

Public Document Pack



To: Councillor Dean, Convener; Councillor Corall, Vice-Convener; and Councillors Adam, Allan, Boulton, Cormack, Cormie, Crockett, Donnelly, Jaffrey, Leslie, MacGregor, McCaig, Penny and Yuill.

Town House,
ABERDEEN 7 November, 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 NOVEMBER 2011 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

1 REQUESTS FOR DEPUTATION

None at present.

2 MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

2.1 Minute of Previous Meeting of 13 September 2011 (Pages 1 - 30)

2.2 Committee Business Statement (Pages 31 - 50)

2.3 Motions List (Pages 51 - 56)

3 **MOTIONS**

3.1 Motion by Councillor Farquharson

“Council is asked to set up a working party to explore the possibility of changing the whole structure of traffic speed controls within the city of Aberdeen.

Such a study should start from the principle of having all housing sub divisions designated as 20mph traffic zones within arterial or main roads being designated as 30 or 40mph maximum speed zones.

The objective is to create standardisation in the interests of road safety and to alleviate confusion in the minds of drivers. This has become necessary due to the vast array of speed bumps, mandatory 20mph roads and advisory 20mph roads. As a result of these changes it is intended to educate the public in terms of safe driving.

The working group should comprise Council officers and token Councillor representation, reporting to Council or Committee as necessary.”

3.2 Motion by Councillor Kevin Stewart MSP - City Garden Project - Possible Referendum (Pages 57 - 70)

3.3 Motion by Councillor Young (Pages 71 - 78)

"That Council instructs officers to liaise with the Ashwood Parade business community in the Bridge of Don to investigate ways in which better signage and better awareness of their businesses can be obtained to the betterment of both the residents of Ashwood Parade and to the business community of Ashwood Parade."

4 **PERFORMANCE MANAGEMENT AND SERVICE ISSUES**

4.1 Fairtrade City Working Group (Pages 79 - 80)

5 **FINANCE**

* 5.1 *2011/12 Revenue Budget Monitoring (Pages 81 - 90)

5.2 Capital Monitoring - EP&I Projects (Pages 91 - 98)

6 ENTERPRISE

- 6.1 Securing the Benefits from the Next Energy Revolution Policy Statement Progress Report (Pages 99 - 104)
- 6.2 Business Gateway - New Contract (Pages 105 - 116)
- 6.3 Aberdeen Destination Marketing Organisation (DMO) (Pages 117 - 120)
- 6.4 City Events and Twinning Programme 2012-2013 (Pages 121 - 124)

7 PLANNING AND SUSTAINABLE DEVELOPMENT

- * 7.1 *Supplementary Guidance: Householder Development Guide (Pages 125 - 174)
- * 7.2 *Technical Advice Note on the Repair and Replacement of Windows and Doors (Pages 175 - 200)
- * 7.3 *Supplementary Guidance on Wind Turbine Development in Aberdeen City (Pages 201 - 228)
- 7.4 Energetica Placemaking Supplementary Guidance, Planning Advice and Overview (Pages 229 - 276)

8 INFRASTRUCTURE

PROPOSED TRAFFIC ORDERS COMING TO COMMITTEE FOR THE FIRST TIME

- 8.1 Various Small Scale Traffic Management and Development Associated Proposals (New Works) (Pages 277 - 298)

TRAFFIC ORDERS AT THE MIDDLE STAGE OF THE PROCEDURE

There are no reports under this section.

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

There are no reports under this section

OTHER INFRASTRUCTURE, TRANSPORTATION, ROADS AND PARKING ISSUES

- 8.2 Rose Street, Chapel Street and Marischal Street - Traffic Management Proposals (Pages 299 - 310)
- 8.3 Residential Parking Provision for Albert Terrace (Pages 311 - 320)
- 8.4 Driveway Application Appeals at 150 Bonnyview Drive and 40 Longview Terrace (Pages 321 - 336)
- 8.5 Strategic and Local Transportation Projects Update (Pages 337 - 404)

Please note that reports marked with an * have implications for agreed Priority Based Budget (PBB) options.

Website Address: www.aberdeencity.gov.uk

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, 13 September, 2011. – Minute of Meeting of the ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Dean, Convener; Councillor Corall, Vice-Convener; and Councillors Adam, Allan, Boulton, Cormack, Cormie, Crockett, Donnelly, Jaffrey, Leslie, MacGregor, Noble (as a substitute for Councillor McCaig), Penny and Yuill.

Councillor Graham was in attendance for article 8 only. Councillor Kevin Stewart MSP, was in attendance for article 9 only. Councillor Young was in attendance for articles 10 and 16 only.

The agenda and reports associated with this minute can be found at:-
<http://councilcommittees/ieListDocuments.aspx?CId=140&MId=1908&Ver=4>

ANNOUNCEMENT

1. The Convener advised that it had been an important week for the Enterprise, Planning and Infrastructure Service with both Offshore Europe and the Walker Cup being held in the city. The Convener explained that both events had required an immense amount of work by the Service; both had been a great success, and congratulated all the officers involved across the Service for their efforts in this regard. The Committee concurred with the comments of the Convener.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

2. 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 articles 48 and 49, so as to avoid disclosure of exempt information of the class described in paragraphs 8 and 12 of Schedule 7(A) to the Act.

REQUEST FOR DEPUTATION

3. The Committee had before it the following five requests for deputation, of which requests (i), (ii), and (iv) complied with standing order 10(1):-

- (i) Ms. Shirley Henderson, Westbank Residents Association – in relation to item 9.4 (The Aberdeen City Council (Westbank, Aberdeen) (Residential Parking Bays) Order 2011);
- (ii) Mr. Colin Diver – in relation to item 9.5 (Various Traffic Orders – Outcome of Main Statutory Advertisement Stage);
- (iii) Mr. Shepherd – in relation to items 4.2 (Motion by Councillor Kevin Stewart, MSP) and 4.9 (Motion by Councillor Young);
- (iv) Mr. McIntosh – in relation to item 9.9 (Driveway Application Appeals); and
- (v) Mr. Dalgarno – in relation to item 4.10 (Motion by Councillor Boulton).

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The Convener advised the Committee that requests (iii) and (iv), detailed above, did not comply with Standing Order 10(1). Firstly, in relation to (iii), as there were no reports on either of the motions he referred to by Mr Shepherd. Whilst, request (v), by Mr. Dalgarno, had been submitted following the deadline for requests. In light of this, the Convener proposed that the three requests, submitted in accordance with Standing Order 10(1), and detailed above, be heard and that the two requests that did not comply with Standing Order 10(1) not be heard.

Councillor Boulton moved as a procedural motion, seconded by Councillor Allan:-
that the request from Mr. Dalgarno in relation to item 4.10 (Motion by Councillor Boulton) on the agenda be heard.

On a division, there voted:- for the procedural motion (5) – Councillors Adam, Allan, Boulton, Crockett and Donnelly; against the procedural motion (10) – the Convener; the Vice-Convener; and Councillors Cormack, Cormie, Jaffrey, Leslie, MacGregor, Noble, Penny and Yuill.

The Committee resolved:-

- (i) to hear the requests for deputation from Ms. Shirley Henderson and Mr. Colin Diver prior to consideration of the respective items on the agenda;
- (ii) to hear the request from Mr. McIntosh in relation to item 9.9 (Driveway Application Appeals) as the next item of business, along with the respective report;
- (iii) not to hear the request from Mr. Shepherd in relation to items 4.2 (Motion by Councillor K Stewart MSP) and 4.9 (Motion by Councillor Young); and
- (iv) to reject the procedural motion and thereby not to hear the request for deputation from Mr. Dalgarno in relation to item 4.10 (Motion by Councillor Boulton).

DRIVEWAY APPLICATION APPEALS AT 150 BONNYVIEW DRIVE AND 40 LONGVIEW TERRACE, ABERDEEN – EPI/11/208

4. (A) In terms of Standing Order 10(2), and as agreed at the beginning of the meeting (see article 3 above), the Committee received a deputation from Mr. McIntosh in relation to the above-named report.

Mr. McIntosh explained the rationale for his request for a driveway outside his property and explained that he believed that with further investigation into the application and the possibilities for locating the driveway, two on-street public car parking spaces would not be lost, and that in fact approval of the driveway would provide one additional on-street parking space. Mr. McIntosh requested that the Committee defer consideration of his application today and request officers to further investigate the matters raised and report back at a future date to the Committee.

Councillor Graham, one of the local members, supported Mr. McIntosh's view and requested that the Committee defer consideration of both applications and request

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

officers to submit a new report with further information on the options available to a future meeting of the Committee.

(B) The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the details of appeals against officer decisions to refuse applications to form driveways at 150 Bonnyview Drive and 40 Longview Terrace.

The report recommended:-

that the Committee refuse both applications for a driveway at 150 Bonnyview Drive and 40 Longview Terrace as access, in both cases, would be from a public parking area which was against the approved policy for driveways and would be detrimental to the general parking provision for the area.

The Committee resolved:-

to defer consideration of both driveway applications until the next meeting of the Committee on 15 November, 2011, at which point officers should submit a new report containing information on (i) the availability of spaces in the adjacent car park and (ii) whether either of the driveways could be established in such a way that two public car parking spaces were not lost.

MINUTE OF PREVIOUS MEETING OF 24 MAY 2011

5. The Committee had before it the minute of its previous meeting of 24 May, 2011.

The Committee resolved:-

to approve the minute as an accurate record.

COMMITTEE BUSINESS STATEMENT

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

The Committee resolved:-

- (i) to delete item 1 (South College Street Improvement Traffic Management Associated Proposals);
- (ii) in relation to item 3 (Peacock Visual Arts Centre/Northern Light), to note that this item was now being undertaken by the Director of Education, Culture and Sport, and therefore to transfer this item to the Education, Culture and Sport Committee business statement;
- (iii) to delete item 9 (Multi-operator and Through Tickets for Aberdeen City);
- (iv) to delete actions (i) and (iii) on item 17 (Revenue Budget 2010/2011);
- (v) in relation to item 8 (Furnishings Contract), to note that a report seeking approval of a guidance policy on delivering community benefits through procurement would be considered by the Corporate Policy and Performance Committee on 22

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

- September, 2011, and that if approved, officers would report to the next meeting of the Enterprise, Planning and Infrastructure Committee with a user friendly guide to the policy specifically for this service;
- (vi) in relation to item 24 (Controlled Areas Parking Working Party), to request officers to report on action (vii) to the next meeting of the Committee and that this report should include information on why a one-way regulation was proposed on Rose Street, Chapel Street and Marischal Street;
 - (vii) to delete items 2 (Disabled Persons' Parking Places (Scotland) Act 2009), 4 (Strategic Transportation Projects), 11 (Justice Mill Lane), 12 (VisitScotland Funding 2010/2011), 13 (SACRP), 14 (Digital Network Development), 15 (The Aberdeen City Council (Pitmedden Road Order 2010), 17 action (ii) (2010/2011 Revenue Budget), 20 (Initial Traffic Management), 21 (Maintenance of Municipal Building), 22 (General Fund Revenue Budget), 24 action (i), 25 (Initial Traffic Management), 26 (Estate Management Contracts), 25 (Traffic Management), 29 Various Traffic Management), 30 (Winter Maintenance Operations), and 31 Revenue Budget Monitoring Report) subject to the matter being dealt with later on the agenda; and
 - (viii) to otherwise note the updates contained within the list.

MOTIONS LIST

7. 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 note that a report on motion 2 (Motion by Councillor Boulton – Speed Limit on Countesswells to Kingswells Road) was to be considered later on today's agenda; and
- (ii) to otherwise note the updates contained therein.

MOTION BY COUNCILLOR GRAHAM – HAUDAGAIN ROUNDABOUT

8. With reference to article 21 of the minute of the meeting of Council of 29 June, 2011, the Committee had before it the following motion which had been submitted by Councillor Graham:-

"That following the identification of the Haudagain Roundabout as the worst in Europe, that as a matter of urgency this Council calls on the Scottish Government (1) to identify its option for the Haudagain Roundabout; and (2) to bring forward the time period for the works at the roundabout to begin; and that this Council also writes to NESTRANS and Aberdeenshire Council asking them to write to the Scottish Government in support of Aberdeen City Council."

Councillor Graham was in attendance, and moved his motion during which he explained the rationale behind his request.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

Councillor Graham, seconded by Councillor Adam, moved:-
that the terms of the motion be approved.

The Convener, seconded by the Vice-Convener, moved as an amendment:-
that no action on the motion be taken.

On a division, there voted:- for the motion (6) – Councillors Adam, Allan, Boulton, Crockett, Donnelly and Graham; for the amendment (10) - the Convener; the Vice-Convener; and Councillors Cormack, Cormie, Jaffrey, Leslie, MacGregor, Noble, Penny and Yuill.

The Committee resolved:-

- (i) to adopt the amendment; and
- (ii) to refer the most recent letter from the Scottish Government regarding improvements at the Haudagain Roundabout to the Housing and Environment Committee for its information in relation to the timescales for the works to be undertaken, and for consideration in relation to the impact of the timescales on residents in the area.

MOTION BY COUNCILLOR KEVIN STEWART MSP – REFERENDUM ON THE FUTURE OF UNION TERRACE GARDENS

9. With reference to article 22 of the minute of the meeting of Council of 29 June, 2011, the Committee had before it the following motion which had been submitted by Councillor Kevin Stewart MSP:-

“That this Council agrees that a referendum on the future of Union Terrace Gardens be held after the City Garden design competition was completed, calls on officers to produce a report about the practicalities and costings of holding a postal ballot of all Aberdeen electors and asks officers to investigate sourcing funding for the referendum from bodies other than the Council.”

Councillor Kevin Stewart MSP, was in attendance; moved his motion during which he explained the rationale for his request and requested that the wording of the above motion be amended to include “in principle” following “agrees”.

Councillor Kevin Stewart MSP, seconded by Councillor Noble, moved:-

that subject to the addition of “in principle” following the word “agrees”, the terms of the motion be approved, and that the report on this matter also explore the possibility and practicality of young people, below the age of 18, being included in the referendum, and that this be reported to the next meeting of the Enterprise, Planning and Infrastructure Committee on 15 November, 2011.

Councillor Donnelly, seconded by Councillor Allan, moved as an amendment:-
that no action on the motion be taken.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

On a division, there voted:- for the motion (12) – the Convener; the Vice-Convener; and Councillors Boulton, Cormack, Cormie, Jaffrey, Leslie, MacGregor, Noble, Penny, Yuill and Kevin Stewart MSP; for the amendment (4) – Councillors Adam, Allan, Crockett and Donnelly.

The Committee resolved:-

to adopt the terms of the motion.

MOTION BY COUNCILLOR YOUNG – ASHWOOD PARADE BUSINESS COMMUNITY

10. With reference to article 23 of the minute of meeting of Council of 29 June, 2011, the Committee had before it the following motion which had been submitted by Councillor Young:-

“Council instructs officers to liaise with the Ashwood Parade business community in the Bridge of Don to investigate ways in which better signage and better awareness of their businesses can be obtained to the betterment of both the residents of Ashwood Parade and to the business community of Ashwood Parade.”

Councillor Young was in attendance, moved his motion and explained the rationale behind his request.

The Committee resolved:-

to request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.

MOTION BY COUNCILLOR YUILL – THE LONG DISTANCE FOOTPATH – THE ROYAL DEESIDE AND PERTSHIRE WAY

11. With reference to article 6 of the minute of the meeting of the Enterprise, Planning and Infrastructure of 24 May, 2011, the Committee had before it the following motion which had been submitted by Councillor Yuill:-

“That Aberdeen City Council agrees to instruct officers to prepare a report on both the feasibility of developing, in partnership with Aberdeenshire Council and Perth and Kinross Council, a long distance footpath – The Royal Deeside and Perthshire Way – from Fittie to Perth via Deeside and ways in which this project might be funded.”

Councillor Yuill was in attendance, moved his motion and explained the rationale behind his request. Councillor Yuill advised that since submitting his motion the matter had progressed and that the Royal Deeside, Angus and Perthshire Way Steering Group had been established and that this Group was discussing the establishment of the new way, the most appropriate route and how this could be achieved. To date, the Group had identified a large part of the route, which they proposed calling “the Pictish Way”.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

As a result of this progress, Councillor Yuill proposed that a Councillor officer attend future meetings of the Group and report back to the Committee regarding the terms of his motion; detailing the outstanding aspects which were required to establish and signpost the whole proposed route, as well as the costings required to achieve this.

The Committee resolved:-

- (i) to request officers to participate in the Royal Deeside, Angus and Perthshire Way Steering Group which was already discussing the establishment of the "Pictish Way", and that officers report back to the next meeting of the Enterprise, Planning and Infrastructure Committee regarding the terms of the motion, and in particular detailing the outstanding aspects required to establish and signpost the proposed "Pictish Way", as well as the financial cost of achieving this; and
- (ii) to agree that Councillor Yuill become a member of the Royal Deeside, Angus and Perthshire Way Steering Group, on behalf of Aberdeen City Council.

MOTION BY COUNCILLOR YUILL – WEIGHT OR WIDTH RESTRICTION ON BROOMHILL ROAD

12. With reference to article 12 of the minute of meeting of Council of 17 August, 2011, the Committee had before it the following motion which had been submitted by Councillor Yuill:-

"That, given the ongoing difficulties caused by HGVs using Broomhill Road as a through route, Council instructs officers to report to the appropriate committee on the introduction of an 'except for access' weight or width restriction on some or all of Broomhill Road between Holburn Street and South Anderson Drive."

Councillor Yuill was in attendance, moved his motion and explained the rationale behind his request.

The Committee resolved:-

to request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.

MOTION BY COUNCILLOR YUILL – 30MPH SPEED LIMIT ON NORTH DEESIDE ROAD

13. With reference to article 13 of the minute of meeting of Council of 17 August, 2011, the Committee had before it the following motion which had been submitted by Councillor Yuill:-

"That this Council instructs officers to report to the appropriate committee on the extension westwards to a point west of Northcote Road of the 30mph speed limit on North Deeside Road, Mannofield."

Councillor Yuill was in attendance, moved his motion and explained the rationale behind his request.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

The Committee resolved:-

to request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.

MOTION BY COUNCILLOR YUILL – WEIGHT RESTRICTION ON HAMMERFIELD AVENUE

14. With reference to article 14 of the minute of Council of 17 August, 2011, the Committee had before it the following motion which had been submitted by Councillor Yuill:-

“That, given the ongoing difficulties caused by lorries using Morningside Road, Cranford Road and Duthie Terrace as through routes so as to avoid the junction of Great Western Road and South Anderson Drive, Council instructs officers to report to the appropriate committee on the introduction of an ‘except for access’ weight restriction on these roads plus that part of Hammerfield Avenue not already covered by such a restriction.”

Councillor Yuill was in attendance, moved his motion and explained the rationale behind his request.

The Committee resolved:-

to request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.

MOTION BY COUNCILLOR YUILL – REMOVAL OF BOLLARDS ON DEESIDE DRIVE

15. With reference to article 15 of the minute of Council of 17 August, 2011, the Committee had before it the following motion which had been submitted by Councillor Yuill:-

“That, given the significant inconvenience and difficulties caused to householders and others by bollards opposite the entrance from Deeside Drive to the rear lane lying between the rear of properties on Deeside Drive and Deeside Crescent, Council instructs officers to report to the appropriate committee on the removal of these bollards.”

Councillor Yuill was in attendance, moved his motion and explained the rationale behind his request.

The Committee resolved:-

to request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

MOTION BY COUNCILLOR YOUNG – DESIGN BRIEF

16. With reference to article 16 of the minute of Council of 17 August, 2011, the Committee had before it the following motion which had been submitted by Councillor Young:-

“Council agrees that in order to provide proper scrutiny over an area of land currently under the City Council’s direct control, and to ensure that no citizen or citizens of Aberdeen can accuse the Council of “losing control” over the City Garden Project, as well as to ensure beyond reasonable doubt that there will be a local democratic audit of plans for an area of the city centre that many Aberdonians care passionately about, Council undertakes without delay to determine a design brief to be provided to architects which meets the requirements of the citizens of Aberdeen as approved by elected members, the democratically elected guardians of this fine city.”

Councillor Young was in attendance, moved his motion and explained the rationale behind his request.

Councillor Young, seconded by Councillor Adam, moved:-
that the terms of the motion be approved.

The Convener, seconded by the Vice-Convener moved as an amendment:-
that no action on the motion be taken.

On a division, there voted:- for the motion (4) – Councillors Adam, Allan, Crockett and Young; for the amendment (11) – the Convener; the Vice-Convener; and Councillors Cormack, Cormie, Donnelly, Jaffrey, Leslie, MacGregor, Noble, Penny and Yuill; declined to vote (1) – Councillor Boulton.

The Committee resolved:-
to adopt the amendment.

MOTION BY COUNCILLOR BOULTON - REDUCING THE SPEED LIMIT ON THE ROAD FROM COUNTESSWELLS TO KINGSWELLS DUE TO THE HIGH LEVEL OF ACCIDENTS – EPI/11/132

17. With reference to article 9 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 15 March, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided information in relation to Councillor Boulton’s motion regarding the implementation of a 40mph speed limit on the currently de-restricted section of the C128C road between its junction with the A944 at Kingswells roundabout and the existing 40mph restriction to the north of Cults.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The report recommended:-

that the Committee –

- (a) note the content of the report and the measures that had recently been implemented at the location;
- (b) agree that no further action should be taken with regard to the implementation of a lower speed limit and therefore to remove the item from the motions list; and
- (c) instruct officers to report back to a future committee meeting (after a minimum period of one year) outlining the effect that the installation of Vehicle Activated Signs (VAS) and the retexturing of part of the carriageway had made on accident numbers and severity on the C128C.

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

As an amendment, Councillor Boulton, seconded by Councillor Donnelly, moved:-
to instruct officers to proceed with the implementation of the 40mph speed limit on the currently de-restricted section of the C128C road between its junction with the A944 at Kingswells roundabout and the existing 40mph restriction to the north of Cults.

On a division, there voted:- for the motion (12) – the Convener; the Vice-Convener; and Councillors Adam, Allan, Cormack, Cormie, Crockett, Jaffrey, Leslie, MacGregor, Noble and Penny; for the amendment (3) – Councillors Boulton, Donnelly and Yuill.

The Committee resolved:-

to adopt the motion.

ENTERPRISE, PLANNING AND INFRASTRUCTURE DIRECTORATE BUSINESS PLAN 2011-2014 - EPI/11/270

18. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented and sought approval of the Enterprise, Planning and Infrastructure Directorate Business Plan 2011 – 2014.

The report recommended:-

that the Committee –

- (a) approve the Enterprise, Planning and Infrastructure Directorate Business Plan for 2011 – 2014; and
- (b) instruct that quarterly progress reports be presented to the Committee as part of the Enterprise, Planning and Infrastructure Directorate performance reporting framework.

The Committee resolved:-

- (i) to request officers to reword Directorate Priority 1, Service Outcome 7, bullet point 2, to state “supporting plans for the enhancement of Denburn Valley, including the space currently occupied by Union Terrace Gardens”; and

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

- (ii) to approve the recommendations as contained in the report.

PLANNING AND SUSTAINABLE DEVELOPMENT SERVICE REVIEW AND SERVICE PLAN 2011/2012 – EPI/11/224

19. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented a summary of the Planning and Sustainable Development Service Review and key findings, along with the key outcomes/actions which were presented as the Planning and Sustainable Development Service Plan 2011/2012.

The report recommended:-

that the Committee –

- (a) approve the key findings from the Planning and Sustainable Development Service Review 2011;
- (b) approve the Planning and Sustainable Development Service Plan which delivered the key actions and associated workstreams resulting from the Review;
- (c) note that the key driver for the Service Review/Plan was to ensure that the Planning and Sustainable Development Service contributed towards the required savings/income generation identified in Aberdeen City Council's 5 Year Business Plan; and
- (d) note that the Service Plan was a dynamic document that would be updated and maintained as the review findings were enacted and corporate objectives and budgets were reviewed.

The Committee resolved:-

to approve the recommendations as contained in the report.

2011/12 REVENUE BUDGET MONITORING – EPI/11/202

20. With reference to article 13 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 24 May, 2011, 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 taken.

The report recommended:-

that the Committee –

- (a) note the performance to date; the forecast outturn, and the information on risks and management action that was contained therein;
- (b) instruct that officers continue to review budget performance and report on service strategies as required to ensure a balanced budget; and
- (c) instruct officers to report, in due course, on the actual outturn compared to budget following completion of the 2011/2012 financial statements.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

The Committee resolved:-

to approve the recommendations as contained in the report.

CAPITAL MONITORING – ENTERPRISE, PLANNING AND INFRASTRUCTURE PROJECTS – EPI/11/230

21. With reference to article 12 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 24 May, 2011, 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 capital spend to date for the Enterprise, Planning and Infrastructure projects included within the Non-Housing Capital Programme.

The report recommended:-

that the Committee note the current position.

The Committee resolved:-

to approve the recommendation as contained in the report.

PROPOSED PROGRAMME OF WORKS FOR ADDITIONAL £1M REVENUE BUDGET – EPI/11/254

22. With reference to article 22 of the minute of the meeting of the Finance and Resources Committee of 17 June, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented a proposed programme for investment of an additional £1m revenue budget allocated by the Finance and Resources Committee, for approval.

The report recommended:-

that the Committee –

- (a) approve the schemes listed in the appendix as the detailed proposals for expenditure within budget headings;
- (b) instruct appropriate officials to implement the detailed programme;
- (c) agree for officers to amend the programme in consultation with local members should priorities change during the year; and
- (d) grant approval to appropriate officers to award contracts on receipt of a valid tender submission subject to necessary funding in the approved revenue budget.

The Committee resolved:-

to approve the recommendations as contained in the report.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

SOUTH ABERDEEN COASTAL REGENERATION PROJECT (SACRP) – PROGRAMME DEVELOPMENTS – EPI/11/101

23. With reference to article 11 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 developments of projects following completion of the South Aberdeen Coastal Regeneration Project (SACRP) feasibility study in February, 2010.

The report recommended:-

that the Committee –

- (a) re-nominate an Elected Member to lead the inter-agency Project Steering Group (PSG);
- (b) endorse the recently completed three case studies, led by the University of Aberdeen, for consultations by the PSG with partner, community organisations and the wider community for the development of programmes for implementation linked to available funding;
- (c) agree to the continuing development of funding bids in this and future years for European and other external funding streams for the creation of the Torry Community Wetland Project;
- (d) agree to receive a report back to the Enterprise, Planning and Infrastructure Committee in the April/May 2012 cycle, linking coastal regeneration initiatives into the mainstream development of climate change adaptation strategies and flood risk management; and
- (e) agree to refer this report for information to the next meeting of the Housing and Environment Committee.

The Committee resolved:-

- (i) to appoint Councillor Corall to lead the inter-agency Project Steering Group; and
- (ii) to otherwise approve the recommendations as contained in the report.

VISITSCOTLAND FUNDING 2011/2012 AND PROPOSED ABERDEEN DESTINATION MARKETING ORGANISATION (DMO) – EPI/11/194

24. With reference to article 15 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 18 January, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which outlined the proposed funding for services to be provided by VisitScotland (VS) Aberdeen City and Shire from 1 April, 2011 - 31 March, 2012 and 1 April - 30 September, 2012, and detailed the funding requirements for the establishment of an Aberdeen Destination Marketing Organisation (DMO) to build on past investment in joint activities with VS and to further drive the promotion of Aberdeen as a destination for business and leisure tourism.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The report recommended:-

that the Committee –

- (a) authorise the allocation of £385,000 towards joint tourism marketing activities, in partnership with VS, from 1 April, 2011 to 31 March, 2012 and £115,000 from 1 April - 30 September, 2012. This was the current level provided to VS for business and leisure tourism promotion;
- (b) authorise Aberdeen City Council officers to work with its partners at VS, ACSEF, Aberdeen and Grampian Chamber of Commerce and private sector tourism sector businesses to establish a DMO Steering Group that would at no additional cost to Aberdeen City Council:-
 1. establish a private sector led DMO and appoint the DMO's Board of Directors, by 30 November 2011, with the initial aim of:-
 - producing an action plan for the period 30 November 2011 to 30 September 2012;
 - implementing the DMO's initial action plan;
 - appointing a Chief Executive, to start before 1 April 2012; and
 - supervising the production of a detailed, long-term DMO business plan, by the new DMO Chief Executive, before 30 September 2012;
- (c) authorise the DMO Board of Directors and the Chief Executive to secure £40,000-£50,000 of private sector cash contributions to pay for the actions detailed in the recommendation (b) above;
- (d) authorise the allocation of £297,500 to the DMO during their establishment phase (1 April to 30 September, 2012) and the transfer of management responsibility for the effective utilisation of Council visitor attraction funding, as set out in the table below:-

<u>Source of Funding</u>	<u>Budget (£)</u>
Manage Aberdeen Convention Bureau (ACB)	106,875
Local Destination Marketing (UK & Ireland market)	20,625
International Marketing (Online/Direct Norway & Germany)	15,000
Funding released from Visitor Information Centre	100,000
Savings from ACB Manager post after retirement in May (TBC)*	25,000
Savings from the ACB existing contingency budget (TBC)*	30,000
Total ACC funding	297,500
Private sector cash funding confirmed from Aberdeen BID (£12k), Aberdeen City and Shire Hotels Association (£4k) and Aberdeen and Grampian Chamber of Commerce (£4k)	20,000
Total Funding Budget	317,500

- (e) authorise the submission of a further report to Enterprise, Planning and Infrastructure Committee in September 2012, requesting ongoing council support for the Aberdeen DMO for the next 3-5 years, based on the transfer of existing

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

resources (i.e. no new resources), and subject to the DMO Chief Executive and Board:-

- (1) producing an appropriate, detailed and financially sustainable 3-5 year Business Plan; and
- (2) securing significant private sector cash contributions or other non-council income streams, equivalent to at least 20% of the DMO's total annual operating costs over the 3-5 year business plan period.

The Committee heard from the Project Director for Economic Business Development, who advised that the figure in recommendation (c) above, should state £20,000 rather than £40,000-£50,000.

The Committee resolved:-

to approve the recommendations as contained in the report, on the basis that the figure in recommendation (c) be £20,000.

DIGITAL NETWORK DEVELOPMENT– EPI/11/204

25. With reference to article 13 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 advised of progress towards the development of a programme to enable the delivery of improved broadband connectivity to domestic and commercial users in Aberdeen, and sought support for the establishment of a dedicated team to develop and implement a detailed business plan for broadband delivery across Aberdeen City and Shire, based on the "Maximising Digital Connectivity, Outline Business Case" produced by Mott MacDonald in July.

The report recommended:-

that the Committee –

- (a) note the contents of the Maximising Digital Connectivity study and supports the creation of an improved digital network development through implementation of the report's recommendations;
- (b) support the efforts by ACSEF (Aberdeen City and Shire Economic Futures) to lobby Scottish Government in an effort to obtain their agreement to the early submission of an ACSEF led bid for funding;
- (c) support ACSEF's attempts to identify funding or in-kind support to enable the appointment of a technical adviser to work with the current team to agree the action plan going forward and form a dedicated team to implement the Maximising Digital Connectivity study recommendations; and
- (d) support the submission of an initial bid for up to £2 million of capital funding, from Aberdeen City Council's 2012/2013 capital programme, as a possible contribution towards the implementation of those elements of the project that were directly related to Digital Network Development within the City (i.e. along the route of the AWPR/Energetica Corridor(s) and within the Aberdeen city core area).

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

The Committee resolved:-

to approve the recommendations contained in the report.

DECLARATION OF INTEREST

Councillor Allan declared an interest in the subject matter of the following article due to ongoing personal matter. Councillor Allan withdrew from the meeting during the deputation and discussion of this article.

THE ABERDEEN CITY COUNCIL (WESTBANK, ABERDEEN) (RESIDENTIAL PARKING BAYS) ORDER 2011- CG/11/102

26. (A) In terms of Standing Order 10(2), and as agreed at the beginning of the meeting (see article 3 above), the Committee received a deputation from Ms Shirley Henderson in relation to the above-named report. Ms Henderson was present on behalf of Westbank Residents Association and was accompanied by Ms Dickinson.

Ms Henderson advised that the majority of the residents of Westbank were opposed to the proposal, they did not believe that the proposal was necessary, and they had concerns that if implemented the measure would create health and safety issues. During the deputation, Ms Henderson posed various questions regarding the proposal.

(B) With reference to article 31 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 24 May, 2011, the Committee had before it a report by the Director of Corporate Governance which advised of the statutory objections which had been received as a result of the public advertisement of the above-named order.

The report recommended:-

that the Committee overrule the objections in relation to the Aberdeen City Council (Westbank, Aberdeen) (Residential Parking Bays) Order 2011 and approve that the order be made as originally envisaged.

The Committee resolved:-

not to proceed with The Aberdeen City Council (Westbank, Aberdeen) (Residential Parking Bays) Order 2011.

DESIGNATED SITES REVIEW RECOMMENDATIONS – EPI/11/134

27. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the recommendations with the Designated Sites Review project and sought agreement of the re-designation of sites as informed by the Review.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

The report recommended:-

that the Committee –

- (a) approve the new boundaries for the recommended sites;
- (b) agree the sites that would no longer be designated; and
- (c) agree that the recommended non-statutory designated sites would be known as Local Nature Conservation Sites.

The Committee resolved:-

to approve the recommendations as contained in the report.

ABERDEEN OPEN SPACE STRATEGY– EPI/11/193

28. With reference to article 19 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 15 March, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval to adopt the Aberdeen Open Space Strategy, which would replace the Parks and Green Space Strategy 2005 and Aberdeen’s Strategy for Access to the Outdoors 2004.

The report recommended:-

that the Committee –

- (a) approve the proposed changes to the Draft Open Space Strategy;
- (b) adopt the Aberdeen Open Space Strategy based on the Draft Open Space Strategy with proposed changes; and
- (c) approve the changes made to the Environmental Report as a result of the public consultation.

The Committee resolved:-

to approve the recommendations as contained in the report.

ADOPTION OF SUPPLEMENTARY GUIDANCE AS INTERIM PLANNING GUIDANCE IN SUPPORT OF THE ABERDEEN LOCAL DEVELOPMENT PLAN – EPI/11/215

29. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented seventeen of the draft Supplementary Guidance documents which, following analysis of the representations received during the consultation, were now proposed for adoption as interim planning guidance.

The report recommended:-

that the Committee –

- (a) note the representations received on the draft Supplementary Guidance documents;
- (b) approve officers’ responses to representations received on the draft Supplementary Guidance document;

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

- (c) adopt the Supplementary Guidance documents listed in the report as interim planning advice, and pending Council approval for adoption of the Aberdeen Local Development Plan, agree for officers to send the Supplementary Guidance documents to be ratified by the Scottish Government;
- (d) agree that, if further significant amendments were required to any of the Supplementary Guidance documents following the publication of the Reporters' Report into the Examination of the Local Development Plan, officers re-consult on the amended documents prior to final adoption by Committee; and
- (e) note the representations received on existing masterplans and planning briefs and agree for these to remain as Supplementary Guidance to the adopted Aberdeen Local Plan until they were presented to the Committee for approval as Supplementary Guidance to the Local Development Plan after its adoption.

The Committee resolved:-

to approve the recommendations as contained in the report.

SUPPLEMENTARY GUIDANCE FOR FURTHER CONSULTATION WITH THE EMERGING ABERDEEN LOCAL DEVELOPMENT PLAN – EPI/11/216

30. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which related to six of the draft Supplementary Guidance documents which had been subject to amendments either as a result of analysis of the representations received during the consultation, or by officers to provide greater clarity and take account of updated information; and presented the representations received on the six draft Supplementary Guidance, as well as the proposed Council responses to those representations and the proposed changes to the draft Supplementary Guidance.

The report recommended:-

that the Committee –

- (a) note the representations received on the draft Supplementary Guidance documents from the consultation undertaken alongside the Aberdeen Local Development Plan Proposed Plan;
- (b) approve officers' responses to representations received on the draft Supplementary Guidance documents; and
- (c) approve the amended draft Supplementary Guidance listed in the report for an eight week consultation period.

The Committee resolved:-

- (i) to approve the recommendations as contained in the report; and
- (ii) to request officers to amend the wording within responding Section 373(8) to state "challenging" rather than "bad".

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

NEW DRAFT SUPPLEMENTARY GUIDANCE IN SUPPORT OF THE PROPOSED ABERDEEN LOCAL DEVELOPMENT PLAN – EPI/11/217

31. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval for two new items of draft Supplementary Guidance on archaeology and natural heritage, to be issued for public consultation.

The report recommended:-

that the Committee –

- (a) approve the natural heritage and archaeology draft Supplementary Guidance documents for eight weeks public consultation; and
- (b) agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft Supplementary Guidance be presented to a future meeting of the Enterprise, Planning and Infrastructure Committee.

The Committee resolved:-

to approve the recommendations as contained in the report.

OP40 – KINGSWELLS DEVELOPMENT FRAMEWORK AND PHASE ONE MASTERPLAN – EPI/11/22

32. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which outlined the Kingswells Business Park Development Framework and Phase One Masterplan, prepared as a guide for the future development of land identified as Opportunity Site OP40 in the Proposed Aberdeen Local Development Plan (ALDP).

The report recommended:-

that the Committee adopt the OP40 Kingswells Development Framework and Phase One Masterplan as interim planning advice, and pending Council approval for adoption of the Aberdeen Local Development Plan, agree for officers to implement the process to ratify the framework as Supplementary Guidance by the Scottish Government.

The Committee resolved:-

to approve the recommendation as contained in the report.

NORTH DEE – DEVELOPMENT UPDATE – EPI/11/221

33. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on development opportunities within the emergent North Dee Business Park; advised of the need to progress a controlled parking zone (CPZ) for this area (defined by the main railway line, Market Street and North Esplanade West), and sought approval for undertaking a feasibility study in anticipation of the implementation of a CPZ for the area.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

The report recommended:-

that the Committee –

- (a) agree that relevant officers commence the initial design and related studies for the North Dee Controlled Parking Zone (NDCPZ), and to request officers to report back to the Enterprise, Planning and Infrastructure Committee on its feasibility and the results of the informal consultations, prior to the commencement of the legal process for the required Traffic Regulation Order; and
- (b) authorise the use of funding secured from various developments in the North Dee area to support the completion of the study.

The Committee resolved:-

to approve the recommendations as contained in the report.

A RESPONSE TO THE NORTH SEA REGION 2020 DRAFT DOCUMENT FOR CONSULTATION – EPI/11/269

34. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the North Sea Region (NSR) 2020 Draft consultation document, and presented a proposed Council response to the consultation based on Council policy.

The report recommended:-

that the Committee –

- (a) approve the proposed response contained in the report; and
- (b) note that Councillor Dean was now the Chair of the North Sea Commissions Innovation and Education Group.

The Committee resolved:-

to approve the recommendations contained in the report.

ABBOTSWELL CRESCENT/ REDMOSS ROAD/ BERRYDEN ROAD/ BINGHILL ROAD, MILLTIMBER/ BRUNSWICK PLACE/ CLAYMORE AVENUE/ FONTHILL ROAD/ GREENFERN SCHOOL/ HARDGATE/ HERMITAGE AVENUE/ HIGH STREET/ HOWE MOSS DRIVE/ MCDONALD COURT/ MORNINGFIELD ROAD/ OSBORNE PLACE/ QUEENS ROAD/ RIVERSIDE DRIVE/ BELGRAVE MANSION/ SCOTT CASSIE CIRCLE/ CAIRN ROAD, PETERCULTER/ EAST NORTH STREET CAR PARK/ LOADING BAYS IN THE GREEN - EPI/11/196

35. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which proposed various small scale traffic management measures for the above locations.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The report recommended:-

that the Committee –

- (a) approve the proposals, in principle, and instruct officers to commence the necessary legal procedures of the preliminary statutory consultation for the traffic regulation orders as required, 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;
- (b) 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 the Enterprise, Planning and Infrastructure Committee; and
- (c) instruct officers that no further action was required with regard to The Green Townscape Heritage and that the existing loading bays in Stirling Street and Exchange Street should remain as previously installed.

The Committee resolved:-

- (i) in respect of the proposal at Binghill Road, Milltimber, to request officers to extend the proposed “at any time” waiting restrictions to beyond the junction into Binghill Crescent and that it be advertised on this basis;
- (ii) with the exception of the above resolution, to approve recommendations (a) and (b) contained in the report; and
- (iii) to instruct officers to undertake the necessary process to revert two of the four existing loading bays in The Green to one on-street parking space and one disabled parking space.

JUSTICE MILL LANE – TRAFFIC MANAGEMENT PROPOSALS INITIAL STATUTORY CONSULTATION – EPI/11/091

36. With reference to article 24 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 20 April, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the result of the initial statutory consultation on the proposed traffic management scheme on Justice Mill Lane.

The report recommended:-

that the Committee –

- (a) acknowledge the responses received as a result of the Statutory Consultation and hence instruct the appropriate officials to progress to public advertisement and report the results to a future meeting of the Enterprise, Planning and Infrastructure Committee;
- (b) instruct officers to prepare the detailed design and tender works for the traffic management scheme on Justice Mill Lane; and
- (c) agree that should the tender be returned within budget that delegated powers be given to nominated officials to accept the tender.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

Councillor Donnelly moved:-

that the recommendations contained in the report be approved.

Councillor Donnelly failed to attract a seconder and in terms of Standing Order 12(7) the motion fell.

The Committee resolved:-

not to proceed with the current proposed traffic management proposal for Justice Mill Lane, and to request officers to further review the area and report back to the Enterprise, Planning and Infrastructure Committee with new traffic management proposals that would benefit pedestrians, cyclists and motorists, and preferably that this scheme would allow the area to remain two-way.

PROPOSAL TO INTRODUCE A PROHIBITION OF DRIVING - PITMEDDEN ROAD, DYCE - EPI/11/195

37. With reference to article 18 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 advised of the results of the initial statutory consultation undertaken following the decision of the Committee to revert to the original proposal to introduce a prohibition of driving on the section of Pitmedden Road serving Dyce Caravans and other properties.

The report recommended:-

that the Committee –

- (a) acknowledge that there were concerned parties that wished to maintain the option to utilise both junctions associated with the section of Pitmedden Road, Dyce; and
- (b) instruct officers not to progress the Traffic Regulation Order further.

The Committee resolved:-

to approve the recommendations contained within the report.

With reference to article 3 above, the Committee noted that Mr Diver was not in attendance and therefore could not deliver his deputation. The Committee proceeded to consider the item.

VARIOUS TRAFFIC ORDERS – OUTCOME OF MAIN STATUTORY ADVERTISEMENT STAGE – CG/11/101

38. The Committee had before it a report by the Director of Corporate Governance which presented the objections received in relation to the following twelve orders, all at the final statutory stage:-

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

- (i) The Aberdeen City Council (Disabled Person's Parking Places in Aberdeen) (Regulatory Parking Places) (No 2) Order 2011
- (ii) The Aberdeen City Council (Oldcroft Place, Aberdeen) (Prohibition Of Waiting) Order 2011
- (iii) The Aberdeen City Council (Mugiemoss Road, Aberdeen) (Prohibition Of Waiting) Order 2011
- (iv) The Aberdeen City Council (Access Road Serving Craigshaw Business Park, Aberdeen) (Prohibition Of Waiting) Order 2011
- (v) The Aberdeen City Council (Riverside Drive, Aberdeen) (Prohibition Of Waiting) Order 2011
- (vi) The Aberdeen City Council (Beechgrove Avenue and Midstocket Road, Aberdeen) (Prohibition Of Waiting) Order 2011
- (vii) The Aberdeen City Council (Stronsay Drive, King's Gate and Surrounding Streets, Aberdeen) (Various Traffic Management) Order 2011
- (viii) The Aberdeen City Council (Palmerston Road, Aberdeen) (Various Traffic Management) Order 2011
- (ix) The Aberdeen City Council (Westhill Road / U95c Brodiach Road, Aberdeenshire And U95c Brodiach Road, Aberdeen)(30mph Speed Limit) Order 2011
- (x) The Aberdeen City Council (Various Traffic Management Measures) (No 4) Order 2011
- (xi) The Aberdeen City Council (Various Traffic Management Measures) (No 5) Order 2011
- (xii) The Aberdeen City Council (Night Time Transport Zone) (Waiting Restrictions) (No.2) Order 2011

The report recommended:-

that the Committee -

- (a) in relation to the Aberdeen City Council (Stronsay Drive, King's Gate and Surrounding Streets, Aberdeen) (Various Traffic Management) Order 2011, overrule the objections and approve that the order be made as originally envisaged;
- (b) in relation to The Aberdeen City Council (Various Traffic Management Measures) (No 4) Order 2011:-
 - (i) overrule the remaining objection in relation to the proposal at Great Southern Road, and approve the proposed relaxation to the order, as detailed in Section 5.10 of the report and shown in Appendix A;
 - (ii) overrule the remaining objections in relation to the proposal at Kirk Brae, Cults, and approve the proposed relaxation to order, as detailed in section 5.10 of the report and shown in appendix B;
 - (iii) overrule the objection in relation to Kirkton Drive and approve the proposed relaxation to the order, as detailed in Section 5.10 of the report and shown in Appendix C;
 - (iv) overrule the objection in relation to Greenbank Place; and
 - (v) approve that the order be introduced as originally envisaged, with the exception of the three relaxations proposed for Great Southern Road, Kirkbrae and Kirkton Drive;

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

- (c) in relation to The Aberdeen City Council (Various Traffic Management Measures) (No 5) Order 2011 overrule the remaining objections in relation to the proposal at Quarry Road, Cults, and approve the proposed relaxation to the order, as detailed in section 5.11 of the report and shown in appendix D, and approve that the order be introduced on this basis; and
- (d) approve the orders that did not attract objections, and that all the orders be made and implemented accordingly.

The Committee resolved:-

to approve the recommendations as contained in the report.

GREENBRAE CYCLE PROJECT – EPI/11/192

39. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which informed of the work which had been undertaken to date in the Greenbrae School catchment area with regards to establishing a cycle-friendly neighbourhood in Aberdeen, and sought approval for a series of physical improvements designed to facilitate a greater uptake of walking and cycling within that area.

The report recommended:-

that the Committee -

- (a) note the work that had been undertaken to date with Greenbrae School and the wider community with regards to developing a cycle-friendly neighbourhood;
- (b) to approve the proposed action plan for the area;
- (c) instruct officers to proceed with implementing the interventions identified within the action plan including, where necessary, the promotion of legislation to support shared use footways; and
- (d) instruct officers to report back to the Enterprise, Planning and Infrastructure Committee on an annual basis on progress/impact and intermittently as legislative decisions required.

The Committee resolved:-

- (i) to request officers to ask the Disability Advisory Group whether any of its members would be willing to participate in the cycling training provided to school children in the Greenbrae area; and
- (ii) to otherwise approve the recommendations as contained in the report.

DISABLED PERSONS: PARKING PLACES (SCOTLAND) ACT 2009 – ELIGIBILITY – EPI/11/131

40. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided information on the implications for disabled persons' parking places arising from the Disabled Persons' Parking Places (Scotland) Act 2009. (DPPPA 2009) and sought approval for a way forward in this regard.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The report recommended:-

that the Committee -

- (a) note the content of the report;
- (b) instruct officers that all requests for the making of disabled street parking orders in respect of street parking places should be dealt with in accordance with the new Disabled Persons Parking Places (Scotland) Act 2009 and as outlined to the Committee on 7 September, 2010 (article 21 refers); and
- (c) instruct officers to retain those advisory disabled street parking places awarded under clause 7 of the Council's previous criteria for so long as they were required by the individual(s) concerned.

The Committee resolved:-

to approve the recommendations contained in the report.

BLUE BADGE REFORM – EPI/11/205

41. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided information on the Blue Badge reform programme which consisted of a national online application service and production and distribution of badges, and advised of the staffing considerations and the need to review the Green Badge status.

The report recommended:-

that the Committee -

- (a) note the contents of the report and the reforms to the Blue Badge scheme;
- (b) approves the signing, by nominated officers, of a Service Level Agreement with Northgate for the provision of an online Blue Badge application and badge production service;
- (c) instruct officers to review the possible impact on the City Council's Green Badge scheme and to report back to a future meeting of the Committee following consultation with interested parties; and
- (d) instruct officers to review the staffing and resources necessary to support the Blue Badge Scheme following the implementation of reforms in January 2012.

The Committee resolved:-

to approve the recommendations as contained in the report.

RESIDENTIAL USE OF DENBURN CAR PARK OVERNIGHT – EPI/11/212

42. With reference to article 4 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 15 March, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided a review of the use of the Denburn Car Park and opportunity for overnight parking by local residents who had on-street parking permits.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The report recommended:-

that the Committee approve the use of the lower section of the Denburn car park between the hours of 1800 and 0800 for residents who have an on street parking permit.

The Committee resolved:-

to approve the recommendation as contained in the report.

SERVICE 5 BRDG FUNDING – REAL TIME UPGRADE PROJECT – EPI/11/218

43. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval from members to undertake a project to upgrade the existing Real Time system and install new Real Time Bus Information displays in the City Centre using government Bus Route Development Grant funding.

The report recommended:-

that the Committee proceed with the proposal to upgrade and install new Real Time Bus Information displays in the City Centre.

The Committee resolved:-

to approve the recommendation as contained in the report.

FLOOD RISK MANAGEMENT (SCOTLAND) ACT IMPLEMENTATION PROGRESS REPORT - EPI/11/220

44. With reference to article 20 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 26 November, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on recent developments regarding the implementation of the Flood Risk Management (Scotland) Act and in particular outlined the financial requirements necessary to ensure that the Council delivered on its statutory obligations as specified in the Act.

The report recommended:-

that the Committee -

- (a) agree the recommendations of the report along with the Council's response as attached at Appendix A, to the Scottish Environment Protection Agency's consultation in relation to the Flood Risk Management (Scotland) Act 2009, - "Flooding in Scotland: A Consultation on Potentially Vulnerable Areas and Local Plan Districts";
- (b) instructs officers to agree with Scottish Water the scope of the integrated catchment model for Aberdeen including the Council's financial contribution to the cost of the project;
- (c) instructs officers to notify SEPA that Aberdeen City Council was prepared to act as lead authority for the Aberdeenshire and Aberdeen City local plan district;

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

- (d) refer the report to the next meeting of the Finance and Resources on 29 September, with the recommendation that all identified revenue funding as per the Local Government Finance Settlement was made available for this and future years to fund Aberdeen City Council's duties under the FRM Act, including its contribution to the development of the integrated catchment model; and
- (e) authorise the suspension of standing orders to allow officers to purchase the specialist software required to run the integrated catchment model, and that the software package would be predetermined by Scottish Water and SEPA and only available from a single supplier.

The Committee resolved:-

to approve the recommendations as contained in the report.

ROADS WINTER SERVICES PLAN – EPI/11/268

45. With reference to article 34 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 24 May, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the proposed Winter Services Plan and explained significant changes.

The report recommended:-

that the Committee -

- (a) agree the "Roads Winter Service Plan" for 2011 - 2012; and
- (b) note the content of the report.

The Committee resolved:-

- (i) to approve the recommendations as contained in the report;
- (ii) to request officers to circulate to all elected members, by way of email, the Roads Winter Services Plan; and
- (iii) to request officers to investigate further ways to support and increase communication to citizens during the winter period.

MAINTENANCE OF MUNICIPAL BUILDINGS – GENERAL RESPONSE MAINTENANCE CONTRACTS – EPI/11/253

46. With reference to article 29 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 18 January, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the establishment of a framework for the charging of actual costs to the Non-Housing Repair and Maintenance Fund for non-housing property repairs.

The report recommended:-

that the Committee approve the arrangements for managing the repairs and maintenance of non-housing properties.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

13 September, 2011

The Committee resolved:-

to approve the recommendations as contained in the report.

STRATEGIC AND LOCAL TRANSPORTATION PROJECTS UPDATE – EPI/11/271

47. With reference to article 35 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 24 May, 2011, 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 recommended:-

that the Committee -

- (a) note the contents of the report,
- (b) instruct officers to continue with the implementation of Traffic Regulation Orders regarding the Aberdeen – Blackburn (A96 Corridor) cycle path, in conjunction with Transport Scotland and Bear Scotland and to progress with minor infrastructure improvements this financial year,
- (c) agree the proposed questionnaire response for submission to the Department of Transport, detailed in Appendix B on the consultation document entitled Developing a Sustainable Framework for UK Aviation; and
- (d) endorse development through Nestrans as outlined in Section 17 of the report.

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

Councillor Crockett, seconded by Councillor Boulton, moved as an amendment:-
that recommendations (a), (b) and (d) be approved, and that recommendation (c) be approved subject to the addition of “recognising that our continued membership of the United Kingdom was essential if the objectives laid out for officers in Section 16.2 of the report relating to the protection of landing slots at Heathrow were to be achieved.

On a division, there voted:- for the motion (10) – The Convener, the Vice-Convener; and Councillors Cormack, Cormie, Jaffrey, Leslie, MacGregor, Noble, Penny and Yuill; for the amendment (5) – Councillors Adam, Allan, Boulton, Crockett and Donnelly.

The Committee resolved:-

to adopt the motion.

In accordance with the decision recorded under article 1 of this minute, the following items of business were considered with the Press and public excluded.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
13 September, 2011

GLASHIEBURN FLOOD PREVENTION SCHEME – EPI/11/225

48. With reference to article 26 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 ongoing discussions regarding the Glashieburn flood prevention scheme.

The report recommended:-

that the Committee -

- (a) note that the company had redesigned the Glashieburn flood prevention scheme in light of its failure to contain the floods of 2009 and have made significant amendments and additions;
- (b) note that the amended scheme had now been installed at a cost of £280,000 to the Council which provided the protection to the properties in Lochside Drive against a 1 in 200 year storm event;
- (c) note that on 22 June 2011, the company had made a full and final settlement offer to the Council;
- (d) instruct officers to progress with a legal action against the company; and
- (e) instruct officers to finance legal action from existing budgets.

The Committee resolved:-

to approve the recommendations contained in the report.

**MAINTENANCE OF MUNICIPAL BUILDINGS – GENERAL RESPONSE
MAINTENANCE CONTRACTS - APPENDIX**

49. With reference to article 46 above, the Committee had before it an appendix containing exempt information.

The Committee resolved:-

to note the appendix.

- **COUNCILLOR DEAN, Convener.**

This page is intentionally left blank

ENTERPRISE, PLANNING AND INFRASTRUCTURE

COMMITTEE BUSINESS

15 November, 2011

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 17	<p><u>Strategic Transportation Projects</u></p> <p>The Committee resolved, amongst other things, to instruct officers to provide regular updates on the progress of the future operation of Park and Ride, including referral to the Finance and Resource Committee as soon as the detail of any financial implications had become known.</p>	<p>At its meeting on 7 September, 2010, the Committee resolved, amongst other things, to:-</p> <p>(i) to acknowledge the assessments undertaken to date on bus Routes 1 and 2 and instruct officers to report back to the Enterprise, Planning and Infrastructure Committee as soon as the remainder of this work was concluded; and</p> <p>(ii) to instruct the appropriate officials to commence the necessary legislation for the required Traffic Regulation Order to implement the proposals referenced in resolution (ii) above, and if no objections were received at the Initial Statutory stage then instruct officers to continue with the public advert.</p> <p>At its meeting on 13 September, the Committee considered an update report on this matter. A report is on the agenda.</p>	Head of Planning and Sustainable Development	15.11.11	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
2.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 18	<p><u>Berryden Corridor – Transport Infrastructure Improvements</u></p> <p>The Committee resolved to approve the preferred option for progression to detailed design (i.e. the so-called “Do Something” option for the corridor, in association with a bus gate at Bedford Road/Powis Terrace), and that the officials report back on detailed design, costs and programming.</p>	<p>Definitive dates for the major transportation projects are difficult to provide as much of the work required to get to the next key stage for reporting will either be several months away or at least more than 12 months - in which case we don't have committee dates, and as always subject to budget and resource availability. Strategic Transport Projects reports which contain updates on all these projects are provided to the Committee by way of a report or bulletin as and when necessary.</p> <p>As per the update of 24 May funding has been secured for this financial year to enable development boundaries to be established.</p>	Head of Planning and Sustainable Development	Indicative Date 2011/2012	No report required this financial year
3.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 19	<p><u>(1) Access from the North – An Integrated Transport Solution - (2) Access from the North Proposals “Third Don Crossing”</u></p> <p>The Committee resolved, amongst other things to request a regular report back on progress in these matters, including the development of a Delivery Programme.</p>	<p>At its meeting on 18 January, 2011, the Committee resolved:-</p> <p>(a) agree, in principle, the provisional programme for delivery of the ‘Access from the North’ integrated transport proposals;</p> <p>(b) instruct officers to continue discussions with BEAR and Transport Scotland regarding options on the trunk road network;</p>	Head of Planning and Sustainable Development	May 2012	May 2012

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>(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</p> <p>(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.</p> <p>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. Progress will be reported in May 2012.</p>			

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
4.	Housing and Environment Committee 16.02.10 article 20	<p><u>Furnishings Contract</u></p> <p>The Committee resolved to request officers to submit a report to the Enterprise, Planning and Infrastructure Committee exploring the possibility of the overall amendment of the Council's procurement procedures to take account of social enterprises etc.</p>	<p>At its meeting on 31 May 2010, the Committee resolved, amongst other things, to instruct officers within Corporate Governance to continue to work on the development of a robust corporate policy on the use of community benefit clauses within the Council's procurements, and that the policy be submitted to a future meeting of the Committee for approval.</p> <p>At its meeting on 13 September, 2011, the Committee noted that a report seeking approval of a guidance policy on delivering community benefits through procurement would be considered by the Corporate Policy and Performance Committee on 22 September, 2011, and that if approved, officers would report to the next meeting of the Enterprise, Planning and Infrastructure Committee with a user friendly guide to the policy specifically for this service.</p>	Director of Housing and Environment Legal Manager (Policy and Advice)	15.11.11	31.01.12

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
5.	Enterprise, Planning and Infrastructure 23.02.10 article 27	<p><u>Aberdeen Western Peripheral Route – Progress Report</u></p> <p>The Committee resolved to instruct officers to provide a further report to the appropriate Committee during the procurement process providing an updated cost estimate and programme.</p>	<p>Following a hearing held in February/March this year into the legal challenge against the AWPR, Lord Tyre found in favour of the Scottish Ministers. An appeal has, however, now been made against Lord Tyre's judgement – on various, as yet unspecified, points of law – to the Inner House of the Court of Session. This will add further delay to the project as construction cannot commence until the appeal is heard and the outcome known. Scottish Ministers successfully lodged a motion with the Court of Session requesting Urgent Disposal of the appeal. This motion was granted and a 4 day hearing has been fixed for 13 - 16 December 2011. The appellant has intimated that he will be seeking a Protective Expenses Order (PEO) which, if successful, will place a monetary limit on any new liability in connection with the current appeal. He has also intimated that should he not be successful in obtaining a PEO he may be forced to withdraw his appeal. The Leader of the Council is due to meet the Minister to discuss issues relating to the delivery of the AWPR on 1st November.</p>	Head of Planning and Sustainable Development	Date can't be determined until the completion of the statutory procedure and the commencement of the formal procurement process	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
6.	Enterprise, Planning and Infrastructure 20.04.10 article 24	<p><u>Justice Mill Lane</u></p> <p>The Committee resolved to request officials to carry out preliminary statutory consultation where a traffic order to provide for the proposals outlined in the report, to move street to substantive statutory advertisement if there were no significant preliminary responses, and thereafter to report back on detailed design, cost estimates and substantive statutory objections.</p>	<p>At its meeting on 13 September, 2011, the Committee resolved not to proceed with the current proposed traffic management proposal for Justice Mill Lane, and to request officers to further review the area and report back to the Enterprise, Planning and Infrastructure Committee with new traffic management proposals that would benefit pedestrians, cyclists and motorists, and preferably that this scheme would allow the area to remain two-way.</p> <p>The decision by the Committee will require substantial redesign work to be carried out and to commence the legal process again for the Traffic Regulation Order. It is intended that this work will be reported back to committee in March 2012 at the earliest.</p>	Head of Asset Management and Operations	31.01.12	31.05.12
7.	Enterprise, Planning and Infrastructure 09.11.10 article 18	<p><u>Night Time Bus Improvements</u></p> <p>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.</p>	<p>An update was included in the Strategic Transport Projects report considered by the Committee on 24 May, 2011.</p> <p>An update is included in the Strategic and Local Transport Projects Update Report on the agenda.</p>	Head of Planning and Sustainable Development	15.11.11 (not a separate report – included in transport update report)	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
8.	Enterprise, Planning and Infrastructure 18.01.11 article 17	<p><u>Community Digital Media Channel</u></p> <p>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.</p>	<p>Aberdeen City Council have been invited to participate in an advisory group being established by RGU to look at Smart Media and the management of digital assets. The potential of "cultural" assets being included within the remit of such work has been identified with a view to utilising this technology to manage available content on an Aberdeen Digital Channel. If agreed a bid will be tabled for lottery (or alternative) funding to further develop this area of work.</p> <p>Such an approach will widen the opportunity for participation in the project and help to overcome issues around content provision within the channel deliverable.</p> <p>The UK Government has announced its intentions with regards the delivery of Local (broadcast) TV and has included Aberdeen as one of the potential areas to be included in any roll out. The Government will make available broadcast space in the spectrum and a potential for some support funding for Local TV channels through the license fee.</p> <p>A review of the findings of the original Community Digital Media</p>	Economic/ Business Development Project Director	24.05.11	31.01.12

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
9.	Enterprise, Planning and Infrastructure 18.01.11 article 18	<p><u>Update On The Numbers And Impact Of Economic Migrants On The City Of Aberdeen</u></p> <p>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.</p>	<p>Channel research will be undertaken in light of this intervention with a view to assessing whether the case for a broadcast channel is sufficiently improved as a result of this announcement as to make it a preferred option.</p> <p>A report will be submitted to a future committee on the findings of this review and proposals on delivery methods.</p>	Economic/ Business Development Project Director	13.09.11	31.01.12
		<p>At its meeting on 24 May, 2011, the Committee resolved to note that a report on this matter would be submitted to the Enterprise, Planning and Infrastructure Committee at its meeting on 13 September, 2011.</p>				

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
10	Council Budget 10.02.11	<p><u>General Fund Revenue Budget 2011/2012 and Indicative 2012/2013 to 2015/2016 Budget</u></p> <p>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.</p>	<p>The initial report contained data received from Scottish Gov. This data is collected on an annual basis and will not be avail till Oct 2011. The paper will be presented at the January 2012 committee to ensure this data is included.</p> <p>At its meeting on 24 May, 2011, the Committee received an oral update on this matter.</p> <p>The Committee considered a report on this at its meeting on 13 September.</p> <p>Recommended for removal.</p>	Director Enterprise, Planning and Infrastructure	13.09.11	
11	Council Budget 10.02.11	<p><u>General Fund Revenue Budget 2011/2012 and Indicative 2012/2013 to 2015/2016 Budget</u></p> <p>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.</p>	<p>Scottish Ministers have agreed that they will look at the prospects of including a number of Aberdeen City and Aberdeenshire Council projects within the combined AWPR / Balmedie to Tippetty Non Profit Distribution Model contract. Transport Scotland officials are now working constructively with City Council counterparts in relation to the possibility of including the Third Don Crossing in the contract. This will, however, be dependant on the Council securing ownership of the land required for the Third Don</p>	Director Enterprise, Planning and Infrastructure	24.05.11	Date can't be determined until the completion of the stat procedure & the commence ment of the formal procurement process for the AWPR. Refer to Item 5 above.

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
12	Enterprise, Planning and Infrastructure 15.03.11 article 4	<p><u>Minute Of The Meeting Of The Controlled Areas Parking Working Party</u></p> <p>The Committee resolved, amongst other things,</p> <p>(i) in relation to recommendation 2, that city centre residential permits be able to be used in Chapel Street, West North Street and Mearns Street off-street car parks during off-peak hours (i.e. 1800-0800hrs) and that officers report back to the Enterprise, Planning and Infrastructure Committee on the use of the lower ground floor of Denburn car park in the same regard as the above car parks;</p> <p>(ii) in relation to recommendation 5, to agree that a review of parking charges and entitlement set by other Council services be undertaken and reported to the Enterprise, Planning and Infrastructure Committee for consideration and possible revision;</p> <p>(iii) in relation to recommendation 6, to request officers to submit a detailed report on the</p>	<p>Crossing which is being considered at a Public Local Inquiry to be held in November/December 2011.</p> <p>Officers were requested to report back on a number of issues which requires a considerable degree of investigation, survey work and staff input to complete the work.</p> <p>An update on these are as follows:-</p> <p>(i) This item requires a Traffic Regulation Order to be progressed to allow residents to park within specific off street car parks. This process will be reported back to committee as the various stages progress;</p> <p>(ii) All other relevant Services within ACC have been contacted to request details of the locations within their service where charging occurs and to request details of the charges applied. Officers are still awaiting a response and the review may return to the Committee at its meeting on 31 January, however it is more likely to be reported on 31 May 2012;</p> <p>(iii) In relation to resolution iii, the report back on an emissions</p>	Head of Asset Management and Operations	13.09.11	15.11.11 – reports on some of the actions.

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	<p>possibility of establishing a city wide emissions-based permit system, on the proviso that such a proposal would be revenue neutral to the Enterprise, planning and Infrastructure Committee at its meeting on 13 September, 2011;</p> <p>(iv) in relation to recommendation 8, to request officers to submit a detailed report on the price of city centre residential permits per year and also on the creation of intermediate parking zones, with differential permit prices reflecting the premium for parking spaces to a future meeting of the Enterprise, Planning and Infrastructure Committee;</p> <p>(v) in relation to recommendation 11, to request officers to submit a detailed report on the price of parking vouchers in the Foresterhill and Garthdee on-street zones, and that this include information on the financial implications, comparable charges, new payment technologies and the existing prices to a future meeting of the Enterprise, Planning and Infrastructure Committee;</p>	<p>based permit system will now be January 2012);</p> <p>(iv) This review may be reported to Committee at its meeting on 31 January;</p> <p>(v) The decision at the September 2011 committee was to request officers for further details and survey work to be carried out. It is intended that this report will be submitted to the Committee at its meeting on 31 January;</p> <p>(vi) A decision was made at the September committee to remove two of the bays. These will now progress through the required legal process for the Traffic Regulation Order and will be reported back to committee at each stage;</p> <p>(vii) A further meeting has been requested between officers and the residents association. it is intended, if possible to report back the findings is on the agenda; and</p> <p>(viii) A report in relation to the possible one way's for Rose Street, Chapel Street and Marischal Street is on the agenda.</p>				

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>(vi) to approve recommendation 12 from the Controlled Areas Parking Working Party, and to request officers to investigate and report back to the Committee on the issue of loading bays in the Green;</p> <p>(vii) in relation to recommendation 13, to agree to request officers to submit a detailed report on possibility of introducing exclusively residential parking provision in Albert Terrace, including updated survey figures if possible, to a future meeting of the Enterprise, Planning and Infrastructure Committee; and</p> <p>(viii) to agree 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.</p>				
13	Enterprise, Planning and Infrastructure 24.05.11 article 19	<p><u>Securing The Benefits From The Next Energy Revolution Policy Statement</u></p> <p>The Committee resolved to instruct officers to prepare an alternative energy strategy.</p>	A report is on the agenda.	Head of Planning and Sustainable Development	15.11.11	15.11.11

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
14	Housing and Environment Committee 13/04/10 article 30	<u>Community Gardens Policy</u> The Committee resolved: to instruct the Director of Housing and Environment to report back in 2011 on progress with the implementation of the policy.	Update: Work to implement the Community Gardens Policy was placed on hold while the City Council finalised its Openspace Strategy for Aberdeen. These two items are very closely linked. The Openspace Strategy is due to be put before Committee for final approval in September 2011. The Community Gardens Policy will then be reviewed, in conjunction with Environmental Services, to ensure it is fully in line with the new Strategy. A report will be put before Committee in the first quarter of 2012. A report will be put before Committee in the first quarter of 2012.	Head of Planning and Sustainable Development	10/05/11	31.05.12
15	Housing and Environment 12/01/11 article 29	<u>Environmental Strategy – Progress Report</u> The Committee resolved: to instruct officers to provide this Committee with an annual update on environmental progress through the Scottish Climate Change declaration report format.	Referred by the Housing and Environment Committee.	Head of Planning and Sustainable Development	31.01.12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
16	Enterprise, Planning and Infrastructure 13.09.11 article 4	<p><u>Driveway Application Appeals At 150 Bonnyview Drive And 40 Longview Terrace, Aberdeen</u></p> <p>The Committee resolved to defer consideration of both driveway applications until the next meeting of the Committee on 15 November, 2011, at which point officers should submit a new report containing information on the availability of spaces in the adjacent car park and whether either of the driveways could be established in such a way that two public car parking spaces were not lost.</p>	A report is on the agenda.	Head of Asset Management and Operations	15.11.11	
17	Enterprise, Planning and Infrastructure 13.09.11 article 24	<p><u>VisitScotland Funding 2011/2012 And Proposed Aberdeen Destination Marketing Organisation (DMO)</u></p> <p>The Committee resolved, amongst other things, to authorise the submission of a further report to Enterprise, Planning and Infrastructure Committee in September 2012, requesting ongoing council support for the Aberdeen DMO for the next 3-5 years, based on the transfer of existing resources (i.e. no new resources), and subject to the DMO Chief Executive and Board:- (1) producing an appropriate,</p>		Economic/ Business Development Project Director	September 2012	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>detailed and financially sustainable 3-5 year Business Plan; and</p> <p>(2) securing significant private sector cash contributions or other non-council income streams, equivalent to at least 20% of the DMO's total annual operating costs over the 3-5 year business plan period.</p>				
18	Enterprise, Planning and Infrastructure 13.09.11 article 24	<p><u>South Aberdeen Coastal Regeneration Project (SACRP) – Programme Developments</u></p> <p>The Committee resolved, amongst other things, agree to receive a report back to the Enterprise, Planning and Infrastructure Committee in the April/May 2012 cycle, linking coastal regeneration initiatives into the mainstream development of climate change adaptation strategies and flood risk management.</p>		Economic/ Business Development Project Director	31.05.12	
19	Enterprise, Planning and Infrastructure 13.09.11 article 31	<p><u>Natural Heritage and Archaeology Draft Supplementary Guidance Documents</u></p> <p>The Committee resolved, amongst other things, to agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft</p>		Head of Planning and Sustainable Development	31.01.12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		Supplementary Guidance be presented to a future meeting of the Enterprise, Planning and Infrastructure Committee.				
20	Enterprise, Planning and Infrastructure 13.09.11 article 33	<u>North Dee – Development Update</u> The Committee resolved, amongst other things, to agree that relevant officers commence the initial design and related studies for the North Dee Controlled Parking Zone (NDCPZ), and to request officers to report back to the Enterprise, Planning and Infrastructure Committee on its feasibility and the results of the informal consultations, prior to the commencement of the legal process for the required Traffic Regulation Order.		Head of Asset Management and Operations	31.01.12	
21	Enterprise, Planning and Infrastructure 13.09.11 article 35	<u>Abbotswell Crescent/ Redmoss Road/ Berryden Road/ Bingham Road, Milltimber/ Brunswick Place/ Claymore Avenue/ Fonthill Road/ Greenfern School/ Hardgate/ Hermitage Avenue/ High Street/ Howe Moss Drive/ Mcdonald Court/ Morningfield Road/ Osborne Place/ Queens Road/ Riverside Drive/ Belgrave Mansion/ Scott Cassie Circle/ Cairn Road, Peterculter/ East North Street Car Park/ Loading Bays In The Green</u>	These schemes are about to go out to Initial Statutory, Should any objections be received then they will be reported back to the January 2012 committee, otherwise they will go straight out to public advert and be reported to the May 2012 Committee.	Head of Asset Management and Operations	31.01.12	31.05.12

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>The Committee resolved, amongst other things,</p> <p>(i) in respect of the proposal at Bingham Road, Milltimber, to request officers to extend the proposed “at any time” waiting restrictions to beyond the junction into Bingham Crescent and that it be advertised on this basis;</p> <p>(ii) to approve the proposals, in principle, and instruct officers to commence the necessary legal procedures of the preliminary statutory consultation for the traffic regulation orders as required, 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;</p> <p>(iii) 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 the Enterprise, Planning and Infrastructure Committee; and</p> <p>(iv) to instruct officers to</p>				

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		undertake the necessary process to revert two of the four existing loading bays in The Green to one on-street parking space and one disabled parking space.				
22	Enterprise, and Infrastructure 13.09.11 article 39	<u>Greenbrae Cycle Project</u> The Committee resolved, amongst other things, to instruct officers to report back to this Committee on an annual basis on progress/ impact and intermittently as legislative decisions required.	Progress will be included in the Strategic and Local Transport Projects Update Report.	Head of Planning and Sustainable Development	September 2012	Interim update Nov 2011
23	Enterprise, and Infrastructure 13.09.11 article 41	<u>Blue Badge Reform</u> The Committee resolved, amongst other things, (i) to instruct officers to review the possible impact on the City Council's Green Badge scheme and to report back to a future meeting of the Committee following consultation with interested parties; and (ii) to instruct officers to review the staffing and resources necessary to support the Blue Badge Scheme following the implementation of reforms in January 2012.		Head of Asset Management and Operations	31.01.12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
24	Audit and Risk 29/03/11 article 12	<p><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></p> <p>The Committee resolved: to instruct officers to report on the following bodies to their relative Service Committee explaining why no Service Level Agreement was currently in place and to instruct the Service to establish a Service Level Agreement within a strict timeframe:</p> <ul style="list-style-type: none"> • Aberdeen Forward 	<p>Responsibility for Aberdeen Forward funding lies with Environmental Strategy.</p> <p>Transferred from the Housing and Environment Committee business statement.</p>	Head of Planning and Sustainable Development	31.11.11	

This page is intentionally left blank

ENTERPRISE, PLANNING AND INFRASTRUCTURE

MOTIONS LIST

15 November, 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.	<p>Motion by Former Councillor Cassie</p> <p>"In view of the increasing parking problems arising as a result of student numbers at Robert Gordon University, the Council considers extending the existing Controlled Parking Zone across the entire Garthdee Ward as originally discussed"</p>	23.03.05	<p>Environment & Infrastructure 23/03/05</p> <p>To instruct the Corporate Director for Environment and Infrastructure to report in greater detail to the next meeting, addressing the various areas of concern raised.</p> <p>On 24th May 2005, the Committee having considered a further report, resolved to support the view of Councillor Cassie and request the officials to revisit all aspects of this matter.</p>	<p>A report was submitted to Council on 30 May which provided an update on parking surveys in Garthdee and up-to-date information for 2007. The Council resolved to note the continuing concern of Councillor Cassie, to request officials to continue to monitor the displacement effect at this location and to report back if and when significant parking issues attributable to the University were sufficient to invoke the agreement whereby the latter was obliged to finance an extension to the existing zone.</p> <p>RGU are in the process of submitting a further planning application to expand the campus. The Development Control Team within roads are in discussions with the university and Councillors Cassie's motion will form</p>	Head of Asset Management and Operations	Report due if and when significant parking issue attributable to RGU invoked the agreement with them.	Yes

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				<p>part of these discussions.</p> <p>The General Manager Operations will provide an oral update at the meeting.</p>			
2.	<p><u>Motion by Councillor Kevin Stewart MSP</u></p> <p>“That this Council agrees that a referendum on the future of Union Terrace Gardens be held after the City Garden design competition was completed, calls on officers to produce a report about the practicalities and costings of holding a postal ballot of all Aberdeen electors and asks officers to investigate sourcing funding for the referendum from bodies other than the Council.”</p>	29.06.11	<p><u>Enterprise, Planning and Infrastructure 13.09.11</u></p> <p>That subject to the addition of “in principle” following the word “agrees”, the terms of the motion be approved, and that the report on this matter also explore the possibility and practicality of young people, below the age of 18, being included in the referendum, and that this be reported to the next meeting of the Enterprise, Planning and Infrastructure Committee on 15 November, 2011.</p>	<p>A report is on the agenda.</p>	Economic/ Business Development Project Director	15.11.11	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
3.	<p><u>Motion by Councillor Young</u></p> <p>“Council instructs officers to liaise with the Ashwood Parade business community in the Bridge of Don to investigate ways in which better signage and better awareness of their businesses can be obtained to the betterment of both the residents of Ashwood Parade and to the business community of Ashwood Parade.”</p>	29.06.11	<p><u>Enterprise, Planning and Infrastructure 13.09.11</u></p> <p>To request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.</p>	<p>A report is on the agenda.</p>	Head of Asset Management and Operations	31.1.12	<p>Yes</p> <p>- Decision to be made on consideration of report.</p>
4.	<p><u>Motion by Councillor Yuill</u></p> <p>“That Aberdeen City Council agrees to instruct officers to prepare a report on both the feasibility of developing, in partnership with Aberdeenshire Council and Perth and Kinross Council, a long distance footpath – The Royal Deeside and Perthshire</p>	27.04.11	<p><u>Enterprise, Planning and Infrastructure 13.09.11</u></p> <p>Amongst, other things, to request officers to participate in the Royal Deeside, Angus and Perthshire Way Steering Group which was already discussing the establishment of the “Pictish Way”, and that officers report back to the next meeting of the Enterprise, Planning and</p>		Head of Planning and Sustainable Development	31.1.12	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
	Way – from Fittie to Perth via Deeside and ways in which this project might be funded.”		Infrastructure Committee regarding the terms of the motion, and in particular detailing the outstanding aspects required to establish and signpost the proposed “Pictish Way”, as well as the financial cost of achieving this.				
5.	<u>Motion by Councillor Yuill</u> “That, given the ongoing difficulties caused by HGVs using Broomhill Road as a through route, Council instructs officers to report to the appropriate committee on the introduction of an ‘except for access’ weight or width restriction on some or all of Broomhill Road between Holburn Street and South Anderson Drive.”	17.08.11	<u>Enterprise, Planning and Infrastructure 13.09.11</u> To request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.	Additional surveys are required to be carried out and it is intended to submit a report to the Committee at its meeting on 31 January.	Head of Asset Management and Operations	31.1.12	No
6.	<u>Motion by Councillor Yuill</u> “That this Council instructs officers to report to the appropriate	17.08.11	<u>Enterprise, Planning and Infrastructure 13.09.11</u> To request officers to report on the terms of the motion to a future meeting	The restrictions proposed by Councillor Yuill have already been promoted, however they were never implemented due to ongoing discussions with	Head of Asset Management and Operations	31.1.12	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
7.	committee on the extension westwards to a point west of Northcote Road of the 30mph speed limit on North Deeside Road, Mannofield.”	17.08.11	of the Enterprise, Planning and Infrastructure Committee. <u>Enterprise, Planning and Infrastructure 13.09.11</u> To request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.	the International school. These restrictions have now become time restricted and additional surveys are required to be carried out. It is intended to submit a report to the Committee at its meeting on 31 January. Additional surveys are required to be carried out and it is intended to submit a report to the Committee at its meeting on 31 January.	Head of Asset Management and Operations	31.1.12	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
8.	<p><u>Motion by Councillor Yuill</u></p> <p>“That, given the significant inconvenience and difficulties caused to householders and others by bollards opposite the entrance from Deeside Drive to the rear lane lying between the rear of properties on Deeside Drive and Deeside Crescent, Council instructs officers to report to the appropriate committee on the removal of these bollards.”</p>	17.08.11	<p><u>Enterprise, Planning and Infrastructure 13.09.11</u></p> <p>To request officers to report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.</p>	<p>Officers are required to liaise with the Public Utility companies and carry out some design work in relation to the Notice of Motion. It is intended that this work will be submitted to the Committee at its meeting on 31 January.</p>	Head of Asset Management and Operations	31.1.12	No

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	14 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Garden Project – Possible Referendum
REPORT NUMBER:	EPI/11/335

1. PURPOSE OF REPORT

This report was requested by EP&I Committee following acceptance of a motion submitted by Councillor Kevin Stewart at the last Committee meeting on 13 September. In supporting this motion, Committee asked officers to produce a report to inform Committee of:

- the practicalities and costings associated with holding a postal ballot of all Aberdeen electors, to gauge public support for the City Gardens Project,
- the possibility of being able to source funding for the referendum from bodies other than the Council, and
- the possibility and practicality of young people, below the age of 18, being included in the referendum.

2. RECOMMENDATION(S)

That Committee:

- (i) Notes the contents of the report
- (ii) Agrees to:
 - a) hold a public referendum, in accordance with Section 5.3 (i) – (xxi) of this report, to gauge public support for the City Garden Project, and
 - b) instruct officers to produce a further report for submission to Finance and Resources Committee requesting that a budget

of up to £250,000 be allocated, from the Council's contingency budget¹, to pay for the referendum.

- c) instruct officers to produce a report form submission to Council on 14 December, seeking approval for the wording of any referendum question, should Finance and resources agree to allocate the necessary funding.

3. FINANCIAL IMPLICATIONS

Approval of the recommendations in this paper will result in a request being made to Finance and Resources Committee asking for the allocation of a £250,000 budget from the Council's contingency budget. Should Finance and Resources Committee agree to make such an allocation, the financial impact on the Council will be limited to £250,000 (unless it is decided to make provision for electronic voting, which will increase the financial impact).

4. OTHER IMPLICATIONS

There will be implications associated with the recommendations included in this paper in terms of the allocation of staff time to preparing and planning for the referendum, managing and implementing the referendum and the use of public buildings required for running the referendum.

5. BACKGROUND/MAIN ISSUES

5.1 Introduction

The last meeting of our Enterprise, Planning and Infrastructure Committee approved the following motion:

“That this Council agrees, in principle, that a referendum on the future of Union Terrace Gardens be held after the City Garden design competition is completed, calls on officers to produce a report about the practicalities and costings of holding a postal ballot of all Aberdeen electors and asks officers to investigate sourcing funding for the referendum from bodies other than the Council.”

¹ The Council budgets annually for a level of contingency to meet one off or exceptional items of expenditure that arise within a financial year. This cost would fall within this category and could be met from this corporate provision.

Committee asked for the report to also explore the possibility and practicality of young people, below the age of 18, being included in the referendum, and for the report to be submitted to the next meeting of the Enterprise, Planning and Infrastructure Committee on 15 November, 2011.

5.2 Referendum Practicalities

In terms of the practicalities of holding the referendum, the Council's Legal team have identified no legal impediments to holding a local referendum. There appears to be no governing legislation on this matter in Scotland (unlike in England). Nonetheless, the use of the full electoral register for local referendums is permitted by the Representation of the People (Scotland) Regulations 2001. This would suggest that there is no legal impediment to holding a local referendum per se. However, in the absence of statutory guidance, it is advisable for best practice in respect of local elections/ other comparable democratic processes to be followed for any local referendum.

In relation to the question to be asked, our legal team advise that the question needs to be framed in a yes/no fashion. Further, in their view the ballot paper should not include the preferred design as this may be seen as attempting to influence the outcome (regardless of the fact that voters are being asked whether or not they wish to support the City Garden Project on the basis of a preferred design). Rather, it is suggested that a copy of the design be included in a separate sheet.

Our Legal team have also highlighted that it must be made very clear that the referendum process is separate from any subsequent planning process and cannot be seen to influence this process. This will help protect the legitimacy of the referendum and reduce the risk of challenge or criticism - whether legal or in terms of public opinion/press comment, thereby ensuring that the exercise is valid and worthwhile.

Officers are aware that concerns have already been raised regarding the relationship between any referendum and the planning process. As mentioned above, it is critical that the Council distinguishes its role as Planning Authority from any decision to proceed with a referendum. It must be made absolutely explicit to voters as to the purpose of the referendum (i.e. to gauge public opinion) and that it sits entirely separate from the planning function, and would not prejudice nor influence any planning decision which would require to be taken in accordance with planning matters.

It also needs to be clear to the public that the referendum is one part in a very long process, and any result shall remain subject to the usual planning procedures. There should be an indication that if the result of the referendum is in favour of the design, this will be taken forward to the planning stage.

Keeping the procedures separate from the planning process is vital, since the risk of challenge to our planning process may be high. This will involve being very clear of the purpose of the referendum in any instruction to the public and underlining the precise purpose and function of the referendum and what uses the Council will make of the results.

The Head of Service, Office of Chief Executive on behalf of the Council's Elections Team has advised as follows:

- In the absence of statutory rules to follow, the ballot should be conducted in line with the principles of best practice and should follow statutory procedures where practicable.
- Whether the result of the referendum is to be advisory or binding is something that should be determined in advance, made explicit and communicated to voters. . Indeed, it is something which the Committee may wish to give initial consideration to.
- The question posed is of vital importance to the conduct of the referendum and would therefore need to fit the objective of the referendum, be easy to understand and be unambiguous. It is good practice to carry out testing and it is suggested that the Plain English Campaign be consulted.
- It is recommended that the ballot paper be accompanied by a simple declaration of identity. The declaration of identity would involve the voter signing to confirm that they are the voter to whom the paper has been sent. Checking of personal identifiers would be carried out at the discretion of the Returning Officer.
- The declaration of identity should be separate from the ballot paper in order to keep the vote anonymous.
- Information to voters included in the postal packs should include the following:

- Why the referendum is being held
 - What is being asked
 - How the result will be used
 - Details of each option being proposed
 - A clear statement that the referendum is part of a long complex process and cannot and will not influence any subsequent planning process which may be necessary
- Voting information within the postal packs should be presented in a neutral style without favouring a particular voting response. However, thought should be given to including information from each side of the debate.
 - It is recommended that consideration be given to supplementing the all postal vote with the option of voting via the internet. Preliminary discussions with one potential supplier indicate that in order to do this securely voters would be issued with pass codes for internet voting at the same time as their postal vote documents. (This model of paper or internet response is currently employed by the Electoral Registration Officer conducting the annual canvass.) Offering internet voting as an option would increase convenience for voters and could boost turnout.
 - The full electoral register can be made available, under Regulation 106 of the 2001 amended Representation of the People Regulations, which grants councils the right to request a free copy of the full register for conducting a local referendum that is to be supervised by the Returning Officer.
 - In terms of the franchise, it would be most appropriate for this to be local government electors only i.e. those electors who are legally entitled to vote in local government elections should be entitled to vote on this local issue. The current register includes 158,505 voters.
 - With regard to consideration being given to extending the franchise to those below the age of 18, it can be confirmed that the electoral register only includes details for those people who will become 18 within the lifetime of the register. This means that, within the normal constraints of the accuracy of the register, it will include details of all 17 year olds but only a proportion of 16 year olds.
 - A means might be identified through working with schools to “register” individuals below the age of 18 for the referendum, but it

is suggested that any deviation from the local government register as it stands runs the risk of compromising the poll.

- With regard to campaigning prior to the referendum date, the established practice of the Electoral Commission is to register campaigning organisations and set spending limits. The objective of this is to provide each side of the debate with a level playing field on which to persuade voters. This may well be difficult to set up and administer for this referendum, but would nevertheless still need to be considered.
- The logistics and costings associated with an electronic count of the votes should be obtained to determine if this would offer advantages over counting manually.

The cost of holding a referendum, using the current electoral register, is estimated at £250,000, in accordance with the following table.

Item	Breakdown	Qty	Unit Cost (£)	Total (£)
Accommodation	Beach Ballroom/Council Premises (postal opening and the count)	12	850	10,200
Postal Pack Production (158,755 packs)	Estimate prior to ITQ process			98,500
Count Staff	Count Staff			18,350
Postal Opening	Estimate			32,000
Royal Mail	Estimate			83,450
Equipment and Stationery	Basic stationery budget			2,500
Advertising (including Notices)	Basic advertising budget			5,000
Total Est. Cost				250,000

Note: The above estimate does not include the costs of providing an internet voting option.

- It is unlikely that we would obtain necessary consent to hold a second poll, for whatever purpose, on the date of the local elections and, even if this were permitted, combining the referendum with the local government elections in May 2012 would create unnecessary complications relating to the holding of the local elections. It is therefore recommended that any referendum be held on a date different by some months from that of the May 2012 elections.

Our Planning and Sustainable Development team has pointed out that, since the City Garden Project must comply with the normal planning process, careful consideration should be given to the potential impact of any referendum, or associated debate, on this process. In particular, members will need to avoid making comments on any preferred design, which may potentially be viewed as prejudicial to the planning process.

With regard to the funding of a referendum, some initial efforts have been made, separately from the election team, to determine possible sources of non-Council funding for the referendum.

Both Scottish Enterprise and Aberdeen City Gardens Trust Ltd. (whose members include the Wood Family Trust) have been asked whether they would consider making a contribution towards the cost of a referendum.

In response to our request, Scottish Enterprise has already confirmed that they would be unable to make any contribution.

Aberdeen City Garden Trust has, informally, indicated that they are unlikely to make any contribution towards the cost of a referendum. However, we have been informed that they will discuss this at their next Board meeting and provide formal confirmation as to their position immediately thereafter (it is expected that officers will be able to confirm the Board's position at the Committee meeting).

No other, additional sources of funding have yet been identified.

Finally, with regard to the relationship between any referendum and any proposed Tax Increment Financing scheme, it should be noted that the Council's Chief Executive received a letter from Alex Neil MSP, the Scottish Government's Cabinet Secretary for Infrastructure and Capital Investment, on 1st November relating to a preliminary TIF proposal recently submitted to the Scottish Futures Trust.

This letter thanks Aberdeen City Council for submitting an outline proposal to the Scottish Futures Trust (SFT) for one of the remaining TIF pilot projects and goes on to state the following;

“As you will note, we should like to invite you to develop further your plans to use TIF for the Union Terrace Gardens project if public support for the project can be demonstrated.

I look forward to considering your fully developed case in due course.”

It is therefore clear that the Scottish Government are only willing to consider supporting a TIF for the proposed City Centre Regeneration Project (which is more than just the Union Terrace Gardens project, referred to in Mr Neil’s letter), “if public support for the project can be demonstrated”.

However, no mention is made of how public support should be demonstrated or what level of public support is required. Therefore, it appears to be up to Council to determine the best means to “demonstrate” public support.

Nevertheless, should the Committee decide that a referendum is the best way to do this, rather than some other means of gauging public opinion (such as a statistically representative opinion poll, for example), it seems likely that the Council will need to meet the whole cost of this process.

Since EP&I has not budgeted for this expenditure and is unable to identify any possible source of funding from within EP&I’s current, extremely tight, budget, the cost of any referendum would therefore need to be found from other Council sources.

5.3 Referendum Proposals

Further to the advice received from our Legal Team, our Elections Team, our Planning officers and likely funders, as set out above, it is recommended that:

- (i) The purpose of any referendum should be to gauge public support for the City Garden Project, on the basis of a preferred design proposal arrived at by means of the international design competition organised by Aberdeen City Gardens Trust Ltd.

- (ii) Since the referendum has been proposed as a mechanism for advising Councilors, it should be non-binding. However, it must be recognised that this runs the risk of compromising the credibility of the referendum exercise.
- (iii) It should be made clear that the outcome of the referendum will not prejudice any consideration of a planning application and that voting yes does not mean that the design will get planning permission.
- (iv) The ballot paper would be printed on a single sheet of paper, with the question on the front page.
- (v) Since the question will refer to “a preferred design” details of this will need to be provided but this should be on a separate piece of paper.
- (vi) The ballot paper be accompanied by a simple declaration of identity. The declaration of identity would involve the voter signing to confirm that they are the voter to whom the paper has been sent. Checking of personal identifiers would be carried out at the discretion of the Returning Officer.
- (vii) The declaration of identity should be separate from the ballot paper in order to keep the vote anonymous.
- (viii) Information to voters included in the postal packs should include the following:
 - Why the referendum is being held
 - What is being asked
 - How the result will be used
 - Details of each option being proposed
 - A clear statement that the referendum is part of a long complex process and cannot and will not influence any subsequent planning process which may be necessary
- (ix) Voting information within the postal packs should be presented in a neutral style without favouring a particular voting response. However, thought should be given to including information from each side of the debate.
- (x) Consideration be given to supplementing the all postal vote with the option of voting via the internet. Preliminary discussions with

one potential supplier indicate that in order to do this securely voters would be issued with pass codes for internet voting at the same time as their postal vote documents. (This model of paper or internet response is currently employed by the Electoral Registration Officer conducting the annual canvass.) Offering internet voting as an option would increase convenience for voters and could boost turnout.

- (xi) The full electoral register can be made available, under Regulation 106 of the 2001 amended Representation of the People Regulations, which grants councils the right to request a free copy of the full register for conducting a local referendum that is to be supervised by the Returning Officer.
- (xii) In terms of the franchise, this should only include local government electors i.e. those electors who are legally entitled to vote in local government elections should be entitled to vote on this local issue.
- (xiii) With regard to consideration being given to extending the franchise to those below the age of 18, it can be confirmed that the electoral register only includes details for those people who will become 18 within the lifetime of the register. This means that, within the normal constraints of the accuracy of the register, it will include details of all 17 year olds but only a proportion of 16 year olds.
- (xiv) A means might be identified through working with schools to “register” individuals below the age of 18 for the referendum, but it is suggested that any deviation from the local government register as it stands runs the risk of compromising the poll. Any deviation from the electoral register is therefore not recommended
- (xv) With regard to campaigning prior to the referendum date, the established practice of the Electoral Commission is to register campaigning organisations and set spending limits. The objective of this is to provide each side of the debate with a level playing field on which to persuade voters. This may well be difficult to set up and administer for this referendum, but would nevertheless still need to be considered.
- (xvi) The proposed wording for any ballot paper be placed on the Council’s website for a period of at least two weeks, so the public

have a chance to comment on this, or propose alternatives. The Council would take account of these comments before determining the final question and the agreed final wording would then need to be subject to a “plain English check” prior to any referendum.

(xvii) A suggested form of wording could be as follows:

The recent City Garden International Design Competition has provided Aberdeen City Garden Trust Ltd with a preferred design for redeveloping an area of land bounded by Rosemount Viaduct, Union Terrace, Union Street and the rear of Belmont Street, which includes Union Terrace Gardens. Details of the site and the preferred design are included in the voter information pack issued with your ballot paper.

Please indicate whether or not you support redevelopment of Union Terrace Gardens, in accordance with the Aberdeen City Garden Trust Ltd’s preferred design proposal, by ticking one of the following boxes:

YES, I support the proposed City Garden Project

NO, I want to retain the existing Union Terrace Gardens

(xviii) Should members agree to proceed with a referendum, a further report will be presented to the Council Meeting on 14 December, summarizing the public’s comments and suggestions and recommending the final wording to be used for the referendum question.

(xix) To avoid any potential impact upon the planning process, a protocol governing member’s involvement in the referendum campaign should be agreed with the Council’s Planning and Sustainable Development and Legal and Democratic Services to avoid any suggestion that the result of the referendum, or comments made during the campaign, have any undue influence on the normal planning process.

(xx) Members take into account the fact that Council has already agreed that a report should be submitted to full Council on 14th

December, to decide whether the Council wishes to support the City Garden Project beyond the international design competition stage. Should Council agree to this, it is to be expected that such support will be subject to many conditions. Therefore, in the event that:

- a. EP&I Committee agree to hold a referendum
- b. Finance and Resources Committee agree to allocate the necessary funding
- c. Council agree to conditionally support the City Garden Project beyond the international design competition

it is recommended that one of the conditions attached to future Council support for the City Garden Project should be the need to obtain public support for the project by means of a referendum.

- (xxi) The referendum be held towards the end of February 2012 since:
- a. The date needs to be after the Council Meeting on 14 December, so Council can approve the wording of any question, and
 - b. Holding the referendum beyond 1 March 2012 would unduly delay the City Garden Project, and would not leave enough time between the referendum and the local elections in May, thereby creating potential, additional complexities associated with running a referendum so close to the local elections. .

6. IMPACT

Corporate

The City Garden project is seen by ACGT as a critical project with regard to the future attractiveness, vitality and connectivity of the City Centre and links to both the **Single Outcome Agreement** and **Community Plan 2008**, which outlines a vision for Aberdeen City which is wealthier, greener and safer.

The project also contributes to the City's **Vibrant, Dynamic & Forward Looking: policy document**, since a fully functioning and well utilised City Gardens represents a vital piece of social, cultural and leisure infrastructure that can contribute to the delivery of the Aberdeen City and Shire Economic Future's '**Building on Energy - An Economic Manifesto for Aberdeen City and Shire**'. This in turn supports the

strategic vision of Aberdeen City and Shire, which is to be recognised as one of the most robust and resilient economies in Europe with a reputation for opportunity, enterprise and inventiveness that will attract and retain world-class talent of all ages.

Public

It is anticipated that the project will have a positive impact in terms of the Equalities and Human Rights Impact Assessment, as a direct result of linkages to the Economic Development theme of **Vibrant Dynamic and Forward Looking** and its expected impact on the future sustainable development of the Aberdeen City and Shire economy, by making a major contribution to Aberdeen's business and social infrastructure that supports local businesses and provides a venue for major social, leisure and cultural events for all Aberdeen citizens. An EHRI assessment will be carried out to confirm this view, once the preferred design is known and the various uses of the space within the development scheme have been confirmed

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

Gerry Brough
Project Director, Economic and Business Development
52(3197)
gbrough@aberdeencity.gov.uk

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15th November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Notice of Motion from Councillor Young – “That Council instructs officers to liaise with the Ashwood Parade business community in the Bridge of Don to investigate ways in which better signage and better awareness of their businesses can be obtained to the betterment of both the residents of Ashwood Parade and to the business community of Ashwood Parade.”
REPORT NUMBER	EPI/11/284

1. PURPOSE OF REPORT

- 1.1 This report provides information to members of the Committee in relation to Councillor Young’s motion regarding the implementation of additional signage to improve awareness of the businesses and new residential properties off Jesmond Drive, opposite Forehill School.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
1. Note the content of this report and the measures that officers have recently discussed with the tenants of the business units.
 2. Agree that no further action should be taken with regard to the implementation of additional signage until the owner of the shop units has applied for formal addresses to his properties
 3. Instruct officers to agree, supply and implement additional signage from the Whitestripes Avenue area within the Bridge of Don if requested to and paid for by the businesses.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications as a result of this report. Any additional signage would require to be funded by the businesses or owner of the properties.
- 3.2 However the committee should be aware that should additional signage be provided in the future, this would result in a minimal impact on our revenue budget in future years.

4. OTHER IMPLICATIONS

- 4.1 None.

5. BACKGROUND / MAIN ISSUES

- 5.1 At its meeting on 13 September 2011 the Enterprise, Planning and Infrastructure committee considered a motion raised by Councillor Young "That Council instructs officers to liaise with the Ashwood Parade business community in the Bridge of Don to investigate ways in which better signage and better awareness of their businesses can be obtained to the betterment of both the residents of Ashwood Parade and to the business community of Ashwood Parade".
- 5.2 The motion relates to the new residential properties and business units 1 to 8 that are located off Jesmond Drive, opposite Forehill School. (See enclosed plan Appendix 1).
- 5.3 These business units are located further north from the existing Asda store within the Bridge of Don area where a further 7 neighbourhood shop units are located. These Units within Asda are known as units 1 to 7 Middleton Park, Jesmond Drive and obviously this causes confusion for delivery drivers and visitors to the area.
- 5.4 It is understood that the tenants of the new businesses, opposite Forehill School have grouped together and decided that the shop units and adjacent access road should be called Ashwood Parade and have requested through Councillor Young that Aberdeen City Council provide additional road signage.
- 5.5 Officers have contacted the tenant, acting on behalf of the group and clarified the following:
- The shop units have current addresses of units 1 to 8 Jesmond Drive;

- There has been no formal application to the Roads Authority from the owner of the shop units to officially name these neighbourhood shops;
- Ashwood Parade (the preferred name by the shop unit tenants) would not be permitted as Ashwood Parade already exists nearby as a residential street. This would cause further confusion within the local area ;
- Barrett North East Scotland, who are currently building the residential properties to the rear of the shop units have already requested a formal name for the access road serving the new houses and shop units.

The new street name approved by the Roads Authority is Jesmond Grange. However the Road has still to be adopted and the street name plates have yet to be erected by the developer.

5.6 Officers have confirmed in writing to the above group that:

- If they decide to proceed with a formal name for the neighbourhood shop units then a formal application must be made to the Roads Authority. We in turn would consult with Royal Mail and all other consultees;
- Once a formal name has been agreed and registered, officers will assist in the design, supply and implementation of additional road signage from the Whitestripes Avenue area;
- All costs involved in the formal application and provision of additional road signage would be placed on the applicant.

6. IMPACT

- 6.1 The content of the report meets with the local Community Plan objectives to continually improve road safety and maximize accessibility for pedestrians and all modes of transport.
- 6.2 The proposals are in line with the Single Outcome Agreement to support the local economy and attract local business.

Consultees comments

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean - email sent 7/10/11

Vice Convener: Councillor John Corall - email sent 7/10/11

Local Members

Councillor Muriel Jaffrey

has been consulted and supports the provision of additional signage

Councillor Gordon Leslie

has been consulted and agrees with the recommendations

Councillor Willie Young

email sent 7/10/11

Councillor John Reynolds

email sent 7/10/11

Council Officers

Barry Jenkins, Head of Finance, *has been consulted and has no comments related to finance.*

Jane MacEachran, City Solicitor, Continuous Improvement *has been consulted and has no comments.*

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 agrees with the recommendations.*

Mike Cheyne, Roads Manager has been consulted

Margaret Jane Cardno, 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

7. BACKGROUND PAPERS

Minute of Enterprise, Planning & Infrastructure Committee meeting, 13 September 2011.

8. REPORT AUTHOR DETAILS

Doug Ritchie

Engineer

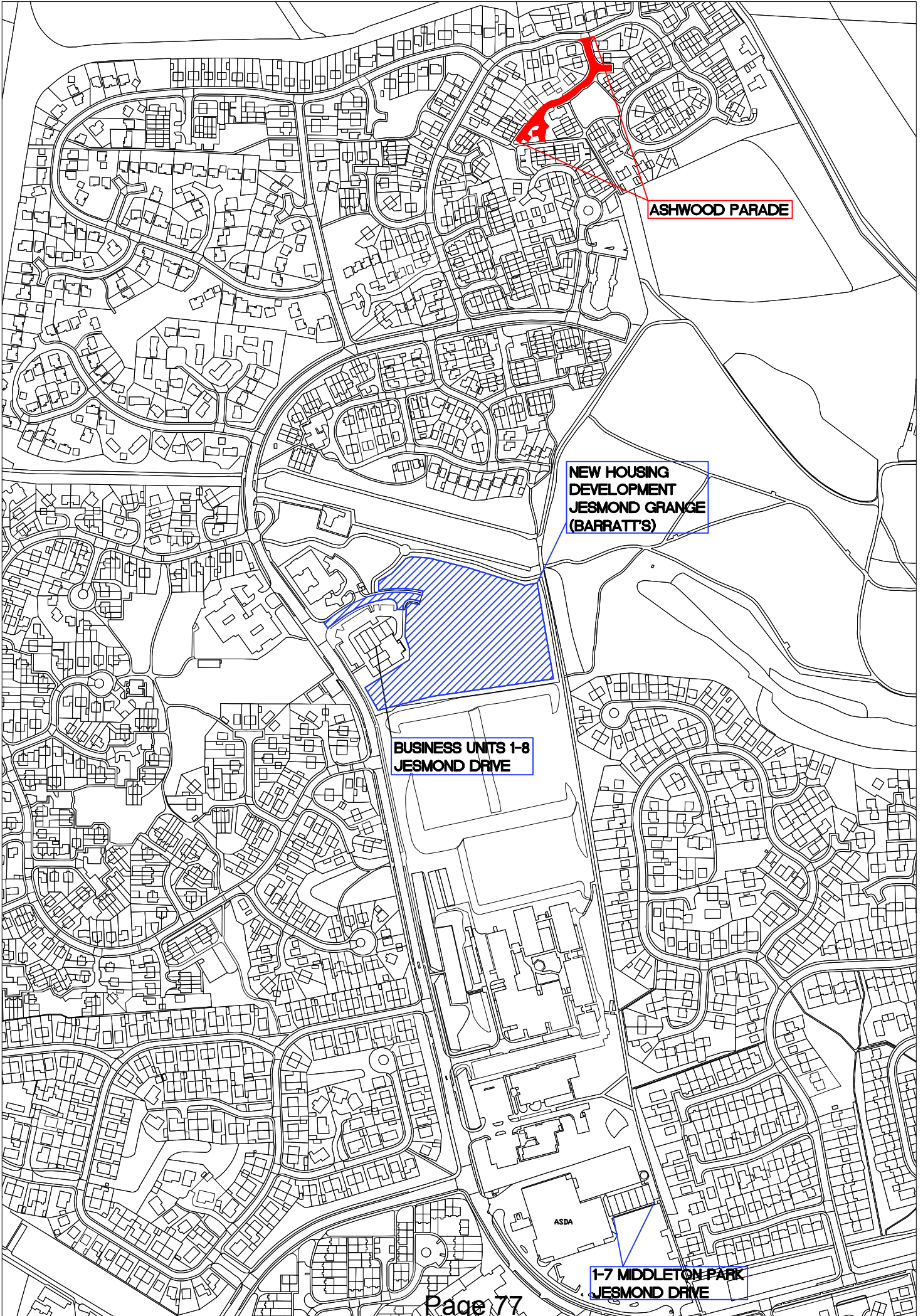
Road Safety and Traffic Management Team

dritchie@aberdeencity.gov.uk

(01224) 538055

This page is intentionally left blank

LOCATION PLAN - APPENDIX 1



ASHWOOD PARADE

**NEW HOUSING
DEVELOPMENT
JESMOND GRANGE
(BARRATT'S)**

**BUSINESS UNITS 1-8
JESMOND DRIVE**

**1-7 MIDDLETON PARK
JESMOND DRIVE**

ASDA

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 November 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Fairtrade City Working Group
REPORT NUMBER:	CG/11/135

1. PURPOSE OF REPORT

To update the Committee on the recommendation made at the last meeting of the Fairtrade City Working Group that the Group be disbanded and replaced with a Fairtrade City Steering Group.

2. RECOMMENDATION

That the Committee ratifies the decision taken at the meeting of the Fairtrade City Working Group of 7 June 2011 and agrees to disband the Working Group.

3. FINANCIAL IMPLICATIONS

There are no financial implications as this report is of a housekeeping nature.

4. OTHER IMPLICATIONS

There are no other implications.

5. BACKGROUND/MAIN ISSUES

Following discussions at the Working Group as to how best to take forward the promotion of Fairtrade in the city, officers had prepared a report outlining various options for the future of the Group. It was felt by members that the Working Group had potentially achieved as much as it could in its present form, and that the promotion of Fairtrade and the maintenance of Aberdeen's Fairtrade status should be taken forward through a wider forum. Although the Council remains very much committed to Fairtrade, and the Working Group in its current form had supported many projects and achievements, it was felt that taking the Group in a different direction could prove to be more productive, particularly given the current financial climate.

At its meeting on 7 June 2011, the Working Group was presented with three options for consideration. Option one was to retain the Working Group in its current form; option two was to expand the membership of the Working Group; and option three was to disband the Working Group and set up a new Fairtrade City Steering Group which could still be attended by Councillors and

other Council officials but would not be led or run by the Council in the way the Working Group was currently administered.

The guidance from Fairtrade advises that a Steering Group can be composed of representatives from local development agency groups (the Fairtrade guidance gives Oxfam and the World Development Movement as examples); Fairtrade shops or cafes; schools and youth centres; supportive supermarket managers; local Councillors; and a local sustainability officer.

The option of forming a new Steering Group would mean that any Council-related Fairtrade issues could be submitted to the Enterprise, Planning and Infrastructure Committee (as parent Committee) if required, and a summary report of progress made with Fairtrade throughout the year would be submitted to Committee on an annual basis.

The Working Group agreed to approve option three (disbanding the Working Group and forming a new Fairtrade Steering Group), and to recommend this to the Enterprise, Planning and Infrastructure Committee as parent Committee for ratification.

On 7 October 2011, an event was held at the Beach Ballroom for invited guests. The aim of the event was to look for potential Steering Group members; celebrate Aberdeen's Fairtrade City status; and highlight the achievements of the Fairtrade City Working Group. As a result of this event, a list of attendees interested in forming a new Steering Group has been collated by the Sustainable Development Officer, Enterprise Planning and Infrastructure, who is the lead officer for Fairtrade issues within the Council. The Steering Group will develop a new action plan approach to renewing and retaining Aberdeen's Fairtrade City status. This renewal process for Fairtrade status is required every 2 years by certification body the Fairtrade Foundation.

It is anticipated that Elected Members may wish to be involved in the Steering Group once it is fully established, and this would be dealt with through the normal Outside Bodies appointments process.

6. IMPACT

This report and the proposed formation of a Fairtrade City Steering Group links with the Council's commitment in the Community Plan to actively promote sustainable production and consumption, in particular of eco-labelled, organic, ethical and Fairtrade products.

7. REPORT AUTHOR DETAILS

Stephanie Dunsmuir
Committee Assistant
Legal and Democratic Services
Tel – (52)2503
Email – sdunsmuir@aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	2011/12 Revenue Budget Monitoring
REPORT NUMBER:	EPI/11/303

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 outturns for the Services which relate to this Committee;
 - 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 outturn and the information on risks and management action that is contained herein;
 - 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 outturn compared to budget following completion of the 2011/12 financial statements.

3. FINANCIAL IMPLICATIONS

- 3.1. The total Enterprise, Planning and Infrastructure budget currently amounts to £31.5M net expenditure.
- 3.2. Based upon present forecasts it is anticipated that the outturn for the Directorate will be £140K above budget. 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. Two PBB options have been identified as being at risk and the impact of this is reflected in the forecast outturn. Option EPI_AMO25 for £90K is at risk due to delays in proposed increases in parking charges being announced by the Transport Minister and option EPI_EBD03a for

£150K from additional advertising income is estimated only to realize £60K in the current year.

- 3.4. Further details of the financial implications are set out in section 5 and in the appendix 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 Directorate to Period 5 (end of August 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 Directorate report and associated notes are attached at Appendix A.

Financial Position and Risks Assessment

The overall position for the Directorate at Period 5 is a net underspend of £600K. The forecast outturn for the full year is a net overspend of £140K. The reason for this movement is that a number of charges are not made to the Directorate until the year-end.

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

- Fee income for the Non-Housing Design Team is forecast to be £900K below budget for the full year, based on the reductions in the capital programme. In mitigation of this, savings in the use of external consultants is forecast to realize savings of £150K.
- Fee income from the Architectural Design Service is forecast to be £2.0M below budget, also as a result of reductions in capital expenditure. This Service is in the process of being transferred to the Housing and Environment directorate.
- The 3Rs project is expected to incur legal and consultancy costs totaling £170K which are not covered by budget provision. In mitigation of these cost pressures, £100K of costs that were previously incurred have been recovered from Landsbanki.
- A saving of £180K will be realized in the purchase of credits under the Carbon Reduction Commitment (CRC) scheme.

- The Service has identified a budgeted saving of £90K in relation to increased parking charges which is at risk of not being achieved due to delayed notification from the Transport Minister of when price increases will take effect.

To mitigate the effect of the pressures identified above, the management of vacant posts is being actively pursued and additional savings of £2.6M are forecast for the full year.

6. IMPACT

- 4.1. Corporate - as a recognized 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

Brian Downie
Finance Manager
bdownie@aberdeencity.gov.uk
01224 346351

This page is intentionally left blank

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2011 / 2012**

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT	31 August 2011	ANNUAL BUDGET	YEAR TO DATE			OUTTURN	
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE
ACCOUNTING PERIOD 5		£'000	£'000	£'000	£'000	£'000	%
HEAD OF ASSET MANAGEMENT AND OPERATIONS		22,230	5,233	6,731	1,498	23,410	1,180 5.3%
ECONOMIC DEVELOPMENT PROJECT DIRECTOR		4,772	1,993	1,871	(122)	4,502	(270) (5.7%)
HEAD OF PLANNING AND SUSTAINABLE DEVELOPMENT		4,244	1,625	828	(797)	3,474	(771) (18.2%)
OPERATIONAL SUPPORT MANAGER		233	93	118	25	233	0 0.0%
TOTAL BUDGET		31,479	8,945	9,549	604	31,619	140 0.4%

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2011 / 2012

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT	31 August 2011	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 5		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		25,182	10,505	9,317	(1,188)	22,583	(2,599)	(10.3)%	(1,699)
PROPERTY COSTS		7,520	4,309	3,422	(887)	7,520	0	0.0%	0
ADMINISTRATION COSTS		1,130	385	303	(83)	1,150	20	1.8%	(50)
TRANSPORT COSTS		4,386	1,837	1,555	(282)	4,382	(4)	(0.1)%	(4)
SUPPLIES & SERVICES		14,357	4,840	4,280	(560)	14,094	(263)	(1.8)%	(183)
TRANSFER PAYMENTS		2,545	1,072	1,239	168	2,539	(6)	(0.2)%	(6)
CAPITAL FINANCING COSTS		11,700	0	0	0	11,700	0	0.0%	0
GROSS EXPENDITURE		66,819	22,948	20,116	(2,832)	63,968	(2,852)	(4.3)%	(1,942)
LESS: INCOME									
GOVERNMENT GRANTS		(536)	(227)	(662)	(435)	(536)	0	0.0%	0
OTHER GRANTS		(190)	(69)	(543)	(474)	(190)	0	0.0%	0
FEES & CHARGES		(17)	(7)	(3)	4	(17)	0	0.0%	0
RECHARGES		(11,391)	(4,372)	(534)	3,838	(8,491)	2,900	(25.5)%	2,000
OTHER INCOME		(23,206)	(9,328)	(8,825)	503	(23,115)	91	(0.4)%	90
TOTAL INCOME		(35,340)	(14,003)	(10,568)	3,436	(32,349)	2,991	(8.5)%	2,090
NET EXPENDITURE		31,479	8,945	9,549	604	31,619	140	0.4%	149

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Vacancies have been identified and are being managed across all services.

FORECAST VARIANCE	CHANGE
£'000	£'000
(2,599)	(1,699)

Administration Costs

Additional costs associated with the management of the 3Rs contract are forecast but these will be offset by the recovery of costs previously incurred.

20	(50)
----	------

Transport Costs

No significant variance from budget is forecast at this stage.

(4)	(4)
-----	-----

Supplies & Services

A £100K adverse variance is forecast for consultancy fees relating to the 3Rs project. A saving of £180K is forecast in costs relating to the Council's participation in the Carbon Reduction Commitment scheme and a favourable variance of £150K is forecast for consultancy costs for the Non-Housing Design Team.

(263)	(183)
-------	-------

Transfer payments

No significant variance from budget is forecast at this stage.

(6)	(6)
-----	-----

Recharges

Fee income for the Architectural Design service (Housing) is forecast to be £2M below budget. Non-Housing Design Team fee income is forecast to be £900K below budget.

2,900	2,000
-------	-------

Other Income

PBB option EPI_EBD03a is forecast not to realise the full amount if income budgeted for the current year.

91	90
----	----

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2011 / 2012**

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

AS AT	31 August 2011	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 5									
STAFF COSTS	16,573	6,918	6,227	(691)	15,063	(1,510)	(9.1)%	(710)	
PROPERTY COSTS	7,464	4,269	3,341	(928)	7,464	0	0.0%	0	
ADMINISTRATION COSTS	685	208	176	(33)	705	20	2.9%	(50)	
TRANSPORT COSTS	3,815	1,601	1,398	(203)	3,815	0	0.0%	0	
SUPPLIES & SERVICES	11,117	3,548	3,251	(297)	10,887	(230)	(2.1)%	(150)	
TRANSFER PAYMENTS	0	0	0	0	0	0	0.0%	0	
CAPITAL FINANCING COSTS	11,104	0	0	0	11,104	0	0.0%	0	
GROSS EXPENDITURE	50,758	16,545	14,392	(2,152)	49,038	(1,720)	(3.4)%	(910)	
LESS: INCOME									
GOVERNMENT GRANTS	0	0	(540)	(540)	0	0	0.0%	0	
OTHER GRANTS & CONTRIBUTIONS	(140)	(47)	(194)	(147)	(140)	0	0.0%	0	
INTEREST	0	0	0	0	0	0	0.0%	0	
RECHARGES	(10,233)	(3,939)	(156)	3,783	(7,333)	2,900	(28.3)%	2,000	
OTHER INCOME	(18,155)	(7,325)	(6,772)	553	(18,155)	0	0.0%	0	
TOTAL INCOME	(28,528)	(11,311)	(7,661)	3,650	(25,628)	2,900	(10.2)%	2,000	
NET EXPENDITURE	22,230	5,233	6,731	1,498	23,410	1,180	5.3%	1,090	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Vacancies have been identified and are being managed across the service. The majority of the savings in staff costs for the full year are forecast in Construction Consultancy and Facilities Management.

FORECAST VARIANCE £'000 CHANGE £'000
(1,510) (710)

Administration Costs

An estimated cost of £70K is forecast for legal expenses relating to the 3Rs project. This cost was not included in the EP&I budget but as the actual cost in 2010/11 was borne by this service, the expectation is that charges in the current year will need to be covered. In mitigation of this, £100K has been recovered from Landsbanki for charges previously incurred.

20 (50)

Supplies and Services

A provision of £100K is included for consultancy fees relating to 3Rs on the same basis as described above for legal costs. A saving of £180K is forecast in Energy Management in respect of costs relating to the Carbon Reduction Commitment scheme. The Non-Housing Design Team is forecast to realise a saving in consultancy fees due to a number of fees already charged being transferred to capital.

(230) (150)

Income

Fee income accruing to the Non-Housing Design Team has fallen significantly over the past year, in line with the reduction in capital expenditure on which the team's income depends. On the basis of this trend, income for the current year is forecast to be £900K below budget. The same is true of Housing Architectural Design where the shortfall in income for the current year is expected to follow the same trend as last year.

2,900 2,000

1,180 1,090

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2011 / 2012**

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

AS AT	31 August 2011	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 5									
STAFF COSTS		5,890	2,454	2,027	(427)	5,138	(752)	(12.8)%	(652)
PROPERTY COSTS		47	33	68	35	47	0	0.0%	0
ADMINISTRATION COSTS		133	51	55	3	133	0	0.0%	0
TRANSPORT COSTS		528	219	145	(74)	525	(4)	(0.7)%	(4)
SUPPLIES & SERVICES		1,557	590	492	(98)	1,547	(10)	(0.6)%	(10)
TRANSFER PAYMENTS		336	151	336	184	330	(6)	(1.8)%	(6)
CAPITAL FINANCING COSTS		584	0	0	0	584	0	0.0%	0
GROSS EXPENDITURE		9,075	3,498	3,123	(375)	8,303	(772)	(8.5)%	(672)
LESS: INCOME									
GOVERNMENT GRANTS		(397)	(176)	(194)	(19)	(397)	0	0.0%	0
OTHER GRANTS & CONTRIBUTIONS		(29)	(14)	(232)	(218)	(29)	0	0.0%	0
INTEREST		0	0	0	0	0	0	0.0%	0
RECHARGES		(206)	(36)	(45)	(8)	(206)	0	0.0%	0
OTHER INCOME		(4,198)	(1,647)	(1,823)	(176)	(4,197)	1	(0.0)%	0
TOTAL INCOME		(4,830)	(1,873)	(2,294)	(422)	(4,829)	1	(0.0)%	0
NET EXPENDITURE		4,244	1,625	828	(797)	3,474	(771)	(18.2)%	(672)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Vacancies have been identified and are being managed across the service. The majority of the savings in staff costs for the full year are forecast in Building Standards and Strategic Planning.

FORECAST VARIANCE £'000	CHANGE £'000
(752)	(652)

Transport Costs

Some savings are expected in travelling costs for Environmental Projects but otherwise no significant variance from budget is forecast at this stage.

(4)	(4)
-----	-----

Supplies and Services

Savings are expected from subscriptions and project work within Environmental Projects.

(10)	(10)
------	------

Transfer Payments

A saving in grant payments is forecast for Environmental Projects as the budgeted figure is not expected to be spent.

(6)	(6)
-----	-----

Income

No significant variance from budget is forecast at this stage.

1	0
---	---

(771)	(672)
-------	-------

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2011 / 2012

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
ECONOMIC DEVELOPMENT PROJECT DIRECTOR

AS AT	31 August 2011	ANNUAL BUDGET	YEAR TO DATE			OUTTURN		CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE	
		£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 5								
	STAFF COSTS	2,095	873	735	(138)	1,758	(337) (16.1)%	(337)
	PROPERTY COSTS	9	7	13	6	9	0 0.0%	0
	ADMINISTRATION COSTS	244	102	31	(71)	244	0 0.0%	0
	TRANSPORT COSTS	36	15	11	(4)	36	0 0.0%	0
	SUPPLIES & SERVICES	1,418	591	523	(68)	1,395	(23) (1.6)%	(23)
	TRANSFER PAYMENTS	2,208	920	904	(16)	2,208	0 0.0%	0
	CAPITAL FINANCING COSTS	12	0	0	0	12	0 0.0%	0
GROSS EXPENDITURE		6,022	2,508	2,216	(293)	5,662	(360) (6.0)%	(360)
LESS: INCOME								
	GOVERNMENT GRANTS	(15)	0	87	87	(15)	0 0.0%	0
	OTHER GRANTS & CONTRIBUTIONS	(20)	(8)	(117)	(109)	(20)	0 0.0%	0
	INTEREST	(17)	(7)	(3)	4	(17)	0 0.0%	0
	RECHARGES	(344)	(143)	(80)	63	(344)	0 0.0%	0
	OTHER INCOME	(854)	(356)	(230)	126	(764)	90 (10.5)%	90
TOTAL INCOME		(1,251)	(515)	(344)	171	(1,161)	90 (7.2)%	90
NET EXPENDITURE		4,772	1,993	1,871	(122)	4,502	(270) (5.7)%	(270)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Vacancies have been identified and are being managed across the service.

FORECAST VARIANCE	CHANGE
£'000	£'000

(337)	(337)
-------	-------

Supplies and Services

The amount of design work contracted out by the Central Design service is forecast to be below budget, based on the variance to date.

(23)	(23)
------	------

Income

The budget provides for a significant increase in advertising revenue for the current year. Although a contract has now been signed with a service provider to deliver this increase, it is not expected that the full effect will be realised in the current year.

90	90
----	----

(270)	(270)
-------	-------

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2011 / 2012

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
OPERATIONAL SUPPORT MANAGER

AS AT	31 August 2011	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 5									
STAFF COSTS	623	260	328	68	623	0	0.0%	0	
PROPERTY COSTS	0	0	0	0	0	0	0.0%	0	
ADMINISTRATION COSTS	68	24	42	18	68	0	0.0%	0	
TRANSPORT COSTS	6	3	2	(1)	6	0	0.0%	0	
SUPPLIES & SERVICES	266	111	14	(97)	266	0	0.0%	0	
TRANSFER PAYMENTS	0	0	0	0	0	0	0.0%	0	
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0.0%	0	
GROSS EXPENDITURE	964	398	386	(12)	964	0	0.0%	0	
LESS: INCOME									
GOVERNMENT GRANTS	(124)	(51)	(15)	36	(124)	0	0.0%	0	
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0.0%	0	
INTEREST	0	0	0	0	0	0	0.0%	0	
RECHARGES	(607)	(253)	(253)	0	(607)	0	0.0%	0	
OTHER INCOME	0	0	0	0	0	0	0.0%	0	
TOTAL INCOME	(731)	(305)	(268)	37	(731)	0	0.0%	0	
NET EXPENDITURE	233	93	118	25	233	0	0.0%	0	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

No significant variances from budget are forecast at this stage.

FORECAST VARIANCE	CHANGE
£'000	£'000
0	0

0	0
---	---

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Capital Monitoring – EP&I Projects
REPORT NUMBER:	EPI/11/309

1. PURPOSE OF REPORT

To advise the Committee of the capital spend to date for the Enterprise, Planning & Infrastructure projects included within the Non-Housing Capital Programme.

2. RECOMMENDATION(S)

The Committee note the current position.

3. FINANCIAL IMPLICATIONS

The monies required to fund these projects are achieved through external borrowing, capital receipts and grant income. These projects are all accommodated within the Non-Housing Capital Programme. Any under spend, carry forward or overspend will have implications for the programme. There are no issues at present that would result in such implications.

4. OTHER IMPLICATIONS

There are no other implications at this time but as projects progress or indeed fail to progress then other implications may arise and will be reported at an appropriate Committee.

5. BACKGROUND/MAIN ISSUES

As reported at the Finance & Resources Committee in June 2011 the overall responsibility for the monitoring/management of the Capital Programme lies with the Head of Asset Management & Operations. The Planning & Monitoring Officer within Asset Management & Operations is in regular contact with the Service Representative and the Capital Accountant, reporting in the first instance to the Corporate Asset Group. This ensures that the spend figures are always up to date and accurate.

Enterprise Planning & Infrastructure has a total of £27,878 million allocated to it from the Non-Housing Capital Programme. The projects included in the programme are:-

- 1) Corp Property Condition & Suitability Programme
- 2) Cycling Walking Safer Streets Grant
- 3) Access From the North
- 4) Western Peripheral Route
- 5) Corporate Office Accommodation
- 6) Corporate Asset Management
- 7) Nestrans - Capital Grant
- 8) 3R's Furniture, Fittings & Equipment and Other Works
- 9) Biomass Heating - Duthie Park Winter Gardens
- 10) Vehicle Replacement
- 11) AECC Pavilion for Offshore Europe Conference
- 12) Planned Renewal & Replacement of Road Infrastructure
- 13) Land Acquisition - Contingency

Spend to date for all projects to date is £15.675 million, 56% of the total budget. Discussions so far have not identified some under spend predictions. Variances in monthly spend compared to predicted spend have been identified in some cases, which has resulted in spend profiles being amended.

Appendix A provides a detailed breakdown of this spend to date.

Item 717 - Regional Sports Centre - 50m Pool has been removed from the Capital Plan for this year and all actual spend in addition to the projected spend has been removed. The method of funding has been investigated by Finance, effectively making the expenditure on this project a loan to Aberdeen Sports Village. The anticipated £1 million spend will go back into the Capital Budget.

Item 666 - Corporate Asset Management has been included in the Capital Plan after approval from Finance & Resources Committee, 29 September 2011.

An update on the Capital position will be reported to this Committee in January.

6. IMPACT

Corporate - The capital programme encompasses projects which link to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans and Vibrant, Dynamic & Forward Looking.

Public - This report will be of interest to the public as it outlines the Council's capital spending to date on Housing & Environment Projects.

7. BACKGROUND PAPERS

Non-Housing Capital Programme 2011/12 – Monitoring Report approved at Finance & Resources Committee on 29 September 2011

8. REPORT AUTHOR DETAILS

David Marshall
Planning & Monitoring Officer
 damarshall@aberdeencity.gov.uk
 01224 523191

Appendix A - Non Housing Capital: Enterprise, Planning & Infrastructure spend to Period 6 (September)

Project I.D.	Project Description	Total Budget 11/12 £'000	Projected Spend Full Year £'000	Actual Spend to September 31 £'000	Legal Commitments to September 31 £'000	Percentage of budget spent to September 31
294	Corp Property Condition & Suitability Programme	6,245	5,706	3,006	3,551	53
<p>Notes Work continuing on a number of projects after large percentage of budget was spent during the summer holidays. Projected under spend is a result of actual construction costs being less than the estimates on a number of projects. In addition final accounts are lower than figures quoted at the tender stage.</p>						
551	Cycling Walking Safer Streets Grant	307	307	20	300	7
<p>Notes Initial spend has been on investigative works. Work is being carried out in – house so spend will increase at the end of the year once works has been carried out and works contractor has been paid.</p>						
587	Access From the North	150	150	0	0	0
<p>Notes All current project expenditure will be recharged to NESTRANS to their total agreed contribution of £250k. Thereafter the £150k in the NHC budget will be spent. The current profile expects this £150,000 in the NHC budget to be spent, although a final decision on whether it will be required will be made in the fourth quarter of the year,</p>						

Appendix A - Non Housing Capital: Enterprise, Planning & Infrastructure spend to Period 6 (September)

Project I.D.	Project Description	Total Budget 11/12 £'000	Projected Spend Full Year £'000	Actual Spend to September 31 £'000	Legal Commitments to September 31 £'000	Percentage of budget spent to September 31
627	Western Peripheral Route	1,050	1,050	141	979	13.42
<p>Notes The estimated expenditure for this financial year includes the purchase and relocation of properties which are large expenditure items. Transport Scotland is the lead with regard as to whether these monies will be spent. Ongoing negotiations and legal involvement are hampering the budget holder's ability to accurately profile expenditure this year and in future years.</p>						
663	Corporate Office Accommodation	12,067	9,879	9,283	614	77
<p>Notes A saving of £2,188,000 is currently projected on this project through Marischal College under spend.</p>						
666	Corporate Asset Management	30	30	7	20	23
<p>Notes Budget required for staff training on the CONFIRM Asset Management system.</p>						

Appendix A - Non Housing Capital: Enterprise, Planning & Infrastructure spend to Period 6 (September)

Project I.D.	Project Description	Total Budget 11/12 £'000	Projected Spend Full Year £'000	Actual Spend to September 31 £'000	Legal Commitments to September 31 £'000	Percentage of budget spent to September 31
765	Nestrans - Capital Grant	1,411	1,411	706	0	0
<p>Notes There will be no actual spend on this project until the profiled months of August and February, when NESTRANS invoice the Roads Team. It is understood that £56.000 has been incurred in relation to issues relating to Access From the North</p>						
778	3R's Furniture, Fittings & Equipment and Other Works	150	150	56	67	37
<p>Notes Budget to cover additional items of furniture and minor works to 3R's schools.</p>						
782	Biomass Heating - Duthie Park Winter Gardens	0	0	0	0	0
<p>Notes Project funded entirely through CEEF funding, therefore no Capital spend this year.</p>						

Appendix A - Non Housing Capital: Enterprise, Planning & Infrastructure spend to Period 6 (September)

Project I.D.	Project Description	Total Budget 11/12 £'000	Projected Spend Full Year £'000	Actual Spend to September 31 £'000	Legal Commitments to September 31 £'000	Percentage of budget spent to September 31
784	Vehicle Replacement	0	25	25	0	100
<p>Notes The sale of vehicles this financial year is expected to cover the additional costs involved with the purchase of energy efficient vehicles.</p>						
788	AECC Pavilion for Offshore Europe Conference	1,065	1,065	998	67	94
<p>Notes Project completed. Awaiting settlement of final account.</p>						
789	Planned Renewal & Replacement of Road Infrastructure	3,693	3,693	1,337	1,398	36
<p>Notes Work progressing on a number of projects. Majority of spend has been £1,382,782 of resurfacing works.</p>						

Appendix A - Non Housing Capital: Enterprise, Planning & Infrastructure spend to Period 6 (September)

Project I.D.	Project Description	Total Budget 11/12 £'000	Projected Spend Full Year £'000	Actual Spend to September 31 £'000	Legal Commitments to September 31 £'000	Percentage of budget spent to September 31
791	Land Acquisition - Contingency	700	700	0	600	0
<p>Notes Negotiations continuing regarding sale of land at Mill of Dyce.</p>						

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Securing the Benefits from the Next Energy Revolution Policy Statement Progress Report
REPORT NUMBER:	EPI 11/298

1. PURPOSE OF REPORT

At the meeting of this committee on 24 May 2011 the 'Securing the Benefits from the Next Energy Revolution' Policy Statement was agreed. This report is to provide a progress report regarding that Policy Statement, and consider both planned and current projects which would further pursue this Policy Statement.

2. RECOMMENDATION(S)

It is recommended that the Committee :-

- a. Note progress to date,
- b. Agree that officers pursue, participate, prepare bids and travel in connection to obtaining partners and funds from the European Smart Cities Programme, FP7 Projects HyTransit and Smart City Planning, HyTrEc Interreg IVB Project which are explained in Section 5.3 and pursue other funding for these projects, where possible, with the expenses being met from within existing revenue budgets, and
- c. Approve the submission of a capital bid for the Interreg HyTransit project to Corporate Asset Group for consideration in the Non-Housing Capital Plans for 2012/13 to 2015/16. The total £1.5 million bid will consist of £375k in each financial year, and should be included in the Council approved prioritisation process for future years' Non-Housing Capital plans. .

3. FINANCIAL IMPLICATIONS

Finance for the proposed capital bid for the Interreg HyTransit project will be subject to approval by full Council as part of the 5 year business plan process when the 2012 – 2013 budget is agreed.

Finance for the progression and participation in the other projects mentioned in this report will be met from within existing budgets.

4. OTHER IMPLICATIONS

The contents of this report support several 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; ensure a sufficient number of skilled people; reduce carbon emissions and minimize our environmental impact. Similarly, the issues discussed in this report also support 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.

5. MAIN ISSUES

5.1 Carbon Reduction

- 5.1.1 When the Securing the Benefits from the Next Energy Revolution Policy Statement was agreed, the committee also agreed an Alternative Energy Strategy for Council owned buildings. This strategy was subsequently approved by the Corporate Policy and Performance Committee on 9 June 2011. Having this strategy in place creates the conditions to actively pursue and achieve carbon reduction.
- 5.1.2 Officers have been actively working with partners to ensure that the policy statement is implemented. In order to achieve this officers have not only focused on implementing the Council's Carbon Management Plan but also on working in partnership with European, UK and Scottish Councils, Industry and Communities to ensure a strong foundation for a Low Carbon Economy and Low Carbon Investment. Parallel to this it is noteworthy that industry in the North East of Scotland has also been taking steps towards Low Carbon Investment in Scotland.
- 5.1.3 Within the Council, the move to Marischal College will see a significant reduction in energy costs for the Council as the surplus buildings are decommissioned. Marischal College's 'state of the art' energy efficiency combined with its wood pellet bio-mass boiler, which was funded by the North Sea Programme Interreg IVB project Build with Care. has seen Marischal College become not only a statement of the city's heritage but also a green icon. Staff are beginning to get used to the heat recovery system, recycling centres and automatic water dispensers. This approach is duplicated in the programme of new Council houses being constructed, School portfolio improvements and other current and future Council developments.
- 5.1.4 The Council is also using its assets to produce low carbon energy which can be used to reduce costs and will be installed to no cost to the Council in an innovative procurement of Photovoltaics. The procurement is nearing final stages. The procurement has the potential

to create an opportunity for low carbon jobs in the North East of Scotland.

5.1.5 Further to this, work is being undertaken as part of a five year business plan option to consider Council property being used to generate renewables. As the Council has very little funding available for capital investments, officers have been able to take advantage of trans-national learning from various European Projects which the Council is a partner.

5.2 Current European Projects which advance the Policy Statement

5.2.1 The North Sea Sustainable Energy Planning Project has created a GIS wind map of the city. This information assists in focussing the ideal places to generate wind based energy. The Mitigating in Urban Areas: Solutions for Innovative Cities (MUSIC) project will create a GIS map that will identify appropriate sites for renewable energy across the city. This study highlights the potential areas which could be considered for wind energy in the City. The NSSEP project has also undertaken a heat mapping exercise of Aberdeen to identify the energy demand in each area of the City. It is intended to incorporate this information into the planning system which will ensure the most appropriate low carbon heating and power systems are recommended at early stages of developments.

5.2.2 Also, the Build with Care project is near completion and the low carbon contribution it has made to Marischal College is demonstrated in this building's low carbon credentials. The Build with Care Project focuses on mainstreaming energy efficient buildings, is near completion. Marischal College acts as a demonstration building for this project which showcases the building on a European platform..

5.3 Proposed European Projects which advance the Policy Statement

5.3.1 Officers are currently working with partners from both the public and the private sector to develop low carbon initiatives. The Low carbon Regions in the North Sea project is a cluster of existing North Sea, Interreg IVB Programmes. This project aims to create a knowledge exchange for carbon reduction and energy efficiency in the North Sea Region. This proposal has been put forward to the North Sea Programme Region Secretariat. Whilst this project will only generate a net total of an additional £140k if successful from Interreg IVB the knowledge gained will assist in achieving a low carbon economy. Any match funding for the Council's element of the project has been planned to come from existing budgets and will be reported through the budget process on an annual basis should the project be successful.. For this project we request that the Committee will approve our participation in this project.

5.3.2 HyTrEc is another Interreg IVB project which has been proposed. It focuses on a low carbon transport economy for the North Sea region.

Locally we have attracted high-profile private and public sector partners along with five other North Sea Region partners. This is a £2 million European project, which will run over 3 years. 50% of the funding will come from the North Sea Programme Region Secretariat and the other investment from the partners to which the Council will receive the management fee in the region of £300k and match funding over 3 years will come from existing budgets and will be reported through the budget process ,if successful, on an annual basis.

5.3.3 Two FP7 Smart Cities Bids are also being planned, which the Council are looking to be involved in. One is HyTransit which aims to bring forward a low carbon demonstration transport project. This is being led by the Council, Aberdeen Renewable Energy Group and NESTRANS. The project aims to attract investment from the private and public sector. The legacy for the city will be access to low carbon transport along with a wealth of low carbon expertise. The private sector expertise is central to this project along with the public sector assets and low carbon knowledge. This project will require a capital investment of £1.5 million from the Council, spread over 4 years. This will be submitted as part of the Council's five year business plan and will be subject to further agreement for 2012-13 and subsequent years. The Committee is asked to support this proposal.

5.3.4 The second FP7 Smart City bid is planned to focus on Smart City planning. This is not just at a spatial planning level, but for a Smart City and region as a whole. This will encompass a variety of areas. This project is being developed with a selection of local and European partners. In order for the Aberdeen to obtain funding towards being a successful and smart city, a robust bid is aimed to be submitted to Europe in December 2011. We request that this committee approve participating in the Smart City's Programme.

5.4 Partnership projects which advance the Policy Statement

5.4.1 External to the Council, industry and communities are actively pursuing a low carbon ethos. Technip has recently established its renewables headquarters' in Westhill. Technip is also a partner along with Vattenfall and AREG in the European Offshore Wind Deployment Centre. Sir Ian Wood, founder and chair of the Wood Group and Ian Marchant, chief executive of Scottish and Southern Energy, both co-chaired the Offshore Energy summit in December 2010. This has resulted in tangible benefits to the renewables industry in sharing good practice in health and safety. Moreover, there have been renewable projects undertaken in collaboration with the traditional oil and gas sector that have the potential to be more cost effective in construction phase¹. Industry seems to be demonstrating intra-sector co-operation in a competitive environment. A similar summit is planned for 2011.

¹ Scotland Low carbon investment conference 2011

5.5 In May 2011 this Committee approved that Elected Members would receive training in Low Carbon issues and climate change in 2011. It should be noted that the planned training will be undertaken after May 2012.

6. IMPACT

An Equality and Human Rights Impact Assessment was undertaken for the Policy statement and is not needed for this progress report.

7. BACKGROUND PAPERS

Securing the Benefits of Scotland's Next Energy Revolution Policy Statement 2011

Scotland's Low Carbon Economy Strategy

Climate Change (Scotland) Act 2009

European 2020 Strategy

Aberdeen City Council's The Aalborg Commitments Report 2006,

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=7385&sID=3795>

9. REPORT AUTHOR DETAILS

Jan Falconer, Manager Projects, Partnerships and Funding

jfalconer@aberdeencity.gov.uk

Phone (52) 2535

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	13 Nov 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	BUSINESS GATEWAY - NEW CONTRACT
REPORT NUMBER:	EPI/11/305

1. PURPOSE OF REPORT

This report

The report advises on proposals (and suggestions for amendment to these proposals) for future delivery of the Business Gateway in Scotland to be incorporated into new contracts due to begin in September 2012.

The report advises that the current contract for delivery expires in September 2012, with tendering for the replacement contracts due for completion in June 2012 allowing for a three month transition period.

2. RECOMMENDATION(S)

That the Committee:

1. Notes the success of the Business Gateway arrangements over recent years
2. Continues to devolve business start-up activity to the Business Gateway
3. Continues to use Aberdeenshire as the management agent for Aberdeen City and Shire Business Gateway funding
4. Agrees with the proposed new contract arrangements (and suggested local amendments), outlined in Aberdeenshire's paper.
5. Nominates two ACC Councillors to participate in the Invitation to Tender (ITT) process. Subject to advice from legal services.

3. FINANCIAL IMPLICATIONS

There are no financial implications for Aberdeen City Council. Funding for the Business Gateway contract is provided by the Scottish Government and held within the accounts of Aberdeenshire Council.

4. OTHER IMPLICATIONS

Members and officers from Aberdeen City Council will be involved alongside the Central Procurement Unit and members and officers from Aberdeenshire Council in finalising the detailed ITT, assessing the tender bids and awarding the new Business Gateway contract.

Officers from Aberdeen City Council will engage with officers from Aberdeenshire Council and the delivery agent in setting and monitoring of targets set within the contract and identifying areas of local flexibility for additional actions.

It is anticipated that there will be an increased level of officer time committed to ensuring that the maximum benefit is achieved from the award and delivery of the new Business Gateway contract. This increased officer engagement time can be achieved within the current workload of Economic and Business Development service staff.

5. BACKGROUND/MAIN ISSUES

An independent evaluation of the Business Gateway service was conducted in early 2011 by independent Economic Development and Regeneration consultants EKOSGEN. This evaluation concluded that the service provided was fit for purpose and delivering benefits for customers (key findings are attached as appendix 1 to the report to Aberdeenshire Council Infrastructure Services Committee, 6th October 2011). The evaluation also made a number of recommendations for the improvement of the service focused on maximizing the impact whilst ensuring value for money. A summary of proposed changes and the response of the local Business Gateway group is attached as Appendix 2 to the report to Aberdeenshire Council Infrastructure Services Committee, 6th October 2011.

Aberdeenshire Council Infrastructure Services Committee of the 6th October 2011 approved the response of local officers to the proposals for a revised Business Gateway contract to operate from September 2012 (attached here as Appendix A)

In addition to the recommendations contained in the officers report the committee, through an amendment brought at the meeting, also agreed to two members of the committee participating in the local group to be established to finalise the detailed ITT, assess tender bids and award the new Business Gateway contract.

In addition the Business Gateway service is also currently the subject of an inquiry by the Scottish Parliament's Economy, Energy and Tourism Committee. Service users and providers will be asked about the strengths and weaknesses of the service as well as how successful previous contracts have been in securing business support services.

The inquiry will also consider whether service targets should be based entirely on the Scottish Government's economic strategy or consider the opportunity for increased local flexibility.

Existing Delivery Model and Contract

Original Business Gateway Delivery Model:

The Business Gateway business support programme was introduced by Scottish Enterprise in July 2003 and provided a range of services including business information, business start-up support and services to existing businesses.

Local Enterprise Companies managed the delivery of these services through a variety of local arrangements including external subcontracts.

New Business Gateway Delivery Model:

During 2007 Scottish Enterprise undertook a national tender process for delivery of Business Gateway services across the country. Enterprise North East Trust (ENET) Ltd won the contract to deliver these services in the Aberdeen City & Shire area from 1 October 2007 for a period of five years.

During the national tender process, Scottish Enterprise took the opportunity to re-focus resources on those businesses that would offer the highest potential return in terms of growth. The new model limits access to one-to-one advisory support to those businesses where the potential return in terms of impact on the economy is greatest. The emphasis is on assisting;

- a) start-up businesses that can reach the VAT threshold of £68,000 turnover within a year (referred to as VAT+ starts) and
- b) start-up and existing businesses that can increase turnover by £400,000 within 3 years. These businesses, referred to as Growth Pipeline businesses, can then access services provided by Scottish Enterprise.

The new model contains two elements which are operated and managed on a national basis by Scottish Enterprise with a view to enhancing the marketing of the service;

- a) The web service (bgateway.com) to deliver increased functionality, including an increased number of interactive services, such as diagnostic tools. The site holds Business Plan templates and the facility for individuals to book onto local courses.
- b) A new centralised Enquiry Service to provide call-handling facilities for the main 0845 609 6611 Business Gateway number and manage the research function for business information.

The other key element of the model is the **Business Gateway local contracts** which provide the following services;

- a) Local delivery of one-to-many workshops and events as part of a coordinated catalogue of workshops.
- b) Assisting businesses to start up, particularly moving businesses to VAT+ status which is a priority of the new Business Gateway model.
- c) Identifying both start-up and existing businesses with growth potential and helping them move through the “Growth Pipeline” into the enhanced service provided by Scottish Enterprise.

On 31 March 2008, following a ministerial announcement, these Local Contracts were assigned from Scottish Enterprise to Local Authorities. In Aberdeen City & Shire, with the management of the local contract assigned to Aberdeenshire Council.

Local Delivery

In April 2009 a Business Gateway pilot project entitled “**Survive and Thrive**” was introduced to assist businesses struggling in the difficult economic climate. There were 29 businesses assisted via the project with 14 of these businesses receiving 3 or more days of intensive support. The pilot programme evaluation produced positive feedback from a sample of clients and an estimated 150 jobs were safeguarded. As a result, the programme has been extended into 2010/11 with 56 businesses receiving support to the end of the 2010 calendar year.

Following a 6-month review in October 2010 and meetings with the ENET management team, the VAT+ Starts target was reduced and support diverted to achieving over the 2010/11 period - 25 additional workshops 5 additional Growth Pipeline starts, 36 new Website Reviews for existing businesses and a Business Booster pilot programme for 8 businesses with growth aspirations that currently fall beneath the Growth Pipeline criteria.

First Employee Grant Scheme – £300,000 of unallocated Business Gateway funds were approved for utilisation in the establishment of the First Employee Grant Scheme. This three year scheme which was launched in April 2011 will offer a £1,000 grant and advice to businesses to assist in taking on (and maintaining employment of) their first employee.

2010/2011	Annual target	Actual	Percentage Achieved
Volume Start Up	1000	1000	100
VAT + Pipeline	240	184	77
VAT+ Start Up	150	132	88
Events Start Up	285	292	102
Events existing business	134	135	100
Start ups into growth pipeline	26	26	100
Existing business into growth pipeline	60	52	87
Start ups into SE account Management	7	8	114
Existing into SE Account Management	15	13	87
Other activities			
Survive and Thrive	68 businesses assisted. On budget £80,000		
Overall Expenditure	Expenditure for the year was £46k behind profile. This shortfall is within 3% of the total contract, and an acceptable result given the ongoing issue in attracting VAT+ businesses to seek assistance.		

As shown in the table above the local contract exceeded or matched target in volume starts, starts into growth pipeline and SE account management. The target number of events was also met within budget. The figures also show a better than national average performance (see table below) in delivering contract to target.

There remain challenges in achieving target growth for companies in the current economic environment. This is highlighted in below target returns for VAT+ figures and moving existing companies into growth pipeline or SE account management.

National Delivery 2010/2011

	Annual Target 10/11	Actual at year end March 2011	Percentage of annual target achieved
Volume start up	10,469	11,242	107
VAT + pipeline	1,215	930	77
VAT + start up	1,580	1,270	80
Events – starts ups	3,614	4,836	134
Events – existing business	2,523	2,470	98
Start ups into Sub Growth Pipeline	75	101	135
Existing businesses into Sub Growth Pipeline	410	340	83
Start ups into Growth Pipeline	238	240	101
Existing businesses into Growth Pipeline	527	371	70
Start ups into SE/HIE Account Management	56	36	64
Existing businesses into SE/HIE Account Management	174	105	60

Nationally the Business Gateway exceeded target for start up businesses, start ups into growth pipeline and start up business events.

This suggests that whilst entrepreneurial activity is strong with regards start up activity the speed of growth of companies is below target due to continuing difficult economic conditions.

6. IMPACT

Business Gateway forms an integral part of the business development services offered within the region.

As such it assists in the delivery of the aims of Vibrant, Dynamic and Forward Looking in 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”.

The Business Gateway delivers advice and support for start up businesses within the region and as such a review and continuation of the service will be of interest to the general public as the primary mechanism for business start up.

7. BACKGROUND PAPERS

Aberdeenshire Council Infrastructure Services Committee - 6 October 2011, *Business Gateway - New Contract* – Attached as Appendix A

Key Findings Ekosgen Evaluation – Attached to Aberdeenshire Council report as Appendix 1

Summary of proposed changes – Attached to Aberdeenshire Council report as Appendix 2

8. REPORT AUTHOR DETAILS

Gordon Wright, Project Development Executive,
gwright@aberdeencity.gov.uk
ext 2405

Aberdeenshire Council

REPORT TO INFRASTRUCTURE SERVICES COMMITTEE - 6 OCTOBER 2011
BUSINESS GATEWAY - NEW CONTRACT

1 Recommendations

That the Committee:

- 1.1 Approves the response given on the proposed changes to the new Business Gateway contract post September 2012 in Appendix 2.**
- 1.2 Authorise the Chair to work with officers to attain reassurances on the issues outlined in 2.7.**
- 1.3 Instruct officers to come back to Infrastructure Services Committee with a report after receipt of tenders.**

2. Discussion

- 2.1 Aberdeenshire Council has been managing the local Business Gateway Contract for Aberdeen City Council and Aberdeenshire Council since April 2008. The local contract is delivered by Enterprise North East Trust Ltd (ENET). The Business Gateway Business Support Programme provides a range of services including business information, business start up and growth business support.
- 2.2 At Infrastructure Services Committee on 17 March 2011 (Item 19) members were given an update on the progress of the Business Gateway evaluation undertaken by consultants EKOSGEN in preparation for the new five-year Business Gateway contracts commencing on 1 October 2012. The key findings of the evaluation are given in Appendix 1.
- 2.3 The current contract ends in September 2012 and the complexity involved in retendering the service prompted sub-groups of the Business Gateway Operational Network (a Scotland-wide group of Business Gateway Managers) to be established to specify the content of the new tender. Aberdeenshire Council have had significant input to these groups over the last few months.
- 2.4 The outputs from these sub-groups are being collated by EKOSGEN and translated into a draft Invitation to Tender which has now been circulated to

local authorities for consultation. The main changes proposed for the new contract, together with a proposed response on behalf of the Aberdeen City & Shire area are summarised in Appendix 2.

- 2.5 The finalised Invitation to Tender will be taken to the Business Gateway Scotland Board in November 2011 for approval and will then be presented to the COSLA Regeneration and Sustainable Development Executive Group for their endorsement. The final Invitation to Tender will then be used by lead authorities to undertake the tender process for their area, culminating in an award of tender by June 2012 to allow, where necessary, a three month handover period.
- 2.6 Aberdeen City Council officers are in agreement with the above views and agree that Aberdeenshire Council will continue to be the lead local authority for the Aberdeen City & Shire area. Officers from both local authorities will continue to work together to set local targets and the allocation of budget across the various service areas. Aberdeen City Council will be submitting a similar paper to this one to their Enterprise, Planning and Infrastructure Committee on 15 November 2011.
- 2.7 Both Councils' officers believe it necessary that the Councils get reassurance from the Scottish Government on the following issues before a tender brief is issued for the new contracts:
 - a) continued access to the Customer Relationship Management computer system currently used by both Business Gateway and Scottish Enterprise.
 - b) a guarantee of funding for the next 5 year contract and notification of the agreed annual allocation for Aberdeen City & Shire in writing.
 - c) continued access to Scottish Enterprise products for Business Gateway growth businesses and acceptance, where appropriate, to the Scottish Enterprise Account Management service.
- 2.8 The Head of Finance and the Monitoring Officer within Corporate Services have been consulted and have agreed the report.

3. Financial and Staffing Implications

- 3.1 The staffing implications for this paper are that the Head of Economic Development, the Business and Community Support Manager and the Business Gateway Manager, together with officers from Aberdeen City Council and the Central Procurement Unit will be involved in finalising the detailed ITT, assessing the tender bids and awarding the new Business Gateway contract.
- 3.2 The funding for Business Gateway comes from the Economic Development revenue budget, line 19, "Other Bodies and Organisations" (P93).

Stephen Archer

Director of Infrastructure Services

Report prepared by, Sally Collinson, Business Gateway Manager
7 September, 2011

APPENDIX 1

EKOSGEN Evaluation – Key Findings

- There was found to be no appetite for wholesale change in the delivery of Business Gateway. The considerable effort and success achieved by local authorities in integrating Business Gateway into their network was recognised. The evaluation recommends that the next contract continues with a core service coupled to local flexibility.
- The Business Gateway service is well regarded for start-up businesses and is developing its presence as a service for existing businesses. There is value in the national brand which needs to be reinforced and reinvested in. Supporting services such as the web-site and the Enquiry, Fulfilment and Research Service, managed by SE on behalf of local authorities, are regarded positively and are recognised as being integral and important parts of the delivery model.
- Having considered all aspects of management of the Business Gateway, including the Business Gateway National Unit, the evaluation advocates a “business as usual” approach, recognising that the current model represents good value for money. However, Scottish Government are keen to see further integration and alignment and therefore the expectation is that there will be, at most, the same number of contracts being tendered as previously. Some local authority areas are considering bringing the Business Gateway service in-house.

APPENDIX 2

Business Gateway Contract – Summary of Proposed Changes

Proposed Change	Response
A widening of the VAT segment to include PAYE registered clients	Agreed
Introduction of a centralised contact management service aimed at improving impact and encouraging re-engagement	Agreed
No longer requirement of £400k turnover increase over 3 years for growth businesses – criteria to be determined locally	Prefer to continue with current criteria so businesses are able to access SE products
Targets and payments for businesses accepted into SE Account Management based on referrals rather than SE acceptance	Agreed subject to referrals assessed as being of suitable quality
Up to 20% of the budget to be allocated to “Local Services” which are determined locally	Agreed
Increased allocation of budget towards growth services as opposed to start-up services	Prefer to maintain a minimum of 50% of budget towards entrepreneurship and start-up services

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning & Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Aberdeen Destination Marketing Organisation (DMO)
REPORT NUMBER:	EPI/11/312

1. PURPOSE OF REPORT

This report provides an update on the current position in relation to the establishment of Visit Aberdeen Ltd a Destination Marketing Organisation (DMO) for Aberdeen.

2. RECOMMENDATION(S)

It is recommended that members:

1. Note the content of this report.
2. Note that regular reports on Visit Aberdeen Ltd will be provided to E P & I Committee for consideration and where appropriate action.
3. E P & I Committee to agree 3 Council members as Directors on the new Visit Aberdeen Ltd Board.

3. FINANCIAL IMPLICATIONS

Following approval to establish an Aberdeen DMO at 13 September E P & I Committee, Aberdeen City Council has agreed to provide Phase 1 establishment costs of £297,000 from 1 April – 30 September 2012.

In order to ensure Aberdeen City Council's financial commitment is utilised efficiently and effectively, it is essential that 3 Council members are represented on the Visit Aberdeen Ltd Board going forward.

If Aberdeen City Council does not exercise its right to have Council members on the Visit Aberdeen Ltd Board then achieving best value for our financial contribution may not be achieved.

4. OTHER IMPLICATIONS

There are no known equipment implications arising from this report.

Memorandum and Articles of Association of Visit Aberdeen Ltd have been drafted to establish the organisation as a private company limited by guarantee.

5. BACKGROUND/MAIN ISSUES

Following E P & I Committee on the 13 September arrangements relating to the formation of Visit Aberdeen Ltd the DMO for Aberdeen have moved at pace.

A shadow board has been established comprising of representatives from Aberdeen City Council, Aberdeen BID Company, the Aberdeen City and Shire Hotels Association, VisitScotland, AECC, Aberdeen and Grampian Chamber of Commerce and BAA Aberdeen Airport.

To date the shadow board has been concerned with the management and delivery of the following responsibilities:

- Recruitment of the Chief Executive for Visit Aberdeen Ltd
- Formation of the Visit Aberdeen Board
- Development of the transition plan for the formation of Visit Aberdeen Ltd

Recruitment of the Chief Executive for Visit Aberdeen Ltd

Following detailed discussions in relation to the job description and person specification relating to the role of Chief Executive, a recruitment agency has now been appointed to identify suitable candidates for the role.

It is anticipated that suitable candidates will be available for interview and assessment by the Visit Aberdeen Ltd Board by January 2012.

A meeting with representatives from the Bid Company Board was also held where discussions on the respective roles and responsibilities of the 2 entities were discussed and clarified.

It was agreed that synergies in work practice would be explored further at a later date, when both organisations are fully established.

Formation of the Visit Aberdeen Ltd Board

It was agreed that the Visit Aberdeen Ltd Board would consist of the following directors:

- 3 Directors from Aberdeen City Council
- 2 Directors from the Aberdeen BID Company
- 1 Director from the Aberdeen City and Shire Hotels Association

- 3 Non-executive Directors appointed through public advertisement
- Visit Aberdeen Ltd Chief Executive
- Visit Aberdeen Ltd Chairman appointed from private sector

As indicated in the report recommendations, Aberdeen City Council is required to identify 3 Council members to participate on the Visit Aberdeen Ltd Board.

A candidate to assume the role of Chairman for 12 months has been identified and dialogue has commenced to establish interest and an advert to recruit Non-executive Directors is currently being drafted.

Development of the transition plan for the formation of Visit Aberdeen Ltd

A timeline detailing critical deadlines is currently being drafted that highlights the actions that need to be undertaken prior to the establishment of the Visit Aberdeen Ltd Board and the appointment of the Visit Aberdeen Ltd Chief Executive.

Aberdeen City Council and VisitScotland Aberdeen City and Shire have also met to discuss the ongoing management of the Aberdeen Convention Bureau during phase 1 establishment of the Visit Aberdeen Ltd.

Aberdeen Convention Bureau (ACB) will remain under the guidance of VisitScotland Aberdeen City and Shire until September 2012, with the Visit Aberdeen Ltd Chief Executive managing the ACB contract from 1st April 2012 onwards until such a time that Visit Aberdeen Ltd is in a position to assume full responsibility for business tourism services in Aberdeen.

6. IMPACT

Corporate

- 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.
- Support the economic promotion of Aberdeen locally, nationally and internationally, promoting all aspects of 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

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

7. BACKGROUND PAPERS

There are no background papers relating to this report.

8. REPORT AUTHOR DETAILS

Dawn Schultz
City Promotions Manager
Dschultz@aberdeencity.gov.uk
Tel 01224 522767

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning & Infrastructure
DATE	15 th November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Events & Twinning Programme 2012-13
REPORT NUMBER:	EPI/11/310

1. PURPOSE OF REPORT

To seek approval for the City Events & Twinning Programme of events and activity for 2012-13.

2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members support the revised City Events & Twinning Programme of events and activity for 2012-13.
3. That members support an increase in financial support from the Common Good Fund as detailed in the report, to ensure the continued success of Aberdeen's existing annual events programme and additional activities that grow and develop the city's events offering.
4. That this report is referred to Finance & Resource Committee to consider the request for monies from the Common Good Fund.

3. FINANCIAL IMPLICATIONS

Monies totaling £313,000 have been secured from the E P & I revenue budget and a further £292,352 has been requested from the Common Good Fund.

It should be noted that additional monies have been requested from the Common Good Fund in addition to previous allocations to support the increased delivery costs of key city events and also to deliver new events in 2012.

Please see attached City Events & Twinning Programme 2012-13 Appendix 1.

4. OTHER IMPLICATIONS

The proposed City Events & Twinning programme included in this report can only be delivered by a minimum of 3 skilled event officers. Should this number decrease then additional events could not be accommodated to ensure continued safe delivery of existing events.

Since the recent appointment of the International Partnerships Officer, the work associated with twinning activity, is planned to be more closely aligned to the events programme to provide additional input and possibly increase the teams capacity to earn additional income.

At present, resource levels in the City Events & Twinning Team means there is no capacity available to devote time to bidding for events of scale that would have significant economic impact for Aberdeen.

Also, in order to address the ongoing reduction in funding, the City Events Team will look to develop and introduce in 2012, a suitable charging structure for each event delivered in the city, in an effort to offset the increase in costs of delivering events in Aberdeen in the future.

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

5. BACKGROUND/MAIN ISSUES

Taking into consideration Enterprise Planning & Infrastructure's Priority Based Budget Plan, the City Events & Twinning Programme of events and activity for 2012-13 continues to reflect the services reduction in revenue budget.

Despite the reduction in staffing numbers and revenue budget the city Events Team continue to provide internal and external advice and support to event organisers to ensure that safe, deliverable and enjoyable events are staged in the city for the local residents, surrounding population and those visiting the city for leisure and business purposes.

The events detailed in Appendix 1 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 sporting and cultural events.

It should also be noted that there are a number of potential new events proposed for 2012 including the Queens Diamond Jubilee, an additional BP Big Screen event to support the 2012 Olympics and also the ongoing financial commitment to the Olympic Torch Relay 2012.

Again, it should be noted that although a sponsor has been identified for the City of Aberdeen Hogmanay Fireworks Display in 2012, the

monies agreed do not meet the full cost of delivering a safe and enjoyable event and there is no financial or staff commitment from the City Events Team allocated to support the delivery of the event.

Aberdeen City Council agreed previously that it would provide a financial contribution to ensure the delivery of the 2011 event but that no further monies would be available to support the event in the future.

6. IMPACT

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 number of recreational and business tourists by 2011.
- Work with other agencies, including VisitScotland, to encourage tourism and the provision of facilities for tourists.

7. BACKGROUND PAPERS

No background papers were used in the production of this report.

9. REPORT AUTHOR DETAILS

Dawn Schultz
City Promotions Manager
Dschultz@aberdeencity.gov.uk
Ext 2767

Appendix 1-City Events & Twinning Programme 2012-13

City Events	Revenue Budget	Common Good Fund
-------------	----------------	------------------

Salaries (1 X G14, 2 X G12)	£130,000	
Galas		£6,000
Summer & Winter Promotions	£30,000	
BP Big Screens x 2 (1 additional event in 2012-13)	£10,000	£10,000
Queens Diamond Jubilee (2012-13 only)		£50,000
Olympic Torch Relay (2012-13 only)		£30,000
Highland Games	£40,000	
British Armed Forces & Veterans Day		£10,000
Tartan Day & Wallace Day Celebrations		£28,000
Fireworks Display	£14,000	£14,000
Xmas Lights Switch On	£25,000	
Santa Parade	£4,000	
Nativity Scene		£3,000
Weekend of Festive Entertainment	£10,000	
Xmas Tree Switch On	£7,000	
Xmas Carol Concert	£4,000	
Hogmanay Community Grants	£25,000	£4,000
Equipment & Maintenance	£10,000	
Training	£4,000	
Twining		
Salaries (1 X G11)		£35,000
Projects		£102,352
Sub-Total	£313,000	£292,352
Total		£605,352

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Supplementary Guidance: Householder Development Guide
REPORT NUMBER:	EPI/11/294

1. PURPOSE OF REPORT

- 1.1 The Planning etc. (Scotland) Act 2006 paragraph 22 (1) states that a planning authority may adopt and issue guidance in connection with a local development plan. Members may recall that 3 separate reports were presented to the 13th September meeting of the Enterprise, Planning & infrastructure Committee. At that time, members agreed that 17 supplementary guidance documents be adopted as interim guidance, a further 6 be re-issued for additional consultation following changes made, and 2 entirely new documents be issued for public consultation.
- 1.2 The purpose of this report is to obtain Committee approval for a further new item of draft Supplementary Guidance, relating to domestic or 'householder' development, to be issued for public consultation. This document has been prepared in support of the Aberdeen Local Development Plan (LDP). The public consultation to be undertaken would last 8 weeks, exceeding the statutory 6 weeks in order to take account of the festive period. It is intended that the consultation period would commence on Friday 25th November, running until 20th January 2012. This draft document provides the means of assessing householder development proposals, and seeks to explain the basic principles behind the planning process for the uninitiated reader.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
 - (a) Approve the Householder Development Guide draft Supplementary Guidance document for eight weeks public consultation.
 - (b) Agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft

Supplementary Guidance be presented to a future meeting of the Committee.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report, other than costs incurred through consultation and publicity related to the proposed guidance. Any such expenses incurred can be met through existing budgets. The implication for the Priority Based Budget is positive. Detailed topic-based advice has value in reducing officer time spent on pre-application discussions, and will therefore prove fruitful in reducing cost. This relates to PBB option EPI PSD02 - Rationalise planning application management.

4. OTHER IMPLICATIONS

- 4.1 There are no known legal or equipment implications arising from this report.
- 4.2 As an owner of substantial residential property in the city, proposals for the development of residential property owned by Aberdeen City Council will be subject to assessment in line with the principles and standards set out in the Supplementary Guidance, where applicable.
- 4.3 The progression of this Supplementary Guidance will provide a clear framework for decision making, allowing comprehensive guidance for both applicants and officers, thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development. The publication of a single document specifically related to householder development is a more straightforward and user-friendly approach, which should result in a reduction in the number of pre-application enquiries of a simple nature. This has value in reducing officer time spent on pre-application discussions.
- 4.4 The proposed Householder Development Guide brings environmental benefits, as it informs applicants and agents of the Council's duties as regards the trees, protected species and the natural environment generally. The document explains where additional supporting information may be required in the presence of such factors, and links to other Supplementary Guidance documents which provide more specific guidance on these issues. By making applicants aware of environmental issues at an early stage, design proposals should be tailored to mitigate any likely impact upon trees, protected species etc.
- 4.5 This new draft Supplementary Guidance will be incorporated when finalising the Strategic Environmental Assessment (SEA) environmental report at the end of the Local Development Plan process.

5. BACKGROUND/MAIN ISSUES

- 5.1 The Council agreed the content of the Proposed Plan on 18 August 2010. The Proposed Plan was a critical stage in the plan preparation process and was the result of a significant amount of assessment and public consultation.
- 5.2 Various other supplementary guidance documents were reported to members at the 13th September meeting of the Enterprise, Planning & Infrastructure Committee, at which time some 17 supplementary guidance documents were adopted as interim guidance, a further 6 issued for further consultation following changes, and 2 entirely new documents were issued for consultation. The draft Householder Design Guide has been newly produced and so public consultation is necessary to gain the views of stakeholders on the guidance proposed.
- 5.3 The purpose of this Supplementary Guidance is to provide further information and detail in respect of policies set out in the Local Development Plan, in accordance with the Scottish Government's intention that the Local Development Plan itself focuses on vision, the spatial strategy, overarching and other key policies, and proposals.
- 5.4 The draft Householder Design Guide is an entirely new document, but incorporates elements of previous topic-based guidance documents. Currently, planning guidance on domestic development types is contained in a diverse range of separate supplementary guidance documents on various different topics. The Householder Development Guide is intended to provide clear and concise guidance to householders and agents within a single document, and will be the principal tool for planning officers to use when assessing proposals for domestic development.
- 5.5 The preparation of this Householder Design Guide has involved extensive discussions with officers in order to ascertain which elements of existing guidance were of particular value and identify areas where existing guidance was insufficient or where no appropriate guidance exists. The document has also taken account of the Scottish Government's planned changes to domestic Permitted Development rights.
- 5.6 A copy of the Householder Development Guide is attached as Appendix 1 to this report.

6. IMPACT

- 6.1 The Local Development Plan continues to 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.

The development and refinement of fit for purpose Supplementary Guidance to assist the Aberdeen Local Development Plan is paramount to supporting this vision and achieving the goals that Aberdeen aspires to.

- 6.2 The vision for Aberdeen is to be a city which is vibrant, dynamic and forward looking – an even better place to live and work, where people can expect high-quality services that meet their needs. This means making a visible difference to the quality of the city’s urban and natural environment by promoting high quality development and providing an effective infrastructure to make us a world class strategic location.
- 6.3 To do this we must think strategically, facilitate development, engage positively with communities and the business sector and be open and transparent in our decision making. We also have a key role in delivering the vision for the City and Shire as expressed through regional plans and strategies. Planning and Sustainable Development is tasked with seeing that Aberdeen stays at the forefront of planning for the future.
- 6.4 The Supplementary Guidance presented in this report. relates to the following Single Outcome Agreement objectives: 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 protect it and enhance it for future generations; 13- We take pride in a strong, fair and inclusive national identity; and 15- Our public services are high quality, continually improving, efficient and responsive to local people’s needs.
- 6.5 The Supplementary Guidance presented in this report meets the vision of the Community Plan in promoting a strong image of the City and a sense of civic pride.
- 6.6 The Supplementary Guidance presented in this report supports the Council’s 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment, attracting visitors, workers and investment to protect the economic future of the city, and, to facilitate new development projects to improve Aberdeen’s living and working environment.
- 6.7 An equalities and human rights impact assessment (EHRIA) has been carried out in relation to the proposed Supplementary Guidance documents, with the results included as Appendix 2 to this report.

7. BACKGROUND PAPERS

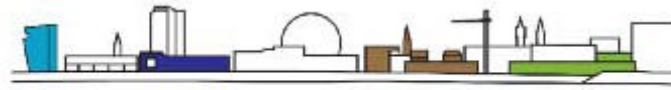
- Aberdeen Local Development Plan – Proposed Plan
http://www.aberdeencity.gov.uk/Planning/ldp/pla_aldp_document_map.asp

- Aberdeen Local Development Plan – Proposed Action Programme
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=31716&slD=14342>
- Aberdeen City and Shire Strategic Development Planning Authority:
Aberdeen City and Shire Structure Plan
<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=423&slD=149>
- Planning etc. (Scotland) Act 2006
http://www.opsi.gov.uk/legislation/scotland/acts2006/asp_20060017_en_1
- Scottish Planning Series: Planning Circular 1/2009: Development Planning
<http://www.scotland.gov.uk/Resource/Doc/261030/0077887.pdf>
- The Town and Country Planning (Development Planning) (Scotland) Regulations 2008
http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi_20080426_en_1

8. REPORT AUTHOR DETAILS

Gavin Evans
Planner
GEvans@aberdeencity.gov.uk
01224 522 871

This page is intentionally left blank



aberdeen local development plan

Supplementary Guidance Topic: Householder Development Guide

Reference Number: **DRAFT**



▪ INTRODUCTION

Good quality design, careful siting and due consideration of scale are key to ensuring that domestic development does not erode the character and appearance of our residential areas. Poorly designed extensions and alterations to residential properties can have a significant impact on the character and appearance of a building which, when repeated over time, can significant cumulative impact upon the wider area. By ensuring that careful consideration is given to such works, and consistent standards applied, we can seek to retain the characteristics of the built environment which contribute towards the character and identity of an area, while also protecting the amenity enjoyed by residents.

▪ OVERALL OBJECTIVE

All extensions and alterations to residential properties should be well designed, with due regard for both their context and the design of the parent building. Such extensions and alterations should make a positive contribution to the design and appearance of a building, maintain the quality and character of the surrounding area, and respect the amenity of adjacent neighbours. This document seeks to facilitate good design and provide a sound basis for restricting inappropriate development, bringing together a number of existing pieces of supplementary guidance into a single document in the process.

▪ SCOPE OF GUIDANCE

The guidelines set out in this document shall apply, on a city-wide basis unless otherwise stated, to all domestic properties. In the case of dormer windows and roof extensions, the guidelines will also extend to originally residential properties now in non-domestic use. It should be noted that the guidance contained within this document will be applicable only to those development proposals which require an express grant of planning permission, and shall not apply where any proposal is exempted from the application process by virtue of relevant permitted development rights. Permitted Development is a term used for certain types of development which, by satisfying specified conditions, is automatically granted planning permission without the submission of an application to the planning authority.

This document supersedes existing supplementary guidance relating to '*Dormer Windows and Roof Extensions*', '*Dwelling Extensions in Aberdeen City*', '*Dwelling Extensions in Cove*' and '*Extensions forward of the Building Line*'. The guidelines set out in this supplementary guidance should, where relevant to the development proposal, be read in conjunction with the City

Council's other published Supplementary Guidance and Technical Advice Notes.

▪ THE ROLE OF THE PLANNING SYSTEM

In coming to a decision on any planning application, the planning authority must determine that application in accordance with the development plan, unless '*material considerations*' indicate otherwise. At time of writing, the development plan comprises the Aberdeen Local Plan 2008 and the Aberdeen City and Shire Structure Plan 2009.

There are two main tests in deciding whether a consideration is material and relevant:

- It should serve or be related to the purpose of planning – it should therefore relate to the development and use of land; and
- It should fairly and reasonably relate to the particular application.

It is for the decision-maker to assess both the weight to be attached to each material consideration and whether individually or together they are sufficient to outweigh the provisions of the development plan. As a result of changes to the planning system, made through the 2006 Planning etc. (Scotland) Act and associated regulations, Supplementary Guidance prepared and adopted in connection with a Local Development Plan will form part of the development plan.

It should be noted that the planning system does not exist to protect the interests of one person against the activities of another, although in some cases private interests may well coincide with the public interest. In distinguishing between public and private interests, the basic question is whether the proposal would unacceptably affect the amenity and existing use of land and buildings which ought to be protected in the public interest, not whether owners or occupiers of neighbouring or other existing properties would experience financial or other loss from a particular development.

At time of writing, the Aberdeen Local Plan 2008 sets the policies against which development proposals must be assessed. On 10 May 2011, Aberdeen City Council submitted the Aberdeen Local Development Plan Proposed Plan and the requisite completed Schedule 4 Forms to the Scottish Government Directorate of Planning and Appeals for Examination. As this document progresses towards adoption, the weight which is to be attached to its policies in the assessment of any given proposal will increase. It is therefore relevant for applicants to consider the policies of relevance to householder development in both of these documents, though those contained in the Aberdeen Local Plan 2008 will take precedence until such time as the proposed plan is formally adopted following examination.

▪ STATUTORY REQUIREMENTS

The definition of “development” is set out in the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc (Scotland) Act 2006, and is termed as the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land. There are various exemptions to this, details of which can be provided by the planning authority.

Permitted Development rights set out in the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended. This document, commonly termed the ‘Permitted Development Order’ or ‘PD Order’, sets out various works which will not require an express grant of planning permission, provided those works are carried out in accordance with certain criteria. Where it is intended to utilise these rights, we encourage householders to seek confirmation from the planning authority before any works are carried out. The permitted development rights available to any particular property can vary depending on factors such as location within a conservation area, removal of such rights by condition placed on a past approval, or removal of such rights by a virtue of an Article 4 direction. The effect of such a Direction is to remove permitted development rights, thereby necessitating submission of a formal application for planning permission. All of Aberdeen’s Conservation Areas are covered by Article 4 Directions, with the exception of Rosemount and Westburn (Conservation Area 11). Article 4 directions also apply to areas of areas of Kingswells and Burnbanks, which lie outwith any Conservation Area. Please contact the planning authority for further details.

Taking into account the above, householders considering any works to land or property, should ask the following questions;

1. Do these works constitute ‘development’ as set out in planning legislation?
2. If the works constitute ‘development’, can they be carried out as ‘Permitted Development’?

The answers to these questions will determine whether a planning application is necessary for any works, though it is recommended that the Council be consulted in order to ensure that any interpretation of legislation is correct.

In assessing planning applications, there are a number of duties incumbent upon Aberdeen City Council as the planning authority. These are duties set out in relevant planning legislation, and include the following;



Listed Buildings – The authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Conservation Areas – With respect to buildings or land in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

Trees – The planning authority shall, in granting planning permission for any development, ensure adequate provision is made for the preservation or planting of trees. Furthermore the authority shall make tree preservation orders (TPOs) as it considers to be necessary in connection with the grant of any such permission.

Protected Species – Where there is reason to believe that protected species may be located within or adjacent to a development site, the Planning Authority may deem it necessary for an application to be accompanied by additional supporting information in order to allow proper assessment of any likely impact as a result of development. For further guidance in relation to protected species, applicants should consult the City Council's published Supplementary Guidance on *Natural Heritage*; and *Bats and Development*.

Planning legislation requires that certain applications are advertised in the local press. Applications for Listed Building Consent or planning applications that affect the setting of a listed building will be advertised, while those located within a Conservation Area may be advertised depending on the potential impact of the proposal. There is no charge to the applicant in such instances. Advertisement is also required where it has not been possible to issue notification because there are no properties on adjacent land, and for this the cost will be borne by the applicant.

▪ GENERAL PRINCIPLES

Elsewhere in this document, guidelines are set out in relation to specific types of development, such as house extensions, porches etc. In addition to those specific criteria, the following principles will be applied to **all** applications for householder development:

1. Proposals for extensions, dormers and other alterations should be architecturally compatible in design and scale with the original house and its surrounding area. Materials used should be complementary to the original building. Any extension or alteration proposed should not serve to overwhelm or dominate the original form or appearance of the dwelling.
2. Any extension or alteration should not result in a situation where amenity is 'borrowed' from an adjacent property. Significant adverse

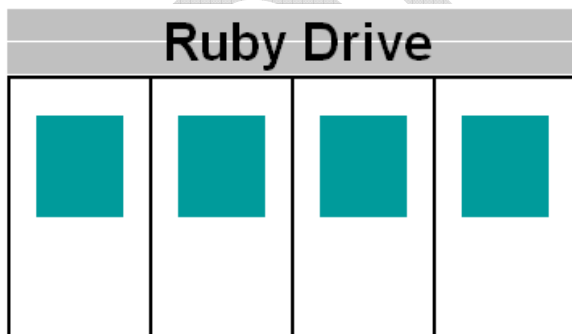
impact on privacy, daylight and general residential amenity will count against a development proposal.

3. Any existing extensions, dormers or other alterations which were approved prior to the introduction of this supplementary guidance will not be considered by the planning authority to provide justification for a development proposal which would otherwise fail to comply with the guidance set out in this document. This guidance is intended to improve the quality of design and effectively raise the design standards and ground rules against which proposals will be measured.
4. The built footprint of a dwelling house as extended should not exceed twice that of the original dwelling.
5. No more than 50% of the front or rear curtilage shall be covered by development.

▪ **REAR & SIDE EXTENSIONS**

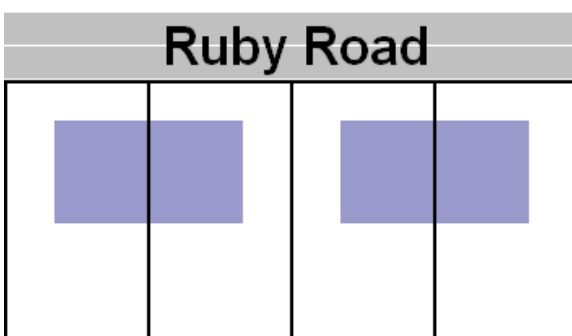
In addition to the design considerations noted above, the planning authority shall continue to apply guidelines relating to specific types of dwellings, as follows. Where dimensions are stated for projection of extensions, these should be measured from the rearmost original part of the main building, and should not include any store or outhouse which did not originally contain any internal living accommodation. Where an extension is proposed as part of a steading conversion, the proposal will be assessed primarily against the Council's published Supplementary Guidance on *'The Conversion of Steadings and other Non-residential Vernacular Buildings in the Countryside'*.

1. Detached Dwellings



- a) The maximum dimensions of any single-storey extension will be determined on a site-specific basis.
- b) On detached properties of 2 or more storeys, two storey extensions will generally be possible, subject to the considerations set out in the 'General Principles' section, above.

2. Semi-detached Dwellings

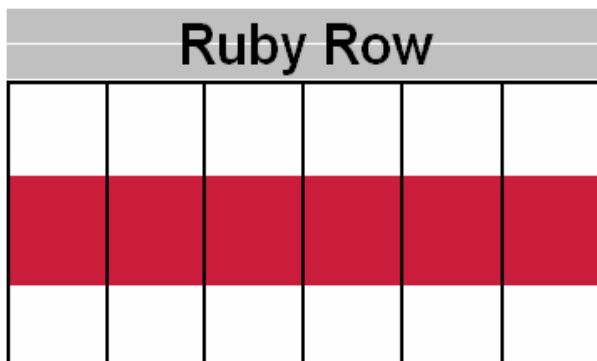


- a) Single storey extensions will be restricted to 4m in projection along the boundary shared with the other half of the semi-detached property. In all other cases, the maximum size of

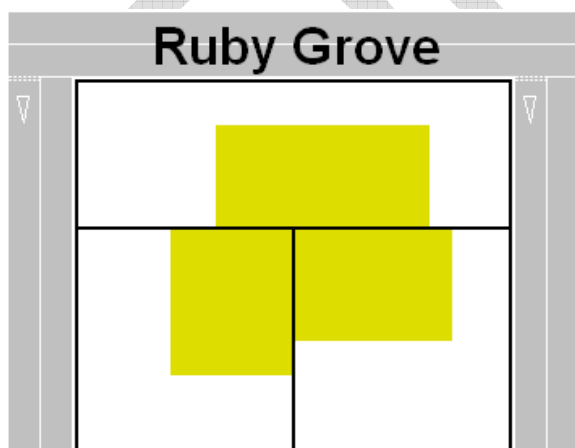
single storey extension will be determined on a site-specific basis, with due regard for the topography of the site and the relationship between buildings.

- b) On properties of 2 or more storeys, two storey extensions may be possible, subject to the design considerations set out in the 'General Principles' section, above. The projection of two-storey extensions will be restricted to 3m along the boundary shared with the other half of the semi-detached property.

3. Conventional Terraced Dwellings



- (a) Single storey extensions to terraced dwellings will be restricted to 3m in projection along a mutual boundary.
- (b) Two storey extensions will normally be refused where the proposal runs along a mutual boundary. There will generally be limited scope for the addition of two-storey extensions to terraced properties.
- (c) Proposals for extensions to end-terrace properties will be subject to these standards unless it can be demonstrated that the specific circumstances of the site and the proposal justify a departure from the above.



4. Grouped Terraces

- (a) Extensions should not project forward of any established building line
- (b) Single-storey extensions to group terrace properties will be restricted to 3m in projection from the rear wall of the original dwelling
- (c) Two-storey extensions to grouped terrace properties will not normally be acceptable

▪ FRONT EXTENSIONS / PORCHES

The Council has developed the practice, when considering proposals for porch extensions in front of a formal building line, of limiting such structures to the minimum size necessary for protection from storms.

The practice which has become established is intended to preserve the consistent architectural form of a terrace, maintain an uncluttered street scene and to ensure that light and prospect are not lost to neighbouring properties. Recent changes to permitted development legislation allow the construction of porches in certain prescribed instances. In assessing applications of this nature, the following will apply;

a) Front extensions of any type should be of a scale and design which is complementary to, and consistent with, the original dwelling. Modest porches will generally be acceptable, but these should not incorporate additional rooms (e.g. toilet, shower room), and should not detract from the design of the original building or the character of the street.

b) In all cases, careful consideration will be given to (i) impact on adjacent property; (ii) visual impact; and (iii) the extent of any building line and the position of the adjacent buildings generally.

c) Within a Conservation Area, it will not be permitted to add a front extension to any property which forms part of an established building line.

d) Given the wide variety of house types across the city and the existence of 'dual-frontage' dwellings, it will be for the planning authority to determine which elevation forms the principal elevation of a dwelling for the purposes of this guidance.

e) It may be permissible to incorporate bay windows on front elevations, subject to an appropriate restriction in depth and an acceptable design outcome which will complement the original property. The design and scale of such extensions should reflect that of the original dwelling, and should not be utilised as a means to secure significant internal floorspace.

f) Any front extension should incorporate a substantial proportion of glazing, in order to minimise its massing and effect on the streetscape.

▪ DORMER WINDOWS AND ROOF EXTENSIONS

Recent changes to the Permitted Development rights available to householders allow for the addition of dormer windows (subject to criteria regarding position in relation to a road, distance from site boundaries etc) to properties outwith Conservation Areas. Nevertheless, such alterations can have a significant impact upon the character of a property and the wider streetscape, and so careful consideration of proposals remains important.

As a basic principle, new dormer windows or roof extensions should respect the scale of the building and they should not dominate or tend to overwhelm or unbalance the original roof. The purpose of this design guide is to assist those intending to form, alter or extend dormer windows in their property, in formulating proposals which are likely to be considered favourably by the planning authority. Situations may arise where the extent of new dormers or roof extensions will be considered excessive. There may also be situations where any form of roof extension or dormer will be considered inappropriate e.g. on a very shallow pitched roof with restricted internal headroom. It is recommended therefore that advice from the planning authority is obtained before submitting a formal application for any consent.

A series of general guidelines are outlined below, and are followed by further guidelines which will be applied to older properties of a traditional character and modern properties respectively.



Above: Examples of the variety of dormer types to be seen around Aberdeen

Below: Situation where roof pitch is too shallow to comfortably accept any type of dormer or roof extension



Example of a poorly designed roof extension – Dormers are too large, dominating the roof slope, and use of substantial infill panels and slated aprons contributes to bulky appearance

Dormer Windows: General Principles

The following principles will normally apply in all cases:

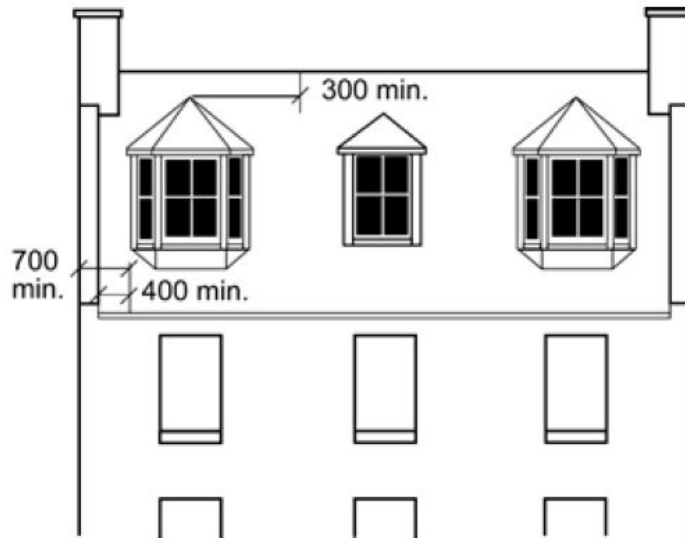
- a) On traditional properties, original dormers must be retained and repaired, and their removal and/or replacement with larger or modern dormers will not be permitted;
- b) The removal of inappropriate earlier dormers and roof extensions, and their replacement by architecturally and historically accurate dormers will be actively encouraged;
- c) In terraces or blocks of properties of uniform design where there are no existing dormers, the construction of new dormers will not be supported on the front or other prominent elevations (e.g. fronting onto a road);
- d) On individual properties or in terraces where there are existing well-designed dormers and where there is adequate roof space, the construction of new dormers which match those existing may be acceptable. Additional dormers will not be permitted however, if this results in the roof appearing overcrowded. These dormers should be closely modelled in all their detail and in their position on the roof, on the existing good examples. They will normally be aligned with windows below;
- e) Box dormers will not be permitted anywhere on listed buildings, nor will the practice of linking existing dormers with vertical or inclined panels; and
- f) In the case of non-listed buildings in conservation areas, consideration may be given to the provision of linked panels between windows on the private side of the building, where the extension is not seen from any public area or is otherwise only visible from distant view. In such cases any linked panel should slope at a maximum of 75° to the horizontal.

Non-traditional style dormers may be accepted on the rear of non-listed buildings in conservation areas, but generally not on the rear or any other elevations of listed buildings.

Dormer Windows: Older properties of a traditional character

1. Front Elevations

- a) On the public elevations of older properties the Council will seek a traditional, historically accurate style of dormer window. In addition, all new dormers will have to be of an appropriate scale, i.e. a substantial area of the original roof must remain untouched and clearly visible around and between dormers. The main principles to be followed are:
- b) Existing original dormers should be retained or replaced on a "*like for like*" basis. Box dormer extensions will not normally be acceptable on the front elevations;
- c) The aggregate area of all dormers and/or dormer extensions should not dominate the original roof slope. New dormers should align with existing dormers and lower windows and doors;
- d) The front face of dormers will normally be fully glazed and aprons below the window will not be permitted unless below a traditional three faceted piended dormer;
- e) Dormers should not normally rise directly off the wallhead. In the case of stone buildings, dormers which rise off the inner edge of the wallhead will generally be acceptable. The position of the dormer on the roof is very important. Dormers which are positioned too high on the roof give the roof an unbalanced appearance
- f) The outer cheek of an end dormer should be positioned at least 700mm in from the face of the gable wall or 1000mm from the verge. Where there is tabling on top of the gable, the cheek should be at least 400mm in from the inside face of the tabling. It is never acceptable for a dormer haffit to be built off the gable or party wall; and
- g) The ridge of any new dormer should be at least 300mm below the ridge of the roof of the original building. If it is considered acceptable for the dormer ridge to be higher than this, it should not nevertheless, breach the ridge or disturb the ridge tile or flashing.

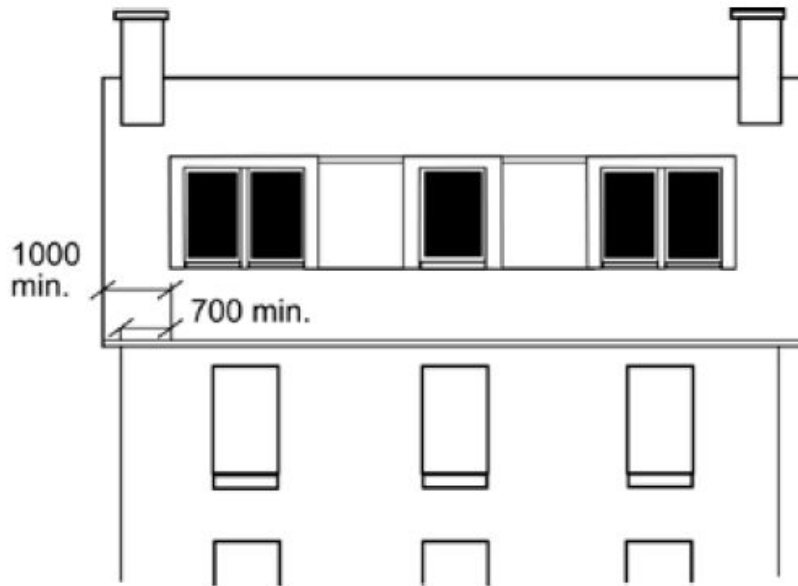


Pedimented dormers on typical Aberdeen tenement (linking dormers not acceptable on front elevations)

2. Rear Elevations and Exceptions

The guidelines for older properties may be relaxed where a property is situated between two properties which have existing box dormer extensions, or in a street where many such extensions have already been constructed. They may also be relaxed on the non-public (rear) side of a property. In such cases, and notwithstanding the design and finish of neighbouring development, the following minimum requirements will apply:

- a) The aggregate area of all dormer and/or dormer extensions should not dominate the original roof slope;
- b) Dormer hafts should be a minimum of 400mm in from the inside face of the gable tiling;
- c) The front face of dormer extensions should be a minimum of 400mm back from the front edge of the roof, but not so far back that the dormer appears to be pushed unnaturally up the roof slope.
- d) Flat roofs on box dormers should be a reasonable distance below the ridge;
- e) Windows should be located at both ends of box dormers;
- f) A small apron may be permitted below a rear window; and
- g) Solid panels between windows in box dormers may be permitted but should not dominate the dormer elevation.



Flat roofed box dormer (normally only acceptable on rear elevations)

Dormer Windows: Modern Properties

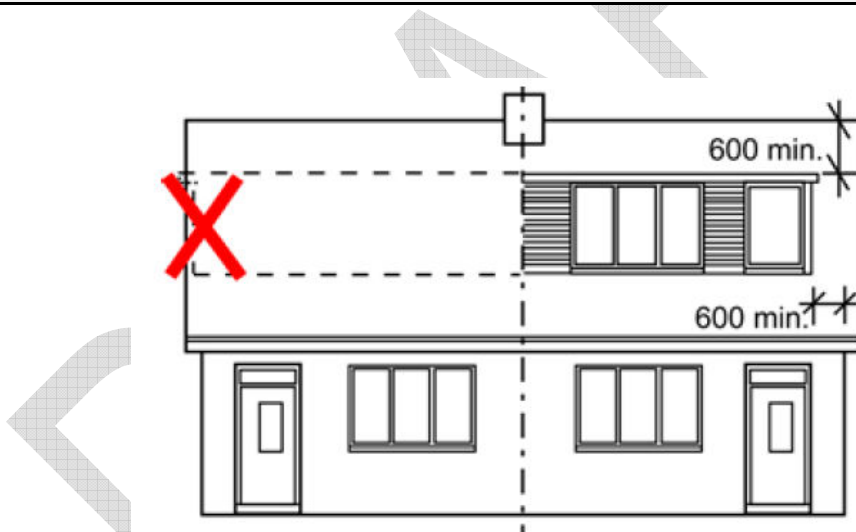
- a) Dormers and box dormer extensions have become common features in many modern housing areas, and the wide variety of designs of modern dwellings necessitates a greater flexibility in terms of design guidance. The amenity of other properties and the residential neighbourhood must however, still be protected, with the integrity of the building being retained after alteration. The following basic principles may be used to guide the design and scale of any new dormer extension:
- b) The dormer extension should not appear to dominate the original roofspace.
- c) The dormer extension should not be built directly off the front of the wallhead as the roof will then have the appearance of a full storey. On public elevations there should be no apron below the window, although a small apron may be acceptable on the rear or non-public elevations. Such an apron would be no more than three slates high or 300mm, whichever is the lesser;



Dormer extension should not extend to or breach ridge (roof too shallow)

Dormer extensions should not be built off front of wall head or include apron

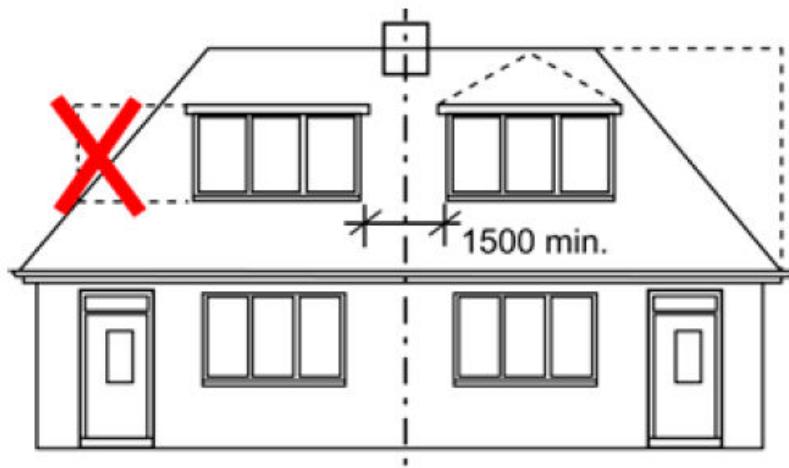
- d) The roof of the proposed extension should not extend to, or beyond the ridge of the existing roof, nor should it breach any hip. Dormer extensions cannot easily be formed in hipped roofs. Flat roofed extensions should generally be a minimum of 600mm below the existing ridge;
- e) The dormer extension should be a minimum of 600mm in from the gable. The dormer haffit should never be built off the gable or party walls, except perhaps in the situation of a small semi-detached house where the dormer extension may sometimes be built off the common boundary. In terrace situations, or where a detached or semi-detached bungalow is very long, dormer extensions should be kept about 1500mm apart (i.e. dormer haffits should be 750mm back from the mutual boundary) so as not to make the dormer appear continuous or near continuous;



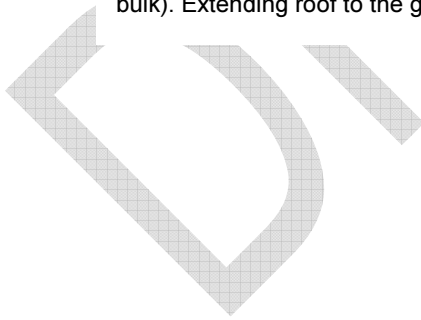
Box dormer extension on small semi-detached house (in this case it is permissible to build up to the party wall). Dormers should not extend out to verge / roof edge.

- f) The outermost windows in dormer extensions should be positioned at the extremities of the dormer. Slated or other forms of solid panel will not normally be acceptable in these locations. In the exception to this situation, a dormer on a semi-detached house may have a solid panel adjacent to the common boundary when there is the possibility that the other half of the house may eventually be similarly extended in the foreseeable future. In this case the first part of the extension should be so designed as to ensure that the completed extension will eventually read as a single entity;

- g) There should be more glazing than solid on the face of any dormer extension.
- h) Box dormer extensions should generally have a horizontal proportion. This need not apply however, to flat roofed individual dormer windows which are fully glazed on the front;
- i) Finishes should match those of the original building and wherever possible the window proportion and arrangement should echo those on the floor below:
- j) The design of any new dormer extension should take account of the design of any adjoining dormer extension.



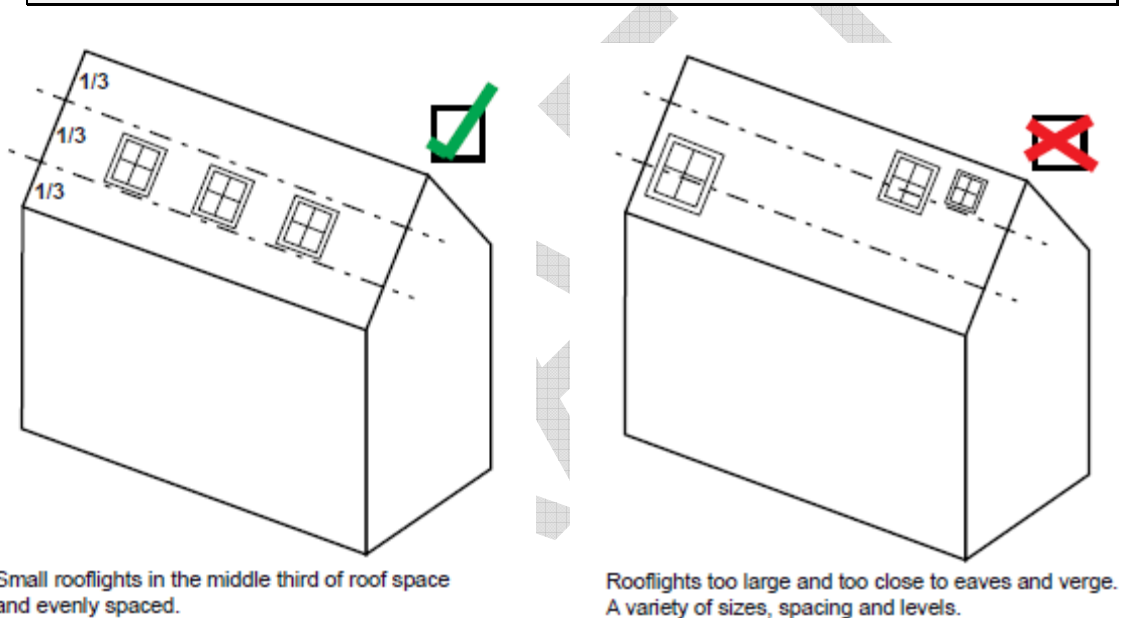
Flat roofed dormers on more traditional hipped roof house (Dormers should not breach hips. A pitched roof on this kind of dormer greatly increases its bulk). Extending roof to the gable on one side only is best avoided.



▪ ROOFLIGHTS

The installation of rooflights is a simple and cost effective method of allowing additional natural light and ventilation into an attic or roofspace. An excessive use of these rooflights can however, create visual clutter on a roof. Planning Permission is required for the installation of such rooflights on buildings in conservation areas and Listed Building Consent is required for proposals involving alteration of a listed building. When considering the installation of a rooflight, account should be taken of the following:-

- a) A rooflight provides considerably more light than a normal vertical window of the same dimension. Many rooflights installed are consequently, larger and more numerous than is really necessary. In a roofspace used only for storage, the smallest rooflight will generally be adequate;

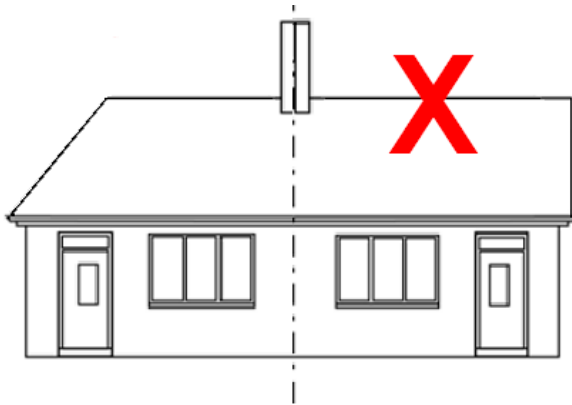


- b) Rooflights should have a conspicuously vertical proportion. Seen from ground level, the foreshortening effect will tend to reduce the apparent height of the window, giving it a more squat appearance;
- c) On older buildings, and particularly on listed buildings and buildings in conservation areas, a 'heritage' type of rooflight will be expected. This is of particular importance on public elevations. Even the addition of a central glazing bar to a rooflight can provide a more authentic appearance in such instances;
- d) Large timber or cast iron rooflights divided into several sections were frequently provided above stairwells. It is not ideal to replace these with a single-pane modern rooflight. If the original rooflight cannot be repaired, aluminum or steel patent glazing is a more satisfactory option; and

- e) For rooflights fitted into slated roofs, manufacturers can provide a special flashing with their rooflights to keep the projection of the rooflight above the plane of the slates to a minimum.
- f) There are available metal roof windows which have an authentic traditional appearance whilst meeting current standards for insulation and draught exclusion.

DRAFT

▪ **OTHER FORMS OF DORMER WINDOW AND ROOF EXTENSION**



Hipped roof extensions

Modifying only one half of a hipped roof is likely to result in the roof having an unbalanced appearance. The practice of extending a hipped roof on one half of a pair of semi-detached houses to terminate at a raised gable will not generally be accepted unless;

- The other half of the building has already been altered in this way; **or**
- Such a proposal would not, as a

result of the existing streetscape and character of the buildings therein, result in any adverse impact on the character or visual amenity of the wider area.

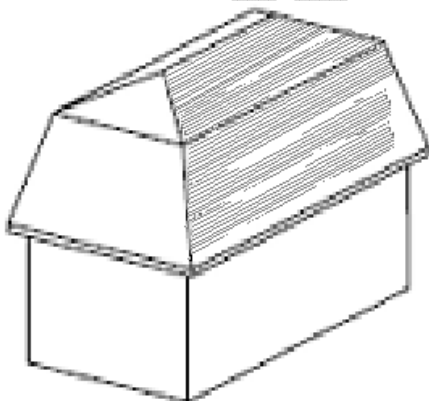
Half dormer windows

Half dormer windows have the lower part of the window within the masonry wall, with the part in the roof space surrounded by masonry or timberwork. This type of window is usually quite narrow, vertical in proportion, and is appropriate when the floor is below the wall-head level.



Wall-head gables

A wall-head gable commonly has a centre window, with flues passing each side within the masonry to a common central chimney. It would be essential for any such feature to be constructed in the same material as the wall below. (Both half dormer window and wall-head gables have a strong visual impact which could substantially alter the character of a building. They are therefore, unlikely to be acceptable on listed buildings, but might be accepted in conservation areas or on other older buildings of a traditional character.)



Mansard Roofs

Mansard roofs are a common, even a somewhat overused method of obtaining additional attic floorspace having standard headroom overall. Mansard roofs tend to have a top heavy appearance on buildings which have only a single storey of masonry, and should be restricted to buildings of two or more masonry storeys. They will not normally be acceptable in semi-detached or terraced situations unless all the other properties in the

group are to be similarly altered at the same time. In effect, few situations will arise where an existing roof can readily be converted to a mansard roof.

On the occasions when a mansard roof solution is acceptable, considerable attention to detail is required to ensure that the altered roof is visually authentic. The following points should be observed:

- a) There should be no fascia at the eaves, nor should the mansard project forward of the masonry line;
- b) The mansard should be taken down to either a concealed lead gutter behind a masonry parapet, or to an "ogee" or half round cast iron gutter in line with the face of the masonry;
- c) The gables of the building should be extended up in the same material as the original gables, and should terminate at a masonry skew in the same profile as the mansard roof. It will not normally be acceptable to return the mansard roof across the gable with hipped corners;
- d) The lower slope of the roof should be inclined at no greater than 75° to the horizontal.

▪ OTHER DOMESTIC ALTERATIONS

Replacement Windows and Doors

Windows and doors are important features of a building that contribute greatly to the character of the building and of the street in which the building stands. They are also increasingly subject to alteration or replacement. Householders are referred to the council's Supplementary Guidance entitled '*Guidance on the Repair and Replacement of Windows and Doors*'.

Satellite Dishes

In all cases, microwave antennas should, as far as is practicable, be sited so as to minimise their visual impact and effect on the external appearance of a building. The cumulative effects of such seemingly minor additions can be significant, particularly within conservation areas and where installed on listed buildings. Permitted development rights exist for the installation of satellite dishes on dwellinghouses outwith Conservation Areas, provided any dish installed would not project more than 1m from the outer surface of an external wall, roof plane, roof ridge or chimney of the dwellinghouse.

For buildings containing flats, satellite dishes may only be installed without planning permission where the site;

1. Lies outwith any Conservation Area
2. Is not within the curtilage of a Listed Building

3. Would not protrude more than 1m from the outer surface of any wall, roof place, roof ridge or chimney.

Where planning permission is required for such works, the Council's duties in relation to listed buildings and conservation areas will be of relevance. Householders should also be aware that, irrespective of the Permitted Development rights set out above, a separate application for Listed Building Consent is likely to be required where installation is proposed within the curtilage of a listed building.

Decking

Homeowners are often unaware that the formation of decking may require planning permission. It is therefore important to discuss any such proposals with the planning authority at an early stage to determine what consents may be necessary and to identify any potential issues with a proposal. The formation of decking will require planning permission in the following instances;

- Any part of the deck would be forward of a wall forming part of the principal elevation, or side elevation where that elevation fronts a road;
- The floor level of any deck or platform would exceed 0.5m in height;
- The combined height of the deck and any wall, fence, handrail or other structure attached to it, would exceed 2.5m;
- If located within a Conservation Area or within the curtilage of a Listed Building, the deck or platform would have a footprint exceeding 4 square metres

Raised decking can in many cases provide a desirable outdoor amenity space, but the impact upon adjacent properties should be given careful consideration. The raised surface of a deck may result in overlooking into neighbouring gardens and a consequent loss of privacy. Equally, enclosing raised decks with additional fencing can result in neighbours being faced with excessively tall boundary enclosures which can affect light in neighbouring gardens.

The following guidelines will be relevant to the assessment of proposals involving raised decking areas;

- a) Proposals should not result in an unacceptable loss of privacy for neighbouring residents.
- b) Proposals should not result in an adverse impact upon the amenity of adjacent dwellings, including both internal accommodation and external private amenity space.

- c) There will be a presumption against the formation of decking to the front of any property, or on any other prominent elevation where such works would adversely affect the visual amenity of the street scene.

Fences, Walls and Other Boundary Enclosures

Boundary enclosures such as fences, gates and walls may not require planning permission, due to the permitted development rights which exist.

- a) Planning permission will always be required for such works to a listed building, or within the curtilage of a listed building.
- b) Planning permission will always be required for such works within a Conservation Area.
- c) Conservation Area Consent may be necessary for the demolition of boundary walls with conservation areas.
- d) In all instances, the scale and form of boundary enclosures should be appropriate to their context and should not detract from the street scene as a result of inappropriate visual impact.
- e) In all instances, proposals for boundary enclosures should not result in an unacceptable impact upon the amenity of neighbouring dwellings.

Driveways

The Council's Supplementary Guidance on *'Transport and Accessibility'* provides guidance on situations where planning permission will be required for such works. This guidance also sets out criteria by which applications for parking areas in Conservation Areas and within the curtilage of Listed Buildings will be assessed.

Planning permission will be required in the following circumstances;

- The property is a flat;
- Construction work involves over 0.5 metres of earthworks (excavation or raising of ground level);
- The verge to the footway has grass over 2.5 metres wide;
- The driveway accesses on to a classified road;
- The property is a listed building or is situated in a conservation area.

Permission will not be granted for a driveway across an amenity area or roadside verge unless it would have no detrimental impact in road safety and would have no adverse effect on the amenity of the area (e.g. involves the loss of mature or semi-mature trees).

For more detailed guidance on proposals involving the formation of a driveway, please consult sections 8 and 9 of the Council's *'Transport and Accessibility'* Supplementary Guidance.

Microrenewables

The term 'micro-renewables' refers to all forms of domestic micro-generation utilising a renewable form of energy. These come in a number of forms, and are increasingly common as the relevant technology evolves and becomes more widely available, efficient, and reliable.

The planning authority aims to encourage the use of micro-renewable technologies within the curtilage of domestic dwellinghouses. Careful consideration is required in relation to their positioning, however, in order to avoid undue prominence within the street scene, particularly within conservation areas and where proposals may affect the setting of a listed building. Installation of such equipment can in many cases be carried out by virtue of Permitted Development rights, which allow for improvements and alterations to dwellinghouses and other works within the curtilage of a dwellinghouse, provided the site is located outwith any designated Conservation Area and does not involve works within the curtilage of a Listed Building. At present there are no permitted development rights available for domestic microgeneration via the installation of wind turbines on a dwellinghouse. In most circumstances, planning permission will be required for the installation of wind turbines elsewhere within the curtilage of a domestic property.

▪ CHANGE OF USE FROM AMENITY SPACE TO GARDEN GROUND

Amenity space and landscaping are valued assets within residential areas. They are common features in most housing developments and are provided for a number of reasons including –

- to improve the appearance of the area;
- to provide wildlife habitats, enhance ecology and often form part of sustainable urban drainage systems;
- to act as pedestrian routes through developments;
- to provide informal recreation areas;
- to provide good safety standards for drivers, cyclists and pedestrians in terms of road verges or visibility splays.

Many homeowners seek to purchase areas of such land from either the Council or a housing developer to enlarge their own gardens. In all circumstances this requires planning permission for a change of use from amenity ground to garden ground.

Prior to submitting a planning application it is advisable to contact the landowner to see if they would be willing to sell the particular piece of land. In the case of the Council land you should contact –

Asset Management
Enterprise, Planning and Infrastructure
Business Hub 10
Second Floor South
Marischal College
Broad Street
AB10 1AB

It is also advisable to contact Planning and Sustainable Development prior to submitting your application for planning advice on acceptability of your proposal.

Planning applications will be assessed in the context of Policy H1 (Residential Areas) of the Aberdeen Local Development Plan which states that proposals for householder development will only be approved if they do not result in the loss of valuable open space. Each planning application for change of use is dealt with on its own individual merits, however in considering whether an application is acceptable the Council will assess the proposal against the following criteria –

- The proposal should not adversely affect amenity space which makes a worthwhile contribution to the character and amenity of the area or contains mature trees that make a significant contribution to the visual amenity of the wider neighbourhood. In most circumstances the amenity ground will make a contribution, however sometimes small incidental areas of ground make little contribution to the appearance of the neighbourhood. For instance it may be acceptable to include within garden ground secluded areas that are not visible from footpaths or roads and that do not make a contribution to the wider visual amenity of the area. Similarly it may be acceptable to include small corners of space that can be logically incorporated into garden ground by continuing existing fence lines.
- The proposal should not fragment or, if replicated, be likely to incrementally erode larger areas of public open space or landscaping.
- The proposal should not worsen or create a deficiency in recreational public open space in the area. The less amenity space there is in an area the more value is likely to be placed on the existing amenity space. The Open Space Audit identifies areas of the city where there is a deficiency and should this be the case there will be a presumption against the granting of planning permission.
- The proposal should not result in any loss of visual amenity including incorporating established landscaping features such as mature trees or trees that make a significant contribution to the area. It is unlikely the Council would support the incorporation and likely loss of such features, however in circumstances where it is acceptable replacement planting to compensate will normally be required.

- The proposal should not result in an irregular boundary layout that would be out of keeping with the otherwise uniform character of the area.
 - The proposal should not result in the narrowing of footpath corridors or lead to a loss of important views along such footpaths, making them less inviting or safe to use.
 - The proposal should not prejudice road or pedestrian safety. Areas of amenity space often function as visibility splays for roads and junctions.
 - The proposal should not give rise to the setting of a precedent that would make it difficult to resist similar proposals in the future. Over time the cumulative impact of the loss of separate areas of ground can lead to the gradual erosion of amenity space, which is not in the public interest and can affect the overall amenity and appearance of the area.
- **HOUSES IN MULTIPLE OCCUPATION (HMOs)**

Presently the term House in Multiple Occupation (HMO) is not one commonly associated with the planning system in Scotland. The term is not defined in planning legislation, though Scottish Government Circular 8/2009 does provide some advice on HMOs, suggesting that there may be a role for the planning system in managing HMOs where a material change in the use of a house or flat has taken place. Multiple occupancy can intensify pressure on amenity, particularly in shared/mutual areas and car parking. It is therefore appropriate to ensure that appropriate provision is made prior to granting planning permission for an HMO.

A useful starting point is to clearly identify what constitutes an HMO for the purposes of this Supplementary Guidance. The planning system defines 'dwellinghouse' and 'flat' as detailed below;

Flat "means a separate and self contained set of premises whether or not on the same floor and forming part of a building from some other part which it is divided horizontally." Part 1 (2) Town and Country Planning (General Permitted Development) (Scotland) Order 1992

A house is defined within class 9 (houses) under the Town and Country Planning (Use Classes) (Scotland) Order 1997. This allows for use as;

- a) *A house, other than a flat, whether or not as a sole or main residence, by-*
- (i) A single person or by people living together as a family; or*
 - (ii) Not more than 5 residents living together including a household where care is provided for residents*

b) as a bed and breakfast establishment or guesthouse, where at any one time not more than 2 bedrooms are, or in the case of premises having less than 4 bedrooms, 1 bedroom is, used for that purpose.

This means that, where more than 5 persons are living together, other than as a family, the premises would not fall within the definition of a 'dwellinghouse' for planning purposes. It is reasonable to use this same threshold as the point at which a material change in the use of premises has occurred, and an application for change of use to form an HMO would be necessary.

Where flats are concerned, planning legislation does not specify any number of residents above which premises will no longer be considered a 'flat' for planning purposes. Given the potential for increased pressure on amenity, particularly in shared/mutual areas and car parking, it is necessary for this guidance to set a threshold above which use will no longer be considered as a 'flat'. It is considered that 4 or more unrelated people living together in a flat would be materially different from family use, and so this will be the threshold used for the purposes of this guidance.

Planning permission will be required for change of use to a House in Multiple Occupation in the following instances;

- 1. The occupation of a house by 6 or more unrelated persons**
- 2. The occupation of a flat by 4 or more unrelated persons**

It is important to note that separate licensing requirements exist for the establishment of an HMO, irrespective of the planning-specific guidance set out in this document. The granting of planning permission does not remove any requirement to obtain the appropriate licence and vice versa. Furthermore, success in obtaining planning permission for use of premises as an HMO does not guarantee a successful license application. It should be noted that, while the term 'HMO' is common to both systems, it has a different meaning depending on the context in which it is used. For licensing purposes, an HMO is defined as any house or flat which is the principal residence of three or more people who are members of three or more families.

This guidance is intended to set the thresholds at which a house or flat will no longer be considered to be in domestic use and will be treated as a House in Multiple Occupation for planning purposes. Having identified where such changes of use take place, it is then necessary to set out the criteria by which such proposals will be assessed. These criteria are shown below.

Proposals involving formation of an HMO as defined in this guidance will not be supported unless;

1. It would not involve the change of use of a tenement flat or other form of flat with a common stair or a shared entrance, unless within the city centre*;
2. There would be no significantly adverse impact upon pedestrian or road traffic safety as a result of increased pressure on car parking;
3. There would be no significantly adverse impact upon residential amenity for any reason. This may include, but not be limited to, adequate provision of refuse storage space, appropriate provision of garden ground/amenity space, and an appropriate level of car parking.

Where it is not practicable for dedicated car parking to be provided alongside the development, a proposal must not exacerbate existing parking problems in the local area.

*Within the defined City Centre boundary as shown on the Aberdeen Local Development Plan City Wide Proposals Map

DRAFT

APPENDIX A: GLOSSARY OF TERMS

Amenity - The attributes which create and influence the quality of life of individuals or communities.

Amenity space - Areas of open space such as gardens, balconies and roof terraces.

Article 4 direction – Some types of development do not need planning permission by virtue of permitted development rights. An Article 4 Direction is an order made by Scottish Ministers which suspends (for specified types of development) the general permission granted under the Town and Country (General Permitted Development) (Scotland) Order 1992 (as amended), thereby removing permitted development rights.

Bay window - a window or series of windows forming a bay in a room and projecting outward from the wall externally

Boundary enclosure – Boundary treatment such as a fence, wall, hedge, ditch or other physical feature which demonstrates the edges of a site or otherwise encloses parts of that site

Building line - The line formed by the frontages of buildings along a street. For the purposes of this guidance, this shall not generally include elements such as the front of any porches, canopies, garages or bay windows.

Common boundary – A boundary which is shared by residential properties on either side

Conditions – Planning conditions are applied to the grant of planning permission and limit and control the way in which a planning consent may be implemented. Such conditions can require works to be carried out in a certain way (e.g. restriction on opening hours or adherence to an approved tree management plan) or can require submission of further information in order to demonstrate the suitability of technical details (e.g. drainage or landscaping schemes for a new development)

Conservation Area – Conservation Areas are areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance. Such areas are designated by the local planning authority. Details of the Conservation Areas in Aberdeen can be found on the Council's website, www.aberdeencity.gov.uk.

Conservation Area Consent – Conservation Area Consent is required for proposals which involve the whole or substantial demolition of any unlisted building or structure in a Conservation Area. Conservation Area Consent is not required for the demolition of a building which has a volume of less than 115 cubic metres, or for the partial demolition of a building, or for minor alterations to gates, walls and fences within a Conservation Area. Demolition

works may, however, require planning permission, and so confirmation should be sought from the planning authority.

Curtilage - The land around, and belonging to, a house.

Daylight – Diffuse level of background light, distinct from direct sunlight

Development Plan – The “Development Plan” is a term used to incorporate both the current Local Plan/Local Development Plan and the current Structure Plan/Strategic Development Plan.

Dormer Window – Dormer windows are a means of creating useable space in the roof of a building by providing additional headroom.

Dwellinghouse – For the purposes of this guidance, the term “dwellinghouse” does not include a building containing one or more flats, or a flat contained within such a building

Fenestration - The arrangement of the windows in a building.

Gable - The part of a wall that encloses the end of a pitched roof.

Habitable rooms - Includes bedrooms and living rooms, but does not include bathrooms, utility rooms, WCs or kitchens when not accompanied by dining facilities.

Haffit – The sides or ‘cheeks’ of a dormer window.

Hipped Roof – A four-sided roof having sloping ends as well as sloping sides

Listed Building – Working on behalf of Scottish Ministers, Historic Scotland inspectors identify buildings which are worthy of statutory protection. These are ‘Listed Buildings’. The criteria by which the Scottish Ministers define the necessary quality and character under the relevant legislation are broadly; Age and Rarity; Architectural Interest; and Close Historical Association

Listed building Consent – Listed Building Consent is obtained through an application process which is separate from, but runs parallel to, that by which planning permission is obtained. This separate regulatory mechanism allows planning authorities to ensure that changes to listed buildings are appropriate and sympathetic to the character of the building. Listed Building Consent must be obtained from the planning authority if you wish to demolish, alter or extend, either internally or externally, a listed building.

Mansard Roof – A four-sided roof having a double slope on all sides, with the lower slope much steeper than the upper.

Material Consideration - Any issue which relates to the use and development of land and is relevant to the planning process.

Permitted Development - an aspect of the planning system which allows people to undertake specified forms of minor development under a deemed grant of planning permission, therefore removing the need to submit a planning application.

Piended – scots term for hipped (pronounced peended)

Planning Authority – This is the term given to the Council in its role exercising statutory functions under Planning legislation. Authorities have three main planning duties: Development Management (assessing and determining planning applications); Development Planning (preparing, updating and monitoring the authority's Local Plan/Local Development Plan); and Enforcement (seeking to investigate and resolve breaches of planning control)

Porch - A covered shelter projecting in front of the entrance of a building.

Roads Authority - This is the term given to the Council in its role exercising statutory functions under Roads legislation.

Sunlight – The sun's direct rays, as opposed to the background level of daylight

Supplementary Guidance – Supplementary Guidance is prepared by the planning authority in support of its Local Plan/Local Development Plan. These documents are generally intended to provide greater detail or more specific and focused guidance than might be practicable within the Plan itself.

Tabling – A raised horizontal surface or continuous band on an exterior wall; a stringcourse

Tree Preservation Order – The planning authority has the powers to make Tree Preservation Orders if it appears to them to be a) expedient in the interest of amenity and/or b) that the trees, groups of trees or woodlands are of a cultural or historical significance. The authority has duties to a) make such TPOs as appear to the authority to be necessary with any grant of planning permission; and b) from time to time to review any TPO and consider whether it is requisite to vary or revoke the TPO.

Wallhead – The uppermost section of an external wall.

APPENDIX B: APPLICATION CHECKLIST GUIDE

Have you discussed the proposed works with your neighbours?	
Is planning permission required? Remember, some works can be carried out as 'Permitted Development'	
Is any other form of consent required for the works?	
Have you considered the appointment of an architect, planning consultant or other agent to act on your behalf? Though not mandatory, this can be worthwhile as agents will be familiar with the planning system and should be able to provide the drawings and supporting information to the necessary standards.	
Will any supporting information be necessary to enable the planning authority to make a full assessment of issues relevant to the proposal? For example, are there trees or protected species within the site?	
Is the building a Listed Building or within a Conservation Area? If so, it is recommended that advice is sought from the planning authority prior to submission in order to gauge the potential impact on these designations.	
Have you considered your proposal in relation to the guidance contained within the Householder Development Guide? Any proposal for householder development will be assessed against this Supplementary Guidance	
Is the proposed design consistent with the character of the property and the surrounding area?	
Would the development proposed result in any significant adverse impact on your neighbours in terms of loss of light, overshadowing and/or privacy?	
Would the proposed development result in an insufficient provision of amenity space/private garden?	
Have any changes to access and/or parking requirements been discussed with the Council in its role as Roads Authority?	

APPENDIX C: DAYLIGHT AND SUNLIGHT

Daylight

It is appropriate to expect that new development will not adversely affect the daylighting of existing development. Residents should reasonably be able to expect good levels of daylighting within existing and proposed residential property.

A useful tool in assessing the potential impact of proposed development upon existing dwellings is the BRE Information Paper on 'Site Layout Planning for Daylight'. This document sets out techniques which can be applied as a means of assessing the impact of new development upon daylighting. These techniques should only be applied to "habitable rooms", which for the purposes of this guidance shall mean all rooms designed for living, eating or sleeping eg. lounges, bedrooms and dining rooms/areas. Kitchens without dining areas are not considered as habitable rooms.

For domestic extensions which adjoin the front or rear of a house, the 45° method will be applied in situations where the nearest side of the extension is perpendicular (at right-angles to) the window to be assessed. The 45° method is not valid for windows which directly face the proposed extension, or for buildings or extensions proposed opposite the window to be assessed. In such instances, the 25° method, also detailed below, may be appropriate.

It should be noted that these guidelines can only reasonably be applied to those buildings which themselves are good neighbours, standing a reasonable distance from the boundary and taking only their fair share of light. Existing windows which do not meet these criteria cannot normally expect the full level of protection. It is important to note that these tools will be used as and when the planning authority deems it appropriate due to a potential impact on daylight to an existing dwelling. The results of the relevant daylighting assessment will be a material consideration in the determination of an application, and should not be viewed in isolation as the sole determining factor.

The 45° Method for daylight

This method involves drawing 45° lines from the corner of a proposed building or extension in both plan and section views. If the shape formed by **both** of these lines would enclose the centre point of a window on an adjacent property, the daylighting to that window will be adversely affected.

DIAGRAM 1: 45° METHOD

The line drawn at 45° would pass through the mid-point of the window on elevation drawing, but not on the plan. This extension would therefore satisfy the 45° method for daylighting assessment. Were the proposal to fail on both diagrams, it is likely there would be an adverse affect on daylight to the adjacent window of the neighbouring property.

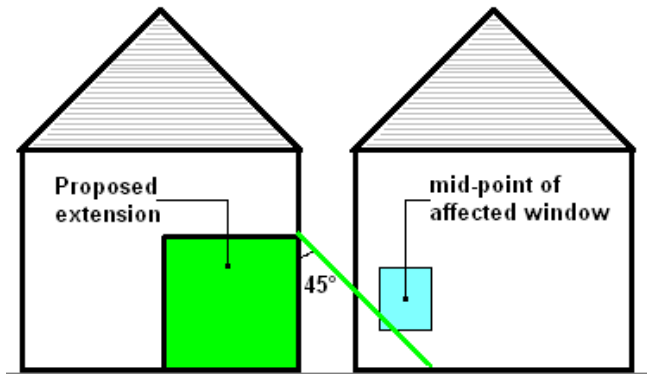


Fig A: Elevation view

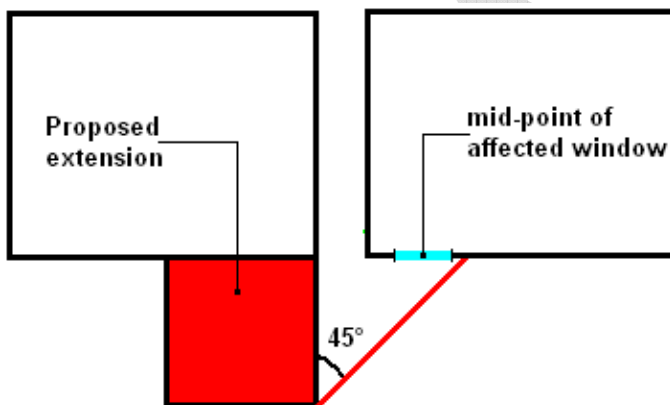


Fig B: Plan view

The 25° Method

The 25° method should be applied in situations where existing windows would directly face the proposed building or extension. Firstly, a section should be drawn, taken from a view at right angles to the direction faced by the windows in question. On this section, a line should be drawn from the mid-point of the lowest window, 25° to the horizontal, towards the obstructing building or extension. If the proposed building or extension is entirely below this line, it is unlikely to have a substantial effect on the diffuse daylighting of the existing building. Where the 25 degree approach is not satisfied, it will be for the planning authority to make a judgement on the degree of impact upon an adjacent dwelling.

DIAGRAM 2: 25° METHOD

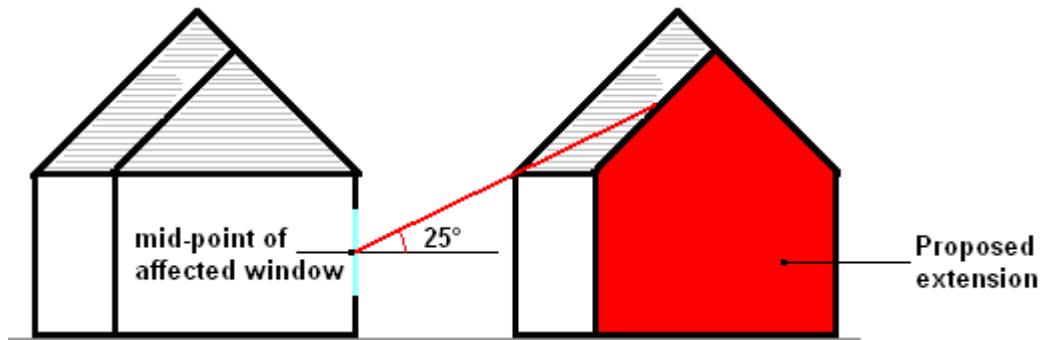


Fig A: Proposed extension may result in loss of daylight to adjacent window of a habitable room

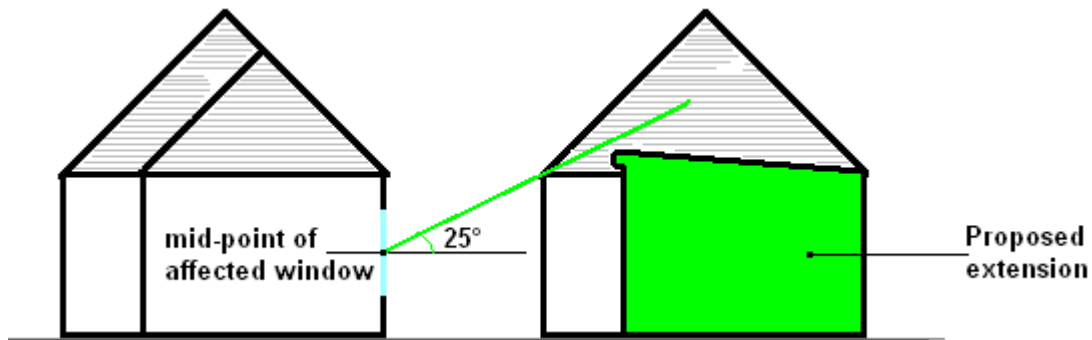


Fig B: Proposed extension would not result in loss of daylight to adjacent window of a habitable room

Both diagrams show line drawn from mid-point of affected window, at 25° to the horizontal.

Sunlight

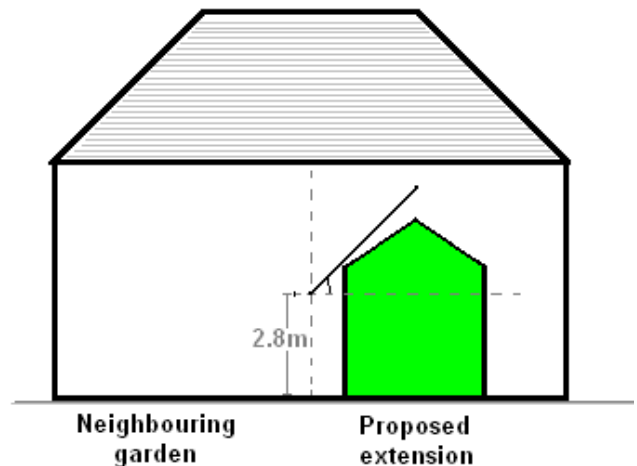
In many instances, extensions to residential property will have at least some effect on the level of direct sunlight which falls on adjacent land or buildings. Where such overshadowing is excessive, substantial areas of land or buildings may be in shade for large parts of the day, resulting in a significant impact on the level of amenity enjoyed by residents. It is therefore helpful to have some means by which an assessment of any potential overshadowing can be made.

The method used involves drawing a line at 45 degrees to the horizontal. This line will begin at a point above ground level on the relevant boundary. The height above ground level will be determined by the orientation of the proposed building or structure relative to the affected space, as shown in the table opposite;

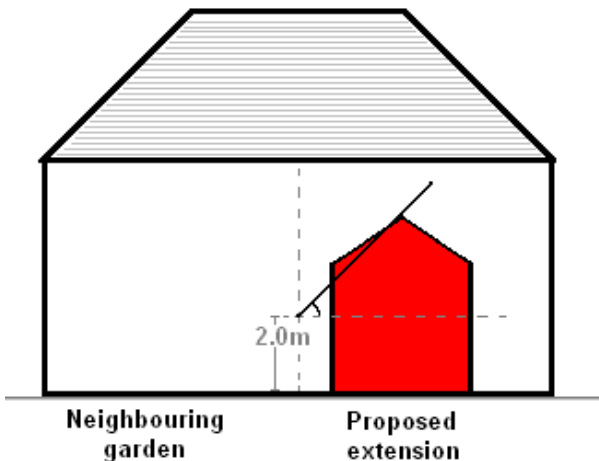
Orientation of extension relative to affected space	Height from which 45 degree line should be taken
N	4m
NE	3.5m
E	2.8m
SE	2.3m
S	2m
SW	2m
W	2.4m
NW	3.3m

This method is intended as a tool to assist case officers in their assessment of potential overshadowing, and it is important that this be applied sensibly and with due regard for the context of a particular site. Where a proposal is not able to satisfy the requirements of the relevant test, it will then be appropriate for officers to consider other factors relevant to the likely impact on amenity. These will include, but will not be limited to: the proportion of amenity space/garden affected; the position of the overshadowed area relative to windows (of habitable rooms) of an adjacent property; and the nature of the space affected (e.g. overshadowed driveway).

Example 1: In this example (right), the proposed extension would be located to the East of the neighbouring garden ground. A point 2.8m above ground level, on the site boundary, is found. From this point, a line is drawn at 45 degrees to the horizontal.

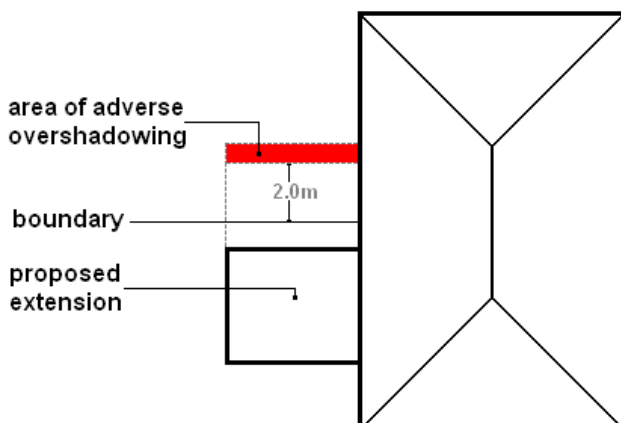


The diagram in Example 1 shows that the line drawn would not strike any part of the proposed extension, and therefore for the purposes of this test there would be no adverse affect on sunlight to the neighbouring garden.



Example 2: In this second example (left), the proposed extension would be constructed to the south of the adjacent garden ground. The same process is followed, but in this instance the line is drawn from a point 2m above ground level.

As the first diagram shows, the proposed extension would intersect the 45 degree line drawn. This suggests that there would be an area of adverse overshadowing in the neighbouring garden as a result of this proposal.



The second diagram demonstrates the area of adjacent garden ground which would be affected in plan view. This allows the case officer to make an assessment of the proportion of garden affected relative to the total useable garden area. As mentioned previously, the nature of the affected area will also be of relevance in

determining whether there is justification in allowing a proposal which does not satisfy the 45 degree test for sunlight. There will be instances where proposals will be approved on this basis.

Appendix D: Privacy

New development should not result in significant adverse impact upon the privacy afforded to neighbouring residents, both within dwellings and in any private garden ground/amenity space. What constitutes an acceptable level of privacy will depend on a number of factors. The purpose of this guide is not to create a rigid standard which must be applied in all instances, but rather to set out the criteria which will be taken into account in determining the impact of a particular development.

It is common practice for new-build residential development to ensure a separation distance of 18m between windows where dwellings would be directly opposite one another. Given the application of this distance in designing the layout of new residential development, it would appear unreasonable to then apply this to residential extensions to those same properties.

Assessment of privacy within adjacent dwellings will therefore focus upon the context of a particular development site, taking into account the following factors:

- existing window-to-window distances and those characteristic of the surrounding area;
- any existing screening between the respective windows;
- appropriate additional screening proposed
- respective site levels
- the nature of the respective rooms (i.e. are windows to habitable rooms); and
- orientation of the respective buildings and windows.

Any windows at a distance of 18m or more will not be considered to be adversely affected through loss of privacy. At lesser distances, the factors stated above will be considered in order to determine the likely degree of impact on privacy. For the purposes of this guidance, habitable rooms constitute all rooms designed for living, eating or sleeping eg. lounges, bedrooms and dining rooms/areas.

Any windows to habitable rooms should not look out directly over, or down into, areas used as private amenity space by residents of adjoining dwellings. In these circumstances the windows of non-habitable rooms should be fitted with obscure glass.

The addition of balconies to existing residential dwellings will require careful consideration of their potential impact upon privacy. Such additions, if poorly considered, can result in significant overlooking into adjacent gardens. Any

proposed balcony which would result in direct overlooking of the private garden/amenity space of a neighbouring dwelling, to the detriment of neighbours' privacy, will not be supported by the planning authority.

DRAFT



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.

2. Name of proposal.

3. Officers completing this form.

Name	Designation	Service	Directorate
Gavin Evans	Planner	Planning & Sustainable Development	Enterprise, Planning & Infrastructure

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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)

The intended proposal document is to be used primarily by officers within the Council's Planning & Sustainable Development Service as an important tool in the assessment and determination of planning applications. The guidance contained within the document may also be of use to other Council services when considering improvements/alterations to Council-owned residential property.

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.**

Assessment of the proposed new Supplementary Guidance has indicated that there would be no adverse negative impacts on any specific equality target groups or related equality strands. The guidance will be applied consistently to all service users, regardless of matters of race, sexuality, gender, age, etc. It is therefore not necessary to take any action to reduce, justify or remove such adverse impacts.

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 purpose of this Supplementary Guidance document is to provide further information and detail in respect of policies set out in the Local Development Plan, in accordance with the Scottish Government's intention that the Local Development Plan itself focuses on vision, the spatial strategy, overarching and other key policies, and proposals.

At present, the Council has a variety of smaller supplementary guidance documents, relating to various types of domestic/householder development, such as window replacement, house extensions etc. Many of these have not been reviewed in a number of years, and it is considered that the production of a single, up-to-date guide to the most common forms of householder development would present an opportunity to update relevant guidance, incorporate additions or updates to that guidance where appropriate, and create a more user-friendly document for applicants, agents and officers. Subject to any representations received and amendments made as a result of the consultation process, it is intended that this documents be subsequently adopted as interim Supplementary Guidance. On successful adoption of the Local Development Plan, the documents would gain the status of policy alongside the Plan.

The progression of these Supplementary Guidance documents will provide a clear framework for decision making, allowing comprehensive guidance for applicants and thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development.

12. Who will benefit most from the proposal?

Residents and businesses in Aberdeen, including stakeholders who have been involved in the preparation of the Aberdeen Local Development Plan – the development industry, key agencies, citizens, Council planning officers and other Council services.

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

The document provides all citizens with the opportunity to contribute to the preparation of Supplementary Guidance regarding 'householder' development. As part of the modernisation of the planning system in Scotland, public consultation plays a vital role in the preparation of development plans, meaning that people's involvement can make a real difference to the content of the plan. There is no known disadvantage to any equality target groups or related equality strands, though the consultation process allows all parts of society equal opportunity to engage with the preparation of this guidance and to make representations accordingly.

The proposed Supplementary Guidance will help to improve the quality of life of all citizens in Aberdeen by improving the design quality of domestic development. The consultation process will enable local communities, groups and individuals influence the content of the document and have their say in the design of our built environment. No positive action is therefore required to redress disadvantage.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

The proposed supplementary guidance is intended to form a part of the Proposed Aberdeen Local Development Plan on its eventual adoption. The Proposed Plan and its accompanying supplementary guidance set out Aberdeen City Council's vision for the growth and development of the city. The opportunity to make representations on that vision through the Proposed Plan consultation process allows citizens to influence the way in which their city will grow over time. It is hoped that this will foster a sense of belonging and involvement in those who have engaged with the process, and encourage a sense of community.

The consultation undertaken thus far and the consultation proposed for this document do not exclude or disadvantage any particular group or part of society. Documents are made available through a range of media sources, and representations can be accepted in a number of ways.

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?

The evidence base for this study relies mainly on the fundamental workings of the planning system, where all application proposals are assessed against policy and the personal circumstances of the applicant are of no relevance. Furthermore, the proposed Supplementary Guidance itself makes no reference to any particular equality groups, and will be applied equally to all development proposals, unless material planning considerations suggest otherwise.

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	0	Gender**	0
LGB***	0	Belief	0	Younger	0
Older	0	Others e.g. poverty	0		

* 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 (describe groups affected)	Negative Impacts (describe groups affected)
The publication of Technical Advice is an invitation for all groups to engage with planning issues within Aberdeen. Once we publish the Supplementary Guidance there will be a chance for everyone to make comments on the documents.	

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

How?

Legality

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

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?

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?

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

Should members agree, the Supplementary Guidance shall be issued for 8 weeks consultation, at which time all citizens will have equal opportunity to make representations on the proposed guidance.

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

The results of consultation will be considered by officers, and any appropriate or otherwise necessary changes to the guidance will be made. Following this, the guidance will be reported back to a future meeting of the Enterprise, Planning & Infrastructure Committee, along with a summary of the consultation responses received and the Council's response. Members will be asked to note those responses and any changes made to the guidance before approval.

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
Gavin Evans	4 October 2011	Gavin Evans

Quality check: document has been checked by

Name	Date	Signature
Gale Beattie	4 October 2011	Gale Beattie

Head of Service (Sign-off)

Name	Date	Signature
Maggie Bochel	4 October 2011	Maggie 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

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Technical Advice Note: The Repair and Replacement of Windows and Doors
REPORT NUMBER:	EPI/11/295

1. PURPOSE OF REPORT

- 1.1 The Planning etc. (Scotland) Act 2006 paragraph 22 (1) states that a planning authority may adopt and issue guidance in connection with a local development plan. Aberdeen City Council has already prepared a number of draft Supplementary Guidance documents and has consulted on 49 of these alongside the Proposed Aberdeen Local Development Plan for a period of 16 weeks (between 24 September 2010 and 17 January 2011). These Supplementary Guidance documents were approved or reissued for further consultation, and a further two draft Supplementary Guidance documents were published for consultation following the Enterprise, Planning and Infrastructure Committee of 13 September 2011.
- 1.2 The purpose of this report is to obtain Committee approval for a new item of draft Technical Advice, on the Repair and Replacement of Window and Door, to be issued for public consultation. Please see appendix 1 for a copy of the Technical Advice Note. The document has been prepared in support of the Aberdeen Local Development Plan (LDP). The public consultation to be undertaken would last 8 weeks, exceeding the statutory minimum of 6 weeks to take account of holidays during the festive period. It is proposed that the consultation period will run from Friday 25 November 2011 until Friday 20 January 2012. The document provides the means of assessing development proposals affecting the repair and replacement of windows and doors within Aberdeen. Technical Advice Notes do not carry the same weight as Supplementary Guidance when adopted as part of the Local Development Plan.
- 1.3 The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 will come into force early 2012 and amends the permitted development rights of house and flat owners with regard to modification and additions to their properties. As such the existing 'Replacement Windows and Doors' and 'The Repair and

Replacement of Timber Sash and Case Windows' requires to be updated.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

- (a) Approve the Repair and Replacement of Windows and Doors Technical Advice Note document for an eight week public consultation.
- (b) Agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft Advice be presented to a future meeting of the Committee.

3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications arising from this report, other than costs incurred through consultation and publicity related to the proposed guidance. Any such expenses incurred can be met through existing budgets. The implication for the priority based budgeting is positive. Detailed topic-based advice has value in reducing officer time spent on pre-application discussions, and will therefore prove fruitful in reducing cost. This relates to PBB option EPI PSD02 - Rationalise planning application management.

4. OTHER IMPLICATIONS

4.1 There are no known legal or equipment implications arising from this report.

4.2 As a major landowner in the city, proposals for the development of land and assets owned by Aberdeen City Council will be subject to assessment in line with the principles and standards set out in the Guidance, where applicable.

4.3 The progression of the Advice document will provide a clear framework for decision making, allowing comprehensive guidance for both applicants and officers, thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development.

4.4 The proposed Technical Advice Note on the Repair and Replacement of Windows and Doors provides clear information regarding when repair of windows and door is expected and where replacement is required the styles and finishes that are expected.

4.5 The draft Advice will be incorporated when finalising the Strategic Environmental Assessment (SEA) environmental report at the end of the Local Development Plan process.

5. BACKGROUND/MAIN ISSUES

5.1 The Council agreed the content of the Proposed Plan on 18 August 2010. The Proposed Plan was a critical stage in the plan preparation process and was the result of a significant amount of assessment and public consultation.

5.2 The extant Aberdeen Local Plan 2008 lists the extant Supplementary Planning Guidance, which includes the Supplementary Planning Guidance, 'Replacement Windows and Doors' and 'The Repair and Replacement of Timber Sash and Case Windows'. Within the Aberdeen Local Development Plan – Proposed Plan, these two documents are classed as Technical Advice Notes. These have been merged to form the Technical Advice Note on 'The Repair and Replacement of Windows and Doors'. This has also been updated to take into account the Scottish Government's intended changes to domestic Permitted Development rights, which are intended to come into effect in early 2012 when the relevant amendment order is due to come into effect. Following the legislation laid under Section 22 of The Planning etc. (Scotland) Act 2006 Act and regulation 27 the 'The Repair and Replacement of Windows and Doors' guidance cannot be termed supplementary guidance.

5.3 The document is a Technical Advice Note, therefore the information provided within it is not deemed to have the same weight as Supplementary Guidance or the Aberdeen Local Development Plan when adopted. The document however does provide information and guidance which is considered a material consideration when analyzing a planning application.

5.4 The purpose of the Advice document is to provide information on when planning permission is required with respect to the repair and replacement of windows and doors. The document also provides further guidance in respect to the detail required and appropriate finishes regarding windows and doors. The document covers a range of buildings including houses, flats and non-residential accommodation. This will ensure that, where planning permission is required for works relating to windows and doors, members of the public and agents are given strong advice on what is deemed to be acceptable. This will ensure that there is a consistent approach relating to windows and doors within those areas where planning permission is required.

6. IMPACT

6.1 The Local Development Plan continues to 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. The development and refinement of fit for purpose guidance to assist the Aberdeen Local Development Plan is paramount to supporting this vision and achieving the goals that Aberdeen aspires to.

- 6.2 The vision for Aberdeen is to be a city which is vibrant, dynamic and forward looking – an even better place to live and work, where people can expect high-quality services that meet their needs. This means making a visible difference to the quality of the city’s urban and natural environment by promoting high quality development and providing an effective infrastructure to make us a world class strategic location.
- 6.3 To do this we must think strategically, facilitate development, engage positively with communities and the business sector and be open and transparent in our decision making. We also have a key role in delivering the vision for the City and Shire as expressed through regional plans and strategies. Planning and Sustainable Development is tasked with seeing that Aberdeen stays at the forefront of planning for the future.
- 6.4 The guidance represented in this report relates to the following Single Outcome Agreement objectives: 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 protect it and enhance it for future generations; 13- We take pride in a strong, fair and inclusive national identity; and 15- Our public services are high quality, continually improving, efficient and responsive to local people’s needs.
- 6.5 The guidance represented in this report meets the vision of the Community Plan in promoting a strong image of the City and a sense of civic pride.
- 6.6 The guidance represented in this report supports the Council’s 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment,
- 6.7 An equalities and human rights impact assessment (EHRIA) has been carried out in relation to the proposed Technical Advice Note, with the results included as Appendix 2 to this report.

7. BACKGROUND PAPERS

- Aberdeen Local Development Plan – Proposed Plan

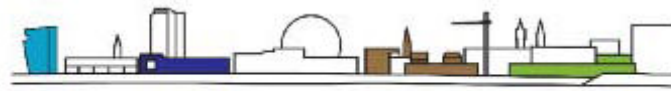
http://www.aberdeencity.gov.uk/Planning/ldp/pla_aldp_document_map.asp

- Appendix 1 – Technical Advice Note: The Repair and Replacement of Windows and Doors
- Appendix 2 – Equalities and human rights impact assessment

8. REPORT AUTHOR DETAILS

Donna Laing
Planning Trainee
DLaing@aberdeencity.gov.uk
01224 523512

This page is intentionally left blank



aberdeen local development plan

Technical Advice Note: The Repair and Replacement of Windows and Doors

Reference Number: DRAFT

DRAFT

Draft November 2011

Introduction

Windows and doors are important features of a building that contribute greatly to the character of the building and of the street in which the building stands. They are also elements of the building that are increasingly subject to alteration or replacement.

Unless care is taken over such alteration or replacement the appearance of the building can be seriously affected and the character of whole streets will be gradually eroded. In many instances the replacement of windows and doors is strictly controlled by planning legislation. Failure to obtain the appropriate consents could result in enforcement action being taken to have unauthorised windows or doors replaced, which may entail considerable costs for the building owner.

Listed Buildings

The replacement of windows and doors in listed buildings by new windows or doors requires listed building consent. Consent to replace original windows and doors will only be given when it can be demonstrated that they are beyond repair. If, in addition, the listed building is situated in a conservation area or is a flatted property within the curtilage of a listed building, planning permission will also be required. In most cases consent to replace a window or door, with anything other than a faithful copy of the original, is unlikely to be granted.

Conservation Areas

The replacement of windows or doors in buildings in conservation areas, by windows or doors which are not identical to the originals, requires planning permission. This applies to the front, side or rear of the property. Most buildings in conservation areas have sash and case windows and at the front of the property the only alternative to a sash and case window which is likely to be permitted is a sash and case 'lookalike' (this type of window is described elsewhere in this leaflet). In normal circumstances a different type of window may be permitted at the rear of the property provided it is not readily visible from a road or other public space.

Non-Residential Properties

For all non-residential properties, planning permission is required for the replacement of windows or doors by new windows or doors which differ in appearance from the existing arrangement.

Flats

Flats situated in conservation areas or within the curtilage of a listed building require planning permission for replacement windows and doors. For flatted properties out with these areas planning permission is only required if the dimensions of an existing window or door opening are to be altered

Accommodation out with the Categories Above

Houses and flats which are out with conservation areas or areas of special control do not require planning permission for replacement windows or doors. Planning permission is however always required for adding a new bay window in front of the building line of any property. For flatted properties planning permission is required if the dimensions of an existing window or door opening would be altered.

Other Areas of Special Control

Within the settlements of Burnbanks and Kingswells which are subject to Article 4 Directions, planning permission is required for the replacement of windows or doors which differ in appearance from the existing arrangement.

Sash and Case Windows

Sash and case windows are still retained in the vast majority of listed buildings and buildings in conservation areas. Many modern replacements, even those supposedly intended to reproduce the appearance of sash and case windows, can look clumsy and fussy. Where there is no alternative to replacement, new sash and case windows should be identical in appearance and material to the originals with particular attention paid to the profiles of sash frames and astragals. Faults commonly found on new windows can be avoided if, in their construction, the windows take account of the guidance given in the illustrations below

Repair of Sash and Case Windows

Defective sash and case windows should be repaired where possible, and their complete replacement should only be contemplated where they have clearly deteriorated beyond practical repair. In many case windows are replaced where only a minor amount of timber is rotten or where paint is peeling or cracking, this could easily be resolved with minor repair.

Quite frequently basically sound windows are discarded and new windows installed merely to allow the fitting of 'double glazing', when minor repairs, and the fitting of proprietary draught stripping systems can greatly improve the air tightness and sound proofing qualities of original windows, along with increase the ease of operation of the windows and the elimination of rattles. The repair and upgrading of original windows is to be encouraged and is therefore eligible for a grant.

Replacement of Sash and Case Windows

An original sash and case window should be replaced only where it has clearly deteriorated beyond repair, and only in such circumstances might a grant be offered towards the cost of its replacement. A grant may also be offered where it is proposed that an inappropriate modern window is to be replaced and a sash and case window reinstated. In either case, the replacement window should match the original in all respects, with particular attention being giving to the following:

Section Dimensions

The sizes of timber sections in the new window should closely match those of the original. This is particularly relevant to astragals and to the bottom rail of the

lower sash. The bottom rail should be at least 75mm deep and 25mm deeper than the meeting rails, on elevation. No more than 20-25mm of the sash box should be visible in the window opening, the remainder being concealed behind the masonry window check. Generally, when the window is fully closed, the visible part of the sash stiles, top rail and meeting rails should be of a similar width/ depth (See figure 1).

Sash Operation

Sashes will slide vertically to open and may be operated by sash weights or spiral spring balances. Additionally it will be acceptable for the lower sash to be fitted with 'simplex' hinges or similar, to allow the sash to open inwards for ease of cleaning, providing both sashes retain their vertical sliding operation. The relative proportions of the upper and lower sashes of the new windows must be the same as in the original windows.

Glazing Retention

Glazing should preferably be retained in position with putty but where double glazing units are to be fitted it may be that glazing beads will be required. In these circumstances the glazing beads should be wedge shaped to match a putty fillet. Such a bead would taper from 10mm at the glass to less than 2mm at the outside. The edge of the bead should be flush with, or kept slightly back from the face of the sash. It must never project out from the face of the sash, or an unwelcome shadow line will be created around each pane of glass.

Astragals

Where astragals are required, they must be kept slender to match the thickness of the original astragals, particularly in multiple pane sashes. Typically these astragals may only be 17-19mm wide and it may not be possible to accommodate double glazing in these circumstances (See figure 2). In listed buildings, where the interior of the building can often be as important as the exterior, the internal profile of the astragals must not be crudely over-simplified, but should reproduce traditional moulding appropriate to the period and detail of the building. In certain circumstances, only a faithful reproduction of the original moulded profile can be accepted. Astragals must carry through the sash to completely separate each pane of glass. Dummy astragals stuck to the glass or hinged astragal 'cassettes' are not acceptable.

Sashes with 'horns'

It has become common practice for some manufacturers to extend the side stiles of upper sashes of their sash windows to form "horns" by the way of extra embellishment. Original Georgian and early Victorian windows never have horns, and neither should the windows which replace them. Horns do however appear on some later Victorian and Edwardian sashes. Their use should be contemplated only where there is clear evidence that they existed on the original windows and the design of the horns should match the original.

Construction Materials

Sash and case windows will normally be formed in red pine for painting. It is strongly recommended that the timber be double vacuum pressure impregnated with a suitable preservative, as this can greatly enhance the life of the window for a relatively small increase in cost. As this may not be included as standard by all

window manufacturers, property owners should seek confirmation from their contractor that their windows have been so treated. A brush or spray applied preservative is not nearly as effective as one which is vacuum pressure impregnated. Windows may also be formed in hardwood but in the interests of sustainability property owners may wish to check that the timber has come from an appropriately managed plantation and not a tropical rainforest. Window will, in most circumstances, be required to have a white finish.

External Finishes

As white is the colour of most existing sash and case windows in conservation areas in Aberdeen, this is the colour which new sash and case windows are generally required to be, and other colours will be agreed to, only in exceptional circumstances. It is recommended that new windows be finished externally in white microporous paint applied in accordance with the manufacturers instructions, or white opaque stain, both of which allow the wood to breathe, rather than a polyurethane based gloss or varnish, which may retain moisture entering or already present in the wood, causing eventual failure of the paint finish and accelerated decay in the wood.

Sash and Case 'Lookalike' Windows

These are generally permitted in conservation areas and in flats, but are not acceptable in any listed building whatever its category of listing. Grant assistance is not available for the installation of "lookalike" windows. Lookalike windows will normally be formed in timber and will have upper and lower sashes of the same size as those in the window they are to replace. It is of vital importance that the upper sash is stepped out in front of the lower sash in profile, with the meeting rails fully overlapping, such that the window when closed, is virtually indistinguishable from a true sash and case window.

The sashes however, may have a simple casement or fully reversible method of operation. Any astragals on the original window must be replicated in the new window. (See figure 3 below). Sash frame sections should also be of a similar size as the originals and upper sashes will in general not have horns. Windows consisting of a single casement with a middle transom, all on the one plane, are not acceptable as 'lookalikes'. White upvc vertical sliding windows may be acceptable as 'lookalike' replacements for windows which have no astragals, provided they fully replicate the significant features of timber sash and case windows. Such features would include:

- a) no more than 25mm of the outer window frame should be visible at the top and sides, once the window has been fitted into the masonry opening.
- b) the meeting rails must fully overlap.
- c) the bottom rail of the lower sash must be at least 75mm high.
- d) the glass must be recessed from the front face of the sash by at least 10mm.

Replacement of Doors

Traditional entrance doors are usually of solid timber framed construction with inset panelling retained by mouldings. Original external doors should be replaced only when repair is impractical, and only then with a joiner-made exact replica. Doors from 'DIY' chain stores and flush plywood doors with mouldings applied to resemble panelling, are not acceptable substitutes.

Required Drawings

As misunderstandings frequently arise as to what constitutes a "like for like" replacement, drawings will normally be required showing full details of the sash and case windows to be fitted. To avoid unnecessary duplication of effort, contractors who fit sash and case windows on a regular basis are advised to deposit with Planning & Sustainable Development, a set of drawings showing details of their windows, at a scale of 1:1 or 1:2. Such details would include sections through window head, meeting rails, bottom rail and cill, window jambs and astragals (See figure 4 and 5). In addition, an elevation of the window should be provided in every case, showing the position of the meeting rails and the arrangement of any astragals.

Grants

If your property is a listed building or is situated within a conservation area, a grant may be available from the Aberdeen City Heritage Trust, towards the cost of repair or, in exceptional circumstances, reinstatement of sash and case windows. Please contact:

Project Officer Aberdeen City Heritage Trust
PO Box 10450
Aberdeen
AB10 1WS
Telephone: 01224 522755 Fax: 01224 636181
Email: info@aberdeenheritage.org.uk
Web: www.aberdeenheritage.org.uk

In addition, grants are available for a range of repair and restoration work, including window replacement, within the Green Townscape Heritage Initiative. Please contact:

Project Manager The Green Townscape Heritage Initiative
The Green THI
Business Hub 4
Marischal College
Broad Street
Aberdeen
AB10 1AB
Telephone: 01224 523318
Email: Gryoung@aberdeencity.gov.uk
Web: www.aberdeencity.gov.uk/greenthi

Further Information

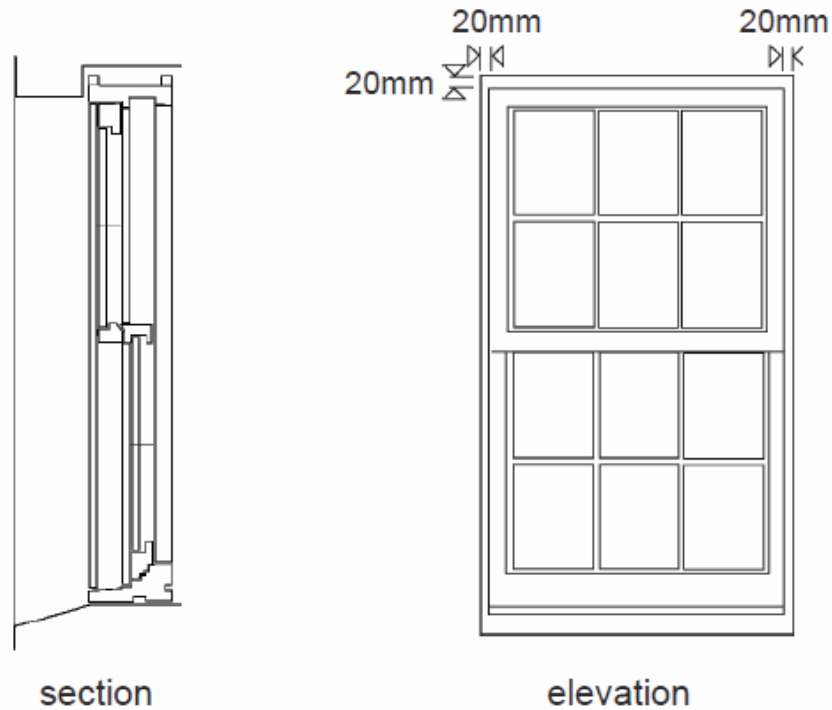
To check if your property is listed or lies within a conservation area and for general conservation advice please contact:

Planning and Sustainable Development
Enterprise, Planning & Infrastructure
Aberdeen City Council
Business Hub 4
Ground Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB
Telephone: 01224 523470
Fax: 01224 636181
Email: pi@aberdeencity.gov.uk

DRAFT

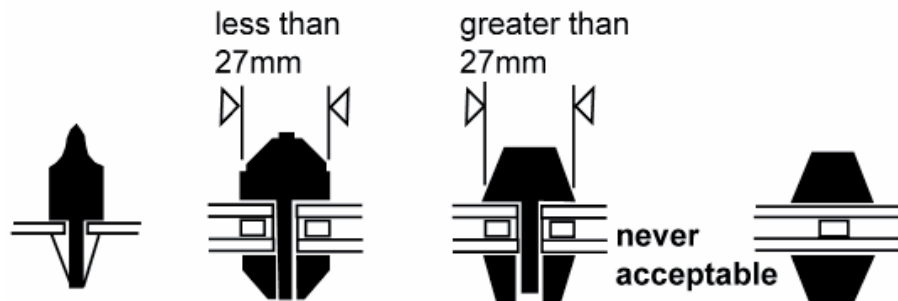
Illustrations

FIGURE 1: WINDOW ILLUSTRATION



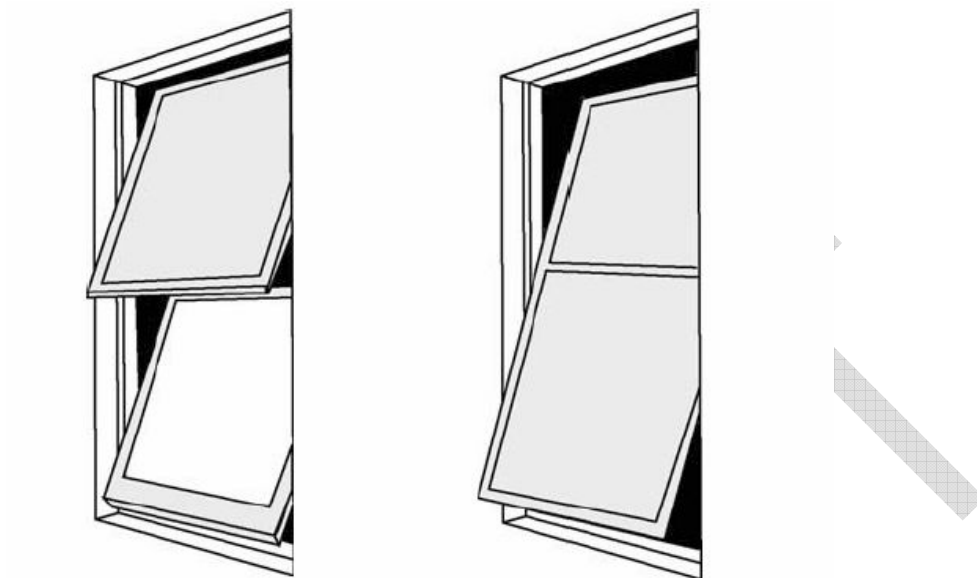
- a) Sashes slide vertically for normal opening with meeting rails fully overlapping. The lower sash may be hinged to open inwards for ease of cleaning.
- b) Visible face of case kept minimal (20mm) on top and sides.
- c) Depth of meeting rail equal to visible depth of stiles and top rail.
- d) Cill bedded directly onto granite (no sub- cill or spacing piece).
- e) Bottom rail of lower sash deeper than others by at least 25mm.
- f) Astragals kept slender..
- g) No 'horns' on upper sashes unless present on original windows.
- h) External finish on windows to be white paint or white opaque stain.

Figure 2: Astragal Illustration



- a) Detail of typical 18th century astragal.
- b) In some circumstances double glazed astragalled windows may be acceptable. Astragals must still be slender and if timber beads are used they must be tapered to resemble a putty fillet. This is not necessarily considered to be a 'like for like' replacement for all astragals in single glazed windows, particularly in listed buildings. Planning & Infrastructure should be consulted on every occasion such an astragal is to be employed to establish whether listed building consent is required.
- c) Detail of crude, over-sized astragal with heavy and sometimes projecting beads.
- d) Detail of astragal applied to surface of glass. Alternatively a spacer bar is sandwiched in the glass to imitate an astragal and is often employed in conjunction with an applied astragal.
- c) and d) are never acceptable.

Figure 3: Lookalike Window Illustration



separate sashes with top sash stepped out in front of lower sash

Acceptable type of 'lookalike'

Drawing of 1 part window, single casement with dummy transom

Not acceptable as a 'lookalike'

Figure 4: Vertical section through a typical Sash and Case Window

Scale 1:2

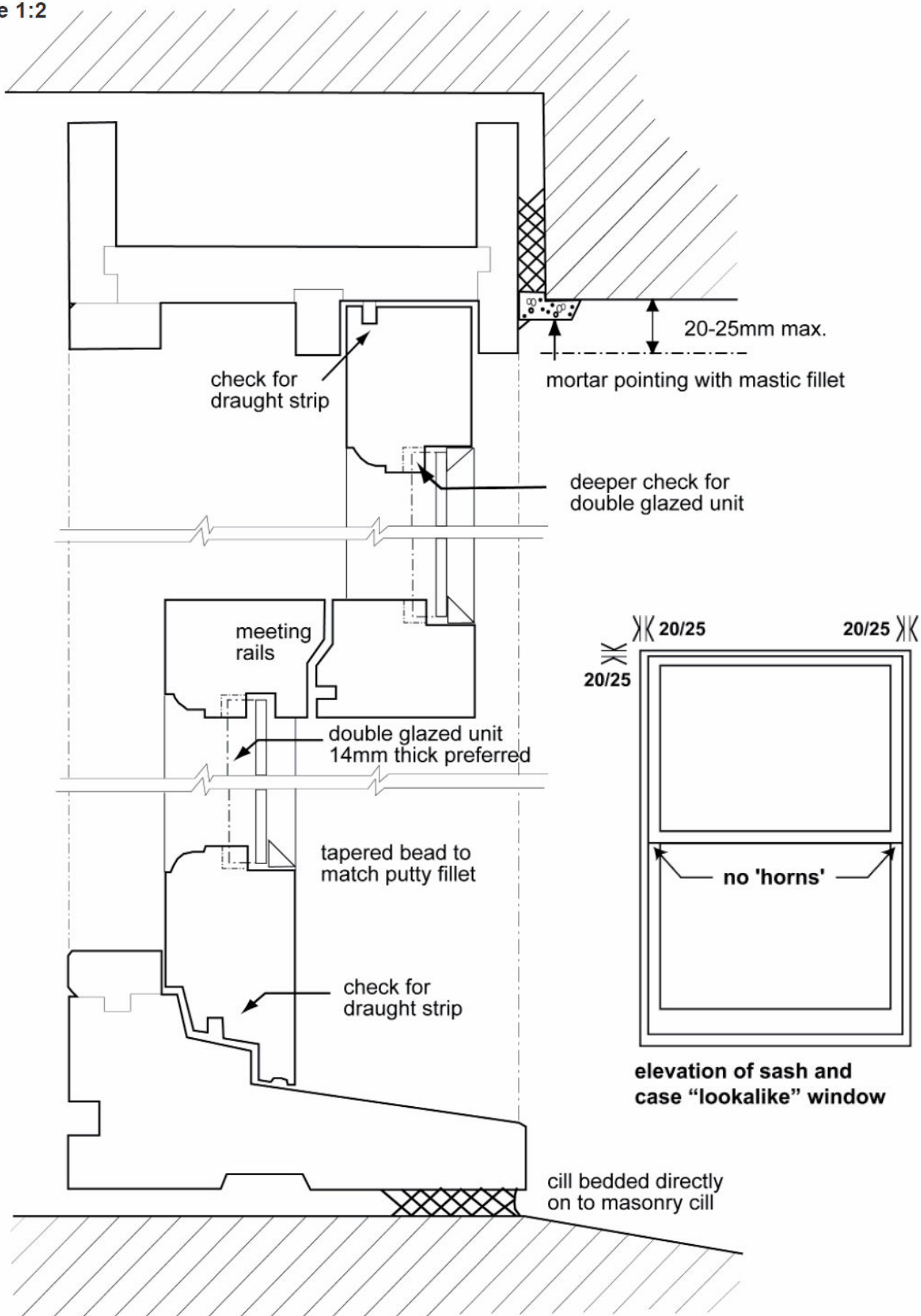
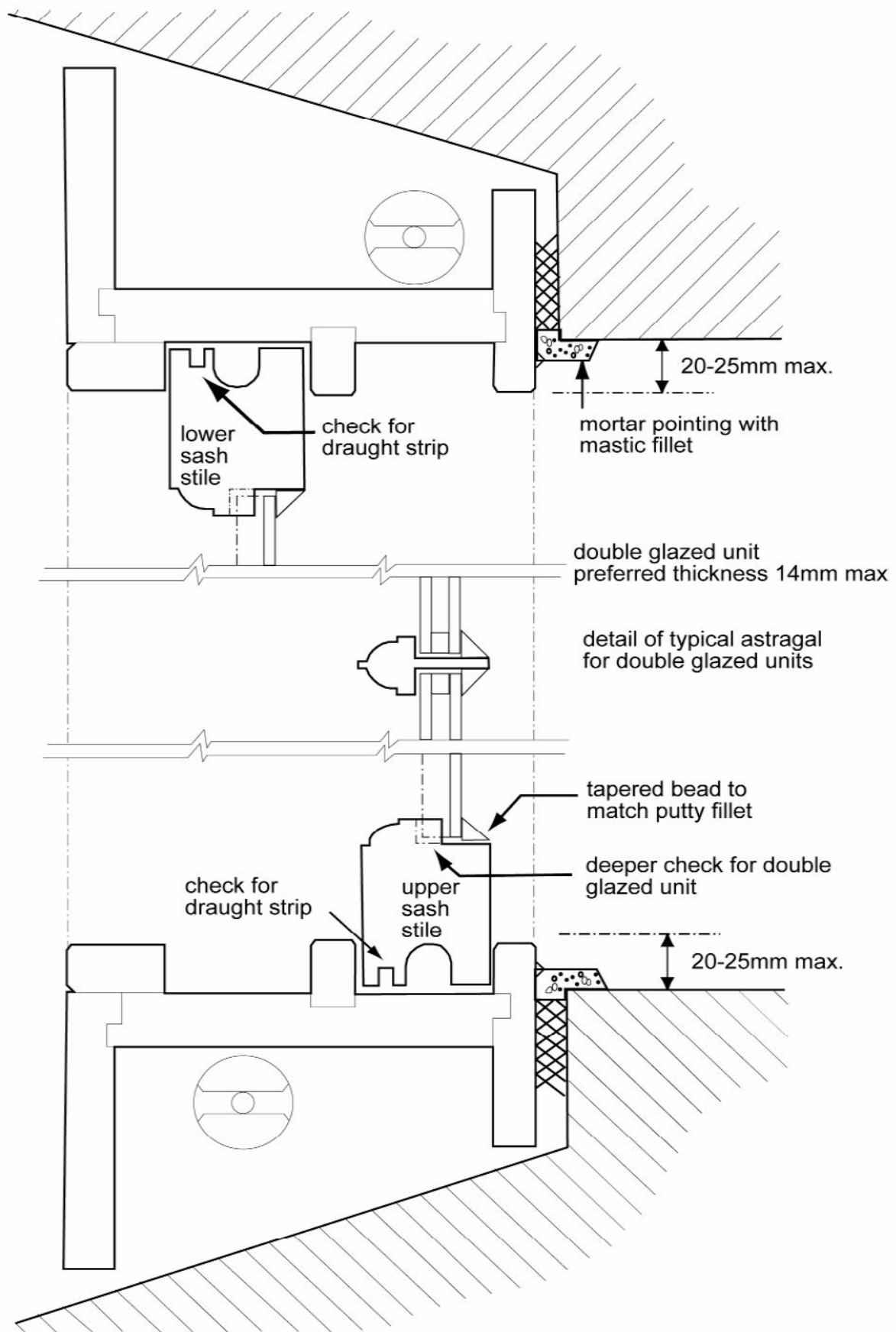


Figure 5: Horizontal section through a typical Sash and Case Window

Scale 1:2



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.

2. Name of proposal.

3. Officers completing this form.

Name	Designation	Service	Directorate
Donna Laing	Planning Trainee	Planning & Sustainable Development	Enterprise, Planning & Infrastructure

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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)

The intended proposal document is to be used primarily by officers within the Council's Planning & Sustainable Development Service as an important tool in the assessment and determination of planning applications. The guidance contained within the document may also be of use to other Council services when considering improvements/alterations to Council-owned residential property.

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.**

There are no negative impacts outlined as a result of the EHRIA.

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 purpose of the technical advice note document is to provide further information and

detail in respect of policies set out in the Local Development Plan, in accordance with the Scottish Government's intention that the Local Development Plan itself focuses on vision, the spatial strategy, overarching and other key policies, and proposals.

At present, two technical advice notes, 'Replacement Windows and Doors' and 'The Repair and Replacement of Timber Sash and Case Windows' are cited within the Aberdeen Local Development Plan – Proposed Plan. With the publication of The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 in early 2012, the advice note required to be reviewed and updated. The advice notes were then merged into a single, up-to-date guide and create a more user-friendly document for applicants, agents and officers.

Subject to any representations received and amendments made as a result of the consultation process, it is intended that this documents be subsequently adopted as a technical advice note.

The progression of the technical advice note will provide a clear framework for decision making, allowing comprehensive guidance for applicants and thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development.

12. Who will benefit most from the proposal?

Residents and businesses in Aberdeen, including stakeholders who have been involved in the preparation of the Aberdeen Local Development Plan – the development industry, key agencies, citizens, Council planning officers and other Council services.

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

The document provides all citizens with the opportunity to contribute to the preparation of technical advice regarding the repair and replacement of windows and doors. As part of the modernisation of the planning system in Scotland, public consultation plays a vital role in the preparation of development plans, meaning that people's involvement can make a real difference to the content of the plan. There is no known disadvantage to any equality target groups or related equality strands, though the consultation process allows all parts of society equal opportunity to engage with the preparation of this guidance and to make representations accordingly.

The proposed technical advice note will help to improve the quality of life of all citizens in Aberdeen by improving the design quality of development. The consultation process will enable local communities, groups and individuals influence the content of the document and have their say in the design of our built environment.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

The proposed technical advice note is intended to form a part of the Aberdeen Local Development Plan on its eventual adoption. The Proposed Plan and its accompanying documents set out Aberdeen City Council's vision for the growth and development of the city. The opportunity to make representations on that vision allows citizens to influence the way in which their city will grow over time. It is hoped that this will foster a sense of belonging and involvement in those who have engaged with the process.

The consultation proposed for this document do not exclude or disadvantage any particular group or part of society. Documents are made available through a range of media sources, and representations can be accepted in a number of ways.

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?

Previous planning applications and listed building consents for the repair and replacements of windows and doors have been used to inform the EHRIA.

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	0	Gender**	0
LGB***	0	Belief	0	Younger	0
Older	0	Others e.g. poverty	0		

* 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.

<p>Positive impacts The publication of Technical Advice is an invitation for all groups to engage with planning issues within Aberdeen. Once we publish the Supplementary Guidance there will be a chance for everyone to make comments on the documents.</p>	<p>Negative Impacts (describe groups affected)</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------

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

How?

Legality

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

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?

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?

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

The impact of the technical advice note will be monitored through the planning application process

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

Neutral impact

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
Donna Laing	4 October 2011	Donna Laing

Quality check: document has been checked by

Name	Date	Signature
Gale Beattie	4 October 2011	Gale Beattie

Head of Service (Sign-off)

Name	Date	Signature
Maggie Bochel	4 October 2011	Maggie 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

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Supplementary Guidance: Wind Turbine Development in Aberdeen City.
REPORT NUMBER:	EPI/11/296

1. PURPOSE OF REPORT

1.1 The Planning etc. (Scotland) Act 2006 paragraph 22 (1) states that a planning authority may adopt and issue guidance in connection with a local development plan. Aberdeen City Council has already prepared a number of draft Supplementary Guidance documents and has consulted on 49 of these alongside the Proposed Aberdeen Local Development Plan for a period of 16 weeks (between 24 September 2010 and 17 January 2011). These Supplementary Guidance documents were approved or reissued for further consultation, and a further two draft Supplementary Guidance were published for consultation following the Enterprise, Planning and Infrastructure Committee of 13 September 2011.

1.2 The purpose of this report is to obtain Committee approval for a further new item of draft Supplementary Guidance, on Wind Turbines, to be issued for public consultation. Please see appendix 1 for a copy of the Supplementary Guidance. The document has been prepared in support of the Aberdeen Local Development Plan (LDP). A pre-screening report has been carried out for a Strategic Environmental Assessment (SEA). This states that a full SEA is not required. If this is agreed by the SEA Gateway consultees, an 8 week public consultation will take place from Friday 25 November 2011 until Friday 20 January 2012. This exceeds the statutory minimum of 6 weeks to take account of holidays during the festive period. If the SEA Gateway consultees find that an SEA is required, the consultation on the Supplementary Guidance would be carried out after the 5 week Strategic Environmental Assessment consultation has been completed. The Supplementary Guidance provides the means of assessing development proposals for wind turbines within Aberdeen.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

- (a) Approve the draft Wind Turbines Supplementary Guidance document for an eight week public consultation.
- (b) Agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft Guidance be presented to a future meeting of the Committee.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report, other than costs incurred through consultation and publicity related to the proposed guidance. Any such expenses incurred can be met through existing budgets. The implication for the priority based budgeting is positive. Detailed topic-based guidance has value in reducing officer time spent on pre-application discussions, and will therefore prove fruitful in reducing cost. This relates to PBB option EPI PSD02 - Rationalise planning application management.

4. OTHER IMPLICATIONS

- 4.1 There are no known legal or equipment implications arising from this report.
- 4.2 As a major landowner in the city, proposals for the development of land and assets owned by Aberdeen City Council will be subject to assessment in line with the principles and standards set out in the guidance, where applicable.
- 4.3 The progression of the guidance document will provide a clear framework for decision making, allowing comprehensive guidance for both applicants and officers, thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development.
- 4.4 The proposed Supplementary Guidance on Wind Turbines will provide clear instruction on the level of information that is required with planning applications for wind turbines. The document also gives map based guidance on the locations within the city where wind turbine applications will most likely be refused. This does not guarantee that planning permission will be refused within these areas, or that planning permission will be approved out with these areas. The guidance will work towards helping to achieve the Scottish Government's target of for 40% of Scotland's electricity to be generated from renewable sources by 2020. This will help to mitigate the impact of Climate Change, and provide long term environmental benefits to Aberdeen City and beyond.
- 4.5 A Strategic Environmental Assessment (SEA) will be carried out for the draft Supplementary Guidance. This will form a five week consultation that will take place in late 2011.

5. BACKGROUND/MAIN ISSUES

- 5.1 To tackle the impacts of Climate Change the Scottish Government has set a target for 40% of Scotland's electricity to be generated from renewable sources by 2020. There has been a sharp increase in the number of planning applications for wind turbines in our neighbouring authority of Aberdeenshire Council. It is expected that there may be a similar trend within the city and as such there is the need to supply guidance which will provide applicants and agents with an awareness of the issues which will be considered by planning officers when determining wind turbine applications.
- 5.2 The Supplementary Guidance will inform the Aberdeen Local Development Plan. The Council agreed the content of the Aberdeen Local Development Plan - Proposed Plan on 18 August 2010. The Proposed Plan was a critical stage in the plan preparation process and was the result of a significant amount of assessment and public consultation.
- 5.3 The purpose of the document is to provide guidance on the level of information that is required when submitting an application for wind turbines in the Aberdeen City Council boundary. The document outlines the issues planning officers will consider when determining an application and also provides a map of undesirable locations for wind turbine developments within the city.

6. IMPACT

- 6.1 The Local Development Plan continues to 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. The development and refinement of fit for purpose guidance to assist the Aberdeen Local Development Plan is paramount to supporting this vision and achieving the goals that Aberdeen aspires to.
- 6.2 The vision for Aberdeen is to be a city which is vibrant, dynamic and forward looking – an even better place to live and work, where people can expect high-quality services that meet their needs. This means making a visible difference to the quality of the city's urban and natural environment by promoting high quality development and providing an effective infrastructure to make us a world class strategic location.
- 6.3 To do this we must think strategically, facilitate development, engage positively with communities and the business sector and be open and transparent in our decision making. We also have a key role in delivering the vision for the City and Shire as expressed through regional plans and strategies. Planning and Sustainable Development

is tasked with seeing that Aberdeen stays at the forefront of planning for the future.

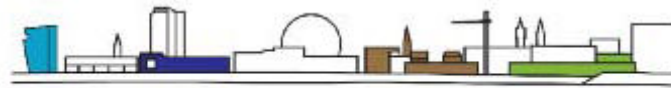
- 6.4 The guidance represented in this report. relates to the following Single Outcome Agreement objectives: 1- We live in a Scotland that is the most attractive place for doing business in Europe; 2- We realise our full economic potential with more and better employment opportunities for our people; 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 protect it and enhance it for future generations; 13- We take pride in a strong, fair and inclusive national identity; and 15- Our public services are high quality, continually improving, efficient and responsive to local people's needs.
- 6.5 The guidance represented in this report meets the vision of the Community Plan in promoting a strong image of the City and a sense of civic pride.
- 6.6 The guidance represented in this report supports the Council's 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment, attracting visitors, workers and investment to protect the economic future of the city, and, to facilitate new development projects to improve Aberdeen's living and working environment.
- 6.7 An equalities and human rights impact assessment (EHRIA) has been carried out in relation to the proposed Supplementary Guidance documents, with the results included as Appendix 2 to this report.

7. BACKGROUND PAPERS

- Aberdeen Local Development Plan – Proposed Plan
http://www.aberdeencity.gov.uk/Planning/ldp/pla_aldp_document_map.asp
- Appendix 1 - Supplementary Guidance: Wind Turbines Development in Aberdeen City
- Appendix 2 – Equalities and human rights impact assessment

8. REPORT AUTHOR DETAILS

Donna Laing
Planning Trainee
DLaing@aberdeencity.gov.uk
01224 523512



aberdeen local development plan

Supplementary Guidance: Wind Turbine Development in Aberdeen City

Reference Number: DRAFT

Draft November 2011

1. Introduction

The development of renewable energy technologies, on all scales, is supported by Aberdeen City Council. A positive approach to renewable developments will help to meet the Scottish Government's target for 40% of Scotland's electricity to be generated from renewable sources by 2020. Renewable technologies are becoming more common place within Scotland, and the range of technologies available includes wind power, solar power, heat pumps and biomass boilers. The guidance in this document focuses on wind power renewable energy technologies. Scotland has a good wind resource which should be taken advantage of however this should not be achieved at the detriment of built and natural heritage or air safety. There needs to be a balance between a commitment to conserve and enhance our built and natural heritage, and supporting and promoting the growth of renewable energy generating developments.

2. Aim of the document

The aim of this document is to provide concise information and guidance to assist in the positive planning for wind powered renewable energy developments of different scales in Aberdeen. This guidance highlights the key issues that must be considered when planning for wind energy developments. Planning for wind energy development is complex. Variables in site location, turbine heights, styles and scale of development make it difficult to provide certainty on definitive solutions for wind turbine developments without detailed assessment and appraisal.

The document is divided into two distinct parts. The first part outlines the level of information that will be required with each application to ensure a well informed decision can be made. This list is not exhaustive but does outline the main considerations that need to be addressed with any application. The second part of the guidance is map based and highlights areas within Aberdeen City Council's boundary where wind turbine development may be significantly constrained.

3. What this guidance covers

The typical wind energy renewable generating technologies proposed in Aberdeen are likely to fall within the micro-renewable category. The term micro-renewable is used to describe a non-commercial renewable energy development, which provides heat and/or electricity to a single end user, be this a single dwelling house, office or community facility. Permitted development rights are in place for the installation, alteration or replacement of a free standing wind turbine within the curtilage of a dwelling. For further guidance on this please contact the Planning and Sustainable Development Department.

This document gives guidance for both micro-renewable and renewable energy turbine developments. Please see appendix 1 for further guidance on definitions of micro-renewable and renewable energy developments. The material considerations planning officers will regard when determining or recommending a wind turbine application are consistent no matter what the scale of the application is; however, the level of detail required for each

application is dependent on what is proposed and a number of other material considerations, as outlined below.

4. Information to be submitted with any planning application for wind turbine developments

In determining applications for one or more wind turbines Aberdeen City Council will expect the supporting information each application to address the issues listed below. Further information such as an Environmental Impact Assessment may be required. If more than two turbines are proposed, or if turbines are more than 15m in height, they are classed as Schedule 2 developments under the Environmental Assessment Regulations. It is then a matter for Aberdeen City Council to decide whether the turbines are likely to have significant environmental effects and therefore require an Environmental Impact Assessment screening option. It is strongly recommended that applicants submit a request for a screening opinion before any such application is submitted to avoid delay in determining the subsequent application.

Aberdeen City Council is required to consult the British Aviation Authority, National Air Traffic Services and Ministry of Defence on all applications for wind turbines. The Civil Aviation Authority also required to be consulted if the turbine is over 90 meters. Applicants are encouraged to submit a Wind Farm Developers Proforma with their application. The proforma can be found at http://www.bwea.com/docs/developers_proforma.doc
A copy is also attached in appendix 2 of this guidance.

As a design principle, it is desirable that, where a wind energy development already exists nearby, a similar scale and design of turbine should be proposed in any new developments. This however is heavily dependent on topographical features and other material considerations outlined below.

4.1 Technical information

The detail and specification of the proposed wind turbine(s) will need to be provided. Detail will need to be given on:

- the type of turbine proposed,
- the rated generating capacity of the turbine,
- the materials and colour of the wind turbine components,
- the foundations material, depth and size,
- separation distances between turbines (if more than 1 turbine proposed),
- ancillary equipment/structures (if proposed),
- construction and operational access requirements including details of access tracks, transmission cable routes and borrow pits,
- proposals for decommissioning, and
- details of any landscaping works proposed.

4.2 Planning statement

The following documents set the baseline policy on which applications will be judged. This does not form an exhaustive list. A planning statement needs to

be submitted with the planning application which evaluates the proposal against the following documents:

- Scottish Planning Policy
- Aberdeen City and Shire Strategic Development Plan
- Aberdeen City Council Local Development Plan
- Scottish Government's Planning Advice Note 45 Annex
- Scottish Government's Specific Advice Sheet - onshore wind turbines
- Scottish Natural Heritage's Siting and designing wind farms in the landscape
- Aberdeen City Councils Supplementary Guidance on Wind Turbine Developments

4.3 Ecological assessment

The impacts of proposed turbines on wildlife, habitat, ecosystems and biodiversity will need to be considered. Ecological assessments of proposed wind turbine sites will need to:

- outline any nature designations for the site or that may immediately adjoin it such as Sites of Scientific Interest, Special Protection Areas and Special Areas of Conservation,
- classify and evaluate the natural habitat and species,
- classify and evaluate the agricultural context,
- outline any hydrological impacts,
- evaluate the impact of a wind turbine(s) on these, and
- discuss the scope of mitigation on the possible and proposed impacts.

4.4 Landscape assessment

The key natural heritage issue relating to turbines is likely to be that of landscape particularly in rural areas and on the urban edge. The ability of the landscape to absorb development often depends on the features of the landscape. This can also be influenced by careful siting and design. A cautious approach is necessary in relation to landscapes which are rare or highly valued. Aberdeen City Council's Technical Appendix on Landscape Characteristics is available on the Aberdeen City Council website from the link below:

(<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=31730&slD=14344>). Applicants need to:

- consider the character of the landscape, and outline if the proposed site is a ridge, hill, valley, coastal area and the vegetation present,
- evaluate the landscape on quality, value and scale terms,
- consider the impact of the wind turbine(s) on the landscape,
- consider the cumulative impact of the proposed application with regard to wind turbines that are already in existence or where planning permission has been approved.

4.5 Visual assessment

A visual assessment should be submitted. This assessment should be carefully scoped so that it is appropriate to the size and scale of the development and the likelihood of significant landscape and visual impacts, including cumulative effects. The assessment should include:

- a viewpoint analysis,

- determination of the zone of theoretical visibility of the proposed development,
- evaluation of the visual impact,
- the scope for mitigation of those impacts, and
- details of the location, visual impact and the restoration of borrow pits,
- consider the cumulative impact of the proposed application with regard to wind turbines that are already in existence or where planning permission has been approved.

Evaluation of impacts should include consideration of alternative siting for the turbine(s) (as well as alternative colouring), borrow pits and ancillary equipment. Represented viewpoints of the proposal should cover both long and short range visibility and presentation by 'photomontage' or 'videomontage' is recommended.

Individual circumstances will dictate the optimum position for wind turbines. This will be influenced by the size of the installation and its surrounding environment. The potential siting of wind turbines close to, on, or integrated with buildings means special attention must be given to the need to protect amenity.

4.6 Noise assessment

There are two distinct types of noise sources within a wind turbine, the mechanical noise produced by the gearbox, generator and other parts of the drive train; and the aerodynamic noise produced by the passage of the blades through the air. The level of detail required will depend on the scale of the proposal and the separation distance between wind turbines and noise sensitive properties. A noise assessment is not required for systems which are less than 20m to the hub and/or less than 32m to the tip of the blade.

A noise assessment will have to take into account:

- the individual effects of both the noise sources,
- the cumulative effects of both the noise sources,
- the character and sensitivities of the area (including the prevailing winds, landform and particularly noise sensitive receptors such as dwellings).

4.7 Shadow flicker assessment

Shadow flicker is the term used to describe the impact of shadows cast by rotating wind turbine blades through constrained openings, such as the windows of neighbouring properties. The small diameter and likely location of micro-renewable turbines greatly reduces the probability of shadow flicker. For larger turbines, shadow flicker can be mitigated by simple measures. These range from planting tree belts between the affected window and the turbines through to shutting down the turbines during periods when shadow flicker could theoretically occur.

An assessment of potential shadow flicker and shadow throw throughout the year should be provided for all dwellings within a 10 rotor diameter of the proposed location of the wind turbine.

4.8 Ice throw

Turbines, under special meteorological conditions, may be covered by ice. If a wind turbine operates in icing conditions, two types of risks may occur if the rotor blades collect ice. The fragments from the rotor may be thrown off from the operating turbine due to aerodynamic and centrifugal forces or they may fall from the turbine when it is shut down or idling without power production. When icing occurs the turbines' own vibration sensors are likely to detect the imbalance and inhibit the operation of machines.

Locating turbines a safe distance from any occupied structure, road, or public use area will mitigate the risk of ice throw. Warning signage may be a useful precaution.

4.9 Built and cultural heritage assessment

Any built and cultural heritage assets will have to be noted, and an assessment of any known or potential impacts carried out. Assets which need to be considered are:

- archaeological sites,
- listed buildings,
- conservation areas,
- historic gardens,
- designated landscapes, and
- local sites of cultural importance.

There may be opportunity to site micro wind turbines in conservation areas or within the curtilage of listed buildings. It will not normally be possible to site turbines on scheduled ancient monuments and it will be difficult to site them on listed buildings. Care must be taken to ensure respect is paid to the site and setting and to important views and vistas to and from these buildings, monuments and sites.

4.10 Tourism and countryside access assessment

The draw of Scotland as a tourist destination is well known. Turbine developments will need to assess any visual and amenity impacts on tourist and recreational facilities or tourism and countryside access.

Assessment will need to include the impacts on:

- core path network,
- footpaths,
- cycleways,
- bridleways, and
- public paths.

4.11 Public safety

To inform the potential public safety risk of a wind turbine development an informal risk assessment of the proposed development should be submitted. This should take particular account of

- proximity of surrounding buildings and roads, and
- risk of injury to humans through catastrophic equipment failure or ice throw.

4.12 Electro-magnetic interference (aviation and communication)

The British Aviation Authority, Civil Aviation Authority and Ministry of Defence should be consulted on proposed wind turbines in accordance with their guidance 'Wind energy and aviation interim guidelines', please see

<http://www.bwea.com/pdf/Wind-Energy-and-aviation-interim-guidelines.pdf>

These bodies will in turn consult other organisations that could have an interest in wind turbine proposals in terms of flight paths, radar and navigation aids, television and radio transmissions. Details of possible adverse effects and appropriate measures to alleviate effects should be submitted with the application.

The proforma in Appendix 1 of this document was compiled by the Civil Aviation Authority, the Ministry of Defence, the National Air Traffic Service and the British Wind Energy Association to assist in the processing and assessment of wind turbine applications and applicants are encouraged to complete it.

4.13 Wind regime

The power produced by wind turbines depends on two key factors – the strength of the wind, and the area swept by the rotor. Assessing whether a particular site will harness sufficient wind power usually entails using historical meteorological data, with annual mean wind speed data available from the Meteorological Office, and obtaining information from anemometers on site.

The applicant must demonstrate that the proposal is viable. It needs to be shown that there is enough wind speed and this can reasonably be predicted after monitoring the site. For micro-renewable turbines evidence and data from four months of monitoring will be required. Renewable turbines will require a longer monitoring period; typically 12 months will be necessary.

4.14 Grid network

Access to the power electricity transmission and distribution system is required for commercial wind turbines. Micro-renewable turbines can be connected to the grid. Detail would be required on the proposed grid connection or supply to local user, if relevant.

4.15 Other issues

A number of other issues will need to be considered when proposing development. These include:

- community consultation for renewable energy developments,
- local employment/business considerations,
- any associated community benefits, and
- cumulative impacts.

5. Map of constrained areas for wind turbine development

The map below highlights areas within the city that is deemed to be constrained for the development of wind turbines. These are the areas the Council considers to be unsuitable for wind turbine developments. Areas falling within the undesirable category include:

- Residential settlements, including a buffer of 10 rotor diameters from any proposed turbine
- Sites of Special Scientific Interest
- Special Areas of Conservation
- Scheduled Ancient Monuments
- Local Nature Conservation Sites
- Airport Safety Exclusion Zone
- Radar Exclusion Zones
- Areas of Local Landscape Significance – Primary Landscapes
- Gardens and Designated Landscapes
- Opportunity Sites in the Aberdeen Local Development Plan

Within the constrained areas, wind turbine developments will not be permitted unless it can be demonstrated that the proposed development offers exceptional benefits and that these outweigh any adverse environmental impacts. The map does not outline those areas within the Radar Exclusion Zone. The impact of wind turbines on air safety is assessed by the relevant bodies, these being the British Airports Authority, the National Air Traffic Services, the Ministry of Defence and in some instances the Civil Aviation Authority.

Undesirable Areas

Airport Safety Zone

Gardens and Designated Landscapes

Opportunity Sites

Priority Habitats

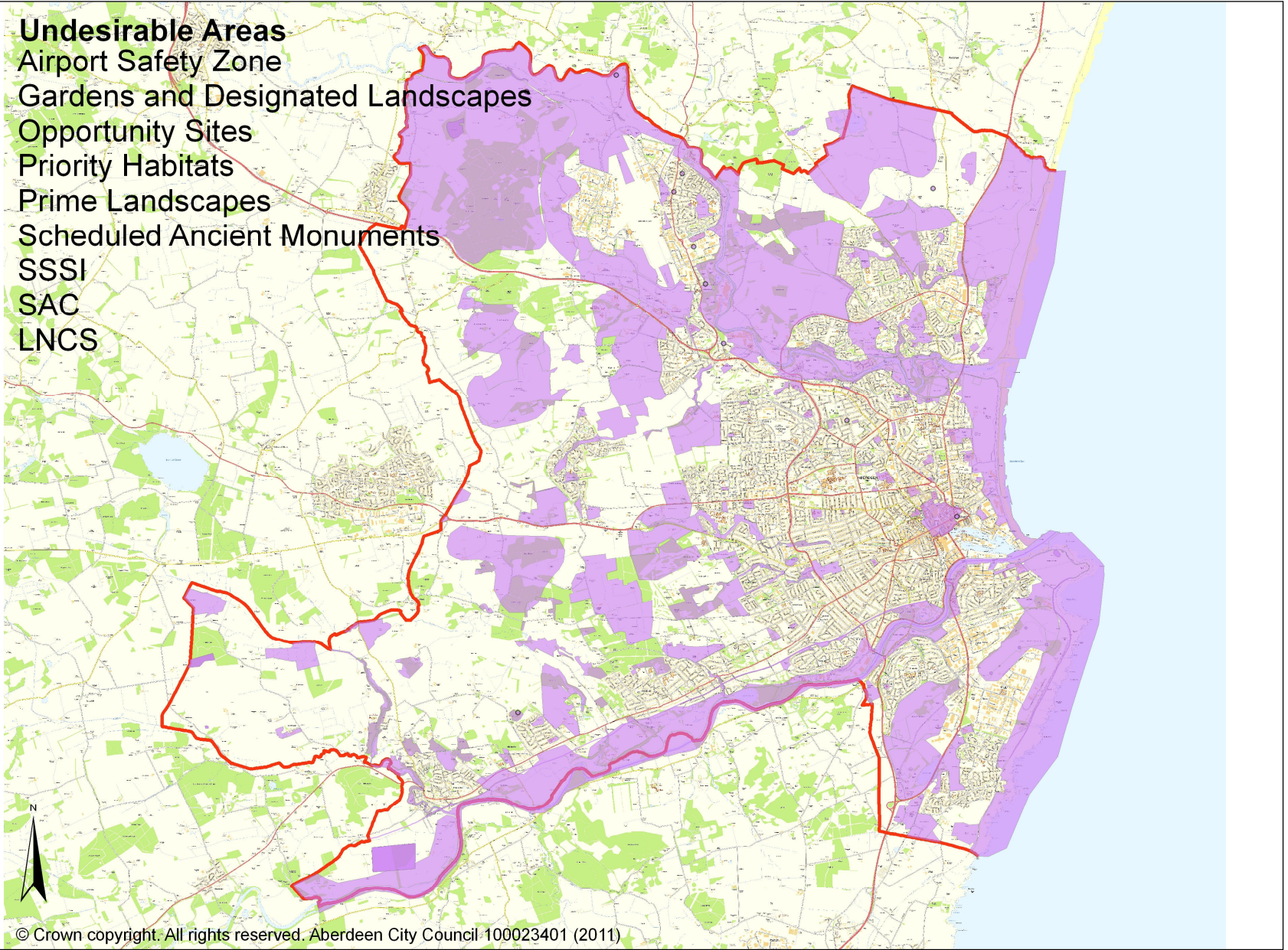
Prime Landscapes

Scheduled Ancient Monuments

SSSI

SAC

LNCS



© Crown copyright. All rights reserved. Aberdeen City Council 100023401 (2011)

For further information please see:

Scottish Planning Policy

Aberdeen City and Shire Strategic Development Plan

Aberdeen Local Development Plan

Scottish Government's Planning Advice Note 45 Annex

Scottish Government's Specific Advice Sheet - onshore wind turbines

Scottish Natural Heritage's 'Siting and designing wind farms in the landscape'

Scottish Natural Heritage's 'Natural Heritage assessment of small scale wind energy projects which do not require formal Environmental Impact Assessment'

The British Wind Energy Association 'Wind energy and aviation interim guidelines'

DRAFT

APPENDIX 1: Micro-Renewable and Renewable Energy Developments

To clarify the distinction between micro-renewable and renewable wind turbine technology is it helpful to classify turbines depending on the size and number proposed in one development.

Classification	Description	Approximate hub height/blade diameter
Single micro-renewable	A single turbine which produces less than 0.05MW capacity for the production of electricity.	<20m to hub and/or <32m to tip
Cluster micro-renewable	A cluster of turbines which produce less than 0.05MW capacity for the production of electricity.	<20m to hub and/or <32m to tip
Single renewable	1 turbine of installed capacity between 0.05MW and less than 3MW	20-40m to hub and/or 32-65m to tip
Cluster renewable	2-3 turbines or installed capacity between 3MW and less than 6MW	>40m+ to hub and/or > 65+ tip
Small scale renewable	4-10 turbines or installed capacity between 6MW and less than 16 MW	>40m+ to hub and/or > 65+ tip
Medium scale renewable	11-20 turbines or installed capacity between 16MW and less than 31MW	>40m+ to hub and/or > 65+ tip
Large scale renewable	21 or more turbines or installed capacity greater than 31MW	>40m+ to hub and/or > 65+ tip

To date most applications have fallen within the single micro-renewable, cluster micro-renewable or single renewable category.

Civil Aviation & Ministry of Defence Safeguarding

NOTICE TO WIND FARM DEVELOPERS

Please submit a completed application form for all new or revised onshore and offshore wind farm plans. This form has been compiled in consultation with the British Wind Energy Association. Its purpose is to standardise the information provided and to expedite the assessment of your proposed wind farm development. Assessment is made against air safety and defence interests, through evaluation of the possible effects on air traffic systems, defence systems and low flying needs.

NOTICE TO PLANNING AUTHORITIES

This form has been compiled with the assistance of the Civil Aviation Authority (CAA), the Ministry of Defence (MOD), the National Air Traffic Service (NATS) and the British Wind Energy Association (BWEA), to assist in the processing and assessment of wind farm applications. It is important that copies of this form are forwarded within the planning consultation process. This will help these organisations trace their records of any earlier consultations, as well as provide them with the relevant information for their assessments.

WHAT TO DO WITH THIS FORM

Please provide as much detail as possible by **filling in the shaded areas**. If the specific turbine and/or exact positions have yet to be established then fill in the likely turbine size (hub height, rotor diameter) and boundary points as a minimum. On completion send copies to both the following addresses.

deopsnorth-lmswind@de.mod.uk

or -

St George's House
Kingston Road
Sutton Coldfield
B75 7RL

windfarms@caa.co.uk

or -

Directorate of Airspace Policy
K6 Gate 3
CAA House
45-49 Kingsway
London, WC2B 6TE

It is important that a copy of this form is retained for inclusion with subsequent planning applications at the same site. If no application has been made prior to a planning application, please include a completed form in your planning application.

Wind Farm Name	
Also known as:	
Developers reference	
Application identification No.	
Related/previous applications (at or near this site): Provide reference names or numbers	

--	--

Developer Information	
Company name:	
Address:	
Contact:	
Telephone:	
Facsimile:	
e-mail:	

Relevant Wind Turbine Details	
Wind turbine manufacturer:	
Wind turbine model:	
Wind farm generation capacity (MW)	Number of turbines
Blade manufacturer	
Number of blades	
Rotor diameter	Meters
Rotation speed (or range)	Rpm
Blade material including lightning conductors	
Wind turbine hub height	Metres
Tower design (* delete as required)	* Tubular * Lattice
Tower base diameter/dimensions	Metres
Tower top diameter/dimensions	Metres

Comments
Are there any details or uncertainties that may be helpful to add ?

--

Turbine Locations

Please provide as much information as you can. The position and height above sea level of every machine if available, the site boundary if not. The height above sea level is the above ordinance datum (AOD) used to specify all heights on OS maps. Please note grid references **and** latitude/longitude and must be included. For co-ordinate conversion: www.gps.gov.uk

An Ordinance Survey (OS) map, or maritime chart, should be submitted with this pro-forma, showing locations of proposed turbine/turbines or scheme boundaries. Please number the turbines or boundary points on the map, to correlate with the information provided below.

Copy this page as necessary to account for all turbines or boundary points, or attach an excel spreadsheet with wind turbine coordinate information.

Wind farm Name & Address:	
------------------------------------------	--

Turbine no.		Height AOD (m) of tower base						
Grid Reference					100 km square letter(s) identifier			
Easting (10 m)					Northing (10 m)			
	Degrees			Minutes		Seconds		
Latitude								
Longitude								

Turbine no.		Height AOD (m) of tower base						
Grid Reference					100 km square letter(s) identifier			
Easting (10 m)					Northing (10 m)			
	Degrees			Minutes		Seconds		
Latitude								
Longitude								

Turbine no.		Height AOD (m) of tower base						
Grid Reference					100 km square letter(s) identifier			
Easting (10 m)					Northing (10 m)			
	Degrees			Minutes		Seconds		
Latitude								
Longitude								

Turbine no.		Height AOD (m) of tower base						
Grid Reference					100 km square letter(s) identifier			

Easting (10 m)					Northing (10 m)				
	Degrees				Minutes		Seconds		
Latitude									
Longitude									

CONTACT US

Please get in contact if you wish to discuss your proposal with us:
 Planning and Sustainable Development
 Enterprise, Planning & Infrastructure
 Aberdeen City Council
 Business Hub 4
 Ground Floor North
 Marischal College
 Broad Street
 Aberdeen
 AB10 1AB
 Tel: 01224 523470
 Fax: 01224 636181
 Email pi@aberdeencity.gov.uk

DRAFT

This page is intentionally left blank



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.

2. Name of proposal.

3. Officers completing this form.

Name	Designation	Service	Directorate
Donna Laing	Planning Trainee	Planning & Sustainable Development	Enterprise, Planning & Infrastructure

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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)

The intended proposal document is to be used primarily by officers within the Council's Planning & Sustainable Development Service as an important tool in the assessment and determination of planning applications. The guidance contained within the document may also be of use to other Council services when considering improvements/alterations to Council-owned residential property.

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.**

There are no negative impacts outlined as a result of the EHRIA.

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 purpose of this supplementary guidance document is to provide further information and detail in respect of policies set out in the Local Development Plan, in accordance with the Scottish Government's intention that the Local Development Plan itself focuses on vision, the spatial strategy, overarching and other key policies, and proposals.

Subject to any representations received and amendments made as a result of the consultation process, it is intended that this documents be subsequently adopted as a technical advice note.

The progression of the technical advice note will provide a clear framework for decision making, allowing comprehensive guidance for applicants and thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development.

12. Who will benefit most from the proposal?

Residents and businesses in Aberdeen, including stakeholders who have been involved in the preparation of the Aberdeen Local Development Plan – the development industry, key agencies, citizens, Council planning officers and other Council services.

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

The document provides all citizens with the opportunity to contribute to the preparation of supplementary guidance on the development of wind turbines in Aberdeen. As part of the modernisation of the planning system in Scotland, public consultation plays a vital role in the preparation of development plans, meaning that people's involvement can make a real difference to the content of the plan. There is no known disadvantage to any equality target groups or related equality strands, though the consultation process allows all parts of society equal opportunity to engage with the preparation of this guidance and to make representations accordingly.

The consultation process will enable local communities, groups and individuals influence the content of the document and have their say in the design of our built environment.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

The supplementary guidance is intended to form a part of the Aberdeen Local Development Plan on its eventual adoption. The Proposed Plan and its accompanying documents set out Aberdeen City Council's vision for the growth and development of the city. The opportunity to make representations on that vision allows citizens to influence the way in which their city will grow over time. It is hoped that this will foster a sense of belonging and involvement in those who have engaged with the process.

The consultation proposed for this document do not exclude or disadvantage any particular group or part of society. Documents are made available through a range of

media sources, and representations can be accepted in a number of ways.

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?

Information from external sources indicates that proposal for wind farms prove contentious. There have been no planning applications for wind farms within Aberdeen City. Previous planning applications for single turbines within Aberdeen City have either drawn no objections or a low number of objections.

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	0	Gender**	0
LGB***	0	Belief	0	Younger	0
Older	0	Others e.g. poverty	0		

* 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.

<p>Positive impacts The publication of Technical Advice is an invitation for all groups to engage with planning issues within Aberdeen. Once we publish the Supplementary Guidance there will be a chance for everyone to make comments on the documents.</p>	<p>Negative Impacts (describe groups affected)</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

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

How?

Legality

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

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?

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?

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

The impact of the supplementary guidance will be monitored through the planning application process

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

Neutral impact

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
Donna Laing	4 October 2011	Donna Laing

Quality check: document has been checked by

Name	Date	Signature
Gale Beattie	4 October 2011	Gale Beattie

Head of Service (Sign-off)

Name	Date	Signature
Maggie Bochel	4 October 2011	Maggie 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

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Energetica Placemaking Supplementary Guidance, Planning Advice and Overview.
REPORT NUMBER:	EPI/11/307

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to feed back the responses to the consultation exercise on the Energetica Placemaking Documents (Supplementary Guidance, Advice and Overview) that took place between 1 August 2011 and 23 September 2011.
- 1.2 The comments received and suggested recommended changes are summarised in Schedule 4s as used in the Local Development Plan process. The appendices attached to this report are as follows:

Appendix 1	Revised Supplementary Guidance
Appendix 2	Supplementary Guidance Schedule 4
Appendix 3	Planning Advice Schedule 4
Appendix 4	Overview Schedule 4

2. RECOMMENDATION(S)

- 2.1 Agree the changes to the Energetica Placemaking Supplementary Guidance as detailed in Appendices 1 and 2 and approve the document as interim planning advice pending adoption of the Aberdeen Local Development Plan, at which time it will become supplementary guidance to that plan.
- 2.2 Agree in principle the recommended changes to the Energetica Placemaking Planning Advice and Overview documents as detailed in Appendices 3 and 4 respectively to be amended in partnership with Aberdeenshire Council and Scottish Enterprise and agree that the Planning Advice be promoted as a guide to how the Supplementary Guidance may be delivered.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no identified financial implications for the City Council.

4. OTHER IMPLICATIONS

- 4.1 There are no property, legal or equipment implications arising from this report.
- 4.2 A Strategic Environmental Assessment has been undertaken for all the sites within the city boundaries, allocated within the Energetica Corridor as part of the preparation for the forthcoming Aberdeen Local Development Plan.
- 4.3 The Council's five year business plan highlights 2 of its key priorities to be the need to encourage building new affordable housing and ensure a sustainable economic future for the City, this will help to make Aberdeen a vibrant, aspirational and dynamic City.
- 4.4 The Energetica Placemaking documents will help reduce the risk of piecemeal and inappropriate development. The efficient use of public space, adaptability and sustainable development aspirations will contribute towards the Council's aim of promoting sustainable development and inward investment.

5. BACKGROUND/MAIN ISSUES

- 5.1 The Energetica concept sits within the context of the Scottish Government's "National Planning Framework for Scotland 2 -2009" which states "Under the banner of the Energetica project, the economic development community is seeking to build on the energy sector and offshore strengths of the region, diversifying into new renewable and clean energy technologies to consolidate its position as a global energy hub. It is also pursuing opportunities to develop tourism, the rural economy and the food and drink sector."
- 5.2 The Energetica Corridor is included within two of the Aberdeen City and Shire Structure Plan 2009 Strategic Growth Areas (SGA), with the potential to achieve the most development. Energetica will also help to meet the aims and objectives of the Structure Plan and in particular economic growth.
- 5.3 The Energetica Placemaking documents consist of 3 parts: Supplementary Guidance, Planning Advice and an Overview. The purpose of the Placemaking documents is to translate the vision for Energetica into planning guidance that will help to transform the Energetica corridor into a "high class lifestyle, leisure and business location". It highlights the desired and aspirational standards that should be adopted by developers when planning new developments within Energetica.
- 5.4 The Enterprise, Planning and Infrastructure Committee on 24 May 2011 (EPI/11/123) approved consultation outlining the proposed

Energetica Placemaking Supplementary Guidance and Planning Advice, prepared as a guide for the future development of land identified within the Energetica Corridor.

- 5.5 A total of twenty six responses were received from the consultation exercise from a number of statutory consultees, organisations and community councils. Appendix 2 details the comments received relating to the Supplementary Guidance and minor recommended changes. Appendix 3 details the comments and recommended amendments relating to the Planning Advice and Appendix 4 to the Overview Document. Appendix 1 shows the proposed Supplementary Guidance with the suggested changes made. The Placemaking suite of documents and their proposed amendments require further collaboration and redrafting of the documents between Aberdeen City Council, Aberdeenshire Council and Scottish Enterprise to make the suggested amendments.

Energetica Placemaking Supplementary Guidance

Background

- 5.6 It is proposed that Energetica Placemaking Supplementary Guidance will form supplementary guidance to the emerging Aberdeen Local Development Plan. The Energetica Placemaking Supplementary Guidance will be a statutory document supplementary to the Aberdeen Local Development Plan. This is intended to be joint supplementary guidance with Aberdeenshire Council, subject to their relevant committee decisions.
- 5.7 The supplementary guidance stipulates that development within the area of the Energetica corridor (as defined within the Supplementary Guidance) will be expected to meet the following 6 criteria:
- 1) It is demonstrated, through the mix and balance of uses and design of structures, that innovation and experimentation have been employed in the pursuit of the highest levels of economic, social, and environmental sustainability; and
 - 2) It is demonstrated that the energy performance has been carefully considered in the design process to result in buildings and layouts which have exemplary energy performance or introduce innovation in this regard; and
 - 3) Buildings demonstrate future-proofing through flexibility in their design to allow for easy extension or conversion to other uses over the full life-span of the building; and
 - 4) It is demonstrated that the layout and design of buildings promotes the creation of social hubs, civic spaces, streets as places, and active frontages within developments; and

- 5) It is demonstrated that the implementation of open space requirements emphasise the aspiration for active lifestyles within the corridor: and
- 6) There is a commitment to the provision of high quality landscaping which contributes to a unified sense of place within the framework area.

Comment Summaries

5.8 The Schedule 4 document summarising the comments submitted as part of the consultation and the proposed responses are attached to this report as Appendix 1. In summary the main points raised in relation to the Supplementary Guidance are:

- Better linkages between the Supplementary Guidance document and the Planning Advice document.
- Mixed opinions relating to the achievability of the 6 criteria. Some will be achievable through detailed planning applications but criteria 2 may be better suited for building standards.
- Within the criteria further information required for natural heritage, sustainable transport, and environmental sustainability.
- Welcome and support was shown for the creation of interesting places and streets.
- Further information on delivery mechanisms - how the concept will be delivered.
- Further information required on Energetica Compliance Statements.
- Reference Strategic Growth Areas of Structure Plan within the document.
- Suggest the process needs simplified. This guidance may deter rather than encourage.
- Clarification sought on who 'we' in the document refers to.

5.9 For details of the recommended responses to the comments see Appendix 2 - Summary of responses (including reasons) by the Planning Authority. In summary a number of the comments are recommended for acceptance including: changing references of 'we expect' to 'it is expected' to avoid any confusion, change 'the mix and balance of uses' in the 1st criteria to a 'range of mixes and uses', add a sentence on translating Energetica's aspirations through Masterplans where appropriate and add advertisement consent and agricultural buildings to the planning applications that the Energetica supplementary guidance does not apply.

5.10 The revised wording to the Supplementary Guidance is attached as appendix 1.

Energetica Placemaking Planning Advice

Background

- 5.11 The Energetica Placemaking Planning Advice is a good practice guide highlighting ways to meet the aspirations of the supplementary guidance. It is not a statutory document but provides good practice for developments and residents within this corridor. The Planning Advice is split into a number of sections: – introduction, settlement structure, environmental performance and built form; and aims to create vibrant places and spaces where people can interact. It also considers what improvements and benefits in areas of economy, environment and quality of life can be achieved from applying the advice.

Comment Summaries

- 5.12 The Schedule 4 document summarising the comments submitted as part of the consultation and the proposed responses are attached to this report as Appendix 3. In summary the main points raised in relation to the Planning Advice are:
- The advice document should relate more clearly to the six criteria of the Supplementary Guidance. Unclear how the 3 introductory sections in the advice relate to the rest of the document or the Supplementary Guidance.
 - Believe the advice helps to meet the criteria but the aspirations may be outwith the scope of planning.
 - Further details required on how the vision will be delivered.
 - Some respondents expressed concern about the content/structure of the Planning Advice not being usable, understandable, helpful or clear. Respondents made a number of specific comments in the individual chapters, mostly on transport/roads/cycling, waste and the environment.
 - Clarification was also sought on a number of technical terminologies used within the document.
 - Reference to documents such as the Energetica recycling and waste strategy should be removed unless one exists.
- 5.13 For details of the recommended responses to the comments see Appendix 2 - Summary of responses (including reasons) by the Planning Authority. In summary a number of the comments are recommended for acceptance including: further mention of roads standards, removal of mention of gravel roads, further guidance on access to bus routes and cycling, establish clearer links between the advice and the supplementary guidance and added a few additional sentences relating to Sustainable Urban Drainage systems and the natural environment.

Energetica Placemaking Overview

Background

- 5.14 The final document in the suite is a summary providing an overview to the aims and aspirations of Energetica Placemaking. It highlights the background, the approach and how they all relate to quality of life, environmental performance, the economy and how all the documents

combine to enable the understanding of Energetica's relationship to the planning system.

Comment Summaries

5.15 The Schedule 4 document summarising the comments submitted as part of the consultation and the proposed responses are attached to this report as Appendix 4. In summary the main points raised in relation to the Planning Advice are:

- Include mention of the Structure Plans Strategic Growth Areas within the Energetica Documents.
- Suggest the 5 criteria need to match the 6 criteria set out in the Supplementary Guidance.
- Mention should be made of both Councils current road standards.
- Define what the 7 areas of guidance are.

5.16 For details of the recommended responses to the comments see Appendix 3 - Summary of responses (including reasons) by the Planning Authority. In summary a number of the comments are recommended for acceptance including: change the five principles to reflect the six supplementary guidance criteria and clarify the seven areas of guidance.

Next Steps

5.17 Aberdeen City Council will work with Aberdeenshire Council and Scottish Enterprise over the next few weeks to amend the Supplementary Guidance, Planning Advice and Overview documents in the form of the agreed changes within Appendices 1, 2 and 3 of this report. These changes will be amended within their fully formatted, graphic version. A bulletin report will be submitted to the Enterprise, Planning and Infrastructure as a bulletin to the 31 January 2012 for information to confirm this task is complete.

6. IMPACT

6.1 The draft Energetica Placemaking documents relate to the following Single Outcome Agreement objectives: 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 protect it and enhance it for future generations; 13- We take pride in a strong, fair and inclusive national identity; 14 - We reduce the local and global environmental impact of our consumption and production and 15- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

- 6.2 The draft Energetica Placemaking documents meets the vision of the Community Plan in promoting a strong image of the city and a sense of civic pride. It also particularly relates to the vision points of presenting a strong, positive image of itself both nationally and internationally and being recognised as confident, ambitious, creative and compassionate.
- 6.3 The equalities and human rights impact assessment was carried out as part of the original committee report for 24 May. It is still relevant and demonstrates there are no negative impacts resulting from the Energetica Placemaking documents only neutral and positive effects. There will be no obvious difference in the houses that are not privately owned. One of the main aims of the Energetica Placemaking documents is to provide high quality spaces, facilities and services that allow informal interaction of all ages. Facilities will be located within walking/cycling distance of all the houses and employment opportunities. Bus routes will also be integral to the developments and again within easy access of houses and employment facilities.

7. BACKGROUND PAPERS

Energetica Draft Placemaking Supplementary Guidance, Planning Advice and Overview

http://aberdeencitydev/Planning/pla/pla_masterplan_energetica.asp

Aberdeen City and Shire Structure Plan August 2009

<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=423&SID=8>

Aberdeen Local Development Plan: Proposed Plan September 2010

http://www.aberdeencity.gov.uk/Planning/ldp/pla_local_development_plan.asp

Aberdeen Local Plan: June 2008

http://www.aberdeencity.gov.uk/Planning/pla/pla_LocalPlan_home.asp

8. REPORT AUTHOR DETAILS

Laura Robertson

Senior Planner

Larobertson@aberdeencity.gov.uk

01224 522246

This page is intentionally left blank

Appendix 1: Energetica placemaking Supplementary guidance, as amended

Aberdeen Local Development Plan Aberdeenshire Local Development Plan

Supplementary Guidance Development in the Energetica Framework area

Aberdeen City and Aberdeenshire Councils, in association with ACSEF, Scottish Enterprise, and other stakeholders, support the “Energetica Framework”, as promoted in the National Planning Framework 2. Within this framework area, as defined on the attached map, development must make a contribution to the quality of life, environmental performance and economic development targets. This contribution will result in the transformation of the Energetica corridor into a high class lifestyle, leisure and, ultimately, a global business location. The aim is to create a technology lifestyle community with innovative transport links showcasing the latest low carbon technologies.

Planning and design is not the only means to achieve these aspirations for change. Promotion of activity in relation to lifestyle and leisure, energy technologies and the development of a network of companies to supply and service them, and marketing and branding is also being undertaken. A specific project team has been established staffed by senior staff from the two Councils, Scottish Enterprise and Aberdeen City and Shire Economic Futures (ACSEF) with a responsibility for major projects.

~~It is recognised that many of the planning and design actions required to achieve this ambition are common for all developments across Aberdeen City and Aberdeenshire. In addition it is expected that development in the Energetica framework area will lead by example on issues such as: the mixture and co-location of facilities to create business villages; environmental sustainability and performance; landscaping and greenspace management; travel; and built form.~~

Deleted: We

Deleted: we

Deleted:

While all development in the Energetica Corridor is subject to the policies and strategies of the relevant constituent authority, in order to achieve this vision the following supplementary guidance also applies in the Energetica Framework area. We will approve the development in the Energetica Framework area, subject to other policies, if:

1. It is demonstrated, through a range of mixes and uses, and design of structures, that innovation and experimentation have been employed in the pursuit of the highest levels of economic, social, and environmental sustainability; and

Deleted: the mix and balance of uses

2. It is demonstrated that the energy performance has been carefully considered in the design process to result in buildings and layouts which

have exemplary energy performance or introduce innovation in this regard; and

3. Buildings demonstrate future-proofing through flexibility in their design to allow for easy extension or conversion to other uses over the full life-span of the building; and

4. It is demonstrated that the layout and design of buildings promotes the creation of social hubs, civic spaces, streets as places, and active frontages within developments; and

5. It is demonstrated that the implementation of open space requirements emphasise the aspiration for active lifestyles within the corridor: and

6. There is a commitment to the provision of high quality landscaping which contributes to a unified sense of place within the framework area.

| Planning advice is published separately as a guide to achieving these specific requirements. This advice also sets out appropriate responses to meeting other, more general, planning policy requirements.

Deleted: We have published p

In order to demonstrate compliance with this policy an Energetica compliance statement must be submitted that details, at least, how the six points above have been addressed. This may be a stand-alone document, or included as a specific part of a Design and Access statement. Aberdeen City and Aberdeenshire Councils accept that the scale of contribution made by the development to the Energetica framework principles should be proportionate to the scale of the development proposed. Where documents are subject to an agreed masterplan or other design document as defined in the Council's Supplementary Guidance on masterplanning, these should translate Energetica's aspirations into layout and design of new developments to ensure a coherent identity along the corridor. It does not apply to householder planning applications, advertisement consent or planning applications of an agricultural nature.

Deleted: householder planning applications.

Reproduced by permission of Ordnance Survey
on behalf of HMSO.
© Crown copyright and database right 2011.
All rights reserved.

Ordnance Survey Licence number 0100020767

ENERGETICA PLACEMAKING SUPPLEMENTARY GUIDANCE

VERSION 1.5 - 14 APRIL 2011

THE ENERGETICA FRAMEWORK AREA



Energetica

Appendix 2

Appendix 2	Energetic Placemaking
Development plan reference:	Supplementary Guidance
Body or person(s) submitting a representation raising the issue (including reference number):	
<p>1 – Belhelvie Community Council 3 – Knight Frank on behalf of various landowners and developers 4 – Scottish Natural Heritage (SNH) 5 – Scottish Environment Protection Agency (SEPA) 6 – SITA UK 7 – Historic Scotland 8 – Planning Modernisation Group Executive (PMGE) 9 – Halliday Fraser Munro on behalf of ANM Group Ltd 10 – Halliday Fraser Munro on behalf of Harper & Cochrane Ltd 11 – Baxter Design 12 – Grampian Police 14 – Royal Society of the Protect of Birds (RSPB) 15 – Transportation Strategy and Programmes, Aberdeen City Council 16 – Stewart Milne Homes 17 – Environmental Policy, Aberdeen City Council 18 – Aberdeen Airport Ltd 19 – NESTRANS 20 – Colin Tawse 21 – Kirkwood Homes 22 – [Bridge of Don] Community Council 23 – Walking-the-Talk 24 – Ryden 25 – Homes for Scotland 26 – Bruce and Partners on behalf of Ellon Business Initiatives</p>	
Provision of the development plan to which the issue relates:	<p>Aberdeen City Local Development Plan - Directions for Growth – Bridge of Don/Grandhome and Directions for Growth – Dyce, Bucksburn and Woodside.</p> <p>Aberdeenshire Local Development Plan Policy 1: Business Development and Supplementary Guidance LSD2: Layout, siting and design of new development.</p>
Summary of the representation(s):	
Question 2: Do you agree with the proposed area of the Energetica Framework?	
<p>3, 4, 9, 10, 18, 19, 22 Agree with proposed area of the framework, subject to clarification of what Energetica is.(16)</p> <p>11: Does not agree with proposed area of the framework, suggesting it should include Fraserburgh.</p>	
Question 3: It is proposed that the supplementary guidance will not apply to householder planning applications? Are there any other types of planning applications that the Supplementary Guidance should not apply to?	
<p>3: Suggests the Supplementary Guidance should not apply to [a wide range of development types including] business, office, agricultural, industrial, residential, signage/advertisement, mixed use, education and community developments, as it would stifle development and make doing business more difficult due to added delays and costs.</p> <p>9 & 10: Suggests the Supplementary Guidance should not apply to Signage/Advertisement because if they apply they will add an unnecessary layer to guidance and advice.</p> <p>11: Suggests the Supplementary Guidance should not apply to Agricultural and Residential</p>	

Appendix 2

developments as they have no direct influence.

Question 4: Do the Energetica Placemaking Documents meet the aims and aspirations of both Local Authorities Proposed Local Development Plans?

9, 10, 11, 17 and 22: Believe the documents meet the aims and aspirations of both local authorities LDPs, but the Energetica concept, which is portrayed through the guidance and advice is not referred to in the Local Development Plans (**9 & 10**).

3: Believes the documents do not meet the aims and objectives. The prescriptive nature of the documents will make sites uneconomic and unviable and will hold back development thus failing to meet the aims and objectives of both LDPs. In this regard **14** believes they are very weak especially with regards to environmental protection and biodiversity conservation.

Question 5: Out of the six criteria, which do you think are achievable and which are unachievable?

3, 17 & 22: Believe all six criteria are achievable, but question their achievability in reality (**3**).

Criterion 1: Innovative and experimental design

6 & 11: Believe the criterion will be achievable, as long as the costs involved do not deter new economic generation (**6**).

9 & 10: Believe the criterion is unachievable as it will be difficult to assess in terms of planning applications for the development of land allocated in the LDP.

12: Suggests it is important to encourage a range of uses to ensure places are occupied both day and night.

14: Expresses concern that the underlying principles lack proper environmental credibility and suggests a much more explicit meaning on the concept of “environmental sustainability” is set out in the form of a major policy on biodiversity protection and enhancement. Suggests either amending criterion 1 or an additional criterion base on pursuing the highest levels of environmental sustainability.

Criterion 2: Exemplary energy performance

6: Believes the criterion is achievable as long as the costs involved do not deter employment development.

9, 10 & 11: Believes the criterion is unachievable and is a matter for building control. Any involvement in the planning system will add to unnecessary administration costs (**11**).

12: Notes that security and the “Secured by Design” award forms part of the security criteria of BREEAM (British Research Establishments Environmental Assessment Method).

Criterion 3: Future-proofing buildings for extension or conversion

6, 9, 10 & 11: Believes the criterion will be achievable through detailed planning applications (**9 & 10**) and as long as cost does not deter development (**6**).

12: Agrees that future proofing should be designed into all development where practical. Suggests an example of this would be placing ducting on buildings to enable CCTV cabling in the future.

Criterion 4: Creation of social hubs

6, 9, 10 & 11: Believe the criterion will be achievable through detailed planning applications (**9 & 10**) the criterion will be achievable and as long cost does not deter development (**6**).

Appendix 2

12: Suggests that achieving a “secured by design” award will help to create safe and secure environments.

Criterion 5: Open space requirements emphasis active lifestyles

6, 9 & 10: Believe the criterion will be achievable where relevant and appropriate to the development type (**6**) and through the use of detailed planning applications for small areas (**9 & 10**).

11: Believes the criterion is unachievable due to the maintenance costs involved in the upkeep of open spaces.

12: Suggests active lifestyles should be encouraged as this will ensure open space is used for legitimate purposes and should avoid “dead” spaces which will attract anti social behaviour.

4: Notes that although the Planning Advice relates to natural heritage they are disappointed that the criteria in the Supplementary Guidance do not require a contribution to natural heritage apart from landscape, and suggests an amendment to criterion 5 to make reference to biodiversity and the conservation and enhancement of habitats. Also notes that open space should be seen as an essential part of development infrastructure in order to attain the greatest benefits.

23: Suggests the criterion should include specific reference to an aspiration for sustainable transport.

Criterion 6: Landscaping contributes to a unified sense of place

11: Believes the criterion is achievable.

6: Believes the criterion will be achievable if it is appropriate to the specific development and its local area.

9 & 10: Believe the criterion is potentially achievable through the use of detailed planning applications for small areas.

4: Concerned that a unified sense of place, as described in the criterion is not appropriate if it will mean some sort of homogeneity. Landscaping should instead reflect and enhance landscape character of the local area. Suggests an amendment to the text.

12: Suggests the use of soft landscaping can foster a feeling of safety and security.

Question 10: Other comments relating to the supplementary guidance

Welcome/support

5: The guidance is of a high standard and the promotion of energy reduction and enhanced environmental performance is welcomed.

7: Notes that the supplementary guidance consolidates the proposed Aberdeenshire LDP, principally Policy 1 Business Development, which historic Scotland was consulted on and responded to. Therefore they have no further comments to make on the guidance.

26: Supports some of the aspects of the guidance particularly those that concern the creation of interesting places and streets and the encouragement of mixing residential and work addresses.

Delivering Energetica

4: Notes the success of Energetica is dependant on the commitment to deliver its vision and how it is delivered (i.e. through masterplans and design briefs). The three Placemaking

Appendix 2

documents will guide and assess future planning applications within the area. However, without a more specific plan led process it will be difficult for developers and decision makers to achieve a coherent identity along the corridor. The suggested four zones from the Leisure and Lifestyle meeting in August this year could be used for masterplanning zones.

16: Greater clarity and transparency of how the concept will be delivered is required. Concerned that no realistic targets or delivery strategies are present within the documents and without these it is likely that Energetica will remain a concept for the foreseeable future.

20: Is aware of the concept but ignorant of any delivery mechanism. Suggests that in order to progress, Energetica must be built on a strong, commercial foundation. There is nothing that provides the developer or potential user with an incentive to actively participate in the project.

4: Suggest it is also important to consider the longer-term aspects of place-making and hence the post-construction aspects of Energetica. Suggests this can be done through the use of service agreements or Energy Service Companies.

Local Development Plan

9 & 10: Suggests the concept has to be viewed within the context of the LDP allocations and policies. There is also concern as to how far the Energetica aspirations are likely to go.

26: Expresses concern about the detail contained in some of the documents and their relationship with the emerging policies contained in both councils LDPs.

26: Anyone building along the corridor will be expected to follow both sets of policies and advice and there will inevitably be conflict. If there is no conflict then one has to ask the point of having the dual set of documents.

Impact on developers/users

16, 20 & 26: The guidance will increase building costs dramatically.

16: Suggests that the guidance as it is currently written is likely to deter rather than encourage parties.

20 & 21: Suggest little reflection has been made on the views received from developers nor does it fully reflect broad commercial views or enthuse and encourage development (**21**). Suggests that the reticence of farmers to sell their land has not been acknowledged thus demonstrating a detachment from potential Energetica partners (**20**).

21: There is no incentive for developers and landowners. Landowners will have to take a further hit on the "Energetica Gain" – on top of planning gain, affordable housing and the Strategic/Cumulative Transport Fund. This will not only restrict the amount of land coming forward but will also affect the viability of projects.

21: Suggests the wrong elements of "market failure" are being addressed.

24: There is little in the document to encourage investment.

Energetica Compliance Statements

4: Suggests more specific guidance on type and level of information in the Energetica compliance statements is required, as they will form an important part of assessing applications. Suggests masterplans and design briefs play an important role in the formulation of Compliance Statements.

26: Concerned that an additional supporting statement and Design and Access Statements cause an additional burden. Whilst the burden does not seem high, the requirement to read and digest the supporting documentation and then make adjustments to plans in order to comply, will be an overhead that is not applied to development in other areas.

Appendix 2

Justification Text

6: Suggests the first paragraph of the justification text should be amended to make reference to the relationship between the Strategic Growth Areas and the Energetica area, and its aims to encourage development and diversification of the economy along the A90 corridor between Aberdeen and Peterhead.

6: Asks whether the Energetica project team will be pro-active in meeting with developers to discuss proposals and their fit with the Energetica concept?

15: Notes that the text continuously refers to “we” but does not state who “we” are. On further reading this appears to be both the councils. Suggests rephrasing the text to reflect that both councils will support development in the area if the appropriate policies/standards/ objectives are met/can be satisfactorily met.

Bureaucracy

8: Notes that considerable efforts have been made in the production of the documents but the combination of additional documents makes for additional effort for stakeholders. Suggests the amalgamation of the documents to simplify the requirements for development.

24: Supports the concept, but has reservations regarding the approach. Suggests the process needs to be simplified and speeded up. Consideration should be given to preparing a short, concise, consolidated document setting out all the planning policies applicable to the Energetica Corridor.

16, 21 & 24: The guidance appears as another layer of policy, is broadly a replication of the policies set out in the two Council’s LDPs (16), is too long and once adopted it will artificially drive up design standards where they are not needed (**21**). Respondent **16** does not understand the reason why this further guidance is needed when the aspirations are already provided elsewhere.

20: Does not view them as good documents.

26: Concerned with anything that might add an additional burden on businesses working in the Ellon area.

26: Hopes that the Energetica SPG and PAN would not constrain much of the forward thinking design work carried out in the corridor for development allocation located in Ellon in the LDP.

Other Comments

1: Contents are commendable but the document only explains the vision and does not mention specifics. Requests a presentation by a member of the Energetica Team to fully explain the impact of this project.

12: Suggests specific reference needs to be made to designing out crime.

25: Is unable to assist in consultation as no feedback has been received from the Grampian Housebuilders Committee.

Modifications sought by those submitting representations:

Question 2: Do you agree with the proposed area of the Energetica Framework?

11: Amend the framework area to Fraserburgh.

Question 3: It is proposed that the supplementary guidance will not apply to householder planning applications? Are there any other types of planning applications that the Supplementary Guidance should not apply to?

Appendix 2

3: The Supplementary Guidance should not apply to business, office, agricultural, industrial, residential, signage/advertisement, mixed use, education and community developments.

9 & 10: The Supplementary Guidance should not apply to Signage/Advertisement.

11: The Supplementary Guidance should not apply to Agriculture and Residential developments.

Question 4: Do the Energetica Placemaking Documents meet the aims and aspirations of both Local Authorities Proposed Local Development Plans?

9 & 10: Reference needs to be made to the Energetica concept in both of the Councils' Local Development Plans.

Question 5: Out of the six criteria, which do you think are achievable and which are unachievable?

Criterion 1

12: Amend criterion 1 to include a "through a range of mixes and uses..."

14: Expand criterion 1 or create a new criterion "...and, it is demonstrated that full account has been taken of potential adverse impacts on wildlife habitats, species and protected areas, particular those national priorities, and measures have been incorporated that not only protect them but enhance them, so increasing environmental sustainability and contributing to the quality of life."

Criterion 5

4: Amend criterion 5 to "It is demonstrated that open space forms part of an integrated network for people and nature, and is designed to be multi-functional to cater for all aspects of a community's life".

23: Include specific reference to an aspiration for sustainable transport within this point.

Criterion 6

4: Amend criterion 6 to "There is a commitment to the provision of appropriate and high quality landscape design which enhances the sense of place and landscape character within the framework area."

Question 10: Other comments relating to the supplementary guidance

Delivering Energetica

16 & 20: Set out clear information on the delivery mechanism to accompany the Planning Advice that gives clear and realistic targets to enable development to be truly meaningful (**16**).

4: Add additional text on the need for masterplans and design briefs to translate Energetica's aspirations into developments for specific parts of the corridor.

4: Identify masterplanning zones based on the four zones from the Leisure and Lifestyle meeting in August this year.

Energetica Compliance Statements

4: Add text to provide specific guidance on the type and level of information required in the Energetica compliance statements, highlighting the use of masterplans and design briefs to play an important role in the formulation of Compliance Statements.

Appendix 2

Justification Text

6: Amend the first paragraph of the justification text to make reference to the relationship between the Strategic Growth Areas and the Energetica area.

15: Replace the words “we” with Aberdeen City Council and Aberdeenshire Council.

Bureaucracy

8, 24: Amalgamate the three documents.

24: Prepare a short, concise, consolidated document setting out all the planning policies applicable to the Energetica Corridor.

16, 21 & 24: Delete the supplementary guidance and associated documents.

Other Comments

12: Include in the supplementary guidance specific reference to designing out crime.

Summary of responses (including reasons) by Planning Authority:

Question 2: Do you agree with the proposed area of the Energetica Framework?

The support for the proposed area of the Framework is welcomed. Clarification on what the Energetica Framework is provided in the first paragraph of the supplementary guidance, with further information provided in the Overview document. In light of this, no further change is required.

It is noted that one respondent requests that the Framework includes Fraserburgh. Although a port-town, its uses relate more to the fishing rather than to the energy sectors. The inclusion of Fraserburgh moves away from the energy anchors at Peterhead, Dyce and the Innovation Park

Question 3: It is proposed that the supplementary guidance will not apply to householder planning applications? Are there any other types of planning applications that the Supplementary Guidance should not apply to?

The Energetica framework is a placemaking document, which aims to improve the quality of life of people working and living in the area, to improve the local environment, and to develop and diversify the economy. This supplementary guidance is only one strand of a series of actions required to deliver the Energetica vision. To exclude, in effect, all types of development, as implied by one respondent, would result in the vision for Energetica not being achieved. The supplementary guidance is a design policy, which seeks to achieve the long term vision for the Energetica corridor and give it a distinct identity. Concerns about cost and delays are noted, but the guidance only requires developers to demonstrate consideration and adoption of the criteria within Energetica compliance statements. Adoption of the Energetica principles can be cost neutral, merely requiring a different approach to be taken to issues of urban design, or alternatively embrace the concepts to use as part of the marketing of the site.

It is agreed that the Supplementary Guidance should not apply to signage/advertisement and agriculture developments as they have no direct influence on the Energetica Framework. A proportionate approach to adoption of the guidance is proposed.

Question 4: Do the Energetica Placemaking Documents meet the aims and aspirations of both Local Authorities Proposed Local Development Plans?

It is very much welcomed that the majority of the respondents agree that the documents meet the aims and aspirations of both Aberdeen City and Aberdeenshire Local Development Plans. The Energetica framework is referred to in the Aberdeen City Local Development Plan in its Introduction and Direction of growth chapters. In the Aberdeenshire Local Development Plan,

Appendix 2

it is referred to in Policy 1 *Business development*.

In relation to the concern that the documents are too prescriptive and will make developments uneconomic and unviable, this is addressed under the response to question 3 above in the first paragraph, fifth and sixth sentences. Furthermore, issues on developer finance could be discussed/resolved at the masterplanning/design stage prior to the submission of a planning application.

In relation to environmental protection and biodiversity conservation, other policies in the local development plans provide the necessary protection to habitats and species, which avoids the need to duplicate policy advice. However, to ensure this issue is not omitted, some more detail will be provided in the Planning Advice.

Question 5: Out of the six criteria, which do you think are achievable and which are unachievable?

Welcomes the support given by the respondents who believe the proposed criteria are achievable. The application of these criteria would be achieved at the masterplan or planning application stage, and to ensure their use, the criteria would be applied on a proportionate scale (i.e. all criterions will apply where appropriate). Developer costs are unlikely to deter new development providing early consideration is given to factors affecting its design and layout, and as mentioned in question 4 above, applicants are only required to demonstrate compliance to the criteria.

In light of comments from Grampian Police, it is agreed that specific reference should be made in the Planning Advice to designing out crime. This could be included in the appropriate chapters of the advice or in a separate chapter.

Criterion 1: Innovative and experimental design

It is not agreed that the applications would be difficult to assess, as an Energetica compliance statement will be required to accompany a planning application.

It is agreed that criterion 1 should be amended to include a ranges of mixes and uses.

As mentioned above in question 4, the protection and enhancement of habitats and species are considered in other policies in the City and Shire local developments plans. However, further advice on 'environmental sustainability' could be added in the Planning Advice on this issue under the section titled '01.3 Green settlement pattern'.

Criterion 2: Exemplary energy performance

The current Building standards set out the requirement for new developments to achieve a Bronze active level as a means of reducing carbon dioxide emissions. The 'active' requirement falls within planning as the Climate Change (Scotland) Act 2009 requires local development plans to include policies that require new developments to include zero or low carbon generating technologies within their proposal. Orientation and layout are key elements of the sustainability labelling system introduced by the Building control legislation. In light of this, it is completely appropriate to consider energy performance in the supplementary guidance.

However, further clarification could be provided in the planning advice to explain what is meant by "exemplary energy performance". may imply the active consideration of solar gain, orientation of development and/or increasing above the "minimum" standard the amount and type of on-site renewables. Furthermore, this could either be embracing renewable energy (or other) technologies across the whole site or providing one or more of these technologies on only part of the development. Compliance to these criteria would require to be demonstrated in an Energetica compliance statement.

Appendix 2

Criterion 5: Open space requirements emphasis active lifestyles

The maintenance costs involved in the upkeep of open spaces are applicable to all developments in Aberdeenshire. Furthermore, as previously mentioned, applicants are only required to demonstrate compliance with this criterion. In this instance, it is to emphasise the aspiration for active lifestyles within the corridor. If maintenance cost is an issue, this could be highlighted in the Energetica compliance statement as a means of justifying the type and/or scale of open space provision that is made.

The comments raised on enhancing biodiversity and sustainable transport are noted, but the purpose of the criterion is to promote 'active lifestyles', for example, woodland with paths through it to encourage running and cycling. It may be necessary for the Planning Advice to include further examples of this in section titled '01.3 Green settlement pattern'.

Criterion 6: Landscaping contributes to a unified sense of place

The maintenance and enhancement of landscape character is already considered in the LDPs and supplementary guidance. The purpose of this criterion is to consider micro landscapes associated with 'Energetica' design themes and landscaping. In light of this, no change to the criterion is proposed. However, further examples on the themes of Energetica landscape designs (e.g. tree types and fence/wall design) could be included in the Planning Advice '01.1 A positive relationship with landscape'.

Question 10: Other comments relating to the supplementary guidance

Welcome/support

Support for the document is welcomed.

Delivering Energetica, Relationship with the Local Development Plan and Impact on developers/users

The aim of the Energetica Framework is to create a technology lifestyle community with innovative transport links showcasing the most efficient low carbon technologies. It is an area-wide policy and will require to be met like any other policy where the proposal falls within the Energetica framework area. The Aberdeenshire Settlement Statements also identify which settlements are within the Framework area. However, at this early stage in the delivery of the Energetica Framework, developments within the corridor will only be required to demonstrate compliance with the six criteria in the supplementary guidance, unless exempt, and present this information in an Energetica compliance statement (as discussed in question 4 above). In light of this and given the purpose of the supplementary guidance, it is unlikely to conflict with other policies in the LDPs or result in dramatically increased costs for developers.

To assist in the delivery of Energetica, it is agreed that additional text should be included in the last paragraph of the justification text requiring masterplans and design briefs to translate Energetica's aspirations into new developments to ensure a coherent identity along the corridor. Therefore, a coherent identity along the corridor can be achieved through development proposals meeting the criteria in the supplementary guidance without the need for masterplanning zones within the Energetica corridor.

The use of service agreements or Energy Service Companies is a matter for the developers to promote as part of their response to the challenges the guidance sets.

Incentives available at present relate to the use of its branding and marketing potential providing long term advantages over other areas. Reference to an Energetica Charter could be included within the Planning Advice in conjunction with the Energetica compliance statements or in the Overview document.

Energetica Compliance Statements

It is agreed that further information on the information required in the Energetica compliance statements should be provided, this would be more appropriate in the Planning Advice

Appendix 2

document. It is anticipated that these statements will be a concise document broadly setting out how the proposed development has demonstrated compliance with each criterion and justifying those decisions. The suggestion to include a reference (in the Planning Advice) on the role masterplans and design briefs play in the formulation of Compliance Statements is supported, as they will assist in identifying any issues such as cost and deliverability of each criterion.

Justification Text

It is not agreed that additional text should be added to the document to set out the relationship between the Energetica corridor and the two Strategic Growth Areas (SGAs), as identified in the Structure Plan, as the SGAs are a land use allocation and Energetica Placemaking is a design tool and bears no resemblance to them.

There is no Energetica project team as such, but officers, primarily in both the Council's planning departments will be able to provide advice and meet with developers to facilitate development as they arise. Two of the key mechanisms for early engagement with the Councils are the pre-major application process and the requirement for some sites to have an agreed development framework, masterplan or design brief.

Due to the nature of the supplementary guidance falling within more than one local authority the term "we" was used. However, to avoid confusion and to be consistent with other supplementary guidance, the words "We recognise..." and "we expect..." should be replaced with "It is recognised..." and "it is expected..." in the third paragraph of the justification text. Also the first sentence of the fifth paragraph, which states "We have published planning advice separately..." should be amended accordingly.

In relation to the suggested rephrasing the justification text to support development that meets other policies and standards, the last sentence in the fourth paragraph already states development will be supported subject to other policies. Therefore no further change is required.

Bureaucracy

The amalgamation of the three documents is not supported as each serve a different function. The only policy applicant's will have to conform to are the six criteria in the supplementary guidance. The Planning Advice is not policy and only provides examples of how each of the criteria in the supplementary guidance could be met, as other means to demonstrate compliance with the policy are also acceptable. The Overview document provides an executive summary of the Energetica Framework concept and introduces it more simply than in detailed policy or advice, in order to promote familiarity with the concept.

It would be impractical to set out all the policies that would be applicable within the Energetica corridor as no two planning applications are likely to be the same.

The aspirations of the Energetica concept are noted in the LDPs and supplementary guidance, but separate guidance is required to introduce the concept and set how developers should demonstrate compliance to it. This is not provided elsewhere in the LDP.

The Energetica Framework aims to encourage forward thinking design within the corridor rather than constrain it (see response in question 3, first paragraph). How the applicant justifies compliance should be set out in an Energetica compliance statement.

Other Comments

The specifics of how developments meet the vision are contained within the supplementary guidance's six criteria, which are further explained in the Planning Advice. Although it is too late for the respondent to provide further comment of the documents, further information on the Energetica Framework could be provided at a meeting, if requested.

As discussed above, it is agreed that specific reference should be made to designing out

Appendix 2

crime, but that this should be provided in planning advice.
Any further plan changes commended by the Planning Authority:
Amend criterion 1 to include “through a range of mixes and <u>uses</u> ...”
In the third paragraph of the justification text replace “We recognise” and “we expect” with “It is recognised...” and “it is expected...”.
In the first sentence of the fifth paragraph, replace “We have published planning advice separately...” with “Planning advice has been separately...”
After the second sentence in the final paragraph of the justification text, add a new sentence, “Where documents are subject to an agreed masterplan or other design document as defined in the Councils’ Supplementary Guidance on masterplanning, these should translate Energetica’s aspirations into layout and design of new developments to ensure a coherent identity along the corridor.”
In the last sentence on the justification change the wording after It does not apply to add - ‘householder planning applications, advertisement consent or planning applications of an agricultural nature’
<u>Planning Advice</u>
Further changes to the Planning Advice will have to be discussed with the technical consultant writing the Advice. However, suggested modifications are provided below.
Include examples of active lifestyles within open space under the section titled ‘01.3 Green settlement pattern’.
Include examples on the different types of potential themes of Energetica landscape designs (e.g. tree types and fence/wall design) in section ‘01.1 A positive relationship with landscape’.
Include specific reference to designing out crime, as per the comments raised under each criterion, either within the appropriate chapters of the advice or as a separate chapter.
Provide further information on the Energy Compliance Statements, using an example to demonstrate how the development meets the Energetica Framework based on what it has or is able to achieve (e.g. for criterion 2, the development meets the Bronze/Silver/Gold level and to achieve the ‘Active’ level it includes solar panels and a district heating scheme. The role of masterplans and design briefs play in the formulation of Compliance Statements could also be highlighted. This section could also include a paragraph on how developers could sign up to an Energetica Charter, with an explanation of what it is. Alternatively reference to the Energetica Charter and how developers could sign up to it could be included as a new paragraph in the Overview, under the heading titled ‘Approach’.
Provide further clarification on what is meant by “exemplary energy performance”. For example, it may imply the active consideration of solar gain, orientation of development and/or increasing above the “minimum” standard the amount and type of on-site renewables, which could apply to the whole site or only part of the development. Compliance to these criteria would require to be demonstrated in an Energetica compliance statement.
Committees’ decision:
<INSERT TEXT>
Committees’ recommendations:
<INSERT TEXT>

This page is intentionally left blank

Appendix 3

Appendix 3	Energetica Placemaking	
Development plan reference:	Planning Advice	
Body or person(s) submitting a representation raising the issue (including reference number):		
<p>2 –Transportation, Infrastructure Services, Aberdeenshire Council 3 – Knight Frank on behalf of various landowners and developers 4 – Scottish Natural Heritage (SNH) 5 – Scottish Environment Protection Agency (SEPA) 6 – SITA UK 8 – Planning Modernisation Group Executive (PMGE) 9 – Halliday Fraser Munro on behalf of ANM Group Ltd 10 – Halliday Fraser Munro on behalf of Harper & Cochrane Ltd 11 – Baxter Design 13 – Enterprise Planning and Infrastructure, Aberdeen City Council 14 – Royal Society of the Protect of Birds (RSPB) 15 – Transportation Strategy and Programmes, Aberdeen City Council 16 – Stewart Milne Homes 17 – Environmental Policy, Aberdeen City Council. 20 – Colin Tawse 21 – Kirkwood Homes 22 – [Bridge of Don] Community Council 23 – Walking-the-Talk 24 – Ryden 25 – Homes for Scotland 26 – Ellon Business Initiatives</p>		
Provision of the development plan to which the issue relates:	<p>Aberdeen City Local Development Plan - Directions for Growth – Bridge of Don/Grandhome, and Directions for Growth – Dyce, Bucksburn and Woodside.</p> <p>Aberdeenshire Local Development Plan Policy 1: Business Development and Supplementary Guidance LSD2: Layout, siting and design of new development.</p>	
Summary of the representation(s):		
<p>Question 6: Do you find the planning advice document, usable, understandable, helpful and clear?</p> <p>14, 17 & 22: Believe the document is usable, understandable, helpful and clear.</p> <p>3, 6, 9, 10, & 11: Believe the document is not usable, understandable, helpful and clear.</p> <p>3 & 6: Express concern that it is just another layer of policy that will impose further requirements beyond the LDP and will result in an extra cost burden for employment developments such that they will be discouraged from developing within the corridor, thus being in conflict with the Structure Plan designation of a Strategic Growth Area.</p> <p>6: Suggests the advice should relate more clearly to the six criteria in the Supplementary Guidance and to different types of development defining what exactly each requirement is looking to achieve and give explanations.</p> <p>6: Guidance focuses on residential and town development; suggests this should be balanced with consideration of industrial and rural development.</p> <p>9 & 10: Question whether the Energetica aspirations will be deliverable by the LDP allocations. Instead they feel that the aspirations will only be deliverable in the confines of the LDP.</p>		

Appendix 3

11: Suggests more visual examples of what is expected are needed.

Question 7: Do you think that the planning advice helps to meet the six criteria in the supplementary guidance?

9, 10, 11, 14 & 22: Believe the document helps to meet the six criteria, but feel that the aspirations are outwith the scope of the planning system (**9&10**) and the criteria are not comprehensive enough (**14**).

9 & 10: Suggests there is need for more than a Supplementary Guidance; a strong backing from agencies such as Scottish Enterprise and ACSEF is also needed.

6: Believes the document does not help to meet the six criteria.

Question 8: Rate the Energetica Placemaking documents.

Layout of documents

9, 10, 11 & 22 Rate the documents as being good.

6: Rates the layout as not helpful and there are no linkages between the three documents.

4: There is a lot of inspiring information within the document but its structure makes the information difficult to access. Furthermore, it is not clear how this information will be used in practice. It is also unclear how the three introductory sections in the Planning Advice relate to the rest of the document and how they relate to the six criteria in the guidance.

Diagrams

9, 10 & 22: Rate the documents as being good.

11: Rate the document as being average for its diagrams.

Size of text

11 & 22: Rate the documents as being good.

9 & 10: Rate the documents as being average for the size of text.

Images

9, 10 & 22: Rate the documents as being good.

11: Rate the document as being average for its images.

26: Expresses concern that many of the images used in the documents give an over simple illustration of the effect and as a result they tend to be misleading. For example on density, it implies that development should be starting from suburbia and creating more suburbia (e.g. chapter 01.3 Green Settlement Pattern).

Length of advice

8: Notes that considerable efforts have been made in the production of the documents but the combination of additional documents makes for additional effort for stakeholders. Suggests the amalgamation of the documents to simplify the requirements for development.

11 & 22: Rate the documents as being good.

9 & 10: Rate the documents as being poor for its length and **21** regards the length as too long.

24: Suggests the process needs to be simplified and speeded up. Consideration should be given to preparing a short, concise, consolidated document setting out all the planning policies applicable to the Energetica Corridor.

Appendix 3

Language

6, 9, 10, 11 & 22: The language is good but confusing when condensing the six criteria (6).

Question 9: Would you consider signing up to an ‘Energetica Charter’?¹

3, 6, 9, 10 & 11 Would sign up to the charter on the basis that discussions would be carried out with council representatives (11) if it is seen as a positive thing within the development industry (3) and if it was committed to the principles of sustainability (6).

16 & 22 Would not sign up to the charter.

20: Uncertain as there no incentive for investment; would mean significant additional costs; there is no clear benefit arising from additional cost; and potential for substantial delay and grief.

Question 10: Other comments relating to the planning advice

Welcome/support

13: Is happy with main thrust of document.

23: Overall the documents are positive and integrative.

26: Supports some of the aspects of the guidance particularly those that concern the creation of interesting places and streets and the encouragement of mixing residential and work addresses.

1.0 Enhancing Quality of life - Landscape and green space

4: Fully supports multiple benefits from land use, but recommend including text on limiting potential adverse impacts on biodiversity and landscape associated with some energy crops.

4: Clarification is needed on the following statement “using the landscape as a resource for settlements including providing construction materials, fuel and food and other, low energy options.” Concerned that it is ambiguous and open to interpretation, such as the encouragement of quarrying. However, acknowledges that it could be to encourage working in the local environment to realise resource-efficient buildings and places.

5: Welcomes the clear reference that is given to green spaces fulfilling multifunctional roles (e.g. for flood management and surface water attenuation purposes).

14: Lacks effective consideration of biodiversity conservation and enhancement. Should include a proper, overarching strategy for the conservation and enhancement of natural features, habitats and biodiversity, which is linked to the national and local Biodiversity Actions Plans.

17: Suggests the advice needs to go a step further and include the need to maintain existing as well as creating new green networks.

15: Reference to corridor wide networks of footpaths should be amended to foot and cycle paths.

1.0 Enhancing Quality of life - Movement networks

¹ This question is primarily aimed towards developers/applicants. One idea is that the Charter could be a commitment from developers to meet the aims and aspirations of Energetica Placemaking and as a result get to use the Energetica branding (if you have other ideas on what the charter could involve and what would encourage you to sign up to a Charter please add it the comments box).

Appendix 3

2, 13 & 15: Gravel surfaces on roads are unacceptable and will not be permitted.

15: Suggests reference made to Designing Streets should also recognise council standards.

15: Suggests this section also needs to recognise the importance of Local and Regional Transport Strategies as well as the Core Paths Plan.

15: On page 8, suggests walkable neighbourhoods should be walkable/cycleable neighbourhoods as all facilities should be in walking/cycling distance.

15: Reference to corridor wide networks of footpaths should be amended to foot and cycle paths.

15: Suggests the bullet points should be prioritised by pedestrians, cyclists and public transport hierarchy.

1.0 Enhancing Quality of life - Density Patterns

4: Recommends the approach on how to achieve high density settlements is clearly explained, noting that careful design and planning is required to achieve high densities while retaining sufficient easily accessible and high quality greenspace, including public and private gardens.

5: Suggests an additional bullet point in this section on the importance of incorporating Sustainable Drainage in new developments.

1.0 Enhancing Quality of life - Integrating Industrial Environments

5: Suggests consideration should be given at an early stage to the opportunity for recovering surplus heat and power for use in nearby developments. Notes there is opportunity for energy recovery from certain types of developments including some types of waste management facilities. Suggests clearer linkages need to be made between this and development layout.

13: Expresses concern that some of the technical requirements within Designing Streets will be inappropriate for busy industrial roads.

1.0 Enhancing Quality of life - Heritage and Reuse of Assets

17: Designated nature conservation sites such as SSSIs and LNCS need to be mentioned and that these sites should be respected and protected.

17: Suggests designs should include new habitats/homes for species that use old buildings/structures for roosting/nesting.

17: Suggests reference could be made to Supplementary Guidance on Natural Heritage in the Proposed LDP.

17: Need to elaborate on the planting of native species in "traditional patterns", explaining what this means.

2.0 Environmental Performance - Approach

4: Is unclear what is meant by the target "ecological impact reduction target" and how this target will be assessed. Notes that the main sections (pg 41-54) include carbon and ecological impact targets, but queries who will be responsible for measuring these and how and what will be done if these targets are not met? Suggests rather than just reducing impacts, it may be an idea for developments to make a positive contribution to ecological interest and enjoyment.

Appendix 3

2.0 Environmental Performance - Energy

5: Support the reference made to alternative types of energy solutions however reference to the use of surplus heat and power recovery should be made.

6: Notes that the use of heat from Combined Heat and Power generation would help achieve the two strategic targets set out in Energetica (reducing carbon emission and ecological impacts). Also notes that one of the major barriers to heat use is the cost of retrofitting the enabling pipe work. Therefore, requests that the documents requires pipe work to be incorporated within key infrastructure developments such as roads, and industrial estates, residential and business developments to allow for connection at a later date as heat becomes available in the future.

2.0 Environmental Performance - Sustainable Transport

13: Notes there is a limit to the extent to which road infrastructure can be limited. For instance, emergency accesses still need to be maintained as do disabled accesses.

13: Highlights that excessive reduction in car parking can lead to improper parking elsewhere which can cause issues for residents.

15: Suggests the introductory paragraph needs to be expanded upon and begin with encouraging and promoting active and sustainable travel before moving onto reducing reliance on private car travel.

15: Suggests reference needs to be made to households needing to be within 400m of a bus stop with frequent services.

15: Suggests Green travel plan needs to detail mode share targets and how these will be achieved, and not just mention carbon intensive travel to and from the site.

15 & 23: The integration of “regional walking and cycling routes” implies that this infrastructure exists and is adequately resourced. Suggests it would be helpful to include mention of contributing to the development of additional local and regional walking and cycling routes, where gaps are identified.

23: Expresses concern there is no mention of developing or encouraging networks of paths between settlements to encourage sustainable transport. Expresses concern that the advice does not address the supporting infrastructure requirements (such as paths) for the area and does not make linkages between settlements and the wider countryside from a recreational or sustainable transport perspective.

2.0 Environmental Performance - Recycling and waste strategy

5: Supports efforts for recycling and waste reduction but reference needs to be made here to the reuse of surplus heat and power from certain types of waste management facilities.

2.0 Environmental Performance - Water

5: Supports the promotion of SUDS but would highlight that they are now a legal requirement under the Water Environment (Controlled Actives) (Scotland) Regulations 2011 for new developments to dispose of surface water using SUDS.

5: Supports the incorporation of existing watercourses, wetlands and ponds into placemaking. Suggests this section could be strengthened by clear reference to the multiple benefits of SUDS.

5: Reports that the second bullet point on foul drainage needs to accord more closely with SEPA policy and supporting guidance (Policy and Supporting Guidance on Provision of Waste Water Drainage in Settlements WAT-PS-06-08) and Supplementary Guidance: Developer Contributions 3: *Water and waste water drainage infrastructure* in the Proposed

Appendix 3

Aberdeenshire LDP.

5: Requests additional text on connection to a public or private sewerage system is added under this section.

01 Settlement Structure – 01.1 Landscape

17: Suggests additional text on enhancing biodiversity or creating new habitats on land with low environmental value.

01 Settlement Structure – 01.3 Green Settlement Pattern

5: Requests that SUDS be included in the types of multifunctional space which can deliver improvements to water quality, flood mitigation and habitat enhancement and amenity.

15: Suggests the justification text needs to include reference to parks, walkways and cycle routes.

01 Settlement Structure – 01.6 Co-location of facilities

5: Requests text is added to highlight the opportunity to use surplus energy recovery from certain types of industrial developments including some types of waste management facilities.

02 Environmental performance – 02.1 Energy

6: Suggests heat use should be considered at the planning stage and that all new developments should be required to consider whether there is a potential for heating sourcing locally or in the foreseeable future, and include consideration in the design stage the distribution and use of heat. Adds, if heat is available but is not proposed to be used, this should be supported by a reasoned justification.

02 Environmental performance – 02.3 Movement and transport

13: In the third bullet point under 'Economy', reports that damage to roads is not caused by cars but commercial vehicles. Therefore, reducing cars would not reduce road maintenance.

15: Queries what is the Energetica Transport Strategy or remove altogether. Reference is made to this but is not aware that it exists.

15: Suggests reference needs to be made to Local and Regional Transport Strategies and LDP/ Structure Plan regarding transportation including contribution to Strategic Transport Fund.

15: On page 46 suggests reordering the first three bullet points so that walking and cycling is first followed by public transport, cars and motorised vehicles.

15: On page 46 suggests amending the justification text to encourage active and sustainable travel first followed by reducing the need to travel by car.

15: On page 46 asks why there are standards for housing but no transport.

15: Highlights that on page 47 the first and third bullet points are the same as they are both about reducing CO² emissions from vehicles.

23: Notes no reference is made to the fact that movement and transport will support the development of path infrastructure.

02 Environmental performance – 02.5 Recycling and waste

6: Suggests the inclusion of the first bullet point is not necessary unless there is another "Energetica recycling and waste strategy".

Appendix 3

5: Reports the Zero Waste Plan has superseded the National Waste Strategy.

5: Requests text is added to highlight the opportunity to use surplus energy recovery from certain types of industrial developments including some types of waste management facilities.

02 Environmental performance – 02.6 Water

5: Welcomes the need for development to be accompanied by a comprehensive SUDS Plan in the section and the role that SUDS has in mitigation flood risk.

5: Request that reference is also made to Aberdeenshire Council's own policy guidance, Supplementary Guidance: Developer Contributions 3: *Water and waste water drainage infrastructure* in the Proposed Aberdeenshire LDP.

03 Built Form – 03.1 Streets as places

15: In the environment bullet point on page 57, reference should be made to facilitating walking and short/medium/long distance cycling.

15: In the quality of life bullet point on page 57, reference should be made to the reduction of speed limits and careful design in order to enhance road safety.

03 Built Form – 03.6 Heritage and Reuse of Assets

17: Suggests designs should include new habitats/homes for species that use old buildings/structures for roosting/nesting, and provide alternatives to replace old spaces.

Other Comments

16, 20 & 26: The guidance will increase building costs dramatically.

20: Notes generally it is not a good document. Little reflection has been made on the views received from developers.

24: Expresses concern that the planning guidance is too cumbersome and fails to provide clear concise guidance.

25: Is unable to assist in consultation as no feedback has been received from the Grampian Housebuilders Committee.

26: Concerned that much of the environmental guidance in the document refers to English codes for compliance rather than Scottish ones. This will result in both conflict and additional burden on the design teams.

Modifications sought by those submitting representations:

Question 6: Do you find the planning advice document, usable, understandable, helpful and clear?

6: Amend the advice so that it relates more clearly to the six criteria in the Supplementary Guidance and to define the requirement for the different types of development with explanations.

6: Guidance should give consideration to industrial and rural development.

9 & 10: amalgamate all documents into a single document that is more user-friendly. Must be seen to be in context with LDP allocations and policies.

11: Add visual examples of what is expected.

Question 7: Do you think that the planning advice helps to meet the six criteria in the supplementary guidance?

6 Re-arranged the document to relate to the six criteria and the different types of development

Appendix 3

more specifically.

Question 8: Rate the Energetica Placemaking documents.

4: Provide a better link between the three introductory sections in the Planning Advice to the remainder of the document and how they relate to the six criteria in the guidance.

6: Do not make the text any smaller and document any lengthier just make it more specific and targeted.

6: Add text to create linkages between the three documents.

26: Improve the images used in section 01.3 Green Settlement Pattern to avoid over simplifying the issue (e.g. on density).

8: Amalgamate the documents to simplify the requirements for development.

24: Prepare a short, concise, consolidated document setting out all the planning policies applicable to the Energetica Corridor.

Question 10: Other comments relating to the planning advice

1.0 Enhancing Quality of life - Landscape and green space

4: Add text highlighting that multiple benefits should help to limit potential adverse impacts on biodiversity and landscape associated with some energy crops.

4: Clarify the following statement “using the landscape as a resource for settlements including providing construction materials, fuel and food and other, low energy options.”

14: Provide further consideration of biodiversity conservation and enhancement; adding a need for a strategy to conserve and enhance natural features, habitats and biodiversity, which is linked to the national and local Biodiversity Actions Plans.

17: Include the need to maintain existing as well as creating new green networks.

15: Reference to corridor wide networks of footpaths should be amended to foot and cycle paths.

1.0 Enhancing Quality of life - Movement networks

2, 13 & 15: Delete references to gravel surfaces on roads.

15: Where reference is made to Designing Streets the council roads standards should also be added.

15: Amend “walkable neighbourhoods” to “walkable/cycleable neighbourhoods”

15: Reorder the bullet points to follow a pedestrians, cyclists and public transport hierarchy.

1.0 Enhancing Quality of life - Density Patterns

4: Clarify how high density settlements will be achieved while still retaining sufficient accessibility and high quality green space.

5: Add a bullet point highlighting the importance of considering the need to incorporate Sustainable Drainage in the design and layout of new developments in this section.

1.0 Enhancing Quality of life - Integrating Industrial Environments

5: Add text highlighting the opportunity for energy recovery from certain types of industrial developments including some types of waste management facilities.

Integrating Industrial Environments

Appendix 3

1.0 Enhancing Quality of life - Heritage and Reuse of Assets

17: Add text highlighting the need to respect and protect designated nature conservation sites such as SSSIs and LNCS.

17: Add text requiring designs to include new habitats/homes for species that use old buildings/structures for roosting/nesting.

17: Suggests reference could be made to Supplementary Guidance on Natural Heritage in the Proposed LDP.

17: Clarify the meaning of planting of native species in “traditional patterns”.

2.0 Environmental Performance – Approach

4: Clarify what is meant by the target “ecological impact reduction target” and how this target will be assessed. Alternatively, rather than just reducing impacts, developments may be required to make a positive contribution to ecological interest and enjoyment.

4: Between pages 41 and 54 clarify who will be responsible for measuring the carbon and ecological impact targets and what will be done if these targets are not met?

2.0 Environmental Performance - Energy

5: Add text stating more clearly that the reference to alternative types of energy solutions can include the use of surplus heat and power recovery from industrial developments, such as waste facilities.

6: Add text requiring pipe work (to connect to a district/combined heat and power plant at a later date when heat becomes available in the future) to be incorporated within key infrastructure developments, such as new roads, industrial estates, residential and business developments to remove the need to retrofit.

2.0 Environmental Performance - Sustainable Transport

13: In the seventh bullet point acknowledge that emergency accesses still need to be maintained as well as disabled accesses.

15: Add additional text at the start of the introductory paragraph to encourage and promote active and sustainable travel before moving onto reducing reliance on private car travel.

15: In the second bullet point, add text requiring households needing to be within 400m of a bus stop with frequent services.

15: In the third bullet point, add text requiring Green travel plan to detail mode share targets and how these will be achieved, and not just mention carbon intensive travel to and from the site.

15 & 23: Add text on new development contributing to the development of additional local and regional walking and cycling routes, where gaps are identified.

23: Add text encouraging the development of a network of paths between settlements and the wider countryside to encourage sustainable transport.

2.0 Environmental Performance - Recycling and waste strategy

5: Add text setting out more clearly the opportunity for the recovery and reuse of surplus heat and power from certain types of waste management facilities.

Appendix 3

2.0 Environmental Performance - Water

5: In the first bullet point add additional text to highlight the multiple benefits of SUDS in terms of improvements to water quality, flood mitigation, habitat enhancement and amenity.

5: Amend the second bullet point on foul drainage to accord more closely with SEPA policy and supporting guidance (Policy and Supporting Guidance on Provision of Waste Water Drainage in Settlements WAT-PS-06-08) and Supplementary Guidance: Developer Contributions 3: *Water and waste water drainage infrastructure* in the Proposed Aberdeenshire LDP.

5: Add additional text on connection to a public or private sewerage system is added under this section.

- “Connection to a public sewer, as defined in the Sewerage (Scotland) Act 1968 is required for all new developments proposals either in settlement identified in the plan with a population equivalent of more than 2000 or wherever single developments of greater than 25 houses and large business and industrial units are proposed.

- In all other cases a connection to the public sewer is required unless:
 - The development is unable to connect to the public sewer for technical or economic reasons; and
 - The proposal is not likely to result in or add to significant environmental or health problems.

- Any such private system should discharge water to land rather than water where ground conditions are suitable.

- For all proposals where connection to a public sewer is not feasible and Scottish Water has confirmed public sewer improvements or first time public sewerage within its current investment programme that would enable the development to connect, a private system would only be supported if:
 - The system is designed and built to a standard which will allow adoption by Scottish Water.
 - The system is designed such that it can be easily connected to a public sewer in the future.

Typically, this will mean providing a drainage line up to a likely point of connection. The developer must provide Scottish Water with the funds to allow Scottish Water to complete the connection once the sewerage system has been upgraded.”

01 Settlement Structure – 01.1 Landscape

17: Add additional text on enhancing biodiversity or creating new habitats on land with low environmental value in this section.

01 Settlement Structure – 01.3 Green Settlement Pattern

5: In criterion 4, add that SUDS is a multifunctional space which can deliver improvements to water quality, flood mitigation and habitat enhancement and amenity.

15: In the justification text include reference to parks, walkways and cycle routes.

01 Settlement Structure – 01.6 Co-location of facilities

5: Add text highlighting the opportunity to use surplus energy recovery from certain types of industrial developments including some types of waste management facilities.

02 Environmental performance – 02.1 Energy

6: Add additional text in this section highlighting that heat use should be considered at the planning stage: that all new developments should be required to consider whether there is a potential for heating sourcing locally or in the foreseeable future; at the design stage consider

Appendix 3

the distribution and use of heat; and if heat is available but is not proposed to be used, this should be supported by a reasoned justification.

02 Environmental performance – 02.3 Movement and transport

- 13:** Delete criterion three under 'Economy' on page 47, regarding road maintenance.
- 15:** On page 46 reorder the three bullet points so that walking and cycling is first followed by public transport, cars and motorised vehicles.
- 15:** On page 46 amend the justification text to encourage active and sustainable travel first followed by reducing the need to travel by car.
- 15:** On page 46 add standards for transport.
- 15:** Clarify what the Energetica Transport Strategy is?
- 15:** Add text in this section to recognise the importance of Local and Regional Transport Strategies, the local development plans/Structure Plan and the Core Paths Plan.
- 15:** Add text requiring contributions to the Strategic Transport Fund.
- 15:** Under 'Environment' on page 47 combine the first and third bullet points on reducing CO² emissions from vehicles.
- 23:** Include reference to the development of path infrastructure and its long term maintenance to enable the promotion of walking and cycling.
- 23:** In this section, include the development of a strategic network of sustainable transport routes.

02 Environmental performance – 02.5 Recycling and waste

- 6:** Delete reference to the "Energetica recycling and waste strategy" in the first bullet point unless there is another strategy.
- 5:** Reports the Zero Waste Plan has superseded the National Waste Strategy.
- 5:** Add reference to the opportunity to use surplus energy recovery from some types of industrial developments, including some types of waste management facilities.

02 Environmental performance – 02.6 Water

- 5:** Add text to include a reference to Aberdeenshire Council's own policy guidance, Supplementary Guidance: Developer Contributions 3: *Water and waste water drainage infrastructure* in the Proposed Aberdeenshire LDP.

03 Built Form – 03.1 Streets as places

- 15:** Under 'Environment' on page 57 add to the second bullet point on page "facilitating walking and short/medium/long distance cycling..."
- 15:** Under 'Quality of life' on page 57 add to the second bullet point "reduce speed limits and careful design will enhance road safety."

03 Built Form – 03.6 Heritage and Reuse of Assets

- 17:** Add text requiring designs to include new habitats/homes for species that use old buildings/structures for roosting/nesting, and provide alternatives to replace old spaces.

Appendix 3

Other Comments

26: Reduce reference to English codes for compliance and refer to the Scottish equivalent(s).

Summary of responses (including reasons) by Planning Authority:

The following comments are subject to review by the technical consultant, but provide the Planning Authorities response to the issues raised by the respondents.

Question 6: Do you find the planning advice document, usable, understandable, helpful and clear?

Support for the clarity and usability of the planning advice is welcomed.

The Planning Advice is not policy and only provides information on how the supplementary guidance criteria could be interpreted, other means to demonstrate compliance with the policy are also acceptable. Furthermore, at this early stage in the development of the Energetica Framework, developments within the corridor will only be required to demonstrate compliance with the six criteria in the supplementary guidance, unless exempt, and present this information in an Energetica compliance statement. In light of this the supplementary guidance is unlikely to conflict with the purposes of the Strategic Growth Area designations or result in dramatically increased costs for developers, and the Energetica aspirations will be deliverable in the long term.

It is agreed that the planning advice should relate more clearly to the six criteria in the Supplementary Guidance and to the different types of development, defining what exactly each requirement is looking to achieve and give explanations. Further clarity on the purpose of each section of the planning advice could be provided, and the supplementary guidance or planning advice could be re-ordered so that the advice should relates more clearly to the six criteria in the Supplementary Guidance.

The Energetica Framework by its nature orientates towards residential and town developments, as it seeks to improve peoples' quality of life by focusing on creating vibrant communities where people can interact. However, this does not exclude industrial and rural developments as the framework area includes both urban and rural areas, and it does not preclude single use developments.

The need for more visual examples on what is expected is noted and will be discussed with the technical consultant.

Question 7: Do you think that the planning advice helps to meet the six criteria in the supplementary guidance?

Support for the Planning Advice is welcomed.

In relation to the concerns raised by the respondents on aspirations and the criteria, the Energetica concept is a long term project and the development of this supplementary guidance is only one of several other projects that form part of this concept. Other projects include the Peterhead Southern Gateway Masterplan, and energy and technology supply chains.

Agencies such as Scottish Enterprise and ACSEF already support the Energetica concept, as intimated in the Foreword of the Planning Advice.

Question 8: Rate the Energetica Placemaking documents.

Layout of documents, diagrams, size of text, images, length of advice and language

Welcome the positive rating given to the documents.

Improving the linkages between the three documents (as discussed above in question 6) will be investigated with the consultants.

The images used in chapter 01 and 02 of the document will be reviewed to check they correctly interpret what that section is aiming to achieve.

Appendix 3

The amalgamation of the three documents is not supported as each serve a different function. The supplementary guidance provides clear and concise policy. The Planning Advice provides information on how each of the criteria in the supplementary guidance can demonstrate compliance with the policy. Finally the Overview provides an executive summary of the Energetica Framework concept and introduces it more simply than in detailed policy or advice to allow familiarity with the concept.

Question 9: Would you consider signing up to an 'Energetica Charter'?

It is welcomed that the majority of respondents who answered the question said they would consider signing up to an Energetica Charter. Any such Charter would be prepared in conjunction with both Councils, Scottish Enterprise and ACSEF.

If developers sign up to an Energetica Charter, the use of its branding would be a positive tool for developers to market their sites to potential house buyers and employers, and provide long term advantages over other areas (e.g. creating a sustainable and positive lifestyle corridor). Reference to an Energetica Charter could be included within the Planning Advice in conjunction with the Energetica compliance statements or in the Overview document.

Question 10: Other comments relating to the planning advice

Welcome/support

Support for the document is welcomed.

1.0 Enhancing Quality of life - Landscape and green space

The purpose of Energetica is to create a new 'lifestyle' corridor and to use the landscape in a more active way as a means of improving peoples' quality of life. It is not a policy document that sets out measures to enhance/protect biodiversity directly or to preclude development or uses, such as energy crops or quarrying. Although the planting of energy crops fall outwith planning legislation, such uses may be acceptable within the corridor, and other policies in the LDPs provide the relevant protection to biodiversity and landscape, and advice on mineral developments.

One of the key principles under this section is to maintain the quality of the landscape, therefore no further change to the advice is proposed. Further advice on the maintaining existing green networks is also provided under the sub-heading 'Heritage and the reuse of existing assets' on page 10.

Notes the suggestion that reference to corridor wide networks of footpaths should be amended to foot and cycle paths, however, it is more appropriate to refer to paths generically and amend "footpaths" to "paths" throughout the document.

1.0 Enhancing Quality of life - Movement networks

It is agreed that all references to the use of gravel surfaces on roads should be deleted.

National policy, Designing Streets is referred to in the advice on several occasions and it would be impracticable to recognise council road standards in every case. However, it is agreed that reference to the need for developments to recognise the council's roads standards could be made at least once, and in this section. Therefore, additional text could be added in the last sentence of the first paragraph: "...so, while having regard to the Council's roads standards, Energetica will seek to apply the principles of Designing Streets..."

The advice refers to the "wider sub-regional areas" in this section and "regional cycling and walking routes" under the sub-heading 'Sustainable transport'. Therefore it could be appropriate to make reference to the Local and Regional Transport Strategies in the Advice, which aim to develop an integrated transportation system for Aberdeenshire, and the Core Paths Plan.

Appendix 3

It is agreed that on page 8, the bullet point should be amended to “walkable/cycleable neighbourhoods” as the first bullet point under the sub-heading ‘Sustainable travel’ on page 12 refers to “mixed use developments...within walking/cycling distance”.

It is agreed that prioritising the bullet points by pedestrians, cyclists and public transport would be the correct hierarchical approach.

1.0 Enhancing Quality of life - Density Patterns

SNH’s comment is noted, but other policies in the LDPs protect important open spaces and the section titled ‘01.2 A legible/permeable movement framework’ encourages new developments to be well linked to open spaces.

As sustainable drainage systems will be influenced by the topography of the site, and the number and type of land uses, it would be appropriate to include an additional bullet point on the influence SUDS can have in the design and layout of a development.

1.0 Enhancing Quality of life - Integrating Industrial Environments

The suggestion to include text on recovering surplus heat and power in this section is welcomed, but it would be more appropriate to consider this under the sub-heading ‘Energy’.

It is acknowledged that some of the technical requirements within Designing Streets will be inappropriate for busy industrial roads, but this section is asking for the general principles of Designing Streets to be applied. Any issues would be raised in the Energetica compliance statement.

1.0 Enhancing Quality of life - Heritage and Reuse of Assets

It is agreed that due regard should be given to nature conservation sites in the planning advice, and a minor addition to the fifth bullet point is proposed.

However, it would not be appropriate or practical for the planning advice to make specific reference to the environmental policies in the LDPs, as this would have to be done for all the relevant policies.

The need for developments to include new habitats/homes for species that use old buildings/structures for roosting/nesting would be more appropriately considered at the design stage, where this requirement may be identified.

It is agreed that further explanation is needed on what is meant by the planting of native species in “traditional patterns”.

2.0 Environmental Performance - Approach

Encouraging developments to adopt an ecological [footprint] impact reduction target and a carbon emission reduction target as two of their core aims is a positive step forward in achieving the Government’s aspiration to reduce the country’s ecological footprint the Climate Change Act. Assessing these targets would be achieved through measuring carbon emission reductions through standard methodologies already applied, which are referred to in later chapters of the advice. Furthermore, as developments will be encouraged to reduce their ecological footprint, they are likely to make a positive contribution to ecological interest and enjoyment.

2.0 Environmental Performance - Energy

It is agreed that further reference could be made to the use of surplus heat and power recovery in the second bullet point, which seeks the exploration of potential sources of energy.

The installation of pipe work for heat use at a later date could be included as an example in

Appendix 3

the fourth bullet point, which makes reference to building retrofit options.

2.0 Environmental Performance - Sustainable Transport

The concerns raised on road infrastructure and car parking are noted, but as these issues are likely to be discussed on a case by case basis there is no need to amend the document, which is also only advice.

It is not considered necessary to expand the introductory text of this section to encourage and promote active and sustainable travel as the position of reducing carbon emissions and encouraging sustainable transport is sufficiently considered in the Structure Plan and local development plan policies.

It is agreed that the second bullet point should be amended to require bus stops with frequent services being no more than 400m from a dwelling.

It is agreed that the third bullet point should be amended to require Green travel plans to provide detail on mode share targets and how these will be achieved, and not just mention carbon intensive travel to and from the site.

In relation to integrating regional walking and cycling routes in new developments, and creating a network of paths between settlements, no further amendment of the fourth bullet point is required. Developers are required to contribute to this and other infrastructure where their development creates a need for it, and Chapter 01.1 *A positive relationship with the landscape* encourages the development of new paths. However, developer contributions cannot be sought where there is a general desire for it. Creating linkages between settlements is more appropriately considered in the Core Paths Plan and in other Energetica projects, including a coastal path network between settlements.

2.0 Environmental Performance - Recycling and waste strategy

The comment on reusing surplus heat and power from certain types of waste management facilities is noted, but this section focuses on reducing waste to landfill. The second bullet point in chapter 02.1 'Energy' encourages new development to follow a formal energy hierarchy approach – reduce, re-use and recycle. In light of this, no change to this section is proposed.

2.0 Environmental Performance - Water

In relation to SUDS, as they are now a legal requirement for new developments, it is proposed that the opening sentence of the first bullet point is amended to “the design of ...” and after “biodiversity strategy” add “(e.g. improvements to water quality, flood mitigation, habitat enhancement and amenity)...”.

It is agreed that the second bullet should be amended to require foul drainage to accord more closely with SEPA policy and supporting guidance. “(giving due consideration to SEPA’s *Policy and Supporting Guidance on Provision of Waste Water Drainage in Settlements WAT-PS-06-08*, and the relevant policies in the Local Development Plans)”.

Adding additional text on developments connecting to a public or private sewerage system is not considered necessary as sewerage connections will be required to conform to the relevant policies in the LDPs. Furthermore, to ensure a short and concise document, the proposed amendment to the second bullet giving reference to the LDP should suffice.

01 Settlement Structure – 01.1 Landscape

No change to this chapter is required as other policies in the LDPs encourage the enhancement of biodiversity or creation of new habitats regardless of whether the site is on land of low environmental value.

01 Settlement Structure – 01.3 Green Settlement Pattern

Appendix 3

It is agreed that the fourth bullet point could include SUDS as it performs a number of different functions, including improvements to water quality, flood mitigation and habitat enhancement and amenity.

It is agreed that the justification text needs to include cycle routes in the paragraph.

01 Settlement Structure – 01.6 Co-location of facilities

The comment on using surplus energy recovery from certain types of industrial developments including some types of waste management facilities is noted, but this section focuses on the location of new facilities (i.e. mixed uses). The second bullet point in chapter 02.1 'Energy' encourages new development to follow a formal energy hierarchy approach – reduce, re-use and recycle. In light of this, no change to this section is proposed.

02 Environmental performance – 02.1 Energy

It is agreed that developers should give consideration to the source of energy that will provide heat and power their developments at the design stage, but it is preferable to keep this chapter generic (i.e. not specify one type of energy over another). Furthermore, in chapter 2.0 *Environmental Performance – Energy*, an amendment is proposed to the second bullet point to highlight the use of surplus heat and power from industrial developments, including waste facilities.

02 Environmental performance – 02.3 Movement and transport

It is noted that commercial vehicles rather than cars damage roads, but this criterion highlights what may happen, especially on residential streets, and in light of the recent severe winter conditions that have affected many roads in the region.

In relation to the Energetica strategies referred to in the Advice, including the Energetica Transport Strategy, these strategies do not exist at present, and the Advice should be amended to make reference to other Energetica work streams, where necessary.

The respondent does not state why reference needs to be made to Local and Regional Transport Strategies and LDP/ Structure Plan (e.g. in light of specific projects) in this chapter. It is proposed that these strategies are referred to sub-chapter *Movement networks* under chapter 1.0 *Enhancing the quality of life*, therefore there is no further requirement to include them under this section. It is also not the purpose of this document to set out developer contribution requirements, therefore it is not supported that reference should be made to the Strategic Transport Fund.

No change to the bullet points or justification text is supporting as the Advice is not seeking a hierarchical approach to reducing carbon emissions. Instead developments are expected to make a significant contribution to the carbon and ecological impact reduction targets. To achieve this, it is expected that all new development should be linking with and supporting public transport options, reducing dependency on fossil fuels, and promoting walking and cycling routes.

The standards listed in the document relate to buildings only and transport standards are sufficiently considered in appropriate transport documents/strategies.

The first and third bullet points on page 47 under 'Environment' although refer to reducing CO² emissions from vehicles, the first refers to vehicle use and the third refers to car ownership. In light of this, they are not considered the same and will remain unchanged.

It is agreed that this section will support the development of path infrastructure, therefore the start of the fourth bullet point under 'Quality of life' could be amended to highlight this.

Appendix 3

02 Environmental performance – 02.5 Recycling and waste

Advice should be amended to make reference to other Energetica work streams, where necessary and delete reference to the Energetica recycle and waste strategy.

It is noted that the Zero Waste Plan has superseded the National Waste Strategy. The justification text will be amended accordingly.

The comment on reusing surplus energy from certain types of waste management facilities is noted, but this section focuses on reducing waste to landfill. The second bullet point in chapter 02.1 'Energy' encourages new development to follow a formal energy hierarchy approach – reduce, re-use and recycle. In light of this, no change to this section is proposed.

02 Environmental performance – 02.6 Water

SEPA's comment on SUDS Plans is welcomed. However, adding additional text to refer to the Councils own policy guidance is not considered necessary as water and waste drainage infrastructure will be required to conform to the relevant policies in the LDPs regardless. Furthermore, to ensure a short and concise document, the proposed amendment to the second bullet under chapter 2.0 Environmental Performance – *An integrated approach to water*, which refers to the LDP should suffice.

03 Built Form – 03.1 Streets as places

It is agreed that the second bullet point on page 57 under *Environment* should refer to facilitating walking and short/medium/long distance cycling.

It is agreed that careful design as well as reduced speed limits is likely to enhance road safety. Therefore, the second bullet point under *Quality of life* should be amended as suggested.

03 Built Form – 03.6 Heritage and Reuse of Assets

As discussed above, the need for developments to include new habitats/homes for species that use old buildings/structures for roosting/nesting would be more appropriately considered at the design stage, where this requirement may be identified. ~The requirement to enhance natural heritage is also considered in the LDP policies and/or supplementary guidance.

Other Comments

The concern raised by a number of respondents that the guidance will increase building costs dramatically and that developer views have not been taken into account is noted. However, at this stage, applicants are only asked to demonstrate how they can or cannot achieve each criterion in the supplementary guidance. The planning advice provides guidance on how the criterion could be achieved.

In relation to the concern that the planning guidance is too cumbersome and fails to provide clear concise guidance, further consideration will be given to improving the links between the supplementary guidance criteria with the contents of the planning advice to make it clearer.

It is not agreed that much of the document refers to English codes for compliance rather than Scottish ones, as although EcoHomes was replaced by the Code for Sustainable Homes in 2007, it continues to be used for new build projects in Scotland. Furthermore, there is only one reference in the advice to the Code for Sustainable Homes, which is in the fourth bullet point on page 42 under section 02.1 Energy. In light of this, the fourth bullet point could be deleted or amended to refer to the Sullivan Report or Ecohomes.

In light of comments from Grampian Police on the supplementary guidance, specific reference should be made in the Planning Advice to designing out crime, as necessary.

Appendix 3

Any further plan changes commended by the Planning Authority:

The proposed modifications are subject to review by the technical consultant, but the following provides the Planning Authorities suggested changes.

1.0 Enhancing Quality of life - Movement networks

In the last sentence of the first paragraph add, "...so, while having regard to the Council's roads standards, Energetica will seek to apply the principles of Designing Streets..."

In the first paragraph, add a new sentence after the first sentence highlighting Energetica's support towards meeting the Local and Regional Transport Strategies, which aim to develop an integrated transportation system for Aberdeen City and Aberdeenshire, and the Core Path Plans.

1.0 Enhancing Quality of life - Density Patterns

Add a new bullet point at the end, "encouraging developers to have sufficient land for the design and layout of Sustainable Drainage systems."

1.0 Enhancing Quality of life - Integrating Industrial Environments

Add a new bullet point at the end of this section, "exploring the opportunity for recovering surplus heat and power for use in nearby developments at an early stage".

1.0 Enhancing Quality of life - Heritage and Reuse of Assets

In the fifth bullet point add, "must pay due regard to nature conservation sites and the Landscape Character Areas, ..."

In the third bullet point provide an example of what is meant by the planting of native species in "traditional patterns".

2.0 Environmental Performance - Energy

In the second bullet point after "alternative utility delivery vehicles" add ", such as the use of surplus heat and power from industrial developments, including waste facilities, "

In the third bullet point after "building retrofit options" add "(e.g. pipe work)"

2.0 Environmental Performance - Sustainable Transport

In the second bullet point add "and bus stops with frequent services" after "services".

In the third bullet point replace "green transport strategy" to "green travel plan" and add "...should provide detail on mode share targets and reducing carbon ... and how these will be achieved".

2.0 Environmental Performance - Water

At the start of the first bullet point is delete "provide" and replace with "the design of ..." and after "biodiversity strategy" add "(e.g. improvements to water quality, flood mitigation, habitat enhancement and amenity)..."

In the second bullet add at the end, "(giving due consideration to SEPA's *Policy and Supporting Guidance on Provision of Waste Water Drainage in Settlements WAT-PS-06-08*, and the relevant policies in the Local Development Plans)".

01 Settlement Structure – 01.3 Green Settlement Pattern

In the forth bullet point add "SUDS," after "such as".

Appendix 3

In the justification text add “cycle routes” after “parks”.

02 Environmental performance – 02.3 Movement and transport

Delete reference to the Energetica Transport Strategy, and refer to other Energetica work streams, if relevant to this chapter.

On page 47, under ‘Quality of life’ amend the start of the forth bullet point, “increased path infrastructure will result in making developments more pleasant ...”

02 Environmental performance – 02.5 Recycling and waste

In the justification text replace “National Waste Strategy” with “Zero Waste Plan”.

Delete reference to the Energetica waste and recycling Strategy, and refer to other Energetica work streams, if relevant to this chapter.

03 Built Form – 03.1 Streets as places

On page 57 under *Environment* add additional text to the second bullet point, “facilitating walking and short/medium/long distance cycling...”

On page 57, under *Quality of life* add additional text to the second bullet point, “reduce speed limits and careful design will enhance road safety.”

Other Comments

Add text to establish clearer links between the planning advice and supplementary guidance criteria.

On page 42, delete or amend the forth bullet point to refer to the Sullivan Report or Ecohomes.

With reference to the comments from Grampian Police on the supplementary guidance make specific reference to designing out crime where there is reference to security, mixed uses and design of public open space.

Committees’ decision:

<INSERT TEXT>

Committees’ recommendations:

<INSERT TEXT>

This page is intentionally left blank

Appendix 4

Appendix 4	Energetic Placemaking
Development plan reference:	Overview
Body or person(s) submitting a representation raising the issue (including reference number):	
<p>3 – Knight Frank on behalf of various landowners and developers 6 – SITA UK 9 – Halliday Fraser Munro on behalf of ANM Group Ltd 10 – Halliday Fraser Munro on behalf of Harper & Cochrane Ltd 11 – Baxter Design 14 – Royal Society of the Protect of Birds (RSPB) 15 – Transportation Strategy and Programmes, Aberdeen City Council 16 – Stewart Milne Homes 17 – Environmental Policy, Aberdeen City Council. 20 – Colin Tawse 21 – Kirkwood Homes 22 – [Bridge of Don] Community Council 25 – Homes for Scotland</p>	
Provision of the development plan to which the issue relates:	<p>Aberdeen City Aberdeen City Local Development Plan -Directions for Growth – Bridge of Don/Grandhome, and Directions for Growth – Dyce, Bucksburn and Woodside.</p> <p>Aberdeenshire Local Development Plan Policy 1: Business Development and Supplementary Guidance LSD2: Layout, siting and design of new development.</p>
Planning Authority’s summary of the representation(s):	
<p>Question 1</p> <p>3, 6, 9, 10, 11, 14 and 17: Are aware of the Energetic Concept and what it is trying to achieve.</p> <p>16: Is aware of concept but is not sure what it is trying to achieve.</p> <p>22: Is not aware of concept.</p> <p>Question 10: Other comments relating to the Overview</p> <p><u>Background</u></p> <p>6: Notes that this section mentions the Structure Plan, but also suggests it discusses the Strategic Growth Area, which largely coincides with the Energetica corridor, and clarifies what the relation is between the two.</p> <p><u>Quality of Life</u></p> <p>14: Notes that a lot of emphasis is placed on the proposed concept on “quality of life”, but this is defined almost entirely by the reference to creating green space. Suggests the document should set out clearly the environmental and biodiversity resources present within the area, and the measures that the Energetica initiative will take to protect and enhance them, based on an assessment/audit of these resources in the area. Also suggests that this audit of resources is supplemented by an action plan to protect and enhance them.</p> <p><u>Economy</u></p> <p>6: The third paragraph talks about the seven areas of guidance but does not define what theses are or where they are set out.</p> <p>15: There is no mention of the need to comply with the City and Shire’s road standards. This</p>	

Appendix 4

needs to be made explicit where reference is made to Designing Streets (page 6).

Key Ideas

6: Suggests the five key principles listed should match the wording and layout of the six criteria in the Supplementary Guidance.

Environmental Performance

14: The concept of ecological footprint is the only significant environmental reference. However, to properly reduce the ecological impact full account must be taken of the important natural features present within the area and assess the impacts which could occur. A plan to reduce these impacts and enhance habitats and species should form a clear part of Energetica.

What's next

15: Notes that the document suggests that it "will" be adopted by the two councils. Suggests this is a matter for the two councils to decide.

Other Comments

16 & 21: Suggest that in order for Energetica to come forward there needs to be significant investment in infrastructure projects that will open up the A90 north corridor. This will primarily be the AWPR and its related projects such as Balmedie, Tippetty and the Haudagain. Further delays in this process will compromise Energetica.

25: Is unable to assist in consultation as no feedback has been received from the Grampian Housebuilders Committee.

Modifications sought by those submitting representations:

Question 10: Other comments relating to the Overview

Background

6: Add text to explain the relationship between the SGAs and Energetica.

Quality of life and Environmental Performance

14: Add additional text to identify environmental and biodiversity resources present in the Energetica corridor through an assessment examining what natural habitats are present within the area. Supplement this information with an action plan to protect and enhance these important existing features.

Key Ideas

6: Amend the five key principles listed to match the wording and layout of the six criteria in the Supplementary Guidance.

Economy

6: In the third paragraph define what the seven areas of guidance are or where they are set out.

15: In the third paragraph, page 6, mention the need for new development to comply with the City and Aberdeenshire's road standards.

What's next

15: Amend wording to reflect that the document will be submitted to the two councils for consideration of adoption.

Summary of responses (including reasons) by Planning Authority:

Appendix 4

Question 1

It is welcoming to note that the majority of the respondents to this question are aware of the Energetica concept.

Question 10: Other comments relating to the Overview

Background

It is not agreed that additional text should be added to the document to set out the relationship between the Energetica corridor and the two Strategic Growth Areas (SGAs), as identified in the Structure Plan, as the SGAs are a land use allocation and Energetica Placemaking is a design tool and bears no resemblance to them.

Quality of Life and Environmental Performance

In relation to protecting natural heritage, an Energetica Natural Environment and Historic Environment Asset Audit was commissioned by the management group of one of the Energetica concept's work streams 'Lifestyle and Leisure'. The purpose of the study is to provide baseline information on the historic and natural environment of the Energetica corridor using available information on designated sites, recorded archaeology, habitats and species of interest with a view to:

- using the identified sites of conservation interest and historic remains more effectively as a positive element of the landscape framework and environment of Energetica; and
- positively connecting these areas to the Energetica recreation network, and improving visitor facilities and management of these features.

In light of this, no further change to the document is required.

The Energetica Placemaking supplementary guidance is a design orientated policy, and where relevant, new development will be appraised against this, and other policies and supplementary guidance in the Aberdeen City and Aberdeenshire Local Development Plans, including those that protect and enhance biodiversity. There is minimum benefit duplicating environmental policy.

Economy

It is agreed that the third paragraph should clarify what the seven areas of guidance are. The consultants who wrote the Overview will be requested to expand on what they are.

A brief mention on the need to comply with the City and Shire's road standards could be mentioned in the third paragraph.

Key Ideas

It is agreed that the five key principles listed in this section should match the wording and layout of the six criteria in the Supplementary Guidance to ensure consistency between the Overview and supplementary guidance.

What's next

Both local authorities have been working together on the production of the Energetica Placemaking documents with the full intension of adopting them as part of each Council's local development plan.

Other Comments

The comments made by the respondents are noted. It is acknowledged that for major development projects to come forward in the Energetica corridor significant investment in infrastructure will be required, but these projects are already identified in the regional and local transport strategies with a commitment to bring them forward in the Structure Plan and local development plans.

Appendix 4

Any further plan changes commended (this work will be undertaken by consultants WMUDD):

Under Economy, the third paragraph will be expanded upon to clarify what the seven areas of guidance are. This will be undertaken by the consultants who wrote the document.

Under Economy, third paragraph, add a new sentence at the end, "However, any street design would need to have regard to the Council's road standards."

Under Key Ideas, amend the five key principles to accord the wording and layout of the six criteria in the Supplementary Guidance.

Committees' decision:

<INSERT TEXT>

Committees' recommendations:

<INSERT TEXT>

ABERDEEN CITY COUNCIL

COMMITTEE: **Environment, Planning and Infrastructure**

DATE: **15th November 2011**

DIRECTOR: **Gordon McIntosh**

TITLE OF REPORT: **Various small scale traffic management and development associated proposals (New Works)**

REPORT NUMBER: **EPI/11/292**

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 officers. It also brings forward proposals associated with new developments 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 Business Plan has identified savings from the Road Safety and Traffic Management budget. There has also been a comprehensive review of the Capital Plan which will result in proposals having to await funding for implementation.

Budget	Implementation costs (£)	Maintenance costs (£) after 5 years	Comments
(●) Cycling, Walking, Safer, Streets (Scot Gov grant-funded)	4800	2670	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
(❖) Developer financed	0	375	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
(➤) Disabled Parking	0	0	Some of these spaces will require to be relined approximately every 10 years at a cost of £100 per space and some will require removal before this time at a cost of £108 per space.

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 6 locations brought forward during the course of routine examination of road safety and traffic flows and 4 proposals resulting from a request from a developer.

There is also one application for Blue Badge spaces within the developer related schemes which do not require a budget.

Key:
Funded from the Cycling, Walking, Safer Streets grant funded budget
❖ Funded by the developer
➤ Funded from the current Disabled Parking revenue budget
○ No funding required

The following proposals will be funded from Cycling, Walking, Safer Streets budget

Craigton Road – Proposal for timed waiting restriction, Mon – Fri; 8am to 6pm

A request was received from a local councillor to have the waiting restrictions on the east leg of the signaled junction at the Springfield Road/Craigton Road junction extended. As the traffic flow on this leg is relatively light it was considered that a waiting restriction covering only the working day would be appropriate leaving the kerbside free for parking outwith these times. This should improve traffic flow at the junction with a longer section of two lanes queuing at the signals.

The proposals are indicated on the plan below.

Implementation cost - £250

Estimated maintenance cost – £250 every 5 years

Ward (11) – Airyhall/Broomhill/Garthdee

Elected members – Townson/Wisely/Yuill

Huntly Street – re-schedule “At any time” waiting restrictions

Ongoing reviews of current restrictions indicate that the on street markings do not accurately reflect the restrictions in the current traffic order schedules. It is proposed to bring the schedule into line with the road marking thereby having no changes to the restrictions on the carriageway

The current restrictions are indicated on the plan below.

Implementation cost - nil

Estimated maintenance cost – no change

Ward (7) – Midstocket/Rosemount

Elected members – Corall, Cormie, Laing

Ivanhoe Place – Proposed relocation of “Permit Only” parking bays and introduction of “At any time” waiting restrictions

Through correspondence from a local resident of Ivanhoe Place it has been highlighted that, because of the number of driveways that have been constructed at the west end of this street, the space between the driveways is not sufficient to accommodate a normal family-sized vehicle. Vehicles are currently being parked between the driveways which results in them overhanging the driveways and creating problems for vehicle access.

It is proposed to implement “At any time” waiting restrictions across these three driveways to mitigate this problem and create a similar length of “Permit Only” parking replacing the “Permit/Voucher” parking to the west of the houses.

The proposals are indicated on the plan below.

Implementation cost - £550

Estimated maintenance cost – £550 every 5 years

Ward (11) – Airyhall/Broomhill/Garthdee

Elected members – Townson/Wisely/Yuill

Midsocket Lane – proposed “POLICE” Bay

A request was received from Grampian Police to have a marked “POLICE” bay situated outside the police office on Midsocket Lane. Currently there are no suitable parking places nearby where police vehicles can legitimately park for any length of time. For operational reasons, a parking space is required close to the entry to the building.

Grampian Police will cover the costs of installing the lines on the ground.

The proposals are indicated on the plan below.

Implementation cost - nil

Estimated maintenance cost – £300 every 5 years

Ward (7) – Midsocket/Rosemount

Elected members – Corall, Cormie, Laing

Queen's Lane South – proposed alteration of the operational time of the waiting restriction along the majority of the lane.

It has been highlighted through a number of residents that there are problems in keeping the lane clear of parked vehicles in the vicinity of the Albyn School at certain times during the day. This indiscriminate parking impacts on normal vehicular access but also on access for larger vehicles such as refuse collection vehicles, delivery vehicles to the businesses along the lane and possibly also emergency vehicles.

It is proposed therefore to alter the operational times of the waiting restrictions in this lane from Mon – Fri: 10 – 4 to Mon – Fri 8 – 6 over the majority of the lane on both sides. It is proposed to have short sections of the lane left at Mon – Fri, 10 – 4 as we are aware of parking issues that were highlighted when the restrictions were originally implemented, for a small number of residents along these sections.

The proposals are indicated on the plan below.

Implementation cost - £1200

Estimated maintenance cost –£850 every 25 years

Ward (10) – Hazlehead/Ashley/Queens's Cross

Elected members – Farquharson, Greig, Jennifer Stewart

Roslin Place – Proposed "At any time" waiting restrictions

The problem of indiscriminate parking has been identified by both officers and local residents along this cul-de-sac. Vehicles are being parked on both sides of the street but as there is not sufficient width to accommodate parking on both sides of the street, vehicles are being left half-on and half-off the southern footway. Apart from the obvious problem this causes for pedestrians, refuse vehicles/emergency vehicles or any larger vehicle finds it difficult to access the properties furthest from Park Road.

It is now proposed to implement "At any time" waiting restrictions along the south side of Roslin Place and around the turning head to improve vehicular access and pedestrian safety/access.

The proposals are indicated on the plan below.

Implementation cost - £2800

Estimated maintenance cost – £2800 every 10 years

Ward (8) – George Street/Harbour

Elected members – Hunter, May, John Stewart

The following proposals will be funded by the developer

❖ **Auchmill Road (Slip road)** – Proposed “At any time” waiting restrictions

As part of the Construction Consent for this residential development “At any time” waiting restrictions are required on the adopted road and also on the access road within the development.

The proposals are indicated on the plan below.

Implementation cost – N/A

Estimated maintenance cost – £750 every 10 years

Ward (1) – Dyce/Bucksburn/Danestone

Elected members – Crockett/MacGregor/McDonald/Penny

❖ **Bedford Road and University access road** – Proposed “At any time” and “timed” waiting restrictions.

For reasons of access and visibility the Construction Consent for the new University Library development included the progression of “At any time” waiting restrictions on Bedford Road. A timed restriction on the unadopted internal access road off Bedford Road situated to the north of the new library is also proposed.

These measures will protect access for service/delivery vehicles, removing them from the adopted road and therefore enhancing safety for all other road users.

It is therefore proposed to promote these ‘At any time’ and “timed” waiting restrictions.

The proposals are indicated on the plan below.

Implementation cost – N/A

Estimated maintenance cost – N/A

Ward (6) – Tillydrone/Seaton/Old Aberdeen

Elected members – Collie/Noble/Robertson

❖ **Foresterhill Road/Aberdeen Royal Infirmary Bus Interchange** – Proposed Revised Traffic Management and Bus Lane Arrangements

As a result of discussions between members of LABOF (Local Authorities and Bus Operators Forum – Aberdeenshire and City Councils, First and Stagecoach and NESTRANS) and NHS Grampian representatives, it has become apparent that bus access to the interchange at Aberdeen Royal Infirmary is becoming increasingly difficult due to the increased number of public transport services now serving this location. It is also clear that the traffic management measures implemented by NHS Grampian to restrict traffic along Foresterhill Road are not achieving the desired effect.

Both the NHS and LABOF members are committed to improving public transport infrastructure and services to encourage increased usage of this sustainable mode of transport. Good access to healthcare is also very important to the citizens of Aberdeen and the wider region.

In order to resolve the bus congestion currently being experienced at the interchange at Aberdeen Royal Infirmary (ARI) it has been agreed that the circulating access road requires to be modified. Options were developed and considered by all parties, with a preferred option being developed. This option was agreed as being the most cost effective whilst maintaining the ability to resolve the current difficulties and support the bus operators in continuing to improve bus permeability to the Foresterhill site. This preferred option has been developed and the detailed design/cost estimate currently being prepared, with funding provided by NESTRANS, with a view to implementation next financial year, funding permitting. The adjustments to the interchange are shown on Appendix X, and will be carried out by NHS Grampian (NHSG), with Aberdeen City Council support as required. It is anticipated that the funding for implementation will be provided by NHSG and NESTRANS.

The current restricted access measures along the central part of Foresterhill Road were promoted on behalf of NHS Grampian in an attempt to reduce non-hospital related journeys at the interchange and improve the necessary access to the Foresterhill site. The desired outcome has not been achieved, in part because this type of restriction is very difficult for Grampian Police to enforce but also as it is unlikely to attract a high priority within their other duties.

As with the interchange, several options were developed to try and improve the current situation and deliver the original outcomes of reduced non-hospital related traffic. Following discussions with NHSG and LABOF members, a preferred option, as shown in Appendix Y, includes a series of short sections of bus lane (bus gates) accompanied by physical build outs. This proposed new traffic management arrangement would be much more visible than the current signing arrangements, and given the Council is likely to have the authority to enforce bus lanes through currently progressing decriminalisation legislation, would be able to be enforced more effectively in the longer term. The bus lane/gate would require to operate 24/7, which is consistent with other bus lane/gate locations across the City e.g. King Street. Bus lanes across the City are also now accessible only by

authorised vehicles i.e. buses, coaches, taxis and private hire cars, bicycles and emergency service vehicles.

This proposal will require the promotion of a traffic regulation order which would supersede the current, ineffective arrangements. Subject to the success of this legislation, implementation would be subject to available funding from sources such as NHSG and NESTRANS. This proposal compliments other traffic management arrangements being developed by NHSG across the wider access network around the Foresterhill site.

Enforcement of bus lanes currently resides with Grampian Police, but as mentioned above will shortly be the responsibility of Aberdeen City Council. Maintenance of the carriageways, footways, lining and signing will remain the responsibility of NHSG.

The proposals are indicated on the plans below.

Implementation cost – N/A

Estimated maintenance cost – N/A

Ward (7) – Midstocket/Rosemount

Elected members – Corall, Cormie, Laing

❖ **North Balnagask Road** – Proposed “AMBULANCE” bay

A request has been received from the management at Balnagask House for a dedicated ambulance bay to assist in the safe transfer of patients to and from the home. Residents there are not always able to walk the distance to vehicles parked within the current bays and a dedicated bay, free of visiting cars, would be of great benefit to all.

This would not impact on traffic in the surrounding streets.

The proposals are indicated on the plan below

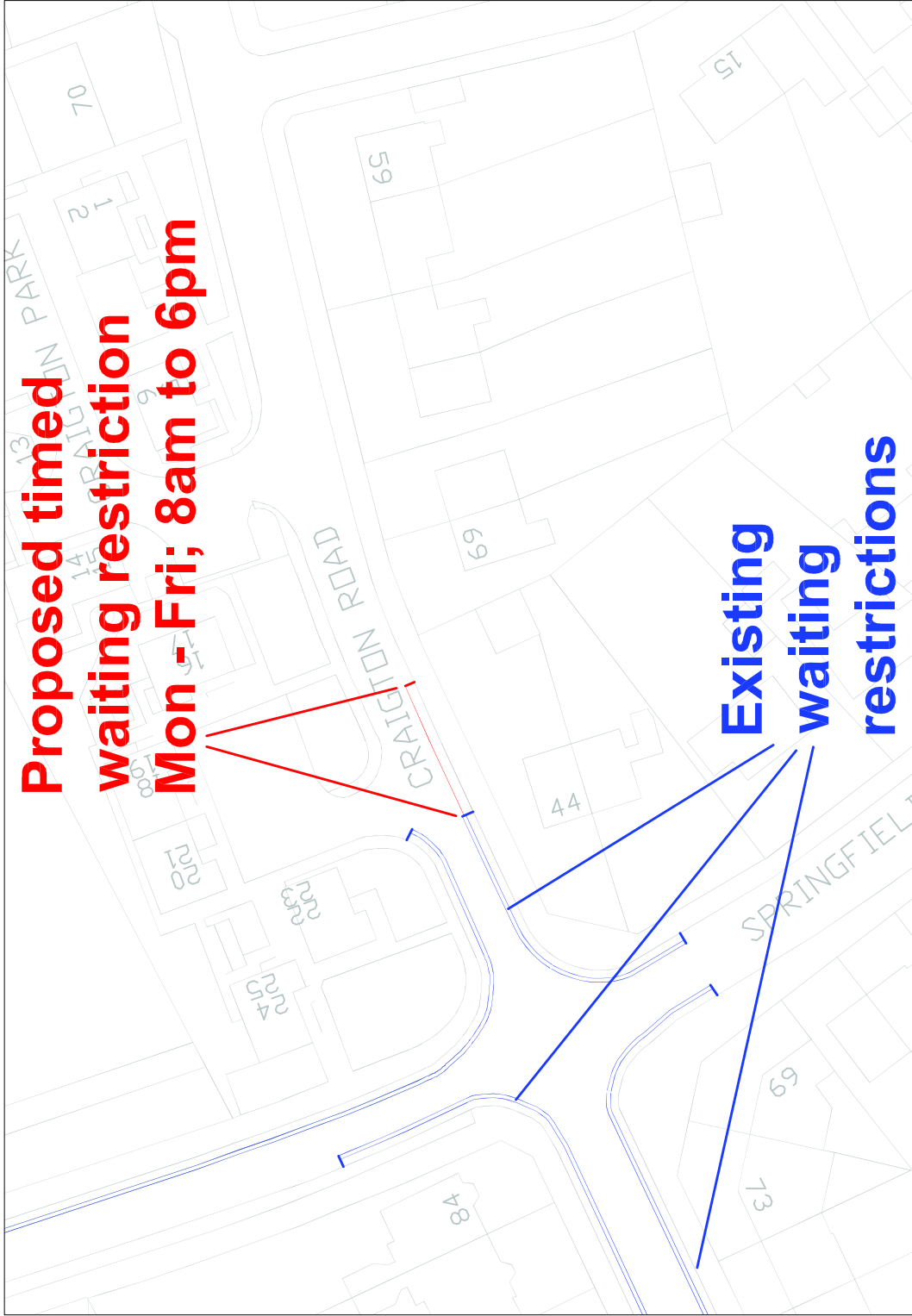
Implementation cost – N/A

Estimated maintenance cost – N/A

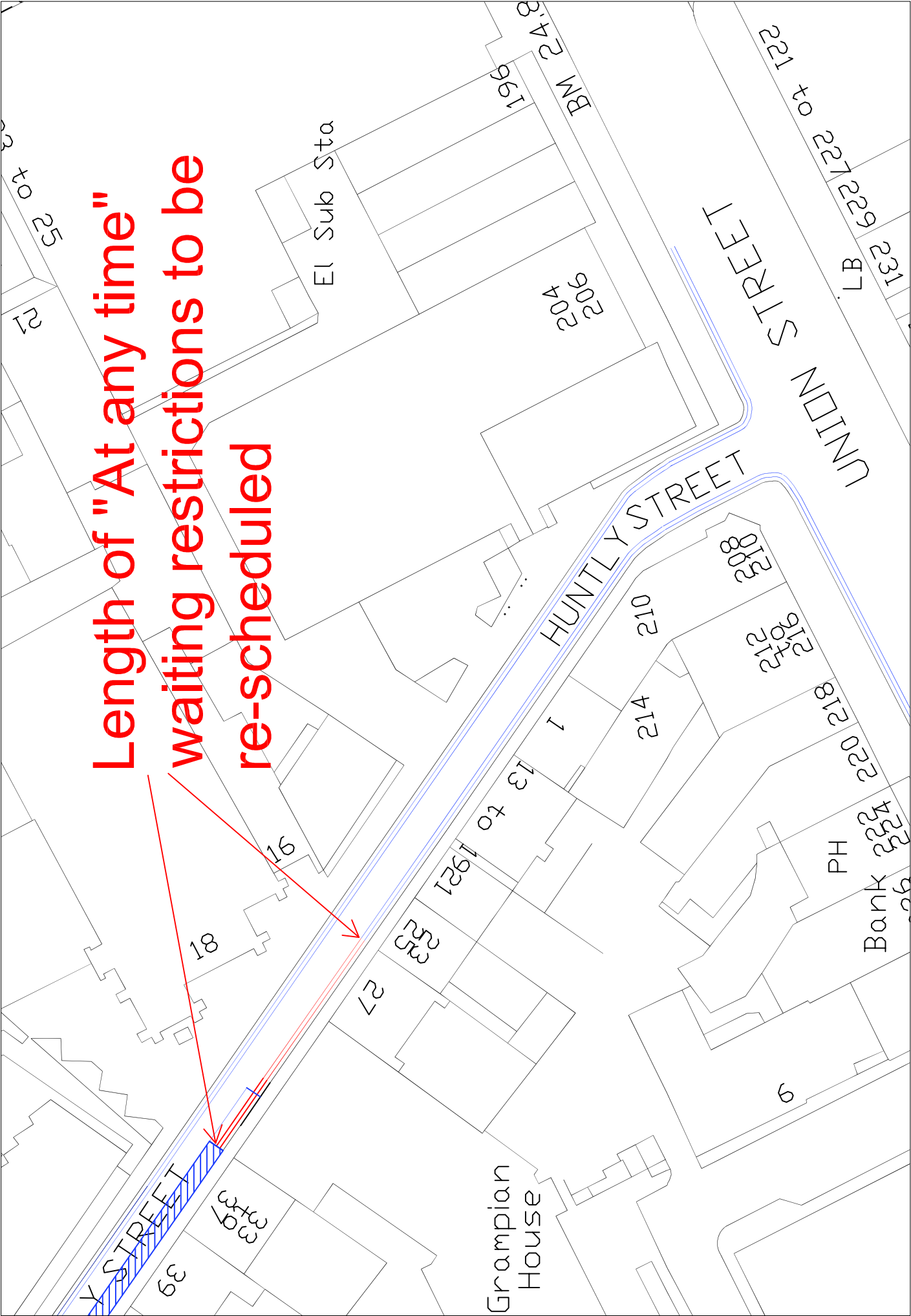
Ward (12) – Torry/Ferryhill

Elected members – Allan, Cormack, Donnelly, Kiddie

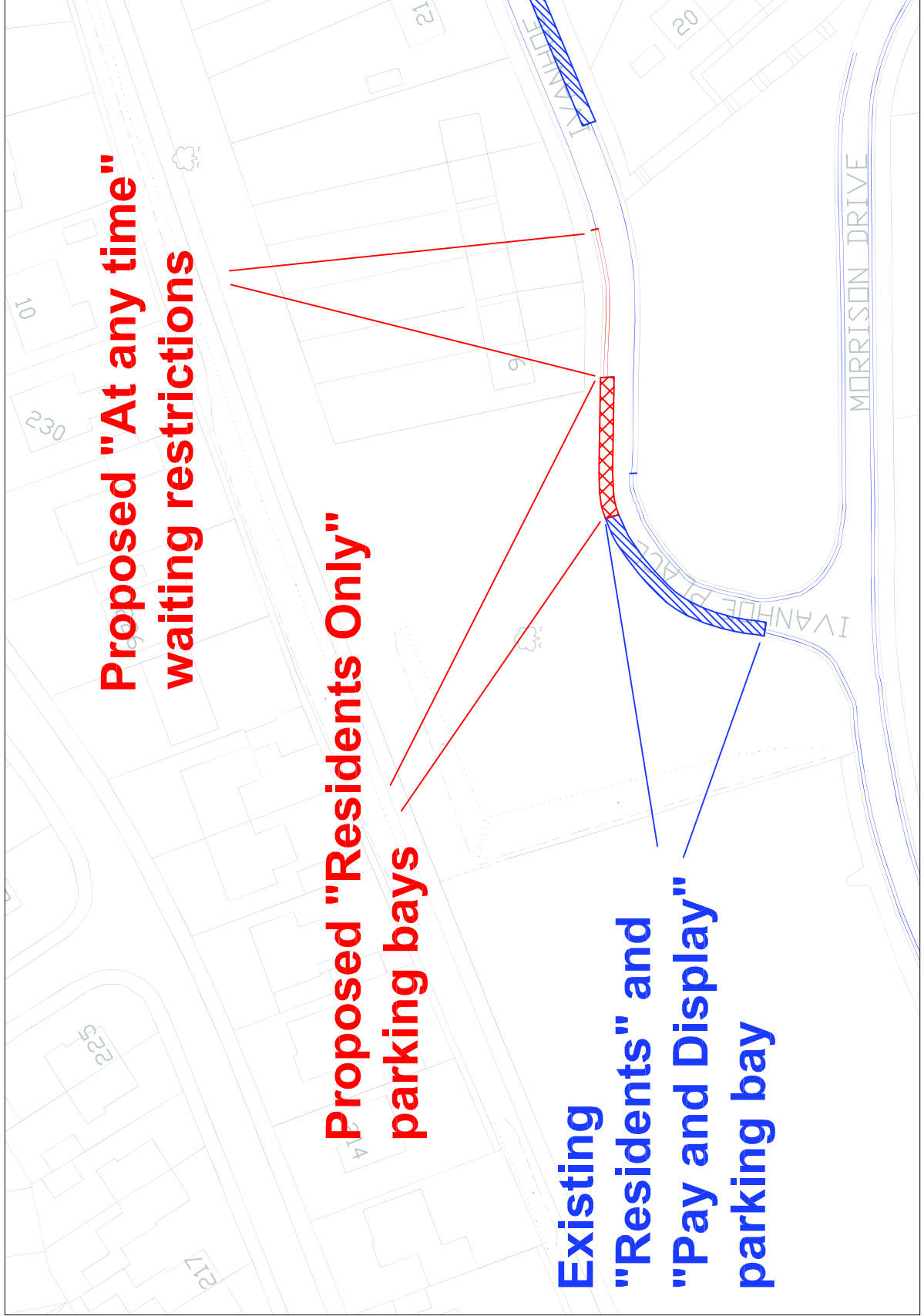
Craigton Road - Proposed timed waiting restriction; Mon - Fri; 8am to 6pm



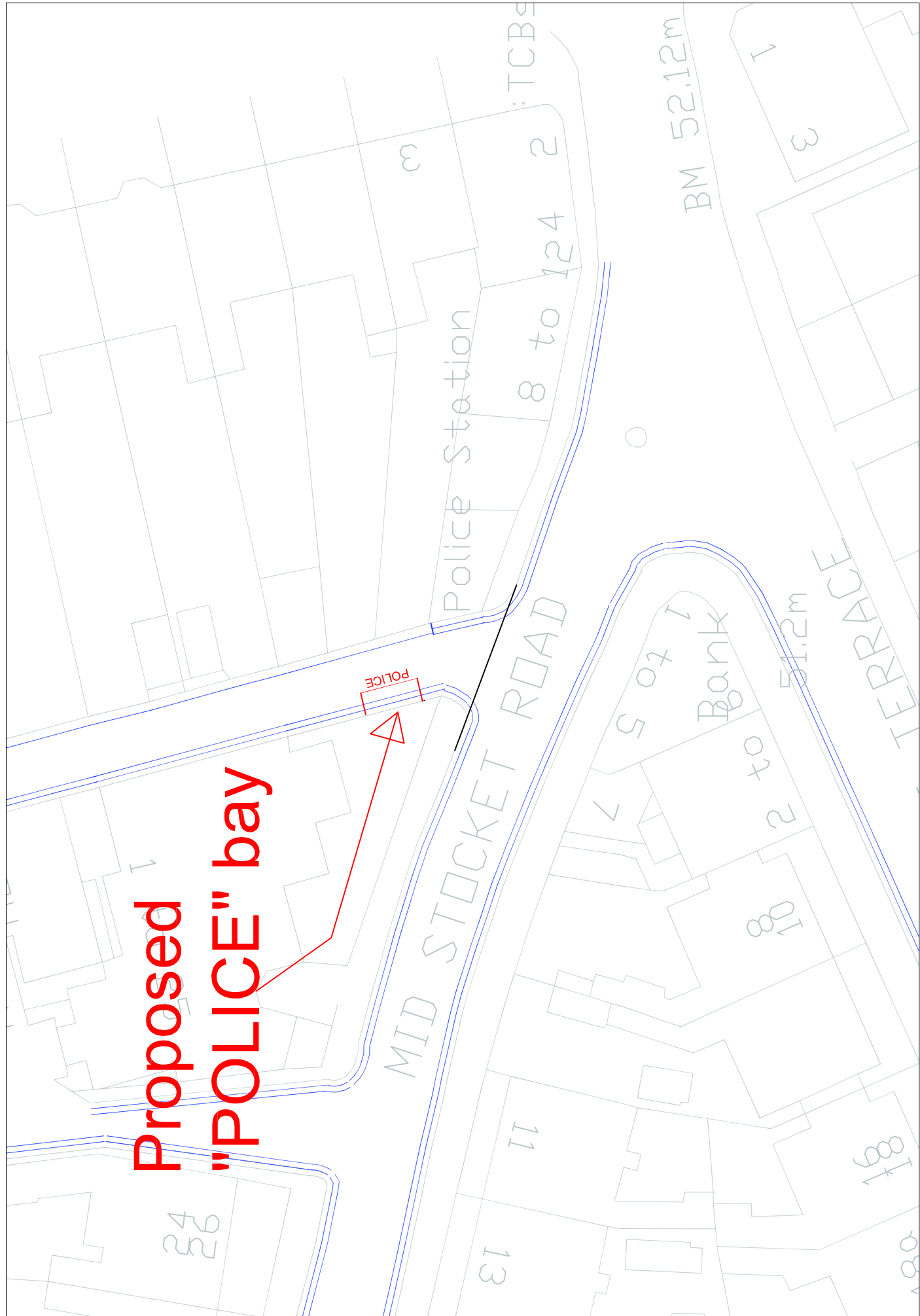
Huntly Street - "At any time" waiting restrictions to be re-scheduled



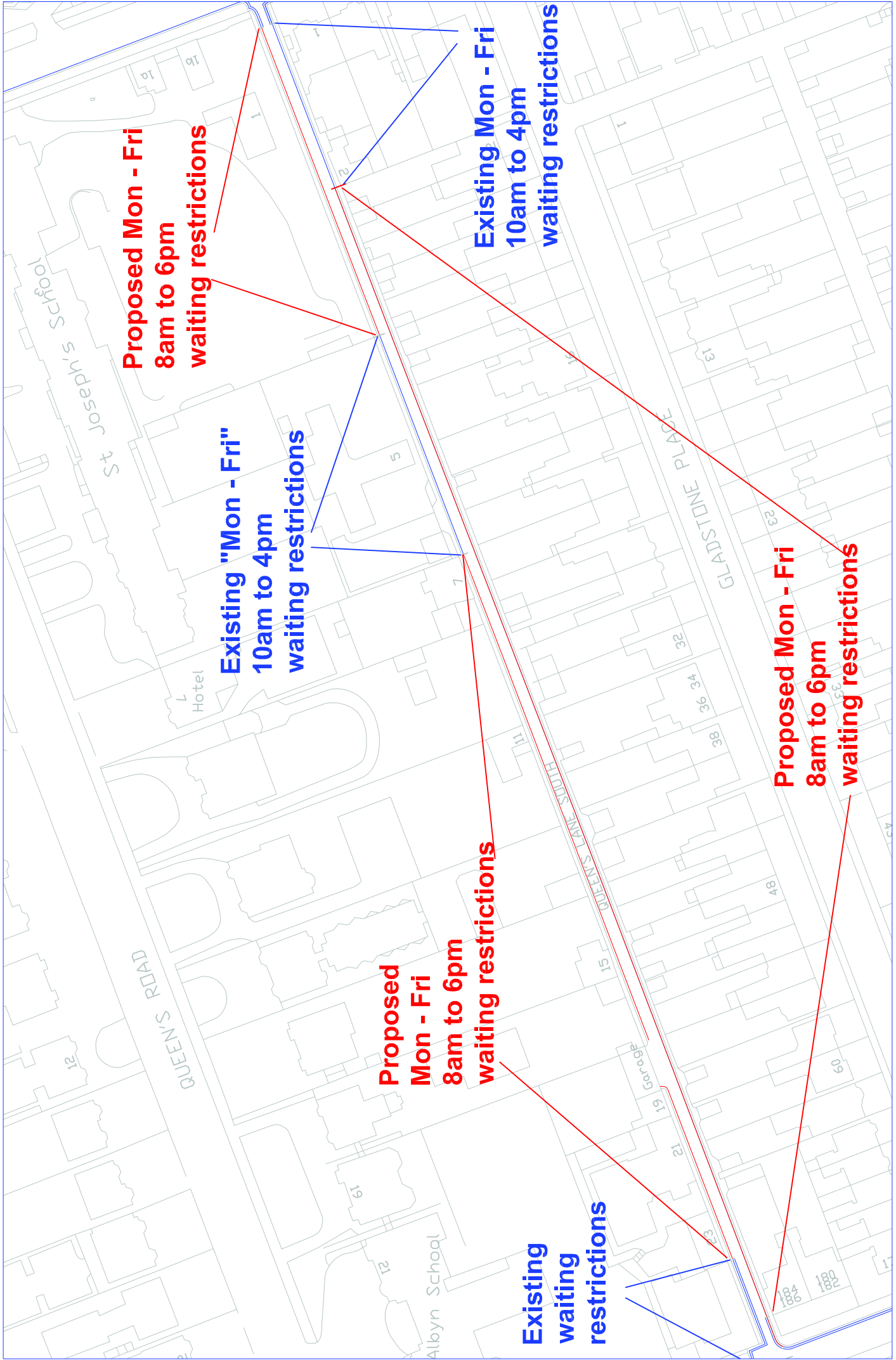
Ivanhoe Place - Proposed alteration to parking and waiting restrictions



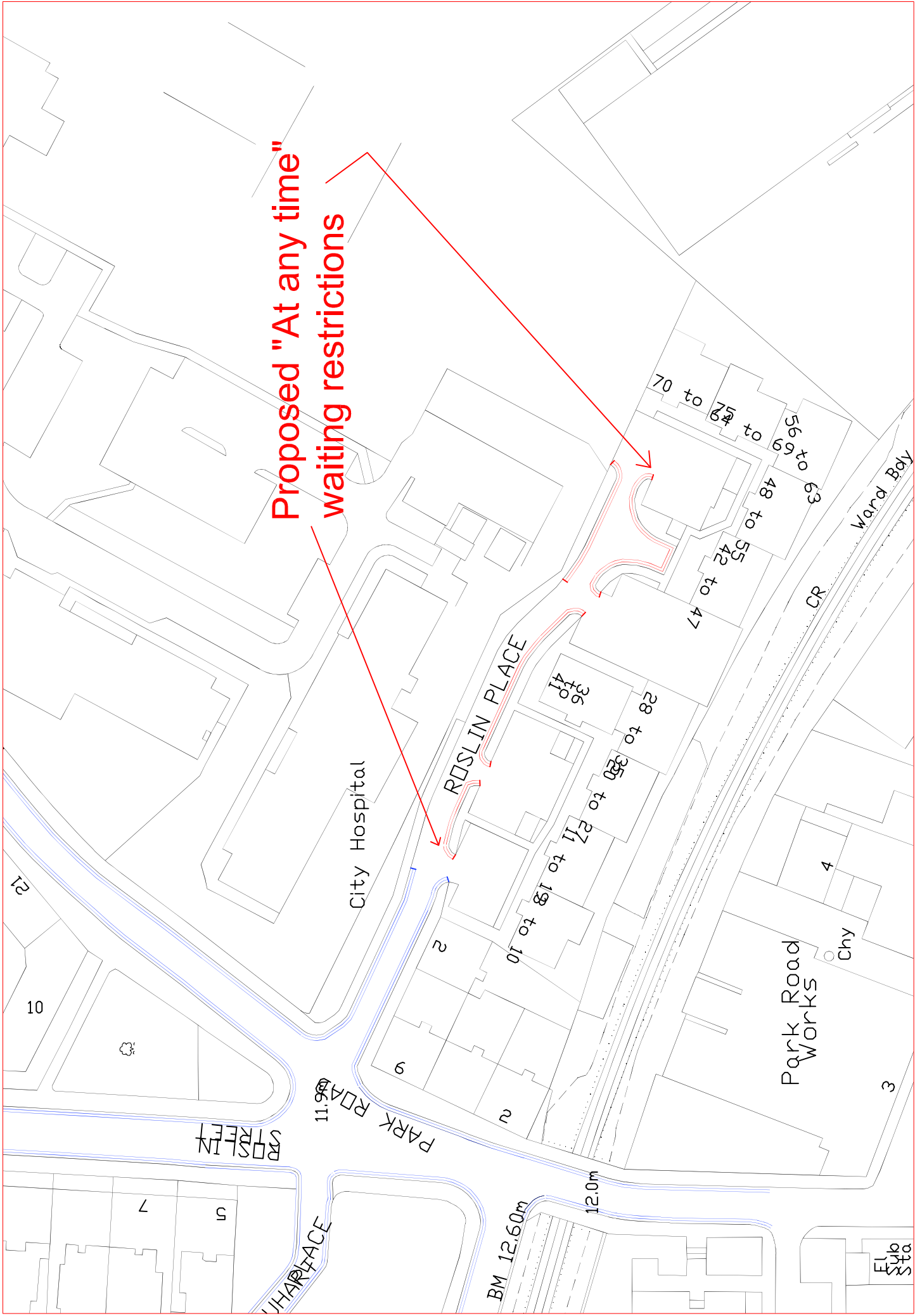
Mid Stocket Lane - Proposed "POLICE" bay

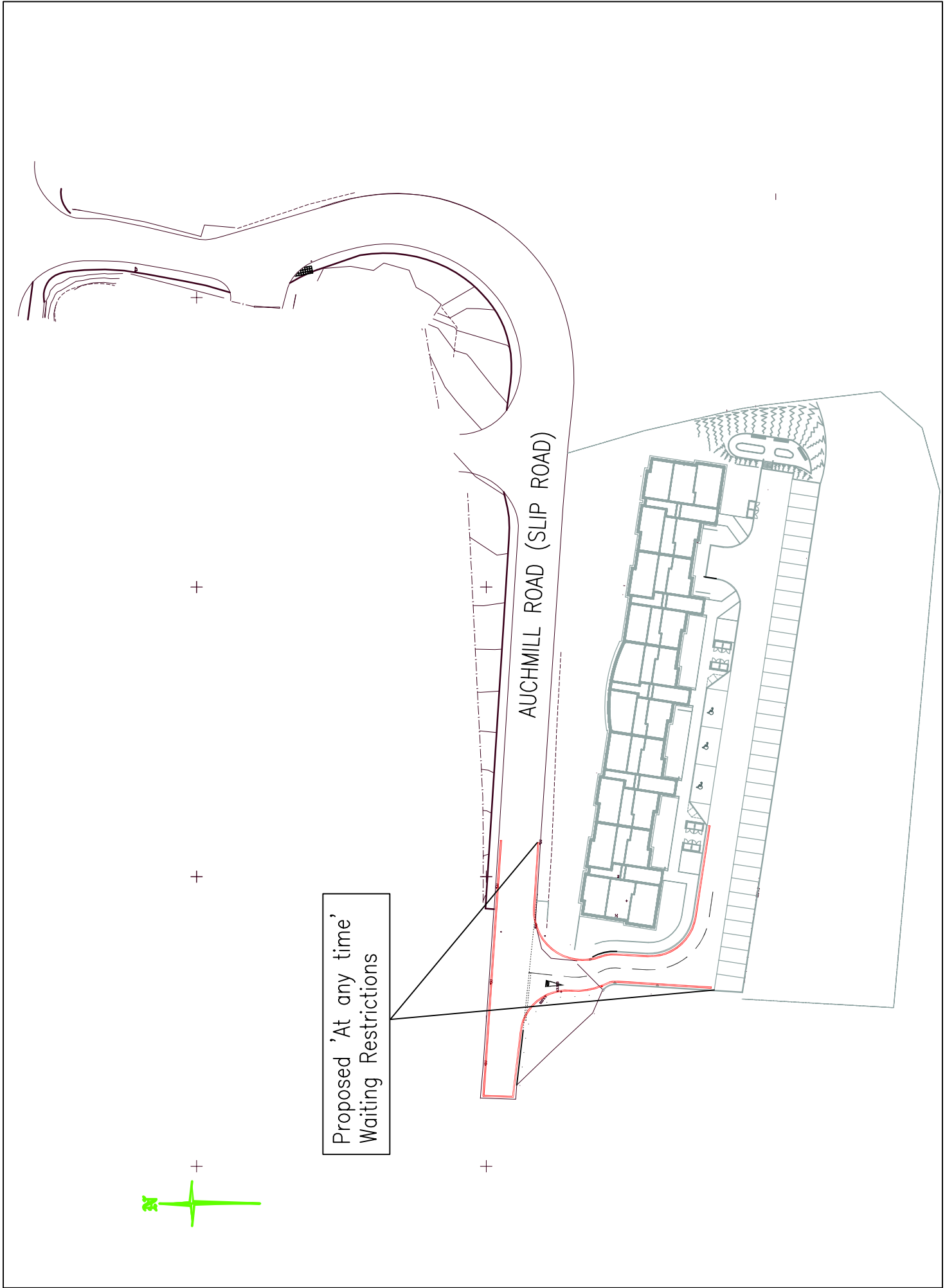


Queen's Lane South - Proposed alterations to timed waiting restrictions

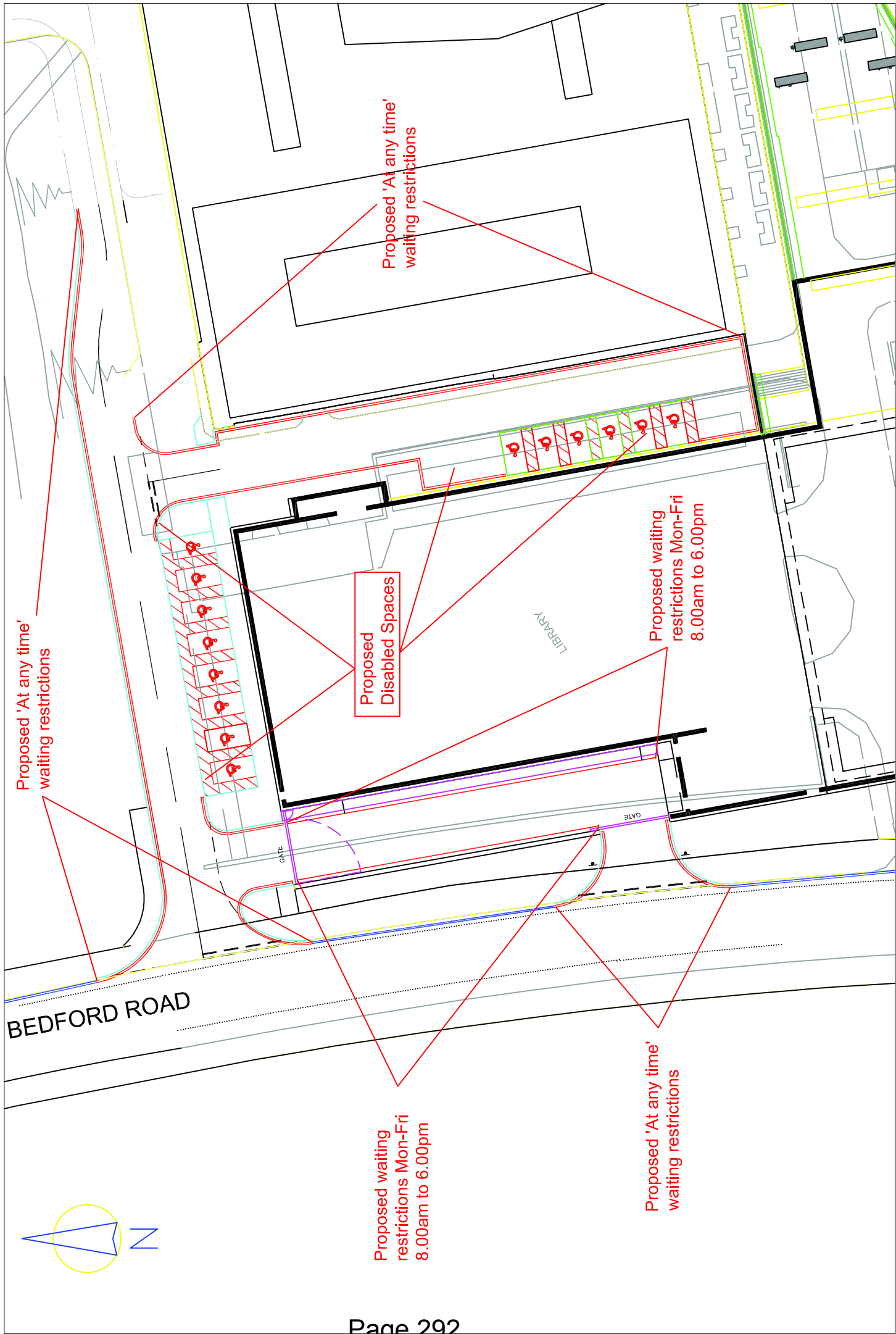


Roslin Place - Proposed "At any time" waiting restrictions

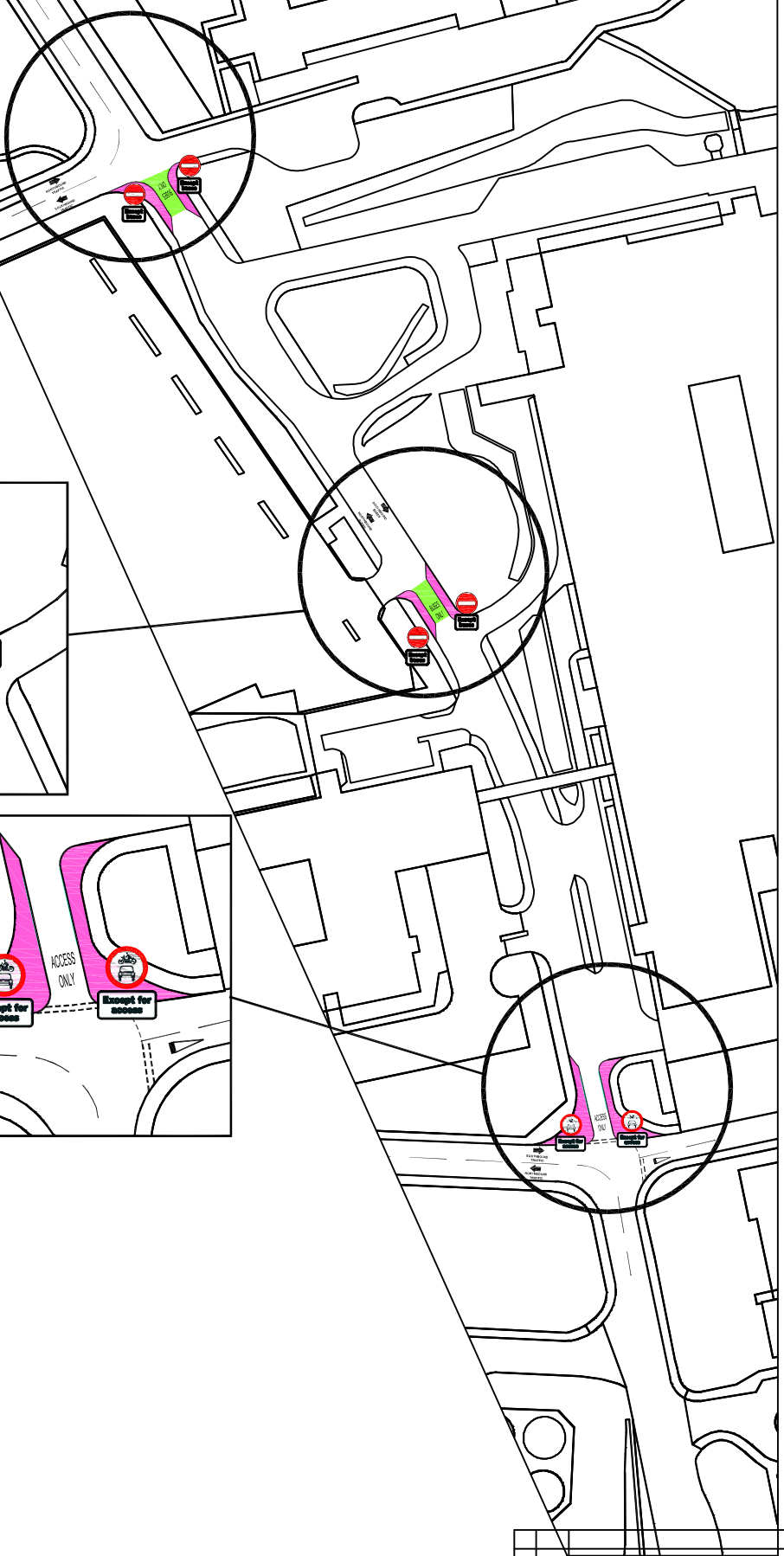
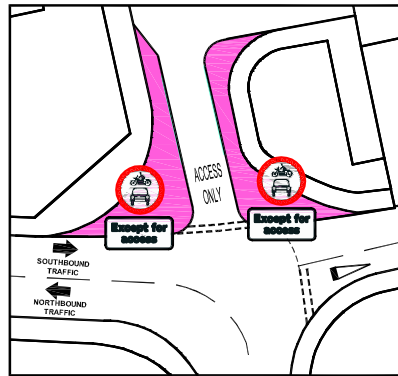
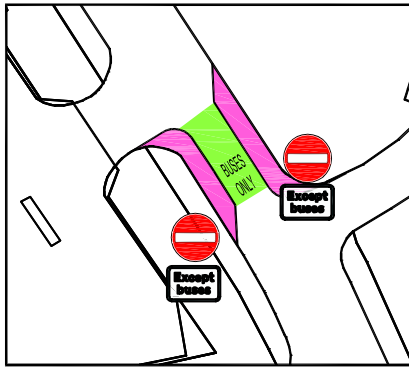
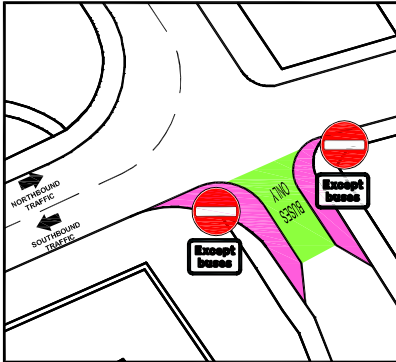




Bedford Road - Proposed Waiting Restrictions



Foresterhill Road, ARI interchange - Proposed "Prohibition of driving", "No entry" and "At any time waiting restrictions"



No.	Date	Description
AMENDMENTS		



Enterprise, Planning & Infrastructure
 St. Nicholas House
 Aberdeen
 AB10 1AA
 Telephone (01224) 523037
 Fax (01224) 626301

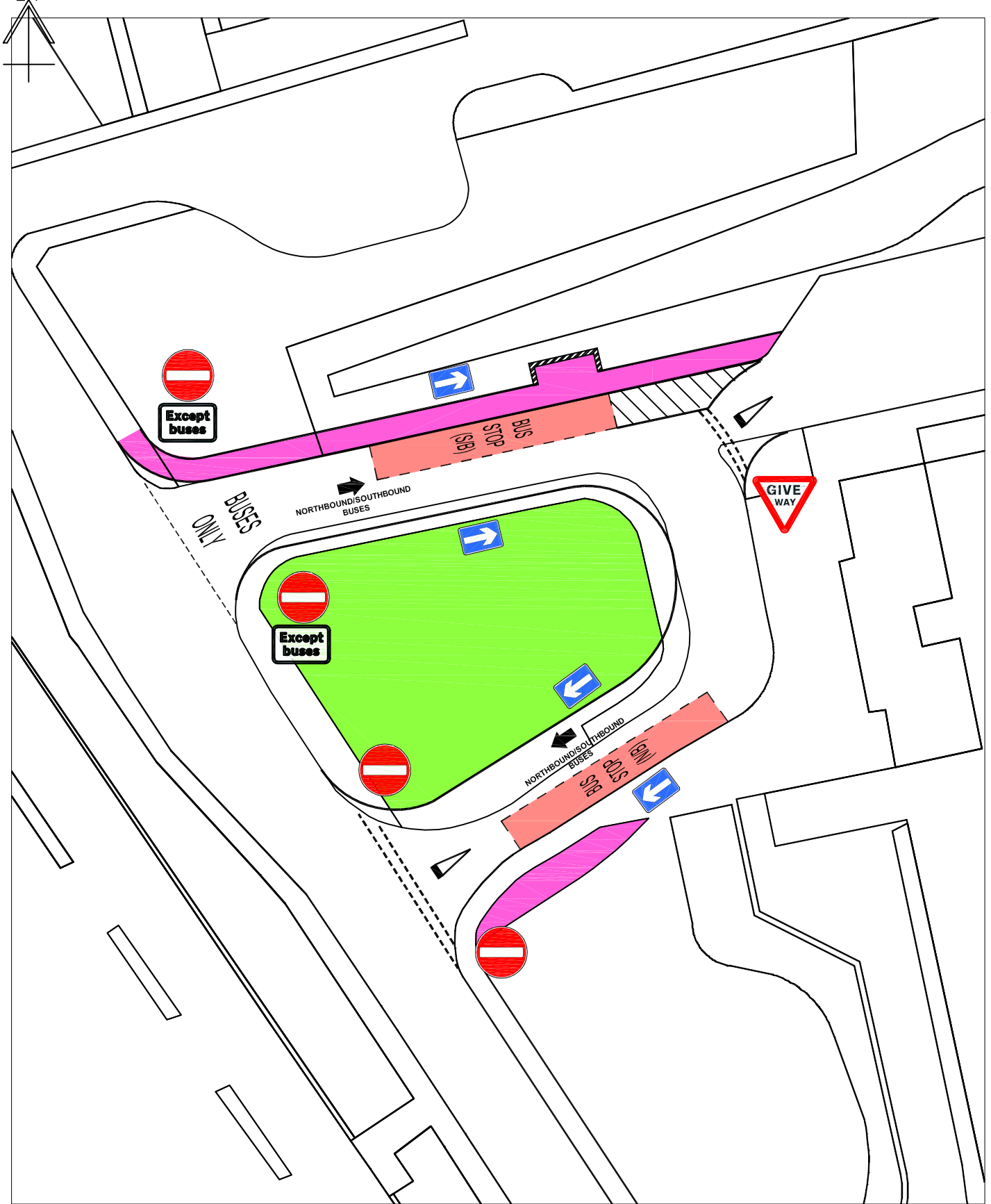
Project:
ARI Bus Interchange

Title:
**Traffic Arrangements at
 Foresterhill Road**

Drawn (int./date)
 SB 30/6/11
 Checked (int./date)
 MM 7/7/11
 Scale & sheet size
 Not to scale

Drawing No.
1/U/D8724/R/7

Foresterhill Road, ARI interchange - proposed "No entry", "One-way" and "At any time" waiting restrictions



No.	Date	Description
AMENDMENTS		
Drawing No.		1/U/D8724/R/11



Enterprise, Planning & Infrastructure
 St. Nicholas House
 Aberdeen
 AB10 1AA
 Telephone (01224) 523037
 Fax (01224) 626301

Project:
ARI Bus Interchange

Title:
**Option 7 Bus Turning
 Circle at ARI
 Entrance**

Drawn (init./date)
 SB 17/8/11
 Checked (init./date)
 MM 17/8/11
 Scale & sheet size
 1:500 @ A4

➤ **The following proposals will be funded from the Disabled Parking Revenue budget**

➤ **Disabled parking bays to be provided through the Disabled Persons Parking Places (Scotland) Act 2009**

There is one application to be considered at this meeting.

(Plans are not included as, under normal circumstance, are located close to the properties.)

On-street parking – N/A

Non-specific spaces – N/A

Off-street parking – 14 spaces (developer related)

University of Aberdeen Library off Bedford Road

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

8. REPORT AUTHOR DETAILS

Ruth Milne
Technical Officer,
rumilne@aberdeencity.gov.uk
(01224) 538052

Consultees comments

Council Leader	Councillor Callum McCaig – has been consulted
Convenor	Councillor Kate Dean – has been consulted
Vice Convenor	Councillor John Corall – has been consulted

<u>Local Members</u>	email 25/07/11
Councillor George Adam	Has been consulted
Councillor Yvonne Allan	Has been consulted
Councillor Marie Boulton	Has been consulted
Councillor Bill Cormie (Depute Provost)	Has been consulted
Councillor Barney Crocket	Has been consulted
Councillor Martin Greig	Has been consulted
Councillor Muriel Jaffrey	Has been consulted
Councillor Alan Milne	Has been consulted
Councillor George Penny	Has been consulted
Councillor Richard Robertson	Has been consulted
Councillor John West	Has been consulted
Councillor John Stewart	Has been consulted
Councillor Kevin Stewart	Has been consulted
Councillor Jillian Wisely	Has been consulted
Councillor Ian Yuill	Has been consulted
Councillor Irene Cormack	Has been consulted
Councillor Alan Donnelly	Has been consulted
Councillor James Kiddie	Has been consulted
Councillor Neil Cooney	Has been consulted
Councillor Mark McDonald	Has been consulted
Councillor Jennifer Laing	Has been consulted
Councillor Len Ironside	Has been consulted
Lord Provost Peter Stephen	Has been consulted
Councillor Wendy Stuart	Has been consulted
Councillor Gordon Townson	Has been consulted
Councillor Neil Fletcher	Has been consulted
Councillor Kirsty West	Has been consulted
Councillor Aileen Malone	Has been consulted
Councillor Neil MacGregor	<i>- has been consulted and highlighted a minor omission</i>
Councillor Jackie Dunbar	Has been consulted
Councillor Gordon Graham	Has been consulted
Councillor Andrew May	Has been consulted
Councillor James Hunter	Has been consulted
Councillor Norman Collie	Has been consulted
Councillor Jim Noble	Has been consulted
Councillor Gordon Leslie	Has been consulted
Councillor John Reynolds	Has been consulted
Councillor Jim Farquharson	Has been consulted
Councillor Jennifer Stewart	Has been consulted
Councillor Willie Young	Has been consulted

Council Officers

Barry Jenkins, Head of Finance, Resources - *has been consulted and queried whether the CWSS budget was the only grant-funded budget and why there were no costs against the disabled spaces*

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 - *is in agreement with the recommendations of this report*

Hugh Murdoch, Head of Service, Shelter and Environment – *has been consulted and made minor alterations*

Margaret Bochel, Head of Planning & Infrastructure, Strategic Leadership – *has been consulted and is in agreement with the recommendations within this report but suggests that further expansion of the accessibility of buses, taxis and cyclists could be highlighted within this section*

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

ABERDEEN CITY COUNCIL

COMMITTEE: **Enterprise, Planning and Infrastructure**

DATE : **15/11/2011**

DIRECTOR: **Gordon McIntosh**

TITLE OF REPORT: **Rose Street, Chapel Street and Marischal Street –
Traffic Management Proposals**

REPORT NUMBER: **EPI/11/297**

1. PURPOSE OF REPORT

To advise the committee of the results of the proposed traffic management scheme on Rose Street, Chapel Street and Marischal Street.

2. RECOMMENDATION(S)

1. It is recommended that no further action be taken on the introduction of one-way operation on Rose Street and Chapel Street.
2. Consideration be given to introducing a northbound one-way system on to Marischal Street and that the existing any time parking restrictions be revised to provide additional pay and display parking should the one-way operation be approved.

3. FINANCIAL IMPLICATIONS

1. There are no financial implications for Rose Street and Chapel Street as the recommendation is not to advance this proposal.
2. The implementation of a one-way system and pay and display parking spaces at Marischal Street is estimated to cost in the region of £7900 which would be funded from future budget.

Should one-way system approved the additional 11 on street parking spaces may generate up to £45,000 per year.

4. OTHER IMPLICATIONS

The proposed changes to Marischal Street will require a traffic regulation order to be progressed. Members should be aware that this process is open to objection from members of the public.

5 BACKGROUND / MAIN ISSUES

5.1 Report

At its meeting of the Enterprise, Planning and Infrastructure Committee of the 13th September 2011 the Committee instructed Officers to report back on the possible implementation of one-way operation on the Rose Street, Chapel Street and Marischal Street.

The potential for additional on street parking in Rose Street, Chapel Street and Marischal Street by the introduction of one-way operation was previously raised by the Control Parking Area Working Group and noted as worthy of further investigation.

When introducing a one-way operation it is necessary to consider all access needs and in particular that of emergency and service vehicles. With reference to "Guidelines and Specification for Aberdeen City Roads (1998) within Residential and Industrial Developments" for a General Access Road an unrestricted carriageway width of 6.0 m should be provided to ensure unobstructed access can be taken. The 6.0 m width will allow for the passage of vehicles, should a break down occur and servicing of properties and businesses. Consideration should also be given to road safety matters arising from the introduction of a one-way operation and in particular traffic speeds and the need for traffic calming.

5.2 Rose Street / Chapel Street

A scheme for the introduction of a one-way operation has been considered for Rose Street and Chapel Street and is shown in Appendix 1. It will be noted that the one-way operation for both roads would require to be complementary with Rose Street operating in a northbound direction and Chapel Street operating southbound.

Rose Street is located towards the west side of Union Street and connects Union Street with Skene Street. At present Rose Street operates two-way between its junctions with Skene Street and Thistle Street. The south end section of Rose Street from Union Street to Thistle Street operates one-way traffic in a northerly direction. The west side of Rose Street has a combination of pay and display and any time restrictions whilst the east side has a combination of any time and 8.00 am and 6.00 pm restrictions. The restricted east side of Rose Street accommodates evening parking for the local residents after 6.00 pm and delivery and service vehicles during the day time. A plan of the current waiting restrictions on Rose Street is attached in Appendix 2.

The section of Rose Street between Skene Street and Huntly Street provides access to the Chapel Street car park and the local network

and it is felt that it would not be appropriate to consider one-way operation on this length of Rose Street.

The carriageway width between Huntly Street and Rose Place is 10.3 m. At present this section has parking restrictions between 8.00 am and 6.00 pm and it would be possible to provide on street parking on the west side. However, providing additional parking will lead to visibility and road safety issues for vehicles turning into Rose Street from Huntly Street and would not be considered for road safety reasons.

The carriageway width of Rose Street between Rose Place and Thistle Street varies with a maximum width of 9.2 m and a minimum of 8.6 m. Providing parking facilities on the west side of Rose Street will effectively reduce the carriageway width to a maximum of 5.2 m and a minimum of 4.2 m. it is therefore considered that it would not be prudent to introduce additional parking in conjunction with one-way operation.

The introduction of a one-way system will be likely to increase traffic speeds along this section and traffic calming may be necessary. Given that no benefit will be achieved from the introduction of a one-way on Rose Street this option is not recommended.

Chapel Street is located towards the west side of Union Street and connects Union Street with Huntly Street. It currently carries two-way traffic up to its junction with Thistle Street, whereby traffic is then subject to a one-way restriction in a southbound direction up to Union Street. Consideration has been given to the introduction of a one-way operation of Chapel Street in a southerly direction. The carriageway width of Chapel Street varies with a maximum of 9.0 m and a minimum of 8.0 m.

Currently the east side of Chapel Street has pay and display restriction whilst the west end has parking restrictions between 8.00 am and 6.00 pm. The southern end of Chapel Street, within the one-way restriction, currently accommodates a taxi rank. A plan of the current parking restrictions on Chapel Street is attached in Appendix 2.

Providing parking facilities on the west side of Chapel Street will effectively reduce the carriageway width to a maximum of 4.6 m and to a minimum of 3.6 m. A carriageway width of less than 4.6 m will restrict access for service and emergency vehicles and would not meet current standard. In order to ensure that the needs of service and emergency vehicles can be accommodated, it is not considered practically to introduce parking along both sides of the street. As with Rose Street the introduction of a one-way operation would offer no substantial benefit and is not recommended.

Businesses within this area and in particular those members of the newly formed West End Association have raised concerns over the lack of available parking within the area. These businesses are experiencing difficulties in generating the turnover of parking required by the shops and businesses within the local area.

The difficulties currently being experienced can be attributed to the lack of short stay parking bays which are required to maintain a level of car parking to sustain a vibrant local economy.

One of the main concerns relates to the uptake in business parking permits within the west end area where they are parking all day to the detriment of the businesses, shoppers and visitors.

Officers intend to carry out a quantitative review of residential and business permit allocation within the city centre areas where the results will be reported back to the Controlled Parking Working Group.

5.3 Marischal Street

Marischal Street is located at the east end of Castle Street at its junction with King Street, and connects Castle Street with Regent Quay. The carriageway width of Marischal Street varies from 7.5 m to 8.0 m. The west side of Marischal Street accommodates pay and display parking whilst the east side has parking restrictions between 8.00 am and 6.00 pm. A plan of current parking restrictions on Marischal Street is attached in Appendix 3.

In considering a one-way operation the preferred direction of travel would be southbound as a northbound one-way system is likely to cause difficulties for vehicles travelling on Marischal Street during winter weather due to the steep gradient. A southbound one-way would also remove potential conflicts at the junction with Castle Street and King Street and improve road safety at this location.

However, Aberdeen Sheriff Court is located on the north end of Marischal Street with public access to the court taken from Exchequer Row. The vehicle delivering prisoners to the court requires to take access via a side door on the west side of Marischal Street. In order to accommodate this access requirement the prison vehicle must approach the court on Marischal Street in a northerly direction. Following consultation with the court team and given the access needs of the court and security issues associated with prisoner access a southbound one-way is not considered a practical option at this time.

It is possible to introduce a northbound one-way on Marischal Street which would allow the introduction of additional 11 'Pay and Display' parking spaces on existing sections of anytime restrictions without compromising access.

However the gradient of Marischal Street does raise issues of general access during periods of inclement weather in the winter period and is a concern.

A northbound one-way on Marischal Street would also have some implications for traffic movement and conflicts at its junction with Castle Street. However it is unlikely that volumes will significantly increase and therefore would not exacerbate the existing situation.

Consideration has been given to the introduction of extended parking on both sides of Marischal Street but would reduce the operational width of the carriageway to between 3.6 m to 3.1 m and would not meet accessibility standards.

It is therefore considered that a northbound one-way system that allows for some 11 additional parking spaces could be introduced. However, short term access difficulties could occur during the winter period.

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.

7. BACKGROUND PAPERS

Appendix plan's 1, 2 and 3.

Guidelines and Specification for Roads within Residential and Industrial Developments (1998) - Aberdeen City Council (Property and Technical Services Department)

8. REPORT AUTHOR DETAILS

Nathan Thangaraj
Technical Officer
nthangaraj@aberdeencity.gov.uk
(01224) 538068

Consultees comments

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean - email sent 7/10/11

Vice Convener: Councillor John Corall - *has been consulted and agrees with the recommendations for Rose Street and Chapel Street and strongly disagreed with the recommendations for Marischal Street.*

<u>Local Members</u>	
Councillor Andrew May	email sent 7/10/11
Councillor James Hunter	email sent 7/10/11
Councillor John Stewart	email sent 7/10/11
Councillor Bill Cormie	email sent 7/10/11
Councillor Jennifer Laing	email sent 7/10/11

Council Officers

Barry Jenkins, Head of Finance, *has been consulted and has no comments related to finance.*

Ciaran Monaghan, Head of Service, Office of Chief Executive *has been consulted*

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure *has been consulted and has no comments.*

Hugh Murdoch, Head of Service, Shelter and Environment – *has been consulted and has no comments.*

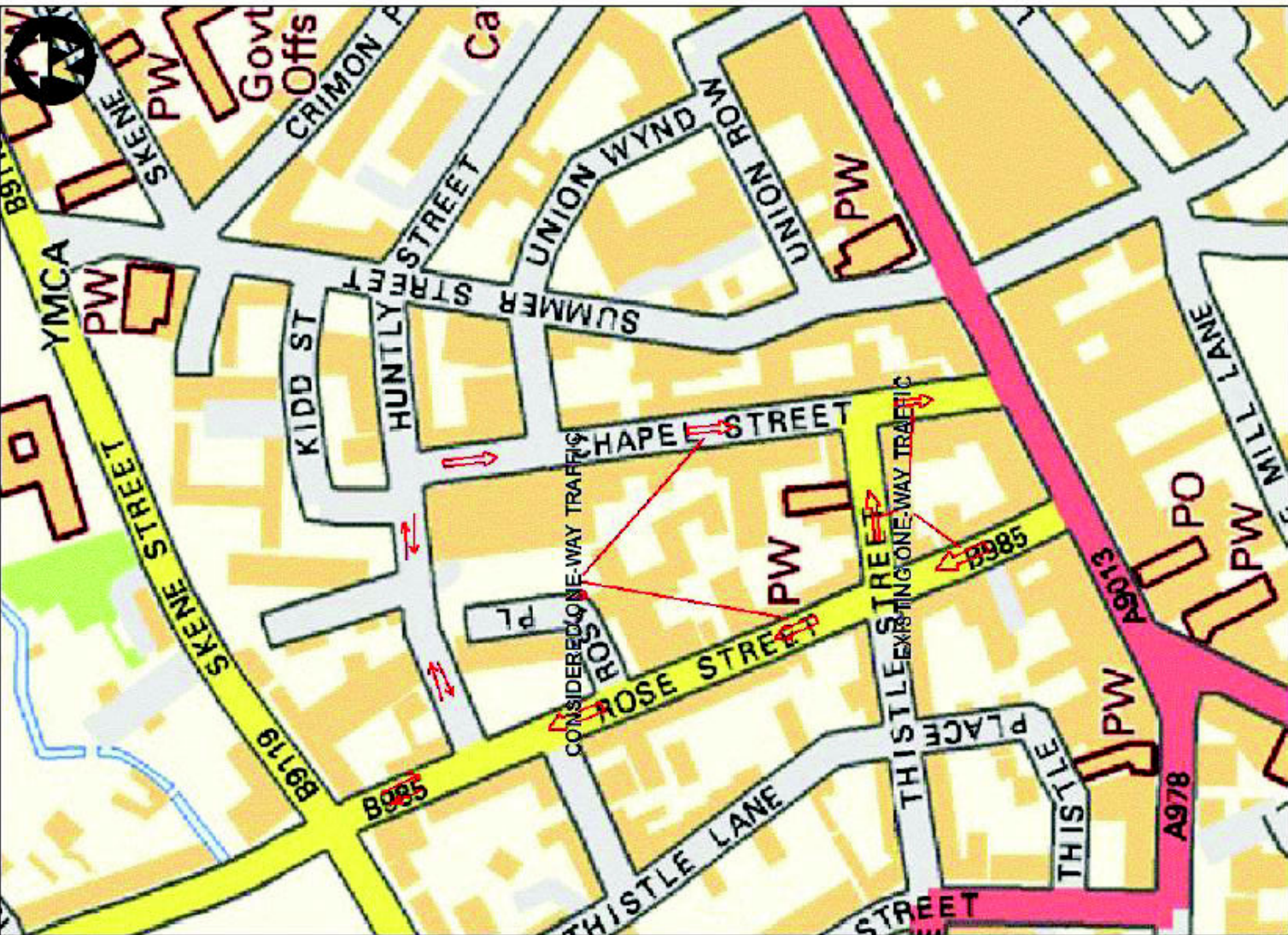
Mike Cheyne, Roads Manager *has been consulted*

Dave Young, Account Manager, Service, Design and *has been consulted*

Jane MacEachran, City Solicitor, Continuous Improvement *has been consulted and has no comments.*

Kathryn McFarlane, Service Co-ordinator

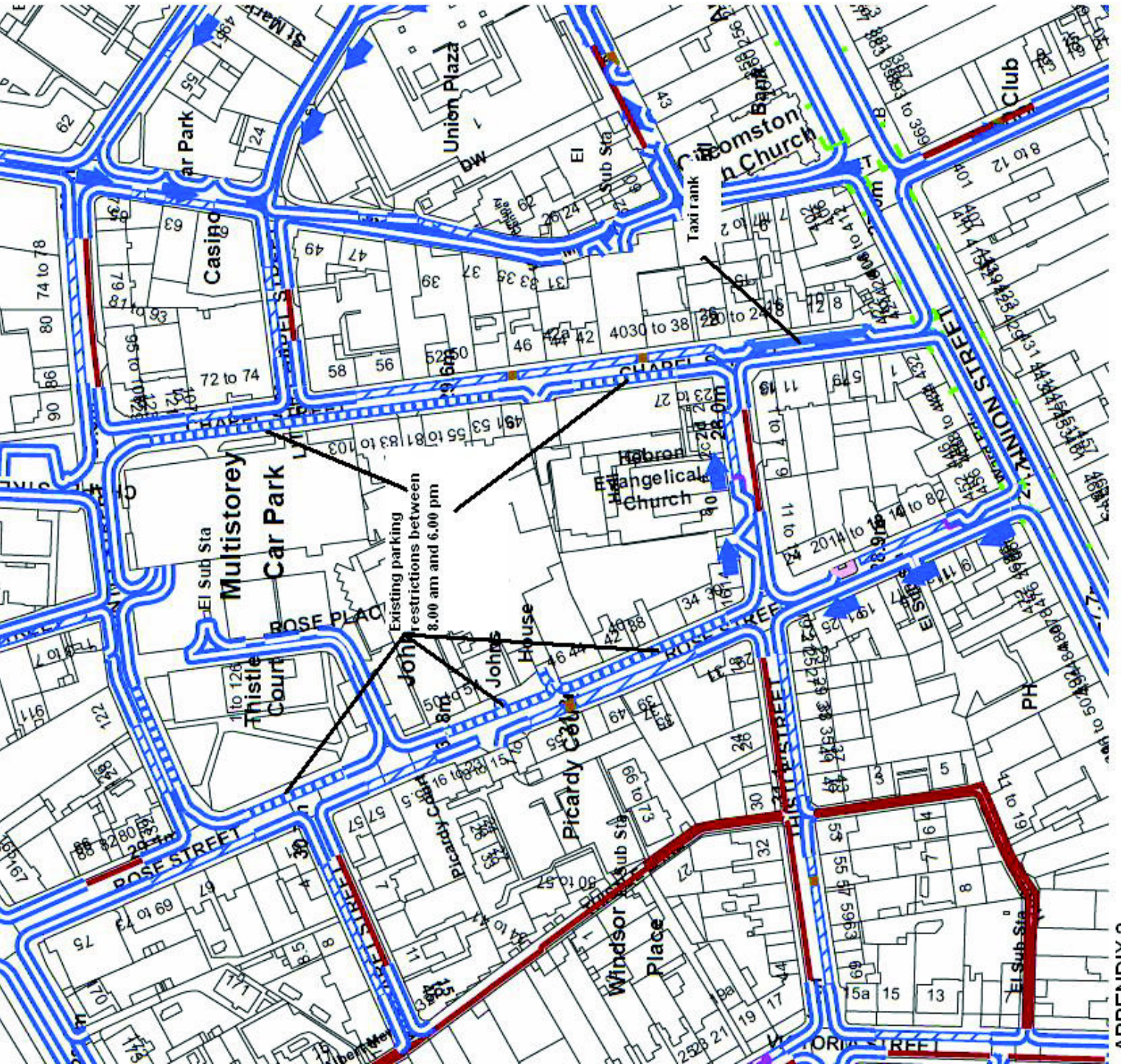
Allison Swanson, Committee Services



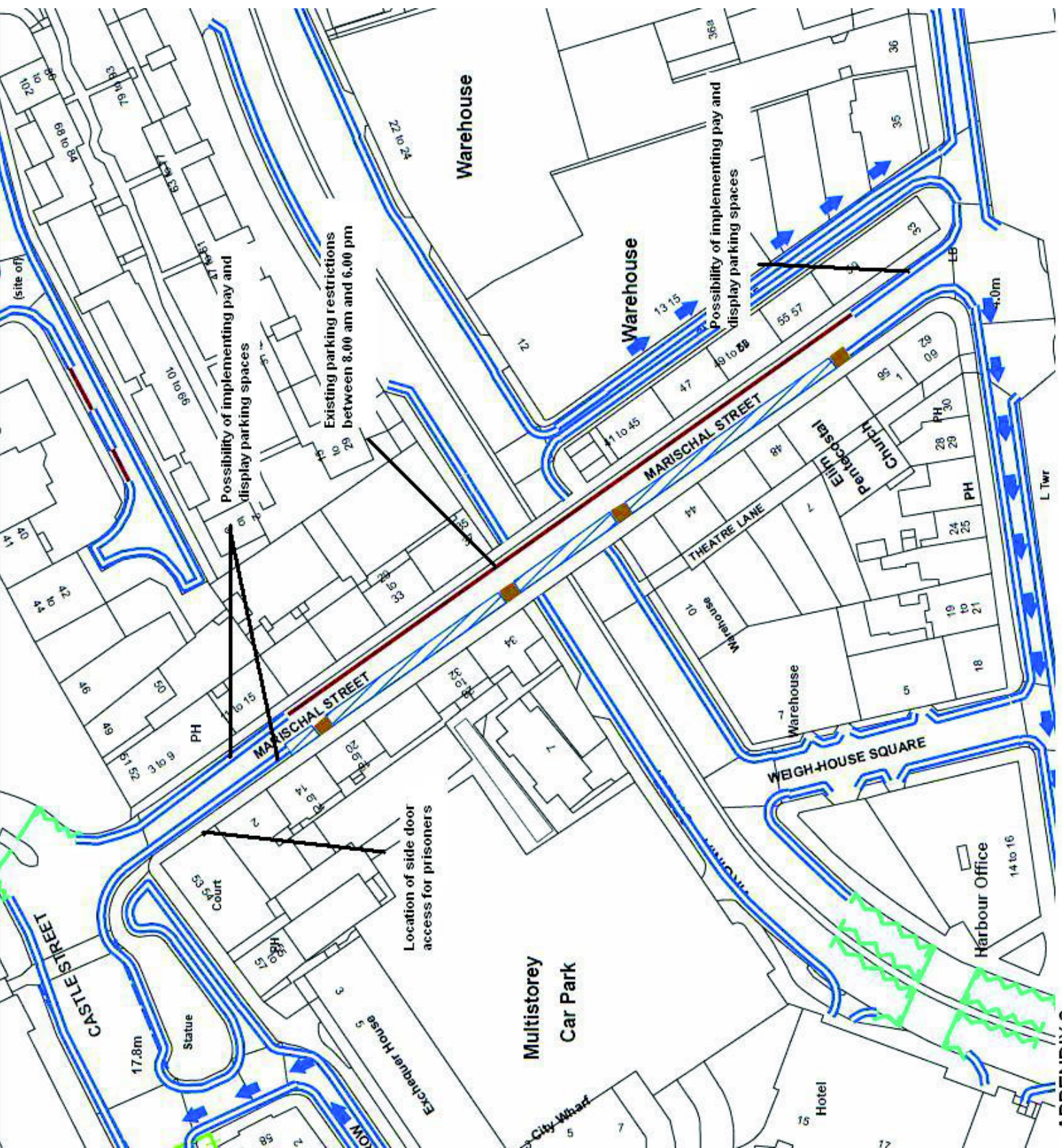
1:2,164
© Crown Copyright. Aberdeen City Council 100023401 (2011)

APPENDIX 1

This page is intentionally left blank



This page is intentionally left blank



This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE: **Environment, Planning and Infrastructure**

DATE: **15 November 2011**

DIRECTOR: **Gordon McIntosh**

TITLE OF REPORT: **Residential parking provision for Albert Terrace**

REPORT NUMBER: **EPI/11/299**

1. PURPOSE OF REPORT

This report is to advise Committee of the updated parking survey information carried out on Albert Terrace as previously agreed by Committee.

2. RECOMMENDATION(S)

That the Committee:

1. note the content of the report
2. agree to maintain the existing parking layout on Albert Terrace

3. FINANCIAL IMPLICATIONS

There should be no cost implications in maintaining the current layout.

4. OTHER IMPLICATIONS

Should “residents only” parking bays be implemented the loss of “pay and display” parking that is available to the general public will impact on the local commercial and business interest of the area. There is a risk that if the parking bays on the south side of Albert Terrace are altered from “pay and display bays to “residents only” bays a number of these “residents only” bays will remain permanently empty during the working day and the Council would not be seen to support the local economy.

The implementation of “residents only” parking bays in Albert Terrace will create an unnecessary precedent within the defined city centre which would be difficult to resist should similar requests be made from residents elsewhere in the city centre.

5. BACKGROUND/MAIN ISSUES

- 5.1 In 2006 a request was made by the former local member, Councillor Alison Smith, on behalf of the Albert Terrace Residents Association (ATRA) to have the pay and display bays on the south side of Albert Terrace altered to "Resident Permit Holder Only" bays. It was suggested at this time that residents were unable to park on their street as there were occasions when it was fully parked.
- 5.2 In response to this request a number of parking surveys were carried out to identify the level of parking and also the level of residents permit parking within the street. The surveys determined whether it was practical to restrict the south side of Albert Terrace to Residents Only parking or whether it was essential that the parking remain flexible to accommodate the many businesses in this part of the west end of the City.
- 5.3 The survey results clearly indicated that sufficient parking spaces were available within Albert Street to accommodate the residential parking demand whilst also servicing the local business community. It is acknowledged that whilst spaces may not have been directly available outside individual residential properties there were always spaces available within a short distance. At that time it was felt that to restrict parking on the south side to "residents only" parking would unnecessarily limit the generally available parking and have an impact on local business and therefore could not be justified.
- 5.4 In May 2009 a further request to review this issue was made by Councillors Martin Greig and Jennifer Stewart, on behalf of the ATRA.
Further surveys were carried out and provided similar results to those carried out in 2006. In this respect it was felt that no further action was justified, however, in the interests of fairness the matter was referred to the Controlled Parking Areas Working Party for further discussion.
- 5.5 A report was submitted to the Controlled Parking Areas Working Party (CPAWP) meeting on 24th February 2011, the minute of which was then presented to the Enterprise, Planning and Infrastructure Committee on March 15th 2011.
- 5.6 Recommendation xiv of this report was that the introduction of "resident only" parking on Albert Terrace was unnecessary.
- 5.7 The minutes of the working party meeting were presented to Enterprise, Planning and Infrastructure Committee on 15th

March 2011 wherein it was noted “to drop the recommendation that the introduction of exclusively residential parking provision in Albert Terrace was unnecessary.”

- 5.8 The EP&I committee resolved to request officers to submit a further detailed report on the possibility of introducing exclusively residential parking provision in Albert Terrace, including updated surveys, to a future meeting for consideration.

Updated Surveys and Investigations

- 5.9 Dialogue with the Albert Terrace Residents Association has been maintained and at a recent meeting they reconfirmed their reasons for the request for “residents only” parking to be implemented. The residents association has questioned the surveys carried out by officers and the reasoning behind the current arrangements. A summary statement prepared by the Residents Association outlining their arguments is given in Appendix 3 for information and consideration.
- 5.10 In response to the committee instruction, parking beat surveys were carried out and the results are shown in Appendix 1. The surveys previously carried out are shown in Appendix 2 for information and comparison.
- 5.11 Albert Terrace has an on street parking capacity of 70 spaces with some 40 spaces on the south side and 30 spaces on the north side. The terraced residential properties of Albert Terrace bound the southern footway
- 5.12 From the survey results in Appendix 1 the maximum parking demand of 62 spaces is noted to be during the midday period and comprises of a residential (permit) demand of 27, with 35 spaces occupied by general parking. As would be anticipated the parking demand during the evening and overnight reduces to some 34 spaces with a significant excess of on street parking available for residential parking.
- 5.13 The most recent survey results are consistent with those previously taken and would indicate that the non residential demand during peak occupancy (column A , Appendix 1 & 2) does exceed the number of available spaces on the north side of Albert Terrace (30). The provision of “residents only” spaces on the south side would displace visitor parking to the surrounding streets and would impact on the ability of the on street city centre parking to service the local businesses who rely on available on street parking. It has been observed that the immediately adjacent section of Albert Street is generally at capacity during the working day.

- 5.14 The survey results have also highlighted that the introduction of “residents only” parking on the south side would leave in excess of 13 spaces vacant at a time when general parking demand is high. This figure assumes that all residential parking will take place on the south side but this cannot be guaranteed and residents could still legitimately park within the pay and display spaces. It will be noted that on average 10 residents chose to park on the north side at all times of the day and evening
- 5.15 A founding principle of the introduction of controlled parking within the defined city centre has always been that the turn over and availability of parking is essential in the delivery of a competitive and healthy economy, particularly in areas where off street parking is limited by planning and building constraints. The implementation of “residents only “parking within the city centre would fundamentally undermine this principle and erode the general parking provision within the central area.
- 5.16 It has been suggested that the amenity and environment within Albert Terrace is unique and the implementation of “residents only“ parking would not be seen to set a precedent . Whilst Albert Terrace has an excellent setting and character the overlying principle to allow “residents only “parking could equally be applied on many of the city centre streets and would be extremely difficult to resist.
- 5.17 It can be seen from the surveys that the existing parking arrangements do not, to any significant degree, impact on the ability of residents to park within Albert Terrace, albeit not always at the frontage to their properties but within a short walk
- 5.18 The loss and “pay and display“ parking may impact on the income generated and if considered to be applicable on a wider area of the city centre, has the potential to be significant.
- 5.19 Taking all matters into consideration it is concluded the loss of general on street parking would impact on the local businesses and very importantly create a precedent that could potentially erode the on street parking availability within the city centre and the commercial support this provides.

6. IMPACT

- 6.1 The content of the report meets with the local Community Plan objectives to continually improve road safety and maximize accessibility for all modes of transport.
- 6.2 The proposals are in line with the Single Outcome Agreement to support the local economy and attract local business.

7. BACKGROUND PAPERS

Report and Minute from the Controlled Parking Areas Working Party meeting on 24th February 2011

8. REPORT AUTHOR DETAILS

Andrew Smith
Traffic Engineering Manager
Andrews@aberdeencity.gov.uk
(01224) 538056

Ruth Milne
Technical Officer
rumilne@aberdeencity.gov.uk
(01224) 538052

APPENDIX 1

Recent survey results

	Date and time	Resident Permit	Business permit	Pay and Display	Blue Badge	Medic	Total no. of vehicles on street	Column A	Column B
North	08/06	11	-	4	1	-			
South	08:00	25	1		2	-			
Totals		36	1	4	3	-	44	8 (-)	4
North	08/06	10	5	12	1	-			
South	11:00	17	8	5	2	2			
Totals		27	13	17	3	2	62	35 (5)	13
North	09/06	9	8	7	-	-			
South	15:00	15	5	8	2	-			
Totals		24	13	15	2		54	30 (-)	16
North	07/06	12	-	2	-	-			
South	20:30	25	-	-	1	-			
Totals		37	-	2	1	-	40	3 (-)	3
North	30/06	10	1	2	-	-			
South	07:30	22	-	1	1	-			
Totals		32	1	3	1	-	37	5 (-)	8
North	29/06	8	7	12	1	-			
South	11:00	15	5	11	-	-			
Totals		23	12	23	1		59	36 (6)	17
North	29/06	10	6	13	-	-			
South	15:00	18	3	7	1	-			
Totals		28	9	20	1	-	58	31(1)	12
North	29/06	9	1	2	-	-			
South	18:45	19	1	1	1	-			
Totals		28	2	3	1	-	34	6 (-)	12

Column A – records the number of vehicles parked in the street legitimately by a means other than with a resident permit ie with a Pay and Display ticket, medical permit, Blue Badge or business permit. Assuming the south side of the street was altered to “Residents permit holders only” parking, then the number of vehicles in this column would have to park on the north side. This number varies between 3 and 36 (above). As this side of the street only allows 30 vehicles to park then the number of vehicles recorded in brackets would be displaced to other streets. In each case, and at all times, empty spaces would remain on the south side of Albert Terrace.

Column B – records the number of spaces that would remain empty on the south side should it be converted to “Resident permit holders only” parking

APPENDIX 2

Previous survey results

	Date 2009	Resident/ business Permit	Pay and Display	Blue Badge	Medic	Total no. of vehicles on street	Column A	Column B
North	17/03	8	1	0	2			
South	20:40	22	0	1	1			
Totals		30	1	1	3	35	5	10
North	18/03	8	18	0	0			
South	10:20	22	6	1	1			
Totals		30	24	1	1	57	26	10
North	24/03	8	13	1	1			
South	14:20	19	5	0	1			
Totals		27	18	1	2	47	21	13
North	25/03	11	15	0	0			
South	12:20	18	17	0	1			
Totals		29	32	0	1	62	33	11
North	24/09	9	9	0	1			
South	11:00	17	7	1	3			
Totals		26	16	1	4	47	21	14
North	30/09	10	11	0	1			
South	12:00	21	7	0	1			
Totals		31	18	0	2	51	20	9
North	06/10	9	13	1	0			
South	11:30	21	9	1	0			
Totals		30	22	2	0	54	24	10
North	07/10	11	7	0	0			
South	11:50	14	8	2	2			
Totals		25	15	2	2	44	19	15

APPENDIX 3

Albert Terrace Residents Association. Background / Discussion Document Relating to Request for "Residents Only" Parking.

- 1) Zone P (which includes Albert Terrace) was one of the *first* Controlled Zones to be established. As such, we believe that not much thought was given to Residents Only Parking in those early days.
- 2) As Zones have spread out from the City Centre, they have often been given Residents Only Parking – even though they are often underutilised when compared with Albert Terrace. A clear case in point is the Residents Only Parking in Carden Place – *just 50 metres from Albert Terrace via Albert Walk*. This facility is underutilised as most of the properties up to and including St Mary's Church have offstreet parking.
- 3) Albert Terrace, on the other hand, is regularly fully parked from end to end – especially between 8am to 6 pm.
- 4) ACC Roads Officials have carried out surveys and maintain that there is still capacity for residents to park albeit not outside their own houses. We strongly dispute the methodology, as the surveys carried out to date are not statistically valid. The technique the Officials are using to observe the parking patterns is known to Statisticians as '*Activity Sampling*'. However, it requires *several hundred* random observations to give a valid result. To get a valid statistical result with a '95% Confidence Level would require between 330 and 930 separate observations!
- 5) The Officials have said in the past that they do not have the resources to carry out such a large survey, but without this rigorous approach, the results are invalid. I can agree that to do such a massive survey is wasteful of resources, so therefore why try and justify a decision on insufficient data when a *commonsense* intuitive approach would be more useful ?
- 6) On the commonsense approach, a very valid point was raised at our last Residents Meeting. The question was :- Have other Zones in the past (or newly created ones) been subject to the same rigorous parking surveys before Residents Only Parking was granted ?? ...I don't think so, do you ? Why has Albert Terrace been singled out?
- 7) Since our last meeting with Roads Officials, the parking situation has deteriorated as Businesses in Albert Street have split their premises into 2 or 3 different users of the same building. More Business Permits seemed to have been issued and these people are unlike shoppers and ad-hoc parkers in that they stay all day in the same spot.
- 8) The parking situation would be even worse were it not for the fact that, at least 10% of the Residents have garages to the rear and therefore choose not to hunt for spaces on the street.
- 9) We have never asked for exclusively Residents Only Parking for both sides of the street ~ we have only ever campaigned for Residents Only on our side of the Street.
- 10) Finally, Albert Terrace is a much admired and historic part of Victorian Aberdeen. There is a healthy Residents Association which cares for the road by funding hanging baskets, strimming the bank opposite and planting spring bulbs and flowers and recently we 'adopted' the Planters at the west end of the Terrace. In view of the Council financial difficulties we cleaned out and planted the latter with summer bedding plants. Just recently, we have planted spring bedding plants to enhance the tubs. This is done on an entirely voluntary basis and at our own expense. The residents are also caring of one another and most people know each other by sight – much as things were in communities a few years ago. As you can see, we put a lot back into the community; is it too much to ask for a little in return ??

Consultees comments

Council Leader	Councillor Callum McCaig – has been consulted
Convenor	Councillor Kate Dean – has been consulted
Vice Convenor	Councillor John Corall - <i>has been consulted and supports the recommendations of officers on this issue</i>

Local Members	email 25/07/11
Councillor George Adam	Has been consulted
Councillor Yvonne Allan	Has been consulted
Councillor Marie Boulton	Has been consulted
Councillor Bill Cormie (Depute Provost)	Has been consulted
Councillor Barney Crocket	Has been consulted
Councillor Martin Greig	Has been consulted
Councillor Muriel Jaffrey	<i>- supports officers recommendations</i>
Councillor Alan Milne	Has been consulted
Councillor George Penny	Has been consulted
Councillor Richard Robertson	Has been consulted
Councillor John West	Has been consulted
Councillor John Stewart	Has been consulted
Councillor Kevin Stewart	Has been consulted
Councillor Jillian Wisely	Has been consulted
Councillor Ian Yuill	Has been consulted
Councillor Irene Cormack	Has been consulted
Councillor Alan Donnelly	Has been consulted
Councillor James Kiddie	Has been consulted
Councillor Neil Cooney	Has been consulted
Councillor Mark McDonald	Has been consulted
Councillor Jennifer Laing	Has been consulted
Councillor Len Ironside	Has been consulted
Lord Provost Peter Stephen	Has been consulted
Councillor Wendy Stuart	Has been consulted
Councillor Gordon Townson	Has been consulted
Councillor Neil Fletcher	Has been consulted
Councillor Kirsty West	Has been consulted
Councillor Aileen Malone	Has been consulted
Councillor Neil MacGregor	Has been consulted
Councillor Jackie Dunbar	Has been consulted
Councillor Gordon Graham	Has been consulted
Councillor Andrew May	Has been consulted
Councillor James Hunter	Has been consulted
Councillor Norman Collie	Has been consulted
Councillor Jim Noble	Has been consulted
Councillor Gordon Leslie	Has been consulted
Councillor John Reynolds	Has been consulted
Councillor Jim Farquharson	Has been consulted
Councillor Jennifer Stewart	<i>- has been consulted and has commented that this street is mainly residential, has no businesses on it but there remains parking pressures on the residents. Through consultation with the residents Cllr Stewart would like the south side of the street to be altered to Residents Only parking bays. Residents have also advised that there are often empty spaces on Carden Place for use by visitors to the area.</i>
Councillor Willie Young	Has been consulted

Council Officers

Barry Jenkins, Head of Finance, Resources - *has been consulted and had no financial comments*

Jane MacEachran, City Solicitor, Continuous Improvement - has been consulted

Ciaran Monaghan, Head of Service, Office of Chief Executive - has been consulted

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure - has been consulted

Hugh Murdoch, Head of Service, Shelter and Environment – has been consulted

Margaret Bochel, Head of Planning & Infrastructure, Strategic Leadership - *We are in agreement with the recommendations of keeping the parking lay-out the same and agree that any introduction of residents parking bays in a city centre controlled parking zone would set a precedent.*

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

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Driveway Application Appeals – 158 Bonnyview Drive and 40 Longview Terrace, Aberdeen.
REPORT NUMBER	EPI/11/302

1. PURPOSE OF REPORT

To provide a comprehensive explanation of the policy, operational and day to day parking patterns in relation to the two applications for driveways. The report provides further information to that presented in the report to the previous Committee.

2. RECOMMENDATION(S)

It is recommended that the applications for a driveway at 158 Bonnyview Drive and 40 Longview Terrace be refused as access in both cases would be from a public parking area which is against the approved policy for driveways and would be detrimental to the general parking provision for the area.

3. FINANCIAL IMPLICATIONS

There are no financial implications as the applicant would be responsible for all costs involved in the construction of the driveway and associated footway crossing should the Committee choose to allow the application.

To provide alternative parking spaces to cover the loss of the installation of these driveways would require funding to be made available and a source identified.

4. OTHER IMPLICATIONS

There is a risk that by approving a driveway at both locations a precedent will be set and future similar applications would be difficult to resist.

5. BACKGROUND/MAIN ISSUES

5.1.1 Additional Car Parking Survey

At its meeting on the 13th September 2011 the Committee had before it a report detailing the driveway applications for 158 Bonnyview Drive and 40 Longview Terrace.

The report to the committee on the 13th September 2011 is given in appendix A.

At the request of the local member, Councillor Gordon Graham, the Committee resolved to defer the consideration of the report and instructed that the report be brought back to the next meeting detailing the results from further surveys. The Committee also requested that consideration be given to the driveway layout to minimise the extent of potentially lost parking.

The additional surveys were carried out and are appended for information to this report. (Appendix B and C).

As previously mentioned in the report to Committee on the 13th September 2011 details of the policy for the assessment of driveways was given. The sections are as follows –

- I. A driveway will not generally be allowed access from a parking lay-by if that the lay-by is regularly used by parked vehicles, and locally available parking would be reduced detrimentally by creating a driveway access.
- II. Access to a driveway from a communal car park will generally not be allowed if car parking spaces are removed and the overall parking provision within the car park is reduced. However, consent may be considered if the following criteria can be fully satisfied –
 - If the number of spaces which would be removed as a result of creating a driveway can be replaced elsewhere in the area, and
 - Funding can be identified to construct the relocation of car parking spaces elsewhere, and also
 - The applicant(s) has the agreement of the Local Member to progress a scheme for the requisite amount of car parking spaces which would be lost in providing a driveway access.

In relation to point (II) above it is recognised that in most cases, parking problems will affect a local area and not just individual residents. In that regard the policy condition set out above states that the Local Member must grant their consent, and hence be directly consulted, in each case for area schemes which propose to provide the balance of parking lost

from the installation of a driveway. But perhaps most importantly, funding had to be in place to create the replacement parking before the driveway application can be created.

5.1.2 158 Bonnyview Drive

Officers carried out surveys on the 19th (Wednesday) and 28th (Tuesday) September 2011 at 8.30pm. Within the communal car park there is a total capacity of 14 spaces and it was observed on both occasions that a total of 13 spaces were being occupied.

The surveys identified that there is a constant high demand for on-street parking near 158 Bonnyview Drive and it was recorded that there were vehicles parked all along the eastside of the carriageway on Bonnyview Drive. As Bonnyview Drive has a carriageway width of 5.5m it cannot accommodate parking on both sides of the carriageway. It was also identified that 2 vehicles were parked up on the footway on the access road into the communal car park. This practice is widespread within the area and has been subject of reports to Committee in the past.

The provision of a driveway at 158 Bonnyview Drive would require the loss of 2 public parking spaces which would exacerbate the current high demand for spaces. When constructing a driveway the width of dropped kerb is 3m and transition kerbs of 1m each, whereas a standard parking bay has a maximum width of 2.5m. Therefore the driveway would require the loss of 2 spaces. Officers did give consideration to having a driveway implemented at 2.5m width but following investigation on site it was deemed not possible and 2 parking spaces would be lost.

In line with the policy it is necessary to identify an alternative location for replacement spaces. From the parking surveys there is only one location that could be utilised for additional parking by creating a short lay-by section on the grassed amenity area outside house no's 203-209 Bonnyview Drive. In line with the policy this cost would require to be funded by the applicant or funding made available from other resources. No such funding is available within Council budgets. The typical cost of providing a single lay-by parking space is in the order of £5,000.

5.1.2 40 Longview Terrace

Evening car parking surveys were undertaken by officers on the 19th (Wednesday) and 28th (Tuesday) September 2011 at 8.30pm. It was identified that within the communal car park there is a total capacity for 16 spaces and during the first survey it was recorded that there was 1 unoccupied space and 4 unoccupied spaces on the second occasion.

On Longview Terrace there is a number of properties that front the carriageway that have driveways, limiting the number of spaces available to residents who want to park on-street outside their property. Surveys indicated that there was on-street parking near the junction of Longview Terrace on the southside of the carriageway which is at near full capacity and utilised by residents parking outside their property.

There is also an additional communal car park on Longview Terrace opposite house No's 13 and 15 which has 12 available spaces and was noted to be under used. On the occasion the surveys were undertaken there was a total of 5 vehicles parking in this area. It would appear this car park is not regularly used as it is viewed as being poorly lit and cannot be seen from a majority of the houses on Longview Terrace. Due to the location of this car park residents opt to park in the visible and safer communal car park or on-street.

Officers consider that to implement a driveway at this location would restrict the increasing demand for parking and sterilise the available public parking in the future. Although alternative parking is available nearby residents already consider it to be less secure and is not well used. This car park could be upgraded however this would require funding that is currently not available.

5.1.3 Conclusion

The further surveys on Bonnyview Drive and Longview Terrace have confirmed the previous findings that there is a constant parking problem within the area. As there is a high demand for on-street and off-street parking implementation of a driveway at these two applicants addresses and the removal of public parking spaces will have an impact on the general parking provision for the area. The continued increase in car ownership within residential area will add to parking pressures in the future and the loss of public parking will impact on the amenity and environment of the local area.

Following investigation alternative locations for this loss in parking spaces has been identified, however this will require significant funding and is estimated at £10,000. Funding would require to be met from external sources as there is no funding available for these alternative parking locations from existing council budgets.

As a result of the above, officers would maintain their previous position that the creation of a driveway for either applicant would impact on the available parking for the area and be against the adopted policy.

6. IMPACT

The creation of driveway at 158 Bonnyview Drive and 40 Longview Terrace will lead to additional road safety risks. Reducing the available parking spaces may lead residents to park indiscriminately creating problems of obstruction and road safety. The current practice of parking on footways continues to create safety difficulties and especially access for pedestrians.

7. BACKGROUND PAPERS

Appendix A, B and C

8. REPORT AUTHOR DETAILS

Michael Cowie
Engineering Assistant
micowie@aberdeencity.gov.uk
(01224) 538050

Consultees comments

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean – Email sent 07/10/2011

Vice Convener: Councillor John Corall – Email sent 07/10/2011

Local Members

Councillor Gordon Graham Email sent 07/10/2011

Councillor Jackie Dunbar Email sent 07/10/2011

Councillor Kevin Stewart Email sent 07/10/2011

Council Officers

Barry Jenkins, Head of Finance, Resources – ***has been consulted and had no comments relating to finance.***

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 agrees with our conclusions and has no further comments to make.***

Mike Cheyne, Roads Manager - ***has been consulted***

Margaret Jane Cardno, Community Safety Manager - ***has been consulted noted that the introduction of a driveway at each of these locations would have a negative impact on the parking issues that are already in place within the area. Within Heathryfold area it is a common complaint that parking spaces are in short supply.***

Dave Young, Account Manager, Service, Design and Development - ***has been consulted***

Kathryn McFarlane, Service Co-ordinator

Allison Swanson, Committee Services

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	13 September 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Driveway Application Appeals - 158 Bonnyview Drive and 40 Longview Terrace, Aberdeen.
REPORT NUMBER:	EPI/11/208

1. PURPOSE OF REPORT

This report advises members of the details of appeals against officer decisions to refuse applications to form driveways at 158 Bonnyview Drive and 40 Longview Terrace.

2. RECOMMENDATION(S)

It is recommended that the applications for a driveway at 158 Bonnyview Drive and 40 Longview Terrace be refused as access in both cases would be from a public parking area which is against the approved policy for driveways and would be detrimental to the general parking provision for the area.

3. FINANCIAL IMPLICATIONS

There are no financial implications as the applicant would be responsible for all costs involved in the construction of the driveway and associated footway crossing should the Committee choose to allow the application.

4. SERVICE AND COMMUNITY IMPACT

The creation of driveways at 158 Bonnyview Drive and 40 Longview Terrace will lead to additional road safety risks. Reducing the available parking spaces may lead residents to park indiscriminately creating problems of obstruction and road safety. Also parking on footways would create difficulties of access for pedestrians and safety issues.

5. OTHER IMPLICATIONS

There is a risk that by approving a driveway at both locations a precedent will be set and future similar applications would be difficult to resist.

6. BACKGROUND

At its meeting of 27 September 2005 the Policy & Strategy Committee resolved to approve a revised Roads Consent Policy for the assessment of driveway applications. The revised policy aims to provide scope for prospective applicants in areas which are currently affected by local parking capacity problems and which are constrained by the current policy. The revised sections are as follows –

- I. A driveway will not generally be allowed access from a parking lay-by if that lay-by is regularly used by parked vehicles, and locally available parking would be reduced detrimentally by creating a driveway access.
- II. Access to a driveway from a communal car park will generally not be allowed if car parking spaces are removed and the overall parking provision within the car park is reduced. However, consent may be considered if the following criteria can be fully satisfied –

If the number of spaces which would be removed as a result of creating a driveway can be replaced elsewhere in the area, and

Funding can be identified to construct the relocation of car parking spaces elsewhere, and also

The applicant(s) has the agreement of the Local Member to progress a scheme for the requisite amount of car parking spaces which would be lost in providing a driveway access.

In relation to point (II) above it is recognised that in most cases, parking problems will affect a local area and not just individual residents. In that regard the policy condition set out above states that the Local Member must grant their consent, and hence be directly consulted, in each case for area schemes which propose to provide the balance of parking lost from the installation of a driveway. But perhaps most importantly, funding has to be in place to create the replacement parking before the driveway application can be created.

6.1 APPLICATION FOR CONSIDERATION

6.1.1 158 Bonnyview Drive (see appendix 1)

This application is within the ward of Councillor Gordon Graham, Councillor Kevin Stewart and Councillor Jackie Dunbar and is a request from the resident of 158 Bonnyview Drive for a driveway to be installed within the front garden area. In this instance there is no requirement for a Planning Application but the driveway application needs Roads Consent. The application for the driveway was refused on 17 June 2010, as access would be from a public parking area and is against the policy for driveways as mentioned in 6.0. The applicant has appealed

the decision through Councillor Gordon Graham, who has requested that the application be presented to Committee for consideration, as he feels in this situation it can be justified.

The driveway at the above property would remove 2 public parking spaces to provide one private off-street parking space and as no location nearby or funding could be identified to replace the lost spaces, the application has been refused. Officers carried out a survey and observed that the car park outside 158 Bonnyview Drive is well used and removal of spaces from this car park would further impact on the public parking provision in this area. It has also been observed that parking on the footway of Bonnyview Drive adjacent to the car park occurs during the day time and may be further aggravated in the evening while parking demand increases.

The provision of a driveway at this location will:

- reduce the amount of spaces available and will lead to further indiscriminate parking which will cause a road safety hazard. Footway parking puts pedestrians at risk, especially children and those with a disability.

- have detrimental impact on the parking for the local area and on those residents who do not have exclusive off street parking available.

- effectively sterilise the use of parking for the local community in an area where demand is reasonably high.

6.1.2 40 Longview Terrace (see appendix 2)

This application is within the ward of Councillor Gordon Graham, Councillor Kevin Stewart and Councillor Jackie Dunbar and is a request from the resident of 40 Longview Terrace for a driveway to be installed within the front garden area. In this instance there is no requirement for a Planning Application but the driveway application needs Roads Consent. The application for the driveway was refused on 02 April 2006, as access would be from a public parking area and is against the policy for driveways as mentioned in 6.0. The applicant has appealed the decision through Councillor Gordon Graham, who has requested that the application be presented to Committee for consideration, as he feels in this situation it can be justified.

The creation of a driveway at the above property would remove 2 public parking spaces to provide one private off-street parking space. Officers carried out a survey and observed that the car park outside 40 Longview Terrace is well used and removal of spaces from this car park would further impact on the public parking provision in this area. However additional parking could be found near the location by increasing parking in a car park on Longview Terrace but there is no budget for this work to be carried out and so funding would have to be identified and hence the application has been refused. There are two existing driveways in properties adjacent to 40 Longview Terrace which clearly removed a number of public parking spaces. However these

driveways are historical having been approved a number of years prior to the introduction of this driveway policy.

As a result of the above, it is not deemed possible to create a driveway which does not compromise parking policy since it will remove one or two parking spaces which would certainly aggravate the parking problem in the area. Doing so will also cause road safety hazards for pedestrians with vehicles parking on the footway due to the increased demand for parking spaces.

The approval of either or both these applications would set a precedent and so bring the whole driveway policy into disrepute.

7. BACKGROUND PAPERS

Appendix plan's 1 and 2.

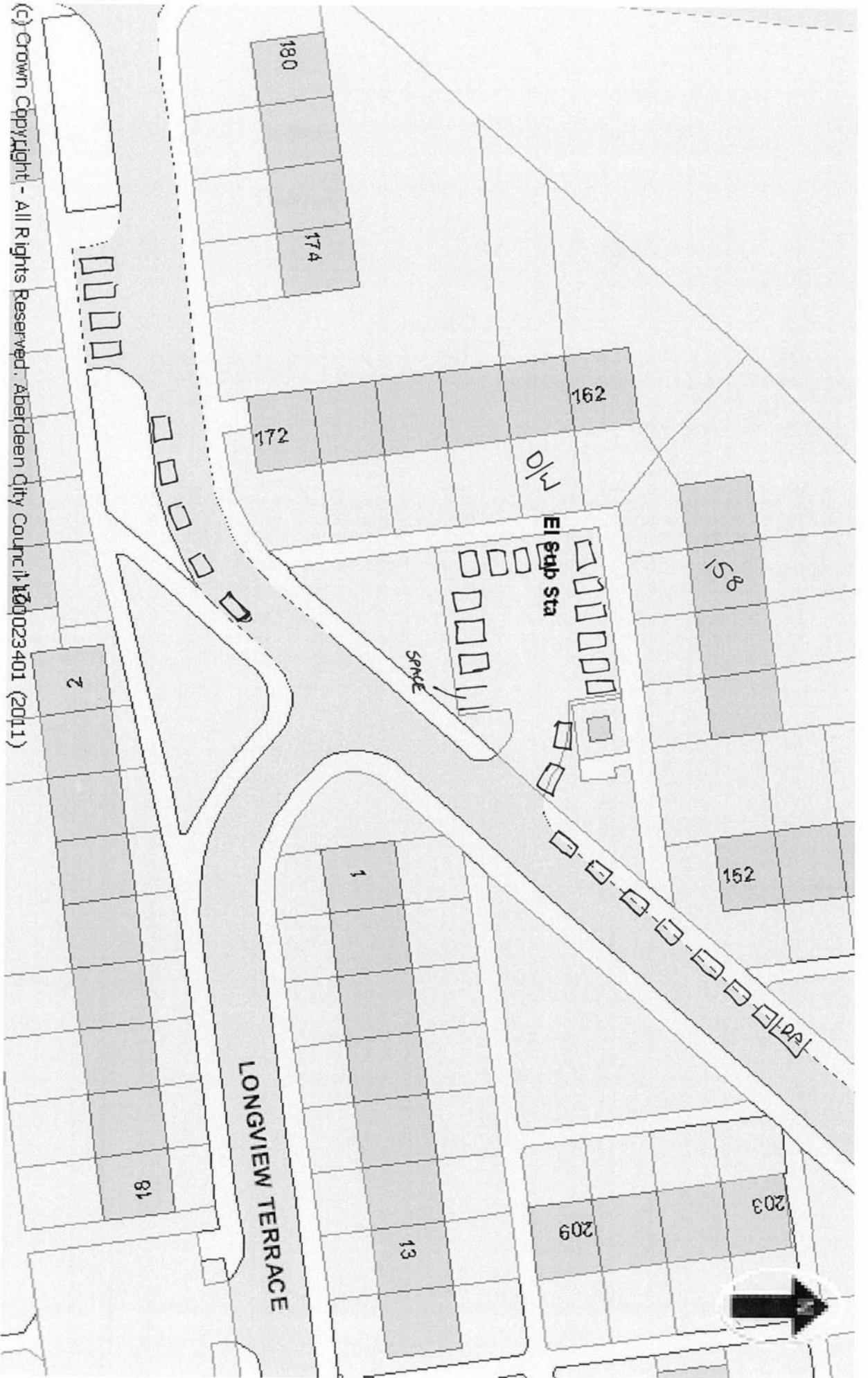
8. REPORT AUTHOR DETAILS

Nathan Thangaraj
Technical Officer
nthangaraj@aberdeencity.gov.uk
(01224) 538068

Appendix B**Table 1****Initial Statutory Consultation**

<u>CONSULTEE</u>	<u>RESPONSE</u>
Barry Jenkins	No comments
Ciaran Monaghan	
Dave Young	
Gordon Graham	
Jackie Dunbar	
Jane MacEachran	
John Corall	
Kate Dean	
Kevin Stewart	
Margaret Bochel	No comments
Margaret Jane Cardno	No comments

This page is intentionally left blank



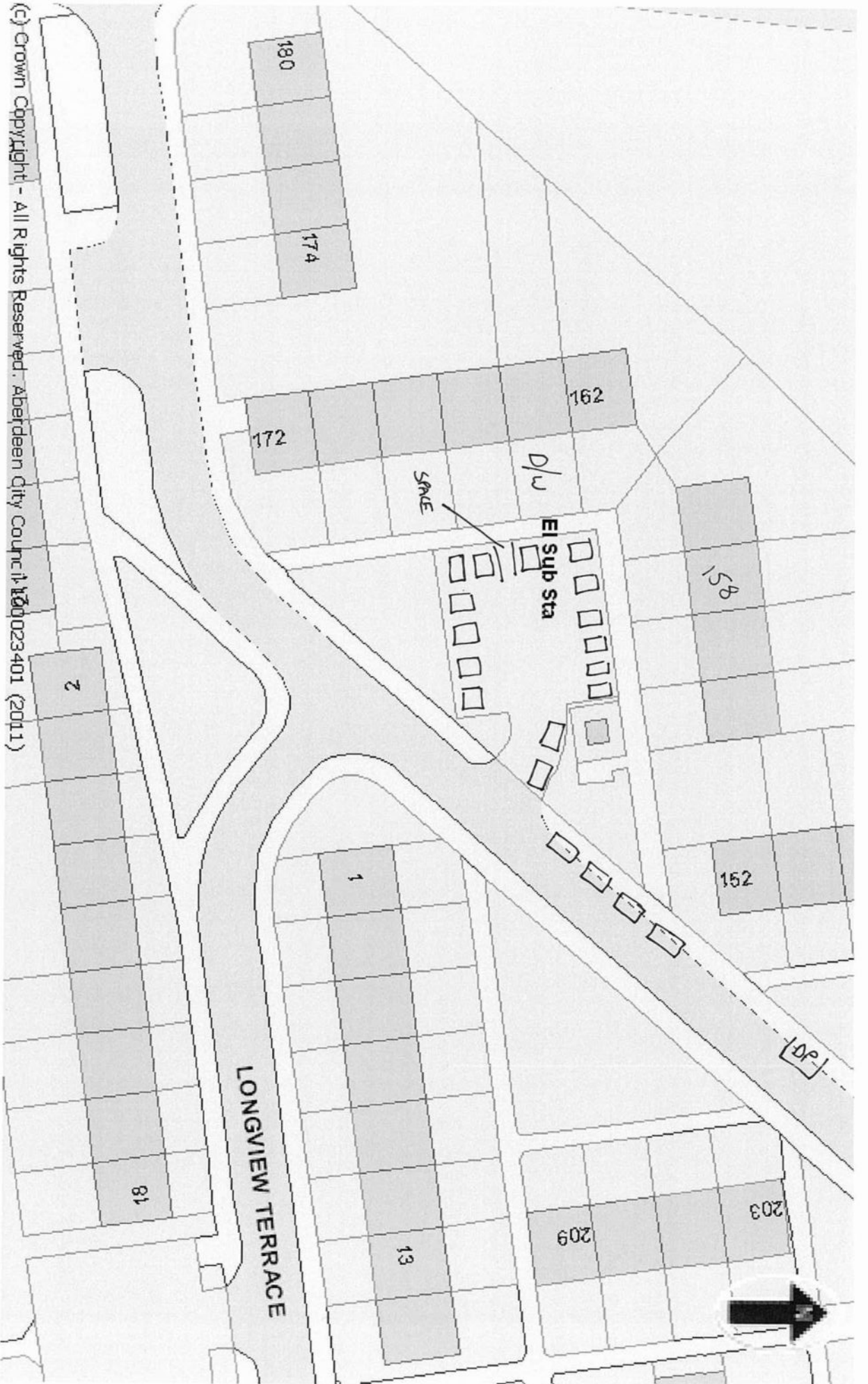
(c) Crown Copyright - All Rights Reserved. Aberdeen City Council 100023401 (2011)

Scale 1:597

Wednesday 5 October 2011

Geographic Information System





(c) Crown Copyright - All Rights Reserved. Aberdeen City Council 1:500023401 (2011)

Scale 1:597

Wednesday 5 October 2011

Copyright © 2011 Aberdeen City Council





(c) Crown Copyright - All Rights Reserved. Aberdeen City Council 100023401 (2011)

Scale 1:597

Wednesday 5 October 2011





(c) Crown Copyright - All Rights Reserved. Aberdeen City Council 100023401 (2011)

Scale 1:597

Wednesday 5 October 2011



ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning and Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Strategic and Local Transportation Projects Update
REPORT NUMBER:	EPI/11/304

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the progress to date on various strategic transportation projects within Aberdeen City and the wider area. These strategic and local transportation projects flow from the development of the Regional Transport Strategy (RTS) produced by Nestrans, and the Council's own Local Transport Strategy (LTS).

2. RECOMMENDATION(S)

It is recommended that Members:

1. note the contents of this report, and
2. agree that the Bridge of Don Park & Ride site option short list is taken forward for further investigation, and
3. endorse development through Nestrans as outlined in Section 15 of the report.

3. FINANCIAL IMPLICATIONS

The various projects mentioned are being funded through various budgets including Nestrans. Details are included in the relevant sections. There are no implications for approved PBB options.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

Active Travel

1 Cycle Demonstration Project

- 1.1 This Committee, at its meeting on 13 September this year, voted to approve the Greenbrae Cycle Project Action Plan and instructed officers to ask members of the Disability Advisory Group (DAG) whether they would be interested in helping deliver cycle training to the children at Greenbrae School. Since this meeting, officers have been working to identify which elements of the project can be delivered this year and hope to begin physical construction within the area as soon as possible. The opportunity to help deliver child cycle training will be brought to the attention of DAG at its next meeting in December 2011.
- 1.2 A survey about cycling, open to all members of the local community, took place during the summer. Results show that a significant proportion of respondents already cycle at least occasionally and, when asked what would encourage them to travel by active modes of transport more often, 76% identified better routes, 67% said new routes, 29% said better signage and 24% said route maps. These are all things that the Action Plan aims to tackle in the next 3-5 years.
- 1.3 During September 2011, baseline cycle counts were undertaken in the area and these will be repeated on an annual basis to measure any changes in cycling levels over the life of the project.
- 1.4 As part of the European Mobility Week celebrations in September, Greenbrae School was awarded the Getabout Bike Roadshow for the day, and Hands Up Survey results reveal that levels of cycling to school have more than tripled since 2010. Greenbrae School has now applied for 'Cycle Friendly School' status and are currently awaiting a decision from Cycling Scotland who administers the award.

2 Schools Hands Up Survey 2011

- 2.1 In September this year, all schools in Aberdeen were invited to participate in the Hands Up Survey 2011. Co-ordinated by sustainable transport charity Sustrans, this survey, the biggest of its kind in the country, is undertaken to find out how Scottish schoolchildren normally travel to and from school.
- 2.2 The analysis of the results for Aberdeen City has now taken place. Key points to be noted are:
- 2.3 Participation in the survey has increased from 2010, with 81% of primary schools and 75% of secondary schools taking part this year, compared to 76% and 36% respectively last year, bringing Aberdeen City's overall participation rate to 77% in 2011.
- 2.4 The overall results for all schools are almost identical to last year's with the walking and cycling rate remaining at 61% and the percentage of children being driven to school remaining at 20%. Although this is obviously not an improvement on last year's results, it does suggest that a stabilisation in travel behaviour might be taking place after a

number of years of falling active travel rates and steady increases in the number of children being transported to school by car.

- 2.5 In primary schools, small increases have been noted in the number of children walking, cycling, scooting and skating to school, but there is also a small increase in the number of children being driven to school. These increases have been made up by a decline in Park and Stride and travel by bus rates.
- 2.6 In secondary schools, the walking rate has decreased from 59% to 55% and the driven to school rate has increased from 10% to 12%, although cycling levels have doubled.
- 2.7 Scotland-wide results will be released by Sustrans in May 2012, allowing us to see how Aberdeen City compares with the rest of the country. Last year, Aberdeen City had the highest walk to school rate and the third-highest active travel rate out of all of Scotland's local authorities.

3 Sustrans School Cycle Parking Fund 2011/12

- 3.1 As reported to September's meeting of this Committee, the Council was successful in attracting £12,600 in match-funding from sustainable transport charity Sustrans to install new or improved cycle parking facilities at 3 Aberdeen schools. Fernielea School has had a shelter added to their existing cycle parking and two new scooter racks installed in the school grounds, while Northfield Academy has had twenty covered bicycle parking spaces installed. The third school to be awarded funding, Riverbank School, should have their new cycle storage compound installed later this year.

4 Sustrans Community Links Fund 2011/12

- 4.1 ACC was successful in securing £17,502 from Sustrans towards the upgrading of a desire line path linking Heathryfold Park and Henry Rae Community Centre with Auchmill Road. The path was upgraded to a tarmac surface in August 2011.

5 European Mobility Week 2011

- 5.1 This year's European Mobility Week (a campaign urging members of the public to consider using sustainable modes of transport rather than the private car) took place 16th-22nd September. Aberdeen City Council marked the occasion with a large public event in Belmont Street on Saturday 17th September. Council officers were available to speak to members of the public about transport and air quality issues within the City, while a local bus operator came along to publicise available public transport services and hand out timetables. The Getabout Bike Roadshow, delivered by Adventure Aberdeen, was there, allowing members of the public to try out a variety of different bikes for free, and a local cycle retailer came along to display their products. The event was well attended by members of the public and was a great success.
- 5.2 The remainder of the week was dedicated to school events with 3 primary schools – Fernielea, Greenbrae and Airyhall – receiving the

Getabout Bike Roadshow for the day, funded by Nestrans. These events were designed to interest children in, and to promote, cycling, whilst providing an enjoyable and educational experience. Fernielea has attained the cycle friendly status whilst Greenbrae are preparing to apply.

Public Transport

6 Bridge of Don Park and Ride Site

6.1 Background

Park and Ride is a valuable contributor to an integrated transport system and is recognised and supported through the National, Regional and Local Transport Strategies. The measures identified in these strategies include the implementation of a series of Park and Ride (P&R) sites on radial routes around Aberdeen City.

6.1.1 The current Bridge of Don Park and Ride car park was opened in 1994 on land adjacent to the Aberdeen Exhibition and Conference Centre. This land has been leased to Aberdeen City Council over the intervening years on the understanding that, following the development of further sites to the north of the city, a new car park will be constructed on a permanent site.

6.1.2 The role of Park and Ride in removing traffic from an already congested network from the north will increase in importance as the planned expansion of residential and commercial sites along the Energetica Corridor and through the emerging Local Development Plans for both City and Shire come online. The need to relocate the current site leads to opportunities to develop an increased capacity facility providing greater support for these future developments.

6.1.3 Officers began the process of identifying new site options for Park and Ride provisions to the north of the city earlier this year. The work undertaken to date has focussed on compiling the information on the existing situation and the expectations of stakeholders for the future provisions. These outputs are briefly explained below.

6.2 Project Team and Stakeholder Workshops

A Project Team was convened on 9 June 2011 comprising officers from Aberdeen City and Shire Councils, Nestrans and the Strategic Development Planning Authority. On 22 and 23 June 2011, stakeholder workshops were held at Balgownie One, Bridge of Don, representatives from Aberdeen and Aberdeenshire Community Council's, Local Members and officers from both Councils, public transport providers, environmental groups, emergency services and other interest groups were invited and 15 people attended.

6.2.1 Both groups considered the existing P&R provisions and what would be required by any future site. These events raised awareness of the scheme and also were valuable in establishing the initial assessment considerations.

6.3 Customer Survey

The project team agreed that it was important to establish the existing motivations for using park and ride in the Bridge of Don and so a customer survey was held on 15 and 16 June 2011. Officers interviewed users of the car park over the morning periods, finding out where customers had travelled from and why they had chosen to use park and ride for their journey. A copy of the questionnaire is included in Appendix B. This data has been used to quantify some of the problems and opportunities raised through the consultation process.

6.4 Outcomes

A comprehensive list of the problems to be addressed by the scheme was compiled through the workshop process. Alongside this the opportunities that exist for a future site or redevelopment of the current site were also raised and considered. A spreadsheet was compiled to allow officers to consider these and this is included within Appendix C. Please note the spreadsheet is currently under consideration by Stakeholders and the Project Team to confirm accuracy.

6.4.1 Objectives for the project were discussed and four Transport Objectives have been set. These will be further refined and quantified as the study progresses.

1. Support the implementation of the Local Development Plans in a manner which contributes to reduced congestion, improved journey times, and benefits public transport users;
2. Support the Regional and Local Transport Strategies by encouraging modal shift from private car use to public transport and active travel modes;
3. Deliver overall environmental benefits;
4. Reduce negative environmental impacts to a minimal level when developing infrastructure, including provision of appropriate mitigation measures

6.4.2 The meetings and officer investigations led to the development of a range of options, including a consideration of what will happen if little or no action is taken to address the potential loss of the resource. Officers have since considered the list further and would recommend that a revised short list be agreed by the Committee for further investigation. The full list of options is detailed in Appendix D including a plan of possible locations. Please note the final list of options is currently under consideration by Stakeholders and the Project Team.

6.4.3 The proposed short list of options for the Committee's approval is as follows;

1. Do nothing
2. Do minimum
3. Developer Led site at Blackdog
4. Developer Led site at Berryhill/ Cloverhill
5. Satellite sites
6. AECC car park

6.5 Future Actions

The comprehensive list of Problems and Opportunities, Transport Objectives and the initial Option Appraisal has been sent to the Project Team and Stakeholders for their confirmation of the accuracy of recording and their agreement for future actions. It is intended that the final report to this Committee will include feedback from this process.

6.6 It is also intended to hold meetings with the various developer representatives and the Local Development Plan Teams for Aberdeen City and Shire Councils in late October and early November in order to establish the viability of several of the site options.

6.7 Following this Committee, officers will commission 'high level' engineering, traffic and environmental assessments for the options being taken forward to enable a more detailed consideration of their viability to be undertaken.

6.8 Funding for the study has been made available by Nestrans and requires to be spent by the end of the financial year. It is anticipated that a report will be prepared on completion of this initial stage of the study in May 2012 and progress will be reported back to this Committee at that time.

7 Night Time Buses Update

7.1 The Night bus scheme has progressed towards implementation over the past couple of months. It came to light that FirstBus were implementing changes to their night bus times, and it was decided that it would be a good opportunity to launch the night bus stop infrastructure at the same time as the changes, to allow one set of changes to the travelling public. In addition to this, Stagecoach will be further promoting their night services at this time to ensure partnership working between Aberdeen City Council and bus operators. The night time flags and timetables were launched on 28th October, along with a publicity push around the same time; however the illuminated signs will be installed at a later date due to a very tight timescale for initial implementation. Nestrans are funding this project including promotion of the Night Time Transport Zone, which includes the night time taxis. Further progress will be provided at the next Committee by which time it is hoped the scheme will be completed.

8 Night Time Taxi Ranks

8.1 On the 19th September 2011 a fourth night time taxi rank was installed on the southern side of Castle Street near the New Sherriff Court and the Castlegate.

8.2 Changes to the operational times of the night time taxi ranks also came into effect on this date which now means the night time ranks now operate seven days a week between the hours of midnight and 5 am. The installation of the illuminated pillar is due in early November.

Major Projects

9 Aberdeen Western Peripheral Route

- 9.1 In 2010 legal challenges were submitted to the Court of Session challenging the decision of the Scottish Ministers to proceed with the AWPR. In August 2011 the Court of Session announced its decision to refuse these legal challenges. An appeal against this decision has subsequently been lodged by objectors to the Inner House of the Court of Session. This appeal will be heard in December 2011 from the 13th.

10 Bridge of Dee Capacity Study

- 10.1 This study, funded by Nestrans, is ongoing to investigate capacity issues and potential opportunities relating to the existing transport network in the Bridge of Dee area of Aberdeen.

- 10.2 A programme has been developed for the initial phase of work, using the approach set out in the Scottish Transport Appraisal Guidance (STAG), with the key milestones indicated as follows:

- Inception - to identify existing data, traffic modelling, review of relevant policies and strategies – **completed**
- Problem and Opportunity Analysis – including Stakeholder workshops to discuss, explore and agree problems, issues, opportunities and scheme benefits – **Problems and Opportunities identified**
- Objective Setting – including Stakeholder workshops to develop a set of project specific objectives – **draft objectives identified**
- Option Generation, Sifting and Development – the generation of a finalised set of options which will be developed to a level of detail necessary for this initial assessment – **finalised set of options are identified and further assessment is underway**

- 10.3 Information and documentation on this key project are available on the Aberdeen City Council website at the following link:

http://www.aberdeencity.gov.uk/Roads/transport_projects/roa_access_from_south_home.asp

- 10.4 The long list of options is currently undergoing a sifting exercise, including further traffic modelling to evaluate operational capability. A draft report on all the work carried out to date is currently being prepared and is anticipated to be available towards the end of the year. The further traffic modelling outcomes and overall conclusion of the study Pre-Appraisal will be reported in the New Year. Nestrans has approved a budget of £75,000 to progress this study in 2011/12.

11 Access to Aberdeen from the North

- 11.1 The planning application for the Third Don Crossing was approved subject to conditions at the meeting of full Council on 23 February 2011. Officers are continuing to progress land acquisition and areas of land that are being acquired through Compulsory Purchase will be the

subject of a Public Inquiry, which may be held in November 2011 from the 29th.

- 11.2 Discussions continue with the Scottish Government and Transport Scotland on the possible future delivery of the Third Don Crossing as part of the AWPR contract. Nestrans £250,000 budget was approved to contribute to the progression of the design work in 2011/12.
- 11.3 Officers are continuing to progress the delivery of the recommended sustainable transport measures with the Third Don Crossing programme, the Berryden Corridor Improvements programme and other programmes of work as appropriate in terms of further design work, timing and budget availability. £10,000 has been allocated from the Nestrans budget for this financial year to prepare the footprint for the Berryden Corridor.
- 11.4 Members will be kept up to date on progress on the development of this scheme through future reports to this Committee.

Other

12. Strategic Transport Fund - Supplementary Guidance

- 12.1 Reference is made to the decision of the EP and I committee in March 2011 to support the principle of a new mechanism for developer contributions to a Strategic Transport Fund, and to request officers to submit a further report on the operational impact of the proposal to the Finance and Resources Committee for approval. The Strategic Development Plan Authority (SDPA) have recently agreed to undertake consultation on draft supplementary guidance on a strategic transport fund. This draft guidance is currently out to consultation and the outcomes will be reported back to the SDPA in December 2011. A copy of the SDPA's report and the draft Supplementary Guidance is included within this report for information in appendix E. A further report will be presented to the Finance and Resources Committee in December on this draft guidance, as instructed.

13. Aberdeenshire Council Draft Local Transport Strategy 2011

- 13.1 Our neighbouring local authority is in the process of completing their latest Local Transport Strategy (LTS), which is out for a final stage of public consultation at the moment. A key focus in developing their LTS has been to ensure that their local actions and strategies complement and support the delivery of the Governments National Transport Strategy, Nestrans Regional Transport Strategy and our very own LTS, all working towards and sharing similar goals to maintain an integrated and sustainable transport system whilst minimizing impacts on our environment. Officers are satisfied with the developments to date and look forward to the release of Aberdeenshire Council's final LTS.

Information on the current consultation can be found at
www.aberdeenshire.gov.uk/consultations/detail.asp?ref=5D15F627766376B1802578E800505FD1

14. Audit Scotland Report on Transport for Health and Social Care

- 14.1 On 4 August 2011, Audit Scotland published their report on Transport for Health and Social Care. The full report can be accessed at

http://www.audit-scotland.gov.uk/work/health_national.php?year=2011

and the key messages and recommendations from the report are set out in Appendix F.

- 14.2 Whilst not specifically referenced in the report, it is the case that a number of the Case Studies are similar to work that has been advanced by the public sector in the North East of Scotland. The single Case Study from this area relates to work on the Health and Transport Action Plan (HTAP) which has been progressed jointly by NHS Grampian, Nestrans (the Regional Transport Partnership for Aberdeen City and Shire), the Scottish Ambulance Service, Aberdeen City, Moray and Aberdeenshire Councils.
- 14.3 In Aberdeen City Council, through various structural re-organisations and efficiency savings initiatives, the Public Transport Unit now manages School, Social Work and Demand Responsive Transport, as well as the day to day liaison with bus operators for public services. A further initiative currently underway is looking at the possibility of a shared Public Transport Unit with Aberdeenshire Council.
- 14.4 The Council also continues to participate fully in the development of the HTAP. Under the auspices of HTAP consideration is being given to the creation of a 'health transport information hub'. This hub would have three main functions: to provide information on available transport services to those requiring transport for health purposes; where appropriate to broker trips e.g. on community transport services; and, to create an information database on trip requests for planning purpose as there is currently only limited information on unmet travel needs.
- 14.5 The Audit Scotland report makes pertinent recommendations in relation to the efficient integration and delivery of health and social care transport provision. However, as acknowledged by Audit Scotland, it is important in focussing on and addressing current deficiencies that the efficiency benefits already being accrued through integration of social care, education, DRT and public transport service delivery are not undermined. This is due to be considered by the HTAP Steering Group in November.
- 14.6 The Audit Scotland Report makes eight key recommendations which are listed in Appendix F. A self-assessment will require to be completed to identify what the Council is already doing and/or requires to do in order to address the issues identified in the report. A detailed Action Plan will be developed based upon the outcome of the self-assessment, both of which will be prepared in the coming weeks and will be reported to the January 2012 meeting of this Committee.
- 14.7 Many of the potential actions cannot however be delivered in isolation and the issues set out in this report will also be reported by partners in the NHS, Nestrans and neighbouring Councils to their relevant Boards

and Committees, with a view to developing the required Action Plan in tandem with the development of HTAP.

NESTRANS

15. Nestrans Progress and Programmes

15.1 The Nestrans Board met on the 24th August and a copy of the minute is available within this report in appendix A. The minutes of the latest Nestrans Board meeting on the 5th October are to be approved at their next meeting and will be provided in a report to follow.

15.2 NESTRANS Capital Programme 2011/12

The Capital programme expenditure for 2011/12 was approved at the NESTRANS Board meeting on 16 February 2011, subject to anticipated funding levels being confirmed. Details of the programme within Aberdeen City are listed below totalling approximately £1.3m.

15.2.1 Active Travel

Core Paths

Surveys carried out in June, July and September 2011. Work awarded to contractors in August, September and October 2011. Work completed in September, October, November and December 2011.

Aberdeen to Blackburn Cycle Route

Costings and prioritisation of works are continuing with implementation of improvements due by March 2012

Cycle Demonstration Project

Refer to section 1.

15.2.2 Public Transport

BPIP Buchan / King Street Bus Lane Construction

Work started on site July 2011 and the bus lane was operational in late August 2011.

Holburn Street Bus Lane Time Changes

Traffic Regulation Order process completed. Scheme has still to be progressed to change over the signage.

Links Road / Beach Boulevard Junction Improvements

Moving back the existing stop line, relocating traffic signal loops and amending signal timings at this junction. Loop work expected to be completed by November 2011

Jesmond Drive / Scotstown Road Junction Widening

Widen the bell mouth on the South / West side of the junction to allow buses to manoeuvre into Jesmond Drive without blocking both lanes on the approach to the junction. Tender has now been returned and awarded to the successful contractor. The work will commence on 7th November 2011 on site.

15.2.3 Strategic Road Capacity Improvements

Berryden Corridor Improvements

Design work expected to be carried out and completed between January 2012 and March 2012.

Contribution to 3rd Don Crossing

Refer to section 11.

Segregated left turn Great Southern Road to Stonehaven Road

Traffic modelling has been carried out however it has not been possible to identify a viable low cost, short term improvement at this time.

Guild Street / Wapping Street Signals

Provide a link cable to implement SCOOT at this junction to improve both vehicular and pedestrian flow. Design work and costings are underway and should be completed by late November 2011.

Hareness Road / Souterhead Road Junction Improvements

The Nestrans Board agreed on 8 June that further investigation into a strategic improvement on the A956 Wellington Road corridor be deferred until the impact of construction of the Aberdeen Western Peripheral Route and the outcome of the Bridge of Dee Study are known. This Nestrans project is now concluded.

15.2.4 Strategic Road Safety Improvements

Kingswells Roundabout Toucan Crossing

Installation of Toucan Crossing and Footpath links over C89C north arm of Kingswells roundabout to assist cyclist and pedestrians along A944 corridor. Design completed. Councillors and the local Community Council have been consulted. Tendering process will be undertaken with work expected to start on site in the autumn.

Riverside Drive Variable Message Sign

Initially a safety barrier was to be installed at this location however a more beneficial alternative safety scheme in the form of two permanent variable message signs is now being progressed. The signs have been ordered and have an 8 week delivery period. Implementation will follow once the signs have arrived. The signs are expected to be installed in late October / early November 2011.

15.2.5 Strategic Road Prioritised Maintenance

A956 Ellon Road – Southbound from the Parkway to North Donside Road

Works were completed in early August 2011.

A956 Ellon Road – Southbound from North Donside Rd to Balgownie Rd

Works were completed in early August 2011.

A944 Skene Road – Allocation £230,000

Resurfacing works to be carried out on a section of the A944 Skene Road. Works are to start on Saturday 15th October.

15.2.6 Rail

Access for All

Accessibility improvements to rail stations in the North East have been agreed with Network Rail with work expected to be complete by March 2012 at Huntly, Inch, Inverurie, Stonehaven and Portlethen train stations.

15.2.7 Other

Car Club

Tender documentation was sent out by end of July 2011
Tenders returned mid September 2011 and are currently being evaluated.

Interviews are being held on 4th November with the awarded tender being provided shortly after.

Promotion of Car Club November 2011 – February 2012

Car Club Launched March 2012 (including implementation of necessary traffic legislation)

15.3 **NESTRANS Revenue Programme 2011/12**

The schemes identified and agreed for the Nestrans 2011/12 revenue programme listed below totalling £330,500.

15.3.1 Rail Action Plan

Contribution to Dyce Shuttle Bus

An additional £780 has been agreed for a publicity reprint

15.3.2 Freight Action Plan

Care North Year 3 of 3

Contribution complete. Further information on the Carbon Responsible Transport Strategy can be found at,

http://www.aberdeencity.gov.uk/CommunityAdvice/environment/cma_europeanprojects.asp

15.3.3 Bus Action Plan

Bus link improvements to Anderson Drive

Final report of previous modelling received 02/08/11. Review of report has been completed resulting in further refinement to identify an optimum solution to improve public transport movements on and across Anderson Drive once the AWPR is in place. The initial junctions being investigated are the traffic signal junctions with Great Western Road, Mid Stocket Road, Westburn Road and Ashgrove Road.

Bridge of Don Park and Ride Feasibility Study

See section 6.

Aberdeen Royal Infirmary Interchange

Detailed design on a preferred option is now underway and is anticipated to be complete at the end of the calendar year.

15.3.4 Project Feasibility and Monitoring

Bridge of Dee

Refer to section 10.

Rob Roy Bridge Feasibility Study

Alignment design investigatory work is currently being progressed.

5 IMPACT

The contents of this report link to the Community Plan vision of creating a 'sustainable City with an integrated transport system that is accessible to all'.

All of the projects and strategies referred to in this report will contribute to delivery of the transport aims of Vibrant, Dynamic and Forward Looking – **'Improve Aberdeen's transport infrastructure addressing other pinch points Work to improve public transport encourage cycling and walking'**.

The projects identified in this report will also assist in the delivery of actions identified in the Single Outcome Agreement (SOA), in particular the delivery of both Local and Regional Transport Strategies which will contribute directly and indirectly to 14 out of the 15 National Outcomes described in Aberdeen City Council's 2009/10 SOA.

The Local Transport Strategy (LTS) and Regional Transport Strategy (RTS) from which the transportation schemes within this report are an integral part have been subject to Equalities & Human Rights Impact Assessments.

6 BACKGROUND PAPERS

All background papers are referenced within the main body of the report.

7 REPORT AUTHOR DETAILS

Chris Philip
Technical Officer Trainee
chphilip@aberdeencity.gov.uk
Tel. No. (52)2080

Ken Neil
Senior Engineer
kenn@aberdeencity.gov.uk
Tel. No. (52)3476

Appendix A

NORTH EAST SCOTLAND TRANSPORT PARTNERSHIP
Minute of Meeting of the North East Scotland Transport Partnership Board
Aberdeen, 24 August, 2011

Present:- Councillors Argyle, Carr (as substitute for Councillor Webster), Clark and Mollison (as substitute for Councillor Robertson) (Aberdeenshire Council); Councillors Dean, McCaig and Yuill (Aberdeen City Council); Mr. Eddie Anderson, Ms. Jennifer Craw and Mr. Derek Provan; and Dr. Margaret Bochel (Adviser to the Board).

In Attendance:- Derick Murray, Rab Dickson and Kirsty Morrison (Nestrans Office); Alan Wood and Ruth Taylor (Aberdeenshire Council); Iain Todd and Fiona Goodenough (Aberdeen Renewable Energy Group) and Yasa Ratnayeke and Martin Allan (Aberdeen City Council).

Apologies:- Councillors Boulton, Robertson and Webster and David Sullivan.

GOVERNANCE ARRANGEMENTS

1. In the absence of an appointed Chair, and in terms of Standing Order 3.5, Eddie Anderson, one of the Deputy Chairs of the Board took the Chair at the start of the meeting.

Mr. Anderson addressed the Board and explained (a) that one of the advisers to the Board, Mr. Iain Gabriel had recently left Aberdeenshire Council and paid tribute to Mr. Gabriel for all his help, support and work he had done on behalf of the Board and he further explained that Aberdeenshire Council would consider nominating a replacement adviser and that this issue would be considered by the Board at its next meeting in October, 2011, (b) that Councillors Kevin Stewart and John Stewart of Aberdeen City Council had resigned as Members of the Board. Mr. Anderson explained that Councillor Kevin Stewart had also resigned as Chair of the Partnership and he paid tribute to Councillor Kevin Stewart's tireless work on behalf of the Board and for the citizens in the North East of Scotland. He explained that Councillor Kevin Stewart had become the face of Nestrans over the last four years and had promoted transportation issues in the North East at every opportunity. Mr. Anderson then thanked Councillor John Stewart for his involvement on the Board. Mr. Anderson explained that Aberdeen City Council had made two new appointments to the Board, these being Councillors Callum McCaig and Iain Yuill and he welcomed the Councillors to their first meeting.

Mr. Anderson then explained in the absence of a Chair the Board required to appoint a new Chairperson. The Clerk to the Board invited nominations to the office of Chair.

Councillor Argyle nominated Councillor Iain Yuill to be Chair of Nestrans and this was seconded by Councillor Dean.

There being no further nominations, Councillor Yuill was appointed Chair of the Board.

Councillor Yuill then addressed the Board and thanked Councillor Kevin Stewart for his chairing in the last four years and paid tribute to his work.

Councillor Yuill then thanked Eddie Anderson for chairing the first part of the meeting.

MINUTE OF PREVIOUS MEETING OF 8 JUNE, 2011

2. The Board had before it the minute of its previous meeting of 8 June, 2011.

The Board resolved:-

to approve the minute as an accurate record.

PRESENTATION ON EUROPEAN BID FOR HYDROGEN BUSES - AREG

3. The Board welcomed Mr. Iain Todd, Renewables Champion, Aberdeen Renewable Energy Group (AREG) to the meeting.

During his presentation Mr. Todd explained that AREG had submitted a bid for European funding for a hydrogen bus trial. He explained that the deadline for submitting the bid was 18 August, 2011 and that a consortium comprising Aberdeen City Council, Aberdeenshire Council, AREG, Stagecoach and First Bus and a Belgium bus manufacturer and a German hydrogen infrastructure company had put forward the bid. He explained that the cost of providing eight hydrogen buses and a refuelling station was €17 million and that the European Union would contribute €6.5 million to this with match funding required and €4 million from the bus companies. He explained that one of the potential sites for the refuelling station would be the Bridge of Don Park and Ride site and a decision on whether the bid was successful would be made in December, 2011.

The Board then asked Mr. Todd questions regarding the bid.

The Board resolved:-

- (i) to note the details; and
- (ii) to thank Mr. Todd for his presentation.

STRATEGY

4. (A) Liaison between Regional Transport Partnerships (RTPs) and the Scottish Government and Others

With reference to article 3(A) of the minute of the meeting of the Board of 8 June, 2011, the Board had before it a report by the Director which provided an update on liaison with other Regional Transport Partnership (RTPs) and the Scottish Government and others.

The report summarised the discussion at the following meetings which had been held since the last meeting of the Board, these being:-

- Local Authority Bus Operators Forum – 9 June, 2011 - Aberdeen;
- Health and Transport Steering Group Meeting with Transport Scotland and Scottish Government Health Directorate – 14 June, 2011 – Aberdeen;
- RTP Lead Officers Meeting – 13 July, 2011 – Edinburgh;
- Tier 2 Northern Isles Ferries Consultative Forum – 13 July, 2011 – Lerwick;
- Peripheral Regions Seminar on Access to London and Heathrow – 15 July, 2011 – London;
- RTP Lead Officers Meeting – 17 August, 2011 – Edinburgh.

The report also provided details of future meetings which were planned.

The Board resolved:-

- (i) to note that a RTP Lead Officers meeting with MSPs is to be arranged for 7 December, 2011, whereat a number of issues will be discussed including the findings of the Christie Commission; Audit Scotland's review of Transport for Health and Social Care; and the proposal to establish a "Lead Chair" of the RTP Chairs;
- (ii) to agree to resist the proposal to have a "Lead Chair" for the RTP Chairs' meetings; and
- (iii) to note progress on liaison arrangements with other RTPs and the Scottish Government and arrangements for future meetings.

(B) Review of Getabout

With reference to article 7 of the minute of meeting of the Board of 20th April, 2011, the Board had before it a report by the Director which provided members with an update on Getabout activity and provided evidence of the value for money of investing in Smarter Choices.

The report explained that the Getabout Partnership has been able to invest in materials to raise profile at events and provide an attraction to interest members of the public and there are now eight active members of the Partnership (Nestrans, the two local authorities, the two universities and Aberdeen College, Energy Savings Trust and NHS Grampian).

The report explained that the financial case for Smarter Choices has been well researched and has been found to have a 10:1 cost benefit analysis in independent research carried out by the Department for Transport. The report explained that Smarter Choices can be broken down into four main elements:-

- travel plans;
- behavioural change activities;
- infrastructure;
- disincentives.

The report then provided updates in relation to a number of the initiatives related to Getabout such as:- the Health and Transport Action Plan; travel plans; behavioural change; Walk It; car sharing; public transport use; park and ride; bus use; and rail use.

The report provided information on the Getabout website and also details of the Facebook and Twitter pages of Getabout.

The report provided statistics in relation to cycling in the North East; school travel; and details on the Sustainable Transport Grant Scheme.

The report recommended:-

that the Board –

(a) note the report and the progress in developing sustainable transport and Smarter Choices; and

(b) endorse the work of the Getabout Partnership.

The Board resolved:-

to approve the recommendations contained in the report.

MATTER OF URGENCY

The Chair intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that a complete version of the following report be considered as a matter of urgency so that the Board could have all the relevant information in relation to the following report in front of them.

(C) Regional Car Parking Strategy

With reference to article 3(C) of the minute of meeting of the Board of 8th June, 2011, the Board had before it a report by the Director which presented a draft of the issues and objectives of the Regional Parking Strategy (RPS) for comment and approval.

The report explained that the Regional Transport Strategy identified a requirement for the development of a Regional Parking Strategy and quoted the following:-

“Nestrans will work in partnership with Aberdeen City Council and Aberdeenshire Council to prepare a region-wide parking strategy that will provide consistency in parking policy across the North East while using parking measures to help achieve the safety objectives, support traffic management by removing obstructions and encourage greater use of alternatives to the car.”

The report explained that initial work to develop a Regional Parking Strategy revealed that a quantitative basis was lacking for some of the key elements that inform the Strategy and as a result, a consultant (AECOM) were commissioned at the end of 2010, through the North East Framework Agreement to provide targeted support for the ongoing development of the Regional Parking Strategy.

The report explained that the information gained through the AECOM study as well as a review of the relevant national, regional and local policies and consultation with the two Councils has informed the development of a draft issues and objectives paper (as detailed at Appendix A to the report).

The report recommended:-

that the Board –

- (a) approve the issues and objectives paper attached as Appendix A to the report; and
- (b) approve the continuation of work, in partnership with the two Councils, to develop a range of policies and actions to meet these objectives and for this to be reported to a future Board meeting.

The Board resolved:-

- (i) to submit draft proposals on Regional Parking Strategy to the next meeting of the North East Transportation Consultative Forum (NETCF) whilst noting that the Forum will also consider the refresh of the Regional Transport Strategy;
- (ii) to note that an officers meeting will be held on the draft proposals prior to the meeting of the NETCF; and
- (iii) to approve the recommendations contained in the report.

NORTH EAST TRANSPORT CONSULTATIVE FORUM

5. The Board had before it a report by the Director which asked for approval to hold a meeting of the North East Transport Consultative Forum.

The report explained that although no specific date had been set for the meeting, it was suggested that it should be held during the autumn when the Strategic Development Plan main issues report will be out for consultation. The format of the meeting is recommended to be broadly similar to the last meeting, with an introductory session consisting of updates followed by a “café” session whereby participants are encouraged to provide informal feedback to a number of café style tables with each table being staffed by a facilitator with discussion centring on a general topic of interest (for example car parking strategy, internal transport links, external transport links, etc.). The report explained that the venue for the meeting would be Woodhill House and the starting time would be 5.30pm, with a finger buffet and informal discussion to end around 8.00pm.

The report recommended:-

that the Board –

- (a) agree to hold a meeting of the North East Transport Consultative Forum in the autumn; and
- (b) agree to use the meeting as an opportunity to garner views on the Regional Car Parking Strategy and the transport issues which will be covered in the Strategic Development Plan main issues report.

The Board resolved:-

to approve the recommendations contained in the report.

DECLARATION OF INTEREST

Prior to considering the following item of business, Derek Provan declared an interest by virtue of his employment. Mr. Provan decided to remain in the meeting during discussion of the item.

PERIPHERAL REGIONS ACCESS TO LONDON AND HEATHROW

6. With reference to article 2 of the minute of the meeting of the Board of 8 June, 2011, the Board had before it a report by the Director which advised members of a meeting between the transport, economic development and airport representatives of the most peripheral regions in the UK, containing a regional airport.

The report explained that the meeting, called by Nestrans and Hitrans, in advance of the UK Government Aviation consultation was to determine whether there was a common position that could be agreed and put forward as a group to the consultation.

The report explained that Nestrans and Hitrans had called a meeting of peripheral regions to discuss access to London and connectivity through the hub airport at Heathrow and had invited areas of the UK where there was no viable alternative surface means of access to London and its hub airport which included Northern Ireland, Isle of Man, Cornwall and the Channel Islands. The meeting was arranged for 15 July, 2011 and was held in London.

The report explained there was a strong consensus at the meeting covering a number of similar issues that affect all the peripheral regions which included:-

- the impact of air access to London and its hub airport on the economy of each region;
- that any joint response to the Government should centre on the economic impact of accessibility and connectivity;
- a general agreement that the Government should consider the “peripheral regions” as distinct from the “regions”;
- a general agreement that a joint “peripheral regions” response to the consultation was desirable.

The report explained that the Department for Transport held a seminar, facilitated by Transport Scotland in Edinburgh on 27 July, 2011, which offered the opportunity for a Scottish viewpoint to be raised directly with the Department for Transport’s senior civil servants responsible for aviation policy. The report explained that one of the themes that came out strongly in the discussion was that a simple “one size fits all” approach would not satisfy the needs of the country, particularly the more peripheral regions.

The report explained that the aviation consultation is in the form of a series of questions and the civil servants were keen to stress that each respondent need only respond to those questions within their remit or knowledge and that any responses should, where possible, include evidence or case studies to assist in understanding. A draft Nestrans response was detailed at Appendix A for the Board to consider.

The report also explained that discussions had been held to determine whether North Sea Commission support could be achieved for the peripheral regions’ view and whether they could influence current thinking in Europe on the landing slots issue.

The report recommended:-

that the Board –

- (a) agree to participation in a peripheral regions group with a view to a peripheral regions response to the UK Government's aviation consultation paper being agreed; and
- (b) consider the draft Nestrans response to the consultation paper (as appended to the report).

The Board resolved:-

- (i) to request that officers arrange a publicity campaign to help the peripheral regions group;
- (ii) to note that Derek Provan will provide statistics to help the Director regarding the number of passengers from Aberdeen airport using Heathrow as a destination (as well as for a change over); and
- (iii) to approve the recommendations contained in the report.

GENERAL

7. (A) Progress Report

With reference to article 6(A) of the minute of the meeting of the Board of 8 June, 2011, the Board had before it a progress chart summarising the work in the three sub-strategies of the Regional Transport Strategy as at 16 August, 2011.

The Board resolved:-

- (i) to note that officers would provide information to Councillor Argyle as to the wording of the signs to be installed at Riverside Drive;
- (ii) to note that details regarding a new road energy system (where heat is absorbed for use as power) would be passed to John Wilson, the Managing Agent for the Aberdeen Western Peripheral Route; and
- (iii) to otherwise note the details.

MATTER OF URGENCY

The Chair intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that (a) a letter sent by the Director to Transport Scotland in relation to Network Rail Scotland's Route Utilisation Strategy document and (b) a letter from the Minister for Housing and Transport to the then Chair of the Board on the need to secure access for air services from Aberdeen to Heathrow Airport be considered as matters of urgency so that the Board could have all the relevant information in front of them for consideration.

(B) Publications and Consultations

With reference to article 6(B) of the minute of the meeting of the Board of 8 June, 2011, the Board had before it a report by the Director which summarised and advised of recent consultation documents received, and presented suggested responses to the following documents (as detailed in the Appendix to the report):-

- Office of Rail Regulation – Periodic Review 13;
- Network Rail Scotland Route Utilisation Strategy;
- Stations Route Utilisation Strategy;
- Bus Service Operator's Grant Extension to Demand Responsive Transport;
- Audit Scotland's (Transport for Health and Social Care) Report; and
- Energetica Placemaking : Supplementary Planning Guidance.

The report recommended:-

that the Board –

- (a) note the contents of the report and endorse the approach taken in writing to Transport Scotland and Network Rail expressing concern regarding the issues relating to the Scotland Route Utilisation Strategy; and
- (b) otherwise note the report and the documents referred to.

The Board resolved:-

- (i) in relation to the consultation on the Office of Rail Regulation (Periodic Review 13) to agree that the letter prepared by the Director and sent to the Director of Rail at Transport Scotland be publicised in the appropriate way to highlight the Board's concerns regarding the outcome of the draft Route Utilisation Strategy document covering the rail network in Scotland;
- (ii) in relation to Audit Scotland's report entitled "Transport for Health and Social Care" to note and commend the work undertaken by NHS Grampian, Nestrans and partners in relation to the development of the Health and Transport Action Plan and agreed that the Health and Transport Action Plan Steering Group consider Audit Scotland's report and report any findings or action to the next meeting of the Board;
- (iii) in relation to the draft Route Utilisation Strategy on Stations produced by Network Rail, to agree to undertake another survey to identify overcrowding on trains leaving Aberdeen Station in October, 2011 (after the school holidays) and further agreed to liaise with other regional transportation partnerships to investigate the possibility of jointly sharing the cost of further surveys to identify overcrowding on trains in Scotland.

DRAFT ANNUAL REPORT 2010/11

8. With reference to article 6(C) of the minute of the meeting of the Board of 25th August, 2010, the Board had before it a report by the Director which presented the Nestrans Annual Report for 2010/11 for approval.

The report recommended:-

that the Board –

- (a) consider the draft Annual Report 2010/11; and
- (b) approve submitting the report to Scottish Ministers and Aberdeen City and Aberdeenshire Councils.

The Board resolved:-

to approve the recommendations contained in the report.

BUDGET MATTERS

9. (A) Budget Matters

With reference to article 7(A) of the minute of the meeting of the Board of 8 June, 2011, the Board had before it a report from its financial adviser which provided an update on spend and programming of the Partnership's 2011/12 budget and also provided a forecast outturn.

The report explained that there was an overall surplus in the budget of £365,000 to allocate (comprising £163,000 from Transport Scotland towards the final cost of Laurencekirk Station car park, £41,000 from underspends on previously

approved projects, £151,000 from the surplus from 2010/11 and £10,000 from unallocated sums from the Revenue Budget). The report proposed that this funding be allocated to the following projects:-

- Ellon Park and Ride Scheme - £170,000
- Strategic Road Maintenance – A944 Skene Road - £160,000
- Bus Route Infrastructure Audit - £10,000
- A96 Park and Ride - £5,000
- Night Transport Zone Infrastructure - £10,000
- Peripheral Regions Policy Lobbying - £10,000.

The report recommended:-
that the Board –

- (a) note the monitoring position and forecast as detailed in the report; and
- (b) agree to the proposed use of the additional funding identified in the report, subject to audit approval of the sums available.

The Board resolved:-

to approve the recommendations contained in the report.

(B) Independent Auditor’s Report and Report to Members on the Audit of the Financial Statements (ISA 260)

The Board heard its financial adviser explain that the report by the Independent Auditor on the audit of the financial statements (ISA 260) was not currently available for the Board to consider. It was explained that the accounts have not been completed or signed-off by the Auditors, however, there were no material issues detailed in the draft accounts. It was proposed that the Auditor would submit the accounts to the Treasurer prior to them being submitted by the required deadline of 30 September, 2011. It was further proposed that details of the accounts would be submitted to the next meeting of the Board for approval.

The Board resolved:-

to agree that the Auditor submits the accounts to the Treasurer following which the accounts would be submitted by the required deadline of 30 September, 2011 and that the Board would consider the accounts at its next meeting.

INFORMATION BULLETIN

10. With reference to article 8 of the minute of the meeting of the Board of 8 June, 2011, the Board had before it a report by the Director which provided information and updates for the Board on a number of matters not requiring a decision.

The report provided updates on the current position of the following projects/issues:-

- Stagecoach Green Bus Award
- South East Airports Task Force
- Regulation of Airport Security
- Development Planning and Management Transport Appraisal Guidance
- Aberdeen Western Peripheral Route
- Nestrans Press Releases; and
- Getabout Events.

The Board resolved:-

to note the details.

CONFERENCES AND PRESENTATIONS

11. With reference to article 9 of the minute of meeting of the Board of 8 June, 2011, the Board had before it a report by the Director summarising recent and forthcoming conferences of interest to the Partnership along with presentations by Nestrans and its partners.

The Board resolved:-
to note the details.

PENDING BUSINESS AND REPORTS FOR FUTURE MEETINGS

12. With reference to article 10 of the minute of meeting of the Board of 8 June, 2011, the Board had before it a report by the Director detailing pending business and information on reports to be submitted to future Board meetings.

The Board resolved:-
to note the report.

EXEMPT INFORMATION

The Board resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the following item of business so as to avoid disclosure of exempt information of the class described in paragraph 6 of Schedule 7(A) of the Act.

BUS QUALITY PARTNERSHIP MONITORING

13. The Board had before it a report by the Director which provided an update on the most recent trends emerging through the monitoring of the Bus Quality Partnership Agreement, a partnership between Nestrans, Aberdeen City Council, Aberdeenshire Council, First in Aberdeen and Stagecoach Bluebird.

The report provided details on the areas which had been monitored as follows:-

- patronage
- vehicle standards
- customer service standards
- journey time, punctuality and reliability standards
- infrastructure standards
- information provision standards

The report also provided information on action being taken forward to improve bus services in the North East of Scotland.

The report recommended:-
that the Board note the trends emerging in the Bus Quality Partnership Agreement's Standards and Targets and to note the actions being taken forward to improve these standards through delivery of the Bus Action Plan.

The Board resolved:-
(i) to note that officers in Nestrans would confirm with Councillor Mollison whether changes in the timetables for the 107 and 108 buses had been reflected at bus stops in the city;

- (ii) to request that officers look at ways in which discussion can be held with the bus companies on fares and this should be done prior to any proposed changes to car parking charges in the city;
- (iii) to request that officers map changes in bus fares (and other factors) against patronage so that more evidence/information can be considered and discussed with the bus companies;
- (iv) to agree that suitable publicity regarding the Bus Quality Partnership Monitoring be issued in due course;
- (v) to note that an update on the use of the car parks at Union Square, particularly the three access points to the car parking provision would be considered at the next meeting of the Board;
- (vi) to note that issues raised by Councillor Argyle regarding the bus station and the difficulties people with visual impairment have in accessing the bus station facility would be discussed with Andrew Jarvis, Stagecoach Bluebird Managing Director; and
- (vii) to approve the recommendation contained in the report.

- IAN YUILL, Chairperson.

This page is intentionally left blank

Appendix B

Bridge of Don Park and Ride Morning Customer Survey

Time of survey

Origin Address.....

Mode of transport to get to site (on date of survey) please tick

Driver	Car Passenger	Cycle	Walking	Other
--------	------------------	-------	---------	-------

Destination Address.....

Mode of transport from site (on date of survey) please tick

P&R bus	Driver	Car Passenger	Cycle	Walking	Other
---------	--------	------------------	-------	---------	-------

Frequency of use of P&R

Circle as required

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly	Fortnightly	Monthly				

Purpose of journey

Employment	
Education	
Shopping	
Hospital visit	
Other	

Motivation for using Park and Ride

Top 3 Motivations for using P&R

e.g. comfort, quicker, cost of parking, city driving

1
2
3

Views on existing services (1 - 5 very satisfactory to not very satisfactory)

	Score
Frequency of buses leaving site	
Reliability of return journey times	
Frequency of buses returning to site	
Reliability of return journey times	

This page is intentionally left blank

Appendix C

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
	SECTION 1					
	The following were some of the suggested areas to consider at the workshops, for identifying problems:					
	1 General quality of life: how does transport contribute directly or indirectly to the quality of life in an area. Is the contribution on balance, positive or negative;					
	2 The economic performance of an area: employment, investment, development of business opportunities, and land-use in general;					
	3 Amenities and public services: what is the role of transport in enabling access, and are there groups in society who are disadvantaged by current transport provision;					
	4 The environment: how does current infrastructure and its use contribute to environmental problems, both locally, nationally and globally;					
	5 Safety and security (real and perceived);					
	6 Use of transport generally: are there real or perceived conflicts between users of different transport types or journey-making habits;					
	7 Public transport: its quality, its use and how this is affected by the provision of fixed and other infrastructure; and					
	8 What is the scope to increase use of other forms of transport (walking, cycling, horse-riding).					
	SECTION 2					
	The following details the responses from stakeholders and the Project team workshops					
	TRANSPORT					
	Problems					
TRANP1	Aberdeen Western Peripheral Route (AWPR) - delivery late	The delivery of the AWPR is currently delayed by legal matters and its timescales are outwith the remit of this study. AWPR traffic models predict a 14% reduction in traffic on Ellon Road, 26% on the Parkway and 18% on the A90 (Denmore). AWPR will link ACC P&R sites offering greater flexibility for users.		x		
TRANP2	Would existing No. 40 bus route continue or cease? What impact would this have if it stopped?	The No. 40 bus service runs between BOD and Kingswells P&R sites. It is currently anticipated that this service would be maintained should the P&R site be relocated but the route may be deviated from the Aberdeen Science and Energy Park removing their direct bus service. Users would have the option of walking up to Ellon Road for the Stagecoach bus services. The provision of bus services is in the hands of private providers however ACC works in partnership to try to ensure customer provisions remain relevant and this issue could be raised through the Local Authority and Bus Operators Forum (LABOF).		x		
TRANP3	Lack of seating capacity on existing Ellon and Bridge of Don bus services.	Do we have figures for this? Ask Iain and Chris.		x		

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
	<ul style="list-style-type: none"> P&R must be very efficient to get people out of their cars. 	Public transport operators will be requested to consider not increasing park and ride fares currently £2.80 per person (under 16 years travel free with fee paying adult). Network linkages and infrastructure would be considered to ensure that travel times were comparable to those of car journeys.		x		
	<ul style="list-style-type: none"> Bus lanes should extend all the way into town from new facility. New bus lane being provided on King Street - Castle Street southbound section. Enforcement of bus lanes to be taken over by ACC. 	Bus lanes exist along this corridor and opportunities for further prioritisation and extensions can be considered. Work has now been completed. Scheme expected to improve bus journey times and reliability on this corridor. Expected to be operational sometime next financial year.		x		
TRANO3	New technologies/ provisions <ul style="list-style-type: none"> Opportunity to use demonstration technologies (hydrogen buses) and link to Energetica Corridor. 	Public transport operators will be requested to consider introducing technologies which assist in improving air quality and reducing environmental impacts This will be considered / included as part of this process	x		x	
TRANO4	<ul style="list-style-type: none"> Make facility multi purpose – cycle, walk, drive (park), electric vehicles, car sharing, etc. Park and Choose. 	Proposed locations will be fully investigated as part of this assessment	x		x	
TRANO5	Need to locate new car park before queues into BoD.	Proposed locations will be fully investigated as part of this assessment		x		x
TRANO6	Encourage green transport networks i.e. cycling, walking links.	This will be considered / included as part of this process		x		x
TRANO7	Reduction of traffic – less emissions.	Modal shift from car to bus will reduce the amount of traffic on the road network thereby reducing traffic volumes and congestion and therefore emissions.				x
TRANO8	Bus priority to/ from site.	Extensions to bus lanes and bus priorities will be considered as part of this assessment.		x		
TRANO9	New site should be P&R site first and alternative uses should not restrict/ remove P&R service i.e. loss of site for Offshore Europe.	The final site should be available for use as a P&R site at all appropriate times. Uses outwith these hours would be encouraged if not detrimental to the site's primary function and any other legal restrictions. The economic viability of the location will be one of the key factors considered prior to any option being progressed	x		x	
TRANO10	Service is currently commercial – effect on service provision of moving site.	Public transport operators will be requested to consider not increasing park and ride fares.				x
TRANO11	The higher the usage, the lower the price and the more frequent the service.	Public transport operators will be requested to consider not increasing park and ride fares.		x		
TRANO12	Requirement to provide speedy journey times (quicker than car) with P&R bus service.	Bus lanes and extension to bus lanes would be considered as part of this assessment. Other factors have been indicated as important to existing P&R users including not wishing to drive into town, cost of travelling and lack of parking within City Centre. Length of journey by car may be incorrectly judged by drivers as parking time and final walk to destination should also be considered.		x		
TRANO13	Opportunity to speed up journey/ dwell times if tickets could be bought on site.	Consideration will be given to the introduction of off bus ticketing and new technologies. Season tickets currently available too. Options are currently being investigated by LABOF.			x	
TRANO14	Should have bus priority measures from the site to ensure better journey times P&R service and encourage usage.	Bus priority measures would be considered as part of this assessment		x		x
TRANO15	Bus priority measures – bus lanes, Scoot, etc all required.	Bus priority measures would be considered as part of this assessment		x		x
TRANO16	Existing site is successful and new site should be aware and build on this success and look for ways to improve the service.	The economic viability of the location will be one of the key factors considered prior to any option being progressed		x		

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
TRANO17	Existing site has been relatively successful, need to grow on this success and not hinder this.	The economic viability of the location will be one of the key factors considered prior to any option being progressed		x		
	LAND/ INTEGRATION					
	Problem					
LAMP1	Competition between P&R facilities A96/ Ellon/ Dyce	Ellon Road is a local site accommodating 250 vehicles though plans are in place to expand this by over 130 spaces in 2011/12. The Bridge of Don site has greater potential to attract vehicles from the B999 and B997 and south of Ellon including settlements at Balmedie and Newburgh.	x	x		
LAMP2	If CPO required then limitations likely on site uses.	The final site should be available for use as a P&R site at all appropriate times. Uses outwith these hours would be encouraged if not detrimental to the sites primary function and subject to any other legal restrictions.		x		
LAMP3	Need to move as site up for development consideration.	The current site leased to ACC however there is development potential for the full site around the AECC. The development contract is being reviewed in order to consider the possibility of maintaining a P&R car park on the site following development. This remains an option during the initial stages of this study.	x	x		
LAMP4	Issue of getting land zoned under LDP policy T1: Timing of LDP adoption/ review.	Aberdeen City Councils and Aberdeenshire's Local Development Plan and emerging Development Plans teams will be consulted.	x			
LAMP5	For new build site should consider loss of greenspace; loss of valued habitat and; impact on protected species.	The new site should include mitigation measures to reduce any negative impacts on the existing sites. The existing landscape to the north of the Bridge of Don is in general open agricultural land with few trees, boundary vegetation and walls or verges offer opportunities for habitats and species diversity. Any new development has opportunity for greenspace networks, landscaping and SUDS which can contribute to habitat creation and biodiversity. Greenspace is known to have a positive impact on mental health. An environmental assessment will be carried out on any viable site options.				x
	Opportunity					
LANO1	Circular P&R – BoD – City Centre – A96	The introduction of the AWPR would provide linkage between existing and proposed P&R sites within the city and shire and will offer greater flexibility of trip options to P&R providers and users. See TRANP1 for further details.		x		
LANO2	Integration of P&R with other land uses. <ul style="list-style-type: none"> ▪ 'Sweat' the site; make it a valuable community resource. ▪ Mixed use sites to ensure full use of resource. 	The location of the site will be an important factor when considering alternative uses for the site. It is important that the cost: benefit ratio of the site is maximised within any compulsory purchase order (CPO) or legal limitations which may be in place. See LANP2.		x		
LANO3	Blackdog Local Development Plan site – P&R within the proposal (AWPR linked)	Aberdeen City Councils and Aberdeenshire's Local Development Plan and emerging Development Plans teams will be consulted.		x		
LANO4	Consideration of opportunities in city and shire e.g. Blackdog P&R proposal.	Aberdeen City Councils and Aberdeenshire's Local Development Plan and emerging Development Plans teams will be consulted.	x			
LANO5	AWPR – opening of development opportunities?	The introduction of the AWPR would provide linkage between existing and proposed P&R sites within the city and shire and will offer greater flexibility of trip options to P&R users. See TRANP1 for further details.	x			

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
LANO6	Opportunity for 'mini-hubs' – small parking sites served by existing bus services.	The opportunity for mini-hubs will be considered as an option in the assessment process.		x		x
LANO7	Opportunity to expand Elton P&R site to incorporate Bridge of Don. Car parks at Elton, Blackdog and Murcar.	Aberdeenshire Council are currently proposing to increase the capacity of the existing Elton P&R site this financial year (11/12).	x	x		
LANO8	Need to ensure integration with all modes. Opportunity to upgrade existing facilities (to and from sites).	All transport modes will be considered and integrated as part of this exercise		x	x	
LANO9	Location on major transport corridor.	The location of the site will be an important factor in attracting customers and bus services.		x	x	
LANO10	Possible use of existing infrastructure for new site i.e. use of AECC car park as dual use site (P&R during the day and concert parking at night)	The final site should be available for use as a P&R site at all appropriate times. Uses outwith these hours would be encouraged if not detrimental to the sites primary function and subject to any other legal restrictions.				x
LANO11	Bus service could be more attractive with a parking strategy/ restricted access for cars, etc.	Car Parking Strategy is in progress. ACC parking charges were increased in April 2011 and it is proposed to review prices on a 2 yearly cycle.		x		
LANO12	New site to complement existing and future P&R sites in City and Shire.	Aberdeen City Councils and Aberdeenshire's Local Development Plans, emerging Development Plans, LTS and RTS will be considered.		x		
LANO13	Ease of access to site for users and bus services.	The location of the site will be an important factor in attracting users. Land availability and existing infrastructure are also important factors.		x		x
LANO14	What sites are available? (B&Q soon to be taken down)	Aberdeen City Councils and Aberdeenshire's Local Development Plans and emerging Development Plans will be consulted	x			
LANO15	Should be as close to the city as possible.	See LANO13.		x		
LANO16	Site location would need to be chosen carefully to justify feeder bus to site from suburb i.e. demand would need to exist.	See LANO13.	x	x		
LANO17	Requires to be in a location that is easy to reach for users e.g. before point of congestion for cars and with cycle/ pedestrian access + land availability.	See LANO13.		x		
LANO18	Should have enough spaces to meet future demand (Structure Plan and Energetica aims)	Aberdeen City Councils and Aberdeenshire's Local Development Plans and emerging Development Plans will be consulted and considered within option assessments.	x	x		
LANO19	Should be in a location to encourage optimum mode shift: 1. to reduce congestion for economy; 2. to reduce emissions; and 3. provide accessibility improvements.	See LANO13.		x	x	
LANO20	Multi storey would reduce land space required – this could assist in finding a site over a flat car park which requires more land.	Consideration will be given to options for designs of the P&R site during the assessment process.				x
LANO21	Need to link with 3 rd Don, AWPR and LDP.	The introduction of the AWPR would provide linkage between existing and proposed P&R sites within the city and shire and will offer greater flexibility of trip options to P&R users. See TRANP1 and LANO18 for further details. Infrastructure routes for bus services from P&R site will be considered through the assessment process and in discussion with public transport providers.	x	x		
	CUSTOMERS/ ACCESSIBILITY/ SOCIAL INCLUSION					
	Problems					
CASP1	Moving out of town may reduce usage as would not be used by Bridge of Don.	See LANO05. Consideration should also be given to local bus services where possible as these should provide a suitable service for Bridge of Don residents				

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
	Current catchment contains Bridge of Don residents - remove existing facility = less catchment and fewer people using site. Especially if moved away from Parkway.	According to the customer survey carried out in June 2011 the use of the site by Bridge of Don residents has been measured as between 25-30%. P&R passengers rated convenience of the service their highest motivation followed by the difficulty and cost of parking in town. Many also felt the journey was quicker by P&R bus. A smaller proportion disliked driving in town and thought the P&R service was cheaper. A comparison of the peak First Day ticket at £4.20 and a Park and Ride (P&R) ticket at £2.80 per person shows further reasons why P&R is likely to attract users from the local area to the site and away from local services. See above.		x		
	If P&R is put further out the 33% customers from Bridge of Don may not use it.			x		
	Negative effects on excluding existing users.	Negative impacts on existing users should be considered and mitigation measures introduced where possible. Possible redesign of existing Bridge of Don bus services to allow increased accessibility to greater numbers of residents.		x		
CASP2	Traffic congestion needs to be sufficient to encourage people to get on P&R rather than continue into town and then hit congestion.	Potential for AWPR to reduce congestion and free up space on the network for further sustainable modes e.g. bus lane extensions. Motivations for existing users include the reduced cost of parking, convenience and avoidance of in town driving.		x		
CASP3	Users from the north have to wait in queues on A90 to access existing site.	Existing slip lane onto Exhibition Way was lengthened in recent years. This is the limit for construction of a widening without the need to remove existing residential properties along the route. Further investigations are required to quantify any delays currently experienced at this point.		x		
	Opportunities					
CASO1	Orbital linkage of AWPR will increase catchment.	The introduction of the AWPR would provide linkage between existing and proposed P&R sites within the city and shire and will offer greater flexibility of trip options to P&R users. See TRANP1 for further details.	x			
CASO2	Moving out of town makes it easier to access site. (opp)	LANO15.	x	x		
CASO3	P&R bus should/ could follow a separate route through industrial estate if located further N of existing and then emerge through existing P&R site via bus gate.	Existing bus routes could be considered for review to optimise the opportunities available to improve existing bus services. This would be undertaken through LABOF.	x	x	x	
CASO4	Should ensure not (just a) surface and potential for multi use. If needed as part of CPO.	The final site should be available for use as a P&R site at all appropriate times. Uses outwith these hours would be encouraged if not detrimental to the sites primary function. Compulsory purchase orders (CPO) limit the alternative uses for the site as they are created for a very specific purpose.				x
CASO5	P&R buses more acceptable to some users than 'normal' bus services.	There is a perception that usage of P&R bus services is more acceptable than normal bus services and this can encourage user groups who do not favour public transport generally. A Transport Scotland study 2011, shows that the provision of sufficient car parking and the pricing of fares have a significant impact on users numbers however it is the ties with overall transport strategy which need to be tightened to make it most effective.		x		
CASO6	Future increases in population to north of BoD. LDP	Aberdeen City Councils and Aberdeenshire's Local Development Plans and emerging Development Plans will be consulted and considered through this assessment.	x			
CASO7	P&R provides an option for rural population without direct access to regular bus services.	P&R provides a regular bus service for all sections of the public. With improved access for active travel modes accessibility is enhanced further.	x	x		
CASO8	Is the site in a public secured area?	Security will be provided for any proposal location		x		
CASO9	Who will use it?	Members of the public	x			
CASO10	When will we use it?	Hopefully daily whether for work or leisure	x	x		

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
CASO11	Why should we use it	P&R is cheaper and can be more convenient than driving and parking your car in the City Centre.		x		x
CASO12	Is it cheaper or comparable to using my car?	P&R is cheaper than driving and parking your car in the City Centre. A P&R ticket costs £2.80 per person and 2-3 hours parking in a long stay car park costs £3.00 plus additional running costs for vehicles into town.		x		
CASO13	Promotion of services to and from the site.	Publicity is an important factor in the success of any existing or future services however this will not be directly addressed at this stage of the study.		x		
CASO14	Multiple onward destinations direct from site.	Bus services from the site(s) would be expected to head into central Aberdeen where onward journey options are available however options making use of existing bus services may allow alternative journeys to be provided to other popular locations. AWP&R will also open up options for alternative routes through other P&R sites.	x	x		
CASO15	If kept at present site people might walk if crossing was easier over Elion Road.	A pedestrian crossing has been installed on Elion Road directly across from the AECC buildings to improve pedestrians movements to and from the AECC and surrounding areas		x		x
CASO16	Better local bus services would leave P&R more available for outlying communities.	Existing bus routes could be considered for review to optimise the opportunities available to improve existing bus services however implementation would be in the control of the bus operators. This work would be undertaken through LABOF.		x	x	
CASO17	Car parking should be made available at certain times of the year to be used in the evening so that groups can park and ride into social evenings in city.	Car parking is available in the evenings at the existing site however the P&R bus service does not operate after 1805. Consideration for extending bus services or providing event specific services can be discussed with operators through LABOF (this does happen currently for certain events such as the Aberdeen Fireworks display) and evening and weekend services operate out of other sites e.g. Kingswells.		x		x
CASO18	Using the P&R should work out more cheaply for more than 1 person than taking car into town and parking.	See CASO12.		x		
CASO19	Should be well advertised so that people know the site is available.	Publicity is an important factor in the success of any existing or future services. See CASO13.		x		
CASO20	Well used site and attractive amenities on site i.e. dry cleaning service.	The location of the site will be an important factor when considering alternative uses for the site. Additional amenities would require infrastructure and space to accommodate these would be required to be considered within the option appraisal. Financial viability of premises would require assessment, there would also be planning and legal considerations to be taken into account. See LANP2.		x		x
CASO21	Good access (quick) to and from site for car users.	Bus priority measures would be considered as part of this assessment also access arrangements for active modes and vehicles.	x	x		
CASO22	Site location must attract users from the north and Bridge of Don – As the suburb is so large there are benefits of P&R over normal services.	See LANO15.	x	x		
	ENVIRONMENT					
	Problems					
ENVP1	Loss of biodiversity if new land developed	See LANDP5.				x
ENVP2	Flooding risks from large areas of surfacing. SUDS a minimum requirement.	The use of SUDS within a new site would likely be a requirement. Other measures may include permeable paving and tree planting. Each site option will require to be assessed on an individual basis for flood risk.				x

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
ENVP3	Need for site, as too many cars create fumes and therefore health hazards.	Increased provision for vehicles to the north of the city will increase travel mode options for commuters from the north. This will to a degree free up road space, reduce congestion and lower vehicle emissions. The use of the Park and Choose site will increase options for active travel modes and car share from the site. It is also important that the buses using the site meet modern emission levels as they travel throughout the city impacting air quality measures in designated AQMA.			x	
	Opportunities					
ENVO1	1 st priority/ consideration should be to reuse/ make better use of what we already have e.g. AECC car parking – better to avoid negative environmental impacts than to try to mitigate them.	The existing location and the possibility of using other existing sites will be considered as options as part of this assessment				x
ENVO2	Multi modal access and provisions surrounding the site and onwards through the network.	It is possible that some users of a P&R facility may switch from modes other than car or may drive to a new location in order to access P&R. This can result in new traffic generation within the vicinity of the site. The location of the site will be important in attracting users in close proximity to the A90. However it is recognised that for park and ride to be successful in Aberdeen, there requires to be joint consideration of all transportation policy to ensure a comprehensive approach to transport infrastructure. This includes the development of sustainable and active travel networks and provisions, and parking policy. The current Local Transport Strategy includes P&R within a package of transport interventions aimed at addressing accessibility and congestion throughout the city.	x		x	
ENVO3	Promotion of sustainable transport modes.	Increased provision for vehicles to the north of the city will increase travel mode options for commuters from the north. This would be expected to free up road space, reduce congestion and lower vehicle emissions. The use of the Park and Choose site will increase options for active travel modes and car share from the site. It is also important that the buses using from the site meet modern emission levels as they travel throughout the city impacting air quality measures in designated AQMA.	x		x	
ENVO4	Opportunity to provide electric recharge points/ hydrogen cell buses.	Public transport operators will be requested to consider introducing technologies which assist in improving air quality and reducing environmental impacts. A new site could be fitted with recharge points.			x	
ENVO5	Impact on existing water patterns – engineering works like culverting of watercourses avoided.	The use of SUDS within the site will likely be a requirement. Other measures may include permeable paving and tree planting. Each site option will require to be assessed on an individual basis for flood risk and impact on watercourses.				x
ENVO6	Adequate space for SUDS on site	The use of SUDS within the site will likely be a requirement. Other measures may include permeable paving and tree planting.				x
ENVO7	Flood risk – if flood risk on site then can be mitigated, proposal complies with SPP.	Each site option will require to be assessed on an individual basis for flood risk				x

PROBLEMS AND OPPORTUNITIES raised by stakeholder groups		Officer response to stakeholder identified problems and opportunities		Objectives			
				1	2	3	4
ENVO8	Existing infrastructure – foul sewer if toilets etc.	Water supplies and effluent removal will be provided as per appropriate standards					x
ENVO9	Park and Ride necessary to alleviate congestion, air pollution.	Increased P&R provision for vehicles to the north of the city will increase travel mode options for commuters from the north. This would be expected to free up road space, reduce congestion and lower vehicle emissions. The use of the Park and Choose site will increase options for active travel modes and car share from the site. It is also important that the buses using from the site meet modern emission levels as they travel throughout the city impacting air quality measures in designated AQMA.				x	
ENVO10	Air quality – ensure site is not in area where traffic currently isn't so doesn't reduce air quality in that area.	Increased P&R provision for vehicles to the north of the city will increase travel mode options for commuters from the north. This would be expected to free up road space, reduce congestion and lower vehicle emissions. The use of the Park and Choose site will increase options for active travel modes and car share from the site. It is also important that the buses using the site meet modern emission levels as they travel throughout the city impacting air quality measures in designated AQMA. Local increases in traffic may occur but this should provide no overall detriment.				x	
ENVO11	Use low emission buses.	Public transport operators will be requested to consider introducing technologies which assist in improving air quality and reducing environmental impacts. These discussions would be undertaken through LABOF.				x	
ENVO12	Improve air quality on bus/car route.	Increased P&R provision for vehicles to the north of the city will increase travel mode options for commuters from the north. This will to a degree free up road space, reduce congestion and lower vehicle emissions. The use of the Park and Choose site will increase options for active travel modes and car share from the site. It is also important that the buses using the site meet modern emission levels as they travel throughout the city impacting air quality measures in designated AQMA.				x	
SAFETY/ SECURITY							
Problems							
SAPP1	Travellers	The existing P&R car parks entrance points have been amended to include height restrictive barriers which block access to the site by larger vehicles. The emerging Local Development Plan makes provision for the inclusion of gypsy/traveller sites within large developments in an effort to address demand for suitable sites.					

	PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
			1	2	3	4
ECOP2	How can it be commercial whilst being attractive to users?	According to the customer survey carried out in June 2011 at the BoD, P&R passengers rated convenience of the service their highest motivation followed by the difficulty and cost of parking in town. Many also felt the journey was quicker by P&R bus. A smaller proportion disliked driving in town and thought the P&R service was cheaper. The location of the site is essential to the perceived convenience of the service. Also these results show the need to balance P&R provisions with effective parking policy in the city centre.		x		
ECOP3	Need to be competitive in COST and JOURNEY TIMES but balanced against attractiveness of conventional buses.	Experience from the Ellon P&R shows that there can be some transfer of customers from local bus services to P&R bus services if the trip price is lower. This could also explain the number of Bridge of Don residents using P&R instead of local services as the differential between First Day peak tickets (£4.20) and P&R tickets (£2.80) is significant. See also ECOP2.		x		
ECOP4	Decline in patronage over recent years at existing P&R facilities.	The reason for this decline has not been established but could be down to a number of factors including lack of advertising/ promotion, increased queues to access the site from the north (due to restricted length of left turn lane), decreased frequency of service or another unidentified issue. The site has been noted for its success in the past and the current dip in figures whilst relevant does not account of the full picture.		x		
ECOP5	Increasing fuel costs for individual drivers and public transport providers.	The recent increases in fuel prices offer both an opportunity to encourage P&R services and a issue due to the increased cost to run buses on the network. The National Travel Survey shows that between 1995 and 2008 that average travel distances have remained the similar however travel times have increased slightly. Greater use of energy efficient vehicles or other fuel sources may balance the increased cost of fuel in the longer term.		x		
	Opportunities					
ECOO1	Key to know market – support idea of further research on existing and potential patronage.	A survey was carried out in June of existing users and this data alongside previous studies and the recent Transport Scotland Best Practice study will be considered within the assessment.				
ECOO2	Transport Scotland, Nestrans and developer contributions are sources of alternative funding.	Funding opportunities will be considered during the assessment process.	x			
ECOO3	Improved linkages between rural residential and urban employment areas.	Aberdeen City Councils and Aberdeenshire's Local Development Plans and emerging Development Plans will be consulted and considered throughout the assessment process.	x			
ECOO4	Needs to be a beneficial option over car and other services – faster, cost effective.	The location of the site will be an important factor. See LANO15.		x		
	SECTION 3					
	The following section briefly explains where constraints and uncertainties may exist within the project. These were not fully discussed at the workshops but were brought to the attention of those attending for information.					
	Constraints and Uncertainties					

PROBLEMS AND OPPORTUNITIES raised by stakeholder groups	Officer response to stakeholder identified problems and opportunities	Objectives			
		1	2	3	4
The following are some areas in which constraints might exist (again, this is not an exhaustive list):					
Statutory/legal (planning boundaries, procedures, inter-departmental issues);	Statutory / legal aspects may impact on the timeline				
Funding (quantity, availability, conditions imposed);	Funding issues may impact on the timeline, location and final design of any proposed scheme				
Geography/topology (features constraining change);	A site assessment will be carried out including an environmental assessment and ground investigation and topographical surveys at later stages of the study.				
Future events/developments;	Aberdeen City Councils and Aberdeenshire's Local Development Plans and emerging Development Plans will be consulted				
Vested interests or sensitivities; and	Aberdeen City Councils and Aberdeenshire's Local Development Plans and emerging Development Plans will be consulted. The assessment process would aim to address any sensitive issues / concerns through consultation with Councillors, stakeholder groups and the general public.				
Habits (responses to options, behavioural responses).	Customer surveys were carried out in June 2011 at the existing P&R site and responses were collated and analysed. According to the customer survey carried out in June 2011 P&R passengers rated convenience of the service their highest motivation followed by the difficulty and cost of parking in town. Many also felt the journey was quicker by P&R bus. A smaller proportion disliked driving in town and thought the P&R service was cheaper				

Appendix D

	OPTION	REQUIREMENTS
1	Do nothing	Remain on existing site until required to leave Provide no replacement car park Possible review of existing local bus services
2	Existing site Do minimum	Proposed redevelopment of site, possible reduction of site footprint Currently providing 509 spaces Improved access for active modes Possible review of existing local bus services
3	Blackdog	Reliant on AWPR Private developer Potential for 500 spaces (to be confirmed) In Aberdeenshire Local Development Plan 2010
4	Berryhill / Cloverhill	Previously included within Draft Murcar Development Framework Potential to be constructed to accommodate approx 1000 spaces
5	Satellite sites (100 – 500 spaces in each location)	<ul style="list-style-type: none"> ➤ B997 (Scotstown Road) linking to Jesmond Drive (Bus routes 1-2) ➤ B999 (Potterton) (Bus routes 290-291) ➤ A90 (Blackdog) (Bus routes 260,263,267, 268) ➤ Ellon (Bus routes 260,261,262, 267,268, X60, X68, N60) - existing 250 spaces with expansion of further 139 spaces proposed in 2011/12. Further expansion would be required on this scenario.
6	AECC car park	Use of existing car park at exhibition centre Currently infrequently used except for events at the AECC
7	Whitestripes/ Grandhome development	Developer providing some infrastructure Recommend sifted out from the short list due to distance from main routes.
8	B&Q site Bridge of Don	Site up for redevelopment Planning permission has been approved in principle for change of use to supermarket

Appendix D

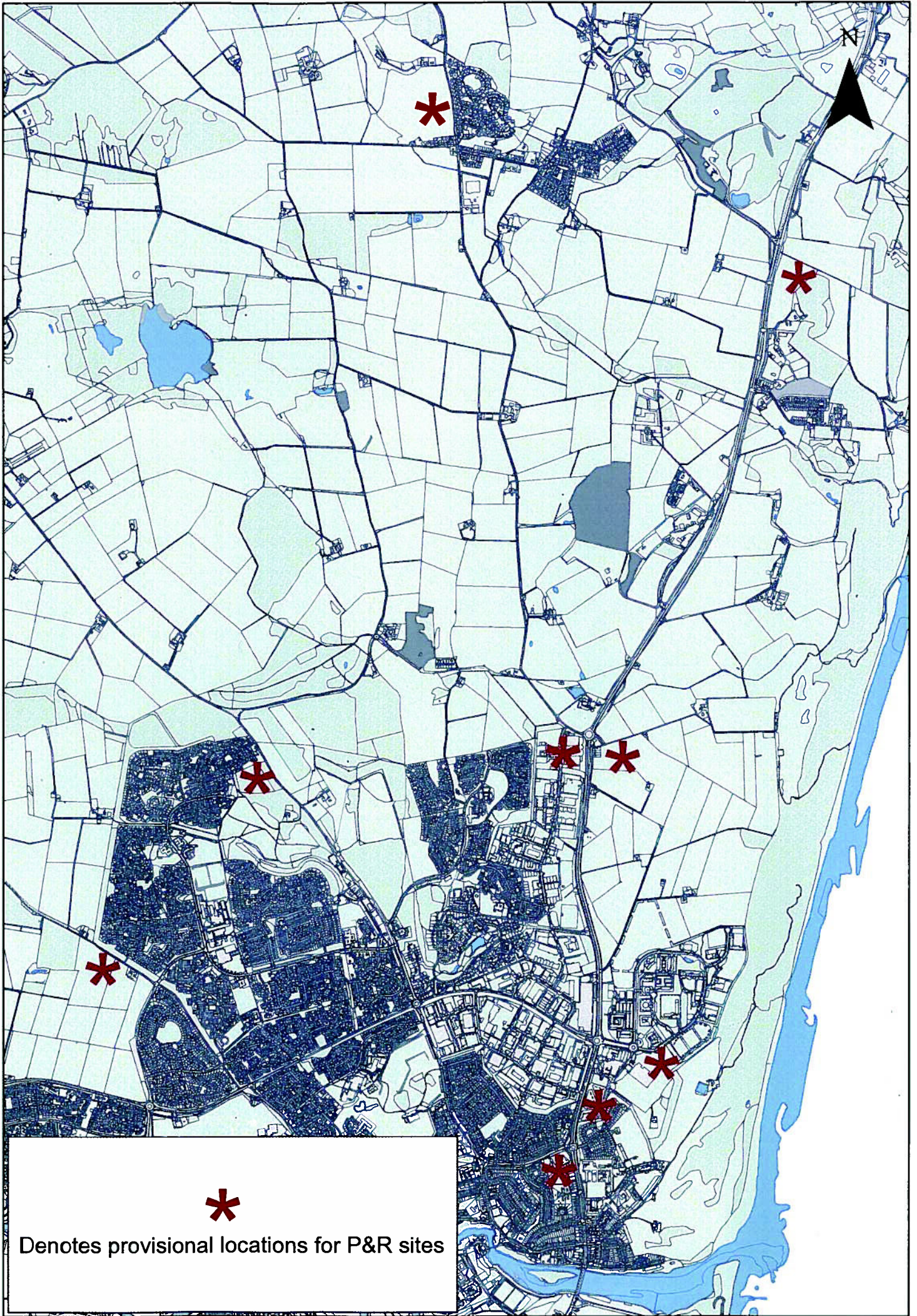
		Recommended sifted out from the short list due to alternative development proposals on site
9	Academy site North Donside Road	<p>Site up for redevelopment</p> <p>Site currently being cleared and development ongoing</p> <p>Recommended sifted out from the short list due to alternative development proposals on site.</p>

Additional considerations

Multi storey – reduces site footprint of the site

New technologies for fuel efficiencies on Energetica corridor e.g. hydrogen buses, electric recharge points
 Future demand from Local Development Plan and Structure Plan.

Improved local services for Bridge of Don would reduce demand from local community



 Denotes provisional locations for P&R sites

This page is intentionally left blank

**ABERDEEN CITY & SHIRE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

Date: 23 September 2011

Title: Delivering identified projects through a Strategic Transport Fund

1 Purpose of Report

1.1 The purpose of this report is to seek approval from the Strategic Development Planning Authority (SDPA) to undertake consultation on draft supplementary guidance on a strategic transport fund.

2 Background

2.1 The Aberdeen City and Shire Structure Plan was approved by Scottish Ministers in August 2009. At that time Ministers commented that the structure plan provided a suitable framework for the local development plans (LDPs) being prepared by both councils, but that further transport appraisal work would be necessary to gauge the impact of the LDPs.

2.2 The structure plan spatial strategy was predicated partly on transport corridors and the ability to provide more sustainable transport choices. However, it was clear on the need for investment from the public and private sector in new infrastructure to support growth (para. 3.8) and on the need for extra contributions where wider effects of development are felt (para. 5.8).

2.3 As the Aberdeen City and Aberdeenshire LDPs progressed towards the Proposed Plan stage, the SDPA and Nestrans, along with the two councils and Transport Scotland commissioned a cumulative transport assessment (CTA) of the sites identified in both LDPs up to 2023.

2.4 A key output from the CTA was the identification of areas where some form of intervention will be required to alleviate the congestion as a result of new development. These interventions will be required over and above the wide range of schemes committed to be delivered by the public sector in the coming years.

2.5 Given the public sector list of schemes to be funded, at this time projects in these newly identified hotspots can only be delivered through contributions from the development industry. The draft supplementary guidance found in Appendix 1 is a proposed mechanism for securing these contributions and enabling development to proceed.

2.6 In preparing this draft supplementary guidance a range of officers from the SDPA, Nestrans and planning gain have contributed, as well as planning and transportation colleagues in both councils. Engagement has taken place with numerous representatives of the house building and development industry and

informal views have been sought from the Scottish Government. The CTA and proposed supplementary guidance was discussed at the joint SDPA / Nestrans workshop on 25 March and the Members seminar on 11 June 2011.

3 The Cumulative Transport Appraisal (CTA)

3.1 Work on the CTA commenced in November 2009 with the aim of identifying the cumulative strategic transport impacts associated with the scale and distribution of development proposals. The study looked to 2023 and assumed that a wide range of committed schemes had been delivered by this date; these were:

- Strategic rail – improved Edinburgh-Aberdeen, Aberdeen-Inverurie and Aberdeen-Inverness services;
- Laurencekirk rail station and rail service changes (complete);
- Grade separation on the A90 at Findon (complete);
- A956 dual carriageway update (complete);
- Union Street pedestrianisation and traffic management schemes;
- An A96-to-Aberdeen Airport Link Road;
- A90 Balmedie-Tipperty dualling;
- Aberdeen Western Peripheral Route;
- Proposed new Park & Ride sites and associated bus services;
- Haudagain Roundabout Improvements; and
- The 3rd Don Crossing.

3.2 With the scale of housing and employment development proposed, the CTA showed that the benefit of the above schemes would be eroded and that congestion would return to present day levels or worse at some ‘hotspots’, including on the A96, A944, A956 and A90 South. In order to mitigate the impact of new development, a series of potential road and public transport interventions were identified and tested. This showed that interventions at strategic locations would bring congestion back down to 2010 levels or better at many locations. Once a small number of local interventions were removed, a list of cumulative infrastructure requirements remained; these are shown in Table 1 below.

Table 1: Cumulative infrastructure requirements from the CTA

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.
Road Network (over and above local road infrastructure requirements)
North Aberdeen
Parkway, Persley Bridge & Parkhill junction and capacity improvements
A96 corridor
Capacity improvements & upgrade AWPR Kingswells North Junction
A944 Corridor
Upgrade A944 junctions and safety / limited capacity improvements on access to A93
A956 / A90 Corridor
Junction capacity improvements
River Dee Link

- 3.3 It should be noted that the potential interventions identified above have not been fully considered in terms of Scottish Transport Appraisal Guidance (STAG) or subject to detailed engineering design and feasibility and a full appraisal of each location would still be required in order to identify a preferred option.
- 3.4 However, the study did provide sufficient evidence that development from a range of sites in both council areas will impact on key parts of the transport network and therefore the most equitable solution to resolving this situation was to seek developer contributions from the substantial allocations for housing and employment land in the main growth areas; Aberdeen, the Portlethen to Stonehaven, Blackburn to Inverurie and Blackdog to Ellon corridors.
- 3.5 Supplementary guidance was determined as the best mechanism for securing the required contributions and a group of officers met in March 2011 to begin the process of preparing this.
- 3.6 A copy of the full Cumulative Transport Appraisal can be found at the following link: www.nestrans.org.uk/db_docs/docs/LDP_Cumulative_Appraisal_Final_Report.pdf

4 The Supplementary Guidance (SG)

- 4.1 The purpose of the SG is to enable the development allowances in the structure plan to be delivered and to provide a clear and transparent mechanism that provides some certainty to the development industry.
- 4.2 Without the planned delivery of some form of intervention in the identified areas, there is a real possibility that transport assessments prepared for specific sites or masterplan areas demonstrate an unacceptable impact on the transport network. Under the existing system, a single development could trigger the requirement for a multi-million piece of infrastructure that renders the entire site unviable.
- 4.3 The ability to spread expenditure on these costly projects across a wide range of sites in both council areas is seen as a proactive approach to a complex emerging problem, a real advantage to the development industry and an opportunity to facilitate improvement in transportation and accessibility, areas of genuine concern to a wide range of stakeholders.
- 4.4 As highlighted in para. 3.3 above, the package of identified intervention areas must be subject to much more appraisal before more detailed solutions and costs are known. Until that time, officers have produced an estimate of potential costs based on previous experience; these estimates can be found in Appendix 2 and have allowed a figure of £86.6million to be arrived at.
- 4.5 This is clearly a very substantial figure, but must be considered in the context of the scale of development that is likely to take place in the coming years. The structure plan allows for almost 35,000 homes in the strategic growth areas in and nearest Aberdeen up to 2023 and over 200ha of employment land. The impact of this amount of development could create significant transport related problems unless a solution is identified.

- 4.6 The solution proposed in the SG is to seek contributions from housing and non-residential development in the local development plans (LDPs), but it is also made clear that certain windfall proposals will be liable. The calculations proposed for housing have been based on a per unit price linked to the number of bedrooms (see Appendix 1, Table 1), with an average price of £2,064 per unit.
- 4.7 For employment uses, a per hectare contribution has been arrived at based on the Use Classes Order and weighted on the basis of relative land value and trip generation (see Appendix 1, Table 1). This has produced an average price per hectare of £62,010. An indexation approach is proposed that will link the current costs to the tender price index of construction costs on an annual basis.
- 4.8 These contributions will purely be for the delivery of identified strategic transport projects. Developers will continue to make appropriate payments towards local roads, education, affordable housing, community, waste and other necessary requirements as per the relevant policy or supplementary guidance in the LDP.
- 4.9 It is proposed to limit the risk to the development industry by deferring the payment of contributions. For residential developments this will allow completion of half of the units applied for before any monies are paid and thereafter quarterly based on completions. For mixed use or employment sites a similarly accommodating arrangement will have to be negotiated on a case-by-case basis with the planning gain team.
- 4.10 It is intended that the 'strategic transport fund' will be administered by Nestrans and that reviews and further assessment will be necessary in future years to ensure the correct areas are being targeted. The priorities for investment and delivery would be led by Nestrans in close consultation with all partners. Recommendations on preferred schemes would be reported to the Nestrans Board, the SDPA, the two councils and Transport Scotland as roads authorities.
- 4.11 The supplementary guidance would be non-statutory and linked to the current structure plan until the strategic development plan is approved by Scottish Ministers. It is worth noting that both the strategic transport fund and the identified transport interventions are addressed in the main issues report consultation as well.

5 Pre-consultation draft

- 5.1 The external consultation that has taken place during the preparation of the SG has included a meeting with representatives from Homes for Scotland (HfS) and the Grampian House Builders Committee (GHBC) in March and a presentation to the wider GHBC in April. Work had not commenced on writing the SG at this point and these discussions allowed some detailed points to be considered and built into considerations of the best mechanism to pursue.
- 5.2 A similar presentation was given to many of the key chartered surveyors working across the north-east in April 2011. This group also provided valuable

feedback and are influential as representatives of land owners and the development industry.

- 5.3 An offer was extended to both house builders and surveyors to have a representative on the group preparing the SG. This was declined on the understanding that we would attempt to address any questions that were raised and that a draft of the SG would be circulated for informal comment.
- 5.4 A series of questions were posed by GHBC and these were responded to at the same time that a pre-consultation draft was circulated at the end of July. Three weeks were given for those consulted to respond. Ten responses were received from house builders, their agents and from surveyors.
- 5.5 A number of positive comments were noted about the principle of what the SG was trying to achieve and the attempt at sharing cost more equitably, but a number of issues and concerns were raised and a summary of these can be found in Appendix 3. The main areas of concern were:
- How the SG met the requirements of planning circular 1/2010 dealing with planning agreements;
 - Conformity with the structure plan and proposed local development plans (particularly in advance of adoption);
 - The early stage in identification of the preferred interventions and their costs; and
 - The requirement for contributions to a strategic transport fund in addition to all other developer contributions that will be sought.
- 5.6 The group preparing the SG had considered many of the issues raised during drafting of the SG and believe the pre-consultation draft was an appropriate response. However, some points of clarification have been added and a change has been made to the timing of payment to assist with development finance.
- 5.7 It is worth noting that a number of potential alternative mechanisms were suggested (some of which are identified as options in the main issues report). These included:
- The councils and Scottish Government should fund the necessary infrastructure;
 - A means tested approach should be adopted and contributions based on a percentage of land value;
 - A single tariff for all planning gain should be pursued to provide more certainty for developers; and
 - Councils should look at development in the north-east like a giant BID, i.e. by facilitating new development the councils will benefit from higher amount of council tax and rates generated.

6 Consultation

- 6.1 Given the specialist nature of the supplementary guidance, the existing awareness of it within the development industry, and the need for quick progress so that it can be applied to new sites coming forward through the two local development plans, it is proposed to run a six week consultation in parallel with the main issues report from 7 October to 18 November 2011.

- 6.2 An advert will be placed in the Press and Journal newspaper and a notice placed on the 'tellmescotland' website as well as a press release being issued and details placed on the SDPA and Nestrans websites. Notification will also be given to all on the SDPA contacts database.
- 6.3 Following consideration by officers of all responses, it is proposed that a report will be brought back to the SDPA at its December meeting. Should the supplementary guidance be approved by the SDPA, this decision will be referred to the two councils, most likely in January 2012 with the intention of the guidance coming into effect almost immediately thereafter.

7 Recommendations

7.1 It is recommended that the SDPA:

- a) note the contents of this report and approve the draft supplementary guidance found in Appendix 1 for consultation;
- b) refer this report to the Nestrans Board for their consideration; and
- c) agree to receive a further report in December 2011 detailing the responses received to the consultation and any proposed amendments to the supplementary guidance.

David Jennings
Aberdeen City and Shire Strategic Development Plan Manager

Dr Margaret Bochel
Head of Planning & Sustainable Development
Aberdeen City Council

Robert Gray
Head of Planning & Building Standards
Aberdeenshire Council



Report prepared by Bruce Strachan. Senior Planner, Strategic Development
Planning Authority

Draft Supplementary Planning Guidance

Delivering identified projects through a strategic transport fund

This is non-statutory supplementary guidance in support of the Aberdeen City and Shire Structure Plan 2009. On approval of the Strategic Development Plan (anticipated during the first half of 2014), it is intended that it would be re-published as statutory supplementary guidance. Amongst several aims, the structure plan seeks to create sustainable mixed communities and make the most efficient use of the transport network. To help achieve these aims, the structure plan identifies strategic growth areas as the main focus for development and includes several references to the link between the scale of new development proposed, the need to deliver new infrastructure and the requirement for developer contributions. These messages are reflected in the Proposed Local Development Plans (LDPs) in Aberdeen City and Aberdeenshire and supported by Scottish Government Circular 1/2009: Development Planning and 1/2010: Planning Agreements. Further information on the background to the guidance can be found in Appendix 1.

1. What is the purpose of this guidance?

1.1 The Aberdeen City and Aberdeenshire Cumulative Transport Appraisal (CTA) demonstrates that new development across the north-east will have an impact on transport infrastructure and that movements rely on a network of road, rail and public transport with a high degree of interdependency between the two council areas. A package of defined transport projects are identified by the CTA to mitigate the impacts of new development and the purpose of this guidance is to provide a mechanism for securing contributions from development to fund the delivery of this infrastructure. In doing so, this guidance will help deliver the development potential identified in the structure plan and ensure support for sustainable economic growth priorities in Aberdeen City and Aberdeenshire.

1.2 The projects include road and public transport interventions in a variety of locations where the cumulative impact of new housing and employment uses is likely to cause increased congestion. By sharing the financial burden widely across the region, no one development will be liable for the cost of a specific strategic project or delayed by its implementation. By being upfront about the mechanism for making contributions, developers will have greater certainty over strategic transport requirements.

2. Why is it being produced?

2.1 Good transport connections are essential to the economic prosperity of the region and the quality of life of the people who live and work here. The public sector has delivered, or is committed to delivering transport projects amounting to several hundred million pounds, such as the reopening of Laurencekirk Rail Station, Aberdeen Western Peripheral Route, Balmedie to Tipperty dualling, Third Don Crossing and park and ride sites. However, evidence from the CTA has shown that the impact of delivering the development opportunities identified in the LDPs will, over time, erode many of the benefits of these schemes. The CTA identified a number of locations where intervention is needed to mitigate the impact of new development. More detail on the CTA and package of interventions can be found in Appendix 2.

2.2 The structure plan directs development towards three strategic growth areas and makes it clear that the scale of development will bring about a need for new and improved infrastructure. It also expects that in some cases developers on a range of sites in both council areas will contribute to infrastructure where development has

wider effects. Developer contributions proportionate to the scale of new development will now be sought to meet the costs of this infrastructure.

3. Who will be expected to contribute?

3.1 The areas covered by this supplementary guidance are the strategic growth areas (SGAs) within the Aberdeen Housing Market Area (AHMA). All housing, business, industrial, retail and commercial leisure developments (subject to criteria) allocated to meet the structure plan allowances within these areas will be expected to make a contribution to strategic transport projects.. However, any appropriate proposal on an unallocated site within the AHMA will be liable to make a contribution.

3.2 Aberdeen and the SGAs nearest the city are highlighted in Figure 1, with specific allocations and intervention areas shown in Appendix 3. Within the local growth and diversification areas, the level of growth is related to local needs and development is unlikely to have an impact on the wider transport network; sites in such areas will not generally be expected to contribute. The requirements for contributions for each type of development are set out in Appendix 4. There may also be instances where a change of use application requires a contribution to the strategic transport fund.

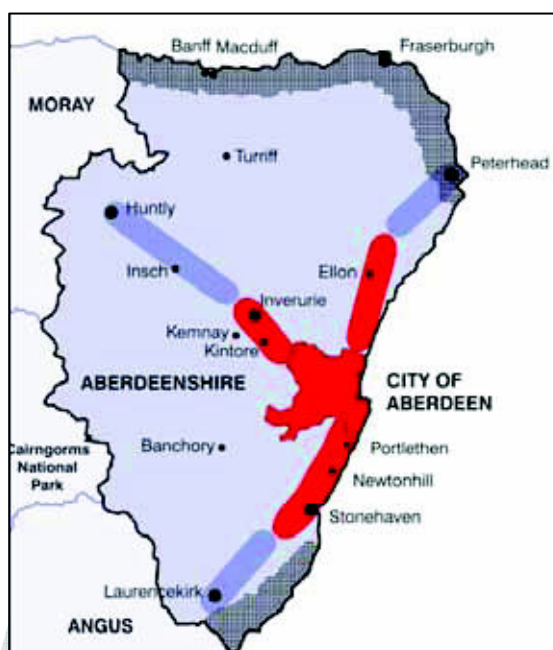


Figure 1: SGAs in the Aberdeen Housing Market Area

4. How much will the contributions be?

4.1 The appraisal work undertaken to date has been proportionate and based on the approach outlined within Transport Scotland's Development Planning and Management Transport Appraisal Guidance (DPMTAG). However, the potential interventions have not been fully considered in terms of Scottish Transport Appraisal Guidance (STAG), nor has feasibility or detailed engineering design work been undertaken. The precise details and cost of the projects are therefore not currently known, but must be based on previous experience until this is done. The councils may resolve to secure borrowing to allow up-front funding to develop and deliver some projects; costs associated with such borrowing will have to be repaid as monies accrue.

4.2 The contributions set out in Table 1 are based upon delivering the package of interventions identified in the CTA at an estimated cost of £86.6 million with the scale of development proposed up to 2023. These figures will be revisited at the beginning of each financial year and will take account of the Building Cost Information Service (BCIS) 'All In - Tender Price Index'. Contributions will be adjusted accordingly with immediate effect, but will not fall below the 2011/12 baseline figure. More details on the mechanism and a worked example are provided in Appendix 5.

Table 1: 2011/12 contribution levels

RESIDENTIAL			NON-RESIDENTIAL		
unit size	per unit	% weighting	use class	per hectare	% weighting
1 bedroom	£1,239	60%	Class 1	£74,412	120%
2 bedroom	£1,652	80%	Class 3	£62,010	100%
3 bedroom	£2,064	100%	Class 4	£86,814	140%
4 bedroom	£2,477	120%	Class 5	£55,809	90%
5 bedroom+	£2,890	140%	Class 6	£43,407	70%
			Class 7	£55,809	90%
			Class 11	£55,809	90%
Please note: the number of bedrooms will be calculated on the basis that a study or other non-public room could be used for that purpose			Please note: these classes are determined by The Town and Country Planning (Use Classes) (Scotland) Order 1997		

5. How and when will contributions be payable?

5.1 A planning obligation or other legal agreement will be used to secure contributions; these will be paid into a dedicated strategic transport fund. Developers will be allowed to defer payment of their contributions until such time as revenue begins to be generated by the site. For residential, first payments will be once 50% of the units applied for are complete and then based on quarterly completions in arrears. Mixed use and employment contribution payment dates can be negotiated with planning gain. Construction on many sites will take several years and in these situations contributions will continue to be linked to the Tender Price Index of construction costs over the duration of the build period.

5.2 On some sites it may be possible for a developer to make 'in kind' contributions to deliver a specific identified intervention; in these limited cases, obligations will be reduced accordingly. Due to the length of time it often takes to deliver strategic transport projects, there will be a requirement to hold contributions for a period of up to 20 years.

6. How will contributions be used?

6.1 Nestrans as the Regional Transport Partnership will hold and administer contributions in a strategic transport fund. As contributions are received they will be placed into a ring-fenced account. The monies in this account will only be available for delivering strategic transport projects in the identified locations, including detailed assessment, development and design work. An annual report will be published clearly setting out the balance sheet of the fund and the projects progressed during the year.

6.2 Recommendations about when to deliver each of the interventions will be based on a number of criteria. These include, the order of priority identified in the structure plan, scale and urgency of the problem and anticipated phasing of development. These will be agreed by the Nestrans Board following consultation with the councils, SDPA and Transport Scotland.

6.3 The location and scale of interventions required will only change following a thorough review of the CTA and through the Strategic Development Plan and / or Regional Transport Strategy. More details on the role of Nestrans, prioritisation, monitoring and review of the strategic transport fund can be found in Appendix 6.

Appendix One: The Background to the Supplementary Guidance

Link to the Structure Plan / Local Development Plans / Circular

The Aberdeen City and Shire Structure Plan was approved in August 2009 and sets the framework for growth by setting targets for the level of new housing and employment land to be allocated across the North East. The structure plan directs development towards 3 strategic growth areas within the North East:

- Aberdeen City
- Huntly to Laurencekirk
- Aberdeen to Peterhead

Paragraph 3.8 of the structure plan highlights that:

“Development in these areas will bring about a significant need for improvements to the infrastructure, including new primary and secondary schools, improvements to roads and railways, and new water and waste-sustainable mixed communities”.

Following publication of the structure plan both councils have prepared LDPs to include sites which reflect the development targets, and the aims and objectives, set out in the structure plan. In preparing their LDPs, both councils have taken a new approach to planning and delivering new development by establishing groups known as Future Infrastructure Requirements for Services (FIRS) Groups. These groups helped the councils to investigate the impact of development up-front, assess the capacity of existing infrastructure to accommodate new development, and thereby identify the new infrastructure required to fully mitigate the impact of development. In turn, this has allowed the development industry to be better informed on the infrastructure which will be required to support the delivery of each new development.

The approach taken by the councils reflects the government guidance set out in Circular 1/2010 Planning Agreements (paragraph 18) which states that:

“Planning agreements must be related in scale and kind to the proposed development. In assessing any contributions planning authorities may take into account the cumulative impact of development over time. The effect of such infrastructure investment may be to confer some wider community benefit but contributions should always be proportionate to the scale of the proposed development.”

This guidance provides the context for the approach taken by both councils towards infrastructure provision. The CTA takes account of the capacity of the transport network to accommodate new development and provides evidence that a number of transport-related mitigation measures are required but can not be attributed to the impacts of specific developments. On this basis, the SDPA, councils and key partners took a joint decision to find a mechanism for applying the costs of these cumulative items of infrastructure to new development allocated through the structure plan and subsequent LDPs. Fundamentally, this approach seeks to ensure that development in the future does not have a detrimental impact on the transport network.

Given the strategic nature of this work, which relates to both Aberdeen City and Aberdeenshire areas, it is felt that the structure plan provides the most appropriate channel to bring forward the proposed approach to cumulative infrastructure. It is proposed to publish supplementary guidance to the approved structure plan, which would enable both councils to reflect the approach in their emerging supplementary guidance prepared as part of the LDP.

DRAFT

Appendix Two: The Cumulative Transport Appraisal (CTA)

Nestrans, in partnership with the Strategic Development Planning Authority, Aberdeen City Council, Aberdeenshire Council and Transport Scotland commissioned a study to carry out a transport appraisal of the impact of development allocated in the emerging LDPs for Aberdeen City and Aberdeenshire. The study used modelling to consider the cumulative strategic transport impacts associated with the scale and distribution of development proposals.

The CTA has enabled, for the first time, a strategic overview of the impact of the proposals being outlined in the LDPs to be taken. The modelling process applies a range of transport infrastructure and planning and development information, along with anticipated changes in demographics and car ownership to calculate and forecast future levels of traffic and travel. The study focussed on the overall strategic and cumulative impacts of all developments on the road network as a whole and predicted the impacts of the full scale of development, as outlined in the emerging LDPs, in the year 2023.

As well as anticipated changes in demographics and car ownership, the appraisal work assumed a number of already committed and proposed transport schemes to also be in place by 2023. These included:

- Strategic rail – improved Edinburgh-Aberdeen, Aberdeen-Inverurie and Aberdeen-Inverness services;
- Laurencekirk rail station and rail service changes (now open);
- Grade separation on the A90 at Findon;
- A956 dual carriageway update (now complete);
- Union Street pedestrianisation and traffic management schemes;
- An A96-to-Aberdeen Airport Link Road;
- A90 Balmedie-Tipperty dualling;
- Aberdeen Western Peripheral Route;
- Proposed new Park & Ride sites and associated bus services;
- Haudagain Roundabout Improvements; and
- The 3rd Don Crossing.

With the scale of development proposed the appraisal showed that the implementation of the full structure plan allowances for housing and employment erodes the benefit achieved through the proposed (and in some cases already completed) transport interventions. Congestion is forecast to increase at some locations beyond current day levels, including locations on the A96, A944, A956 and A90 South.

To mitigate the identified impacts associated with development, a series of potential road and public transport interventions were identified and tested. The appraisal showed that this package of interventions can mitigate the traffic impacts associated with the structure plan and LDPs at strategic locations across Aberdeen and Aberdeenshire and is predicted to bring congestion levels back down to 2010 levels or better at many locations.

This package of high level options, set out in the table below, represents the scope and scale of intervention that may be required to accommodate the LDPs. They aim to mitigate the potential congestion impacts and improve the level of public transport accessibility at new developments.

Cumulative Infrastructure requirements

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.
Road Network (over and above local road infrastructure requirements)
North Aberdeen Parkway, Persley Bridge & Parkhill junction and capacity improvements
A96 corridor Capacity improvements & upgrade AWPR Kingswells North Junction
A944 Corridor Upgrade A944 junctions and safety / limited capacity improvements on access to A93
A956 / A90 Corridor Junction capacity improvements River Dee Link

It should be noted that the potential interventions identified above have not been fully considered in terms of Scottish Transport Appraisal Guidance (STAG) or subject to detailed engineering design and feasibility and a full appraisal of each location would still be required in order to identify a preferred option. Environmental assessments detailing the potential constraints associated with each intervention have also not been considered through the CTA.

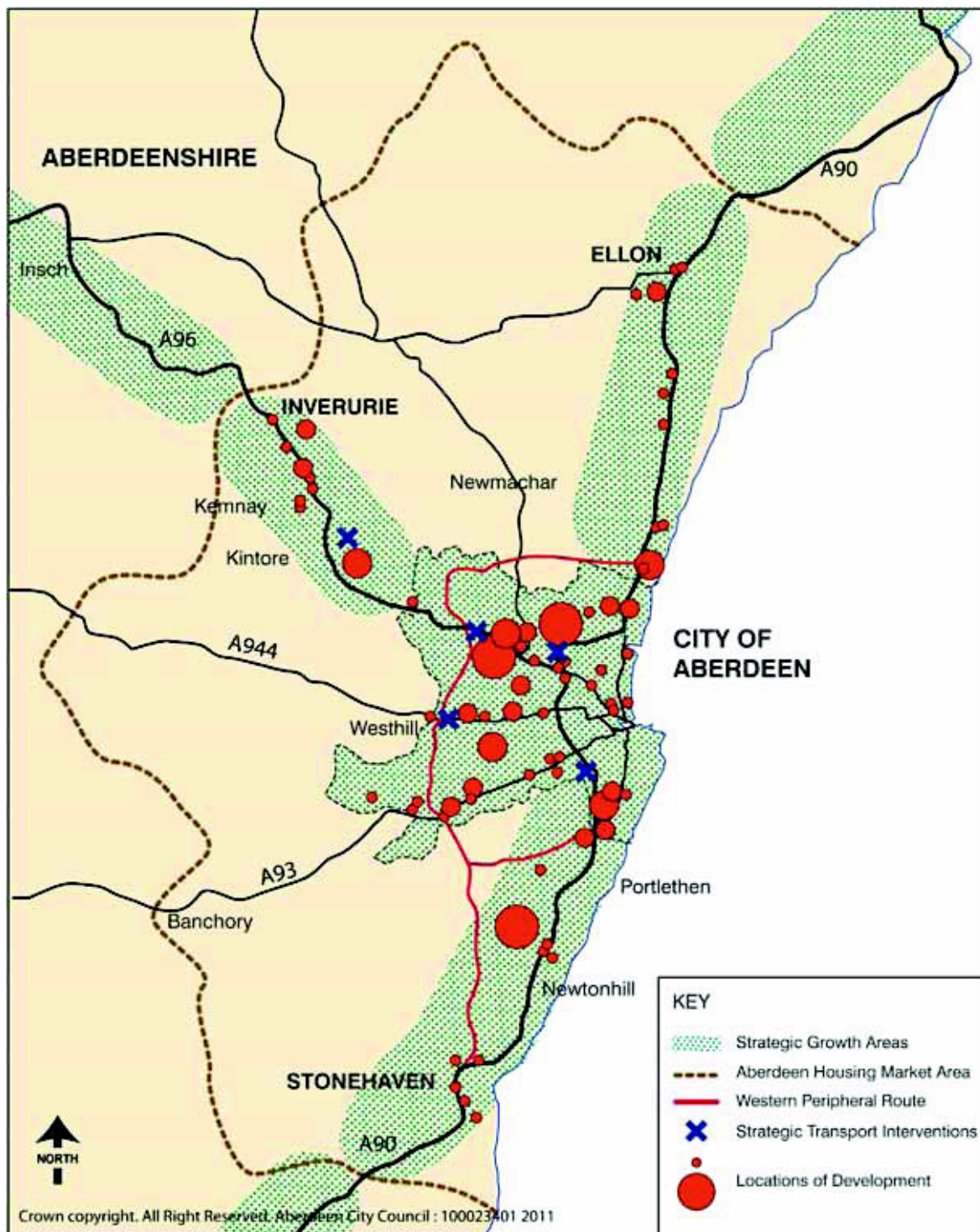
The study does however provide the evidence to enable a more informed view to be taken with regard to the potential cumulative, cross boundary effects of the Aberdeen City and Aberdeenshire Council's LDPs and the likely scale of intervention required to mitigate these impacts. The following conclusions can be made from the work that was undertaken:

1. The scale of development proposed in the structure plan, both the high growth allowance and the medium growth requirement scenarios, will have a significant impact on the transport network of the region, particularly in areas approaching and within the city.
2. There are a number of transport interventions already being delivered or in the pipeline, that have been shown will have a significant benefit on the transport network.
3. However, there will be areas across the network which will still cause major concerns with this scale of development in place.
4. A package of transport interventions has been shown to mitigate these impacts and further work will be required to bring these forward.

The full report of the CTA study can be found at:

www.nestrans.org.uk/db_docs/docs/LDP_Cumulative_Appraisal_Final_Report.pdf

Appendix Three: Distribution of Development and Intervention Areas



Note: The locations of development are indicative and do not include every site from the LDPs, small sites in particular may not appear on the diagram.

Appendix Four: The Requirements for Contributions

The requirement for contributions to the Aberdeen City and Aberdeenshire strategic transport fund will apply to housing, business, industrial, retail and commercial leisure developments in the strategic growth areas within the Aberdeen Housing Market Area boundary as set out in the table below.

Within the Local Growth and Diversification areas the level of growth is related to local needs and therefore development is unlikely to have an impact on the strategic transport network. Caveats are however included to capture contributions from any development proposals which are an exception to this rule.

Description of Development	Criteria and / or Threshold
<p>Residential (Use Class 9)</p> <p>Construction of buildings, structures or erections for use as residential accommodation.</p>	<p>All development proposals on allocated residential and mixed use sites in the Aberdeen City LDP and Aberdeenshire LDP within the Strategic Growth Area and Aberdeen Housing Market Area.</p> <p>All windfall development proposals in the strategic growth areas and Aberdeen Housing Market Area comprising 5 or more dwellings.</p> <p>All windfall development proposals in the Local Growth and Diversification Area and the Aberdeen Housing Market Area comprising 5 or more dwellings where an impact on the strategic transport network has been identified</p>
<p>Employment/Commercial (Use Classes 4, 5 and 6)</p> <p>Construction of a building, structure or other erection for use for any of the following purposes–</p> <p>(a) as an office; (b) for research and development of products or processes; (c) for any industrial process; or (d) for use for storage or as a distribution centre.</p>	<p>All development proposals on allocated mixed use and employment sites in the Aberdeen City LDP and Aberdeenshire LDP within the Strategic Growth Area and Aberdeen Housing Market Area.</p> <p>All windfall development proposals in the strategic growth areas and Aberdeen Housing Market Area where the gross floorspace of the building exceeds:</p> <p>(a) Class 4: Business 2,500 m² (b) Class 5: General Industrial 5,000 m² (c) Class 6: Storage, Distribution and Warehousing 10,000 m²</p> <p>All windfall development proposals in the Local Growth and Diversification Area in the Aberdeen Housing Market Area, where the above requirements are met and where an impact on the strategic transport network has been identified.</p>
<p>Food and Drink / Hotels / Assembly and Leisure (Use Classes 3, 7 and 11)</p> <p>Construction of a building, structure or other erection for use for any of the following purposes–</p> <p>(a) Cinema, Hotels and Conference Facilities (b) Leisure Facilities – e.g. casinos, bingo or dance halls. (c) Stadia</p>	<p>All development proposals in the Aberdeen Housing Market Area, both Strategic Growth Area and Local Growth and Diversification Area, where the gross floorspace of the building is or exceeds 1,000m² and an impact on the strategic transport network has been identified.</p>
<p>Retail (Use Class 1)</p> <p>Construction of a building, structure or erections for use for the retail sale of food and/or non food goods</p>	<p>All development proposals in the Aberdeen Housing Market Area, both Strategic Growth Area and Local Growth and Diversification Area, where the gross floorspace of the building is or exceeds 2,500 m² and an impact on the strategic transport network has been identified.</p>

Note: Use Classes 2 (Financial, professional and other services), 8 (Residential institutions) and 10 (Non-residential institutions) will not be liable for contributions.

Appendix Five: The Mechanism and a Worked Example

The mechanism to derive contributions is based upon feedback from both our residential and commercial customers, who believe it fair that contributions be sought from both residential and commercial developments.

The mechanism is based on delivery of 34,650 residential units and 243 ha of employment land in the period up to 2023. For simplicity the methodology works on a split of hectares residential development and hectares employment land:

Residential (ha)	34,650/30 units per ha	1,155 ha
Employment (ha)		243ha

This divides the contributions as follows:

Housing	1,155 ha	82.6%
Employment	243 ha	17.4%
Total	1,398 ha	

The package of strategic interventions will be costed and divided by this split. Currently estimated at £86,600,000 to fund the package of interventions, this would secure average contributions of £2,064 per house unit and £62,010 per hectare for non-residential uses.

Adjustments will be made depending upon the size of house units. A standard house unit is a 3 bed house, and the following adjustments will apply:

Dwelling size	% of average contribution
1 bed unit	60%
2 bed unit	80%
3 bed unit	100%
4 bed unit	120%
5 bed unit	140%

Commercial developments have been calculated using a matrix which takes into consideration trip generation from this land use, land values and the likely split of different uses within the 243 ha. This resulted in a weighting which has been applied to the different Use Classes Order, where the following adjustments will apply:

Use Class	% of per hectare contribution
Class 1 (Retail)	120%
Class 3 (Food and Drink)	100%
Class 4 (Business)	140%
Class 5 (General Industrial)	90%
Class 6 (Storage or Distribution)	70%
Class 7 (Hotels)	90%
Class 11 (Assembly and Leisure)	90%

Worked example

A development of 100 residential units with 3 ha employment site, within the Aberdeen Housing Market Area and within one of the strategic growth areas.

The 100 units comprise:

10 x 1 bed units @ £1,239 =	£12,390
30 x 2 bed units @ £1,652 =	£49,560
50 x 3 bed units @ £2,064 =	£103,200
10 x 4 bed units @ £2,477 =	£24,770
Total	£189,920

From the commercial sector, using 3 ha of employment land, which comprises:

2 ha of Class 4 use @ £86,814 =	£173,628
1 ha of Class 6 use @ £43,407 =	£43,407
Total	£217,035

Total contributions sought from this example:

Residential	£189,920
Commercial	£217,035
Total	£406,955

DRAFT

Appendix Six: The Role of Nestrans and Fund Management

North East Strategic Transport Fund Executive Group: This group will be a continuation of the group set up to develop this mechanism for developer contributions to strategic transport infrastructure and include representatives from:

- Nestrans
- Strategic Development Planning Authority
- Aberdeen City Council Planning and Transportation teams
- Aberdeenshire Council Planning and Transportation teams
- Planning Gain for Aberdeen City and Aberdeenshire Councils
- Transport Scotland

The decision making body for this work will be the Nestrans Board which comprises senior councillors from both Aberdeen City and Aberdeenshire Councils. All decisions made at the Nestrans Board would then be referred to the two councils and Transport Scotland for approval as the relevant roads and planning authorities.

Agreement of all recommendations being put forward to the Nestrans Board would be sought at the Executive group first to ensure that a partnership approach is maintained.

North East Strategic Transport Fund: Nestrans would hold and manage the strategic transport fund which would be ring-fenced to projects needed to address the cumulative impact of the LDPs and that have been identified through the CTA modelling process.

Contributions would be received into this fund from developers through the agreed developer contributions mechanism that is set out in this supplementary guidance.

Prioritisation and delivery

The areas for intervention, as identified in the CTA, will be prioritised based on priority corridors identified in the structure plan, scale and urgency of the problem and anticipated phasing of development. This process will include appropriate levels of consultation with recommendations agreed by the Nestrans Board and referred to the two councils for approval.

Further development of the strategic infrastructure requirements would be based on the agreed prioritisation and follow Scottish Transport Appraisal Guidance (STAG) methodology to appraise and help identify a preferred option. The commissioning / undertaking of this work will be managed by Nestrans with input from Transport Scotland, but there will likely be requirement to engage consultants and/or the two councils to carry out much of this work.

A STAG appraisal process will identify the problems, set objectives and set out and appraise the range of potential solutions. The results of this work will enable a recommendation to be made on a preferred solution for each identified hotspot. Nestrans would lead on this process in close consultation with the Executive Group, involving all partners, with recommendations on preferred schemes reported to the Nestrans Board and to the two councils and Transport Scotland as roads authorities.

Once decisions have been made on a preferred option each scheme will be required to go through detailed design and costing and the relevant planning and legal

processes. Project teams would be set up to manage the delivery of individual interventions.

Annual review and reporting

The Nestrans Board would be updated on a 6 monthly basis on progress towards developing and delivering strategic transport projects. All reports to the Nestrans Board are publicly available on the Nestrans website and will be made available to all stakeholders.

An annual report would be produced and reported to the Nestrans Board and subsequently referred to the two councils setting out:

- Actions and progress from the previous year;
- A financial report on the funding received into the strategic transport fund, what has been spent and on what;
- Actions and priorities for the coming year based on the prioritisation process and delivery plan.

A five year review will be undertaken which will re-run the CTA using ASAM and include the most up to date information available regarding population, travel to work patterns and development allocations. The priorities will be reviewed and re-assessed on the basis of this analysis to ensure that the priorities and projects remain valid. Any changes to the prioritisation would require to be approved by the Nestrans Board and the two councils.

The outcomes of the CTA work will be incorporated into the review of the Regional Transport Strategy and its subsequent reviews and also into the development and review of the Strategic Development Plan and LDPs, all of which will be subject to appropriate levels of public and stakeholder consultation. Reviews of the supplementary guidance would be tied in with reviews of the Strategic Development Plan. The aim of this is to ensure that the projects that are being taken forward are integrated into the wider strategic aims for the region and part of the overarching strategy for transport in the North East. The STAG process should also ensure that the options that are developed are in line with national, regional and local policy.

**ABERDEEN
CITY AND
SHIRE**

*Strategic Development
Planning Authority*

Delivering identified projects through a strategic transport fund

DRAFT SUPPLEMENTARY PLANNING GUIDANCE

A study of the cumulative impact of the development proposed in the current structure plan and the Aberdeen City and Aberdeenshire local development plans has identified the need for new transport projects in some areas in and around Aberdeen.

Draft supplementary planning guidance has been prepared which proposes an equitable way of funding these projects through developer contributions from sites coming forward for development.

This is an opportunity to comment on the draft guidance before it is considered for approval by the Strategic Development Planning Authority and both councils.

The draft guidance is available from our website and on request from the address below. It is also available to consult at public libraries and planning offices throughout the area during normal opening times. You should send your response to reach us by **18 November 2011** via our website, by email, letter or fax.

**Aberdeen City and Shire Strategic
Development Planning Authority,
Archibald Simpson House,
27 - 29 King Street, Aberdeen AB24 5AA,
tel: 01224 628210, fax: 01224 640517
team@aberdeencityandshire-sdpa.gov.uk
www.aberdeencityandshire-sdpa.gov.uk**

7 October 2011



This page is intentionally left blank

Appendix F

Extract from Audit Scotland Report

Key Messages

- Transport services for health and social care are fragmented and there is a lack of leadership, ownership and monitoring of the services provided. The Scottish Government, Regional Transport Partnerships, councils, NHS boards and the ambulance service are not working together effectively to deliver transport for health and social care or making best use of available resources.
- From the limited information available we have identified that over £93 million was spent in 2009/10 on providing transport to health and social care services. There is a considerable underestimate as data on costs, activity and quality is poor. The public sector will find it difficult to make efficient and effective use of available resources without this basic information.
- Joint working across the public sector and with voluntary and private providers is crucial for the successful and sustainable development of transport for health and social care. Improved joint planning could lead to more efficient services. There is scope to save money by better planning and management of transport for health and social care without affecting quality. Prior projects show scope for efficiencies but these lessons have not been applied across Scotland.
- Reducing or removing funding from transport services can have a significant impact on people on low incomes, older people and people with ongoing health and social care needs. But the potential effect of changes to services is not often assessed or monitored and alternative provision is not put in place. The public sector needs better information on individual needs and on the quality of the transport services they provide.

Key recommendations

The short-life working group on healthcare transport led by the Scottish Government should :

- Take account of the findings and recommendations of this report in its work.

The Scottish Government and partners should :

- Work together to clarify responsibilities for planning and delivering transport for health and social care and how these link together.

Partners (councils, NHS boards, Regional Transport Partnerships and the ambulance service) should :

- Collect routine and accurate data on the activity, cost (including unit costs) and quality of services they provide and routinely benchmark performance and costs to ensure resources are used efficiently.
- Assess the impact of proposed service changes on users and other providers of transport.
- Ensure that staff have up-to-date information about all transport options in their area and provide better information to the public about available transport options, eligibility criteria and charges.
- Integrate or share services where this represents more efficient use of resources and better services to users, including considering an integrated scheduling system.
- Ensure that transport for health and social care services is based on an assessment of need and that it is regularly monitored and evaluated to ensure value for money.
- Use the Audit Scotland checklist detailed in Appendix 3 of the full report to help improve planning, delivery and impact of transport for health and social care through a joined up, consistent approach.