the same number as that used on the Realtime website. This is surely a complete nonsense. Example: No.20 route, Old Aberdeen High St – Flag code: 23235752, Realtime bus stop code: 639003691. Stop 639005462 is incorrectly identified as 'St Machar Cathedral' though it is adjacent to Kings College. Stop 639003162 is incorrectly identified as 'St Machar Cathedral' though it is adjacent to Dunbar St (map shows former location - bus stop moved during 2010).	Noted. The Strategy has been amended to include an action to look at ways in which the codes displayed on the website can match those displayed at bus stops and to ensure the site is updated to reflect any changes in the service network or the positioning of bus stop infrastructure.
17	There is no indication on the (Real Time Bus) site whether the bus time given is real time or default timetable.	When real time information is not available for a service, the scheduled departure time is provided in 24 hour

	This should be stated.	clock format, rather than the display box counting down the time in minutes, as is the case for those buses which are linked into the real time system. It is accepted that this may be ambiguous, therefore the information on the site will seek to clarify this.
18	Presently (on the Real Time Bus website), all bus stops are identified on the map with a flag, but without clarity as to which side of the road they service. This could be readily achieved by organising the flags to point to left or right to suit bus direction.	Zooming into the map should provide clarity as to which side of the road the stop is located.
19	When viewing the map (on the Real Time Bus web site) at a large scale, a lot of little bus logos become evident, without any particular purpose or link to bus stops.	Noted. This comment will be passed to the website administrators.

Aberdeen City Council

Final Draft Bus Information Strategy

March 2011

Executive Summary

Aberdeen City Council's Bus Information Strategy outlines the Council's vision for improving the quality and availability of local bus information. It combines a best practice review with the outcomes of two rounds of public and stakeholder consultation and a thorough analysis of the state of existing information provision 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 journey times
- Ensure that all information on local bus services 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
- 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 are easily accessible to all computer users at the click of a button
- Continue to promote journey planning facilities, such as the Traveline Scotland and Real Time Bus websites, and to raise awareness of the various other 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 service changes and, when these and other changes to bus operations 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 enhancing 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 the aims and objectives of the Aberdeen Local Transport Strategy 2008-2012.

We are happy 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.

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1. Introduction

Aberdeen City Council's Bus Information Strategy has been prepared in accordance with the Transport (Scotland) Act 2001 and the Aberdeen Local Transport Strategy 2008-2012.

It sets out the Council's aims and objectives for improving the quality and accessibility of local bus information in the City and how this is to be achieved. It specifies what information the Council believes should be available to members of the public and the way in which this information should be made available, identifying who is responsible for each element of provision.

With more than one-third of Aberdeen's residents without access to a private car and with an increasingly older population, Aberdeen City Council recognises that many of our citizens are, to a certain extent, reliant on public transport for travelling throughout the area, and that public transport is vital in enabling many citizens to live an independent and active life. Those dependant on public transport deserve robust and reliable information that lets them know if and when their journey can be made by bus, how long it will take and at what cost. We also recognise that the availability and accessibility of public transport information can be a major factor in encouraging those who do have access to a car to use public transport for certain journeys instead and to leave the car at home, thus helping to alleviate problems of traffic congestion, poor air quality and environmental pollution in Aberdeen City.

For the purposes of this Strategy, the definition of bus information is deliberately wide-ranging and encompasses information on:

- Planning a journey using public transport for all or part of the way;
- Finding out about routes and timetabling of local bus services to, from and within Aberdeen;
- Finding out the cost of a journey, the range of tickets on offer and how to make payment;
- Knowing which are the most appropriate bus stops to commence and terminate a journey;
- Identifying the required service, and signaling to the bus driver that you wish to board or alight;
- Finding out about facilities for people with special needs;
- Interchanging between services and between different modes of transport;
- Finding out about service changes and diversions;
- Commenting on, or making a complaint about, a bus journey;
- Any other information of value to current and potential passengers that may make a public transport journey simpler and more comfortable; and
- The various methods of obtaining the above information.

Providing information that is accurate and easily accessible can:

- Increase bus passenger numbers;
- Remove a number of private cars from the road, thus alleviating problems of congestion, poor air quality and pollution;
- Help combat social exclusion by enabling those without or unable to use a private car to access employment and education opportunities, shops and services and to play a full role in community life;

- Ease movement around the City, ensuring Aberdeen remains a popular destination with tourists and visitors; and
- Improve the perception of bus travel, in terms of frequency, accessibility and on-board facilities.

Through this Bus Information Strategy, Aberdeen City Council will seek to ensure that accurate and comprehensive public transport information is available to all of our citizens, both current bus users and non-users, and visitors, although it is appreciated that the information needs of these groups will differ and that the Strategy must recognise and seek to address these differing needs.

It is also appreciated that different sectors of the population (in terms of age, ability and socioeconomic status) may seek information in different ways and via different means. The Internet and mobile phone technology, for example, can be used to effectively disseminate information to younger citizens who have a greater propensity to use such technology than older citizens do. Conversely, the latter group may be more used to obtaining information in local libraries and appreciate the reassurance of face-to-face contact to confirm that the information they are receiving is valid and correct. It is therefore essential that public transport information is made accessible and available in a variety of locations and through many different media to reflect the diversity of bus passengers and their differing preferences and requirements.

Aberdeen City Council is also aware that it does not operate in isolation as a local authority. With a regional bus station and co-located railway station in the City Centre serving a number of towns and villages in Aberdeenshire and beyond, many public transport journeys commence or terminate outwith the City boundary, and travelers do not necessarily pay cognisance to regional boundary distinctions. With Aberdeenshire Council having recently adopted their own Bus Information Strategy, cohesion between the two documents is essential so that standards of information are consistent along public transport corridors and passengers experience the same level of information provision wherever in the region they are travelling.

The aim of Aberdeen City Council's Bus Information Strategy is therefore:

> *To ensure that high-quality and easily comprehensible information on all local bus services to, from and within Aberdeen is widely available throughout the City to all residents and visitors.*

The Strategy also has the following objectives:

- To increase awareness of Aberdeen's public transport options, thus allowing people to adopt more sustainable travel habits.
- To ensure that information on routes, timetables, fares, etc. is available across a range of media and in a variety of locations to reflect the diversity of bus passengers in Aberdeen and their differing needs and preferences.
- To ensure that members of the public know how and where to access this information.
- To ensure that such information is accurate, comprehensive and up to date.
- To make public transport more accessible and ensure that a lack of information is not contributing to social exclusion.

- To promote the economic well being of the City, including improving travel facilities for visitors and tourists.
- To improve bus passenger satisfaction and the perception of bus travel amongst non- and irregular bus users.

The Strategy outlines the current position in terms of information provision and sets out aspirations and a framework for future delivery of bus information in the area. The Strategy takes the following structure:

- Chapter 2 outlines the legislative and policy context within which this Strategy has been developed, with reference to national, regional and local policy and guidance and how the Strategy conforms to or compliments this.
- Chapter 3 describes the geographic and demographic context within which the Strategy has been developed, describing the current bus network covering Aberdeen City and the baseline modal split for the area, while also considering other relevant factors such as car ownership and population trends within the City.
- Chapter 4 takes the form of a literature review, describing best practice in public transport information provision, while also reviewing a number of Bus Information Strategies adopted by other Scottish local authorities.
- Chapter 5 details the outcomes of a period of public consultation that was undertaken to gauge the public's views on the current state of information provision and what they felt could be done to improve this.
- Chapter 6 describes what information is already made available to members of the public by the local authority, bus operators and via other bodies and means.
- Using the information gathered during the processes described in Chapters 4 to 6, Chapter 7 sets out the Bus Information Strategy for Aberdeen City, identifying what actions are required, and outlining timescales and responsibilities.
- Finally, Chapter 8 outlines how the success of the Strategy will be monitored throughout its lifetime.

Throughout this Bus Information Strategy, the main emphasis is on those services operating commercially within the City and those services operated under contract to Aberdeen City Council and / or Nestrans. Aberdeen City Council recognises that there are a number of operators running bus services to and from the City under contract to Aberdeenshire Council and Moray Council, but accepts that these will be subject to separate Public Transport Information Strategies and / or Local Transport Strategies of the respective Councils, which Aberdeen City Council fully support.

2. Policy Context

2.1 Introduction

This chapter describes the current legislation and guidance on the preparation of Public Transport Information Strategies and sets the current Strategy in the context of relevant national, regional, and local plans and policies.

2.2 Transport (Scotland) Act 2001

The Transport (Scotland) Act 2001 introduced a number of new powers and statutory duties relating to public transport and local bus services. One of these is the requirement for local authorities to develop and implement a Bus Information Strategy.

Sections 33 to 35 of the Act require local authorities to determine for their area:

- What local bus information should be made available; and
- The way in which it should be made available.

The Act defines the content of local bus information as:

a. Information about routes and timetabling of local services to/from and within the authority's area;
b. Information about fares for journeys on such local services; and
c. Such other information about facilities for disabled persons, travel concessions, connections with other public passenger transport services or other matters of value to the public as the authority consider appropriate in relation to their area.

The Act dictates that the Strategy should identify who is responsible for providing the information required, whether this is the local authority or bus operators. If it is found that the required information is not being made available by operators, the local authority can make arrangements with an operator as to how they will make this information available. It is anticipated that voluntary agreement can be reached between the local authority and operators as to how best to provide the information identified. However, Section 34 of the Act states that, if the operator and local authority are unable to make satisfactory arrangements, the local authority can, as a last resort, make its own arrangements for the information to be provided and recoup costs from the operator. Nevertheless, authorities and operators should enter into a Bus Information Strategy voluntarily in the first instance to achieve the identified standards and this is the approach that will be pursued by Aberdeen City Council.

Guidance on Part 2 (Bus Services) of the Transport (Scotland) Act 2001 suggests that,

> *Should some operators provide information to the required standard and others not, the local authority should decide whether or not to take over the whole operation, depending on the scale of the missing information. If most operators provide the information then it might be more appropriate to work in partnership with them, and charge additional costs only to the operator who does not provide information; but if the majority of operators do not provide information, the local authority may find it more effective to take over the whole information provision operation.*

It is expected that the determination of information provision will be in line with the general policy and Local Transport Strategy (LTS) objectives of the authority and that consultation is undertaken with the Traffic Commissioner, public transport users and

other stakeholders and that the results of these deliberations are published. The needs of all potential users, including those with special needs, should be taken into account.

The Act goes on to state that,

> *In carrying out their functions under sections 33 and 34 of the Act, local transport authorities-*
>
> > *(a) shall act in a manner which is, in the opinion of the authority, most economic, efficient and effective; and*
> > *(b) shall not act in such a way as to discriminate (whether directly or indirectly) against any operator, or class of operator, of local services.*

Standards set out in the Bus Information Strategy should be reviewed periodically, preferably each time the LTS is reviewed.

2.3 Transport White Paper: Scotland's Transport Future

The then Scottish Executive published its transport white paper in June 2004. This has a vision for Scotland's transport future which is *"An accessible Scotland with safe, integrated and reliable transport that supports economic growth, provides opportunities for all and is easy to use."*

The Executive suggests in relation to the delivery of this vision, in Paragraph 4.43:

> *Bus priority measures are often very important in enabling buses to combat congestion. Initiatives by transport authorities include bus priority lanes, priority at traffic lights and junctions, new and improved bus stations, interchanges and shelters, raised kerbs to ease boarding, and park and ride facilities. Initiatives in response by bus operators include increased frequencies, increased numbers of low-emission and low-floor buses and improved ticketing and passenger information*.

2.4 National Transport Strategy

Scotland's National Transport Strategy (NTS) was published in December 2006. This introduced three key strategic outcomes related to transport which support the purpose of the Scottish Government. One of these is to "*Improve quality, accessibility and affordability, to give people a choice of public transport, where availability means better quality transport services and value for money or an alternative to the car*".

A number of policies set out in the NTS support the development of a Bus Information Strategy including:

- *Actively promote SMART measures such as travel plans, and high quality travel information to encourage more sustainable travel.*
- *Improving the quality of journey information.*
  - *We want to aim for the provision of a 24 hour/365 days a year integrated service which brings together all modes of transport so that users can use their preferred technology to access accurate information before and during their journey. This enhanced service will be of particular importance to visitors to Scotland both in pre-planning their journeys and using public transport to access visitor attractions and events. We want to explore adding*

cycling and walking into this information service and to extend the amount of real-time information that is available.

- *Transport authorities are required by legislation to determine what local bus information (including information about routes and timetabling) should be made available. We will review the progress that has been made across Scotland ensuring that information is appropriate to the needs of different groups, including commuters and visitors.*

- *Promoting Integrated ticketing and higher quality transport interchanges to enhance the passenger journey.*
- *Promote improvement of the overall accessibility of the transport network for older and disabled people and those with limited mobility.*

2.5 Moving Into the Future – An Action Plan for Buses in Scotland

A Bus Action Plan was published alongside the NTS which outlines a range of measures to improve bus services in Scotland. The Plan acknowledges that inadequate or poor information is of high concern to passengers. One of the actions set by the Scottish Government is therefore:

Working with transport authorities, conduct a nation-wide review of bus stop information.

Following the publication of the Bus Action Plan various guidance was issued, including the 'Buses for Scotland: Progress Through Partnership' document which further sets out recommended minimum standards for bus information provision and who is responsible for each element of this.

2.6 Single Outcome Agreement - National Outcomes

In November 2007, a Concordat was agreed between the Scottish Government and COSLA (Convention of Scottish Local Authorities), setting out the terms of a new relationship between national and local government, based on mutual respect and partnership. Fifteen National Outcomes have been derived which describe what the Government wants to achieve over the next ten years, articulating more fully the Government's purpose. This Strategy, directly or indirectly, contributes to the achievement of a number of those outcomes including:

- We live in a Scotland that is the most attractive place for doing business in Europe.
- We realise our full economic potential with more and better employment opportunities for people.
- We have tackled the significant inequalities in Scottish society.
- We live in well-designed sustainable places where we are able to access the amenities and services we need.
- Our public services are high in quality, continually improving, efficient and responsive to local people's needs.
- We value and enjoy our built and natural environment and protect it and enhance it for future generations.
- We reduce the local and global environmental impact of our consumption and production.

2.7 Nestrans Regional Transport Strategy 2021

In July 2008, Nestrans, the transport partnership for Aberdeen City and Shire, received ministerial approval for their Regional Transport Strategy (RTS) 2021, which proposes a series of measures to improve transport in the region by 2021. The RTS outlines four strategic objectives. These, along with the sub-objectives that the improvement of public transport information support and contribute to, are:

5. Economy - To enhance and exploit the North East's competitive economic advantages, and reduce the impacts of peripherality.
- To make the movement of goods and people within the north east and to/from the area more efficient and reliable.
- To improve the range and quality of transport to/from the north east to key business destinations.
- To improve connectivity within the north east, particularly between residential and employment areas.

6. Accessibility, Safety and Social Inclusion - To enhance choice, accessibility and safety of transport, particularly for disadvantaged and vulnerable members of society and those living in areas where transport options are limited.
- To enhance travel opportunities and achieve sustained cost and quality advantages for public transport relative to the car.

7. Environment - To conserve and enhance the north east's natural and built environment and heritage and reduce the effects of transport on climate and air quality.
- To reduce the proportion of journeys made by cars and especially by single occupant cars.
- To reduce the environmental impacts of transport, in line with national targets.
- To reduce growth in vehicle kilometres travelled.

8. Spatial Planning - To support transport integration and a strong, vibrant and dynamic city centre and town centres across the north east.
- To encourage integration of transport and spatial planning and improve connections between transport modes and services.
- To enhance public transport opportunities and reduce barriers to use across the north east, especially rural areas.

The RTS also has 21 sub-strategy strands, which provide further detail on and description of how the Strategy will achieve its Objectives. One of these, IC3 – Bus Improvements, is particularly relevant to this Strategy: *Improve information provision including expanded real-time information systems across Aberdeen City and Shire*.

2.8 Bus Action Plan for North East Scotland

A Bus Action Plan to accompany the RTS was finalised in December 2009. One element of this is improved information, with the following actions:

- Undertake market research to identify the most beneficial ways of providing information.
- Introduction of airport service specific travel information including booklets and RTS (Real Time Systems).
- Work with ferry operator to improve information provision regarding options for bus/ferry interchange.

A number of 'Emerging Interventions' are identified, including, under 'Information, Fares and Ticketing':

- Targeted roll-out of improved information provision.
- Development of a regionally consistent range of fares and tickets, compliant with competition legislation, but also catering comprehensively for travel within the region.
- Continued support for investigation of smart card applications which may simplify the provision of seamless ticketing.

The Action Plan also outlines a series of 'optimal standards' that Nestrans will pursue throughout the region. In terms of information, these include:

- Information that is consistently identified across the whole region, with sufficient information to allow waiting passengers to confirm which services stop, at what times, and where additional information can be sought.
- Publicisation of the Traveline telephone number and website address at stop, along with a clear indication of NaPTAN (National Public Transport Access Node) number for use with the txt2traveline service.
- Provision of a regional 'real time' information system should be actively pursued.

Mention is also made of the necessity for joined-up polices between Aberdeen City and Aberdeenshire which would enable an agreement to be put in place between the local authorities and operators to determine how information is going to be updated and where the costs are going to fall.

2.9 Bus Quality Partnership

In 1998, Aberdeen City Council entered into a Quality Partnership for Public Transport with Aberdeenshire Council, Stagecoach Bluebird and First Group, with Nestrans joining in 2007. The principle aims of the Quality Partnership are to enhance the quality, image and availability of bus services in the north east of Scotland.

The Quality Partnership was re-launched in 2010, with the five signatories committing themselves to achieving a number of standards and targets. Those specifically relating to information are:

- Increase customer satisfaction with bus services to at least 75% in each category by 2015;
- 95% of bus stops to have up to date timetable information by 2015 and 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; and
- Traveline number and SMS code to be displayed at all boarding stops – 100% by 2012.

2.10 Aberdeen Local Transport Strategy 2008-2012

Aberdeen City Council's Local Transport Strategy (LTS) was approved in March 2008 and sets out the policies and interventions adopted by the Council to guide the operation and improvement of the local transport network over the coming years. The following aims, objectives, actions, indicators and targets all support the improvement of public transport information provision.

Aims:

- Support and contribute to a thriving economy for Aberdeen City and its region.
- Minimise the environmental impact of transport on our community and the wider world.
- Ensure that the transport system is integrated and accessible to all.
- Ensure that out transport policies integrate with and support sustainable development, health and social inclusion policies.

Objectives:

- To minimise and improve reliability of journey times for people and goods through Aberdeen's transport networks.
- To increase the share of travel by the most sustainable modes to promote economic growth without associated traffic growth.
- To reduce carbon emissions from road transport.
- To reduce levels of air pollution throughout the city.
- To reduce the levels of noise pollution, particularly in the City Centre and around the airport.
- To improve accessibility (network and cost) to jobs and services to support social inclusion.
- To improve the ease of use of the City's public transport system.

Actions:

- SUS TI3 – ACC will work with public transport operators to ensure that all bus stops across Aberdeen have up-to-date, reliable timetable information.
- SUS TI4 – ACC will seek to ensure that publicity materials are made available in suitable print for people with sight difficulties and in alternative languages wherever possible.
- SUS TI5 – ACC's website will be developed as the one-stop-shop for public transport information for the City, providing links to the websites of local public transport operators.
- SUS TI6 – ACC will promote the use of personalised travel planning websites and Traveline Scotland's batch journey planners.
- IMP BUS9 – ACC will work with bus operators to investigate barriers to the use of the existing Park and Ride sites within the city and will seek to implement measures to increase patronage levels.
- IMP BUS10 – Working with partners, ACC is committed to the development of a network of Park and Ride or Park and Choose sites across the North East and will seek to improve these through the development of a consistent brand.
- IMP BUS12 – ACC will liaise with Nestrans and bus operators to introduce a Public Transport Information Action Plan, as part of the Transport Information Action Plan.

Indicators**:**

- Employed adults (16+) not working from home, resident in Aberdeen City, usual method of travel to work.
- Pupils in full-time education at school, usual main method of travel to school.
- Traffic levels (million vehicle km) on all roads in Aberdeen City Council area.
- Bus reliability, punctuality and patronage.
- Petrol and diesel consumption of road vehicles driven within the boundaries of Aberdeen City Council, and the associated amount of CO2 production.
- Adults (16+) - those living in Aberdeen City, percentage who have used a local bus or rail service in the previous month.
- Adults (16+) who used a local bus service in the last month - Percentages who agreed with a range of statements relating to the quality and ease of use of the journey.
- Percentage of adults (16+) who considered public transport to be either 'very' or 'fairly' convenient.

Targets:

- By 2012, it is hoped that the percentage of employed adults living in Aberdeen driving to work in a car or a van is reduced by at least 5%.
- By 2012 it is hoped that the percentage of children driven to school is reduced by at least 10% (to 20.1%), compared to 2007 baseline.
- There is a statutory target to reduce Scottish emissions by 80% by 2050, which requires a 3% per annum reduction in carbon dioxide emissions.
- Increases in the frequency of use of local bus and rail services.
- Increasing public transport user satisfaction.
- Maintaining perceived levels of convenience in public transport greater than 95%.

2.11 Aberdeen Community Plan Update 2008

Aberdeen's Community Plan provides the strategic direction for Aberdeen City, as agreed by the North East Joint Public Sector Group. Under the 'Transport and Connections' theme, 'Improve sustainable transport options' is defined as a priority. This is essential to the economy from both a commercial perspective and as part of the "well being" agenda, making it easy to move around the area.

2.12 Single Outcome Agreement – Local Outcomes

The Concordat agreed in November 2007 between the Scottish Government and local government requires each local authority to prepare a Single Outcome Agreement (SOA) with the Scottish Government, based on the direction of policy expressed by the Government's National Outcomes. The purpose of this SOA is to identify priority outcomes for the people of Aberdeen and set out targets to maintain and improve those outcomes through specific commitments made by the Scottish Government and Aberdeen's Community Planning Partners. The outcomes relevant to the improvement of bus information are:

- Aberdeen is an even more attractive place in which to do business.
- Aberdeen will have high quality employment opportunities for citizens.
- Improve the quality of life in our most deprived areas.

- Every citizen is enabled to be more active in his or her community regardless of their age, gender, sexual orientation, ethnic origin, where they live or disability to ensure everyone can contribute to ‘active citizenship’.
- Aberdeen’s natural and built environment is protected and the City plays its part in protecting the planet.
- Minimise the environmental impact of transport on our community and the wider world.

The various partnerships and legislative and policy documents described above can therefore be seen to support and encourage the development of a Bus Information Strategy for the City of Aberdeen. Such a Strategy can, in turn, help the Council, Nestrans, community planning, third sector and private sector partners, as well as the Scottish Government, to achieve many of the aims and targets identified in their strategy documents and partnership agreements.

3. Geographic and Demographic Context

3.1 About Aberdeen

Aberdeen is Scotland's third most populous City, with an estimated 213,810 inhabitants in 2009. Residents benefit from above-average earnings and a consistently low unemployment rate (2.3% in July 2010). Perhaps as a consequence of this, Aberdeen has the highest level of car ownership of all Scotland's major cities, with 69.1% of households owning at least one car, compared to 59.8% in Edinburgh, 53.3% in Dundee, and 49.7% in Glasgow. More than a fifth of Aberdeen's households have more than 2 cars in their possession (2007/8 Scottish Household Survey figures). The large number of motorists on Aberdeen's roads therefore suggests that public transport information will need to be of a high quality and disseminated widely if such people are to be tempted away from their cars.

Although these figures imply a relatively low level of public transport dependency in Aberdeen, there remain more than 30% of households in the City without access to a car who are therefore, to some extent, reliant on public transport. And, despite the perception of wealth within the City, 27 out of Aberdeen's 267 data zones were among the most deprived in Scotland in 2006 and it is reasonable to assume that car ownership is less prevalent in such areas and among low-income groups.

Aberdeen is also forecast to experience an ageing population in the coming years, with the number of people aged 65 and over living in the City set to increase from 32,384 in 2006 to 46,915 in 2031, an increase of almost 45%. An increasingly aged population obviously has different mobility needs. With many elderly citizens choosing to abandon driving due to ill health or impaired mobility, it is clear that public transport will become increasingly crucial in supporting such a large sector of society to remain mobile in the coming years. We must ensure, therefore, that any information provided takes into account the specific needs of this group.

Therefore, while the relative prosperity of much of Aberdeen's population results in high car ownership and low levels of public transport dependency, there remain areas of the City and certain population groups for whom public transport is crucial in facilitating access to employment, education, health, retail and leisure facilities, and this group is likely to increase substantially in the coming decades as a result of changing demographic trends.

3.2 Aberdeen's current bus network

Aberdeen City is currently served by two main bus operators, First Group and Stagecoach Bluebird.

First Group provides services to and from most areas of the City on a commercial basis throughout the day, with all services travelling through the City Centre, thus facilitating interchange between services. First also operates the City's current Park and Ride services from dedicated sites at Bridge of Don and Kingswells. The majority of key services operate on a 10-30 minute frequency at peak times of the day and penetrate into most of the main residential and employment areas of the City. First Aberdeen also operates weekend late night buses to key residential areas, as well as the Dyce Airlink, a service supported by BAA Aberdeen and Nestrans, linking Dyce railway station with the Airport and the surrounding industrial estates.

Stagecoach Bluebird operates services both commercially and under contract to Aberdeenshire Council and the Moray Council. A number of services pass through Aberdeen, terminating at and departing from the Union Square bus station, located at the heart of the City Centre. Stagecoach services tend to duplicate First services within the City, offering a degree of choice to customers and competition amongst operators on certain routes, but play a crucial role in linking Aberdeen City with numerous towns and villages throughout Aberdeenshire and beyond. Stagecoach also currently operates three services exclusively within the City, namely the number 59, linking Northfield and Balnagask via the City Centre, the Jet 727, linking the Union Square rail and bus station with Aberdeen Airport, and the number 93, connecting a number of residential areas along the Deeside corridor to the City Centre via Garthdee, a significant out-of-town centre shopping area and residential development. The latter service is operated under contract to Aberdeen City Council.

A handful of minor operators also run services to and from the City, under contract to Aberdeenshire Council or the Moray Council. These are intended to fill in any gaps in provision not covered by the commercial operators.

Five Demand Responsive bus services also operate within Aberdeen during the week, at off-peak times only, offering a door-to-door service for residents in most areas of the City who are unable to use conventional bus services. These can be booked up to seven days in advance.

Essentially, therefore, the City is well served by public transport, in terms of scheduled frequency and penetration of services. There exist a range of commercial daytime, Park and Ride, late night, supported and demand responsive services that residents and visitors can use to travel throughout Aberdeen and the wider region.

The majority of operators of both commercial and supported services offer a range of single, return and season tickets, with special discounts available for students and family groups, which can be bought from the driver, online or from operators' offices.

3.3 Baseline Mode Share and Trends

Aberdeen City Council regularly consults with the citizens of Aberdeen on a variety of topics through its Citizens Panel survey, City Voice. Once a year, City Voice gauges respondents' views on transportation matters, including local bus services.

Figures from the City Voice survey, as well as biennial Scottish Household Survey (SHS) data, can therefore be used to establish the baseline transport modal split for those travelling to work in Aberdeen and to identify any noticeable trends.

City Voice figures indicate that 58% of Aberdeen's citizens travelled to work by car in 2010, while only 11.3% travelled by bus, compared to 65.1% and 10.3% respectively the previous year, thus suggesting that car-based commuting is in decline while travelling to work by bus has experienced a slight increase (the largest observed increase was in the number of adults walking to work).

SHS figures, although subject to a lag period, reveal that 63.8% of Aberdeen's citizens travelled to work by car in 2007/8. This is roughly in line with the Scottish average

(67%), but far exceeds the corresponding figures for other cities, with Edinburgh at 40.7%, Glasgow at 49.6%, and Dundee at 57.3%.

SHS data for bus travel is more promising than the City Voice results would suggest, with 15.2% of the workforce commuting by bus in 2007/8, despite a fall from 17% in 2005/6. This is above the 2007/8 Scottish average of 12.4% but is again far lower than Scotland's other cities, with Edinburgh buses having a modal share of 27.9%, Glasgow with 22.5% and Dundee with 18.7%.

Regarding pupils in full-time education, results from Sustrans' 2010 'Hands Up' School Travel Survey reveal that 20% of children are transported to school by car (compared to 16% the previous year) and 11% travel by bus (compared to 12% in 2009). It should be borne in mind, however, that walking rates for Aberdeen City schoolchildren are amongst the highest in Scotland and a number of schools in Aberdeen have above-average cycling levels, therefore the relatively poor public transport patronage levels among schoolchildren are not necessarily cause for concern.

The following table presents the SHS figures for the percentage of respondents who have used a local bus service in the last month, comparing Aberdeen with other Scottish cities and the Scottish average.

Use of Local Bus Services	Aberdeen	Dundee	Edinburgh	Glasgow	Scotland
Every/almost every day	15	19	26	22	13
2-3 times a week	15	19	21	16	12
Once a week	10	12	15	8	8
Once a fortnight/month	19	9	18	15	14
Never	42	42	21	39	54

Table 3.1 Scottish Household Survey Results. Percentage of respondents who have used a local bus service in the last month – frequency of use.

It can be seen that bus use in Aberdeen is well above the Scottish average but lags behind that of other major Scottish cities.

It seems fair to conclude, therefore, that, for a City of the size and complexity of Aberdeen, regular bus patronage is disappointingly low although there are signs that this trend is beginning to reverse.

4. Review of Best Practice

4.1 Introduction

One of the first stages in the preparation of this Bus Information Strategy has been a thorough review of best practice guidelines in the preparation of Public Transport Information Strategies, as well as a review of the Bus Information Strategies of other Scottish local authorities.

In undertaking this review, the following documents have been consulted:

- Aberdeenshire Council, Bus Information Strategy 2010;
- Association of Transport Co-ordinating Officers (ATCO), Public Transport Information – Good Practice;
- City of Edinburgh Council, Bus Information Strategy;
- Disabled Persons Transport Advisory Committee (DPTAC), Legibility of Bus Timetable Books and Leaflets: A Code of Good Practice;
- Falkirk Council, Public Transport Information Strategy;
- The Institute of Logistics and Transport (ILT), Public Transport Information Web Sites: How to Get it Right;
- Mobility and Access Committee for Scotland (MACS), Valuable for Anyone, Valuable for Everyone;
- Passenger Focus, Bus Passenger Priorities for Improvement;
- The Scottish Executive, Guidance on Part 2 (Bus Services) of the Transport (Scotland) Act 2001;
- The Scottish Government, Buses for Scotland: Progress Through Partnership – A Guide for Local Authorities, Regional Transport Partnerships and Bus Operators; and
- Transport Research Series, Understanding Why Some People Do Not Use Buses.

Particular attention has been paid to the Bus Information Strategy of our neighbouring Aberdeenshire Council as there are a number of cross-border services operating within the north-east region - it is therefore considered important to maintain a consistency of information provision throughout the area to ensure that passengers, who do not necessarily recognise local authority boundaries, experience the same quality of information throughout their journey.

4.2 Recommendations for Information Provision

Scottish Government guidance states that,

> *the **minimum** level of provision should be a **paper-based timetable at every bus stop used by boarding passengers** with **some form of fares information**, **plus timetable and fares information available at community/public facilities** such as libraries, information centres, community centres, hospitals/health establishments, education establishments and tourist information centres. The quality and accuracy of such information is also of great importance. In particular, where alterations are made which render the information provided out of date, then action should be taken to ensure that revised information is provided before or at the point the change takes place. In general terms, it is important to maintain as much consistency as possible over the range of media used for information dissemination to avoid confusion and ensure that all materials are presented in a*

coherent manner…In terms of information provided through other media, such as telephone, the Traveline Scotland standard should be used as a benchmark.

Aberdeen City Council will therefore adopt these recommended minimum standards of information provision but will also encourage the exceedance of these wherever it is economic, efficient and effective to do so.

The remainder of this section takes each method or location of information retrieval and describes what the above documents suggest should be the minimum standard of information provided by each.

4.3. At the bus stop

The bus stop itself is one of the main places people seek information about bus services. It is recommended that every stop that caters for boarding passengers should have the following in place.

4.3.1 Flags and poles:

- All bus stops should be fitted with a flag carrying the words 'Bus Stop' and a recognisable pictogram and should comply with the Traffic Signs Regulations and General Directions 2002.
- A letter/number/geographical name to identify the stop should be included on the flag. This should be the same name used in all other promotional and timetable material.
- Flags should be used to show which operators and service numbers use that particular stop, this being of benefit in urban areas where a number of services may be operating.
- The Traveline Scotland logo and phone number should be prominent.
- The stop-specific SMS number and instructions for use should also be highly visible.

4.3.2 Display cases:

- All bus stops should provide service information in a watertight case, either separately mounted or, where possible, as an integral part of a bus shelter.
- This information should be placed in a location where passengers can consult it without disturbing others and should be legible during the hours of darkness. Consideration should be given to positioning panels so that they can be consulted by passengers in wheelchairs.
- A broad indication of the destination or direction of the buses serving the stop is useful as are route details for each service, listing all the main points visited.
- A basic bus map, showing the core network of services is a useful addition. These can be operator-specific or area-wide.
- Providing information on fares (at the very minimum an indication of fares to main points or maximum fares) and payment methods is useful and could reduce bus boarding times. Where no change is given, this should be stated so that passengers can have the correct change ready. It will also benefit passengers if information is provided about the range of ticket types available.
- Instructions on using Short Message Service (SMS) and Wireless Application Protocol (WAP) devices should be provided.

- A telephone number for reporting damages or faults or making complaints should be visible.
- Consideration should be given to audio facilities for the visually-impaired at significant stops and stations.
- Display cases should be clean and graffiti-free.

4.3.3 Timetable information:

- Printed timetable information for all services calling at that stop should be available in display cases at every bus stop used by boarding passengers, with formal interchange locations and key stops listed.
- Timetables should be accurate and up-to-date. Effective from and/or to dates should be included so that passengers know that the information is current.
- Timetables should indicate which operator is running the service.
- Displays should be stop-specific, describing the departure and arrival times unique to that stop.
- An indication of typical journey times to destinations can also be useful for passengers.

4.4 Real Time Information

Guidance suggests that real-time passenger information (RTPI or RTI) displays should be encouraged at bus stops on as many routes as possible, although this is usually restricted to key strategic corridors. It should, however, augment, rather than replace, printed information at stops. As well as at-stop displays, RTPI should be available over as many media as possible including the internet, WAP phones, telephones and SMS messaging.

4.5 Printed timetable leaflets

Individual timetable leaflets are a useful source of information that can be consulted before setting out on a public transport journey. Guidance suggests that these should be printed on good-quality paper, easy to use in terms of clarity and presentation of information, and be readily accessible, both to carry away and to consult on the spot, in a variety of locations including libraries, tourist information centres and places people regularly travel to and from by bus such as hospitals, shopping centres, seaports, airports and railway stations.

The following technical and graphical details are also suggested to maximise usability:

- Text should obviously be clear and legible. Print colour should preferably be black or another colour that strongly contrasts with the background.
- It is preferable to place route numbers at the right hand corner of the page as this is likely to be the first thing the reader seeks.
- The name of the operator to which the timetable refers should be clearly displayed.
- The date of commencement or expiration of the information contained should be clearly visible.
- To ease comprehension of timetable information, a horizontal line should be provided across the timetable page to act as a guide.
- Vertical columns should always be clearly separated from adjacent times by ‘white space’.
- It would be useful to include some form of fares information on timetables.

- A simple linear map to show the route followed is also useful, along with an indication of journey times between main points.
- Any codes or abbreviations used should be clearly explained.
- A contact telephone number for any enquiries should be included – this can be Traveline Scotland's or the bus operator's own number.
- Large print copies should be available for the visually impaired.

4.6 On the bus

Information present on buses themselves can be crucial in reassuring passengers that they are getting on the correct bus and that the journey is proceeding as expected. Information can be displayed both inside and outside of the bus.

4.6.1 Outside the bus:

- The operator of the service should be easily identifiable.
- A front-mounted display should clearly show the route number and the ultimate destination. It may also be useful to list key intermediate or 'via' points if space exists to do so.
- Side-mounted displays should also show the route number and destination.
- The route number should be visible from the rear.
- All external route information displays should be illuminated during the hours of darkness.
- It has been suggested that linear diagrams of all the places served on the route is useful, either inside the bus or displayed along the nearside of the vehicle.

4.6.2 Inside the bus:

- All vehicles should display fares information and printed timetable leaflets where practical, and these should be readily accessible.
- Drivers should be trained in customer care and able to provide information on timetables, fares and promotions.
- Any service changes must be displayed on board vehicles for a minimum of 21 days before implementation.
- Electronic displays and/or automatic announcements can help passengers know when they are nearing their destination points.

4.7 Websites

Increasingly, people are using the internet to gather information on public transport services. Bus operators usually have their own websites where timetables, fares and service information are available. A number of journey planning websites also exist which allow users to obtain information on all possible public transport journeys within the country.

To be successful, public transport websites must fulfill the needs of all users, especially those with disabilities and lower technical capabilities, and should be easy to use and navigate. Timetables in particular should be easily accessible and preferably printable. Generic sites should be impartial between operators.

4.7.1 Site content

The following has been identified as essential content for public transport websites, both generic and operator-specific:

- An attractive homepage which informs the user about the content of the site so that he or she can quickly assess the appropriateness of the site to their needs.
- A site description which will immediately convey information about the usability of the site and its tone.
- Accessible and printable timetables, both on-screen and in downloadable PDF format, with an indication of the currency of the information.
- Information in plain text or HTML formats. HTML should be offered as an alternative to PDF.
- Information on the accessibility of services for people with disabilities.
- Information about the necessity or possibility of interchanging between services or modes.
- Information on taking bicycles onto public transport and bicycle parking availability at stations and interchanges.
- A named contact for specific queries and details of how to contact relevant individuals.
- External sites should only be linked to if they will be relevant to the user and there should be a clear indication as to why the link is there.
- The site should encourage feedback from users, and contain a section of Frequently Asked Questions (FAQs) and a 'Help' facility.

4.7.2 Technical details

The following technical details have also been identified to increase usability of public transport websites:

- Dark text on a light background will be easier to read than light text on a dark background.
- Light backgrounds make it easier to read, although white backgrounds can cause screen glare and eye strain.
- Bright colours are hard to read.
- Red and green text in particular should to be avoided.
- The eye is naturally drawn towards text that differs from other text on the site - changes in font size, style or colour, and italics or bold text suggests a contrast between information and aids effective scanning.
- Avoid underlining text as this usually indicates a hyperlink.
- Text and icon hyperlinks are more effective than text only or icon only.
- Alt tags should be provided to ensure links remain accessible to users who cannot access graphics.
- Excess graphics may reduce entry time to site. Download times will be minimised by small graphics or repeated use of the same graphics.
- Frames can be particularly problematic.
- As regards timetables, it may be helpful for users if a larger font is used for electronic timetables that would normally be used for their paper counterparts.
- The route number and details of the route traversed should be immediately apparent on any menu of timetables.
- Timetables should be characterised by horizontal lines and columnar shading.
- Horizontal shading with no vertical demarcation allows the eye to wander across fields.
- Flexible sites, which allow the user's browser to override the site provider's chosen design, are more usable than inflexible sites.

4.8 Telephone

It is generally accepted that Traveline Scotland provides a full and comprehensive telephone enquiry service for all public transport information and should be used as a benchmark.

Bus operators also have their own specific enquiry lines, which vary in the volume and quality of information on offer. At the very minimum, these should be able to offer fare and timetable information for all services, information on service delays, accessibility of vehicles for passengers with special needs, and how to claim lost property.

4.9 Area-Wide Maps

Area-wide maps are often published to show all the bus services operating in a particular area. These should be free from bias and contain details of all operator services, with a summary of routes, service frequencies and operation periods. Details of cross-boundary services should be included, as well as information on interchanging with other transport modes. It can also be beneficial to users to highlight key destinations on the map and to include details on which services can be used to access these. Relevant and up-to-date contact details of all operators, as well as the Traveline Scotland logo and information, should also be included.

4.10 One stop shops and ticket / enquiry offices

Independent or operator-specific travel centres and ticket offices can be a useful means for travelers to receive public transport information, obtain timetables and to purchase tickets. Face-to-face contact can be reassuring to new and infrequent travelers that the information they receive is accurate and current and allows them to ask questions that may not be covered elsewhere in printed or electronic material.

4.11 Service Changes

There is a statutory requirement in Scotland to place a notice of any proposed variation or cancellation on vehicles for a minimum period of 21 days. Updated route and timetable information should be displayed at appropriate stops and stations no later than the date of implementation, and outdated information removed on the day service changes are to take place. Traveline must be informed of any such changes as soon as possible and in any case no less than 21 days prior to the changes.

4.12 Special Needs

When issuing and reviewing guidelines for the provision of information, it should be borne in mind that roughly one in five of Scotland's population suffers from some form of disability. As a result, any printed information at bus stops or on paper leaflets should abide by the following recommendations:

- Typeface should be at least 12 point and preferably 14 point. In no case should this be less than 8.
- Large-print timetables should be considered for the visually impaired.
- A clear, preferably sans-serif, font should be used.
- Text should contrast clearly with the background.
- A clear and unfussy layout is preferred.
- Lower case letters are easier to read and should be used almost exclusively.

Audio facilities, either on the bus or at bus stops, are also an effective way of making information accessible to the visually-impaired.

4.13 Responsibilities

Current responsibility for the maintenance of all bus stop infrastructure, including, flags, poles, shelters, RTPI displays and information panels lies with the local transport authority. It is also the responsibility of the local authority to determine what information is contained within these panels. It is, however, the responsibility of the bus operators to post such information into the display cases and to ensure that it is up-to-date and correct.

Websites and telephone enquiry lines (excluding Traveline and other national journey planning sites) tend to be operator-specific so lie under the operator's control, along with enquiry offices, timetable leaflets and all on-vehicle infrastructure. Operators are responsible for informing passengers of any service, route or fare changes that are to take place and are also required to submit all appropriate information to Traveline.

5: Current Public Attitudes towards Bus Information

5.1 Recent Statistical Results

The results of the 2010 City Voice survey reveal that:

- 58.2% of respondents agreed with the statement 'It is simple finding out what type of ticket I need', while 16.7% disagreed;
- 43.4% of respondents agreed that 'finding out about routes and times is easy' with 30.6% disagreeing; and
- 22% of respondents agreed that 'it's easy changing from buses to other forms of transport', while 29.1% disagreed with this.

SHS results, however, present, for 2007/8, a more promising outlook for Aberdeen City with:

- 84.6% of those questioned agreeing that the range and price of tickets is simple and easy to understand;
- 80.2% agreeing that finding out about routes and times is easy; and
- 69.7% agreeing that it is easy changing to other forms of transport.

However, 2005/6 figures revealed that:

- Only 18.8% of those interviewed had heard of Traveline Scotland, with only 2.8% having used it; and
- Only 5.8% had heard of Transport Direct, with only 1% having used it.

Unfortunately, these questions were not repeated in the 2007/8 survey so it has not been possible to measure changes in awareness of these facilities in recent years.

During February and March 2010, consultants AECOM, on behalf of Aberdeen City Council, Aberdeenshire Council and Nestrans, undertook a series of Bus Passenger Satisfaction Surveys. These revealed that:

- 80% of respondents said they found it 'very easy' or 'fairly easy' to understand the range and prices of the tickets;
- 71% found it 'very easy' or 'fairly easy' to find out about the routes and times of buses;
- 74% were 'very satisfied' or 'fairly satisfied' with the information provided at the bus stop/ shelter; and
- 70% were 'very satisfied' or 'fairly satisfied' with the information provided on the bus.

These figures suggest therefore that, on the whole, bus information provision in Aberdeen is perceived by members of the public to be quite good, but there obviously remains scope for improvement. Even if one chooses to believe the more optimistic SHS results, there are still significant sections of the population who experience difficulty finding out information about public transport and it is clear that tools such as Traveline and Transport Direct are still far from being mainstream.

The large number of 'Don't know' responses to questions in the City Voice also highlights the fact that many people see public transport information as irrelevant to them. These are likely to be regular users of other modes, particularly the private car. It is therefore important that the Strategy does not ignore this sector or treat them as a 'lost cause', as it could be that a lack of reliable information is one of the main barriers preventing such people travelling by public transport more often.

5.2 Public Consultation on the Bus Information Strategy

It was felt that, before commencing the preparation of this Strategy, further, and more meaningful, engagement with the public was required. Although the above sources are useful in identifying some current attitudes, the questions asked are limited and do not probe sufficiently deep to give us a fully comprehensive picture of residents' attitudes towards all aspects of bus information and the various means and media through which it is available.

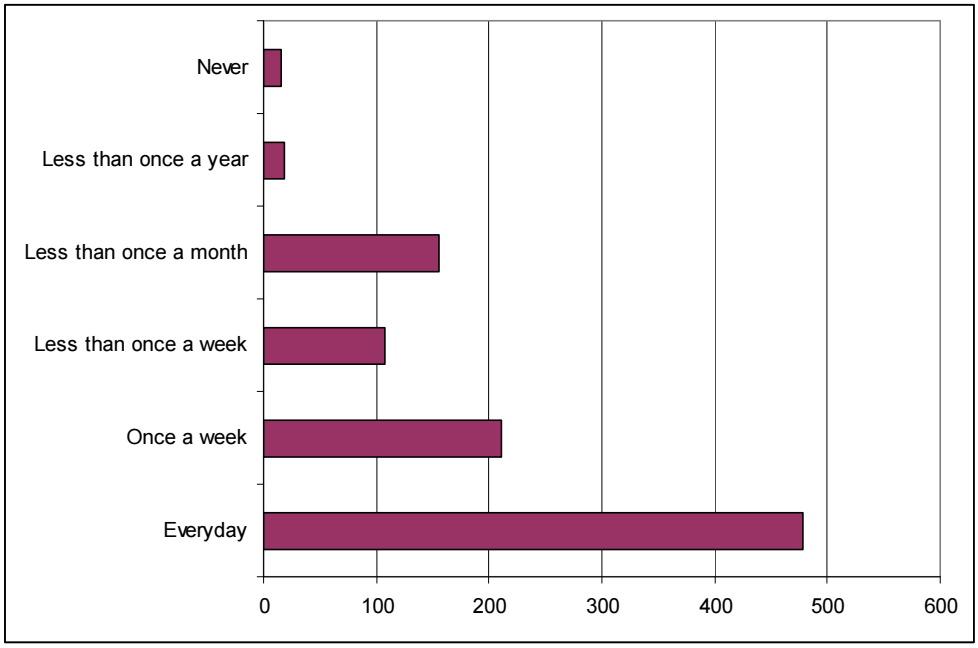
Aberdeen City Council therefore undertook a period of public consultation from January 11th to February 8th 2010. This took the form of a short questionnaire made available to the public and included questions on such matters as how respondents regularly access bus information, how useful they find this information, how easy it is to find the required information, and if there are any places they feel information should be provided where it is not at present. It was felt that this exercise would afford residents a platform to bring to the Council's attention specific aspects of information they find particularly useful or not useful, good or bad, and to provide in-depth comments on information quality and availability. This was an important step towards assessing what gaps currently exist and what is required for the future. The results of this consultation have been extensively drawn upon in the Strategy.

The questionnaire was available online via Survey Monkey, with a link to the survey from the Consultation page of Aberdeen City Council's website, and from the websites of Nestrans and Getabout, the regional travel planning partnership. Paper questionnaires were made available in a number of key locations including local libraries, community centres and Park and Ride sites. Posters advertising the consultation and informing members of the public how to make their views known were also displayed at key trip generators throughout the City such as further education institutes, NHS sites, the local Tourist Information Centre, at key bus stops, in the Union Square Bus Station and in the First Travel Centre.

Over the period of the consultation, a total of 988 people completed the questionnaire. The majority of respondents (64%) were female. 0.9% were aged 15 and under, 8.8% were aged 16-24, 23% were 25-34, 45% were 35-54, 14.2% were 55-64, 4.4% were 65-74 and 3.6% were aged 75 and over.

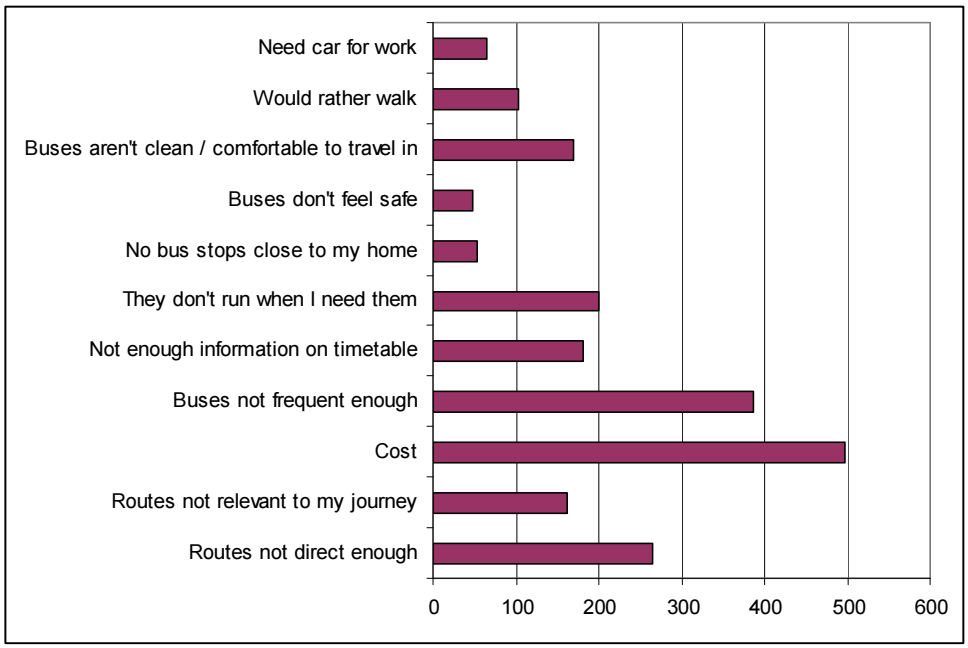
5.3 Key Results from the Public Consultation

Q1. How often do you use local bus services?



The majority of respondents were regular bus users, with only a small proportion stating that they never travel by bus.

Q2. If anything, what stops you using your local bus service?



22% cited not enough information on timetables as a barrier to regular bus travel. Whilst this may not be one of the highest contributing barriers to bus use, it is a significant one and is one which the Council can influence by the implementation of a Bus Information Strategy.

Q3. We want to find out how you access information on buses, and if you are aware of the services listed below**.**

	Aware of and use	**Aware of but don't use**	**Not aware of but might use**	**Not aware of but wont use**	**TOTAL**
Operators website	66.3%	24.0%	5.7%	3.9%	**100%**
Journey planning	24.8%	50.4%	16.5%	8.3%	**100%**

websites (e.g. Transport Direct, Traveline)					
Timetable information to your mobile phone by SMS text messaging	8.2%	50.4%	18.5%	23.0%	**100%**
Timetable information at bus stops	84.3%	12.5%	2.6%	0.7%	**100%**
Real time information at bus stops	75.6%	18.6%	4.4%	1.4%	**100%**
The Traveline telephone enquiry service	12.4%	52.9%	14.3%	20.4%	**100%**
Other telephone enquiry services (e.g. First, Stagecoach, Aberdeen City Council)	19.1%	52.1%	12.5%	16.3%	**100%**
Paper timetables /leaflets	70.8%	23.2%	4.6%	1.4%	**100%**
Aberdeen City Public Transport Guide	13.8%	32.2%	39.3%	14.8%	**100%**

It can be seen that the most commonly used method of gaining information is via timetables at bus stops. This suggests that the quality and maintenance of this is of paramount importance and is crucial in maintaining and facilitating further bus use.

Some methods are not well known among the general public, specifically the Aberdeen City Public Transport Guide, the Traveline telephone enquiry service and information via SMS messaging. Interestingly, however, figures from Traveline regarding usage of their SMS service show that Aberdeen City has, by a significant margin, the highest number of users of the facility of any area in Scotland, possibly as a result of the investment the Council and partners such as Nestrans have placed in the provision of detailed bus stop flags with SMS information.

Paper information and Real Time Passenger Information at bus stops are clearly important sources of information to users, albeit these will unlikely to be of use to non-bus users or those planning journeys.

Sources of information for planning journeys are more likely to be operators' websites or Traveline. Operators' websites are well used and over 90% of people are aware of them; the Traveline service is not felt to be as useful by respondents and 34% of people are unaware of its existence.

Operators' websites only provide information for their own services and bus users may not be aware of other operators' services; the Traveline website and telephone service does provide information on all services and would arguably provide more information to travelers.

The Aberdeen City Public Transport Guide provides information on all bus services in the area (although not detailed timetable information) similar to Traveline, however there is a clear requirement for increased promotion of its availability.

People are aware of but not keen to use telephone inquiry services (both Traveline and operators' own helplines) and there is a significant reliance upon web based information and at stop information.

There were frequent comments made that there is a lack of at-stop timetable information.

This reveals where deficiencies lie in current information dissemination and this can hopefully be addressed and resolved by the Strategy. A significant percentage of respondents are, however, aware of the existence of many sources of information, but choose not to use them. We need to investigate the barriers to use and try to overcome them via this Strategy, too.

Q4. On a scale of 1-10, how useful do you find the following methods of bus information provision, where 1 = very useful and 10 = not useful at all. Please only comment on the services you are aware of and use.

Useful:
1. Paper timetables/leaflets (78.8% with 24.8% very useful)
2. Operator's website (77.1% with 21.1% very useful)
3. Journey planning websites (70.2% with 12.3% very useful)
4. Timetable information at bus stops (66.6% with 21.8% very useful)
5. Real time information at bus stops (62.3% with 22.4% very useful)
6. Aberdeen City Public Transport Guide (60.9% with 12.7% very useful)
7. Other telephone enquiry services (54.8% with 10.9% very useful)
8. Traveline (53.6% with 11.3% very useful)
9. SMS messaging (50.1% with 8.8% very useful)

Not useful:
1. SMS messaging (49.9% with 20.6% not useful at all)
2. Traveline (45.9% with 13.3% not useful at all)
3. Other telephone enquiry services (45.1% with 12.4% not useful at all)
4. Aberdeen City Public Transport Guide (39.1% with 11.7% not useful at all)
5. Real time information at bus stops (37.8% with 12.4% not useful at all)
6. Timetable information at bus stops (33.4% with 9.2% not useful at all)
7. Journey planning websites (29.8% with 8.4% not useful at all)
8. Operator's website (22.8% with 8.4% not useful at all)
9. Paper timetables/leaflets (21.2% with 5.3% not useful at all)

The most useful methods of gaining information are paper timetables and operators' websites. Information via SMS messaging and the Traveline telephone enquiry service are considered the least useful. Again, this reveals those means of gathering information which are most popular with the public, so therefore must be maintained to a high standard, as well as revealing those which are not particularly well received and may require more intense investigation as to why this is the case, or more publicity or promotion of their benefits.

Q5. On a scale of 1-10 (where 1 = very easy and 10 = very difficult), how easy do you find it to access the following information?

	1	2	3	4	5	6	7	8	9	1
Bus tables	3	1	1	9	1	5	5	3	0	3
Fare mation	1	8	1	1	1	7	9	8	4	1

Roughly 82% of respondents find it easy to access bus timetables (with 30% stating that it is 'very easy'). Less than 60%, however, find it easy to access fares information, with 15.3% finding it 'very easy' and 11.1% finding it 'very difficult'. This Strategy will aim, therefore, to increase the proportion of people finding it easy to access information on both.

Q6. If you needed to access information on bus timetables, fares etc, what source would you use?

	Telephone	Text message (SMS)	Internet	First travel Centre	Stagecoach / Bluebird ticket office	Other
Bus timetable	12.6	3.8	53.8	17.2	8.1	4.5
Fare information	12.1	1.9	46.6	19.2	9.4	10.9

The internet is the most commonly used method of finding timetable and fare information, with SMS messaging the least used. This reflects the results of previous questions and, again, reveals those areas which may require more promotion (such as the text2traveline facility), as well as particularly popular methods of information retrieval (particularly the Internet) that absolutely must be maintained and, if possible, improved.

7. What are the most important things you would expect to see at a bus stop (please pick 3)?

1. Timetable 28.9%
2. Bus stop sign post 21.7%
3. Route map 20.5%
4. Fare/ ticketing information 19.9%
5. Operator contact details 5.7%
6. Traveline contact details 3.2%

40% of what people expect to see is not provided at most bus stops – route maps and fares/ticketing information. The Strategy will seek to address this.

8. Is the following information provided at the bus stop you use most often?

	Yes	No	Don't Know
Bus stop sign post	95.8%	2.4%	1.7%
Timetable	65.1%	33.3%	1.6%
Fare ticketing/ information	32.8%	56.1%	11.2%
Route map	38.5%	51.7%	9.8%
Operator contact details	27.4%	32.9%	39.7%
Traveline contact details	25.5%	29.6%	44.9%

Although a timetable is the most important thing respondents would expect to see at a bus stop, it would seem that there remain a large number of stops (roughly a third) without full timetable information. A significant percentage of stops also have no route

map or fares information, despite a large number of respondents wishing to see these in place.

This supports responses from earlier questions and was a clear steer for developing the Strategy.

9. Would improving any of the following encourage you to use buses more often?

	Yes	No	Don't Know
Bus stop sign post	32.6%	57.9%	9.5%
Timetable	60.4%	34.8%	4.9%
Fare ticketing/ information	55.9%	38.3%	5.9%
Route map	55.9%	38.9%	5.2%
Operator contact details	25.7%	61.5%	12.8%
Traveline contact details	21.6%	64.4%	14.0%

The three things that would encourage respondents to use buses more often, if provided at bus stops, are a timetable, route map and fare and ticketing information. The results of this (and the preceding questions) were extremely important in informing the direction of the Strategy in terms of what information the public expects to see at a bus stop and which information would encourage them to travel more if provided.

10. On the bus you use most often, is the destination clearly marked on the front of the bus?

Yes	79.1%
No	1.4%
Sometimes	19.5%

11. Is the following information available on the bus you use most often?

	Yes	No	Don't Know
Timetable	22.2%	54.9%	22.9%
Fare and ticket information	41.1%	37.6%	21.3%
Route map	32.8%	41.8%	25.4%
Operator information	44.9%	17.5%	37.6%
Traveline information	26.6%	24.1%	49.3%
Information about other services	14.3%	42.9%	42.8%

It can be seen that a significant percentage of buses do not have information for passengers available on board, especially timetables, information about other bus services, a route map and fare information.

5.4 Summary of Comments Received

The questionnaire allowed users to make specific comments on various aspects of bus information. These are summarised below.

Timetables

A recurring comment was that timetables are ineffective when buses do not meet the times specified. Concern was also raised that, as a result of route and timetable changes, timetables date very quickly and it can be difficult to know that the one you are consulting is the most recent. Some respondents would also like to see more

information on timetables with respect to the route travelled, tickets, fares and stops visited.

Specifically regarding timetables at bus stops, many respondents expressed dismay that timetables are not available at every stop or are incomplete or obscured. Some respondents find timetables difficult to read during the hours of darkness. Respondents also appreciate timetables with stop-specific arrival and departure times. Nevertheless, 84.3% of respondents use timetable information at bus stops, with almost a quarter of respondents finding them 'very useful'.

Regarding paper copies of timetables, a number of locations were identified where people would like to see these made available. The most commonly cited of these were libraries, shops, workplaces, Council buildings, community centres, post offices, schools, leisure/tourist facilities, hospitals/clinics, transport interchanges, colleges/universities and at bus stops themselves.

Real Time Passenger Information (RTPI)
The responses gave a clear indication that RTPI is well used and that many people would like to see the system expanded. However there were a significant number of comments regarding the poor quality and accuracy of information provided and, similar to at stop information, concern that they may not reflect the actual arrival times of buses.

Poor maintenance was raised as an issue, as was the inconsistency of a system that can switch from claiming a bus is five minutes away to 'due' in a matter of seconds and claiming a bus is 'due' when there is no bus in sight. Respondents stated that not all services (even all those operated by First) appear on the screens. There was also a desire that screens show when a service has been cancelled and the approximate length of any delay.

Bus stops
There was a general desire for better information at bus stops, with information placed at a reasonable height to aid reading. There was a consensus that clear, accurate and consistent information should be provided at every stop. Better lighting at bus stops was also requested to facilitate consulting information during the hours of darkness. There was concern that information boards are often vandalised and not repaired and that bus stop flags do not always accurately reflect all the services stopping at a particular stop.

Fare information
There were a number of comments that First Aberdeen's fare structure was difficult to understand. Respondents felt that there were ambiguities surrounding journey costs and that this made it difficult to have the exact fare ready when boarding. A small number of respondents also found the fare structure inconsistent, claiming they had been charged two different prices for the same journey on occasion.

Fare information is not always available at bus stops and some respondents stated that, when it is, it is often out of date. There was also a concern that fare increases are not adequately advertised.

On-bus information
A number of respondents commented on the poor customer service skills of drivers, finding them unhelpful or discourteous. Some respondents felt that the communication skills of drivers were poor, particularly when asking for fare, route or time information. Respondents would also like to see more paper copies of timetables available on buses.

Regarding destination screens on the front, sides and rear of buses, some people find these difficult to read, even close up, and there have been occasions where such information has been absent or incorrect.

Route maps and guides
A few comments were received regarding route maps and guides, stating that these were confusing and oversimplified, with intermediate stops on maps too far apart to deduce what route the bus follows between them.

Web-sites
Very few comments were received regarding information on websites, with only a handful of respondents finding them of limited use and stating that they should be improved. Nevertheless, 66.3% of respondents regularly use operators' websites, with more than a fifth of respondents finding them 'very useful'.

SMS
Very few comments were received on the SMS text facility. Those few comments encountered implied that no reply was received when using txt2Traveline.

Telephone Enquiry Lines
Some respondents found these useful, but were disappointed that the operators' helplines were only available during certain hours. Others claimed such lines (both Traveline and the operators' own) were always busy, and callers either received no reply or were put through to an answering machine, when they would prefer live information from a human being.

Enquiry Offices
A few comments were received regarding the operators' enquiry offices. Two respondents stated that the First Travel Centre is always busy and complained of the limited opening hours. There were also concerns that the Bus Station is poor, and was unmanned for long periods over the Christmas and New Year period.

Other Comments
Overwhelmingly, respondents stated that information is only useful if it actually reflects the reality of what is happening on the ground.

Some respondents claimed that as service numbers, fares, routes and timetables are often changing, this causes confusion and prevents people becoming familiar with timetables.

A few comments were received stating that information on Stagecoach services can be difficult to obtain in the City.

There were a few comments regarding the bus stops that Park and Ride service 40 stops at, with respondents claiming that sometimes the bus stops at a particular stop, other times it does not.

5.5 Conclusions

This survey was not intended as an analysis of all aspects of public transport, but was designed to focus on information provision to guide the Council in developing this Bus Information Strategy.

Analysis of this information and discussion with stakeholders suggested the following conclusions to assist with the development of the strategy:

- Web based information has to be developed. It is currently well used but restricted to only providing information on one operator at a time. Despite Traveline providing information on all services, it does not provide fare or ticketing information.
- The provision of information at bus stops should be increased throughout the City.
- The standard of information at bus stops should be improved as currently only time information is primarily available with some fare or route information.
- The SMS system is not well used.
- 40% of people did not find it easy to access fare information.
- 18% of people did not find it easy to access timetable information.
- Service changes are disruptive and management of information provision could be improved.
- There are out of date timetables on street.
- Sometimes simplifying the information is unhelpful.
- Contacting bus operators by telephone was either not desirable or when attempted, unsuccessful.
- Festive, bank holiday and special bus service information is difficult to find.
- Reliability / punctuality is the most significant concern and arguably is a higher priority than the information, as the information has to be accurate before being useful to bus users.

6. Review of Existing Information

6.1 Introduction

Another necessary step in the preparation of this Strategy has been to conduct a full assessment of the public transport information that currently exists within Aberdeen City. This, together with the results of the public consultation, has been crucial in determining where any gaps in information provision exist or where information is not up to the required standard. This is also helpful in establishing a baseline from which to measure the progress of the Strategy. This chapter presents the findings of the review and assesses the current state of information provision in light of the best practice guidelines outlined in Chapter 4.

It is appreciated that information, especially online information, is in an almost constant state of flux and any attempt to describe what is currently available can quickly date. The information contained in this Chapter is correct at the time of writing (January 2011).

Currently in Aberdeen, public transport information is available to the general public through the following means:

- At bus stops;
- From individual timetable leaflets;
- On the buses themselves;
- Via the Internet;
- Over the telephone;
- Via SMS text messaging;
- From the Aberdeen City Public Transport Guide and other route / service maps; and
- From the First Travel Centre or Stagecoach Bluebird ticket office.

6.2 At bus stops

A thorough review of every bus stop in the City was planned to assess the quality of information available at each stop. However, following recent discussions between Aberdeen City Council, Aberdeenshire Council and bus operators over the future format of, and responsibility for providing, bus stop information, it was not considered an efficient use of resources to undertake such a review at this time, given that the available information could change substantially in the short to medium term. The results of the public consultation give us, in any case, a good indication of the current state of information at stops and provides a baseline to build upon.

6.3 Individual timetable leaflets

First and Stagecoach both publish paper copies of timetables for the commercial services they operate, while supported service timetables are provided by Aberdeen City Council's Public Transport Unit.

A review of all available paper timetables confirms that they all largely conform to best practice guidelines.

6.3.1 First timetables:

- Service specific timetable booklets are available for all First services. These are pocket-sized so are easily transportable and fold out.

- The text is clear and legible, generally a dark print colour on a light background.
- Route numbers are displayed prominently on booklet covers and these are colour-coded according to First's route branding system.
- The origins and termini are also prominently displayed on the front, with some intermediate destinations listed.
- They are clearly identifiable as First timetables with the First Group logo displayed on the bottom right hand corner of booklets.
- The date of issue is also displayed on the front cover of booklets.
- Timetables follow the conventional 24-hour clock format, with individual journeys displayed in vertical columns and location-specific times running in horizontal rows.
- Times that each bus is due at key intermediate points on the route are given, thus allowing passengers to calculate roughly how long their journey will take.
- Columns are separated with alternating colours (the colours again reflecting the individual route brandings), with rows separated by a thin black line to ease comprehension.
- All codes and abbreviations used are clearly explained.
- Separate timetables are presented for weekdays, Saturday and Sundays.
- If timetables are seasonal (such as those serving the University), the dates of operation are provided.
- Each timetable includes an overall network map and an individual service route map, which shows the route that the service travels, down to the detail of individual streets that the bus passes along. These also highlight particular destinations, such as the university and the railway station, that the bus serves. Detailed city centre maps are also included, showing the individual stops in the city centre that the bus calls at.
- Reference is made to the range of tickets available, but no costs are provided. Passengers are referred to the website or the travel centre for more detailed information.
- There is no information provided on the accessibility of vehicles for those in wheelchairs.
- Contact details are given for the company's headquarters and the travel centre for feedback and comment.
- The telephone enquiry number and website details are also given.
- The Traveline number is provided for timetable enquiries, the URL for the Real Time Bus website is displayed and the National Rail Enquiries number is provided for those seeking onward travel by rail.

First also produce a Public Holiday timetable booklet. This contains full timetables for all services operating on public holidays with timetables following the same format as above. All relevant contact details are provided and the dates where such timetables will be operating are clearly marked on the front of the booklet. Normal timetable booklets do not, however, give details of which days the public holiday timetable will be in operation.

6.3.2 Stagecoach timetables:

- Timetable booklets are available for all Stagecoach services, either as individual services or as groups of services. These are pocket-sized so are easily transportable and fold out.

- They are clearly identifiable as timetables for Stagecoach services.
- The final destination and intermediate points are listed on the front cover and along the top of the timetables themselves. Where the services are identified by a recognisable brand, such as 'Inverurie Connect' or 'Buchan Link', these are also included on timetable covers.
- Route numbers to which the timetables refer are clearly visible on the front of timetable booklets and at the top right-hand corner of the timetables themselves.
- The date of commencement is visible on the front page of each booklet.
- Timetables are in conventional 24-hour clock format, running vertically down the page, with rows in alternating colours to ease reading, stating the times that buses are due at main intermediate points along the route, thus allowing journey times to be estimated.
- A key explains any abbreviations or codes used.
- All timetables provide contact details for Stagecoach (telephone number, website, postal address) as well as the number for Traveline.
- Some timetables state that vehicles are wheelchair-accessible or provide the telephone number for Stagecoach's disability helpdesk; others do not.
- Some have route maps; others do not.
- Timetables do not contain any information on fares or ticketing options.

6.3.3 Supported Service timetables – Dyce Airlink and Service 93:

- Timetables are available as pocket-sized fold-out leaflets.
- Text is clear and legible, with print colours conforming to recommendations. Text size on the Dyce Airlink timetable may, however, prevent it being legible to the visually impaired.
- Final destinations and service numbers are clearly marked on the front of booklets.
- Timetables are in conventional 24-hour clock format, running vertically down the page.
- Times for the Dyce Airlink are given in rows and columns separated by white space to facilitate reading and comprehension; the 93 timetable is in a comprehensive table format.
- Timetables list the intermediate points visited along the route and the time each bus is due to depart from these, thus allowing some degree of journey time estimation.
- The Dyce Airlink timetable also provides details of the trains arriving from and departing Dyce Station to facilitate bus/rail integration.
- Full fare information is provided.
- Route maps are provided, showing the individual streets that the bus travels down. Individual stops are marked on the Dyce Airlink booklet.
- The Service 93 timetable lists key places along the route that the bus serves, such as shops and leisure attractions.
- Full contact details of Aberdeen City Council and Traveline are provided.
- Information is given on how passengers can make comments and suggestions about the services.
- There is, however, no indication of the currency of the information provided on either timetable.
- Neither timetable contains any information on wheelchair accessibility.

6.4 On the buses

All buses operating within the City have a destination screen on the front of the vehicle at the top, displaying the route number and end destination of the service, with some also displaying details of key intermediate points. All vehicles have a blind at the back of the vehicle capable of displaying at least the route number, while some also have capacity to display destination details. Many of the newer vehicles also have destination screens at the sides, displaying the route number and end destination. If for any reason these blinds are not in operation, a piece of paper with the service number is usually attached to the front windscreen of the bus.

Each operator has a distinct livery with which their vehicles are decorated, making them easily recognisable as belonging to a particular operator. The majority of First bus routes have been allocated a specific colour, unique to that route. For example Route 1 from Danestone to Garthdee is 'The Red Line', and the majority of vehicles operating this service are therefore branded in red livery, thus easing recognition of a particular service, as the vehicle colour is often easier to spot from a distance than the destination screens are to read. Some of the newer First vehicles also contain information on the frequency of the service (for example, 'Something to shout about every 12 minutes!' branded onto Red Line vehicles) and intermediate points along the route painted on the outside of the buses. It has been observed, however, that, on occasion, vehicles branded for a specific route are used on an alternative route, with, for example, vehicles branded as the Red Line being used to operate the Park and Ride service (Service 40). This could lead to confusion and even passengers boarding the wrong bus if not paying sufficient attention. Some of the newer vehicles operated by First also display the contact details of Traveline on the outside of the bus.

Similarly, the outside of many Stagecoach vehicles are branded according to the route they traverse, such as 'The Buchan Link', 'Ellon Park and Ride', 'Inverurie Connect' and 'Discover Royal Deeside'. Again, however, it has been observed that vehicles are not always used in such a way that the liveries and the service numbers and routes correspond, which could cause passengers confusion.

Inside the vehicles, fare information is displayed on some services but not on all. Similarly, paper copies of timetables are only available on some buses. No vehicles operating in the City currently have any audio or visual information systems in place, other than on board visual signs indicating 'bus stopping'. Drivers are, of course, on hand to deliver any information that passengers seek.

6.5 Internet

6.5.1 Transport Direct (www.transportdirect.info)

Transport Direct is a web-based journey planner sponsored by the UK government. It covers the whole of the UK and allows 'door to door' journey planning for both car and public transport journeys, including local buses, coaches, trains and flights, allowing direct comparisons between modes. The site also contains live travel news, warning of delays, diversions and so on. No fare information is provided however, nor is any service-specific accessibility information.

6.5.2 Traveline Scotland (www.travelinescotland.com)

Traveline Scotland is a web-based journey planner, allowing the user to plan any public transport journey within Scotland. The site aims to provide accurate, impartial and current timetable information for all registered bus services in Scotland (as well as coach, rail, ferry, air and subway services). Users can:

- Find, customise and print timetables for any bus service in Scotland;
- Create a personal travel plan for a journey, by inputting mode, origin, destination and preferred arrival and departure times;
- Find next departure times for a specific bus stop by entering the stop's unique SMS code;
- Find out about services offering bicycle carriage facilities;
- Find instructions on using the txt2traveline service;
- Link to the websites of operators, tourist information services and local authorities;
- Create personal travel plans in bulk – for employees, visitors, students etc;
- Identify any traffic issues (delays, diversions) that may impact upon their journeys; and
- Find information on the Traveline telephone enquiry service.

No bus fare information is supplied, although it is believed that Traveline is currently working with operators to seek to provide this information, nor is there any information on vehicle accessibility.

6.5.3 First Aberdeen (http://www.firstgroup.com/ukbus/scotland/nescot/home/)

The section of First Group's website dedicated to First Aberdeen contains much information on travelling on First services within the City. Users of the site can find:

- Full timetables for all services, with an indication of those services which are wheelchair accessible. Timetables can be viewed onscreen, or downloaded in PDF format or large print PDF format and printed. Valid to and from dates are provided. Timetables follow the recommended presentation guidelines. They is accompanied by a guide to printing timetables;
- Network maps, both for the whole City and for the City Centre, the latter showing which bus services depart from each City Centre bus stop;
- Specific pages on places of interest in the City and which buses serve them, as well as pages on leisure services, hospital services, Airport services, late night services and Park and Ride services;
- A journey planner – by entering your origin destination or route number, a series of relevant timetables are generated;
- Information on the various ticket options and prices and where these can be purchased. Season tickets can be purchased directly from the website. Prices are only provided for multiple journey tickets however, not single tickets;
- A Paypoint locator map, showing the outlets in the City from where season tickets can be purchased;
- Information on the Concessionary Travel scheme;
- Specific information for student travelers, such as which services access the universities and the cost of student tickets;
- A page dedicated to the First Travel Centre;
- Information on Plusbus, a combined rail/bus ticket, with a link to the Plusbus website;
- A 'How to Use the Bus' Guide, explaining the various steps necessary to undertake a successful bus journey;

- The Conditions of Carriage;
- Information on First's Safe Journey Card and a link to a downloadable and printable version of this;
- Travel news and service updates;
- A facility to leave a message, as well as contact details of First's headquarters in Aberdeen; and
- A link to the Real Time Bus website.

In general terms, the site is colourful, attractive and easy to navigate, largely abiding by the recommended best practice guidelines, in terms of content and presentation.

6.5.4 Stagecoach Bluebird (http://www.stagecoachbus.com/localdefault.aspx)
From the main page of the Stagecoach Bluebird site, 'Find a Timetable' and 'Buy Your Tickets Online' facilities are available, while the most recent service updates are displayed and there is a link at the top of the page to a full list of service updates. There is also a link to 'Fares Information', which takes the user to page where they can select a ticket type (unirider, megarider, Plusbus, day and group tickets) to obtain a list of prices. There is no indication here of the price of standard single or return tickets, although 'A Guide to Fares and Tickets' can be downloaded, which suggests that 'Our single fares range from 40p to £10.50'. No specifics or typical examples are given, however, although it is accepted that the vast number of journeys that could be undertaken on Stagecoach services may preclude this.

Timetables are displayed in PDF format. If the required service number is unknown, users can input their origin and destination and a number of relevant services are displayed, which can then be selected to obtain timetables. These are downloadable and printable, with an 'effective from' date displayed for each timetable. They follow the recommended format of journeys presented in vertical columns with alternative colours used for each row. Some timetables contain information on wheelchair accessible vehicles, others do not.

Route maps are available for some services but not all. Users can also consult route maps of some of the main towns and villages that Stagecoach services travel through.

Full contact details for Stagecoach Bluebird are provided, as are the Conditions of Carriage and a set of Frequently Asked Questions about Stagecoach services. Links are provided to Traveline and Getabout.

In general, the site is user-friendly and the text is easy to read, largely conforming to the guidelines for best practice websites outlined above.

6.5.5 Aberdeen City Council (www.aberdeencity.gov.uk)
Best practice guidelines suggest that the website of the local authority should also be a source of public transport information. Although there is no mention of public transport on the home page of the City Council's website, there is an A-Z menu at the top of the screen. Under B can be found 'Buses' – clicking on this provides the user with a range of options to choose from.

From the Council's website, users can find information on:
- How to contact the City's Public Transport Unit;

- Reporting damage to stops and shelter and how to request a stop or shelter;
- Demand Responsive Transport services – operating hours, eligibility, fares and how to book, as well as a downloadable information sheet;
- Concessionary travel for the elderly and disabled, including information on conditions, how to apply, and FAQs;
- The supported Dyce Airlink service, with a link to a downloadable and printable PDF copy of the timetable;
- The Council's supported service, No. 93, with links to a downloadable and printable PDF copy of the timetable; and
- The Aberdeen City Public Transport Guide, where paper copies can be obtained and a link to a downloadable PDF copy.

The main page of the Council's PTU is accessible from a range of the pages described above, as well as from the main A-Z menu accessible from the home page. On the PTU home page there is information on the main responsibilities of the PTU and named contact details of relevant officers, as well as some information on Park and Ride in the City. From this page, the following information can also be accessed:

- Contact details for representatives of social work transport, schools transport, and fleet transport;
- Links to seasonal timetables;
- A link to the First Aberdeen site, but not to Stagecoach or Traveline Scotland;
- A link entitled 'Travel Information and Times' which takes the user to an external site www.travelline.co.uk. From here there is a link to Traveline Scotland;
- A link to information on the Scotland-wide concessionary card scheme; and
- Information on Scotland Explorer, a commercially-run bus tour of Aberdeen for visitors.

All of the above pages have a named point of contact, as well as contact information by mail, e-mail and telephone.

It is clear, however, that the Aberdeen City Council web site is not as user-friendly as it could be when it comes to finding public transport information. There is no information about services, other than a few of those supported by the Council and Nestrans, and First is the only operator's website linked to from this site. Many page titles are misleading, information is not always presented in a coherent manner and it is not easy for an inexperienced user to navigate around the site. Neither Traveline nor Transport Direct is well promoted within the site. The site currently falls far short of the aspirations outlined for it in the Council's LTS.

6.5.6 Getabout (www.get-about.com)

Getabout is the umbrella brand for a regional travel planning partnership, comprising representatives of Aberdeen City Council, Aberdeenshire Council, Nestrans, NHS Grampian, The Energy Savings Scotland Advice Centre North East, the University of Aberdeen, Robert Gordon's University and Aberdeen College. The aim of the partnership is to encourage active and sustainable travel throughout the North East of Scotland, with bus promotion obviously an important element of this. The accompanying website, although not specifically a public transport website, could be consulted by those seeking public transport information. There is, indeed, a page on

the website entitled 'Travel by Bus' which gives some information about bus travel throughout the region, providing links to the First and Stagecoach sites and the Aberdeen City Public Transport Guide, as well as links to the websites of long-distance coach operators and Traveline and Transport Direct. The site also contains a 'News and Updates' section, where information on, for example, seasonal timetables and timetable alterations can be found.

Although this site is less specific than those outlined above, it may act as a useful first port of call for those seeking public transport information.

Noticeable by its absence, however, is any information on Aberdeen Bus Station on any of the above sites. The station itself has no dedicated web-site and nothing of any value appears when conducting an online search, other than a mention on Visit Scotland's website. A quick internet search for bus stations in other Scottish cities reveals that the websites of the City Councils of Edinburgh and Stirling and of the Strathclyde Partnership for Transport contain pages dedicated to the City bus stations. Travelers may wish to know, for example, details of available services, what sort of facilities are present at the station and how to correctly locate the desired stance in order to catch a bus. This seems to be an omission that should be rectified as it currently acts as a major gap in information provision.

6.5.7 Real Time Travel (www.realtimebus.com)
The recently-launched Real Time Travel website is the result of partnership working between Nestrans, First Aberdeen and Aberdeen City Council. The site allows users to enter a bus stop reference number, their postcode or the service number they require in order to obtain real time information on the next available First Bus service from a specific stop. Where real time information is not available, the scheduled time for that bus is displayed instead. Users can bookmark the display in order to access it from their desktops at the click of a button on future occasions.

The site is colourful, easy to use and navigate around. A Help section is available from a horizontal menu (displayed on every page), providing the user with step-by-step instructions on using the side and obtaining meaningful information. Other links displayed at the top of the page include a link to all First Aberdeen's timetables, a FAQ section and a Contact Us page, where contact details of the City's Public Transport Unit are provided.

Although First Aberdeen is the only operator on the system at present, the software is capable of accommodating other operators in the future.

6.6 Telephone
6.6.1 Traveline (0871 200 22 33)
Aberdeen City Council is a member of the national travel timetable information service, Traveline Scotland. Bus service data is supplied to Traveline by Aberdeenshire Council on behalf of Aberdeen City Council. Traveline operates a 24-hour enquiry line seven days a week to accompany its multimodal journey planning website. Timetables for all bus services, information on accessibility, stop-specific departure times, and a wealth of other information is available to the public via the telephone enquiry line and accompanying website. Traveline is generally held up as a benchmark for public

transport telephone enquiry lines. It does not, however, currently give information on fares, although work is ongoing to address this omission.

6.6.2 Operators

All of the public transport operators in Aberdeen have telephone numbers displayed on their websites and in their promotional literature, thus allowing those seeking operator-specific information to call and speak to a member of staff about services, timetables, accessibility and so on during normal office hours. Stagecoach also has a specific disability helpdesk number than can be called for relevant enquires.

6.6.3 Aberdeen City Council Public Transport Unit

A contact telephone number for Aberdeen City Council's Public Transport Unit is displayed on the Council's website and on all its promotional material. Staff within the department can provide members of the public with information on all aspects of bus travel within the City during normal office hours.

6.7 SMS text messaging

Traveline Scotland operates a SMS-based service, txt2traveline. Customers with mobile phones can request bus timetable information at any time, any place, simply by texting the unique SMS code (displayed on each bus stop flag) for the bus stop they wish to travel from to the txt2traveline number (07776082608). They then receive sent to their phone the departure times and service numbers of the next few buses from that stop. Users must pay for this service however – the sent message is charged according to the standard network provider charge, while the returned message from Traveline costs 25p

6.8 Route Maps and Service Guides

Aberdeen City Council publishes a Public Transport Guide that contains details of all services travelling to, from and within Aberdeen. Aberdeenshire and Moray Councils also produce an Aberdeenshire and Moray Public Transport Guide, which contains details of all bus services operating within these areas, many of which also travel to and from Aberdeen City. First Aberdeen produce their own network guide, while service-specific route maps are often available in timetable booklets and at bus stop displays.

6.8.1 The Aberdeen City Public Transport Guide

In October 2009, Aberdeen City Council, with assistance from First and Stagecoach developed an Aberdeen City Public Transport Guide, which contains:

- Colour-coded maps of Aberdeen's daytime and night bus networks, showing places of interest and key destinations served;
- A map of services to and from the wider Aberdeenshire area;
- A City Centre plan showing all bus stops accompanied by a destination list. The ID number for each stop is provided as well as the SMS code specific to each stop;
- Full instructions on using the SMS facility;
- A guide to departure points in the City Centre for all destinations within the City;
- An index of places served and a list of services to these locations;
- An index of places of interest and a list of services to these locations;
- An indication of which services run at an hourly or better frequency and any restrictions on when services run; and

- Full timetables for night bus services.

Logos of the operators, the City Council and Traveline Scotland are visible, with contact telephone numbers and web addresses for each. The Quality Partnership logo is also prominent and the date of issue is visibly marked on the front. Telephone numbers and web addresses for coach, rail, ferry and air services are included in order to facilitate interchange between transport modes. All symbols and graphics used on any of the maps are clearly explained. The Guide does not, however, contain any information on fares, timetables or frequencies (other than an indication of those services which are 'hourly or better').

Copies are available in City libraries, the Tourist Information Centre, and the First Travel Centre and can be sent out by the Council on request.

An updated version of the Aberdeen City Public Transport Guide is currently in development.

6.8.2 Aberdeenshire and Moray Public Transport Guide

The 2010 Aberdeenshire and Moray Public Transport Guide contains:

- A large-scale map showing the routes of all bus services operating within the area;
- Town centre maps of major settlements in Aberdeenshire and Moray and where individual buses can be caught;
- Contact details of all bus operators within the area;
- A list of late night bus services;
- A guide to the days of operation for each bus service;
- A list of Demand Responsive services available;
- An index of places served and places of interest; and
- Instructions on using the SMS facility, and the bus stop SMS numbers of the key interchange points within the area

The Traveline Scotland logo and telephone number is prominently displayed, as are the contact details of Council offices and key interchange points. Information on onward travel by air, bus, rails and sea is also provided. The Quality Partnership logo is prominent and the date of issue is visibly marked on the front. All symbols and graphics used on any of the maps are clearly explained. The Guide does not, however, contain timetables for any services or detailed information on frequencies or fares. Given the volume and range of services available in the area, however, it is unlikely such information could be provided within the available space.

6.8.3 First Aberdeen – Your map and guide to bus services

First Aberdeen produces its own network map and service guide. This encompasses the full network map showing all First services that operate in the City, as well as the City Centre map which shows all services that serve individual bus stops in the City Centre area. Summary timetables for each service (including late night services) are also provided, showing the hours of operation and frequency of each service. Full contact details of the company are given, as is the Traveline number, and information is provided on the various ticketing options available, although no specific prices are given.

6.8.4 Maps in timetables and at the bus stops
The First network map is displayed at many stops in Aberdeen. Pearl bar style route diagrams are also displayed on all timetables at bus stops for individual First services, although the likely journey times between destinations is not provided. Each timetable booklet for First services contains the overall network map and individual route maps, which show the exact routes the buses travel along, naming the individual streets it passes through.

Route maps for Stagecoach services are available in some timetable booklets. These show a summary of the route travelled, with maps of individual towns or villages showing the streets the buses pass through.

6.9 The First Travel Centre and Aberdeen Bus Station
Open Monday, Tuesday, Wednesday and Friday from 0845 to 1730, and on Thursday and Saturday from 0900 to 1530, the First Travel Centre, located on Union Street in the centre of Aberdeen, offers information on all First Aberdeen services, including information on routes, frequencies, timetables, public holidays and fares. Customers can purchase tickets and obtain timetables in-store. Leaflets are also available on topics such as travelling with wheelchairs and buggies and student bus travel.

Open seven days a week, Union Square Bus Station is the origin or terminus for the majority of services operating into and out of the City, as well as for longer distance coaches to other parts of the country. There is a staffed ticket office where passengers can acquire information on services and there is a stand holding timetables for the majority of Stagecoach's local services as well as other leaflets. On the forecourt of the station itself, bus stances are numbered and each holds relevant timetables, and there are information screens around the outdoor waiting area containing information on ticket prices and suchlike. In the indoor waiting area, there is a notice board showing which services depart from each of the stances and a separate poster listing those services that travel to the Airport. There is also a Real Time Passenger Information screen showing those local First services departing from Guild Street outside the Station, and a journey planning kiosk. The bus station links to the railway station via a covered walkway through the Union Square shopping centre.

6.10 Where else is information currently available?
Information on bus services is also available to members of the public from a number of other outlets in Aberdeen.

Libraries – the Aberdeen City Public Transport Guide is available to carry away from all libraries in Aberdeen and there are free Internet facilities at all libraries, where members of the public can access public transport information. Those unable to use or unfamiliar with the Internet can receive assistance from librarians. The main Central Library keeps copies of printed timetables for consultation.

Tourist Information Centre – The Visit Scotland Tourist Information Centre on Union Street stocks paper copies of all First Aberdeen timetables and the most popular Stagecoach timetables (Royal Deeside, Stonehaven, Peterhead, etc.), as well as the Aberdeen Public Transport Guide. When printed timetable information is unavailable, staff consult operators' websites to provide information to visitors.

NHS Grampian – Aberdeen Royal Infirmary offers public transport information at main entrances. A booklet is sent out to all patients with their appointment, letting them know how to access the hospital by public transport.

Shopping centres – Union Square is the largest shopping centre in Aberdeen and is located directly alongside the main bus and railway stations. Within the mall is an Information Point where customers can access transport information, including timetables for Stagecoach services (which arrive at and depart from the neighbouring bus station), live information for First services departing from outside the shopping centre, as well as an interactive travel map, showing how to access the development by all modes of transport. Access to both the rail and bus stations is well-signed throughout the shopping centre. Bus information is not provided at any of the other shopping centres or large supermarkets in the City at present.

Railway stations – The main Aberdeen railway station itself does not hold any bus information but its proximity to both Union Square and the Bus Station means that travelers do not have far to go to access the information they need. Information on the Dyce Airlink bus is available at Dyce Station.

Airport – Displayed at Aberdeen Airport terminal are full timetables for all services departing from the Airport, split into those travelling to the City Centre and those travelling onward towards Inverness, listing the service number and the operator of the service. The Dyce Airlink timetable is displayed, also showing the train departure times to facilitate integration. A route map of the region is displayed showing all services leaving the Airport and their ultimate destination and there is a separate map showing the route taken by the Dyce Airlink. Telephone numbers of all operators, Aberdeen City Council and Traveline are provided along with all appropriate logos.

Ferry terminal – The Northlink Ferry Terminal does not hold individual copies of bus timetables but staff regularly check bus routes and times for passengers' onward journeys via the websites of individual operators. When contacting the terminal to enquire about how staff deliver public transport information, the terminal manager requested some copies of the Aberdeen City Public Transport Guide. These have subsequently been delivered.

Aberdeenshire Council Public Transport Web pages – These contain comprehensive details of all services operating to and from Aberdeen City, with a link to Bus Timetables available from the site's home page.

Moray Council Transport Web pages – These contain details of all services operating to and from Aberdeen City from the Moray area, including timetable information.

RTPI Systems – a number of offices within Aberdeen, including Aberdeen City Council's offices at St. Nicholas House and the Town House and Aberdeenshire's headquarters at Woodhill House, have RTPI information displays within them.

7. The 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 and bus operators 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, continue to investigate and implement 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.	Ongoing. Local Transport Strategy due to be reviewed in 2012.
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.	ACC	A revised Quality Partnership was signed by all LABOF partners in 2010, outlining a series of minimum standards to be achieved by 2015.	Ongoing.
Aberdeen City Council will continue to work with LABOF to	ACC	The BPIP was launched in	Ongoing.

improve reliability and punctuality of bus services via the Bus Punctuality Improvement Partnership (BPIP).		2010. A number of schemes are currently being progressed for the first identified BPIP corridor, including a new section of bus lane on King Street. A second BPIP corridor has recently been identified.	
Aberdeen City Council, with our partners in the Getabout campaign group, will continue to participate in events and activities to promote the region's public transport options and will market the benefits of public transport throughout the region.	ACC/Getabout	Ongoing. An example of work undertake to date includes a series of radio and billboard advertisements promoting the benefits of Park and Ride services for Christmas shoppers.	Ongoing.
Aberdeen City Council, as part of its Air Quality Action Plan and the work being undertaken as part of the CARE North carbon reduction project, will continue to promote the environmental benefits of public transport over car usage.	ACC	A promotional campaign stressing the links between transport and poor air quality is planned for Spring 2011.	Ongoing.
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.	ACC/Getabout	Ongoing. ACC recently participated in European Mobility Week, where staff members were encouraged to use sustainable modes of transport for their commute.	Ongoing.
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	ACC/Aberdeenshire Council/Nestrans	Not yet commenced.	Medium term.

a successful bus journey.			
Aberdeen City Council will develop a guide to travelling by public transport for those with a disability.	ACC/Aberdeenshire Council/Nestrans	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 2011.
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: • 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 Practice Guidance.	ACC/Bus operators	Ongoing.	Ongoing.
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/Nestrans/First Aberdeen	The Safe Journey Card was 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, etc.	ACC/Bus operators	Some slight inconsistencies remain between at-stop, online and paper timetables.	Short term.

7.3 Bus Stop Flags

Action	**Responsibility**	**Progress to date**	**Timescale**

A bus stop flag will be fitted to all bus stops. 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	Not currently monitored, although 100% of stops should have flags.	Medium term, and dependant on financial resources.
Budgetary issues dictate that Aberdeen City Council can only maintain the display of bus service numbers on Union Street bus stop flags. 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. Service numbers will be removed from flags outwith Union Street. Should the Council's financial position improve in future years, ACC will look to reinstate service numbers on all flags within the City.	ACC	Not yet commenced.	Long term and dependant on financial resources.
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.
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.

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	An audit is to be undertaken to ascertain where it will be necessary to increase display case capacity in order to ensure minimal timetable information can be	The audit will be undertaken in the short term. Provision and maintenance of display cases will be an ongoing issue.

		provided at all appropriate stops.	
Display cases will be situated so that they can be easily consulted by all, including those in wheelchairs, and so that information is legible during the hour of darkness.	ACC	Ongoing. Due to budgetary constraints it is unlikely that bespoke lighting will be implemented at bus stops in the short or medium term, but this could be an issue for investigation in the longer term.	Ongoing.
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, although budgetary issues may dictate that response times to issues of damage, vandalism and graffiti are necessarily lengthened.	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 will work with Aberdeenshire Council and operators to attain, and to strive to exceed, the Scottish Government's minimum standards for information provision.	ACC/Aberdeenshire Council/Bus operators	Ongoing.	Ongoing.
Comprehensive and up to date timetables for each service calling at that stop will be provided at all boarding stops within the City.	ACC/Aberdeenshire Council/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 appropriate stop. The latter will show the average timing points between stops.	ACC/Bus operators	Some bus shelters already display the First network map. Existing route maps in individual timetable	Medium term.

		booklets could perhaps be adapted for bus stops.	
Fare information will be provided at all appropriate bus stops. This should, as a minimum, list the various single, return, day and season ticket options where it is possible to do so. It is accepted, for example, that to list all the various single ticket options for certain Stagecoach services would be untenable, therefore, in such instances, only displaying season ticket prices would be acceptable. 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 currently not provided at any stops.	Medium term.
Aberdeen City Council will work with First Aberdeen to look at ways in which the fare stage system could be simplified for passengers at the bus stop.	ACC/First Aberdeen	This is only possible if a method can be found that does not result in overwhelming costs. For example, providing typical fares from each stop to a range of key destinations would result in a situation whereby, should a fare change be introduced, the display information at every single bus stop in the City would have to rewritten, reprinted and reposted, resulting in a huge financial burden to the Council and operators. A more sustainable and encompassing situation is therefore required.	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. It will be clear from the information which operator is running the service.	ACC/Aberdeenshire Council/Bus operators	First and ACC timetables already give stop-specific departure times, while Stagecoach is developing this for its services. No timetables currently provide journey time estimations between stops, although this information can sometimes be extracted from timetables.	Medium term.
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. All posted timetables currently display a 'valid from' date.	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/Aberdeenshire Council/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, therefore it has not been considered appropriate to formulate 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 / First Aberdeen	Ongoing.	Ongoing.
Damaged real time information displays will, depending on available financing, be repaired or replaced on a priority basis.	ACC / First Aberdeen	Ongoing.	Ongoing.
Aberdeen City Council will investigate funding streams that would allow a permanent maintenance contract for RTPI displays to be reinstated.	ACC	Ongoing.	Medium/Long term.
Aberdeen City Council will work with partners to investigate the potential for real time information to be provided across a range of different media, such as the internet, mobile telephones and information kiosks.	ACC/Aberdeenshire Council/Nestrans/Bus operators	Ongoing. Nestrans and First have recently worked together to launch a real time bus information web page for First services. A Traveline Scotland iphone app has also been launched recently and could be better promoted to the north east. Traveline Scotland is also looking into the feasibility of real time feeds.	Medium/Long term.
Aberdeen City Council will work in partnership with Nestrans and bus operators 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	Discussions between Nestrans and Stagecoach have commenced regarding getting Stagecoach's services onto the system.	Short term.

7.6 Interchanges

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will raise awareness of the King Street interchange for onward travel to/from Aberdeen Royal Infirmary.	ACC	Ongoing.	Ongoing.
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.
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 travelers 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	Stagecoach Bluebird	Completed, although must	Ongoing.

maintained and will continue to provide information on bus travel in Aberdeen.		be ongoing.	
Aberdeen City Council will work with partners to establish and promote further public transport interchange points throughout the City.	ACC/Nestrans/Bus operators	Ongoing. Discussions are underway with NHS Grampian and other stakeholders on the creation of a 'Foresterhill Interchange' at Aberdeen Royal Infirmary.	Medium term.

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	All vehicles in Aberdeen conform to minimum standards. Fleet vehicles are subject to a rolling renewal programme meaning that newer vehicles with greater capabilities are constantly coming into the fleet.	Ongoing.
Displays should show the route number as well as the ultimate destination of the service. 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	All vehicles in Aberdeen conform to minimum standards. Fleet vehicles are subject to a rolling renewal programme meaning that newer vehicles with greater capabilities are constantly coming into the fleet.	Ongoing.
All buses will be easily identifiable as belonging to a particular operator.	Bus operators	Completed, although must be ongoing.	Ongoing.

Operators will make every effort to ensure that 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 space permits, 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 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).	Ongoing.
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
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 for the commercial services they operate. ACC is responsible for printing supported service timetables.	Completed, although must be ongoing.	Ongoing.
Timetables will be printed on good quality paper and be clear and comprehensible.	ACC/Bus operators	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.	ACC/Bus operators	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 clearly explained.	ACC/Bus operators	Completed, although must be ongoing.	Ongoing.
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. This could take the form of a grid, specific to each route number, showing the cost of travel between each of the stops, or at least the major stops, along the route. Where available space or the fare structure does not permit such 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.	Short / medium term.
Where practical, a route map or diagram will be provided in timetables, including journey time information between key stops.	ACC/Bus operators	First and Aberdeen City Council supported services timetables all include a route map. Some Stagecoach timetables do, some others do not. None of these currently provide time information.	Medium term.
Reference will be made in timetables to Traveline	ACC/Bus operators	Completed, although must	Ongoing.

Scotland as a one-stop-shop for bus timetable information and contact details of Traveline will be provided.		be 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 timetable.	Short term.
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: • On buses themselves • The Bus Station • Park and ride sites • Council offices • Further and higher education establishments • The Tourist Information Centre • Public libraries • Healthcare facilities • Shopping centres.	ACC/Bus operators	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.	Short term.

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/Getabout	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 easy to use and navigate around.	ACC/ Bus operators/Getabout	Operators' websites largely compliant. ACC website is in need of an overhaul.	Short/medium term
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 p	Complete, but must be ongoing.	Ongoing.
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.	ACC / Bus operators	Operators currently display forthcoming timetables in	Ongoing.

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 implementation.		advance of the day of implementation.	
Operators' websites will contain the Traveline Scotland logo with a direct hyperlink.	ACC/Bus operators	Currently on Stagecoach Bluebird's site, but not on ACC's or First Aberdeen's.	Short term.
Fare information will be provided on the websites of bus operators. Websites should provide service-specific information regarding single fare costs between stops, or at least main destinations, on each of their routes, wherever this is possible.	ACC/Bus operators	ACC's website contains full fare information for supported services. First and Stagecoach websites only contain prices of season tickets.	Short term.
Service specific route maps will be available for all services.	ACC/Bus operators	ACC provides route maps for each of the services it operate on the Council website. Stagecoach only provides maps for some routes on its website, while First Aberdeen's website only displays the overall network map. 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 via the respective Councils' websites.	Short term.
Information will be available on the accessibility of vehicles for those with disabilities.	ACC/Bus operators	Available for commercial services; currently no	Short term.

		information for supported services.	
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.	Short 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.
All public transport websites will have contact details and instructions for specific queries.	ACC/Bus operators/Getabout	Completed, although must be ongoing.	Ongoing.
The Real Time Bus website will be updated regularly to reflect any changes in the service network or the positioning of bus stop infrastructure.	ACC/Nestrans/First Aberdeen	Ongoing.	Ongoing.
On the Real Time Bus website, effort will be made to ensure that all codes and stop names match those displayed on bus stop flags.	ACC/Nestrans/First Aberdeen	Currently there is a disparity between the stop codes displayed on the flags and those on the website.	Short term.
The Real Time Bus website will make it clearer to users when real time or scheduled timetable information is being displayed.	ACC/Nestrans/First Aberdeen	When real time information is not available for a service, the scheduled departure time is provided in 24 hour clock format, although this may be	Short term.

		unclear to users unfamiliar with the site.	

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	The guide is in the process of being updated and reprinted for 2011.	Short term.
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 for 2011.	Ongoing.
Where possible, an indication of service frequencies and operating times will be provided.	ACC	Currently, frequencies only listed as 'hourly or better'. This will be implemented in a future reprint.	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 the map but not the number of available spaces. This will be implemented in a future reprint.	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	ACC	Currently available from First travel centre, city	Short term.

the guide as accessible as possible to members of the public.		libraries and the Tourist Information Centre, and online via the websites of ACC, First and Getabout.	
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 provide, and will require operators to provide, information to Aberdeenshire Council for sending to 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 and via their websites.	Bus operators	Traveline is promoted on timetables and on the Stagecoach website but not on the First website.	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	Bus operators	Completed, although must be ongoing.	Ongoing.

equipped to answer all questions about their services, fares and timetables.			

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.	First Aberdeen/Stagecoach Bluebird	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 interest or they are required for emergency purposes.	ACC/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.	ACC/Bus operators	Ongoing.	Ongoing.
All service changes will be publicised at least one week in	ACC/Bus operators	Ongoing.	Ongoing.

advance of their implementation date on websites and at bus stops.			
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.	ACC/Bus operators	Ongoing.	Ongoing.
Local radio must be advised of all significant scheduled changes and emergency changes.	ACC/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.	ACC/Bus operators	Ongoing.	Ongoing.
Advance notice of temporary route diversions must be displayed at bus stops affected by the diversion, prior to the effective date and time.	ACC/Bus operators	Ongoing.	Ongoing.
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.	ACC/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	First Aberdeen has committed to informing ACC of fare changes two weeks before the date of implementation.	Ongoing.

8. Monitoring and Implementation

8.1 Targets

Rather than duplicating the targets set out in the Quality Partnership, which have already been agreed upon by Aberdeen City Council, Aberdeenshire Council, Nestrans and bus operators, these have been carried over and adopted 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; and
- 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;
- Annual 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; and
- Comments, complaints and feedback on bus services directed to Aberdeen City Council's Public Transport Unit and local transport operators.

8.3 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 future years, 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 will present new opportunities to local authorities and bus operators in the dissemination of public transport information.

9. Bibliography

The following documents were consulted during the preparation of this Bus Information Strategy:

- Aberdeen City Council, Aberdeen Local Transport Strategy 2008-2012
- Aberdeen City Council, Community Plan Update – 2008
- Aberdeen City Council, Hands Up Survey results 2009 and 2010
- Aberdeen City Council, Single Outcome Agreement
- Aberdeen City Council, Aberdeenshire Council, First, Stagecoach Bluebird and Nestrans, Quality Partnership for Public Transport – Agreement 2010
- Aberdeenshire Council, Bus Information Strategy 2010
- Aberdeen City Voice, Aberdeen Citizen's Panel: Report on the 18th Questionnaire
- Aberdeen City Voice, Aberdeen Citizen's Panel: Report on the 21st Questionnaire
- AECOM, Aberdeenshire and Aberdeen City Bus Passenger Satisfaction Surveys 2010
- Association of Transport Co-ordinating Officers (ATCO), Public Transport Information – Good Practice
- City of Edinburgh Council, Bus Information Strategy
- Disabled Persons Transport Advisory Committee (DPTAC), Legibility of Bus Timetable Books and Leaflets: A Code of Good Practice
- Falkirk Council, Public Transport Information Strategy
- The Institute of Logistics and Transport (ILT), Public Transport Information Web Sites: How to Get it Right
- Mobility and Access Committee for Scotland (MACS), Valuable for Anyone, Valuable for Everyone
- Nestrans, A Bus Action Plan for North East Scotland
- Nestrans, Regional Transport Strategy 2021
- Passenger Focus, Bus Passenger Priorities for Improvement
- The Scottish Executive, Guidance on Part 2 (Bus Services) of the Transport (Scotland) Act 2001
- The Scottish Executive, Moving into the Future: An Action Plan for Buses in Scotland
- The Scottish Executive, National Transport Strategy
- The Scottish Executive, Scotland's Transport Future
- The Scottish Government, Buses for Scotland: Progress Through Partnership – A Guide for Local Authorities, Regional Transport Partnerships and Bus Operators
- The Scottish Government, Statistical Bulletin Transport Series – Transport across Scotland in 2005 and 2006: some Scottish Household Survey results for parts of Scotland
- The Scottish Government, Statistical Bulletin Transport Series – Transport across Scotland in 2007 and 2008: some Scottish Household Survey results for parts of Scotland
- The Scottish Government, Single Outcome Agreement
- Transport Research Series, Understanding Why Some People Do Not Use Buses

The following legislative Acts were also instrumental in helping shape and develop this Strategy:

- The Transport (Scotland) Act 2001
- The Disability Discrimination Act 2005

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning and Infrastructure
DATE	15 March 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	New Flood Regulations – Flood Risk Management (Scotland) Act 2009
REPORT NUMBER:	EPI/11/072

1. PURPOSE OF REPORT

To update the Committee on the progress made to date to implement the Act.

2. RECOMMENDATION(S)

That the Committee:

a. Notes the responsibilities placed on Local Authorities by the Act, the indicative costs involved and the funding allocated by the Scottish Government.
b. Notes the progress made to date to implement the Act and the indicative programme for future progress.
c. Notes the requirement for ACC to respond to the draft consultation 'Delivering Sustainable Flood Risk Management' by 18 March 2011 and authorises officers to respond on behalf of ACC.
d. Instructs officers to report annually on progress.

3. FINANCIAL IMPLICATIONS

In 2009 the Scottish Government advised that the average additional revenue costs to each local authority in Scotland for implementing the Act would be:

a) £1,140,000 for the period 2010/11 up to 2014/15 - £228,000 per annum
b) £240,000 per annum post 2015
c) £10,000 per annum for local authority functions and new statutory processes

All local authorities received the same allowance of £60,000 in the 2010/11 revenue allocation. Notification that this funding was secure was given in December 2010.

For financial year 2011/12 the allocation has been made on the basis of flood risk with Aberdeen City receiving an allocation of £148,000

4. SERVICE & COMMUNITY IMPACT

The full details of what each statutory organisation will be responsible for under the new Act will be contained in the supplementary Regulations, which have still to be published. However additional resources will be required for delivery of the new duties and these will be determined following the publication of the Regulations. The duties will generally involve additional staff resources for the following:

a) Preparing maps of bodies of water (including SUDS systems)
b) Assessing watercourses
c) Preparing Local Flood Risk Management Plans
d) Preparing and implementing maintenance, clearance and repair work schedules
e) Preparing a register of all Flood Protection Schemes.
f) Engaging with the public.

To date one additional technical officer post has been allocated to assist with these duties.

5. OTHER IMPLICATIONS

There will be a requirement to work closely with other statutory bodies and especially Aberdeenshire, SEPA and Scottish Water.

6. REPORT

The new Act enables provision to be made for implementing the European Communities Floods Directive 1. The purpose of this Directive is to establish a framework for the assessment and management of flood risks, aiming at the reduction of the adverse consequences for human health, the environment, cultural heritage and economic activity associated with floods.

The Act makes provision in relation to five main areas:

a) Coordination and cooperation within the domain of flood risk management
b) Assessment of flood risk and preparation of flood risk maps and flood risk management plans, including implementing the EC Floods Directive.
c) Amendments to local authority and SEPA functions for flood risk management
d) A revised statutory process for flood protection schemes incorporating deemed planning consent within the Flood Order

e) Amendments to the enforcement regime for the safe operation of reservoirs.

The statutory Organisations responsible for delivery of the new legislation are:

a) Scottish Government
b) Local Authorities
c) SEPA
d) Scottish Water
e) National Parks

The majority of the work involved with implementing the new Act will be carried out by the local authorities and SEPA.

Draft guidance on delivering sustainable flood risk management was published by the Scottish Government in January 2011. The deadline for submission of views and comments is 18 March 2011. The draft guidance along with the address for submitting comments can be accessed online at the Scottish Government website.

The milestones identified for implementation of the Act are as follows:

Deadline	**Lead Authority**	**FRM Act requirement**
18 March 2011	Responsible Authorities	Comments to Scot Gov on draft guidance on sustainable flood management.
May 2011	Scottish Government	Publish guidance on sustainable flood management
January 2011	SEPA	Establish advisory groups
December 2011	SEPA	Produce as assessment of flood risks across Scotland leading to identification of areas most vulnerable to flooding
	SEPA	Identify Local Plan Areas
March 2012	SEPA	Establish local plan advisory groups
No Statutory deadline	Local Authorities	Prepare a schedule of clearance and repair works
Timescales to be set by Scottish Ministers	Local Authorities	Prepare maps of water bodies and Sustainable Urban Drainage Systems (SUDS)
Timescales to be set by	SEPA	Prepare maps of artificial

Scottish Ministers		structures and natural features
Timescales to be set by Scottish Ministers	Scottish Water	Publish an assessment of flood risk from sewerage systems
December 2013	SEPA	Publish an assessment of opportunities for restoration of natural features and characteristics to reduce flood risk
	SEPA	Publish flood hazard maps and flood risk maps
	SEPA	Publish a statement of consultation actions
December 2014	SEPA and lead authorities	Publish draft national and local flood risk management plans for consultation
December 2015	SEPA and lead authorities	Publish flood risk management plans
June 2016	Lead local authorities	Publish implementation parts of local flood risk management plans
Cycle to be repeated every 6 years thereafter		

7. AUTHORISED SIGNATURE

8. REPORT AUTHOR DETAILS

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9. BACKGROUND PAPERS

Flood Risk Management (Scotland) Act 2009
Delivering Sustainable Flood Risk Management – a consultation – January 2011

APPENDIX A

A BRIEF OUTLINE OF THE RESPONSIBILITIES FOR THE FLOOD RISK MANAGEMENT (SCOTLAND) ACT 2009

The new flood Act is subject to further regulations which will be made by Scottish Ministers.

LOCAL AUTHORITY RESPONSIBILITIES

Bill Section No.	Title	Comment	Responsible Body
1	General Duties	Scottish Ministers (SM), SEPA, Local Authorities (LA) and others must all act to reduce flood risk	Local Authority (LA) SM SEPA
5	Responsible Bodies	LAs, Scottish Water (SW) and others	LA SW
17	Maps of Bodies of Water	The bodies of water & SUDS schemes are to be mapped by LAs	LA
18	Assessment of Bodies of Water	LAs will have a duty to assess watercourses	LA
34	Local FRMP (Flood Risk Management Plan)	The Local Flood Risk Management Plan has to be completed by the lead Local Authority. The Local Flood Risk Management Plan (LFRMP) supplements the Flood Risk Management Plan produced by SEPA The LFRMP details the objectives, measures, maps, information, timetables, programmes. The LFRMP includes surface water and urban drainage	LA
35	Local FRMP publicity and consultation	To be completed by December 2014	LA
36	Local FRMP publication	To be completed and published by December 2015	LA
37	Local FRMP interim and final reports	To be published 2 to 3 years and 5-6 years later	LA
39	Local FRMP joint working	Joint working with neighbouring LAs	LA SEPA
43	Information to SEPA	LAs must give information it holds to SEPA on request	LA SEPA
44	Information to LA	Given by SEPA to LAs on Request	SEPA LA
49	District Flood Risk Advisory Group (DFRAG)	Administered by SEPA to advise SEPA	SEPA LA etc
50	Sub-District FRAG	Administered by SEPA to advise	SEPA

		SEPA and LAs	LA etc
56	General Powers to Manage Flood Risk	LAs may do anything to reduce risk imminent flooding or contributes to the FRMP	LA
59	Duty to carry out Clearance and Repairs	LA must carry out the works scheduled under Section 56. i.e., the cleansing and repair schedule and timetable for any watercourse which give rise to a risk of flooding.	LA
60	Flood Protection Schemes (FPS)	Schemes can be proposed by the LA	LA
61	Land Drainage Acts	Can be varied by the FPS	
62	Register of FPS	All schemes to be registered including earlier schemes completed under the 1961 act.	LA
65	Deemed Planning Permission	Planning Permission is deemed to be granted along with the FPS.	LA
66	Land Acquisition	CPO available	
74	Flood Warning	Given by SEPA	SEPA &LA
80	Powers of Entry	For SEPA and LA	SEPA & LA
82	Compensation	LA to pay compensation to effected parties for works carried out under sections 56, 59, 76, 79, 81 of the Act	
84	Reservoirs Act	SEPA becomes the enforcement authority. LA has 28 days to provide information.	
90&91	Crown Application	The Act applies to the Crown	LA
Schedule 2	Flood Prevention Schemes: Procedure	FPS procedure – 28 days for objections, then • Public Inquiry if there are Statutory objections • Otherwise a LA hearing • Appeals allowed	SM LA

NORTH EAST SCOTLAND TRANSPORT PARTNERSHIP

Aberdeen, 16 February, 2011

(B) Local Development Plans – Cumulative Impacts

With reference to article 3(B) of the minute of meeting of the Board of 25th August, 2010, the Board had before it a report by the Director which provided information on the ongoing work that has progressed since the completion of the Local Development Plan Cumulative Transport Appraisal and which also outlined in particular, ongoing discussions on the mechanisms for delivery of strategic infrastructure to address the cumulative impacts of development.

The report explained that the results of the cumulative impact appraisal work identified a number of locations across Aberdeen and Aberdeenshire where transport interventions would be required to fully support the level of development allocated in the emerging Local Development Plans for the two authorities.

The report explained that all developments have an impact on the wider transport network and not just on the immediate surroundings. The report explained that both Aberdeen City and Aberdeenshire Councils have incorporated the findings of the Cumulative Transport Appraisal into their proposed Local Development Plans and have identified the need for developments to contribute towards strategic infrastructure to address the cumulative impact of development.

The report explained that it is recognised there are a number of current priorities identified for the enhancement of the strategic transport network in the region, and alongside this, a range of transport infrastructure will be required to support new development. The report advised that a working group (comprising representatives of Nestrans, the Strategic Development Planning Authority, and the 2 local authorities) had recommended that such transport schemes should be grouped in the following four categories:-

(a) committed infrastructure that already has political support and funding allocated;
(b) schemes which are committed politically and also listed in the Council's Local Development Plans as committed but funding is not confirmed;
(c) strategic infrastructure required to address the cumulative impacts of development;
(d) local infrastructure requirements required to mitigate the direct impact of specific development sites.

The report had appended to it the detailed schemes relating to (a), (b) and (c) above and the areas for intervention.

The report explained that there is an agreement between partners on the Working Group that a regional model for securing developer contributions for strategic infrastructure should be pursued with such a model being based on openness and transparency ensuring equity and common benefit. The report

explained that there is also an agreement amongst those on the Working Group that the proposed approach should be based around the following principles:-

- major developments located within the strategic growth areas in the Aberdeen housing market area should be required to contribute to a single ring-fenced fund set aside to deliver strategic transport improvements to address the cumulative impact of development;
- developer contributions to the strategic fund could be made on either a per-trip or per-house basis, proportionate to the predicted impact on the transport network of the development;
- Nestrans would be an appropriate body to manage this fund for strategic transport infrastructure, with schemes delivered according to a prioritised list agreed by all partners.

The report explained that discussions with Aberdeenshire Council's finance team have identified that it would be possible for Nestrans to hold the fund for strategic transport infrastructure with the funds raised through this mechanism ring-fenced for delivering the cumulative transport projects.

The report explained that there are a number of ways of taking this proposal forward but one is the possibility of debating these issues in the Strategic Development Plan main issues report. Addressing this through the Strategic Development Plan would mean that it is only agreed once and would apply to both Council area. The Working Group was in agreement that the mechanisms for delivery of strategic infrastructure, based around the principles outlined above, should be set out in supplementary guidance. This could be done under the current approved Structure Plan and, in time, the new Strategic Development Plan. It is currently anticipated that consultation could be carried alongside the main issues report, with the supplementary guidance approved later in 2011. The report explained that as there is a joint workshop planned for 25th March, 2011, between Nestrans and the Strategic Development Planning Authority, this subject could be one discussed at this event.

The report recommended:-
that the Board –

(a) note the discussions that have taken place amongst the Working Group;
(b) support the principles outlined above in relation to mechanisms for developer contributions;
(c) approve the proposal that Nestrans be the body to manage the fund for delivering strategic infrastructure and manage the processes for prioritisation and delivery;
(d) note the schemes listed in the appendix to the report; and
(e) refer this report to the two Councils for approval.

The Board resolved:-

(i) to congratulate the planning teams in both of the Councils for their work on this issue; and
(ii) to approve the recommendations contained in the report.

Strategy -
3b Local Development Plans – Cumulative Impacts

o Purpose of Report

The purpose of this report is to update the Board on the ongoing work that has progressed since the completion of the Local Development Plan Cumulative Transport Appraisal and, in particular, ongoing discussions on the mechanisms for delivery of strategic infrastructure to address the cumulative impacts of development.

o Background

The results of the Cumulative Impact Appraisal, undertaken by MVA consultants and using the Aberdeen Sub Area Model (ASAM4), were reported to the Board in August 2010. A copy of the findings is available at http://www.nestrans.org.uk/db_docs/docs/LDP_Cumulative_Appraisal_Final_Report.pdf.

The results of this work identified a number of locations across Aberdeen and Aberdeenshire where transport interventions would be required to fully support the level of development allocated in the emerging Local Development Plans for the two authorities. A package of high level options was developed to represent the scope and scale of interventions that may be required to mitigate the identified congestion impacts associated with new development and to provide an appropriate level of public transport accessibility. The findings of this work were noted and the Board approved the report for publication.

Since completion of this study, the working group, involving representatives from Nestrans, the Strategic Development Planning Authority (SDPA), Aberdeen City Council and Aberdeenshire Council planning and transport teams and the respective Planning Gain Team, have met on a regular basis to discuss the next steps and agree the principles for managing the delivery of strategic infrastructure.

Both Aberdeen City and Aberdeenshire have incorporated the findings of the Cumulative Transport Appraisal into their proposed Local Development Plans (LDPs) and have identified the need for developments to contribute towards strategic infrastructure to address the cumulative impact of development.

o Proposed way forward

All development has an impact on the wider transport network and not just on the immediate surroundings. The proposed approach seeks to ensure that development is matched by an appropriate level of infrastructure and that sustainable transport modes provide an attractive alternative to the car. The provision of a comprehensive and high quality transport network will also help to attract inward investment and contribute to sustainable economic development.

It is recognised that there are a number of current priorities identified for the enhancement of the strategic transport network in the region. Alongside this, a range of transport infrastructure will be required to support new development. The working group is recommending that such transport schemes should be grouped in the following four categories:

- A – Committed infrastructure that already has political support and funding allocated. These schemes are regional priorities designed to address existing problems on the transport network and were included in the reference case of the appraisal work. The benefits gained by such schemes have therefore been taken into account and this provides the base case against which the impact of development has been assessed.

- B – Schemes which are committed politically and also listed in the Council's LDP's as committed but funding is not confirmed. Such schemes are designed primarily to address existing problems on the transport network and were included in the reference case of the appraisal work. The benefits gained by such schemes have therefore been taken into account and this provides the base case against which the impact of development has been assessed.

- C – Strategic infrastructure required to address the cumulative impacts of development. The Cumulative Transport Appraisal provides an overview of the cumulative impact of development on the transport network and identifies the broad level of additional infrastructure required to support development, as well as the likely benefits of providing such infrastructure. Further work is still necessary to identify the details of the specific interventions required.

- D – 'Local' infrastructure requirements required to mitigate the direct impact of specific development sites. This would be directly attributable to development sites (and Masterplan Zones identified in the City LDP) and should be reflected in Masterplans prepared and funded by developers. Arrangements for funding of local infrastructure which provides shared benefits within the zones will need to be agreed between the constituent developers and the Local Authority through the masterplanning process.

Appendix 1 to this report lists the A, B and C schemes and areas for intervention.

There is agreement between partners on the working group that a regional model for securing developer contributions for strategic infrastructure should be pursued. Such a model would be based on openness and transparency ensuring equity and common benefit. There is also agreement amongst those on the working group that the proposed approach should be based around the following principles:

- Major developments (larger residential developments and appropriate commercial proposals) located within the Strategic Growth Areas in the Aberdeen Housing Market Area should be required to contribute to a single ring-fenced fund set aside to deliver strategic transport improvements to address the cumulative impact of development.

- Developer contributions to this strategic fund could be made on either a per-trip or per-house basis, proportionate to the predicted impact on the transport network of the development. Discussions are ongoing in terms of the method to be used, the rate to be applied and how this would be calculated.

- Nestrans would be an appropriate body to manage this fund for strategic transport infrastructure, with schemes delivered according to a prioritised list agreed by all partners. It is felt appropriate that this prioritisation should reflect the priority corridors identified in the Structure Plan, but with a degree of flexibility. Such a list will need to be reviewed regularly in order to monitor the developments which come forward for implementation.

Discussions with Aberdeenshire Council's finance team have identified that it would be possible for Nestrans to hold the fund for strategic transport infrastructure with the funds raised through this mechanism ring-fenced for delivering the cumulative transport projects.

There are a number of ways of taking this proposal forward but one is the possibility of debating these issues in the Strategic Development Plan Main Issues Report. Addressing this through the Strategic Development Plan would mean it is only agreed once and would apply to both Council areas. The working group is in agreement that the mechanisms for delivery of strategic infrastructure, based around the principles outlined above, should be set out in Supplementary Guidance. This could be done under the current approved Structure Plan and, in time, the new Strategic Development Plan. It is currently anticipated that consultation could be carried out alongside the Main Issues Report, with the Supplementary Guidance approved later in 2011. Given the joint workshop planned for 27 March 2011 between Nestrans and the SDPA, this subject could be one discussed at this event.

The working group is very keen to ensure that the development industry is consulted early in the progression of these proposals and a meeting was held with representatives of Grampian House Builders Committee and Homes for Scotland on 2 February 2011 in order to gain their initial views. A further meeting with the wider Committee is scheduled for 10 March to continue this engagement.

It is felt that this proposed methodology provides a fair and reasonable approach to addressing the cumulative impact of development. The Cumulative Transport Appraisal carried out in 2010 provides the rationale for attributing reasonable costs to developers for the likely level of additional cumulative infrastructure required. Calculating developer contributions on a per-house or per-trip basis is the means by which we propose to apportion these costs. The principles of this approach have been discussed with the Scottish Government and Transport Scotland and they, along with the respective Councils, have confirmed that this is a viable approach in the context of planning Circular 1/2010 on Planning Agreements.

o Recommendation

It is recommended that the Board:

1. Note the discussions that have taken place amongst the working group;

2. Support the principles outlined above in relation to mechanisms for developer contributions;

3. Approve the proposal that Nestrans be the body to manage the fund for delivering strategic infrastructure and manage the processes for prioritisation and delivery.

4. Note the schemes listed in Appendix 1; and

5. Refer this report to the two Councils for approval.

KM/2 February 2011

APPENDIX 1

A-List Schemes – Political support and funding allocated
Laurencekirk rail station – *Delivered*
Grade separation on the A90 at Findon - *Delivered*
A956 dual carriageway upgrade - *Delivered*
A96-to-Aberdeen Airport Link Road
A90 Balmedie – Tipperty dualling
Aberdeen Western Peripheral Route
Park and Ride sites at Chapelbrae (A96), Parkhill (A947) & Schoolhill (A90 south) and associated bus services
Haudagain roundabout improvements
B-List Schemes – Political support but funding not confirmed
Strategic Rail – Improved Edinburgh – Aberdeen, Aberdeen – Inverurie & Aberdeen - Inverness
Union Street pedestrianisation and traffic management schemes
The 3rd Don Crossing
Berryden Corridor
South College Street Improvements
C-List Schemes – Required to address cumulative impacts of development
North Aberdeen Parkway, Persley Bridge & Parkhill Improvements
A96 corridor Capacity improvements & Upgrade Kingswells North Junction
A944 Corridor Upgrade A944 junctions
A956 / A90 Corridor Junction capacity improvements River Dee Link
Public Transport New station at Kintore Bus priority measures Bus frequency improvements Additional bus services linking new development sites to city centre and key employment destinations.