

# Public Document Pack



To: Councillor Crockett, Convener; Councillor Milne, Vice-Convener; and Councillors Allan, Boulton, Corall, Cormie, Delaney, Finlayson, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson and Yuill.

Town House,  
ABERDEEN 11<sup>th</sup> March 2013

## **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, 19 MARCH 2013 at 2.00 pm.**

JANE G. MACEACHRAN  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **BUSINESS**

#### **1 REQUESTS FOR DEPUTATIONS**

There are none at present.

#### **2 DETERMINATION OF EXEMPT ITEMS OF BUSINESS**

2.1 Members are Requested to Resolve that any Exempt Business on this Agenda be Considered with the Press and Public Excluded

#### **3 MINUTE**

3.1 Minute of Previous Meeting of 22 January 2013 (Pages 1 - 20)

## **4** **MOTIONS**

### 4.1 Notice of Motion by Councillor Greig - Referred from Council on 19 December 2012 (Deferred from Meeting on 22 January 2013 in the Absence of Councillor Greig) (Pages 21 - 24)

“That the Council recognises and appreciated the key role that micro, small and medium sized local businesses, including shops and single traders in Aberdeen, as economic generators which play a major part in determining and enhancing the quality of life across the city.

That this Council undertakes a broad-ranging review to identify specific ways that the Council and its partners can work together to support and foster micro, small and medium sized business activity.

To this end, that the Council carries out a consultation exercise to enable micro, small and medium sized business people to have their say in identifying specific suggestions and proposals; and that a report is produced with recommendations for action.”

### 4.2 Notice of Motion by Councillor Thomson - Referred from Council on 6 March 2013 (Pages 25 - 26)

“Where trees fall into either TPO or Conservation area category and an application for removal has been submitted by private individuals, enhanced neighbour notification and consultation should be put in place. Before any work is carried out neighbours should be notified either in person or in writing, local public notices should be displayed and ward councillors should be given advance notice.”

### 4.3 Development of a Youth Employment Strategy - Motion by Councillor Townson (Pages 27 - 34)

### 4.4 Community Winter Self Help - Motion by Councillor Yuill (Pages 35 - 38)

## **5** **FINANCE**

### 5.1 2012-13 Revenue Budget Monitoring (Pages 39 - 48)

### 5.2 Capital Monitoring - Enterprise, Planning and Infrastructure Projects (Pages 49 - 54)

## **6** **ENTERPRISE**

### 6.1 Twinning and International Partnerships (Pages 55 - 74)

- 6.2 Procurement Procedures in Relation to Social Enterprises (Pages 75 - 78)
- 6.3 Bi-Annual Sector Skills Needs Audit (Pages 79 - 112)
- 6.4 Neighbourhood Community Business Pilot (Pages 113 - 118)
- 6.5 Skill Attraction (Pages 119 - 124)
- 6.6 Support for Local Employability Training Providers (Pages 125 - 130)

## **7 PLANNING AND SUSTAINABLE DEVELOPMENT**

- 7.1 Annual Report on Scotland's Climate Change Declaration (Pages 131 - 160)
- 7.2 Contributions to Environmental Bodies (Pages 161 - 174)
- 7.3 Environmental Noise Mapping and Action Planning (Pages 175 - 184)
- 7.4 Internal Waste Minimisation Policy (Pages 185 - 226)
- 7.5 Review of the Aberdeen Local Development Plan (Pages 227 - 240)
- 7.6 Grandhome Development Framework (Pages 241 - 276)
- 7.7 Strategic and Local Transportation Projects Update Report (Pages 277 - 326)
- 7.8 Supplementary Guidance - Wind Turbine Development in Aberdeen City (Pages 327 - 368)
- 7.9 Technical Advice Note - The Repair and Replacement of Windows and Doors (Pages 369 - 424)

## **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 425 - 440)

- 8.2 Proposal to Introduce a 40MPH Speed Limit on a Length of the C128C Kingswells to Cults Road - Initial Statutory Consultation (Pages 441 - 448)

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

- 8.3 Traffic Orders at the Final Stage of the Statutory Process (Pages 449 - 456)
- 8.4 The Bush, Peterculter, Aberdeen (Prohibition of Driving Order) (Pages 457 - 472)
- 8.5 North Grampian Circle, South Grampian Circle, Aberdeen (One-Way Order) (Pages 473 - 476)

**OTHER INFRASTRUCTURE, ROADS AND PARKING ISSUES**

- 8.6 Permit Misuse Policy (Pages 477 - 482)
- 8.7 Car Parking Charges 2013-14 (Pages 483 - 488)
- 8.8 Golden Square - Parking Charges and Waiting Times (Pages 489 - 494)
- 8.9 Consultation on the Proposed Disabled Persons' Parking Badges (Scotland) Bill (Pages 495 - 502)
- 8.10 Review of Charges for Street Occupations (Pages 503 - 512)
- 8.11 The Green Townscape Heritage Initiative Public Realm Streetscape - Additional Works (Pages 513 - 518)
- 8.12 Roads and Transport Related Capital Budget Programme (Pages 519 - 538)

**9 COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST**

- 9.1 Committee Business Statement (Pages 539 - 556)
- 9.2 Motions List (Pages 557 - 564)

**10 ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE**

- 10.1 Aberdeen Heat and Power Subsidiary Company (to follow)
- 10.2 Marischal College - Broad Street Entrance Improvements (Pages 565 - 568)
- 10.3 Roads and Transport Related Capital Budget Programme - Appendix (Pages 569 - 582)

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

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## ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 22 January 2013. Minute of Meeting of the ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Crockett, Convener; Councillor Milne, Vice-Convener; and Councillors Allan, Boulton, Delaney, Lesley Dunbar (as substitute for Councillor Corall), Finlayson, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson, Townson (as substitute for Councillor Cormie), Young (as substitute for Councillor Boulton from article 24) and Yuill.

Also in attendance: Councillor Malone (for article 4) and Councillor Stewart (for articles 6 and 7).

The agenda and reports associated with this minute can be found at:-  
<http://councilcommittees/ieListDocuments.aspx?CId=140&MId=2524&Ver=4>

### DETERMINATION OF EXEMPT ITEMS OF BUSINESS

1. Prior to considering the matters before the Committee, the Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for articles 30 and 31 so as to avoid disclosure of exempt information of the class described in paragraph 8 (article 30), and 6 (article 31) of Schedule 7(A) to the Act.

The Committee also resolved to exclude the press and public to consider a report which was under embargo (article 32).

### MINUTE OF PREVIOUS MEETING OF 6 NOVEMBER 2012

2. The Committee had before it the minute of its previous meeting of 6 November, 2012.

#### The Committee resolved:-

- (i) in relation to article 5 (West Huxterstone, Kingswells Masterplan), to request that officers ensure that the Community Council receives a full set of documentation and that any specific instances of this not happening to be reported to the Head of Planning and Sustainable Development;
- (ii) in relation to article 38(i) (Motions List – Motion by Councillor Yuill – Snow Clearing), to request that officers ensure that a report is submitted to the next meeting of the Committee; and
- (ii) to otherwise approve the minute.

### MINUTE OF SPECIAL MEETING OF 6 DECEMBER 2012

3. The Committee had before it the minute of the Special Meeting of the Committee on 6 December, 2012.

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**The Committee resolved:-**  
to approve the minute.

**NOTICE OF MOTION BY COUNCILLOR MALONE - REVIEW OF RURAL SPEED LIMITS IN COUNTESSWELLS, BAILLIESWELLS AND BLACKTOP AREA - EPI/13/004**

4. In terms of Standing Order 21, the Committee had before it the following motion by Councillor Malone which had been referred from Council at its meeting on 19 December, 2012:-

"In view of the recent decision to reduce the speed limit from the Kingswells roundabout to Blacktop from 60mph to 40mph, that officers be instructed to report on the implications of this for the neighbouring rural network including Countesswells Road, Kirk Brae and Baillieswells Road, and on the need to ensure consistency of speed limits in the area, instruct the Director of Corporate Governance and Head of Finance to identify an appropriate budget from which to fund any works which officers may propose."

The Committee had before it a background report by the Director of Enterprise, Planning and Infrastructure which provided information and details relating to the local rural road network within the Countesswells/Baillieswells/Blacktop area and matters related to a speed limit assessment.

In light of the decision taken by the Committee in relation to the Kingswells roundabout to Blacktop, Councillor Malone sought the Committee's approval to amend her Notice of Motion by inserting the words "to begin the statutory consultation process" following the word "decision."

The Committee agreed to the request, following which, Councillor Malone formally moved her motion and explained the rationale behind her request.

**The Committee resolved:-**

- (i) to adopt the motion, subject to amending the wording, referred to above; and
- (ii) that a report be submitted exploring the potential for installation of speed reduction signs in the areas referred to, and that this include all associated financial implications.

**NOTICE OF MOTION BY COUNCILLOR GREIG - SUPPORT FOR SMALL AND MEDIUM ENTERPRISES**

5. In terms of Standing Order 21, the Committee had before it the following motion by Councillor Greig which had been referred from Council at its meeting on 19 December, 2012:-

"That the Council recognises and appreciated the key role that micro, small and medium sized local businesses, including shops and single traders in Aberdeen,



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as economic generators which play a major part in determining and enhancing the quality of life across the city.”

That this Council undertakes a broad-ranging review to identify specific ways that the Council and its partners can work together to support and foster micro, small and medium sized business activity.

To this end, that the Council carries out a consultation exercise to enable micro, small and medium sized business people to have their say in identifying specific suggestions and proposals; and that a report is produced with recommendations for action.”

**The Committee resolved:-**

to defer consideration of this item until the next meeting of the Committee in terms of Standing Order 21(4).

**MOTION BY COUNCILLOR JENNIFER STEWART - REMOVING/ ENDING ON STREET SUNDAY PARKING CHARGES - EPI/12/307**

6. With reference to article 7 of the minute of meeting of 11<sup>th</sup> September, 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure relating to a motion submitted by Councillor Jennifer Stewart relating to the on-street parking charges in the city centre, specifically relating to Sundays.

**The report recommended:-**

that the Committee agree that no further action should be taken with regard to the removal of the on-street Sunday car parking charges.

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

that the recommendations contained within the report be approved.

Councillor Jennifer Stewart, seconded by Councillor Delaney moved as an amendment:-

to remove on-street car parking charges on Sundays.

Councillor McCaig, seconded by Councillor Townson moved a further amendment:-

to instruct officers to prepare a report on the feasibility and cost of undertaking a full scale review of parking policies in the city taking into account the impact this has on transportation policy and economic development.

In terms of Standing Order 12(9) a division between the two amendments was taken.

On a division, there voted:- for Councillor Jennifer Stewart's amendment (5) – Councillors Boulton, Delaney, Finlayson, Jennifer Stewart and Yuill; for Councillor McCaig's amendment (5) – Councillors Dunbar, Jaffrey, MacGregor, McCaig and

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Townson; declined to vote (6) – the Convener, the Vice-Convener and Councillors Allan, Grant, Jean Morrison MBE and Thomson.

There being an equality of votes between the two amendments, the Convener exercised his casting vote in favour of Councillor Stewart's amendment.

On a division, there voted:- for the motion (8) – the Convener, the Vice-Convener and Councillors Allan, Boulton, Finlayson, Grant, Jean Morrison MBE and Thomson; for the amendment by Councillor Jennifer Stewart (3) – Councillors Delaney, Jennifer Stewart and Yuill; declined to vote (5) – Councillors Dunbar, Jaffrey, MacGregor, McCaig and Townson.

**The Committee resolved:-**  
to adopt the motion

**MOTION BY COUNCILLOR JENNIFER STEWART - DEVELOPMENT MANAGEMENT SUB-COMMITTEE SCHEDULED MEETINGS IN JULY - CG/13/007**

7. With reference to article 11 of the minute of the previous meeting of 6<sup>th</sup> November 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure relating to a motion by Councillor Jennifer Stewart relating to the scheduling of meetings of the Development Management Sub-Committee

**The report recommended:-**

that the Committee agree to continue the practice of holding meetings of the Development Management Sub-Committee in July in order to demonstrate sustained improvement in planning performance in terms of time taken to determine planning applications as required by the Scottish Government.

The Vice-Convener, seconded by Councillor McCaig, moved:-  
that the recommendation contained within the report be approved.

Councillor Jennifer Stewart, seconded by Councillor Delaney, moved as an amendment:-

to recommend to Council in determining the diary for future years, that meetings of the Development Management Sub-Committee are not held in the month of July.

On a division, there voted:- for the motion (11) – the Convener, the Vice-Convener and Councillors Allan, Dunbar, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson and Townson; for the amendment (5) – Councillors Boulton, Delaney, Finlayson, Jennifer Stewart and Yuill.

**The Committee resolved:-**  
to adopt the motion.

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**JOINT MOTION BY COUNCILLORS YUILL, DELANEY AND MALONE - REGULATORY REGIME FOR LOCAL BUS SERVICES - EP/12/281**

8. With reference to article 9 of the minute of meeting of 11<sup>th</sup> September 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure relating to a joint motion submitted by Councillors Yuill, Delaney and Malone which proposed changes to the regulatory regime for local bus services.

**The report recommended:-**

that the Committee request the Convener of Enterprise, Planning and Infrastructure to write to the Scottish Government welcoming the commencement of discussions and consultation on legislative changes to local bus services and requests continued involvement to identify improvements to legislation that will help to improve competition, grow patronage, make improvements in service quality and encourage modal shift.

Councillor Yuill, seconded by Councillor Delaney, moved:-

to request the Convener of Enterprise, Planning and Infrastructure to write to the United Kingdom and Scottish Governments and Aberdeen City MPs and MSPs calling for a change in the regulatory regime for bus operators providing scheduled public services to introduce a “public service obligation” which would require any bus operator providing more than 50% of the bus services in a particular local authority area to provide a basic level of bus service (including in evenings and at weekends) to communities across that local authority area.

The Vice-Convener, seconded by the Convener, moved as an amendment:-

to request the Leader of the Council to write to the United Kingdom and Scottish Governments and Aberdeen City MPs and MSPs welcoming the commencement of discussions and consultation on legislative changes to local bus services and requesting continued involvement to identify improvements to legislation that will help to improve competition urgently, grow patronage, make improvements in service quality and encourage modal shift.

On a division, there voted:- for the motion (2) – Councillors Delaney and Yuill; for the amendment (13) – the Convener; the Vice-Convener and Councillors Allan, Boulton, Dunbar, Finlayson, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson and Townson.

**The Committee resolved:-**

to adopt the amendment.

**MOTION BY COUNCILLOR YUILL - RESTRICTIONS THAT WOULD PREVENT HEAVY OR LARGE GOODS VEHICLES FROM USING BROOMHILL ROAD AS A THROUGH ROUTE - EPI/12/285**

9. With reference to article 12 of the minute of meeting of 13<sup>th</sup> September, 2011, the Committee had before it a report by the Director of Enterprise, Planning and

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Infrastructure relating to a motion by Councillor Yuill, which provided details of the updated survey data for Broomhill Road.

**The report recommended:-**

that the Committee –

- (a) note the contents of this report and agree that the results of this most recent surveys on Broomhill Road confirm that the:-
  - (1) proportion of HGV's travelling along Broomhill Road is not excessive;
  - (2) speeds are appropriate for the layout and nature of the road;
  - (3) daytime parking does not generally obstruct the passage of vehicles on this major route into the city;
- (b) agree that no further action be taken and that officers continue to monitor the traffic flows on Broomhill Road in line with the normal traffic management operations.

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

Councillor Yuill, seconded by Councillor Delaney, moved as an amendment:-  
that, in view of the long standing and continued concerns of the local community about inappropriate use of Broomhill Road by HGV's, this Committee agrees to instruct officers to report to the next meeting of this Committee on the implementation of an "except for access" weight or width restriction on Broomhill Road between South Anderson Drive and Holburn Street and the financial implications of that.

On a division, there voted:- for the motion (13) – the Convener , the Vice-Convener and Councillors Allan, Boulton, Dunbar, Finlayson, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson and Townson; for the amendment (2) – Councillors Delaney and Yuill.

**The Committee Resolved:-**

to adopt the motion.

**CAPITAL MONITORING - ENTERPRISE, PLANNING & INFRASTRUCTURE PROJECTS - EPI/12/283**

**10.** 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.

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**The Committee resolved:-**

to approve the recommendation.

**2012/13 REVENUE BUDGET MONITORING - EPI/12/264**

11. 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 along with forecast outturns for the services which related to the Committee and advised on any areas of risk and management action.

**The report recommended:-**

that the Committee –

- (a) note this report on the performance to date and the forecast outturn and the information on risks and management action that is 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) instructs officers to report, in due course, on the actual outturn compared to budget following completion of the 2012/13 financial statements.

**The Committee resolved:-**

to approve the recommendations.

**TWINNING & INTERNATIONAL PARTNERSHIPS - EPI/12/268**

12. With reference to article 18 of the minute of its previous meeting of 6 November, 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval of applications for financial assistance from the International Twinning Budget 2012/13.

**The report recommended:-**

that the Committee approve the following applications –

- (a) £2,246 contribution towards the visit of a group of 15 English pupils and 2 teachers from Von Muller Gymnasium Regensburg to Aberdeen as part of their social enterprise project to donate money to an Aberdeen charitable organisation who have the same kind of motivations and targets as the Regensburg group, based on the idea of mutual help and understanding, Aberdeen, 8<sup>th</sup> February to 12<sup>th</sup> February 2013;
- (b) £4,300 contribution towards the visit of pupils and teachers from Jean Jaures Ecole, Clermont-Ferand to Manor Park Primary, Aberdeen, 24<sup>th</sup> June to 28<sup>th</sup> June, 2013;
- (c) £7,000 contribution towards the visit of Aberdeen Girl Guiding to the National Scout Jamboree Event in Stavanger, 6<sup>th</sup> July to 13<sup>th</sup> July, 2013;
- (d) £3,170 contribution towards the visit of a group of school pupils of Gymnasium 71, Gomel to Kincorth Academy, Aberdeen, 4<sup>th</sup> to 14<sup>th</sup> October, 2013; and

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- (e) £2,500 contribution towards the educational and cultural visit of a group of 21<sup>st</sup> Aberdeen Scouts (Cults) to Gomel, Belarus, 9<sup>th</sup> to 16<sup>th</sup> October 2013.

**The Committee resolved:-**

to approve the recommendation.

**SPONSORSHIP OF BUSINESS AWARDS - EPI/12/261**

13. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval of proposals by the Economic and Business Development team to sponsor business awards in 2013/2014.

**The report recommended:-**

that the Committee -

- (a) approve the proposals by the Economic and Business Development team to sponsor business awards, as detailed in the report and appendix one, in 2013/14; and
- (b) receive an annual report on the impact of this activity.

**The Committee resolved:-**

to approve the recommendations.

**COMMUNITY FESTIVE FUND - 2011 AND 2012 - EPI/12/270**

14. With reference to article 16 of the minute of meeting of 11<sup>th</sup> September, 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided information in relation to the Community Festive Fund and in particular, the benefits, previous and present uptake figures with geographical spread and what the grants were used for.

**The report recommended:-**

that the Committee -

- (a) note the content of this report;
- (b) note the variety of groups and organisations throughout the city that have benefitted from the fund; and
- (c) approve the recommendation to grant funding to the same group or organisation for a maximum of 3 consecutive years before sitting out a year.

**The Committee resolved:-**

- (i) to approve the recommendations;
- (ii) that officers ensure that applicants are notified as early in the year as possible; and
- (iii) to note that funding would only be awarded to organisations where an application has been submitted.

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**INTERNATIONAL TRADE PLAN 2013-2014 - EPI/12/260**

**15.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval for the Council's planned international trade development activities for 2013/2014, and in particular the attendance at overseas trade events, in order to help deliver the economic development priorities of the Smarter Aberdeen vision.

**The report recommended:-**

that the Committee -

- (a) approve the report and the activities described therein, subject to their approval by the Scottish Government in the normal manner;
- (b) approve the relevant travel by officers and elected members for the activities as described in the appendix;
- (c) receive a bulletin report on each event undertaken in the plane; and
- (d) receive a presentation on the findings of the 2012 International Trade Survey at the next Committee (19 March 2013).

**The Committee resolved:-**

to approve the recommendations.

**ABERDEEN DIGITAL CONNECTIVITY UPDATE REPORT - EPI/12/310**

**16.** With reference to article 17 of the minute of the previous meeting of 6 November 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update in relation to the progress of Aberdeen's Super Connected Cities Programme Bid for Urban Broadband Funding from the Department of Culture, Media and Sport.

**The report recommended:-**

that the Committee -

- (a) note the contents of the report;
- (b) agree that officers should undertake the necessary procurements to secure suitable private sector development partners to implement the city wireless, voucher scheme, white area in-fill and open access broadband projects outlined in the Accelerate Aberdeen proposal document within the plan up to the value of £28.5M as described in section 2 of this paper;
- (c) agree that officers ensure a formal funding agreement between Aberdeen City and Aberdeenshire Council is put in place;
- (d) agree that officers to obtain both Councils agreement to recruit a Head of Broadband Delivery and Broadband Delivery Project Manager to oversee delivery of the Accelerate Aberdeen Programme to December 2014;
- (e) agree the availability of the required budget which is part of ACC's overall contribution to this project for these shared posts once agreement is obtained; and

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- (f) refers these decisions to the Finance and Resources Committee for their endorsement.

**The Committee resolved:-**

to approve the recommendations.

**ABERDEEN LOCAL DEVELOPMENT PLAN - DEVELOPMENT PLAN SCHEME - EPI/12/257**

17. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the first Development Plan Scheme for the next Aberdeen Local Development Plan which was a requirement of the Planning etc, (Scotland) Act 2006 and must be reviewed annually and submitted to Scottish Ministers. The report set out the detailed timetable and programme for the preparation and adoption of the Local Development Plan.

**The report recommended:-**

that the Committee –

- (a) approve the adoption of the Local Development Plan Scheme, its publication (including electronically) and sending it to Scottish Ministers; and
- (b) approve sending it to, or informing, the key agencies and consultees.

**The Committee resolved:-**

to approve the recommendations.

**ABERDEEN LOCAL DEVELOPMENT PLAN POLICY ON AFFORDABLE HOUSING REQUIREMENTS FOR NEW DEVELOPMENT - EPI/12/277**

18. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided details of the current Local Development Plan policy that sets out the requirements for affordable housing for new developments and sets out a proposal for the Committee to consider with the intention of maximising affordable housing provision through the implementation of the policy.

**The report recommended:-**

that the Committee agree for officers in Planning and Sustainable Development to consult on proposals to amend the commuted payment and report back to this Committee with the results of this consultation with a proposed figure or method of calculation to be agreed.

**The Committee resolved:-**

to approve the recommendations.



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**ADOPTION OF SUPPLEMENTARY GUIDANCE IN SUPPORT OF THE ABERDEEN LOCAL DEVELOPMENT PLAN - EPI/12/262**

**19.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which outlined the results of several consultation periods that have been carried out on five draft supplementary guidance documents in support of the Aberdeen Local Development Plan as follows:-

- (1) BP Headquarters Complex Development Brief;
- (2) Friarsfield Development Framework;
- (3) Loirston Development Framework;
- (4) Maidencraig Masterplan; and
- (5) Oldfold Development Framework.

**The report recommended:-**

that the Committee –

- (a) note the representations received on the draft supplementary guidance documents;
- (b) approve appendix 1, which includes officers' responses to representations received and any necessary actions to the draft Supplementary Guidance documents; and
- (c) agree for officers to send the requested finalised Supplementary Guidance documents to be ratified by the Scottish Government.

**The Committee resolved:-**

- (i) to approve the recommendations;
- (ii) to instruct officers to undertake a site visit to investigate flooding issues near Lewis Court and confirm whether a potential site for a primary school development has been included within the Maidencraig Masterplan, in light of the Committee's decision of 6 November 2012; and
- (iii) to record Councillor Finlayson's concerns that the Loirston Development Framework had been produced by the developer and that it had not been amended to take account of the Community Council's comments.

**STRATEGIC AND LOCAL TRANSPORTATION PROJECTS UPDATE REPORT - EPI/12/263**

**20.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on various strategic and local transportation projects within Aberdeen City and the wider area.

**The report recommended:-**

that the Committee –

- (a) note the contents of the report;
- (b) endorse development through Nestrans as outlined in section 5 of the report, including Board decisions and progress on the 2012/13 programme of works;

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- (c) approve a programme for the refresh of the Aberdeen Local Transport Strategy and instruct officers to begin the process and to routinely report on progress;
- (d) agree to Aberdeen City Council participating in 'In Town Without My Car Day 2013' and instruct officers to proceed with the necessary road closure on Sunday 22<sup>nd</sup> September 2013;
- (e) note the outline results from the pedestrian footfall surveys, on-street interviews, online survey and stakeholder workshops undertaken as part of the development of a Sustainable Urban Mobility Plan (SUMP) for Aberdeen;
- (f) inform officers if members would like, either individually or as a group, a presentation on the full results of the SUMP consultation once these have been fully analysed; and
- (g) approve the summary draft response to the Cycling Action Plan for Scotland refresh and instruct officers to submit a full and formal response to the Scottish Government on behalf of Aberdeen City Council.

### **The Committee resolved:-**

- (i) to approve the recommendations;
- (ii) that a presentation on the full SUMP consultation be delivered for members;
- (iii) that a briefing session be arranged for members in terms of the various schemes currently being considered for the Bridge of Dee, which would also include information relating to the Scottish Transport Appraisal Guidance;
- (iv) to instruct officers to provide additional detail to Councillor Allan in relation to Core Path 78: Coastal Path; and
- (v) to instruct officers to confirm with Councillor Delaney that the bus lane enforcement cameras on the Lang Stracht would be able to detect contraventions in both directions.

### **VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT ASSOCIATED PROPOSALS (NEW WORKS) - EPI/12/305**

**21.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure relating to various small scale traffic management measures identified by officers, residents, local members, emergency services, etc and verified as necessary through surveys by officers. The report also outlined proposals associated with new developments as part of the development management process. Finally, the report included 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.

The report related to proposals at the following locations in the city:-

- Proposals to be funded from Cycling, Walking and Safer Streets budget -  
 Auchinyell Gardens;  
 Broadfold Road;  
 Cloverhill Road;  
 Duthie Park;  
 Eday Road;

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- Gray Street;  
Justice Street;  
Mill Court;  
Powis Lane;  
Riverside Drive (Riverside House);  
Palmerston Road/Poynerook Road – Proposed Car Club Parking Spaces;
- Proposals to be funded by the Developer -  
Burnside Road;  
Riverside Business Park, North Esplanade West;
  - Proposals to be funded from the Disabled Parking Revenue budget –  
Various On-Street Parking (10 spaces); and  
Various Off-Street Parking (1 space).

**The report recommended:-**

that the Committee –

- (a) approve the proposals in principle;
- (b) decline the suggested action from the Licensing Committee to implement 'Maximum stay' parking on Cloverhill Road and forward the Minute of this item to that Committee for information;
- (c) instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in the report. If no significant objections were received, then progress with the public advertisement and report the results to a future meeting of this Committee; and
- (d) 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.

**The Committee resolved:-**

to approve the recommendations contained within the report.

**INFORMAL CONSULTATION FOR TRAFFIC CALMING IN THE NEIGHBOURING STREETS AROUND THE OAKBANK RESIDENTIAL DEVELOPMENT - MID STOCKET ROAD - EPI/12/275**

**22.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which outlined the results of an informal consultation, carried out by letter drop along with speed surveys on streets proposed for traffic calming measures surrounding the new residential development at Oakbank, Midstocket Road, Aberdeen.

**The report recommended:-**

that the Committee –

- (a) note the content of the report and the results of the informal consultation and speed survey exercise; and

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- (b) instruct officers not to proceed with the implementation of traffic calming measures for this development.

**The Committee resolved:-**

to approve the recommendations.

**THE BUSH, PETERCULTER - PROPOSED ROAD CLOSURE - EPI/12/276**

**23.** With reference to article 6 of the minute of meeting of 31 May, 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure, which provided details of the proposed road closure on The Bush, Peterculter. The report also advised on the requirement to revise the previous decision by Committee and re-commence the last stage of the legal process for the required Traffic Regulation Order.

**The report recommended:-**

that the Committee rescind the previous decision by the Enterprise, Planning and Infrastructure Committee on 31 May, 2012 and therefore instruct officers to advertise the new location and to report back on the outcome to a future meeting of this Committee.

**The Committee resolved:-**

to approve the recommendation.

**FORRESTERHILL AND GARTHDEE - PROPOSED REVISIONS TO ON-STREET PARKING CHARGES - EPI/12/280**

**24.** With reference to article 4 of the minute of meeting of 15 March, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on (1) the proposed pricing structure for the Forresterhill and Garthdee on-street parking zones; (2) consultation carried out with the businesses within the Forresterhill Zone; and (3) the review of the NHS Grampian's new parking scheme recently implemented within the Forresterhill campus.

**The report recommended:-**

that the Committee –

- (a) note the content of the report and the impact of review of the recently implemented changes at the NHS Grampian's Forresterhill campus; and  
(b) instruct officers to increase the charges in accordance with Option 1 (5.4.1 of the report refers) and advertise the changes by street notice;

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

that the recommendations contained within the report be approved.

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Councillor Delaney, seconded by Councillor Yuill, moved as an amendment:-  
that the Committee –

- (1) recognises the need to address long term commuter parking in these zones;
- (2) acknowledge the difficulties faced by low paid NHS staff travelling to the Forresterhill site and their contribution to the health and wellbeing of our citizens; and
- (3) defers a final decision on this report for one cycle to allow for consultation with NHS Grampian on the detailed implementation of a 'season ticket' type parking scheme for their staff and any associated financial implications.

On a division, there voted:- for the motion (8) – the Convener, the Vice -Convener and Councillors Allan, Finlayson, Grant, Jean Morrison MBE, Thomson and Young; for the amendment (7) – Councillors Dunbar, Delaney, Jaffrey, MacGregor, McCaig, Townson and Yuill.

**The Committee resolved:-**

to adopt the motion.

### **RESTRICTIONS THAT WOULD PREVENT HEAVY GOODS VEHICLES FROM USING MORNINGSIDE ROAD, CRANFORD ROAD AND DUTHIE TERRACE AS THROUGH ROUTES - EPI/12/304**

**25.** With reference to article 8 of the minute of meeting of 31 May, 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update in relation to recent surveys that have been carried out to monitor the volume of HGV's using Morningside Road, Cranford Road and Duthie Terrace.

**The report recommended:-**

that the Committee as a result of the low volume of Heavy Goods Vehicles using these roads, instructs officers to cease annual surveys and monitor these roads in line with general traffic management priorities.

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

that the recommendation contained within the report be approved.

Councillor Yuill, seconded by Councillor Delaney, moved as an amendment:-

that, in view of the long-standing and continued concerns of residents about inappropriate use by HGV's on Morningside Road, Cranford Road and Duthie Terrace as through routes, this Committee agrees to instruct officers to report to the next meeting of this Committee on the implementation of an 'except for access' weight or width restriction on Morningside Road, Cranford Road and Duthie Terrace and the financial implications of that.

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On a division, there voted:- for the motion (13) – the Convener, the Vice-Convener and Councillors Allan, Dunbar, Finlayson, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson, Townson and Young; for the amendment (2) – Councillors Delaney and Yuill.

**The Committee resolved:-**

to adopt the motion.

### PROPOSED GARTHDEE CONTROLLED PARKING ZONE EXTENSION - EPI/12/314

**26.** With reference to article 5(ii) of the minute of meeting of the Development Management Sub-Committee of 18 March 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided details of an informal consultation by letter drop carried out on streets proposed for inclusion within an extension to the existing Garthdee Controlled Parking Zone.

**The report recommended:-**

that the Committee -

- (a) note the results of the informal consultation exercise; and
- (b) instruct officers to monitor the parking impact in the area following the opening of the expanded Robert Gordon University campus and report findings to the Committee with further recommendations pertaining to the implementation of the Controlled Parking Zone.

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

that the recommendations contained within the report be approved.

Councillor Delaney, seconded by Councillor Yuill, moved as an amendment:-

that the Committee agrees recommendations 1 and 2 and further agrees to instruct officers to report to a future meeting of this Committee on measures necessary to tackle the problem of parking on pavements in Garthdee and Kaimhill, in particular near the junction of Pitmedden Crescent and Pitmedden Terrace.

On a division, there voted:- for the motion (13) – the Convener, the Vice-Convener and Councillors Allan, Dunbar, Finlayson, Grant, Jaffrey, MacGregor, McCaig, Jean Morrison MBE, Thomson, Townson and Young; for the amendment (2) – Councillors Delaney and Yuill.

**The Committee resolved:-**

to adopt the motion.

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### MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item of business be considered as a matter of urgency as the Committee had instructed that the report be submitted to this meeting.

### MARKET STREET/GUILD STREET JUNCTION - RATIONALISATION OF TURNING MOVEMENTS TO IMPROVE CAPACITY - EPI/13/009

27. With reference to article 36 of the minute of the previous meeting of 6 November 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which outlined the results of the trial to temporarily ban the movement of vehicles westbound from Virginia Street into Guild Street over the period from 26 November 2012 to date.

#### **The report recommended:-**

that the Committee –

- (a) instruct the appropriate officers to commence the necessary legal procedures for the introduction of a permanent ban on the movement of vehicles westbound from Virginia Street into Guild Street; and
- (b) instruct the appropriate officers to extend the Temporary Traffic Regulation Order until 30 September 2013.

#### **The Committee resolved:-**

- (i) to approve the recommendations contained within the report; and
- (ii) to instruct officers to provide car count figures for Guild Street/ Market Street to Councillor Allan.

### COMMITTEE BUSINESS STATEMENT

28. 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 10 (On-Street Parking Charges at Forresterhill), item 13(1) (Festive Communities Grant) and item 25 (Policy Relating to 25% Affordable Housing Provision) from the statement;
- (ii) to instruct officers to update the statement at item 2 (Access from the North Proposals – Third Don Crossing) in terms of the decision taken by Council on the projects relating to the Third Don Crossing;
- (iii) that in relation to item 4 (Aberdeen Western Peripheral Route), to instruct officers to provide an update for the Committee on the delivery of the Third Don Crossing as part of the Aberdeen Western Peripheral Route;

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- (iv) that in relation to item 14 (Policy on Events in Park and Ride Sites), to instruct officers to submit a report in relation to a policy for events in Park and Ride sites;
- (v) that in relation to item 20 (Palmerston – Revised Traffic Management and Controlled Parking Zone), to note that a report would be submitted within two cycles;
- (vi) that in relation to item 21 (Permit Misuse Policy), to note that a report would be submitted to the next meeting of the Committee;
- (vii) that in relation to item 23 (Speed Limit Review), to note that a report would be submitted to the next meeting of the Committee; and
- (viii) to otherwise note the updates contained within the list.

### MOTIONS LIST

**29.** 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 delete item 2 (HGV's Using Broomhill Road), item 4 (Sunday Parking Charges), item 6 (Regulatory Regime for Local Bus Services), item 7 (Airyhall Bus Services), item 8 (Seafield and Craigiebuckler Bus Services) and item 10 (Development Management Sub-Committee) from the Motions List;
- (ii) that in relation to item 5 (Motion by Councillor Yuill – Provision of Snow Clearing Materials), that officers be instructed to submit a report to the next meeting of the Committee; and
- (iii) that officers be instructed to provide an update in relation to item 9 (Park and Ride Services – Invitation to Meet with Transport Minister).

**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.**

### **AIRYHALL AND CRAIGIEBUCKLER BUS SERVICES - EPI/12/282**

**30.** With reference to articles 10 and 11 of the minute of meeting of 11 September 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which outlined the current provision of bus services in Airyhall and Craigiebuckler areas of the city and on the options for implementing a bus service in the future if required.

#### **The report recommended:-**

that the Committee –

- (a) note the service currently being provided by Stagecoach Bluebird; and



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- (b) request officers to report back to the Committee if there is a future requirement to review the provision of supported bus services.

**The Committee resolved:-**

to approve the recommendations.

### **ABERDEEN RENEWABLE ENERGY GROUP UPDATE REPORT - EPI/12/309**

**31.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on Aberdeen's Renewable Energy Group's (AREG) activities, provided details on secondment arrangements and sought approval for funding arrangements going forward.

**The report recommended:-**

that the Committee –

- (a) note the content of the report;
- (b) approve the 2012-2013 and 2013-2014 funding arrangements, including the associated expenditure levels detailed in section 5.3 of the report;
- (c) authorise that Services Level Agreements covering 2012-2013 and 2013-2014 be signed between AREG and Aberdeen City Council; and
- (d) instruct officers to obtain a business plan from AREG for the 2013-2018 periods to form the basis of an annual funding and reporting arrangement and report this plan to Committee by September, 2013.

**The Committee resolved:-**

to approve the recommendations subject to adding the following to recommendation (d) above 'This report should also include a detailed analysis of current and future State Aid and procurement issues, to be undertaken by the Council's Legal Services, in consultation with the Scottish State Aid Unit and the Service.'

### **MATTER OF URGENCY**

**The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item of business be considered as a matter of urgency as a Committee decision was required prior to the awards ceremony on 6<sup>th</sup> March 2013.**

### **EC SUSTAINABLE URBAN MOBILITY PLAN AWARDS 2013 - EPI/13/007**

**32.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided details of the Council's shortlisting to the European Commission Sustainable Urban Mobility Plan (SUMP) Awards 2013 and to request that a member attends the ceremony in Brussels on 6 March 2013.

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**The report recommended:-**

that the Committee –

- (a) note that Aberdeen City Council has been shortlisted for the EC SUMP Awards 2013; and
- (b) approve attendance of an elected member, along with an officer, to represent Aberdeen City Council at the Awards Ceremony in Brussels on 6 March 2013.

**The Committee resolved:-**

to approve the recommendations.

- **COUNCILLOR CROCKETT, Convener.**

## **BACKGROUND REPORT**

<b><u>Name of Committee:</u></b>	Enterprise, Planning and Infrastructure
<b><u>Date of Meeting:</u></b>	19 March 2013
<b><u>Title of Report:</u></b>	Support for Small and Medium Enterprises (SMEs)
<b><u>Lead Officer:</u></b>	Gordon McIntosh, Corporate Director
<b><u>Author of Report:</u></b>	Elaine Robertson, Business Growth Manager

### **Summary of Purpose of Report**

The report provides background information in response to Councillor Martin Greig's Notice of Motion:

“That the Council recognises and appreciated the key role that micro, small and medium sized local businesses, including shops and single traders in Aberdeen, as economic generators which play a major part in determining and enhancing the quality of life across the city.

That this Council undertakes a broad-ranging review to identify specific ways that the Council and its partners can work together to support and foster micro, small and medium sized business activity.

To this end, that the Council carries out a consultation exercise to enable micro, small and medium sized business people to have their say in identifying specific suggestions and proposals; and that report is produced with recommendations for action.”

Aberdeen City Council is an active member of Aberdeen City and Shire Economic Future (ACSEF), the public-private economic development partnership for the North East of Scotland.

“Building on Success”, the Economic Action Plan for Aberdeen City and Shire for 2013-2018,

<http://www.acsef.co.uk/uploads/reports/30/The%20Economic%20Action%20Plan%20for%20Aberdeen%20City%20and%20Shire%202013-18%20-%20Final.pdf>

drives the economic development strategy for the region. The Council's activities to support economic growth link not only to this document, but also to Smarter Aberdeen, the policy statement of the City Council's political administration, and to the Council's corporate and directorate business plans.

Direct support for start-ups and growth is delivered by the national Business Gateway service, funded by central Government. Aberdeenshire Council manages this contract for the City (and Shire) areas on behalf of Aberdeen City Council.

The Business Gateway service particularly targets pre-start-ups, sole traders and micro businesses, as well as community enterprises and small-medium sized businesses that are looking to grow.

Support is offered in the form of a very wide range of online and face to face training, advice and guidance and workshops on finance, marketing, employing people, business planning etc.

Successful partnership working is particularly important in the field of economic development and business support, to ensure there is no duplication of service, and likewise to minimise any gaps in provision.

The Council's Economic and Business Development team works with other organisations and trade associations, such as the Federation of Small Businesses, Scottish Business in the Community, Enterprise North East Trust, Aberdeen and Grampian Chamber of Commerce etc, to support small and medium sized businesses.

The Centre for Cities Outlook 2012 reported that "...some cities such as London, Aberdeen and Milton Keynes are well placed to support the creation of the jobs and growth that will address the UK's unemployment challenge. This is because of their high numbers of business start-ups, high percentage of knowledge workers and more innovative economies."

The same report also highlighted that "**Aberdeen is the only city in the UK that had more businesses start than close in 2010.**"

Some examples of the way in which businesses are being or have been supported by the Economic and Business Development team include

- Retail Rocks in Torry (focused on micro businesses)
- Business Improvement District
- Community Business Competition
- Positive Procurement Programme
- Sponsorship of two business awards
- Advice on commercial land and property
- Biennial International Trade Survey
- Chairing North East Scotland Trade Group; Construction Forum etc
- Hosting regular inward business delegations
- Supporting local companies' presence at trade exhibitions and conferences
- Catalyst to establish the Unconventional Gas Aberdeen conference
- Provision of export market intelligence

- Major initiative to support improved digital connectivity
- Successful bids for European funding, especially in the areas of low carbon economy, including green transport and the built and natural environment
- Support (funding and seconded staff) for the Aberdeen Renewable Energy Group and Aberdeen City and Shire Economic Future
- Participation in ACSEF Skills Group, Aberdeen Works etc

The Economic and Business Development service is in regular contact with local businesses, both directly including face-to-face, and indirectly via trade associations. This regular contact enables the team to tailor its services according to business need.

It must be emphasised that, in order to achieve maximum value for money, the team targets its limited staffing and budget resources towards areas where they can have most impact. This tends to be focused primarily, but not exclusively, on small businesses involved in the energy industry, and frequently involves joint working with partner organisations.

The recent re-establishment of the North East Scotland Trade Group, which brings all relevant organisations around the table to share information, and coordinate strategy and activity, is a good example of how the Council's contact with business and trade organisations works well in practice.

Work is currently ongoing to enhance the support to small businesses, by:

- identifying SME business development needs
- determining whether these needs are being met or whether there are any service gaps that Business Gateway, Scottish Enterprise or ACC's Business Growth Team could effectively fill, given likely available resources
- assessing how the Council, and existing partner organisations, might best respond to any service gaps and/or enhance the support to small businesses
- commissioning additional service provision from Enterprise North East Trust to bridge the gaps.

The team will continue to liaise closely with partner organisations to share findings from respective surveys to avoid over-surveying companies.

The Economic and Business Development Business Plan to be brought forward to Committee in Spring 2013 will include proposed programmes and initiatives to continue to improve the impact of the support provided to businesses in the City.

For more information, please contact Elaine Robertson, Business Growth Manager, at [elrobertson@aberdeencity.gov.uk](mailto:elrobertson@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Motion by Councillor Thomson: Consultations over applications to remove protected trees.
REPORT NUMBER:	EPI/13/059

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1. PURPOSE OF REPORT  
To provide the Committee with background information on the current consultation procedures and the implications of the changes proposed.
2. FINANCIAL IMPLICATIONS  
There would be financial implications in extending current levels of consultation.
3. OTHER IMPLICATIONS  
Further work would be needed on the details of how any such extended scheme of consultation would operate.
4. BACKGROUND/MAIN ISSUES
  - 4.1 At its meeting on the 6<sup>th</sup> March 2013 the Council referred the following Motion by Councillor Thomson to this Committee for consideration:  
  
“Where trees fall into either TPO or Conservation area category and an application for removal has been submitted by private individuals, enhanced neighbour notification and consultation should be put in place. Before any work is carried out neighbours should be notified either in person or in writing, local public notices should be displayed and ward councillors should be given advance notice.”
  - 4.2 The Planning Authority is required to keep a register of applications for works to protected trees and to make this available for public inspection. This applies to trees in conservation areas and to trees that are subject to Tree Preservation Orders. There is no statutory duty to carry out public consultation on such applications. It is, however, the practice of the City Council to include tree work applications in the weekly list of new planning applications that is published on the Council’s website. Thus, this information is available to Councillors, Community Councils and members of the public.

- 4.3 There is a statutory duty to serve notice of planning applications on the owners of neighbouring land. This is defined as land within 20 metres of the site boundary. There is no statutory duty to carry out this neighbour notification in the case of works to protected trees.
- 4.4 It would be possible to adapt the system currently used to identify and serve notice on neighbours so that it could be used with applications to remove privately owned protected trees. There are, however, a number of issues related to such a proposal which would need to be carefully considered.

There would need to be a clear rationale and justification for introducing neighbour notification for tree works. For planning applications the legislative requirement stems from the potential direct adverse impact on near neighbours from a proposed development: for example loss of sunlight, increased noise, overlooking etc. These are all factors that may only affect a neighbouring property detrimentally. For tree works there are a different range of considerations, less related to the impact on immediate neighbours and more about the contribution of a protected tree to its setting, a major factor assessed in relation to any application for to remove it.

There would obviously be a cost associated with neighbour notification, which could be significant; there can be dozens of individual neighbour notifications generated by a single planning application. As well as the cost of printing and postage there will be an impact on the resources required to consider responses, many of which, given the often emotive nature of such issues, may not be material considerations.

- 4.5 There is also the issue of ensuring that all applications for tree works by both individuals and the Council are dealt with consistently. If an individual is notified over the potential loss of a tree in the neighbouring garden there may be an expectation that they are also personally notified of the Council's intention to remove a street tree in front of their house, a practice not currently employed by the Council.

5. BACKGROUND PAPERS  
None

6. REPORT AUTHOR DETAILS

Paul Pillath  
Team Leader Environmental Policy  
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01224 522228



## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 <sup>th</sup> March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Development of a Youth Employment Strategy
REPORT NUMBER:	EPI/13/027

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### 1. PURPOSE OF REPORT

This report has been produced in response to a motion raised by Councillor Townson on the 6<sup>th</sup> November 2012 to develop a Youth Employment Strategy within Aberdeen City Council.

The motion requested that:

a) The Council should extend 'job sharing' to school leavers in respect of appropriate positions and that such 'job sharing' should be for the first year only and at the end of said year one person be offered full time employment and the other be released onto the job market with the advantage of training, experience and development of a work history and a work ethic'.

b) The Council should consider opportunities for increasing employment of young people and to research the feasibility, legal and financial implications of Aberdeen City Council taking the lead amongst its partners in applying a 'job sharing' principle to suitable job vacancies

The report follows on from the report to the EP&I Committee on the 6<sup>th</sup> November which outlined the activities already taking place both internal and external to the Council in relation to increased positive engagement with school leavers and young persons. Additionally this report will highlight the feasibility research carried out within the Council to identify the potential of delivering activities as per Councillor Townson's motion.

### 2. RECOMMENDATION(S)

It is recommended that committee approve to:

a) Agree that the legislative and financial implications of this motion will prohibit further progression of this proposal

- b) Agree that current activities delivered by the Council and its partners are having a positive impact on the numbers of disengaged 16 – 24 year olds within Aberdeen City
- c) Support the delivery of a Modern Apprenticeship Road Show and CV workshops to assist the targeted population segment access employment, both within the city council and external businesses.

### 3. FINANCIAL IMPLICATIONS

The motion is not clear on whether new posts would require to be created as part of the proposal or whether it would be applied to the recruitment and selection of existing posts. There would be a financial implication for the Council if the former was the case.

If the proposal concerned the creation of new posts from outwith the budget then Committee approval would be required: if the posts were available from within the budget, delegated powers would suffice. A report would require to be prepared outlining the business case for their creation.

The finances of the Council are restricted currently with it not being clear from the motion where the funding would come from if the proposal involved the creation of new posts. Unless budget monies were identified it would not be possible to proceed.

### 4. OTHER IMPLICATIONS

#### **Legal and policy implications**

The Council's recruitment and selection policy requires recruiting managers to identify the best candidate for the job and appoint on 'merit and merit alone'. This is what is stated in the Local Government and Housing Act and applies to all local authorities.

If preference were given in recruitment and selection to younger people for certain identified posts this would be contrary to the Council's recruitment and selection policy and could potentially be unlawful discrimination on grounds of age, unless the proposal could be objectively justified. To be objectively justifiable the Council would likely need to demonstrate that young people made up a disproportionately large part of the pool of unemployed people in the local jobs market and that a measure giving preference to that group in the recruitment and selection for certain posts would help improve the job prospects of young people. Unless there was evidence of the above, in the form of labour market statistics, it would likely be difficult to justify. It would also have to be shown that the measure was a proportionate means of achieving the objective for it to be lawful. It may be that other evidence would also be required in addition to the above.

It is possible that the measure could be viewed as 'positive discrimination', which would not be allowable under the Equality Act. If the proposal was identified as being potentially illegal this would leave

the Council open to challenge and possible litigation if say an older candidate complained about not being permitted to be considered for a post.

It should be noted that justifiable direct discrimination because of age can be allowable under the Equality Act, with some age based rules and practices regarded as justifiable.

Less favourable treatment of a person because of their age is not regarded as direct discrimination if the employer can show that the treatment is a proportionate means of achieving a legitimate aim, known as the 'objective justification' test.

The question of whether the rule or practice is a proportionate means of achieving a legitimate aim is approached in two stages. Firstly, it would need to be determined if the aim one that represents a real objective consideration. Secondly, if the aim is identified as being legitimate it would need to be determined if the means of achieving it is proportionate, being appropriate and necessary in the circumstances.

If the proposal or a variation of it were to be considered it would require to be fully checked out with the Legal Section first of all to determine its legality and any risks of applying it, including whether the above test could be met.

## 5. BACKGROUND/MAIN ISSUES

Rising unemployment within the 16 – 19 year old age group is of key concern nationally and a number of initiatives have been launched by both the Scottish and UK governments to address this issue.

The unemployment rates for the 16 – 19 year olds within the city whilst not giving reason to be complacent are significantly lower than other areas of the country.

In the November report we highlighted that "Skills Development Scotland's data for September 2012 highlight that there are currently **270** Job seeker allowance claimants within the 16 – 19 year category. This represents **0.17%** of the working age population of Aberdeen, which has an average unemployment rate of **2.2%**". The most up to date data currently available from Skill Development Scotland – October 2012 highlights that there are currently **210** Job seeker allowance claimants within the 16 – 19 year category, which highlights a drop of almost **23%** within weeks. This information reinforces that the positive actions towards engaging with this segment of the population reported in the November 2012 committee paper are having a positive impact on reducing the numbers of dis-engaged youngsters.

The following extract from SDS school leaver destination report illustrates the destinations of local school leavers.

Initial	2009/10	2010/11	2011/12
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	Number	Percentage	Number	Percentage	Number	Percentage
<b>Higher Education</b>	679	38.3%	631	35.6%	664	36.5%
<b>Further Education</b>	453	25.6%	460	25.9%	462	25.4%
<b>Training</b>	51	2.9%	44	2.5%	41	2.3%
<b>Employment</b>	329	18.6%	380	21.4%	418	23.0%
<b>Voluntary Work</b>	4	0.2%	3	0.2%	7	0.4%
<b>Activity Agreements</b>	-	0.0%	-	0.0%	16	0.9%
<b>Unemployed Seeking</b>	212	12.0%	201	11.3%	161	8.9%
<b>Unemployed Not Seeking</b>	20	1.1%	22	1.2%	31	1.7%
<b>Not Known</b>	24	1.4%	33	1.9%	18	1.0%
<b>Total</b>	<b>1,772</b>	<b>-</b>	<b>1,774</b>	<b>-</b>	<b>1,818</b>	<b>-</b>

### **Current and proposed employment initiatives for 16 – 24 year olds managed by Aberdeen City Council.**

It should be noted that the Council currently offers approximately up to 20 apprenticeship opportunities per year, most of which are taken up by younger people. There are also many opportunities in Social Care which are often filled by younger employees.

In addition, new proposals have been drawn up around graduate recruitment, modern apprenticeships and internships which are about to be presented to the CMT for initial support, which would then go to Committee for approval to implement. Again, it is expected that these will be of interest to younger people.

### **Developing skills in house**

As per the Strategic Workforce Plan: 2013/14 – 2017/18 the following initiatives are currently delivered by the Council.

#### **Trainee Schemes**

To overcome the skills shortages we face, we have developed schemes to 'grow our own' workforce in order to supply the staff we need. Examples include, HR professionals, Solicitors, Accountants, Environmental Health Officers, Trading Standards Officers, Planners and Building Standards Officers.

Typically, these schemes involve identifying individuals with potential, either in house or externally, designing an individual development plan for a defined

period, supporting the individual while they study for the relevant qualification (e.g. providing mentoring) and providing them with work experience. This can either lead to their appointment to a suitable post at the end of their training programme or create a pool of trained and skilled people, with the skills and behaviours we need, to recruit from when vacancies arise.

### **Apprenticeships**

We provide a range of craft apprenticeships (e.g. joiners, electricians and plumbers) which provide apprentices with an opportunity to gain experience and to learn the skills and behaviours that we need. We employ approximately 96 apprentices (under a 'training contract') at any one time and this provides us with a valuable pool to recruit from.

In summary there are potential implications for the Council if it were to seek to implement the motion the main ones being legal and financial. Although the motion is laudable it could pose a legal difficulty for the Council and could also commit the organisation to expenditure that may not be available on an ongoing basis. There is also the issue of releasing people at the end of the one year appointment whom the Council had invested monies in, who would not be providing a return on the investment through service to the organisation.

### **School Work Experience**

Work is also ongoing within the Age equality group to address the lower end of the age range within the Council's workforce. HR have been coordinating with the Work Experience Unit in Education Culture and Sport to boost the Council's profile within Schools as well as promoting the hosting of work experience opportunities to managers. A workplace pack is also under production to further promote the Council and the various roles that operate within it.

### **Additional activities that will enhance employability and employment options for those within the 16 – 24 year old age bracket**

In preparation for the production of this report officers have mapped as per the 6<sup>th</sup> November report all support activities available for the target group, which, according to the latest available statistics, these are having a positive impact. To further enhance these services we propose to deliver the following additional initiatives:

#### **Modern Apprenticeship Road Show**

It can be a difficult task for those leaving school to identify possible apprenticeship opportunities and the companies that may be offering them. Additionally there does not appear to be a facility that allows individuals to view the complete offering of apprenticeships and evaluate their options. It is currently being proposed that the council facilitate an event that brings as many apprenticeship vacancies together as possible under one roof, allowing school and college leavers to meet with a range of potential employers in one location and effectively select the option that most suits their needs. This event will also be beneficial to employers as it has already been noted that

speculative applications for apprenticeships are greatly reduced this year in comparison to last year. Much of this has been blamed on the potential to earn more within the Energy sector.

### **CV workshops**

As previously stated earlier in this report “The Council’s recruitment and selection policy requires recruiting managers to identify the best candidate for the job and appoint on ‘merit and merit alone’. This is what is stated in the Local Government and Housing Act and applies to all local authorities”.

Whilst we cannot favor any groups or individuals in the recruitment process consideration is currently being given to running “Council application workshops” where tuition will be given on optimum completion of Aberdeen City Council’s on line application process.

This service would be delivered within the facility at Spring Garden and promoted through schools and Skill Development Scotland, which would increase this population segment’s skills in this area and ultimately increase their employability.

In response to this paper Councillor Townson acknowledges the comprehensiveness of this report and notes the legislative and financial difficulties and risk of positive discrimination that may arise from this motion.

## **6. IMPACT**

The project contributes significantly and directly to the achievement of

### **Single Outcome agreement (SOA) National Outcomes:**

1. We realise our full economic potential with more and better employment opportunities for our people
2. We are better educated, more skilled and more successful
3. People of all ages take an active part in their own learning to achieve full potential. Learning and training is appropriate and accessible to learner’s needs

### **Aberdeen - the Smarter City**

We will ensure all citizens are encouraged and supported appropriately to make their full contribution.

We will help every citizen to improve their knowledge and skills, together contributing to our success as a learning city

We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.

We will work with our partners to seek to reduce the levels of inequality in the city.

We will provide a high quality education service within our schools and communities which will improve attainment and life chances of our children and young people to achieve their full potential in education, employment or training.

Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge,

skills and attributes of our citizens to enable them to meet the changing demands of the 21st century.

Again, working with partners, we will create a City of Learning which will empower individuals to fulfill their potential and contribute to the economic, social and cultural wellbeing of our communities.

### **Equality and Human Rights implications**

An EIA was not conducted as this report informs on activities currently being delivered by ACC and partners

#### **7. BACKGROUND PAPERS**

Scottish Government's Youth Employment Strategy  
Skills Development Scotland's Youth employment Action Plan  
guidance  
Aberdeen City Council – Strategic Workforce Plan

#### **8. REPORT AUTHOR DETAILS**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Community Winter Self Help
REPORT NUMBER:	EPI/13/056

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### 1. PURPOSE OF REPORT

This report has been produced in response to the motion raised by Councillor Yuill on 11 September 2012 to provide local communities with the materials and equipment necessary to undertake snow clearing and gritting within Aberdeen City.

The motion requested that

“That this Council agree to instruct officers to report to the appropriate committee on the feasibility of providing local communities with the materials and equipment necessary to undertake snow clearing and gritting and that this report should seek to include information about such schemes operating elsewhere in Scotland and the UK.”

### 2. RECOMMENDATION(S)

- a) to note the content of this report
- b) to agree with the Roads Service approach to assisting community groups with winter self help
- c) to report back to this committee as part of the Winter Services Operations Report in May 2013.

### 3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Revenue budgets for Winter Maintenance and Emergencies 2012-2013 of £1.512M. It should be noted that the expenditure for the previous three winters has been £2.12M in 2011-12, £2.08M in 2010-2011 and £2.4M in 2009-2010.

#### 4. SERVICE & COMMUNITY IMPACT

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

##### **Aberdeen – the Smarter City**

We will promote Aberdeen as a great place to live, bring up a family, do business and visit.

We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions

Single Outcome Agreement, National Outcomes 5, 6, 10, 12, & 14

#### 5. OTHER IMPLICATIONS

By providing Community Groups with salt to clear footways, there will be a more positive perception of the Council Winter Service Provision. There will be a reduction in insurance claims against Aberdeen City Council. It is hoped that the encouragement of community involvement may engender a better community spirit among those involved.

#### 6. REPORT

Aberdeen City Council Roads Service has put in place a scheme which allows for the provision of salt and treatment advice to community groups. This is broadly in keeping with the advice given by the Association for Public Sector Excellence (APSE). At APSE's Northern region workshop "Winter Maintenance: new initiatives and approaches" –on the 05 October 2012 a paper was presented on Community Self Help which concluded that the most appropriate approach was

**“to provide salt and advice on treating of footways to willing community groups, allowing a quicker response to icy conditions”.**

The report was based on the assumption that the only resource not readily available to residents is rock salt, the simple tools required such as shovels, buckets and wheelbarrows being readily available in residents' garages and sheds. Aberdeen City Roads Service is in agreement with this approach.

A press release was issued advertising the proposed issue of 1 tonne bags of rock salt to appropriate groups and locations. This scheme was included in the Roads Winter Services Plan approved at the EP&I committee on 11 September 2012. To date 34 groups have received 1 tonne bags of rock salt following the press release. Links to press releases are given below.

A poll of councils was carried out at the APSE National Roads, Street Lighting and Winter Maintenance Conference in March 2013 as to whether councils had adopted the practice of providing Community Self Help and the results are shown in Appendix A. The majority of councils that had taken forward self help had done so by putting large grit bins in the recycling centres, only two had provide a single shovel next to the bin when this was stolen it was not replaced. Falkirk Council used recycling centres but supplemented these in times of snow and icy conditions with 1 tonne bags. Many of the councils were still considering the self help but due to their normal winter conditions did not consider it worthwhile whilst others are interested in the operation put forward by Aberdeen City and are looking for the thoughts of those who took up the offer for delivery of the 1 tonne bags.

There was only one authority at the Conference, Durham County Council, who had gone down the route of supplying the 1 tonne bags plus barrows, shovels and gloves to the communities.

## 7. BACKGROUND PAPERS

Item 3.5 Motion approved at EP&I Committee 11 September 2012

Item 8.4 Report approved at EP&I Committee 11 September 2012

[http://www.aberdeencity.gov.uk/CouncilNews/ci\\_cns/pr\\_Salt\\_171012.asp](http://www.aberdeencity.gov.uk/CouncilNews/ci_cns/pr_Salt_171012.asp)

[http://www.aberdeencity.gov.uk/CouncilNews/ci\\_cns/pr\\_saltbags\\_121212.asp](http://www.aberdeencity.gov.uk/CouncilNews/ci_cns/pr_saltbags_121212.asp)

[http://www.aberdeencity.gov.uk/CouncilNews/ci\\_cns/pr\\_communitysalt100113.asp](http://www.aberdeencity.gov.uk/CouncilNews/ci_cns/pr_communitysalt100113.asp)

## 8. REPORT AUTHOR DETAILS

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Appendix A

Local Authority	Community Salt (Yes/No)	How is it delivered	Wheelbarrows	Shovels	PPE
Aberdeen City	Yes	1 Tonne Bags to Communities	No	No	No
Aberdeenshire	Yes	Community Bins in Recycling Centres	No	No	No
Angus	No				
Argyll & Bute	Yes	Community Bins in Recycling Centres	No	No	No
City of Edinburgh	No				
Clackmanashire					
Dumfries & Galloway	No				
Dundee	No				
East Ayrshire	Yes	Community Bins in Recycling Centres	No	Yes	No
East Dumbartonshire					
East Lothian					
East Renfrewshire	Yes	Community Bins in Recycling Centres	No	No	No
Falkirk	Yes	Community Bins in Recycling Centres plus 1Tonne bags when weather is bad	No	No	No
Fife					
Glasgow					
Highland					
Inverclyde					
Midlothian					
Moray	No				
North Ayrshire	Yes	Community Bins in Recycling Centres	No	Yes	No
North Lanarkshire					
Orkney	No				
Perth & Kinross	No				
Renfrewshire					
Scottish Borders					
Shetland	No				
South Ayrshire					
South Lanarkshire					
Stirling					
West Dumbartonshire					
West Lothian					
Western Isles					

## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	2012/13 Revenue Budget Monitoring
REPORT NUMBER:	EPI/13/049

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### 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) instruct officers to report, in due course, on the actual outturn compared to budget following completion of the 2012/13 financial statements.

### 3. FINANCIAL IMPLICATIONS

- 3.1. The total Enterprise, Planning and Infrastructure budget currently amounts to £52.2M net expenditure.
- 3.2. Based upon present forecasts it is anticipated that the outturn for the Directorate will be £1.3M below 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. 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 10 (end of January 2013) 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 10 is a net overspend of £800K. The forecast outturn for the full year is a net underspend of £1.3M. The reason for this movement is that a number of recharges to the Directorate do not take place until the year-end.

The outturn is based on a detailed review of progress towards achieving the income and expenditure budgets of each service and takes account of any factors which are expected to influence them. Detailed below are the main variances that are forecast to apply for the full year:

- Staff costs across a number of services are forecast to be £1.2M below budget due the ongoing management of vacancies.
- Property costs are forecast to be £220K below budget, with savings in energy costs, repairs and rents payable.
- School catering food costs are forecast to be £100K above budget, reflecting ongoing pressures on food prices. Roads materials costs are forecast to be £250K above budget in line with the level of workload being experienced by the service.
- Fee income for the Non-Housing Design Team is forecast to exceed budget by £360K as the Service's workload for the current year is expected to increase in line with the Non-Housing Capital Plan.
- Recharges for services to non-General Fund accounts are forecast to exceed budget by £130K. None of these recharges are new but some were not included in the budget and others

were reviewed in 2011/12 and revised charges for 2012/13 are anticipated as a result.

- Advertising income is forecast to be £130K below budget. The service will not achieve the additional income required by PBB option EBD03a. In addition, marketing and design income is forecast to be £60K below budget.
- All other variances across the Directorate as a whole total £70K above budget.
- The outturns detailed in Appendix A incorporate the main risks identified by the Service to date. The most significant additional risk faced by the Service relates to the severity of the winter and its impact on roads maintenance and, to a lesser extent, school catering budgets. So far this winter conditions have not been as severe as cause the Service and undue problems but severe weather adds £60K per week to roads maintenance costs alone.

## 6. IMPACT

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

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DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT	31 January 2013	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
<b>ACCOUNTING PERIOD 10</b>		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		28,997	24,164	22,435	(1,729)	27,821	(1,176)	(4.1)%	(19)
PROPERTY COSTS		10,807	9,467	8,196	(1,271)	10,403	(404)	(3.7)%	(16)
ADMINISTRATION COSTS		1,036	13	1,004	991	1,292	256	24.7%	(57)
TRANSPORT COSTS		5,190	4,325	4,308	(16)	5,179	(11)	(0.2)%	27
SUPPLIES & SERVICES		17,260	14,383	15,850	1,466	17,736	476	2.8%	44
TRANSFER PAYMENTS		2,608	2,173	2,193	20	2,583	(24)	(0.9)%	0
CAPITAL FINANCING COSTS		11,703	0	0	0	11,703	(0)	(0.0)%	0
<b>GROSS EXPENDITURE</b>		<b>77,600</b>	<b>54,525</b>	<b>53,985</b>	<b>(539)</b>	<b>76,718</b>	<b>(882)</b>	<b>(1.1)%</b>	<b>(21)</b>
LESS: INCOME									
GOVERNMENT GRANTS		(2,945)	(2,548)	(2,472)	77	(2,822)	124	(4.2)%	9
OTHER GRANTS		(435)	(362)	(345)	17	(505)	(70)	16.2%	(170)
INTEREST		(17)	(15)	(4)	11	(2)	16	(89.2)%	0
RECHARGES		(12,409)	(10,341)	(9,779)	562	(12,661)	(252)	2.0%	199
OTHER INCOME		(9,624)	(7,937)	(7,267)	669	(9,860)	(236)	2.4%	(17)
<b>TOTAL INCOME</b>		<b>(25,431)</b>	<b>(21,202)</b>	<b>(19,866)</b>	<b>1,336</b>	<b>(25,849)</b>	<b>(418)</b>	<b>1.6%</b>	<b>21</b>
<b>NET EXPENDITURE</b>		<b>52,169</b>	<b>33,323</b>	<b>34,119</b>	<b>797</b>	<b>50,868</b>	<b>(1,300)</b>	<b>(2.5)%</b>	<b>0</b>

VIREMENT PROPOSALS

Several. See details within individual Head of Service summaries.

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

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

FORECAST VARIANCE	CHANGE
£'000	£'000
(1,176)	(19)

**Property Costs**

Savings are forecast in energy and repairs costs. Janitorial rents have been budgeted for but no costs are being incurred.

(404)	(16)
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**Administration Costs**

The postages budget is forecast to be overspent pending reorganisation of the postages budgets corporately. Sponsorship, subscriptions and printing costs are also forecast to exceed budget.

256	(57)
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**Transport Costs**

Vehicle leasing costs will be below budget while external hires and repairs are forecast to exceed budget.

(11)	27
------	----

**Supplies & Services**

School catering food costs are forecast to be higher than budget, in line with current trends. Supplies and services within Roads Services are above budget in line with the level of workload.

476	44
-----	----

**Transfer payments**

The forecast cost of contributions to a number of external bodies has been reduced on the basis of the actual level of payments made in 2011/12

(24)	0
------	---

**Capital Financing**

No significant variance from budget is forecast at this stage.

(0)	0
-----	---

**Government Grants**

Recoveries for the AWPR project are forecast to be less than budget in line with the level of expenditure incurred.

124	9
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**Other Grants & Contributions**

The Service is looking to recover from Sport Aberdeen their share of CRC costs for 2011/12. This recovery was not included in the original budget.

(70)	(170)
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**Interest**

No significant variance from budget is forecast at this stage.

16	0
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**Recharges**

Accommodation recharges to non-General Fund accounts for Marischal College and the other main sites is forecast to be above budget. The Architectural Design team is forecasting income in excess of budget in line with their increased workload associated with the capital plan.

(252)	199
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**Other Income**

Building application fee income is forecast to exceed budget. A review of budgets has identified a number of recoveries that are unlikely to be made and the outturn has been updated to reflect this.

(236)	(17)
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(1,300)	0
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DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
HEAD OF ASSET MANAGEMENT AND OPERATIONS

AS AT	31 January 2013	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
<b>ACCOUNTING PERIOD 10</b>									
STAFF COSTS		19,635	16,362	15,210	(1,152)	18,809	(826) (4.2)%	9	
PROPERTY COSTS		10,502	9,197	7,865	(1,332)	10,079	(422) (4.0)%	(27)	
ADMINISTRATION COSTS		638	313	671	358	838	200 31.4%	(41)	
TRANSPORT COSTS		1,947	1,623	1,582	(41)	1,911	(36) (1.8)%	0	
SUPPLIES & SERVICES		12,803	10,669	12,217	1,548	13,260	457 3.6%	48	
TRANSFER PAYMENTS		25	21	21	(0)	21	(4) (16.0)%	0	
CAPITAL FINANCING COSTS		11,102	0	0	0	11,102	(0) (0.0)%	0	
<b>GROSS EXPENDITURE</b>		<b>56,652</b>	<b>38,186</b>	<b>37,567</b>	<b>(619)</b>	<b>56,021</b>	<b>(631) (1.1)%</b>	<b>(11)</b>	
LESS: INCOME									
GOVERNMENT GRANTS		(1,050)	(875)	(939)	(64)	(993)	58 (5.5)%	0	
OTHER GRANTS & CONTRIBUTIONS		0	0	(59)	(59)	(88)	(88) 0.0%	(140)	
INTEREST		0	0	0	0	0	0 0.0%	0	
RECHARGES		(9,951)	(8,292)	(7,933)	359	(10,349)	(398) 4.0%	204	
OTHER INCOME		(5,677)	(4,730)	(4,045)	685	(6,148)	(471) 8.3%	(64)	
<b>TOTAL INCOME</b>		<b>(16,677)</b>	<b>(13,898)</b>	<b>(12,977)</b>	<b>921</b>	<b>(17,578)</b>	<b>(901) 5.4%</b>	<b>0</b>	
<b>NET EXPENDITURE</b>		<b>39,974</b>	<b>24,288</b>	<b>24,590</b>	<b>302</b>	<b>38,443</b>	<b>(1,532) (3.8)%</b>	<b>(11)</b>	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
<b>Employee Costs</b> Vacancies have been identified and are being managed across the service.	(826)	9
<b>Property Costs</b> Energy costs within the main offices are forecast to be £160K below budget. Property repairs for are forecast to be £110K below budget. The budget to cover the cost of rents for janitors homes is no longer required, saving £130K.	(422)	(27)
<b>Administration Costs</b> The main item of overspend is forecast to be postages at £180K. It was expected that this budget would have been consolidated across the organisation but work on this is still ongoing.	200	(41)
<b>Transport Costs</b> Underspends are forecast in vehicle leasing costs (£230K). The cost of external hires is forecast to be £100K over budget and the cost of vehicle repairs is forecast to be £90K over budget.	(36)	0
<b>Supplies and Services</b> The cost of catering provisions is expected to be £100K above budget in line with current trends in food costs. The cost of fleet spares is forecast to be £50K above budget. The cost of supplies and services across a number of Roads Services functions is forecast to be £250K above budget, based on current levels of activity.	457	48
<b>Capital Financing Costs</b> No significant variance from budget is forecast at this stage.	(0)	0
<b>Income</b> Fee income for Non-Housing Design team is forecast to exceed budget by £360K based on a forecast of increased workload associated with the current year's non-housing capital plan. Recoveries of accommodation costs are forecast to exceed budget by £270K, primarily due to there being no allowance for recoveries for Marischal College being included in the budget. The level of recoveries made by Roads Services is expected to exceed budget by £60K, reflecting an increased workload.	(901)	0
	<b>(1,532)</b>	<b>(11)</b>

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2012 / 2013

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

AS AT	31 January 2013	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
ACCOUNTING PERIOD 10		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
	STAFF COSTS	6,459	5,383	5,022	(361)	6,240	(220)	(3.4)%	4
	PROPERTY COSTS	302	267	328	61	314	12	3.8%	5
	ADMINISTRATION COSTS	143	(512)	85	597	131	(12)	(8.5)%	8
	TRANSPORT COSTS	3,149	2,624	2,617	(7)	3,146	(3)	(0.1)%	0
	SUPPLIES & SERVICES	2,643	2,202	2,096	(106)	2,623	(20)	(0.7)%	(12)
	TRANSFER PAYMENTS	767	639	656	16	745	(22)	(2.9)%	0
	CAPITAL FINANCING COSTS	590	0	0	0	590	(0)	(0.0)%	0
<b>GROSS EXPENDITURE</b>		<b>14,053</b>	<b>10,603</b>	<b>10,804</b>	<b>201</b>	<b>13,788</b>	<b>(265)</b>	<b>(1.9)%</b>	<b>5</b>
LESS: INCOME									
	GOVERNMENT GRANTS	(1,871)	(1,567)	(1,472)	95	(1,810)	61	(3.3)%	0
	OTHER GRANTS & CONTRIBUTIONS	(270)	(224)	(201)	24	(274)	(4)	1.4%	0
	INTEREST	0	0	0	0	0	0	0.0%	0
	RECHARGES	(1,520)	(1,266)	(1,269)	(3)	(1,503)	17	(1.1)%	0
	OTHER INCOME	(3,337)	(2,781)	(2,787)	(6)	(3,370)	(33)	1.0%	0
<b>TOTAL INCOME</b>		<b>(6,999)</b>	<b>(5,839)</b>	<b>(5,729)</b>	<b>110</b>	<b>(6,957)</b>	<b>42</b>	<b>(0.6)%</b>	<b>0</b>
<b>NET EXPENDITURE</b>		<b>7,055</b>	<b>4,764</b>	<b>5,074</b>	<b>311</b>	<b>6,832</b>	<b>(223)</b>	<b>(3.2)%</b>	<b>5</b>

VIREMENT PROPOSALS

None this cycle.

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

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

FORECAST  
VARIANCE  
£'000

CHANGE  
£'000

(220)

4

**Property Costs**

No significant variance from budget is forecast at this stage.

12

5

**Administration Costs**

Expenditure on courses and conferences is forecast to be below budget.

(12)

8

**Transport Costs**

No significant variance from budget is forecast at this stage.

(3)

0

**Supplies and Services**

No significant variance from budget is forecast at this stage.

(20)

(12)

**Transfer Payments**

Contributions to external bodies is forecast to be £20K below budget based on the actual level of contributions made in 2011/12.

(22)

0

**Capital Financing Costs**

No significant variance from budget is forecast at this stage.

(0)

0

**Income**

There is currently no income forecast against the SURF project whereas a £70K budget has been set for this. Income from planning and building applications is expected to exceed budget by a small amount overall.

42

0

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2012 / 2013

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
ECONOMIC DEVELOPMENT PROJECT DIRECTOR

AS AT	31 January 2013	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
<b>ACCOUNTING PERIOD 10</b>									
STAFF COSTS		2,029	1,691	1,565	(126)	1,963	(66)	(3.3)%	(32)
PROPERTY COSTS		3	3	2	(0)	10	7	242.4%	6
ADMINISTRATION COSTS		215	179	225	46	261	47	21.7%	(24)
TRANSPORT COSTS		87	73	106	33	116	29	33.4%	27
SUPPLIES & SERVICES		1,740	1,450	1,517	67	1,789	49	2.8%	8
TRANSFER PAYMENTS		1,815	1,513	1,516	4	1,817	2	0.1%	0
CAPITAL FINANCING COSTS		12	0	0	0	12	(0)	(0.0)%	0
<b>GROSS EXPENDITURE</b>		<b>5,901</b>	<b>4,908</b>	<b>4,931</b>	<b>23</b>	<b>5,969</b>	<b>67</b>	<b>1.1%</b>	<b>(15)</b>
LESS: INCOME									
GOVERNMENT GRANTS		(24)	(106)	(60)	46	(19)	5	(21.6)%	9
OTHER GRANTS & CONTRIBUTIONS		(110)	(92)	(85)	6	(103)	7	(6.3)%	(30)
INTEREST		(17)	(15)	(4)	11	(2)	15	(86.7)%	0
RECHARGES		(745)	(621)	(533)	87	(757)	(12)	1.6%	(5)
OTHER INCOME		(610)	(425)	(434)	(9)	(342)	268	(43.9)%	47
<b>TOTAL INCOME</b>		<b>(1,506)</b>	<b>(1,258)</b>	<b>(1,117)</b>	<b>141</b>	<b>(1,223)</b>	<b>283</b>	<b>(18.8)%</b>	<b>21</b>
<b>NET EXPENDITURE</b>		<b>4,395</b>	<b>3,650</b>	<b>3,814</b>	<b>164</b>	<b>4,746</b>	<b>351</b>	<b>8.0%</b>	<b>6</b>

VIREMENT PROPOSALS

None this cycle.

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

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

FORECAST VARIANCE £'000 CHANGE £'000

(66) (32)

**Property Costs**

No significant variance from budget is forecast at this stage.

7 6

**Administration Costs**

Sponsorship costs within Central Marketing are forecast to be £40K above budget. Subscription costs are forecast to be £30K above budget while course fees are forecast to be £20K below budget.

47 (24)

**Transport Costs**

Travel costs associated with a number of European projects are forecast to be above budget in line with the increased workload in that area.

29 27

**Supplies and Services**

The cost of design work contracted out is forecast to be £30K above budget.

49 8

**Transfer Payments**

No significant variance from budget is forecast at this stage.

2 0

**Capital Financing Costs**

No significant variance from budget is forecast at this stage.

(0) 0

**Income**

Sponsorship income within the Central Marketing service is forecast to be £130K below budget. Recoveries and advertising revenue within the Marketing and Design service are forecast to be £60K below budget. A number of other sources of income are forecast to be under budget by a total of £70K.

283 21

351 6

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2012 / 2013

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
OPERATIONAL SUPPORT MANAGER

AS AT	31 January 2013	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
ACCOUNTING PERIOD 10		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	873	728	637	(90)	810	(64)	(7.3)%	0	
PROPERTY COSTS	0	0	0	0	0	0	0.0%	0	
ADMINISTRATION COSTS	40	34	24	(10)	62	21	52.9%	0	
TRANSPORT COSTS	6	5	4	(1)	5	(1)	(18.9)%	0	
SUPPLIES & SERVICES	73	61	19	(42)	64	(10)	(13.4)%	0	
TRANSFER PAYMENTS	0	0	0	0	0	0	0.0%	0	
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0.0%	0	
<b>GROSS EXPENDITURE</b>	<b>993</b>	<b>828</b>	<b>684</b>	<b>(144)</b>	<b>940</b>	<b>(53)</b>	<b>(5.4)%</b>	<b>0</b>	
LESS: INCOME									
GOVERNMENT GRANTS	0	0	0	0	0	0	0.0%	0	
OTHER GRANTS & CONTRIBUTIONS	(55)	(46)	0	46	(40)	15	(27.1)%	0	
INTEREST	0	0	0	0	0	0	0.0%	0	
RECHARGES	(194)	(162)	(43)	119	(52)	142	(73.2)%	0	
OTHER INCOME	0	0	0	0	0	0	0.0%	0	
<b>TOTAL INCOME</b>	<b>(249)</b>	<b>(207)</b>	<b>(43)</b>	<b>164</b>	<b>(92)</b>	<b>157</b>	<b>(63.0)%</b>	<b>0</b>	
<b>NET EXPENDITURE</b>	<b>745</b>	<b>621</b>	<b>641</b>	<b>20</b>	<b>848</b>	<b>103</b>	<b>13.9%</b>	<b>0</b>	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Savings are forecast from the management of vacancies and there is a provision of £30K for redundancy payments which is forecast not to be needed.

FORECAST VARIANCE £'000 CHANGE £'000  
(64) 0

**Property Costs**

No significant variance from budget is forecast at this stage.

0 0

**Administration Costs**

Adverse variances are forecast in storage and archiving based on a comparison of actual spend in 2011/12 with the budget provision for 2012/13.

21 0

**Transport Costs**

No significant variance from budget is forecast at this stage.

(1) 0

**Supplies and Services**

Various small savings are forecast in a number of areas.

(10) 0

**Income**

The budget provided for recoveries of costs from the HRA and Housing Capital budgets totalling £140K that will not now be made following the reorganisation of the Service in 2011/12. These recoveries have been removed from the 2013/14 budget.

157 0

103 0

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Capital Monitoring – Enterprise, Planning & Infrastructure Projects
REPORT NUMBER:	EPI/12/285

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### 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

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 underspend, carry forward or overspend will have implications for the programme. There are no issues at present that would result in such implications.

As part of the Council's three year business plan, capital expenditure is now monitored within a three year timescale where appropriate. This has given budget holders the ability to profile within a three year period. In year monitoring will continue, alongside monitoring the larger three year capital programme.

Some projects are now profiled for little or indeed no expenditure in the current financial year. In these instances, budget holders have profiled the intended expenditure in the appropriate financial year. Budget holders who are profiling slippage on a legally committed project into the next financial year(s) are also profiling this expenditure into the appropriate year.

### 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 December 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 Service Representatives 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 14 projects, totaling £23,688,000 allocated to it from the Non-Housing Capital Programme. The projects and total budget committed to each project for 2012/13 included in the programme are:-

- 1) Corp Property Condition & Suitability Programme  
£7,710,000
- 2) Cycling Walking Safer Streets Grant  
£252,000
- 3) Access From the North  
£430,000
- 4) Western Peripheral Route  
£4,100,000
- 5) Corporate Office Accommodation  
£1,000,000
- 6) NESTRANS - Capital Grant  
£960,000
- 7) 3R's Furniture, Fittings & Equipment and Other Works  
£50,000
- 8) Planned Renewal & Replacement of Road Infrastructure  
£3,748,000
- 9) Land Acquisition – Contingency  
£650,000
- 10) Frederick Street Relocations - Crombie Road  
£43,000



11)Frederick Street Multi Storey Car Park  
£2,345,000

12)Hydrogen Buses  
£400,000

13)City Broadband  
£1,000,000

14)St. Nicholas House Demolition  
£1,000,000

Spend for all projects to end of January is £10,109,000. 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 breakdown of this spend to date and relevant supporting information as necessary.

An update on the capital position will be reported to this Committee on 21 May 2013.

## 6. IMPACT

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

Public - This report will be of interest to the public as it outlines the Council's capital spending to date on Enterprise, Planning & Infrastructure projects.

## 7. BACKGROUND PAPERS

Non-Housing Capital Programme 2012/13 – Capital Monitoring Report approved at Finance & Resources Committee on 19 June 2012

## 8. REPORT AUTHOR DETAILS

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

## Appendix A: Spend to date

### 2012-13 Monitor

Project Description	2012/13 revised budget	Spend to end Jan.	Spend to date
	£'000	£'000	%
Corp Property Condition & Suitability Programme	7,710	3,363	44
Cycling Walking Safer Streets Grant	252	72	28
Access From the North	430	162	38
Western Peripheral Route	4,100	218	5
Corporate Office Accommodation	1,000	54	5
NESTRANS - Capital Grant	960	480	50
3R's Furniture, Fittings & Equipment and Other Works	50	18	37
Planned Renewal & Replacement of Road Infrastructure	3,748	2,279	61
Land Acquisition - Contingency	650	1	0
Frederick Street Relocations - Crombie Road	43	293	682
Frederick Street Multi Storey Car Park	2,345	2,305	98
Hydrogen Buses	400	0	0
City Broadband	1,000	35	4
St. Nicholas House Demolition	1,000	828	83
	<b>23,688</b>	<b>10,109</b>	

### 2012-15 Monitor

Project Description	Budget 2012/13- 2014/15	Total profiled out - turn	Variance
	£'000	£'000	%
Corp Property Condition & Suitability Programme	22,510	22,510	100
Cycling Walking Safer Streets Grant	825	825	100
Access From the North	13,840	13,476	97
Western Peripheral Route	5,700	5,700	100
Corporate Office Accommodation	1,000	1,000	100
NESTRANS - Capital Grant	3,137	3,137	100
3R's Furniture, Fittings & Equipment and Other Works	50	37	75
Planned Renewal & Replacement of Road Infrastructure	11,175	11,175	100
Land Acquisition - Contingency	650	650	100
Frederick Street Relocations - Crombie Road	43	293	682
Frederick Street Multi Storey Car Park	2,345	2,345	100
Hydrogen Buses	1,200	1,200	100
City Broadband	2,000	2,000	100
St. Nicholas House Demolition	3,692	3,692	100
	<b>68,167</b>	<b>68,040</b>	

- At present, the Condition & Suitability Programme is currently profiled to underspend by £2,476,000 this financial year. However, the budget holder intends legally committing as close to the full budget as possible this financial year. As part of the three year capital plan, the committed works can be promptly carried out and spent at the beginning of 2013/14. The Design Team will have a full compliment of staff at the beginning of 2013/14, allowing a greater number of projects to be undertaken from the beginning of the financial year.
- A full spend profile is yet to be completed for the Western Peripheral Route project. This will take some time given the current negotiations with Aberdeenshire Council regarding this significant and large piece of work.
- A contract for the refurbishment of the ground floor of Frederick Street has now been accepted. The majority of these works are funded through the Condition & Suitability budget, however approximately £130,000 will be funded through the Corporate Office Accommodation budget.
- To date, no other commitments have been made on this budget. It is expected that the majority will be spent in 2013/14.
- The NESTRANS Grant is paid in two equal installments, the first of which was paid in December. The second payment has now been paid.
- Frederick Street Relocations – Crombie Road has concluded on budget. The transfer of revenue funding to balance the expenditure on this project will take place before the end of the financial year.
- Works to Frederick Street Multi Storey Park were completed, and the car park opened to the public at the end of December 2012. The project is still profiled to be concluded on budget.
- There will be no expenditure on the Hydrogen Buses project this financial year. However, December 2013 is profiled for £800,000 expenditure for the purchase of 4 buses. April 2014 is profiled for £1,200,000 expenditure for the remaining buses.
- City Broadband project is profiled for spend this financial year to purchase expert advice in order to undertake an accelerated procurement process, with the remaining £1,958,000 profiled for expenditure in 2013/14.
- St Nicholas House Demolition was added to the capital programme on 15/1/13, following approval of the recommendations set out in report EPI-12-267. £828,000 has been spent to end of January on the works leading in to the demolition.

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## ABERDEEN CITY COUNCIL

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COMMITTEE Enterprise, Planning and Infrastructure

DATE 19<sup>th</sup> March 2013

DIRECTOR Gordon McIntosh

TITLE OF REPORT Twinning & International Partnerships

REPORT NUMBER: EPI/13/048

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### 1. PURPOSE OF REPORT

The purpose of this report is to bring before Committee applications for financial assistance from the International Twinning Budget 2012-2013 and to make recommendations.

### 2. RECOMMENDATION(S)

That the Enterprise, Planning and Infrastructure Committee recommend the approval of the following grants from the International Twinning Budget 2012-2013:

- i) £2,500 contribution towards a visit by members of the Grampian Fire & Rescue Team in support of Operation Florian who will be continuing their development work with the Fire & Ambulance Services in Bulawayo from the 14<sup>th</sup> March to 5<sup>th</sup> April 2013.
- ii) £4,402 contribution towards the reciprocal visit of a group of hip hop dancers from Clermont-Ferrand to the Hip Hop School in Aberdeen from the 23<sup>rd</sup> to 28<sup>th</sup> July 2013.
- iii) £1,800 contribution towards the Friends of Gomel Committee visit to Gomel to support on-going projects between the two cities from the 21<sup>st</sup> to 28<sup>th</sup> May 2013.
- iv) £1,000 contribution towards the travel costs for the Lord Provost and International Partnerships Officer to attend Bürgerfest, Regensburg from the 21<sup>st</sup> to 23<sup>rd</sup> June 2013.
- v) £2,500 contribution towards the participation of a choir from Clermont-Ferrand at the City of Aberdeen Highland Games from the 15<sup>th</sup> to 17<sup>th</sup> June 2013.
- vi) £2,400 contribution to support a group of Aberdeen performers participation in Constitution Day, Stavanger, on 17<sup>th</sup> May 2013.

- vii) £2,000 contribution towards Aberdeen Kilt Kickers participation at the Smiling Bavarians Club Dance from the 25<sup>th</sup> to 30<sup>th</sup> April 30<sup>th</sup> 2013.
- viii) £1,665 contribution to the French Society to accept the invitation to a language and intercultural exchange with students at Blaise Pascal University and to teach English within local schools in Clermont-Ferrand from the 25<sup>th</sup> to 30<sup>th</sup> March 2013.
- ix) £1,500 contribution towards the cost of air travel for the Lord Provost and up to two officers of Aberdeen City Council to visit Clermont-Ferrand to mark the 30<sup>th</sup> Twinning Anniversary, 30<sup>th</sup> June to 3<sup>rd</sup> July 2013.

### 3. FINANCIAL IMPLICATIONS

Full council approved the International Twinning Budget for 2012-2013 of £137,350. The approved budget from the Common Good Fund, provides £102,000 of monies towards the support of twinning projects and/or visits.

An annual review of the twinning budget detailing expenditure, benefits achieved and future projects will be presented to the Enterprise, Planning & Infrastructure Committee for consideration on 21<sup>st</sup> May 2013.

	<b>Balance of Budget Available at March 2013</b>	<b>£28,284</b>
i)	Contribution towards a visit by members of the Grampian Fire & Rescue Team in support of Operation Florian who will be continuing their development work with the Fire & Ambulance Services in Bulawayo from the 14 <sup>th</sup> March to 5 <sup>th</sup> April 2013.	£2,500
ii)	Contribution towards the reciprocal visit of a group of hip hop dancers from Clermont-Ferrand to the Hip Hop School in Aberdeen from the 23 <sup>rd</sup> to 28 <sup>th</sup> July 2013.	£4,402
iii)	Contribution towards the Friends of Gomel Committee visit to Gomel to support on-going projects between the two cities from the 21 <sup>st</sup> to 28 <sup>th</sup> May 2013.	£1,800
iv)	Contribution towards the travel costs for the Lord Provost and International Partnerships Officer to attend Bürgerfest, Regensburg from the 21 <sup>st</sup> to 23 <sup>rd</sup> June 2013.	£1,000
v)	Contribution towards the participation of a choir from Clermont-Ferrand at the City of Aberdeen Highland Games from the 15 <sup>th</sup> to 17 <sup>th</sup> June 2013.	£2,500
vi)	Contribution to support a group of Aberdeen performers participation in Constitution Day, Stavanger, on 17 <sup>th</sup> May 2013.	£2,400
vii)	Contribution towards Aberdeen Kilt Kickers participation at the Smiling Bavarians Club Dance	£2,000

	from the 25 <sup>th</sup> to 30 <sup>th</sup> April 2013.	
viii)	Contribution to the French Society to accept the invitation to a language and intercultural exchange with students at Blaise Pascal University and to teach English within local schools in Clermont-Ferrand from the 25 <sup>th</sup> to 30 <sup>th</sup> March 2013.	£1,665
ix)	Contribution towards the cost of air travel for the Lord Provost and up to two officers of Aberdeen City Council to visit Clermont-Ferrand to mark the 30 <sup>th</sup> Twinning Anniversary, 30 <sup>th</sup> June to 3 <sup>rd</sup> July 2013.	£1,500
	<b>TOTAL</b>	<b>£19,767</b>
	<b>Amount remaining in budget if recommendations approved:</b>	<b>£8,517</b>

#### 4. OTHER IMPLICATIONS

The health and safety implications of all visits are taken into account during planning, with any exceptional implications addressed at the time of application.

The International Partnerships Officer regularly reviews the travel advice provided by the Foreign and Commonwealth Office and is in close contact with counterpart officers in the twin cities to ensure information provided to participants is accurate and up-to-date.

Where individuals/groups from Aberdeen are travelling overseas, comprehensive pre-visit briefings are offered by the International Partnerships Officer and all have the opportunity to ask questions and request support.

When participating in overseas visits, Council employees are covered by the Council's insurance policy while non-Council employees are instructed by the International Partnerships Officer to obtain comprehensive travel insurance.

Long established twinning links will not be maintained without regular reciprocal visits and ongoing projects being initiated by communities, groups and individuals and there is the potential for the city's international image to be damaged if we don't continue to support established relationships.

Without support from the twinning budget, exchanges and visits of this nature could not take place and people in Aberdeen would lose a wide range of opportunities to engage with the international community. In addition, incoming visitors to the city on twin city projects support the local economy through their participation at events and hospitality and retail expenditure while visiting the city.

The International Partnerships Officer will provide a strong link between Aberdeen and our twin cities who also provide organisational support, advice and guidance when required.

They will also make recommendations on funding available to the group and offer support to foster a relationship with the city so that it is long lasting and beneficial to the people of Aberdeen without requiring on-going financial support from the public purse.

All groups participating in twin city activities are encouraged to develop sustainable relationships with their partner groups. Links between most of the twin cities of Aberdeen are active, and links which have not recently been engaged have been contacted to re-establish communications. It is important that all visits and projects through twinning are long-standing and fruitful to ensure their benefit to the local people of Aberdeen, to establish and promote positively the overseas image of Aberdeen and for best practice to be shared between cities.

## 5. BACKGROUND/MAIN ISSUES

### **i) Contribution towards a visit by members of the Grampian Fire & Rescue Team in support of Operation Florian who will be continuing their development work with the Fire & Ambulance Services in Bulawayo from the 14<sup>th</sup> March to 5<sup>th</sup> April 2013.**

As a charity, Operation Florian has been working in Bulawayo since 2010. The purpose of this project is to revitalise the Fire and Ambulance Service in Bulawayo. Zimbabwe continues to suffer from a severe economic crisis, meaning the local Government has been unable to maintain funding and resources that ensure a robust, responsive Fire and Ambulance Service to meet the needs of the community of Bulawayo and surrounding area.

Members of Grampian Fire and Rescue participating in Operation Florian first received funding from the International Partnerships & Twinning Fund in January 2012 to help contribute towards Phase 2 of their development work in Bulawayo. This engagement with Bulawayo City Council and Fire & Ambulance Service saw a reactivation of the Aberdeen-Bulawayo link which had previously been dormant. Further support of this project will strengthen the importance of this work which has proven to save lives due to the increased capability of the emergency services and support staff. It will also demonstrate ongoing support from the city of Aberdeen.

Operation Florian continues to receive excellent media coverage, with members having been interviewed for Radio Scotland and local media in Bulawayo. One soundbite said;



*'His Worship, the Mayor, added that the donation of equipment was coming in at the most opportune moment for the City of Bulawayo, as the economic recession had affected the city's civic protection capacity'*

During Phases 1 and 2 of the project five fire engines were donated, along with 2 x 20 foot containers of surplus firefighting equipment. The members also introduced a number of community fire safety schemes, including the introduction of smoke alarms for vulnerable members of the community. During Phase 2 training courses were given to the local firefighters in the following:

- Breathing Apparatus
- Road Traffic Accident
- Command and Control
- Technical Fire Safety
- First Aid Training

Through the training courses, a total of 5300 student hours of training were achieved. The volunteers presence in Bulawayo has ensured that all work undertaken is sustainable by showing the firefighters first hand how the equipment should be used and maintained.

In Phase 3 a further three fire engines have been shipped out along with a specialist Turn Table Ladder. Two containers of equipment have also been shipped out. The Operation Florian team will fly out the 14<sup>th</sup> March 2013 in order to train the local firefighters on how to use the additional equipment. It is anticipated that in 2013 the project will achieve the following outcomes:

- Continue training in operational procedures and risk assessment
- Further develop community based fire safety schemes within schools and for vulnerable members of society
- Introduce high rise firefighting, decontamination, hazmat, ventilation and fire investigation procedures
- Possible opening of a new fire station due to additional equipment to reduce turnout and attendance times to certain areas within the city
- Introduce internal training for Bulawayo Firefighters to become trainers in their own right to build on sustainability
- Increase the capacity of the emergency services to meet the needs of a developing and increasing population
- Develop project aims and objectives for Phase 4 in 2014 through evaluation, consultation and scoping report.

The example set by the members of Grampian Fire & Rescue can be used as a beacon in the education of children to demonstrate the importance of helping and showing consideration to other, global communities. Their work in Africa has highlighted Aberdeen on the world map through the media of the benefits of this project which can

only go from strength to strength. Not only has the link developed capacity in Bulawayo, but also of their development to meet the demands placed on them to protect the community of Aberdeen through their continued professional development to meet the needs that their job places on them. A further plus of the project is that it decreases the carbon foot-print that Aberdeen produces by recycling used equipment and uniforms.

The application requests a total of £2,500 to contribute towards the cost of shipping the equipment. The total cost of the project for Operation Florian has not yet been finalised, however initial calculation of costs for the shipping of appliances, purchasing, shipping of containers, fuel costs, insurance and purchase of equipment is in excess of £65,000. A further £17,000 is estimated for the cost of flights for all the Operation Florian team members. Most of these costs are being paid for by Bulawayo City Council and through fund-raising by Operation Florian members.

**ii) Contribution towards the reciprocal visit of a group of hip hop dancers from Clermont-Ferrand to the Hip Hop School in Aberdeen from the 23<sup>rd</sup> to 28<sup>th</sup> July 2013.**

In November 2012 the organisers of the 'Trans'Urbaines' Festival, which is a week long event of hip hop dance workshops, dance battles and performances, invited a group from the Hip Hop School Aberdeen to participate. The young people who attended from Aberdeen were excellent Cultural Ambassadors for the city and for majority of them it was their first experience of a being in a different country, way of life and language. It has encouraged many of the young Aberdeen people to continue with French language at school so they can converse with French friends made during their visit.

The Hip Hop School in Aberdeen wishes to reciprocate and continue the sustainability and legacy of the dance link by hosting a group of dancers from Clermont-Ferrand for six days in July 2013. The group visiting from Clermont-Ferrand will be made-up from ten children and two accompanying adults. The visit is arranged to coincide with the Aberdeen International Youth Festival (AIYF), which will enhance the festival offering by showcasing the close working relationship between Aberdeen and its twin city Clermont-Ferrand.

During the November 2012 visit, the young people from Aberdeen were very impressed and inspired by the dancing they saw in the 'Trans'Urbaines' Festival. They are now eager to showcase Aberdeen to their Clermont-Ferrand counterparts and demonstrate our vibrant cultural scene.

Both groups will benefit from the group visit to Aberdeen as it will allow the continuation of exchange of ideas and skills and engagement with street arts and dance workshops. It will also allow the Aberdeen hip

hop dancers who did not go to Clermont-Ferrand to experience French hip hop style and partake in the Master Class workshops. Not all dancers could attend 'Trans'Urbaines' due to financial difficulties and funding constraints.

A programme is currently being organised and consultation is being undertaken with the Learning Manager for Museum, Education and Arts Development to allow the French group discover more about Aberdeen's history and culture and provide our local pupils learning French access to native French speakers. It is anticipated that through our work with the schools that the wider Aberdeen community will benefit from the French group's visit.

During the week the groups will practice hip hop together and create a piece of joint work which will be performed during the AIYF at various venues. The Aberdeen group will host workshops with the local young people in Aberdeen Community Centres and, subject to approval, perform in various city centre locations.

Their joint performance will help celebrate the 30<sup>th</sup> Twinning Anniversary between the two cities and portray to Clermont-Ferrand we continue to be supportive of twinning exchanges.

The anticipated project outcomes are as follows:

- Build self-confidence of the young people
- Encourage the young people to meet and make new friends
- To encourage the sharing and development of talent, to learn and to develop new skills
- Improved language and communication skills
- Learn to work better as individuals as well as a team
- Continued work to global citizenship
- Enhance the experience of people from a disadvantaged background and young people who did not get to travel to Clermont-Ferrand.

The application requests a total of £4,402 to help support the cost of accommodation, transport and food. In the future the Hip Hop School will be applying to Awards for All and continue fund-raising to ensure the sustainability of the twinning link. A full break-down of costs is given below:

<b>Expenditure</b>	
Flights	£5,400
Transport in Aberdeen	£300
Accommodation	£2,520
Some subsistence in Aberdeen	£972
Hire Dance Studio	£210
Publicity and Uniform	£400
<b>Total</b>	<b>£9,802</b>

<b>Income</b>	
Contribution by Participants	£5,400
<b>Total</b>	<b>£5,400</b>
Expenditure-Income	9,802-5,400
<b>Total Applying For</b>	<b><u>£4,402</u></b>

**iii) Contribution towards the Friends of Gomel Committee visit to Gomel to support on-going projects between the two cities from the 21<sup>st</sup> to 28<sup>th</sup> May 2013..**

The Friends of Gomel, formed in 1991, was established to help raise funds which would be used towards supporting a variety of activities both in Aberdeen and in Gomel. The Friends of Gomel also operate a 'friendship in action' where members work to provide the means, ideas, materials, transport, skills and resources. In 2011 The Friends of Gomel became a registered charity with a very active Management Committee of fourteen Trustees drawn from a membership of over fifty individuals. Additionally, the Friends offer hospitality to visitors from Gomel and support projects in both Aberdeen and Gomel such as medical, cultural and sport exchanges. The Friends work alongside others in Aberdeen who have an interest in Gomel including the Universities, Rotary, Soroptimists, Chernobyl Children's Lifeline, North East Sensory Services and Aberdeen Gomel Trust.

The main objectives of The Friends of Gomel is:

- To increase interest and awareness of Aberdeen's twin city
- To foster and encourage links between Aberdeen and Gomel at all levels, individual, group or organisational
- To raise funds and provide goods and services for the alleviation of distress in Gomel
- To work in close co-operation with statutory, voluntary and private organisations in Aberdeen and Gomel to ensure best possible co-ordination of activities.

The Friends of Gomel Management Committee have submitted an application to request financial support for their Committee visit to Gomel during May 2013. The Friends of Gomel Management Committee last visited Gomel in April 2010.

The purpose of the visit in 2013 is:

- To view the many projects in Gomel which the Friends are associated with and to meet with the people involved
- To promote and develop existing projects and seek new ones
- To sustain and develop long-term social and economic aid to the citizens of Gomel

- To meet with representatives of Gomel City Council, hospitals, women's groups, businesses, technical college and children's centre in Gomel.

The Committee will also be providing support for Hope and Homes for Children in Gomel and Home-Start Gomel, providing medical equipment, technical books and parts for medical and other equipment as well as meeting and supporting Chernobyl Children's Lifeline; diabetic sufferers and hearing impaired children and adults.

If funding is approved, the work covered by previous Committee visits will be enhanced and maintained. It is important for the Committee to meet the people involved in their project work, especially in recent projects such as Home-Start Gomel and the apprenticeship/lecturer exchange scheme between Tullos Training Ltd and Gomel Technical College No.67. The Friends will maximise their 2013 visit by strengthening their links with Home-Start, which is the UK's leading family support organisation whose volunteers offer regular support, friendship and practical help to families. The Friends have contributed financially to start-up Home Start Gomel over the past three years. The proposed visit to Gomel this year will be the first opportunity to visit the Home Start volunteers in Gomel gain a better understanding of the project on the ground and help promote and develop it. They will also build on their link with Technical School 67 as the development of this project has currently stalled, which can only be resolved by a visit to the school to assess the situation and how to bring the project back on track.

In the future the Friends of Gomel will continue providing social programmes for visitors from Gomel and maintaining links with representatives of the Friends projects in Gomel. Through the work and visit of the Friends it will encourage others to become members of the Friends of Gomel and to support the Friends fund-raising and other activities for the benefit of the Friends partners in Gomel. It will highlight the excellent work and successful development projects which Aberdeen is involved in to help in improving the quality of life and medical care for others.

At the end of the visit the Friends will submit a report of their visit to Gomel to Aberdeen City Council, Aberdeen's Third Sector Interface, Aberdeen Council of Voluntary Organisations E-Bulletin and include it in the Friends of Gomel newsletter. The wider Aberdeen Community will be made aware of the Friends work by its presence at various events in the Duthie and Hazlehead Parks, and by the annual hire of the Aberdeen City Council Charity Shop for a week.

The application requests a total of £1,800 to help cover some of the air flight costs. A break-down of the costs are provided below:

<b>Expenditure</b>	
Airfare	£270
Hire of Mini-Bus	£50
Belarus Visa Costs	£90
Basic Accommodation	£170
Total per person	£580
<b>Group Total</b>	<b>£4,060 (580 x 7)</b>
<b>Income</b>	
Contribution by Participants	£2,260
<b>Total</b>	<b>£2,260</b>
Expenditure-Income	4,060-2,260
<b>Total Applying For:</b>	<b>£1,800</b>

**iv) Contribution towards the travel costs for the Lord Provost and International Partnerships Officer to attend Bürgerfest, Regensburg from the 21<sup>st</sup> to 23<sup>rd</sup> June 2013.**

The Mayor of Regensburg Oberbürgermeister Herr Hans Schaidinger has extended an invitation to the Lord Provost of Aberdeen and the International Partnerships Officer to attend the bi-annual Bürgerfest in Regensburg between the 21<sup>st</sup> and 23<sup>rd</sup> June 2013.

Bürgerfest is a Citizens' Festival with a series of cultural events taking place throughout the weekend. Regensburg wishes the attendance of each of its twin cities to demonstrate their international connections.

This will be the first visit of the Lord Provost of Aberdeen to a twin city and meeting with the Mayor of Regensburg. It is important for the Lord Provost to have an understanding of the twin city relationships and develop good communication links in order to develop Aberdeen's international profile and willingness to effectively co-operate with other countries. It will also provide the Lord Provost the opportunity to network and meet with representatives of other international countries, opening potential development and business opportunities for Aberdeen.

The International Partnerships Officer will accompany the Lord Provost as they have travelled to Regensburg and met with Herr Hans Schaidinger before, therefore making travel and communications arrangements easier. The Officer will take advantage of the visit to meet with organisations and individuals who have an interest in, or interested in beginning, co-operation projects with Aberdeen.

Regensburg Stadt will cover the cost of accommodation for the Lord Provost and International Partnerships Officer, as well as subsistence costs. This application asks for a contribution of £1,000 to cover the cost of air travel and a float for any unanticipated costs. In twin city civic

visits the normal arrangement is for the outward delegation to cover the cost of air flights and the host city to cover the cost of accommodation and food.

An estimated break-down of costs is given below:

<b>Expenditure</b>	
Flights	£800
Float	£200
Accommodation	£700
Food	£200
Transport in Regensburg	£150
<b>Total</b>	<b>£2,050</b>
<b>Income</b>	
Contribution by Participants	£1,050
<b>Total</b>	<b>£1,050</b>
Expenditure-Income	2,050-1,050
<b>Total Applying For:</b>	<b>£1,000</b>

**v) Contribution towards the participation of a choir from Clermont-Ferrand at the City of Aberdeen Highland Games from the 15<sup>th</sup> to 17<sup>th</sup> June 2013.**

Aberdeen Highland Games is an integral part of the Grampian Games Circuit and also an important event within the Aberdeen City Council's Summer Festival programme. The organisers are looking to enhance and add value to the event which this year is being held on Sunday 16<sup>th</sup> June through the participation of Aberdeen's twin city of Clermont-Ferrand. The involvement of Clermont-Ferrand will also highlight the 30<sup>th</sup> Twinning Anniversary of the two cities this year.

Aberdeen Highland Games is a very popular event within the Summer Festival programme and depending on the weather attracts over 10,000 visitors on a regular basis. The event is widely publicised through the local and national media, radio and Aberdeen City Council website.

This year a choir of eight members from Clermont-Ferrand will travel to Aberdeen to participate and perform at the Aberdeen Highland Games, adding to and enhancing the event for the local people and visitors to the city. It will also demonstrate the strong twinning link between the two cities by involving them in such a popular event. The choir's participation will also be an excellent way to mark the 30<sup>th</sup> Twinning Anniversary.

The participation of the choir will be highlighted to local French businesses as well as the French Consul in Aberdeen to ensure that they are aware of the French involvement and to encourage them to

come to the event increasing the audience figures and awareness of the twin cities and Summer Festival programme. The event will also be publicised to French communities in Aberdeen through organisations such as the Franco-Scottish Association and L'Echo Ecossais.

The choir will arrive on Saturday 15<sup>th</sup> June. During the Saturday other performances around Aberdeen will be organised to allow the Aberdeen locals and visitors other opportunities to see the choir perform. They will then perform at the Highland Games on the Sunday before returning to Clermont-Ferrand on Monday 17<sup>th</sup> June.

The organisers of the Aberdeen Highland Games and the choir will be asked for feedback to determine the success of their participation and when the visit will be reciprocated.

The application requests a total of £2,500 to cover the cost of accommodation, some transport and food whilst the choir is in Aberdeen. The remaining balance will be met through Clermont-Ferrand and the choir.

<b>Expenditure</b>	
Air Flights	£3,600
Transport	£400
Accommodation	£1,280
Food	£560
Contingency	£260
<b>Total</b>	<b>£6,100</b>
<b>Income</b>	
Contribution by Participants	£3,600
<b>Total</b>	<b>£3,600</b>
Expenditure-Income	6,120-3,600
<b>Total Applying For</b>	<b>£2,500</b>

**vi) Contribution to support a group of Aberdeen performers participation in Constitution Day, Stavanger, on 17<sup>th</sup> May 2013.**

Following the participation of the singers from Stavanger at the Christmas Tree Switch-On Ceremony in Aberdeen 2012, Stavanger have reciprocated with an invitation for a group of Aberdeen performers to participate in Constitution Day on the 17<sup>th</sup> May 2013.



Constitution Day is a national celebration which recognises Norway's 'birthday' from Danish rule. It is celebrated through a parade with people of different generations, but mostly children in costume.

Stavanger has asked for a group of musicians or performers to participate from Aberdeen. This will be an excellent opportunity for Aberdeen to showcase its local talent and make the Norwegians aware of their twin city in Scotland, creating interest and potential tourism opportunities. It is also a further way to strengthen the business and cultural ties which the two cities enjoy.

In the past Aberdeen and Stavanger have benefited from strong economic links through the oil and gas industry. New links are being formed in education, sport and culture and this invitation is an opportunity to continue developing the twin city relationship.

Discussions are already taking place for involvement of a Stavanger choir or music band in the Aberdeen Summer and Winter Festival's in 2013, including the Re-Opening of Duthie Park, the Christmas Light Switch-On Parade as well as exchanges with the Music Department at the University of Aberdeen.

The application requests a sum of £2,400 to help towards the cost of air travel and contingencies for 10 individuals to travel out to Stavanger and participate in the Constitution Day parade, whilst promoting Aberdeen City and Scotland as a tourist destination with unique culture and traditions.

<b>Expenditure</b>	
Air Flights	£2,000
Contingency	£400
Accommodation	£1,500
Food	£1,000
<b>Total</b>	<b>£4,900</b>
<b>Income</b>	
Contribution by Participants	£2,500
<b>Total</b>	<b>£2,500</b>
Expenditure-Income	4,900-2,500
<b>Total Applying For</b>	<b><u>£2,400</u></b>

**vii) Contribution towards Aberdeen Kilt Kickers participation at the Smiling Bavarians Club Dance from the 25<sup>th</sup> to 30<sup>th</sup> April 2013.**

Aberdeen Kilt Kickers was established in 1986 and was the first American Square Dance Club to be formed in Scotland. Their aim is

to have 'Fun and Friendship set to music'. The objectives of Aberdeen Kilt Kickers are to:

- Promote and foster an interest in American Square Dancing
- Provide facilities for the participation in American Square Dancing
- Hold regular American Square Dance sessions
- Welcome any UK or International member or caller to join and participate in local club nights

The Aberdeen Kilt Kickers Club has well established links with two of Aberdeen City's twin cities, Stavanger and Regensburg. In 2012 the Aberdeen Kilt Kickers were awarded funds from the International Partnerships & Twinning Fund towards their participation in Stavanger's Jamboree Dance event.

Ten members of the Aberdeen Kilt Kickers this year have been invited to perform and participate in the Smiling Bavarians Square Club Dance on Friday 26<sup>th</sup> April, the annual 'Protzenhopper Dance' on Saturday 27<sup>th</sup> April, as well as a Plus/A1 dance on Sunday the 28<sup>th</sup> April. There has been a close link between the two dance clubs since 2009 when Aberdeen Kilt Kickers first visited the Smiling Bavarians Club for the 'Protzenhopper Dance'. As a direct consequence of the Aberdeen group visits to Regensburg and the friendships which have been formed, the dancers from Regensburg previously visited Aberdeen in April 2012. During this visit twenty-two dancers from Regensburg attended the Aberdeen Kilt Kickers six day long 'International Square Dance Festival'. The next 'Squarefest' Dance in Aberdeen will take place in 2014.

At previous International Square Dance Festivals in Aberdeen, the event has been attended by 250-300 visitors from all over Europe and elsewhere. The Aberdeen Kilt Kickers presence at the Smiling Bavarians Square Club Dance will encourage visitors to Aberdeen not only from Regensburg, but also from Germany and Czech Republic to attend the next Aberdeen Dance Festival in 2014. This will promote tourism within Aberdeen City and encourage economic generation through accommodation, food and drink and shopping to Aberdeen local businesses. The group who will travel to Regensburg in 2013 will secure participants and visitors for their event in 2014, as well as promote Aberdeen as a welcoming and culturally vibrant city.

The application requests a total of £2,000 towards some travel costs and accommodation for the members travelling out. The members will be in Germany for a longer period than the Regensburg Dance Festival but expenses incurred then are not included in the application. During this additional period the members will be visiting other Square dance clubs to encourage their members to come to Aberdeen for the event in 2014. A full break-down of costs is given below:

<b>Expenditure</b>	
Air Flights	£137
Accommodation	£154
Food	£120
Dances	£10
Total per person	£421
Total for 10 dancers	£4,210
Plus Hire of Mini Van	£810
<b>Total</b>	<b>£5,020</b>
<b>Income</b>	
Contribution by Participants	£3,020
<b>Total</b>	<b>£3,020</b>
Expenditure-Income	5,020-3,020
<b>Total Applying For</b>	<b>£2,000</b>

**viii)Contribution to the French Society to accept the invitation to a language and intercultural exchange with students at Blaise Pascal University and to teach English within local schools in Clermont-Ferrand from the 25<sup>th</sup> to 30<sup>th</sup> March 2013.**

During the visit of the Clermont-Ferrand delegation in October 2012, the delegates met with the French Department and French Society of the University of Aberdeen to discuss potential partnership exchanges between Aberdeen University and the University of Blaise Pascal in Clermont-Ferrand. At the meeting, the Clermont-Ferrand delegation invited members of the University of Aberdeen's French Society to meet and exchange with students at the University of Blaise Pascal, as well as to visit and teach English within the local schools in Clermont-Ferrand and Auvergne region.

The French Society at the University of Aberdeen exists to provide events to practice and promote French language for students and individuals in the community. They have organised visits to France in the past, but this will be the first time that a link will have been created with the twin city of Clermont-Ferrand.

The twinning visit to Blaise Pascal University and to Clermont-Ferrand would provide an invaluable opportunity to the five French students participating in the project to practice and improve their French language. This will be achieved through discussion with students at Blaise Pascal of topical issues taken from the media (such as newspaper articles, current affairs programmes) and debate about these with their fellow French students. The visit will also allow students from Aberdeen to gain insight into potential career paths. Through the language exchange, the French students would be able to practice their English and the Aberdeen students will expand this opportunity to the wider Clermont-Ferrand population, including school children in the

Auvergne region. This will be a particularly important experience for some of the participants who are going to complete a postgraduate degree in teaching French by allowing them to practice teaching to a variety of different age groups. Furthermore, it would also provide the opportunity for the other students to develop essential, transferable skills such as communication, organisation, time management and public speaking which will be required when they enter the employment market.

Currently, there is a chronic lack of British students who learn a foreign language/study abroad, therefore this trip will encourage students to widen their horizons through realizing the social and economic impact that knowing another language and culture can bring. Many of the local companies and businesses in Aberdeen City and throughout Scotland see a second language as a vital skill for gaining employment and enhancing international business relations. Through this visit the students control of French language will be greatly improved, making them more employable and will also continue to promote Aberdeen City as an international city that welcomes French business links. For the students that study to become a French teacher, it would enhance their teaching methods and accuracy in the French language, as well as a deeper appreciation of French culture. This in turn will encourage more students to learn French, thus having an impact on the economic and international business future of Aberdeen and encourage the uptake of learning a language or undertaking a study abroad visit at University.

Whilst in Clermont-Ferrand, the students will act as Ambassadors of Aberdeen and will promote the city by informing those they meet such as fellow students, council staff, schools pupils as well as community members, about the vibrancy of Aberdeen City. In the local schools of Clermont-Ferrand, the students will give presentations on Aberdeen to teach the school children about Aberdeen's history, culture, traditions and also about the University of Aberdeen and the courses offered. All in all, both sides will benefit from this intercultural exchange leading to a better understanding of the two cities and cultures.

On their return to Aberdeen, the students will communicate the information learnt to their French Head of Department to see if any more formal links could be established between the universities, as well as to wider society in Aberdeen through the Franco-Scottish Society and French Institute. The students plan to invite a group from Blaise Pascal to Aberdeen on a reciprocal visit to continue to further promote Aberdeen City and University of Aberdeen. This will forge stronger links between the cities and lead to the co-ordination of student exchanges in the future.

The application requests a total of £1,665 to help cover the cost of return travel to Clermont-Ferrand. Clermont-Ferrand will cover the cost of accommodation and food for the five members of the French Society visiting. A full break-down of the costs is given below:

<b>Expenditure</b>	
Air Flights	£1,125
Return Train	£540
Accommodation	£1,200
Food	£1,000
<b>Total</b>	<b>£3,865</b>
<b>Income</b>	
Contribution by Participants	£2,200
<b>Total</b>	<b>£2,200</b>
Expenditure-Income	3,865-2,200
<b>Total Applying For</b>	<b>£1,665</b>

**ix) Contribution towards the cost of air travel for the Lord Provost and up to two officers of Aberdeen City Council to visit Clermont-Ferrand to mark the 30<sup>th</sup> Twinning Anniversary, 30<sup>th</sup> June to 3<sup>rd</sup> July 2013.**

The Mayor of Clermont-Ferrand, Serge Godard, has extended an invitation to the Lord Provost to visit Clermont-Ferrand to mark the 30<sup>th</sup> Twinning Anniversary between the two cities. Up to two officers of Aberdeen City Council have been invited to accompany the Lord Provost. It is anticipated the International Partnerships Officer will form part of the Aberdeen delegation as they speak French fluently and can translate for both the Aberdeen and Clermont-Ferrand sides, making communications easier.

For the 25<sup>th</sup> Anniversary delegates from Clermont-Ferrand visited Aberdeen therefore their invitation is reciprocal from 2008. As for the visit to Bürgerfest, Regensburg this will be the first visit of the Lord Provost to Clermont-Ferrand and to become acquainted with our Clermont-Ferrand working partners. There are many projects which are currently being planned between Clermont-Ferrand and Aberdeen for 2013/2014 including Manor Park, Aberdeen Highland Games and the Hip Hop Exchange and this will provide the Lord Provost an excellent insight as to the importance and strength of the twin city links, as well as to how La Ville de Clermont-Ferrand operates. Knowledge of how our twin cities operate and their procedures is vital to the success of twin city exchanges and development work.

Whilst in Clermont-Ferrand there will be media interest in the Aberdeen delegation, therefore allowing the promotion of Aberdeen City as a tourist destination and in publicising and creating future development projects between the cities. The International Partnerships Officer will take advantage of the visit by undertaking meetings with groups who have an interest in projects involving Aberdeen.

Clermont-Ferrand will pay for the accommodation, transport and food for the Aberdeen delegation during their visit. This application requests £1,500 towards the cost of air travel to Clermont-Ferrand and contingency fund for any unanticipated costs. A break-down is given:

<b>Expenditure</b>	
Air Flights	£1,350
Contingency	£150
Accommodation	£900
Food	£450
Transport	£150
<b>Total</b>	<b>£3,500</b>
<b>Income</b>	
Contribution by Participants	£1,500
<b>Total</b>	<b>£1,500</b>
Expenditure-Income	3,000-1,500
<b>Total Applying For</b>	<b>£1,500</b>

## 6. IMPACT

### *Aberdeen – the Smarter City*

- We will promote Aberdeen as a great place to live, bring up a family, do business and visit.
- We will ensure that Union Street regains its position as the heart of the city and move cultural activity centre-stage through re-invigorated cultural leadership.

### *Smarter Living (Quality of Life)*

- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality diverse cultural events for the whole community and beyond.

### *Smarter Economy (Competitiveness)*

- We will work with partners to promote the city as a place to invest, live, work and export from.

### *Community Plan*

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

Promoting and supporting international exchanges, involving various communities of interest, significantly contributes to Aberdeen City Council Vision as outlined above and to the actions of the Single Outcome Agreement. The outlined twinning projects also align with the cultural strategy vision as it allows for improved communication of cultural opportunities, helps with changing the perception of the city, to develop a stronger cultural identity and to have increased levels of effective partnership working.

Aberdeen's twin city partnership initiatives:

- Foster international understanding and friendship and an appreciation of cultural diversity
- Provide Aberdeen's citizens with an awareness of, and insight into, international issues and perspectives and their impact on Aberdeen and Scotland
- Promote the image and raise the profile of the city overseas; and
- Provide a forum for the exchange of knowledge, expertise, skills, ideas and best practice in any given field.

Opportunities for groups, communities and organisations to access twin city projects and exchanges and for possible sources of funding are advertised through the Council's website, press releases, school circulars where appropriate and the Aberdeen Council of Voluntary Organisations e-bulletin.

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

7. BACKGROUND PAPERS  
None used

8. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 <sup>th</sup> March 2013
DIRECTOR:	Stewart Carruth
TITLE OF REPORT	Procurement Procedures in relation to Social Enterprises
REPORT NUMBER	CG/13/033

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### 1. PURPOSE OF REPORT

Officers were requested to submit a report to the Enterprise, Planning and Infrastructure Committee exploring the possibility of amendment to the Council's procurement procedures to take account of social enterprises.

### 2. RECOMMENDATION(S)

- i) It is recommended that the Committee Note the content of the Report and the progress made to date in the Implementation of the Securing Community Benefit through Procurement Policy (as approved by the Corporate Policy and Performance Committee on 22<sup>nd</sup> September 2011).
- ii) The Committee also notes that the Council must stringently adhere to procurement law principles of transparency, equal opportunity and non-discrimination. In doing so the Council cannot give social enterprises competitive advantage but we can use tools such as community benefit clauses and supplier development initiatives to assist them.

### 3. FINANCIAL IMPLICATIONS

Aberdeen City Council spends a significant amount of public money contracting services each year and given the current economic situation there is a need to consider how maximum benefit can be ascertained from this funding to deliver wider social, environmental and economic benefits.

Community Benefit clauses have been introduced as Council Policy within the tendering process for Council contracts where it is pertinent to do so. It is based on the assumption that there would be no detriment to the service being procured and that value for money can be demonstrated. The use of Community Benefit clauses is progressed

on a case by case basis and used where suitable and permissible within current procurement legislation.

#### 4. OTHER IMPLICATIONS

##### **Legal**

Social and Environmental requirements can be included in public contracts if they comply with the requirements of the European Union (EU) procurement rules and general EU law. The European Community Treaty Principles of equal treatment and proportionality have particular relevance to these clauses.

The Public Contracts (Scotland) Regulations 2012, regulation 39 states:

“(1) A contracting authority may stipulate conditions relating to the performance of a public contract, provided that those conditions are compatible with EU Law and are indicated in –

- (a) the contract notice and the contract documents; or
- (b) the contract documents.

(2)The conditions referred to in paragraph (1) may, in particular, include social and environmental considerations.”

In conclusion, Community Benefit clauses can be included in contracts provided that non-local suppliers are not disadvantaged or discriminated against and the contract complies with government procurement policy and Best Value.

To comply with the policy and legal framework the Community Benefit requirements must be part of the core purpose of the contract and must provide benefit to the Council. Community Benefits clauses should be supported by strategic and or policy documents.

#### 5. BACKGROUND/MAIN ISSUES

A number of projects have already been implemented utilising Community Benefit clauses. If a Community Benefit clause is relevant to the product or service being procured and helps Aberdeen City Council deliver its key policy objectives, it can be included in the contract specification. Examples of such projects include:

- i) The Hubco North East public sector property development initiative involving the local authorities and other public sector partners adopting Community Benefit clauses as part of the assessment process in selecting a private sector development partner to deliver Hubco capital projects. This involved assessment based on elements such as provision of

apprenticeships, work placement and experience and involving third sector organisations in the supply chain.

- ii) The Housing and Environment Service has developed a partnership with Aberdeen Foyer to provide gardeners for the Council from Foyer users with the Foyer providing wrap around care to support the young people involved.
- iii) Services have been working in partnership with each other and Aberdeen College regarding the Corporate Parenting Scheme in providing both apprenticeship opportunities and related training in trades such as painting and decorating.
- iv) Recently appointed contracts within the Housing and Environment Service have enabled opportunity for 16 apprenticeships on 4 year schemes from a capital set of projects estimated at £21m per annum and a further 51 from the revenue programme which is valued at c. £24m per annum.
- v) The tendering procedure for the Aberdeen Western Peripheral Route has strongly stipulated community benefit clauses within the initial tender selection criteria.

The Central Procurement Unit (CPU) in partnership with Economic Development have introduced a supplier development programme called the Positive Procurement Programme (PPP) which is specifically targeted at small and medium sized local enterprises and social enterprises. A number of ongoing events, such as 'Meet the Buyer' days, tender training and networking have taken place since mid 2012 in order to develop a procurement approach that maximizes the exposure for these organisations to procurement contracts. These events have been very well received with extra days having to be introduced due to the high level of interest.

Evaluation of the workshops has been positive with many indicating that the tools identified to help with competitiveness will be used in future tendering activities and that many of the participants who had not previously participated within the public procurement arena now felt fully equipped to participate in the future.

Ten locally based social/third sector enterprises have participated in PPP activities to increase their skills within the public procurement arena (Networking, Workshops and Master classes). All PPP activities are promoted in ACVO's weekly newsletter to ensure all businesses are given equality of access.

A further event is due to be facilitated in April 2013 which will invite along social enterprises and local SMEs to provide early notice of the Councils contract plans for this coming financial year.

Where permissible to do so we also look to break contracts down into Lots to encourage smaller firms and procurement consortiums.

Economic Development offer a service to all locally based SMEs offering business growth and development support, which often leads to signposting to partner agencies e.g. Enterprise North east Trust, Scottish Enterprise, Scottish Business in the Community and Robert Gordon's University. The Council has invested a significant amount of resources trying to ensure the sustainability of organisations.

7. BACKGROUND PAPERS

N/A

8. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 <sup>TH</sup> March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Bi-annual Sector Skills Needs Audit
REPORT NUMBER:	EPI 13/042

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### 1. PURPOSE OF REPORT

This report presents the “Draft” – “2013 Sector Skill Needs Audit”, which identifies the current and predicted skill shortages within the local economy, across all key sectors. In addition there is an opportunity to evaluate how skill shortages, barriers to recruitment and predicted employment opportunities in some sectors have increased/decreased since the last report. This audit also gives an insight into the changing employment trends and also the employment opportunities and restrictors for graduates and school leavers linked to the current economic climate.

### 2. RECOMMENDATION(S)

- a) It is recommended that committee support the production and circulation of this audit as a robust tool that is reflective of the current local skill situation.
- b) It is recommended that committee agree to the use of this audit to inform partners on the current situation.
- c) It is recommended that committee support the use of this audit to develop future initiatives that will work towards addressing the skill issues raised within the audit.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications arising from the production of this report.

Delivery of future initiatives to address the issues will be financed within existing financial allocation and partner’s contributions.

#### 4. OTHER IMPLICATIONS

##### **Staffing**

If approval is given for the recommendations, the work plan of the Employability, Skills and Community Enterprise Team will be changed to reflect this work. It is also assumed that the information contained within the audit will be used to inform the development of internal and external partners work plans, ensuring partnership working to deliver the objectives.

##### **General**

The potential activities that will be driven by the findings within this audit are aligned to and supportive of the current key objectives of our external partners e.g. ACSEF, Skills Development Scotland, Oil & Gas UK. This will ensure that a partnership approach will be taken to ensure effective delivery and use of resources to address the identified common needs and objectives.

#### 5. BACKGROUND/MAIN ISSUES

Aberdeen City Council have now conducted the fifth sector skills needs audit that is used both internally by Aberdeen City Council and externally by our key delivery partners to drive the strategic planning and design of local activities to address the key skill issues within our city, to ensure the Aberdeen City & Shire has a sufficiently skilled population to meet the current and future demands of locally based companies.

Over **500** local employers from both the private and public sectors were invited to respond to a sector skills need audit (hosted by Survey Monkey) in June 2012. Further reminders were sent to all companies in October and November 2012. Links to the survey were also circulated by our partner agencies. This survey asked respondents (in relation to skills) to highlight problem areas, areas of predicted growth, impact of growth within the Energy sector on recruitment and general recruitment and skill issues.

By conducting this fifth audit, Aberdeen City Council will be able to identify key current and potential future skill issues that could negatively impact on the future economic growth of the Aberdeen City and Shire region and gauge the impact the current increased activity within the Energy sector has had on overall recruitment and retention in the last period and is likely to have going forward. In addition to this a comparator where appropriate has been conducted with previous "Sector Skill Needs Audits" to clarify if similar trends have continued, increased or reduced and also identify new emerging trends.

To date **35** companies employing over **3,746** staff have responded to the survey and of those 35 respondents 20% have agreed to meet with an Aberdeen City Council officer. These meetings were used to further probe

skill issues and promote services that are currently available from Aberdeen City Council and their partners to assist company growth and sustainability.

This audit has concentrated on the same 12 business sectors as previous audits, and included the ever growing Third sector to allow robust comparisons. Additionally, this audit has included a section on the recruitment of school leavers and graduates, both of which have shown growth nationally in relation to unemployment statistics. The audit also aims to identify the key growth sectors for employment, perceptions on employing graduates and school leavers and suggestions to improve the employability of this target group.

Disappointingly this audit has received fewer responses than previous years, which may be attributed to either “Survey fatigue” or to the fact that businesses are extremely busy and working at maximum operational capacity, leaving little time for attending to what many companies may perceive to be an “external”, non priority matter. As this is the key city wide audit that focuses across all sectors it is our intention to continue to deliver this work, however if possible findings from other partner’s audits will be incorporated where practical in the future.

**The objectives of this audit are under 3 main headings.**

## **1 Economic Impact**

We are seeking to identify whether the national economic situation has had an impact on staffing levels and business and if companies were predicting an upturn in business over the next 12 months via their recruitment predictions. Analysis will also highlight if there has been an increase in the number of part-time working opportunities and if this has been driven by the current economic climate. The audit will also identify if there have been any significant demographic changes in the workforce.

## **2 Skill Shortages and Sector trends**

Do local companies have difficulties when recruiting staff? Are these problems prevalent in specific occupations? Do companies predict an expansion in demand for these skills? Is there an ageing workforce in specific sectors which could drive future replacement demand? Answers to these questions will allow the future development of programmes to either elevate the promotion of these occupations as career options, look at inward migration potential or look at the development of training and inclusion programmes that may address these needs.

With the current and predicted changes in the benefit system (Welfare reform) a large number of economically inactive individuals will be expected to participate in either voluntary or paid employment in the near

future. This audit will highlight opportunities to align benefit claimant skills towards these economically rewarding opportunities at an early stage.

### 3 Utilisation of Local Skills

A specific section of this survey has been dedicated to the opportunities available for local graduates and school leavers. This segment of the population is currently experiencing an increase in unemployment levels, as is replicated across the country and a key priority of the Scottish Government. Many of the former groups are educated within the City but then chose to locate elsewhere within Scotland and England. This research will identify if this drain of essential resources is compounded by a lack of local opportunities, or if there are initiatives that local businesses are willing to participate in that will develop their employability skills, and retain talent in this area.

By conducting this analysis, we will be able to build a picture of the impact that current and future skill shortages within the City will have on economic growth. The survey will also ensure that the development of any future initiatives will be based on facts rather than perceptions.

Findings from this survey will also be circulated to other relevant services within Aberdeen City Council, Aberdeen City & Shire Economic Futures and community planning partners to ensure currency of knowledge and partnership working on future initiatives

#### Summary of Key findings

Business confidence has increased dramatically since the 2010 audit when only **28%** of respondents predicted an increase in employee numbers over the next 12 – 24 months. This current audit has highlighted that 42.4% expected staffing levels to increase over the next 12 months and 39.4% anticipating staffing numbers to increase over the next 6 months. Of those who predicted an increase in staffing numbers 76.19% stated that this increase would be to service local rather than international contracts, which is extremely positive for the local employment market. All respondents have recruited in the last 12 month period, compared to only 33.96% in the previous audit. This recruitment covered all occupational areas, with a marked increase in the numbers of administrative posts being filled.

The predicted increase in demand is most emphasised for **experienced and skilled engineers, technicians, and crafts people**, with individual business growth in demand ranging from between 5 – 150% for Engineers and 15 – 50% for skilled craft workers.

Unlike the previous audit there was no increase in demand for part-time workers, however the employee demographics within the Care and



Hospitality sectors identified a large increase in workers over retirement age, who mainly operated on part-time contracts.

Further reinforcement of the increased business confidence can be supported by the massive increase of permanent to contract/temporary staff with the current average ratio being 10.35:1. The ratio for 2010 was hugely different at 2.15:1. This current swing has provided a much higher level of job security within the city. Employers may also have felt that they will have a much more stable workforce if they offer permanent posts.

**62.9%** compared to **56.9%** in the 2010 audit had or believe they will face recruitment difficulties in the future. **100%** of respondents from within the Healthcare, Financial, Engineering, Energy, Transport and Communications and Construction sectors had or believe they will face recruitment difficulties in the future.

As per previous audits engineers, technicians and craft and skilled trades were the most frequently cited as problematic areas. The reasons given for these difficulties were largely due to a lack of available experienced staff, salary expectations, competition from the Energy sector and lack of available skilled staff.

In relation to the age profile of the current workforce there has been an increase in employee numbers from within the 61 -65 and 65+ age brackets, this is most predominant within the Healthcare and Hospitality sectors, which have difficulties due to the poor perception of their industry. Both these sectors also highlight an increase in part-time working contracts, which again may be to suit the needs of their ageing workforce. This increase in the utilisation of post retirement age employees is also mirrored within the Energy and Engineering sectors, which again reinforces their desire for experienced staff.

The current concern relating to the employment opportunities for school leavers and graduates was also investigated in this audit and produced the following findings.

**82.9%** of responding companies employed graduates – an increase from **72%** in the 2010 audit. The acute skill shortage from within the Energy and Engineering sectors has positively seen the participation in recruitment of Graduates rise from 58% (2004) to 100% (2012) within the Energy Sector and 42% (2004) to 100% (2012) within the Engineering sector.

In terms of school leavers **65.7%** of respondents did recruit from this category, an increase of **13.7%** from the 2010 audit.

The 2 main reasons given for the non employment of school leavers and graduates were: “Lack of relevant vocational skills/experience” and “Applicants are ill prepared for the world of work” – a key reason for non employment of this segment in the previous audit was due to the workforce reducing due to economic conditions.

Throughout this activity a strong sense of need to engage/advise and support the educational system to ensure that new entrants to the workforce have the appropriate skills for positive engagement was evident, which will drive the development of increased activity and education/business relationships.

Overall this audit has confirmed that responding businesses are positive about the current economic climate, manifesting in increased recruitment, job creation, increase in permanent contracts, increase in both school leaver and graduate employment. The increase in activity within the Energy sector has seen growth in demand for goods and services from other sectors, who are having increasing recruitment and retention difficulties due to the high salary level attainable within the Energy sector.

Aberdeen City Council will use this audit as a tool to further engage with and probe issues in relation to skills across all sectors within the city prior to developing a strategy/action plan. Once complete the strategy/action plan will be published on Aberdeen City Council Website [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

## 6. IMPACT

Corporate

The project contributes significantly and directly to the achievement of

### **Single Outcome agreement (SOA) National Outcomes:**

1. We realise our full economic potential with more and better employment opportunities for our people
2. We are better educated, more skilled and more successful

### **Aberdeen the smarter City**

1. We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem
2. Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st century.
3. Again, working with partners, we will create a City of Learning which will empower individuals to fulfill their potential and contribute to the economic, social and cultural wellbeing of our communities.
4. We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

**Equality and Human Rights Impact Assessment,**

A full Equality and Human Rights Assessment has not been conducted at this stage, however full EHRA will be conducted when developing and delivering and activity driven by the findings within the Sector Skill Needs Audit.

7. BACKGROUND PAPERS

No background papers were used in the production of this report

8. REPORT AUTHOR DETAILS

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**DRAFT**

**Aberdeen City Council  
Sector Skill Needs  
Audit  
January 2013**

*Heather Farquhar*

**Enterprise, Planning & Infrastructure**

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## Sector skill needs audit

### Executive Summary

Business confidence has increased dramatically since the 2010 audit when only **28%** of respondents predicted an increase in employee numbers over the next 12 – 24 months. This current audit has highlighted that 42.4% expected staffing levels to increase over the next 12 months and 39.4% anticipating staffing numbers to increase over the next 6 months. Of those who predicted an increase in staffing numbers 76.19% stated that this increase would be to service local rather than international contracts, which is extremely positive for the local employment market. All respondents have recruited in the last 12 month period, compared to only 33.96% in the previous audit. This recruitment covered all occupational areas, with a marked increase in the numbers of administrative posts being filled.

The predicted increase in demand is most emphasised for **experienced and skilled engineers, technicians, and crafts people**, with individual business growth in demand ranging from between 5 – 150% for Engineers and 15 – 50% for skilled craft workers.

Unlike the previous audit there was no increase in demand for part-time workers, however the employee demographics within the Care and Hospitality sectors identified a large increase in workers over retirement age, who mainly operated on part-time contracts.

Further reinforcement of the increased business confidence can be supported by the massive increase of permanent to contract/temporary staff with the current average ratio being 10.35:1. The ratio for 2010 was hugely different at 2.15:1. This current swing has provided a much higher level of job security within the city. Employers may also have felt that they will have a much more stable workforce if they offer permanent posts.

**62.9%** compared to **56.9%** in the 2010 audit had or believe they will face recruitment difficulties in the future. **100%** of respondents from within the Healthcare, Financial, Engineering, Energy, Transport and Communications and Construction sectors had or believe they will face recruitment difficulties in the future.

As per previous audits Engineers, technicians and craft and skilled trades were the most frequently cited as problematic areas. The reasons given for these difficulties were largely due to a lack of available experienced staff, salary expectations, competition from the Energy sector and lack of available skilled staff.

In relation to the age profile of the current workforce there has been an increase in employee numbers from within the 61 -65 and 65+ age brackets, this is most predominant within the Healthcare and Hospitality sectors, which have difficulties due to the poor perception of their industry. Both these

sectors also highlight an increase in part-time working contracts, which again may be to suit the needs of their ageing workforce. This increase in the utilisation of post retirement age employees is also mirrored within the Energy and Engineering sectors, which again reinforces their desire for experienced staff.

The current concern relating to the employment opportunities for school leavers and graduates was also investigated in this audit and produced the following findings.

**82.9%** of responding companies employed graduates – an increase from **72%** in the 2010 audit. The acute skill shortage from within the Energy and Engineering sectors has positively seen the participation in recruitment of Graduates rise from 58% (2004) to 100% (2012) within the Energy Sector and 42% (2004) to 100% (2012) within the Energy sector.

In terms of school leavers **65.7%** of respondents did recruit from this category, an increase of **13.7%** from the 2010 audit.

The 2 main reasons given for the non employment of school leavers and graduates were: “Lack of relevant vocational skills/experience” and “Applicants are ill prepared for the world of work” – a key reason for non employment of this segment in the previous audit was due to the workforce reducing due to economic conditions.

Throughout this activity a strong sense of need to engage/advise and support the educational system to ensure that new entrants to the workforce have the appropriate skills for positive engagement was evident, which will drive the development of increased activity and education/business relationships.

Overall this audit has confirmed that responding businesses are positive about the current economic climate, manifesting in increased recruitment, job creation, increase in permanent contracts, increase in both school leaver and graduate employment. The increase in activity within the Energy sector has seen growth in demand for goods and services from other sectors, who are having increasing recruitment and retention difficulties due to the high salary level attainable within the Energy sector.

Aberdeen City Council will use this audit as a tool to further engage with and probe issues in relation to skills across all sectors within the city prior to developing a strategy/action plan. Once complete the strategy/action plan will be published on Aberdeen City Council Website [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)



## Introduction

Aberdeen City Council have now conducted the fifth sector skills needs audit that is used both internally by Aberdeen City Council and externally by our key delivery partners to drive the strategic planning and design of local activities to address the key skill issues within our city, to ensure the Aberdeen City & Shire has a sufficiently skilled population to meet the current and future demands of locally based companies.

By conducting this fifth audit, Aberdeen City Council will be able to identify key current and potential future skill issues that could negatively impact on the future economic growth of the Aberdeen City and Shire region and gauge the impact the current increased activity within the Energy sector has had on overall recruitment and retention in the last period and is likely to have going forward. In addition to this a comparator where appropriate has been conducted with previous “Sector Skill Needs Audits” to clarify if similar trends have continued, increased or reduced and also identify new emerging trends.

This audit has concentrated on the same 12 business sectors as previous audits, and included the ever growing Third sector to allow robust comparisons. Additionally, this audit has included a section on the recruitment of school leavers and graduates, both of which have shown growth nationally in relation to unemployment statistics. The audit also aims to identify the key growth sectors for employment, perceptions on employing graduates and school leavers and suggestions to improve the employability of this target group.

Disappointingly this audit has received less responses than previous years, which may be attributed to either “Survey fatigue” or to the fact that businesses are extremely busy and working at maximum operational capacity, leaving little time for attending to what many companies may perceive to be an “external”, non priority matter. As this is the key city wide audit that focuses across all sectors it is our intention to continue to deliver this work, however if possible findings from other partner’s audits will be incorporated where practical in the future.

## **Methodology**

Over **500** local employers from both the private and public sectors were invited to respond to a sector skills need audit (hosted by Survey Monkey) in June 2012. Further reminders were sent to all companies in October 2012. Links to the survey were also circulated by our partner agencies. This survey asked respondents (in relation to skills) to highlight problem areas, areas of predicted growth, impact of growth within the Energy sector on recruitment and general recruitment and skill issues.

To date **35** companies employing over **3,746** staff have responded to the survey and of those 35 respondents 20% have agreed to meet with an Aberdeen City Council officer. These meetings were used to further probe skill issues and promote services that are currently available from Aberdeen City Council and their partners to assist company growth and sustainability.

When we are using a sector based comparator it must be understood that responses from different sectors varied in number and are not equitable, however this disparity is also present in sector ratios across all registered businesses within Aberdeen city e.g. Financial activities represents 1.2% of registered businesses and hospitality represents 5.74%.

Prior to issuing the questionnaire every effort was made to ensure equal opportunity to participate was given to all sectors and sizes of organisations. Responses were obtained from the following key business sectors.

**Transport & Communication, Hospitality, Healthcare, Manufacturing, Energy, Commercial Services, Engineering, Construction and Third Sector.**

Unfortunately no responses were received from Financial, Food Processing, Public Administration or Retail sectors.

With the current skill shortages within the Energy sector reaching a near critical level, a large number of audits and surveys have been undertaken by various public and private organisations (Price Waterhouse Cooper, Opito, Aberdeen and Grampian Chamber of Commerce etc) over the last 12 months to verify this perception. This “survey fatigue” may have impacted negatively on the response rate for this audit

**The objectives of this audit are under 3 main headings.**

### **Economic Impact**

We are seeking to identify whether the national economic situation has had an impact on staffing levels and business and if companies were predicting an upturn in business over the next 12 months via their recruitment predictions. Analysis will also highlight if there has been an increase in the number of part-time working opportunities and if this has been driven by the

current economic climate. The audit will also identify if there have been any significant demographic changes in the workforce.

### **Skill Shortages and Sector trends**

Do local companies have difficulties when recruiting staff? Are these problems prevalent in specific occupations? Do companies predict an expansion in demand for these skills? Is there an ageing workforce in specific sectors which could drive future replacement demand? Answers to these questions will allow the future development of programmes to either elevate the promotion of these occupations as career options, look at inward migration potential or look at the development of training and inclusion programmes that may address these needs.

With the current and predicted changes in the benefit system (Welfare reform) a large number of economically inactive individuals will be expected to participate in either voluntary or paid employment in the near future, this audit will highlight opportunities to align benefit claimant skills towards these economically rewarding opportunities at an early stage.

### **Utilisation of Local Skills**

A specific section of this survey has been dedicated to the opportunities available for local graduates and school leavers. This segment of the population are currently experiencing an increase in unemployment levels, as is replicated across the country and a key priority of the Scottish Government. Many of the former groups are educated within the City but then chose to locate elsewhere within Scotland and England. This research will identify if this drain of essential resources is compounded by a lack of local opportunities, or if there are initiatives that local businesses are willing to participate in that will develop their employability skills, and retain talent in this area.

By conducting this analysis, we will be able to build a picture of the impact that current and future skill shortages within the City will have on economic growth. The survey will also ensure that the development of any future initiatives will be based on facts rather than perceptions.

Findings from this survey will also be circulated to other relevant services within Aberdeen City Council, Aberdeen City & Shire Economic Futures and community planning partners to ensure currency of knowledge and partnership working on future initiatives

## Economic Impact

### Market Expansion

In order to ascertain the validity of the data within the current marketplace against responses, respondents were asked if current staff numbers were a true reflection of the standard workforce. **93.9%** of respondents were in agreement with this statement. The sectors that indicated this was **not** a true reflection of their workforce were: Third sector and Commercial sector both of whom were in the process of recruiting staff to take their numbers back to standard levels.

To gauge market confidence, respondents were asked to identify an option that was most relevant to their current staffing situation. From the options available the highest percentage **42.4%** positively stated “We expect staffing levels to increase over the next 12 months” with **39.4%** stating “We anticipate staffing levels to increase over the next 6 months”, only **18.2%** stated that “Our staffing numbers have shown a reduction over the last 24 months due to the economic downturn.” The audit also identified that the majority of staff increases would be to service local based contracts, which will positively create more employment opportunities within the city, rather than export skills to service overseas contracts.

Please select all options most relevant to your current staffing situation and perceptions for the future

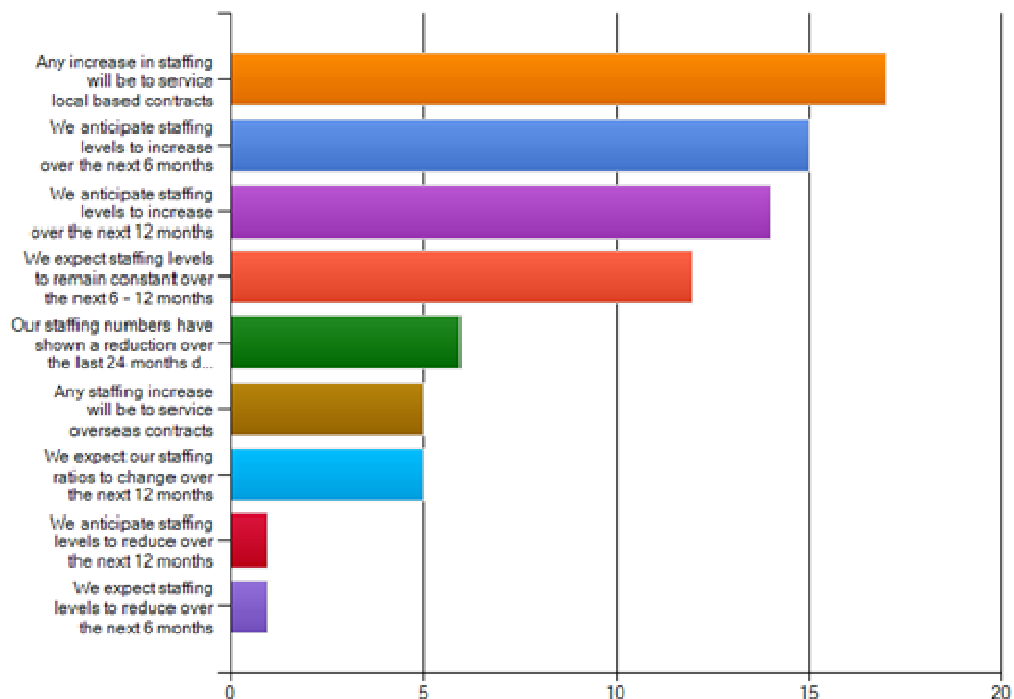


Figure 1

**80%** of respondents from within the Engineering sector, **100%** within the Energy, **75%** within Construction, **67%** within Care, **85%** within Hospitality and **66.7%** within the Third sector positively stated that there is an expectation that staffing levels will increase over the next 12 months.

This is a dramatic improvement of perceptions from the 2010 audit when only **26%** of respondents stated that they felt staffing numbers would increase over the next 6 – 12 months

Probing further, respondents who were positive about short term business growth were asked to identify which categories of employment were most likely to increase over the next period. As per previous audits Engineers featured most frequently in the responses with Mechanical, Field, QA, Electronic, Electrical, Hydraulic, Design and Petroleum Engineers the most frequently cited, with some respondents anticipating a growth of these professions by **5 – 150%**. Technically skilled staff were also a key future requirement with – Joiners, Electricians, Plumbers, Builders, Buyers and Construction Operatives cited to increase in demand by between **15 - 50%**. An increase in demand for Managers was highlighted across a number of sectors.

To identify if staffing compliments had changed due to the economic situation, respondents were asked if there had been an increase in part-time workers within their businesses. Overall **81.8%** stated that there had not been an increase in part-time working compared to **66%** in the 2010 audit. Sectors that did report an increase in their part-time workers (Care **66%**, Hospitality **28.6%** and Third Sectors**33.3%**) gave the following reasons:

Figure 2

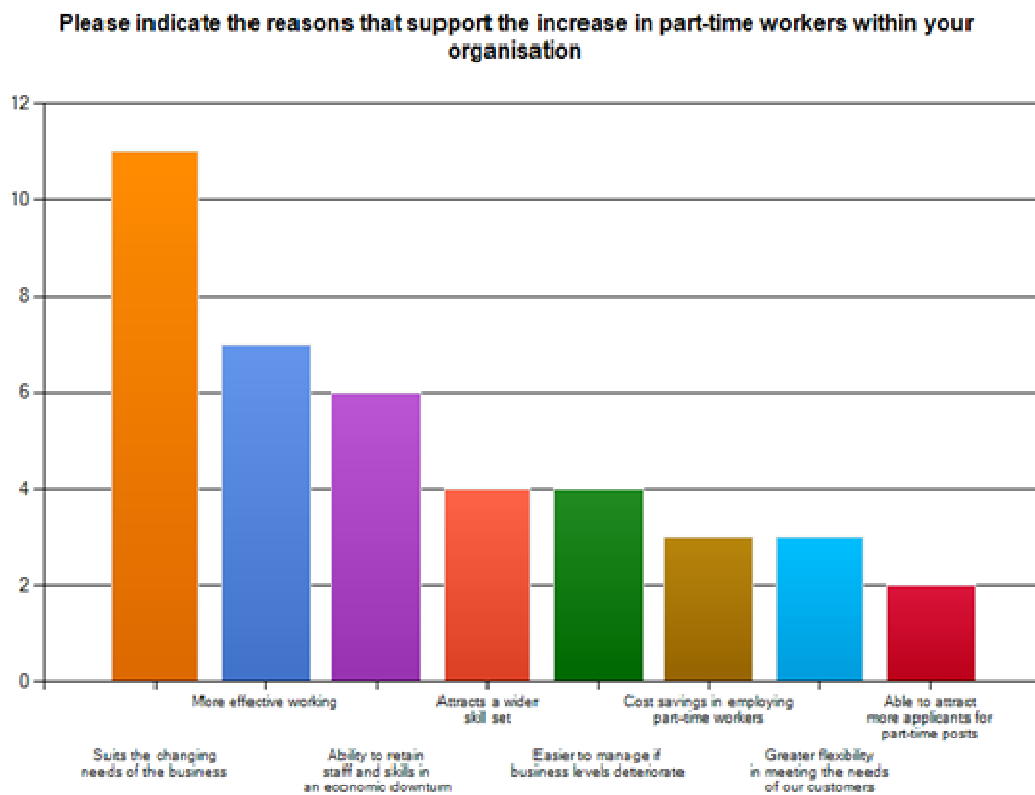
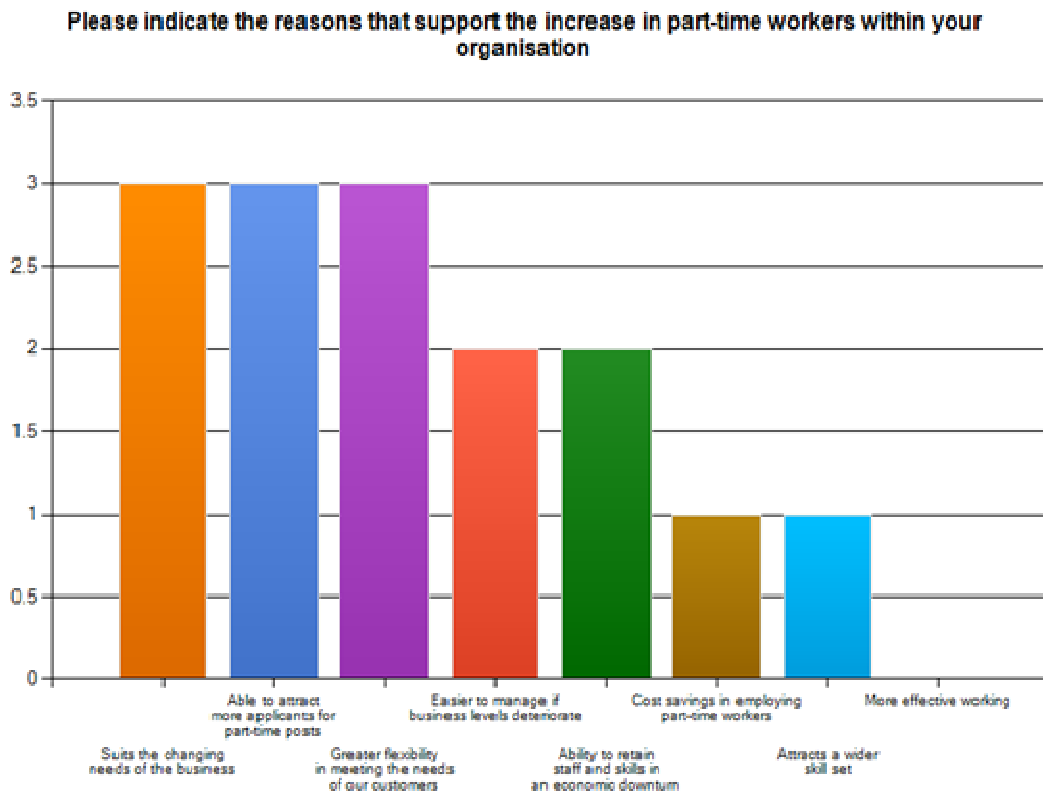


Figure 3

As can be seen from the figure 2, utilisation of more part-time working has been for positive reasons, which ultimately mean that a greater range of skills can be attracted and also part-time working is a key tool in attracting additional staff to the workplace. In contrast figure 3 above which illustrates the responses from the 2010 audit listed the ability to attract more applicants for part-time posts as the least important factor, highlighting that employers are being more flexible now in their attempt to recruit staff in the ever tightening labour market. This can be seen in the increased numbers of employees over the age of 61 now employed within the Hospitality and Care sectors.

A further test of market confidence is to view the ratio of permanent staff to contract/temporary staff. Within this audit the percentage of permanent positions is **90.34%** against **9.66%** contract/temporary positions. This is an impressive increase in the ration of permanent positions against contract/temporary positions over the previous 4 audits where only **68%** of staff were permanent in 2010 and the highest previously recorded ratio **84.5%** in 2006. These findings highlight that a larger percentage of workers are now working on a permanent basis, which further supports the view that the economic situation and confidence within Aberdeen city has improved since the 2010 audit.

## **2. Skill Shortages and sector trends**

To understand which sectors still have employment opportunities, respondents were asked to identify if they had recruited in the last 12 months and the numbers and level of staff recruited.

**100%** of respondents have recruited over the last 12 months which is a massive swing from the response to the identical question in the 2010 audit which highlighted that only **33.96%** of responding companies had recruited over the previous 12 months. This recruitment rate exceeds the reported rate of **98%** in 2008, which was the highest level of recruitment activity recorded since the first sector skills needs audit in 2004.

A further indicator that there is continued confidence and growth within the local business community.

If you have recruited in the last 12 months, please indicate number recruited and also which vocational/ professional areas accounted for the largest % of recruitment

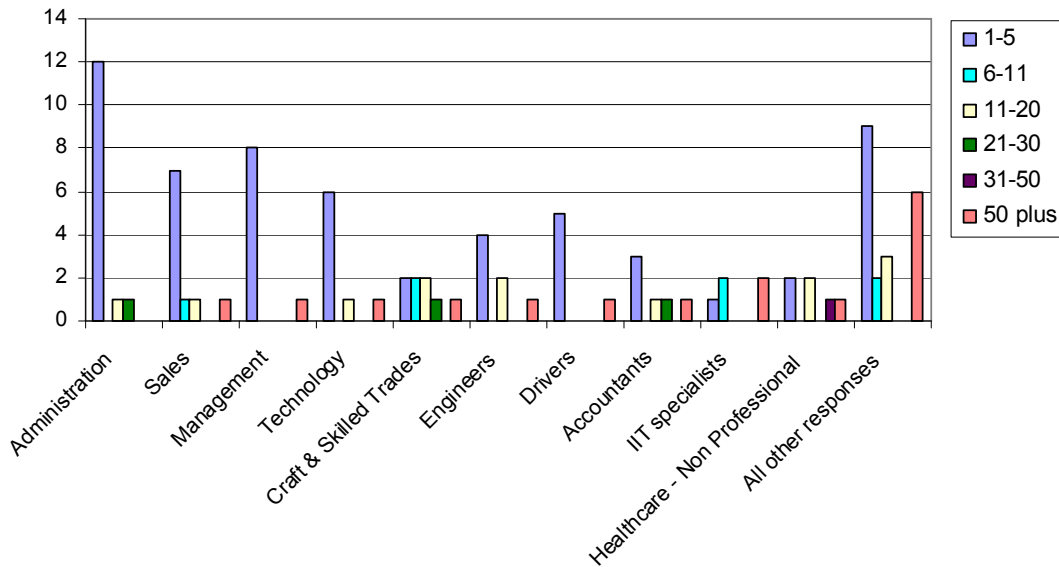


Figure 4

Figure 4 identifies the numbers of companies recruiting and the quantities recruited within specific occupational areas e.g. 12 companies recruited between 1 and 5 Administrative workers and 1 company recruited over 50 Administrative workers in the past 12 months. This chart highlights that there was recruitment across all occupational areas, however numbers recruited vary widely across occupational areas e.g. only 1 company recruited IT specialists, however they recruited 50 plus new employees over the past 12 months. Other occupational areas highlighted as areas for recruitment not contained in the above were: Solicitors, receptionists, service staff, house maids, support workers, cleaners and social care workers.

It must also be noted that some of the recruitment will be for replacement demand rather than expansion demand as the employment market is never static. As stated earlier in this report a large number of businesses predict an increase in employee numbers over the next 12 months, which could quickly change the formation of this chart.

Although overall recruitment has increased since the last audit, figure 4 does not highlight if companies experienced or believed they would experience recruitment difficulties in the future, nor does it highlight what may be creating these difficulties.



Are you currently experiencing or believe you will experience any recruitment difficulties in the future?

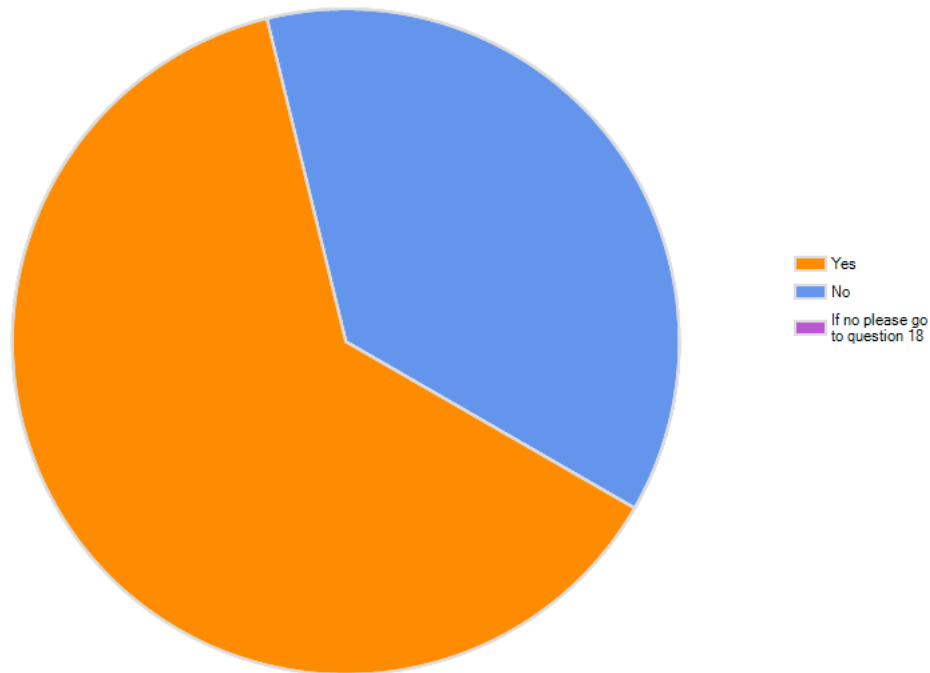


Figure 5

**62.9%** of respondents stated that they had and believe they will face further recruitment problems in the future, which is an increase from the 2010 figure of **56.9%**. This growth in recruitment issues may even be larger than reported due to the small number of responses received by the energy sector who are widely reported as suffering from recruitment and poaching issues.

Probing these perceived recruitment difficulties further respondents were asked to identify which categories of staff they felt would be most difficult to recruit and also to give an indication of the numbers likely to be recruited over the next 12 months within each of these categories. Unsurprisingly the profession that raised the most concerns re future recruitment was Engineering, with respondents stating they were seeking to recruit between 1 and 60 plus members of staff within that discipline. These concerns were closely mirrored in relation to recruitment from the following other disciplines: Sales, Management, Craft and Skilled trades, Technicians and Administrators.

Which occupational categories do you predict will be the most difficult to recruit? (Please add additional categories if required) It would also be beneficial if you could give an indication of number of vacancies likely to occur in the next 12 months within the identified categories.

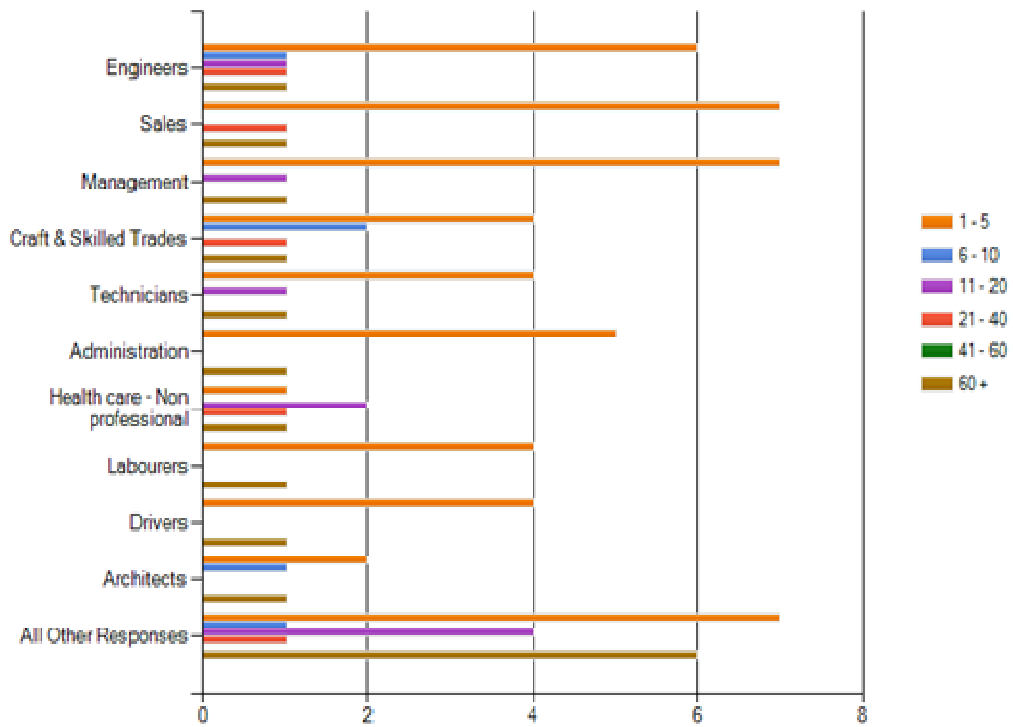


Figure 6

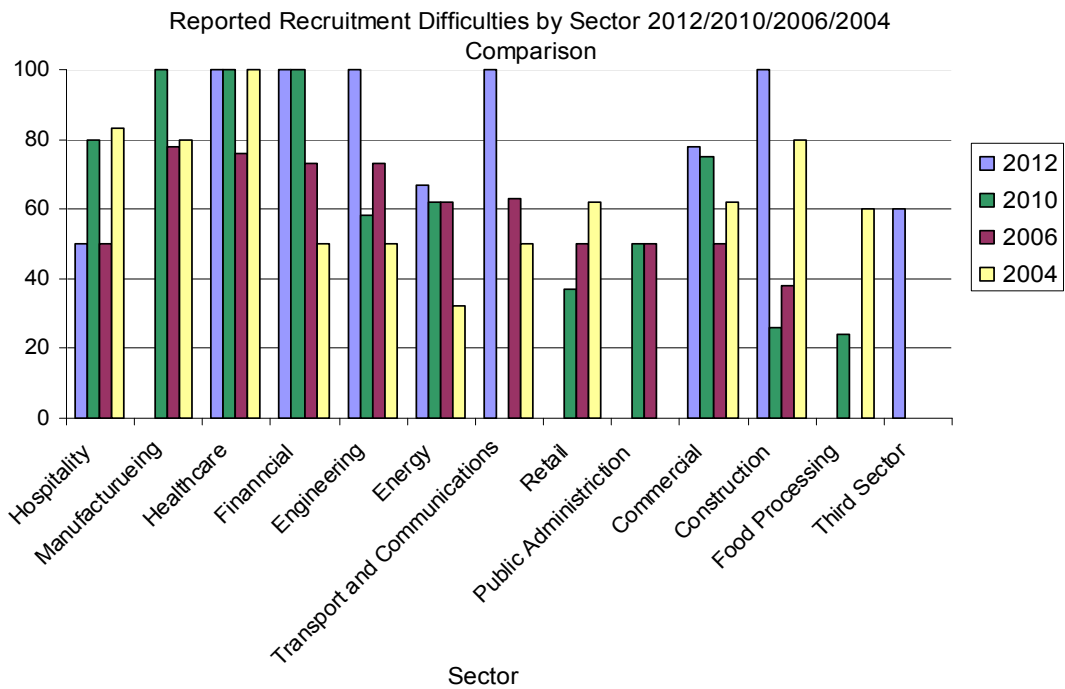


Figure 7

100% of respondents from within the Healthcare, Financial, Engineering, Energy, Transport and Communications and Construction sectors currently experience or believe they will be experiencing recruitment difficulties in the future. (We were unable to report on the Manufacturing, Public Administration or Retail sectors as no responses were received to this question. This indicates a large increase in local businesses experiencing current and projected future recruitment difficulties. The largest increase from the 2010 audit in perceived difficulties is within the Construction and Third sectors. The Hospitality sector does not appear to have the same perceived recruitment difficulties, which may be due to the large student and migrant population within the city that are traditionally attracted to these types of positions. Additionally the increase in use of those aged over 61 may also have temporarily reduced the recruitment issues within these sectors.

Figure 7 also highlights the position from 3 previous audits covering 2004 – 2010.

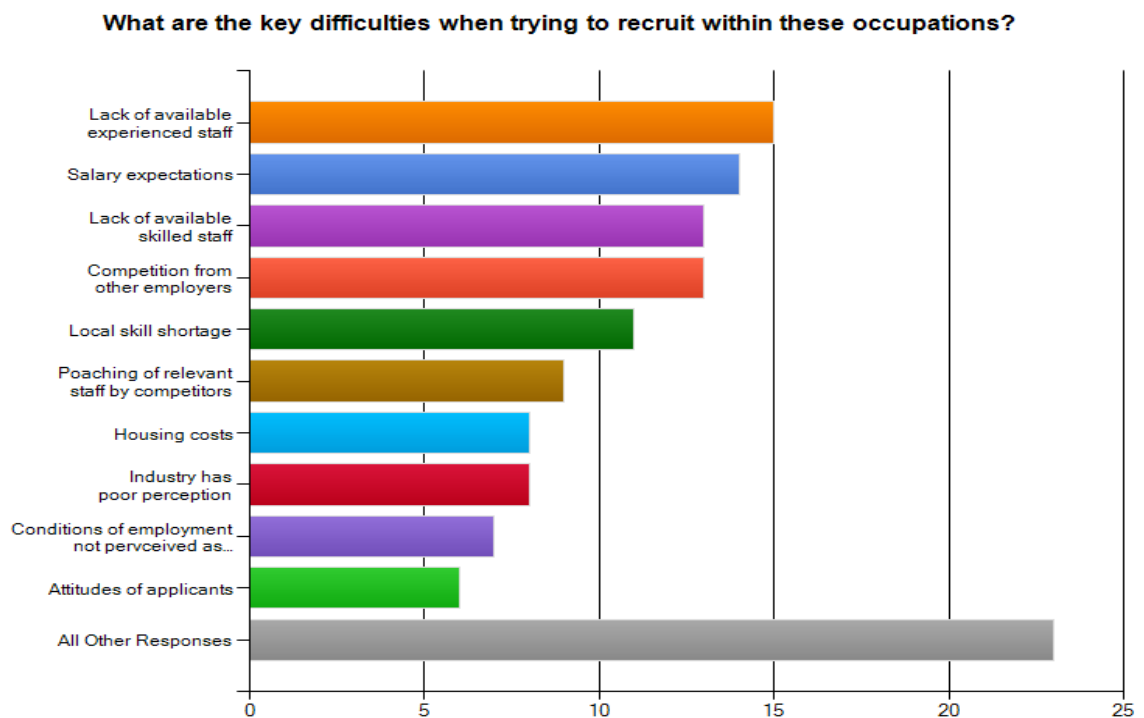


Figure 8

As can be seen from the above chart the key reason for recruitment difficulties is the lack of available experienced staff, followed closely by salary expectations, lack of available skilled staff and competition from other employers. Poaching of staff and competition from other employers also remains highly problematic and, like salary expectations will continue to feature highly until the skilled pool of local labour can be expanded. Competition from other employers and poaching of staff by competitors will further reinforce the tight labour pool and lead to inflationary salary demands, which will ultimately negatively impact of competitiveness of locally based

businesses. On comparing the results of the 2012 audit with the 2010 audit it appears that respondents now place more importance on obtaining experienced staff than skilled staff, which will make it more difficult for those with less experience to obtain employment.

Further analysis into sector responses identified that lack a of available skilled staff is the key issue within the Construction sector, with lack of available experienced staff, salary expectations, local skills shortage and competition from other employers jointly ranking as the 2<sup>nd</sup> key factor.

The Energy sector equally ranked: Lack of available skilled staff, lack of available experienced staff, salary expectations, local skill shortages, competition from other employers and relocation costs as key barriers to recruitment. The Care sector's key recruitment barrier was identified as a poor perception of the industry, whilst Hospitality identified competition from other employers as their key barrier.

Whilst it is appreciated that housing costs within the city are at a premium, it was not perceived as a key barrier to recruitment.

Respondents from within the Hospitality and Engineering sector expressed concerns that they could not compete with the salaries offered within the Energy sector, and were continually losing staff and potential recruits to the Energy sector.

“Competing with the Oil Industry”

“Oil & gas competition and the crazy salaries offered for short term contracts. All our positions are permanent”

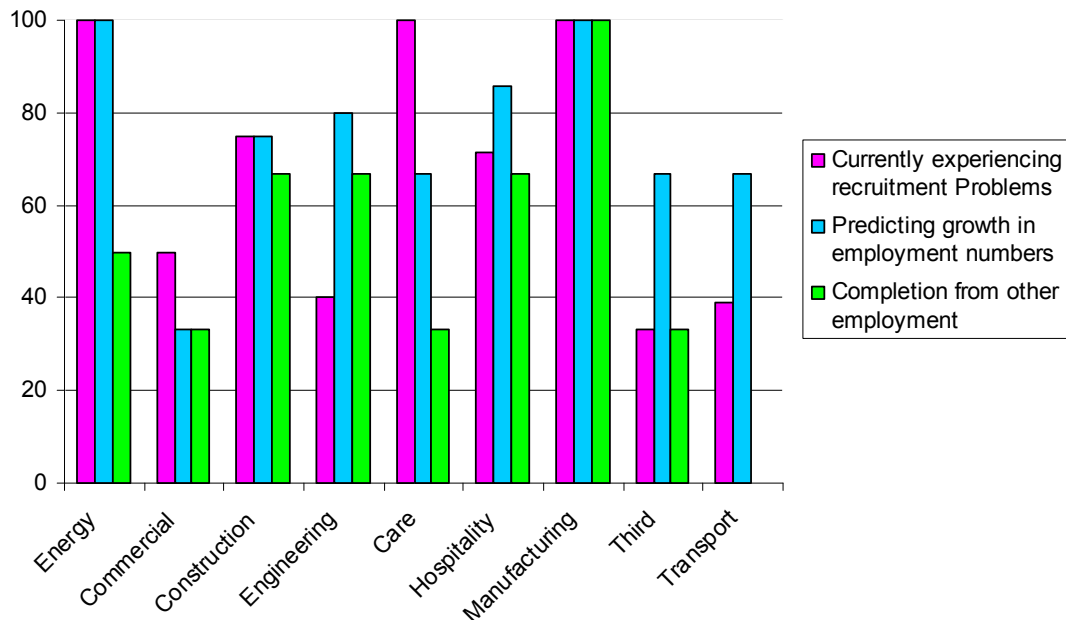


Figure 9  
Sectoral recruitment needs and problems

Figure 9 highlights the sectors that are expecting a growth in staff numbers but are restricted in meeting these objectives through general recruitment problems and competition from other employers.

## Age Profile

In order to obtain a clear picture of the age profile across the sectors, and to identify which sectors make most use of the active post retirement population, respondents were asked to give an overview of the ages of their workforce. Unsurprisingly the largest majority of respondents employed people in the age bracket of 21 to 45, the smallest majority employed people over the age of 65, closely followed by those aged 61 - 65. Disappointingly only 67.14 of respondents had employees under 21 years of age.

### Which age category do your staff fall into?

Sector	Under 21	21 – 30	31 - 45	46 - 60	61 – 65	65 +
<b>Commercial</b>	66.7%	100%	<b>83.3%</b>	100%	66.7%	66.7%
<b>Construction</b>	100%	100%	100%	75%	50%	25%
<b>Engineering</b>	80%	100%	100%	80%	100%	80%
<b>Healthcare</b>	<b>33.3%</b>	100%	100%	100%	66.7%	66.7%
<b>Financial</b>	50%	100%	100%	100%	50%	<b>0%</b>
<b>Hospitality</b>	71.4%	100%	100%	100%	71.4%	85.7%
<b>Manufacturing</b>	100%	100%	100%	100%	100%	<b>0%</b>
<b>Energy</b>	100%	100%	100%	100%	100%	100%
<b>Third sector</b>	<b>33.3%</b>	100%	100%	<b>66.7%</b>	<b>33.3%</b>	33.3%
<b>Transport &amp; Comms</b>	66.7%	<b>66.7%</b>	100%	100%	<b>33.3%</b>	33.3%

Figure 10

No employers from the Financial or Manufacturing sectors employed people over 65 years of age. The Construction sector also offered limited opportunities for this age group. Energy, Engineering and Hospitality sectors offered the highest level of employment opportunities for this age group. This report will focus further on opportunities for school leavers and graduates later, but it is worth noting that figure 10 highlights that Third and Hospitality sectors offer least opportunities for those under 21.

A review of the age profiles from the 2010 audit highlighted some interesting changes in employee demographics across all sectors. The Commercial sector employment of under 21 years of age has reduced from 100% to 66.7%, with a similar reduction in representation within the 61 – 65 and 65+ segments. Construction however has increased numbers of employees within the under 21 and 21 – 30 age groups. In summary this audit has highlighted that increased numbers of under 21 year olds are employed within the Energy, Engineering and Construction sectors, whilst at the other end of the spectrum significant increases in numbers employed over 65 can be seen in the Engineering, Healthcare, Hospitality and Energy sectors, which further

reinforces the earlier observation that companies are seeking experience over all else.

## Utilisation of Local Skills

Recognising the high qualification levels within the local workforce and the demographics highlighting an ageing workforce it was important to seek further clarification on the numbers of companies actively recruiting graduates and school leavers. It was also of equal importance given the increase in unemployment and underemployment within school leavers and graduates nationally to identify sectors not recruiting these labour market entrants and any additional support measures required to reverse this trend. It was also important to identify which other type of applicants were recruited locally.

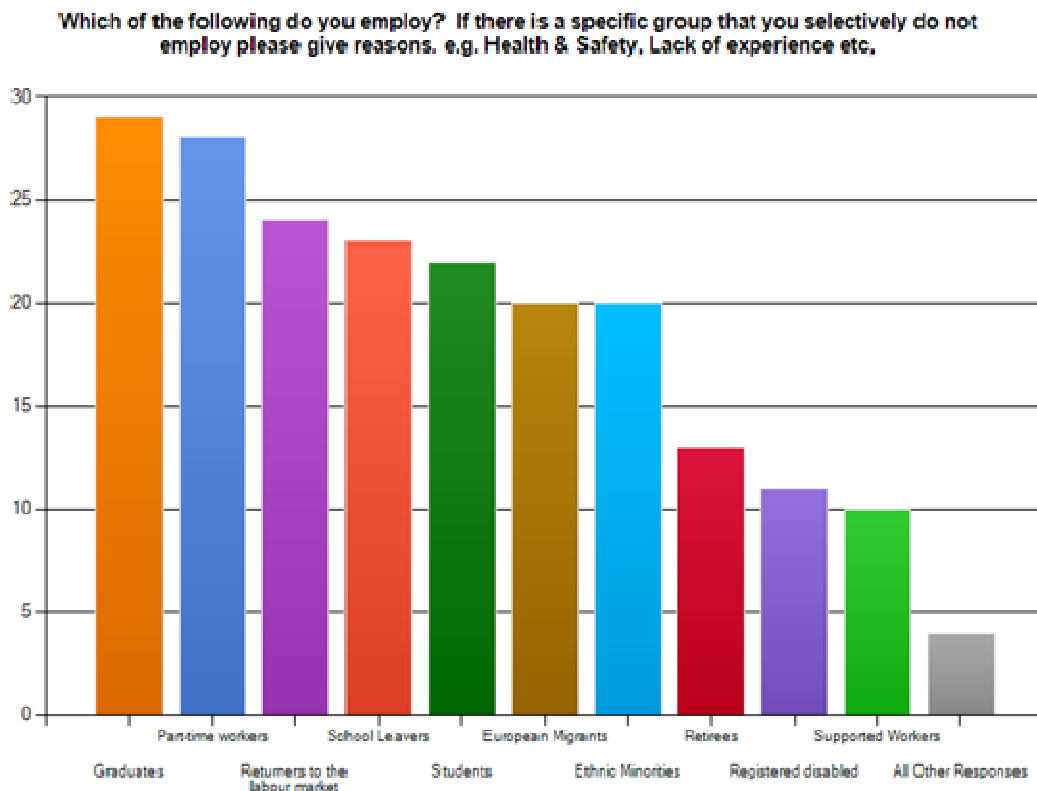


Figure 11

From the above it is clear to see that the majority of respondents employ graduates, part-time workers, returners to the labour market and school leavers, whilst the smallest numbers of employees are from within registered disabled and supported workers– a valuable skills resource that is currently underutilised, and will have greater expectations and need for employment under Welfare Reform. A comparison between this question in the 2010 and the 2012 audit also reinforces that more employers are seeing the benefits in employing retirees. This comparison also highlights that a higher percentage of respondents are employing returners to the labour market, which now ranks as the third highest sector compared to being in 5<sup>th</sup> position two years ago,

which may be to address the increased demand for administrative workers. School leavers have also moved from 3<sup>rd</sup> most popular in the 2010 audit to fourth most popular in this audit.

Overall **82.9%** of responding companies employed graduates. (An increase from **72%** in 2010 and from **47%** in 2004). This continuing increase is an indicator of the difficulties faced by many companies when previously only willing to consider “experienced” staff. As highlighted in earlier sections, Engineers of all disciplines were the most difficult to recruit, this is reflected in an increase in the recruitment of graduates within the Energy sector 58% (2004) to **100%** (2012), Engineering 42% (2004) to **100%** (2012) .

**Graduate recruitment by sector 2004/06/10 comparison**

<b>Sector</b>	<b>2004</b>	<b>2006</b>	<b>2010</b>	<b>2012</b>
Commercial	48%	100%	50%	<b>66.7%</b>
Hospitality	68%	75%	0%	85.7%
Energy	58%	80%	85.7%	100%
Healthcare	50%	50%	50%	100%
Engineering	42%	50%	57%	100%
Manufacturing	100%	48%	0%	100%
Transport & Comms	100%	15%	100%	<b>66.7%</b>
Construction	40%	10%	100%	<b>75%</b>
Third sector	na	na	100%	100%

Figure 12

Overall figure 12 highlights an increase in graduate recruitment across all sectors apart from Construction and Transport and Communications, with the most significant increase in the hospitality sector.

The above data must be viewed bearing in mind the following statements:

1. Respondents are not identical year on year
2. Numbers of respondents for each sector have varied year on year.
3. This audit did not ask respondents to clarify whether graduates were employed in graduate level positions.

To produce a clear picture of opportunities for those wishing to enter directly into employment, respondents were also asked if they recruited school leavers (16-18 years old).

## Longitudinal sector analysis of school leaver recruitment

Sector	2004	2006	2010	2012
Public Administration	100%	100%	100%	100%
Commercial	70%	100%	50%	83.3%+
Financial	60%	50%	0%	100% +
Hospitality	80%	100%	100%	71.4%
Energy	32%	65%	35.7%	50% +
Retail	100%	82%	66.7%	na
Healthcare	80%	25%	50%	33.3%
Engineering	65%	64%	71%	80% +
Manufacturing	80%	70%	50%	100% +
Transport & Comms	50%	64%	0%	0%
Construction	45%	50%	50%	100% +
Food Processing	90%	50%	100%	na
Third Sector	na	na	75%	33.3%

Figure 13

65.7% of respondents stated they did employ school leavers an increase of 13.7% from the 52% positive responses in the 2010 audit. The sectors with most opportunities for school leavers were Finance 100%, Construction 100%, Commercial 83.3% and Engineering 80%. This large increase in opportunities within the Construction sector reinforces the renewed confidence in the sector. The sectors reporting least opportunities for School leavers were: Transport & Communications, Healthcare and the Third Sector.

## Reasons for reduction in employment opportunities for school leavers and graduates

Over the last 36 months, both nationally and locally there has been an increase in the number of unemployed graduates and school leavers. To try and understand this and perhaps work towards addressing these problems please identify which of the following issues have negatively impacted on employment opportunities for this target group.

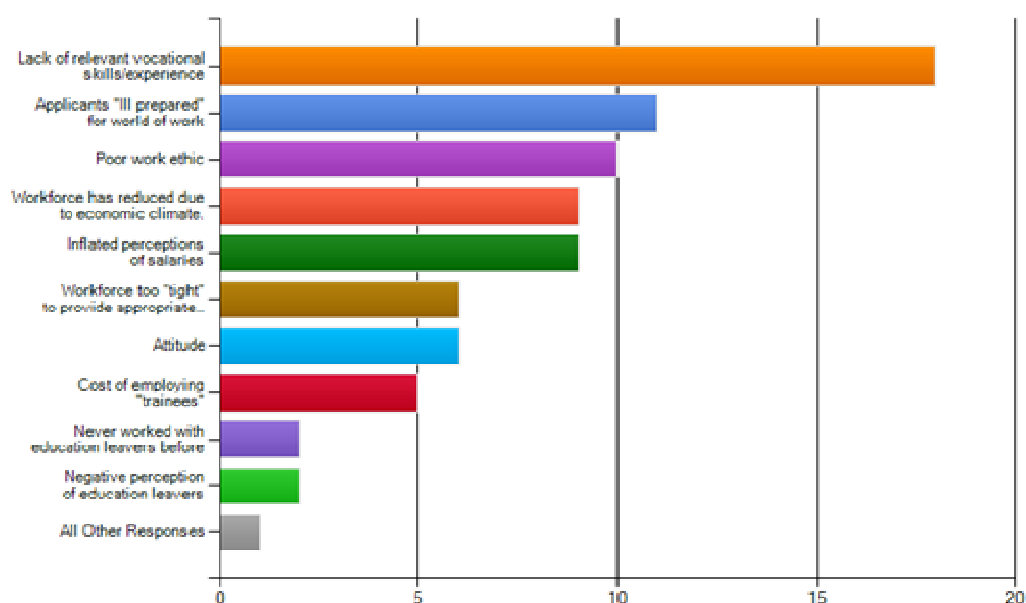


Figure 14



Respondents were asked to identify which reasons if any, attributed to their reduction in employment opportunities within this segment. The most common reason cited was the lack of vocational skills and experience, closely followed by “Applicants ill prepared for world of work”. “Poor work ethic” and an “Inflated perception of salaries” were equally third. Responses from the 2010 audit differed to reflect the economy at that time with a high majority of respondents citing that the workforce has reduced due to economic conditions. Further analysis of the 2010 responses clearly highlighted that economic drivers played a very large part in the non recruitment of school leavers and graduates, whereas work readiness and attitudes featured much more in the responses for the 2012 audit.

To probe further into this area respondents were asked to expand further on the reasons for non engagement with graduates and school leavers

*“BIG JOB IN OUR PRESENT CULTURE ATTITUDE school leavers are not prepared for work. The standard of communication ie reading writing arithmetic a pride in ones work and the following job satisfaction you can get when you do a good job is missing from most school leavers. A lot of my long term employees joined my co from school and are still here or stayed with us for a time 6 to 10 years before moving on we like to have at least 2 school leavers a year but getting one`s with the right attitude is so difficult now (they all want to sit at a computer) even their attendance is poor”*

*“A realistic view/perception of the real world and employment chances.”*

*“We have employed graduates in the last few years and have taken annual work place students, we find this very successful. However as you require some feedback we have found a bit of a ‘I know best’, almost arrogance, from some graduates. Although they may have done well at University applying their skills in the real world as well as dealing with customers can bring them down with a bump! We are working with RGU to help tailor the courses to the real world.”*

*“90+% of young people coming from both school and university are unable to distinguish between the use of “to ~ two ~ too” and also between the correct usage of “their ~ there”. Industry is being let down by educationalists who have no interest in listening and who believe that spellcheckers make up for poor teaching.”*

*“better work ethic long term reliability”*

*“Practical work experience - placement jobs while in education. Difficult to achieve though.”*

*“We employ a lot of graduates with appropriate degrees and train them . Employing school leavers direct is more of a problem as they have no technical skills.”*

*“I think there should be more work experience provided for school leavers so they can make an informed decision on where they see their future. I also would implore there be more training or mentoring provided to budding entrepreneurs.”*

*“We employ from all groups. BUT the qualification framework in this area is TOTALLY geared to oil & gas.”*

The above sample of responses clearly highlight a need to strengthen the links between local businesses, schools, universities and pupils and create more meaningful exchanges and opportunities for appropriate attitude and skill enhancement.

Recognising the need to support employment and employer engagement with this target group the audit went on further to identify which support measures could potentially increase engagement.

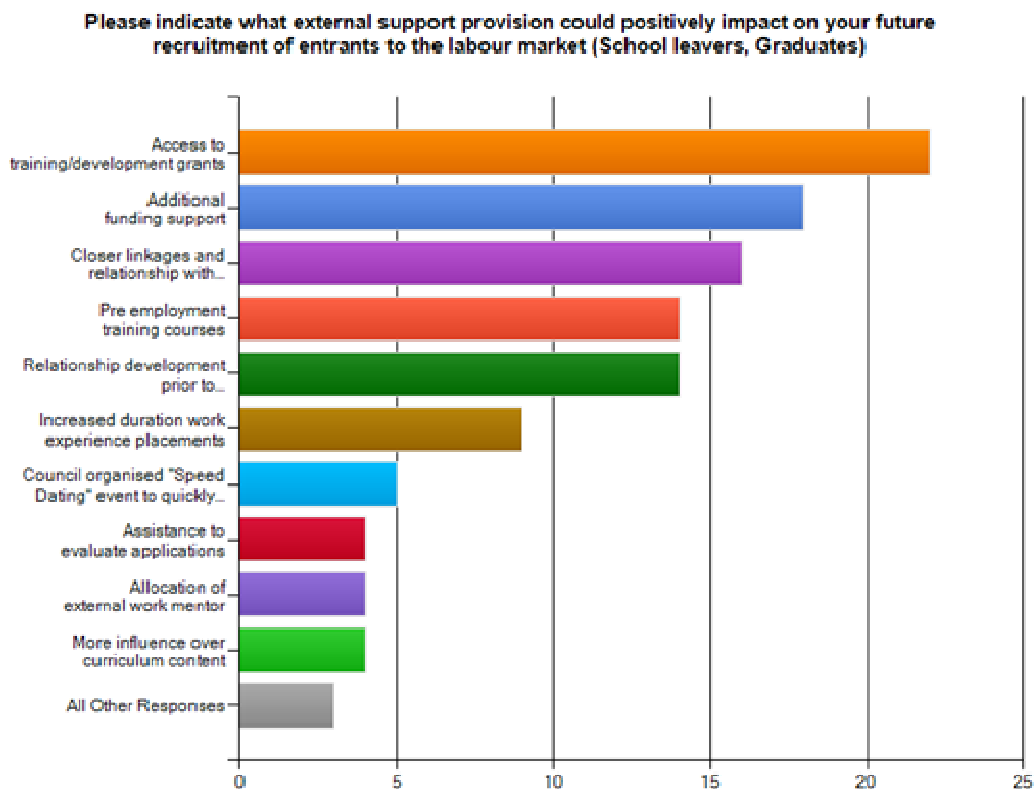


Figure 15

Figure 15 indicates that there are 2 key areas of support that would potentially lead to increased employment opportunities for this target group.

**Attraction of additional funding  
Increased early engagement with target group**

As there is currently no additional financial assistance available to assist in the recruitment to these new mainstream entrants to the labour market, all efforts must be made to support communication between local business and education providers to ensure the needs of the business community are integrated into all skill development areas and pathways are created to aide the development of increased business engagement within the education services. Reassuringly 67% of respondents were involved in some sort of activity to support the education of school children and graduates e.g. Work experience, training and counselling, participation in a variety of initiatives. These positive contributions to the education system provide a firm foundation on which Aberdeen City Council and its partners can build upon.

In addition to selecting the pre set answers above, respondents were given the opportunity to add their own thoughts on how to make school leavers and graduates more attractive to employers:

*“School leavers with a report from their Teachers giving a true reflection on the pupil ie poor academics but good with hands ,or attendance good, slow learner but retains what he learns. or very competent”*

*“Some general experience of business and work.”*

*“Willingness to learn team working”*

*“Educational courses and qualifications matching skills eg Quality Assurance City & Guilds - no longer offered in Aberdeen”*

*“Improve links to schools”*

*“Task educators to return to the original values of English and arithmetic”*

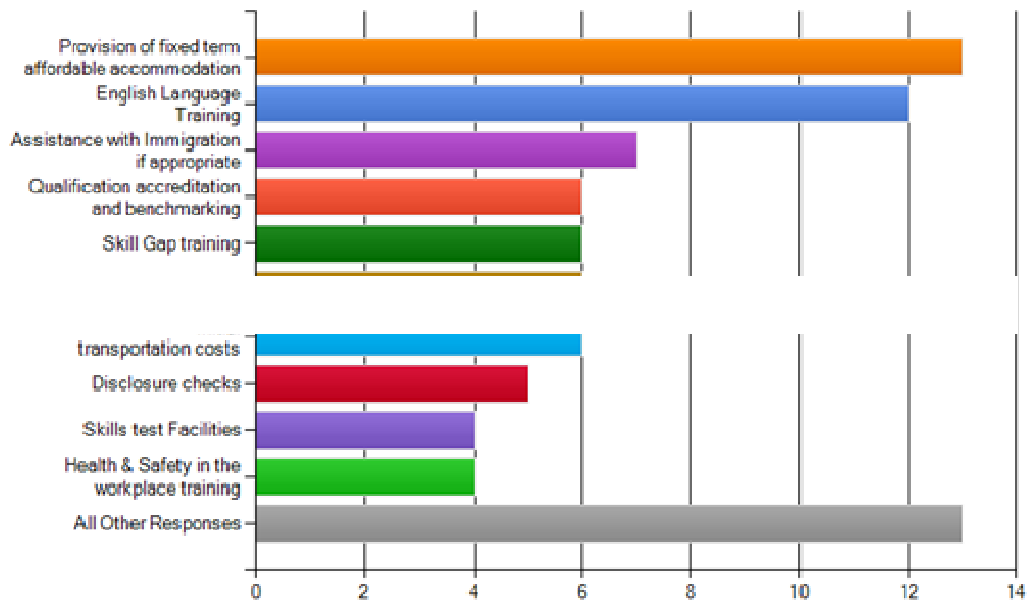
*“English as a first language ~ but it should be done in schools and not in the workplace”*

*“Vocational training for school pupils”*

## Additional Support Talent Attraction

### What key activities are required to attract talent to Aberdeen.

In recognition of the local skill shortages and inflationary salaries and, the negative impact this has when competitively tendering for work. If appropriate external funding can be sought Aberdeen City Council would aim to expand the skills pool by assisting companies that have exhausted local searches to recruit appropriate staff by developing an initiative that would promote Aberdeen and the employment opportunities on a global basis whilst also offering support towards the resettlement, gap analysis and upgrading of qualifications and skills. Please identify which of the following you consider necessary for the proposed initiative to have maximum impact.



To try and expand the tight labour market and access appropriate skills for the skill shortage areas many companies, especially those within Energy, Engineering, Healthcare and Hospitality are now actively recruiting outwith Aberdeen, Scotland and in many instances outwith Europe. With a job density of 1:1.22 in the city (1.22 full time posts for every person of working age within the city) and a national job density of 1:0.76 there are clearly insufficient personnel to fill all vacancies, even if those seeking employment had the appropriate skills and expertise.

Respondents felt that the lack of available affordable accommodation was a severe restraint when trying to attract people to relocate to the city, especially those at the bottom tier of salary scales. The other key restrictor is the availability of English as a Second Language tuition. Again this demand is more prevalent for those attracted to lower level vacancies.

### Final Comments

In the final section of the audit, respondents were given an opportunity to identify areas that Aberdeen City Council through the attraction of additional funding could support and develop the local business community. This information could be used in the future as evidence of need for external funding applications. Suggestions received were wide ranging but there

appeared to be a common need for support in the following areas: (In order of demand)

- Core skill Development
- Supervisory/Management Training
- Teambuilding
- Training Needs Analysis
- English as an additional Language Training

Demand for Core skill development needs were **300%** higher than for the other categories.

In order to promote skill and business development, Aberdeen City Council will try to identify and apply for appropriate funding pots to enable locally based SMEs to access the affordable skill development programmes as identified.

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## ABERDEEN CITY COUNCIL

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COMMITTEE Enterprise, Planning and Infrastructure

DATE 19 March

DIRECTOR Gordon McIntosh

TITLE OF REPORT Neighbourhood Community Business Pilot

REPORT NUMBER: EPI/13/028

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### 1. PURPOSE OF REPORT

The purpose of this report is to advise members of proposals to utilise any identified spare capacity in City educational establishments to host small business start ups. These start ups would be closely associated with the host educational establishment and which could potentially deliver enhanced educational and vocational experiences. The report seeks the Committee's approval to develop more detailed proposals.

### 2. RECOMMENDATION(S)

The Committee are recommended to:

- a. give approval for officers in EP&I continue to work with colleagues in Education, Culture & Sport (ECS) to develop a detailed proposal for consideration by the relevant committees.
- b. Give approval that current under spend within the Business Gateway contract be used to part finance this initiative.
- c. That the committee refer this report to the Education, Culture and Sport Committee for approval to develop a detailed proposal.

### 3. FINANCIAL IMPLICATIONS

There will be a cost associated with property modifications to ensure that premises are suitable for business use, in terms of access, Health & Safety, and legislative requirements. Until a more detailed proposal is completed, we are not in a position to give an accurate costing for this. However, should approval be given for this proposal, it is expected that

building works, project marketing and management and initial business start up costs will be covered by existing finance within the Employability, Skills and Community Enterprise (ESCE) budget, and identified under spend within the Business Gateway budget. As this project could potentially deliver a significant community benefit, we are confident that established local businesses and other partners will support this initiative by giving cash and in kind donations.

After the 12 month support period participating establishments could potentially generate income through rental revenue.

#### 4. OTHER IMPLICATIONS

##### **Staffing**

As community enterprise is part of the current portfolio of work, for the ESCE team, delivering this initiative should have no negative implications for current staffing resources.

##### **General**

Use of educational establishments as business premises will require officers involved in this activity to be mindful of restrictions in relation to security, access, H&S, PVG checks etc. Selection of 'competition winners' will fully involve representatives from the nominated educational establishments. This will ensure that the business type is suitable and complementary to the facilities available and the school curriculum. e.g. Catering business, IT repairs, Electronics workshop etc.

#### 5. BACKGROUND/MAIN ISSUES

It has been identified that there is spare capacity within some educational establishments. Officers in EP&I and Education, Culture & Sport (ECS) have met to discuss the feasibility and desirability of using this capacity to provide premises for small business start ups.

It is proposed that spare capacity could be utilised to host community based start up businesses. Increased community based businesses would benefit the local area by increasing services, reducing the need for travel to access services and in the longer term create local employment opportunities.

Officers would use the template from the Retail Rocks Project, which utilised Council owned premises in Torry to help business start ups. The basis of this proposal is to run a competition to encourage community based business start ups, which would operate from within educational establishments. Business support would be provided in the form of training workshops, delivered by Enterprise North East Trust



(ENET) and a small grant to help the business purchase start up stock in the first year. It is anticipated that bespoke business start up workshops would be held in the community as part of the promotion of the competition to stimulate early interest.

As part of the conditions any new business that was created from the competition process would be expected to work closely with their host educational establishment to identify opportunities for engagement with pupils and the community. It is expected that businesses would be able to offer vocational training across their area of expertise, and in the longer term be able to offer vocational qualifications which will support and enhance the future employability of pupils and members of the local community.

There are a number potential benefits to this proposal.

- Appropriate utilisation of spare capacity
- New Business start ups
- Potential rental income for schools
- Increased work experience placement options
- Increased attainment of relevant vocational qualifications
- Reduction in need to travel to city centre to access vocational qualifications
- Increased engagement with community
- Potential linkages with school entrepreneurial studies
- Increased recognition of importance of school within the community.
- Promotion of 'can-do' attitude
- Create equality of access to business ownership for those without substantial funds.
- Support the development of business plans for future entrepreneurs
- Improved accessibility, safety and attractiveness of the area
- Increased consumer spend in neighbourhood
- Increase footfall with neighbourhood
- Creating an opportunity for skills and expertise to be shared
- Drive local economy
- Provide local community with improved facilities
- Encourage increased commercial activity within the area

### **Proposed Pilot Northfield Academy**

Preliminary discussions with Education, Culture and Sport have been positive and Northfield Academy has been identified as a possible pilot. A meeting was held at Northfield and the school is supportive of the concept and is keen to see a more detailed proposal.

Initial discussions with Northfield Academy has highlighted that accommodation could be provided if further research supports the development of this proposal and suitable business ventures were identified.

These initial discussions supported further investigation into the feasibility of the following business types, (child-care, catering, electronic repair workshop, graphic design, community café etc). If an appropriate application was received to deliver a catering or community café type business, this would have the additional benefits of potentially offering 'confidence to cook', healthy eating and basic cookery skills within the community.

The proposal also supports the personalised learning aspect of the CfE providing a different context for learning and encouraging partners to become involved in learning that takes place out with a traditional classroom environment.

In terms of the Wider Achievement Agenda, the initiative would further encourage young people to access work based skills which could be accredited via SQA It could also could support the virtual campus in the provision of specialised options for pupils and work experience

## 6. IMPACT

The project contributes significantly and directly to the achievement of

### **Single Outcome agreement (SOA) National Outcomes:**

1. We realise our full economic potential with more and better employment opportunities for our people
2. We are better educated, more skilled and more successful

### **Aberdeen the smarter City**

1. We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem
2. Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st century.
3. Again, working with partners, we will create a City of Learning which will empower individuals to fulfill their potential and contribute to the economic, social and cultural wellbeing of our communities.
4. We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

### **Equality and Human Rights implications**

A full equality and human rights impact assessment was not required, as this paper only seeks approval to investigate and further consult. A full EHRI will be undertaken once potential solutions are in place.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 <sup>th</sup> March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Skill Attraction
REPORT NUMBER:	EPI/13/051

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### 1. PURPOSE OF REPORT

This report seeks to highlight the crisis in relation to the recruitment of qualified and experienced Engineers within the Energy sector globally, and how this situation is negatively impacting the sustainability and growth of Energy businesses located within Aberdeen City and Shire. This report seeks permission for two officers from Enterprise, Planning and Infrastructure to attend skill attraction events in Calgary and Houston to promote the area as a destination of employment choice to individuals and families currently engaged within the global Energy sector.

### 2. RECOMMENDATION(S)

Committee are recommended to:

- a) Give approval for two officers from E P & I to attend the events in Calgary on the 11<sup>th</sup> & 12 May 2013, and Houston on the 18<sup>th</sup> & 19<sup>th</sup> May.
- b) Give approval for officers to participate in future skill attraction events that would increase the skills base within the local Energy sector, that can be financed from existing budgets
- c) Give approval for officers to update committee on skill attraction on a regular basis.

### 3. FINANCIAL IMPLICATIONS

As a number of locally based Energy companies have an interest in attending both events in May the event organiser "Working In" has agreed that the usual stand fees of £ 13,500 will be waived and Aberdeen City Council will be given a stand at the event free of charge to promote the quality of life within the city and shire and address any queries regarding relocation to the area. Travel and accommodation costs of approximately £ 4,500 will be incurred and covered within the current budget allocations for Employability, Skills and Community Enterprise and City Promotions. ACSEF (Aberdeen City and Shire

Economic Futures) have agreed to contribute £10,000 towards the event which will enable the production and shipping of appropriate marketing materials, for these and future skill attraction events.

#### 4. OTHER IMPLICATIONS

##### **Staffing**

As skills attraction is part of the current portfolio of work for the Employability, Skills and Community Enterprise and City Promotion Teams participation at these events should have no negative implications on current staffing resources.

##### **General**

Recruitment issues within the Energy sector has now reached global proportions, with aggressive recruitment initiatives to attract skilled Engineers currently being delivered by Canada, Australia, New Zealand, Germany and Norway. Failure to be proactive in this arena will further compound the issues, and ensure that even higher proportions of Engineers will be attracted away from the UK, with the potential long term impact of locally based companies locating elsewhere. Failure to attract sufficient numbers of skilled Engineers will also impact on other sectors as skilled workers are enticed away by higher salary levels within the energy sector, creating “domino effect” skill shortages in other sectors. The current tight labour market negatively impacts on business by inflating salaries, reducing business profits and competitiveness.

#### 5. BACKGROUND/MAIN ISSUES

It has been widely reported that the conditions for economic growth and expansion within the Energy sector are currently prevalent, with locally based companies investing in further exploration and investment in previously uneconomical fields.

This positive investment has seen the demand for skilled and qualified engineers increase dramatically over the past 18 months and predictions are that demand will increase further over the next 5 years. (Oil & Gas UK skills Summit, OPITO, PWC, 2013 Sector Skills Needs Audit)

Skill Attraction is not only high on the Energy companies agendas but on the agendas of both Aberdeen City and Aberdeenshire Councils, ACSEF, Scottish Enterprise and Skills Development Scotland. All the above partner agencies have met on a number of occasions to develop a skill attraction action plan, with external promotion of the City and Shire and quality of life being a key priority. ACSEF (Aberdeen City and Shire Economic Futures) also have a skill attraction and retention strand within their business plan.

OPITO commissioned RGU to carry out a study of 50 of the largest Oil & Gas UK members in relation to skill issues and labour market demographics which identified the following findings:

81% of companies will grow over the next 5 years  
65% said it was very difficult to recruit engineers  
2200 Engineering vacancies in 12 months  
Top two challenges are “attracting appropriately skilled staff and labour costs”

A follow on Oil & Gas UK Skills Summit held in September 2012 reinforced the following issues:

Competition for skills – globally in oil and gas, and nuclear, renewables  
Difficulties in attracting people to Aberdeen  
Cost of living in Aberdeen  
High costs of travel to/from Aberdeen  
Reluctance to take on skilled personnel without oil and gas experience

The previous statements illustrate the severity of the skill shortages within the Energy sector and also the issues faced when trying to attract skilled workers to the area. Attendance at skill attraction events by Aberdeen City Council will enable positive promotion of the area, highlighting the high quality of life, access to a wide range of landscapes and activities, and potentially convince increased numbers that this is the best re-location option for workers and their families.

In addition to the local issues, we need to consider the impact that the global skill shortage will have on local recruitment.

Norway needs to recruit 10,000 highly trained engineers over the next 5 years (Eures)

76,400 vacant engineering jobs in Germany (Association of German Engineers)

At least 100,000 skilled workers will be needed in Western Australia in the next 10 years largely due to growth in the minerals and energy sector, according to Western Australia's 2013 Growth outlook report.

Canada needs 95,000 skilled engineers by 2020 – Engineering Labour Market, Canada

2000 new engineers were typically needed each year, however this figure is going to rise significantly due to the recent investments in energy and infrastructure - “Business Day, New Zealand

Recruiters from Canada, Australia and New Zealand are driving aggressive recruitment campaigns to attract UK skilled engineers and

their families. These countries have already hosted a number of events in the UK to promote the opportunities, salaries and lifestyle available for experienced and skilled Energy personnel in Aberdeen, London, Manchester, Dublin and Newcastle with more events scheduled in 2013. Additionally a large number of overseas recruiters are also utilising the web to reach potential applicants.

Within this tight global marketplace, Aberdeen City Council should work with locally based Energy companies to assist them convey a positive message about the lifestyle in Aberdeen and Aberdeenshire, which matched with the high salaries and working conditions should form an attractive package that can attract appropriately skilled and qualified personnel to our area, to continue to support the location of world leaders within the Energy sector within our area.

## 6. IMPACT

### **Smarter Aberdeen**

We will build on and go beyond our powerful energy position to gain recognition as the UK's intelligent business city

We will promote Aberdeen as a great place to live, bring up a family, do business and visit

We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy

We will work with partners to promote the city as a place to invest, live, work and export from.

### **Aberdeen City Council - The next 5 years**

Ensure a sustainable economic future for the city;

The project contributes significantly and directly to the achievement of (SOA) National Outcomes:

- 1 We live in a Scotland that is the most attractive place for doing business in Europe  
Local Outcome: Anchor the Oil & Gas Industry
2. We realise our full economic potential with more and better employment opportunities for our people  
Local Outcome: Sufficient numbers of skilled people are available to meet the demands of the local economy

### **Equality and Human Rights implications**

A full equality and human rights impact assessment was not required, as this activity will support major organisations from within the Energy sector that have robust Equality and Human rights protocols.



7. BACKGROUND PAPERS

8. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE Enterprise, Planning and Infrastructure

DATE 19 March

DIRECTOR Gordon McIntosh

TITLE OF REPORT Support for local employability training providers

REPORT NUMBER: EPI/13/005

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1. PURPOSE OF REPORT

This report presents the findings of a consultation exercise conducted by EP&I's Employability, Skills & Community Enterprise team with local employability training providers to explore the desirability and potential benefits of an employability training providers' forum. This is as per the recommendations of the EP&I Committee on 6 November 2012.

2 RECOMMENDATION(S)

1. The Committee approve that Officers within Employability, Skills and Community Enterprise host a training providers' forum, with a rotating chair.

2. The Committee approve that the Local Employability Training provider Forum provides regular updates to Aberdeen Works.

3. FINANCIAL IMPLICATIONS

The development of a support mechanism for local employability training providers will have no additional financial resource implications on the service.

4. OTHER IMPLICATIONS

If officers participate in this piece of work, it will mean that there is adequate and appropriate training provision available on a local level which may have a positive impact on the ability of local businesses to attract appropriate skills to support their needs, and a potential decrease in numbers of long term dis-engaged people within our communities.

## 5. BACKGROUND/MAIN ISSUES

At the meeting of the Enterprise, Planning & Infrastructure Committee of 6 November 2012, members considered a report which proposed that consultation be undertaken to determine the support and desirability of an Employability Training Providers' Forum. The recommendations were agreed and officers carried out a consultation exercise during December 2012 and early January 2013.

A total of 17 responses were received. The respondents were unanimously in favour of the proposal to create a training providers forum, with each respondent answering 'Yes' to the question: *'Do you feel there is a need to establish an Aberdeen Training Provider Employability Forum?'*

### Benefits

Respondents identified a number of potential benefits:

- Networking, where providers could meet and share knowledge and discuss best practice.
- A chance to share best practice
- An opportunity to focus on clients needs to support them to achieve the best possible outcome.
- Improve contact and communication between providers
- Enhancing the efficiency and effectiveness the service provided across the city
- Promote joint working
- Help avoid duplication
- Enhance the client experience

"A Training Provider Employability Forum would provide networking opportunities; support best practice and assist draw on the membership expertise. It would also improve communication, reduce duplication and assist knowledge transfer between organisations. "

"Such a forum in Aberdeen City may encourage organisations to work together more and provide better value for money per client / service."

"A training and employability forum would promote joint working, improve communication and promote best practice. The forum would be an excellent networking event and allow individual organisations knowledge and expertise to be drawn upon by member organisations."

## Remit

Respondents favoured a remit which promotes best practice for providers in the city and which encouraged open communication, joint working and knowledge sharing. The remit of the forum will be agreed at its next meeting subject to the approval of the committee.

“The remit of the forum should be, improve working relationships between all employability partners, and look at joint bids for larger city wide work. It should also identify gaps in provision as well as duplication.”

“To promote best practice, offer support, manage/support change, improve efficiency and effectiveness, encourage development/learning among practitioners.”

“To establish and foster a productive and meaningful forum for all training providers and other relevant agencies in the City. A place where ideas can be exchanged and collaborative relationships be developed.”

## Management

It was proposed that that staff from ACC’s Employability Skills and Community Enterprise team manage and host the forum. The response was in support of this, but with a strong sense that the council’s role should be more facilitative than managerial. Respondents see the forum as a shared responsibility.

“ It should be facilitated and hosted by ACC, but the forum should be a partnership with rotating chair so no one organisation has to take on all the work and that decision making is a shared responsibility.”

“Yes, although we see the role as facilitative, rather than managerial.”

“Yes. This is ok provided it is not just an ACC initiative.

“I am happy with the managing and hosting part, but the chair of the forum should rotate.”

## Membership

Respondents were open about membership. The key theme was that members of the forum should be in a position to provide a positive contribution to the development of employability training provision in Aberdeen.

“Training Providers and funding agencies. Providers must have a good reputation and have a proven track record in their area of expertise.”

“All public and third sector organisations offering skills and/or employability training.”

“The group’s membership should be extended to all voluntary sector employment training providers in the City, Aberdeen College, Aberdeen City Council and a representative from the Community Planning Partnership.”

“Any Third Sector Organisation that is involved in the provision of Employability services to clients.”

“All operation (sic) training and employability organisations. I do not see it as a necessity for all organisations to attend every meeting, but potentially as a network.

#### Other Supporting Comments

Respondents were also given the opportunity in Question 12 to add further comments in relation to the establishment of the proposed forum.

The undernoted highlights how the establishment of the proposed forum will address many of the issues that are high on the agenda for external training providers

“The forum needs a clear link with Aberdeen Works and a rep from this group should sit on this group so that a clear link is established.

“Once the forum is established, there should be an agreed standard to which all organisations should adhere- this would strengthen partnership approaches to employers for work experience and paid employment. Employers will know what to expect from a trainee that has come from one of the Forum partner organisations. This document could strengthen joint funding bids.”

“I support the establishment of this forum in the absence of any other forum to engage with CPP on employability matters and developments.

“Training and Support may be better title...”

“Having previously worked within a framework which incorporated a number of local provides in the provision of employability services, I am aware of the benefits of this type of partnership working.”

## Going Forward

If the recommendations are supported it is proposed that Officers within the ESCE service will arrange a meeting for the respondents to discuss the findings and to develop an action plan. It is anticipated that ESCE staff will continue to facilitate the forum meetings and offer support as required.

### 6. IMPACT

The project contributes significantly and directly to the achievement of

#### **Single Outcome agreement (SOA) National Outcomes:**

1. We realise our full economic potential with more and better employment opportunities for our people
2. We are better educated, more skilled and more successful

#### **Aberdeen the smarter City**

1. We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem
2. Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st century.
3. Again, working with partners, we will create a City of Learning which will empower individuals to fulfill their potential and contribute to the economic, social and cultural wellbeing of our communities.
4. We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

### **Equality and Human Rights implications**

The proposed Employability Training Providers Forum will adopt equal opportunity principles and actively engage with training providers that support and provide services for equalities groups eg NESS, GREC and organisations providing training opportunities in disadvantaged communities e.g. Pathways and SHMU.

### 7. BACKGROUND PAPERS

None

### 8. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Annual Report on Scotland's Climate Change Declaration
REPORT NUMBER:	EPI/13/011

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### 1. PURPOSE OF REPORT

- 1.1 This report highlights Aberdeen City Council's progress in 2012, on actions to meet the commitments of the Scottish Climate Change Declaration.

### 2. RECOMMENDATION(S)

That the Committee: -

- a. Notes and endorse the Aberdeen's 2012 report on the Scottish Climate Change Declaration.
- b. Instructs officers to submit the annual report, as required by the declaration, to the Sustainable Scotland Network (SSN).
- c. Approves participation in corporate switch off initiatives to raise awareness of energy consumption, carbon emissions and climate change.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report.

### 4. OTHER IMPLICATIONS

- 4.1 The Climate Change (Scotland) Act 2009 has set targets to reduce emissions in Scotland by:

- 42% by 2020; and
- 80% by 2050 - from baseline year 1990.

Guidance on Part 4 of this act, the Public Bodies Climate Change Duties, came into effect in 2011.

This recognises the important role that public bodies play in planning and delivering climate change actions and mainstreaming it alongside corporate priorities.

## 5. BACKGROUND/MAIN ISSUES

- 5.1 In 2007, Aberdeen City Council alongside all of Scotland's local authorities signed up to Scotland's Climate Change Declaration.
- 5.2 Signatories to the Declaration acknowledge the reality and importance of climate change and are committed to:
- mitigating their impact on climate change through reducing greenhouse gas emissions.
  - taking steps to adapt to the impacts of a changing climate.
  - working in partnership with their communities to respond to climate change.
- 5.3 Under the declaration, signatories also agree to submit an annual report on climate change actions to the Sustainable Scotland Network (SSN).
- 5.4 The report should reflect the continued work by Scottish local authorities to deal with the climate change agenda and contain details of progress taken and actions planned by the Council to respond to climate change. This includes:
- Providing effective leadership, governance and management on climate change.
    - Reducing the local authority's own 'corporate' greenhouse gas emissions from their estate, services and functions.
    - Taking action to reduce emissions from the local authority area
    - Assessing the risks of climate change impacts and working with others to adapt to the impacts of climate change.
    - Developing effective partnership working and climate change communications, including producing an annual statement of plans, activities and achievements.
- 5.5 Appendix 1 of this report contains the 2012 Scottish Climate Change Declaration Annual Report from Aberdeen City Council.
- 5.6 Awareness raising climate actions have included participation in light switch off initiatives, such as the WWF Earth Hour Campaign, to demonstrate the Council's commitment to tackling climate change, saving energy and reducing the city's carbon footprint.
- 5.7 Aberdeen City Council has participated in Earth Hour annually since 2008, with a switch off of floodlights at key city landmarks for a weekend in March each year. In 2012, Aberdeen was one of 6,895 towns and cities in 152 countries around the globe that participated in

the switch off. In Scotland, key landmark buildings that took part included; Edinburgh Castle, the Clyde Arc, the Falkirk Wheel and Inverness Castle.

- 5.8 This report seeks approval for Council participation in Earth Hour 2013 and future similar switch off initiatives. Earth Hour will include a planned weekend switch off of floodlights at Marischal College, Wallace monument and gardens, St Marks Church and St Nicholas Kirkyard façade as a city high profile commitment to tackling climate change.
- 5.9 To accompany any switch offs, information will be placed on the council website and additional communication channels including; local media and social media outlets, to ensure there is wider understanding of the actions and what it aims to achieve.

## 6. IMPACT

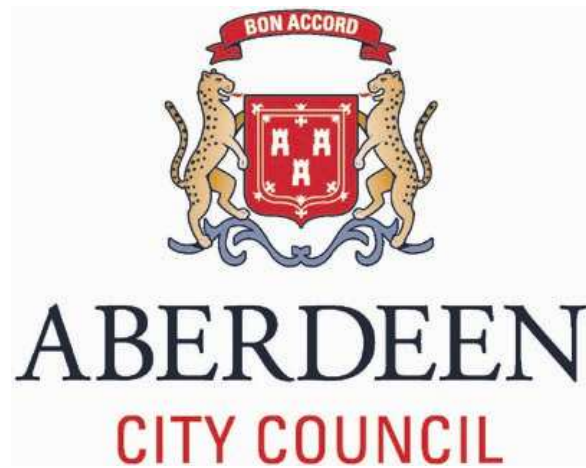
- 6.1 Actions on climate change support the Council's 5 year Business Plan (2011 – 2016) priorities to:
- We will protect and enhance our high-quality natural and built environment through support of initiatives including open space, nature conservation, the city's granite heritage and carbon management
- 6.2 Priorities in the Council administration policy statement "Aberdeen the Smarter City", in relation to carbon mitigation include:
- We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.
  - We will increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non housing assets to reduce our carbon footprint, save money and to bring people out of fuel poverty.
  - We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.
  - We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.
- 6.4 Declaration reports submitted to the SSN are publicly available on their website. Information from the local authority reports submitted in 2011 was analysed by COSLA and SSN, along with the Carbon Trust and Adaptation Scotland.

7. BACKGROUND PAPERS

- Local Transport Strategy (2008 – 2012)
- Nature Conservation Strategy (2010 – 2015)
- Waste Strategy (2010 – 2025)
- Carbon Management Plan (2010 – 2015)
- Alternative Energy Strategy for Council Owned Public Buildings
- Open Space Strategy (2011 – 2016)
- Local Housing Strategy (2012 – 2017)

9. REPORT AUTHOR DETAILS

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**Scotland's Climate Change  
Declaration Report  
Year 5 (2012)**

**Aberdeen City Council**

## About the Scottish Climate Change Declaration

Each of Scotland's 32 local authorities signed Scotland's Climate Change Declaration in early 2007. The Declaration is a public statement wherein local authorities acknowledge the reality and implications of climate change and their responsibility to respond effectively. The Declaration also welcomes the actions of the UK and Scottish governments and the opportunities for local authorities to work in partnership with others in responding to climate change.

As signatories to Scotland's Climate Change Declaration, each Scottish local authority is committed to taking action across a range of key areas. These can be summarised as:

1. Providing effective **leadership, governance and management** on climate change.
2. Reducing the local authority's **own 'corporate' greenhouse gas emissions** from their estate, services and functions.
3. Taking action to reduce **emissions from the local authority area**
4. Assessing the risks of climate change impacts and working with others to **adapt to the impacts of climate change**.
5. Developing effective **partnership working and climate change communications**, including producing an annual statement of plans, activities and achievements.

This Reporting Template focuses on these five key areas.

The principles of effective Declaration reporting include:

- Providing clear, consistent and comparable information.
- Linking climate change reporting with existing reporting requirements and the council's own performance improvement agenda.
- Showing clearly how climate change is being integrated into council and Community Planning agendas, especially through Single Outcome Agreements.
- Highlighting key achievements and initiatives
- Communicating with the community, making the report easy to understand and available to the public.

Local authorities are encouraged to provide information in a transparent and easy to understand format:

- In relation to 'corporate' and 'area-wide' emissions, quantifiable data will be vital, and this is best communicated graphically.
- On adaptation, examples of adaptation action or process initiatives would help illustrate what is being done.

- On governance, leadership and management, and on partnership working, communications and capacity building, diagrams, process maps and examples of materials and events would be extremely useful.

In order to make reporting on the Declaration as effective and efficient as possible, local authorities are encouraged to use this reporting template to report top-level information and to use web-link references to more detailed information.

Local authorities are also encouraged to make reference to their previous Declaration reports, especially making reference to the year-ahead priorities listed in those reports. This will help in showing continuity and year-on-year progress.

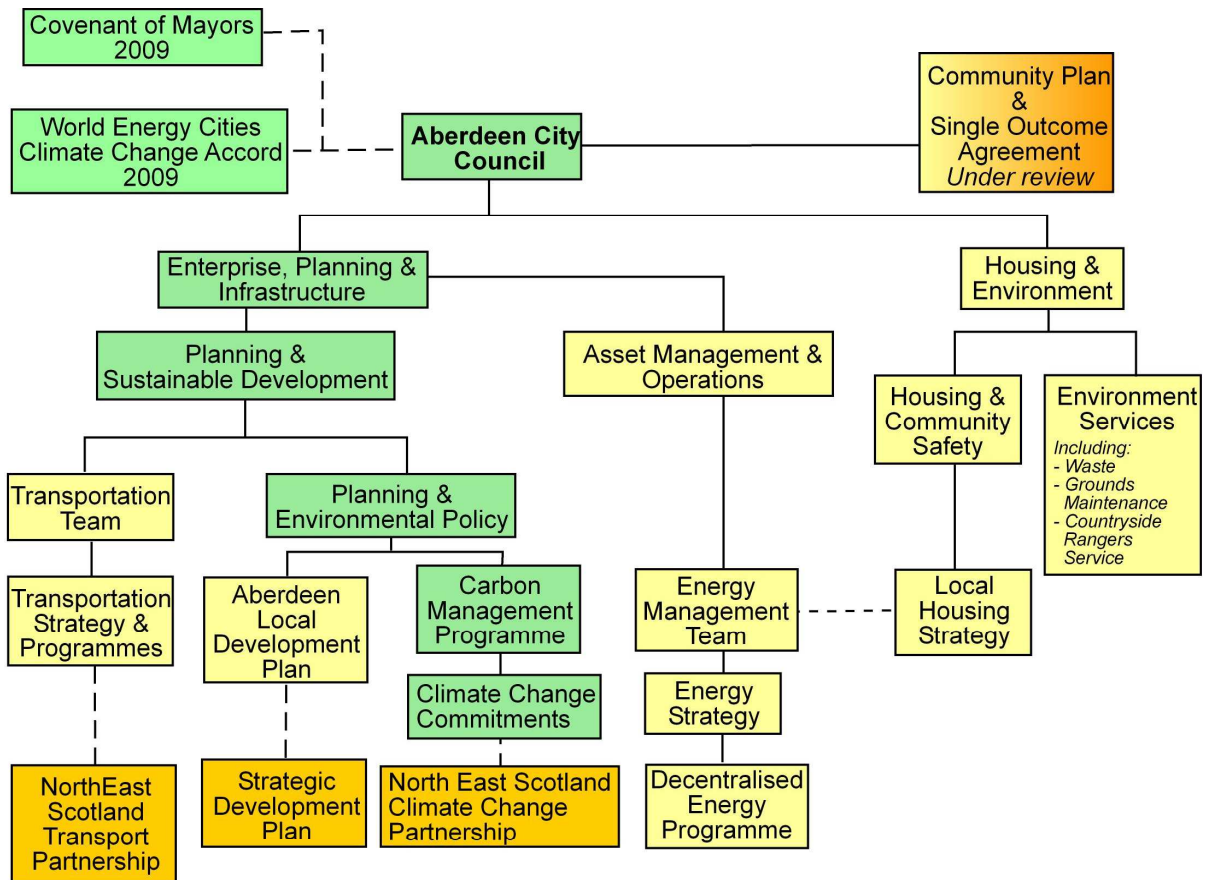
In reporting on the Declaration, local authorities are encouraged to recognise the importance of the UK Climate Change Act, Climate Change (Scotland) Act, national targets for emissions reduction, the Climate Change Public Bodies Duties Guidance (published 2011), The Low Carbon Scotland: Meeting the Emissions Reduction Targets 2010-2022 Report on Proposals and Policies, the Low Carbon Scotland Public Engagement Strategy, the evolving Scottish Climate Change Adaptation Framework and the Adaptation Scotland Scotland Climate Change Adaptation Workbook . Also of use is the internationally recognised ‘Greenhouse Gas Protocol’ for consistent reporting of ‘corporate emissions’ and the evolving suite of Local Authority climate change datasets and indicators published by DECC.

## **Section 1** **Governance, Leadership and Management**

### **Leadership**

- At Aberdeen City Council, climate change is addressed as part of the sustainability agenda and reported through the Enterprise, Planning & Infrastructure Committee.
- The new council administration produced the “Aberdeen – A Smarter City” policy statement in 2012. This sets out a vision which includes as priorities:
  - We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.
  - We will increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non housing assets to reduce our carbon footprint, save money and to bring people out of fuel.
  - We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.
  - We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

**Figure 1: Aberdeen City Council Climate Change Management**



- Aberdeen City Council direct responsibility for climate change actions
- Aberdeen City Council service responsibility for actions to reduce corporate or city emissions or adapt to climate change
- Partner organisations with responsibility for actions which mitigate emissions or who raise awareness of climate change locally.

### Governance

- Aberdeen City Council, along with all 31 other Scottish Local Authorities signed the Scottish Climate Change Declaration in 2007 making a commitment to take action on climate change. This was underlined in 2009, when the Council became a signatory to:
  - The Covenant of Mayors, as a signatory to this European movement of local and regional authorities, the Council has made a pledge to increase energy efficiency and use of renewable energy sources. [www.eumayors.eu](http://www.eumayors.eu)
  - The World Energy Cities Partnership (WECP) Climate Change Accord, agreeing to exchange best practice as an energy city. 9 WECP members are signatories of the Accord making a commitment to reduce greenhouse gas (GHG) emissions from their 2005 baseline levels by a minimum of 20% by 2020 and a minimum of 80% by 2050. [www.energycities.org/climate-initiative](http://www.energycities.org/climate-initiative)



- High level support from senior management, ensures there is ongoing commitment to the delivery of the Aberdeen City Council Carbon Management Plan. Regular briefings on the Carbon Management Plan progress and actions are made to council senior management teams as well as being reported to Committee on an annual basis.
- A review of the Community Planning Partnership in 2010 led to the establishment of a new Community Planning Partnership, Community Planning Aberdeen and Community Planning Aberdeen Board in 2011. A Community Planning in Aberdeen audit was carried out in 2012 and the themes and priorities for the new partnership are under development.

### Incorporating Climate Change into Key Policy

- The Council's Environmental Policy Team, in Planning & Sustainable Development, plays a role in coordinating mitigation measures and embedding climate change into council policies and strategies. However, responsibility for actions related to climate change is spread across relevant council services.
- All Council plans, policies and strategies undergo Strategic Environmental Assessment to assess their environmental impact, this includes addressing climate change.
- Aberdeen was the first city in Scotland to produce a Climate Change Action Plan in 2002. Since then climate change has become increasingly embedded in council plans, and strategies. These include:
  - The [Aberdeen Local Development Plan 2012](#) has a vision of Aberdeen as a sustainable city in 2030. The plan sets out policies for ensuring that new development contributes to a sustainable city vision. Further information is outlined in Section 5 of this report.
  - [Aberdeen City and Shire Structure Plan 2009](#), which sets targets for the city region's electricity needs to be met from renewable sources by 2020. The new Strategic Development Plan aims to set out a framework to develop Aberdeen City and Shire up to 2035. A consultation on the Main Issues report for this plan closed in January 2012.
  - The [Aberdeen City Waste Strategy \(2010 – 2025\)](#) which aims for no more than 5% of municipal waste to be landfilled by 2025.
  - The Council's [Carbon Management Plan \(2010-2015\)](#) which sets a carbon reduction target of 23% by 2015. The plan details the baseline of carbon emissions and projects aimed at achieving this target. Further information is outlined in Section 2 of this report.
  - Encouraging sustainable travel, through the [Local Transport Strategy \(2008-2012\)](#) and Cycling Strategy for Aberdeen City.
  - Recognising the need to build a more resilient natural environment, the Council's [Nature Conservation Strategy 2010-2015](#), has been designed to help halt the decline in biodiversity through nature conservation and assist with tackling

greenhouse gas emissions which are contributing to climate change.

- The Council's [Open Space Strategy 2011-2016](#) sets out a vision for new and improved open spaces in the city. The strategy contains a key objective and series of actions to, "Maximise opportunities to mitigate and adapt to climate change and further biodiversity". The strategy is based on the results of the city wide open space audit and was prepared involving communities, businesses, residents and partner organisations.
- An [Alternative Energy Strategy for Council Owned Public Buildings](#) was approved in May 2011. This aims to ensure the Council continues to undertake energy efficiency measures and install low/ zero carbon technologies in and on Council owned assets, to reduce overall energy consumption and carbon emissions.
- The final draft [Aberdeen City Local Housing Strategy \(LHS\) 2012 – 2017](#), was approved by the Housing & Environment Committee in August 2012. The strategy document is with Scottish Government for assessment and the final document is expected to be published by April 2013.
- The Property Asset Management Plan 2012 aims to provide property, working with partners, where appropriate, which supports the Council in the delivery of quality services by being fit for purpose, accessible, efficient, suitable and sustainable. The plan states that all Council assets must be environmentally sustainable and that asset decisions take into account both the local and global environment and make a positive contribution to a sustainable community.
- The Council began scoping out a Climate Change Strategy in 2012 and work to develop this strategy will take place in 2013. This document will supercede the Climate Change Action Plan. In support of this document, initial work has also commenced on a Local Climate Impact Profile (LCLIP), to assess Aberdeen's vulnerability to severe weather events and how these events affect local communities, local authority assets, infrastructure and capacity to deliver services.

### **Section 1 Priorities for the year ahead**

Council priorities for the year ahead include:

- Reducing carbon emissions in line with the Climate Change Scotland Act 2009 and work to meet the responsibilities of the Public Bodies Climate Change Duties.
- Ensuring climate change continues to be embedded into council plans, policies and strategies. In addition, Strategic Environmental Assessment will continue to be carried out on new plans, policies and strategies.
- The development of a Climate Change Strategy and completion of an Aberdeen LCLIP are key priorities for 2013.
- Development of a Smart City Strategy in 2013, mapping out a sustainable strategy for the city and its stakeholders.
- Development of a Corporate Asset Management Plan 2013 which incorporates carbon dioxide emissions as one of the performance measures.

## Section 2

### Reducing the local authority's own 'corporate' greenhouse gas emissions from its estate, services and functions.

#### Actions to Achieve Reduction Targets

##### Carbon Management Plan

The Aberdeen City Council Carbon Management Plan (2010-2015) sets targets to reduce CO<sub>2</sub> emissions by:

- 23% by 2015 (based on 2008/09 emission levels); and
- 42% by 2020 (based on 2008/09 emission levels)

This includes emissions from business travel, fleet, some Council housing, public buildings, street lighting, water and waste disposal.

##### Progress in 2012

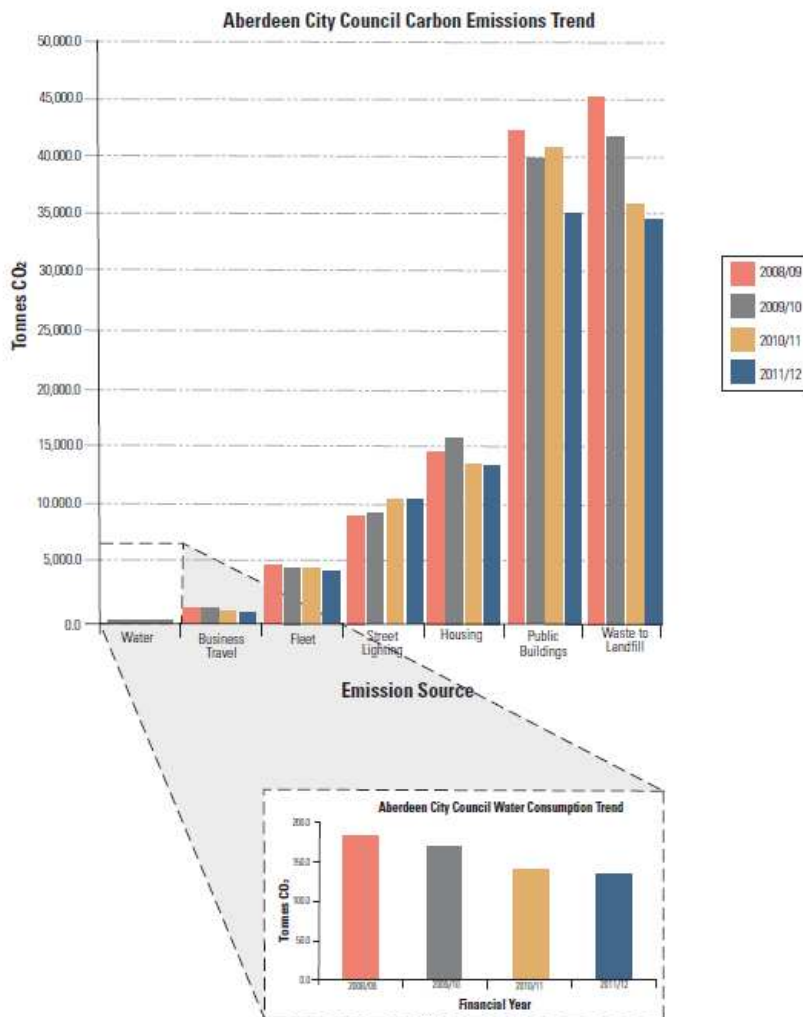
Emissions are monitored annually and data in Figure 2 shows overall carbon emissions for Aberdeen City Council of 100,134 tonnes CO<sub>2</sub> in 2011/12. This indicates a 15.5% reduction in carbon emissions since 2008/09, a total reduction of 17,001 tonnes and shows the Council is still on track to achieving a 23% reduction in emissions by 2015.

Figure 2: Aberdeen City Council Carbon Footprint 2011/2012

Emission Source	CO <sub>2</sub> Emissions (tonnes) 2011/12	CO <sub>2</sub> Reduction since baseline year (2008/09) (tonnes)
Business Travel	839	140
Fleet	4332	411
Housing	13,793	856
Public Buildings	35,283	6,957
Street Lighting	10,666	increase of 1,386
Waste	35,086	10,121
Water	131	48
<b>Total</b>	<b>100,134</b>	<b>17,001</b>

Data shows that emissions from business travel, fleet, water and waste have reduced in 2011/12. The increase in emissions from street lighting can be attributed to an improvement in the way that data is calculated.

**Figure 3: Aberdeen City Council Carbon Emissions Trend**



### Carbon Management Plan Actions to Achieve the Targets

A Carbon Management Plan Progress Review for 2011/12 has been published, this highlighted progress in meeting carbon targets. Actions and activity to achieve this, included:

#### Business Travel

- Bike and bus salary sacrifice schemes were introduced, with 40 staff enlisted for the bike to work scheme and 161 staff using the bus scheme.
- Ongoing provision of bus fare cards to encourage public transport travel to meetings and business activity.
- Bike maintenance training at Council main office building Marischal College took place in March 2012
- An increase in the number of cycle lockers in council premises, to encourage cycling to work.
- Relaunch of the Council's car share scheme with around 75 members now

registered on the liftshare database.

- A decrease in the number of Council essential car users from 423 in 2009/10 to 328 in 2011/12.
- Installation of 10 electric vehicle charging points in car parks at Council sites.

### **Fleet**

- Implementation of a mobile working system, for the Council Building Services Team, has reduced travel and increased performance by around 30%.
- A grey fleet review was carried out in 2012 which recommended actions to tackle the Council's grey fleet.
- Data gathering in 2011/12 will feed into a new routing software system to increase the efficiency of the waste collection service.

### **Public Buildings**

- The Council's Energy Management Team work to reduce the Council's energy consumption, meet UK and Scottish legislative and statutory requirements and support work to deliver the Council's Climate Change obligations. Work carried out by this team has included:
  - A programme of installation of photo voltaic panels on 82 public buildings across the city, to bring cheaper, cleaner energy. These buildings represent a cross-section of uses by the council, i.e. offices, schools, arts leisure and recreation centres, warehouse facilities, depots, sheltered housing and group homes. The completed project should see about 3MW capacity of PV installed. At the end of September, there had been 48 installations, with installed capacity of 1.3 MW.
  - A biomass boiler installed at Duthie Park Winter Gardens is now operational.
  - Replacement of an inefficient oil heating system with renewables at Aberdeen Grammar School.
  - A survey of loft, tank, pipe and cavity wall insulation was completed and a recommended programme of works produced for each building surveyed. 12 schools; 6 libraries/ community centres; 6 sports facilities; 4 shelters and 2 offices had insulation work carried out in this period.
  - Energy Performance Certificates for council buildings are publicly displayed in buildings and published on the council website.
  - Halogen lamps in school canteen servery displays were replaced with low energy bulbs.

### **ICT**

- Computer power management for schools was investigated in August 2012 and work has taken place to try to ensure PC powerdown is implemented, as standard, in any new schools.

- A corporate move to Virtual Desktop Environment has commenced and this will be rolled out during 2013. The move will see applications stored remotely reducing the carbon foot print from Council ICT.

### **Street Lighting**

- Several street lighting schemes were completed during 2011/12, replacing lanterns with lower watt versions. This included the replacement of 300 x 125w lanterns to 55w and 82 x 250w bulbs to 150w.
- 8 traffic light sites were refurbished during 2011/12, replacing old halogen lamps with LED lamps.

### **Waste**

- Recycling facilities for paper and card, plastic, cans and glass were introduced in the new council headquarter building, Marischal College.
- Planning commenced for the expansion of corporate recycling facilities to meet the requirements of the Waste (Scotland) Regulations 2012.

### **Section 2 Priorities for the year ahead**

- To continue progress with the programme of actions outlined in the Council's Carbon Management Plan (2010 – 2015), to reduce CO<sub>2</sub> emissions from waste, fleet, business travel, water and public buildings and housing. Carry out a review on how targets are being met in 2013.
- Completion of the programme of photo voltaic panels installation on public buildings across the city.
- Installation of a wood fuel boiler for Duthie Park Depot and an air source heat pump at Ashley Gardens Nursery.
- Funding has been received for a trial of new insulation in a granite building to see how this works on a hard to heat property.
- A Council Internal Waste Minimisation Policy for internal waste is due for completion early 2013.
- A stationery reuse station is to be launched as a pilot scheme in a council office in March 2013.
- The roll out of Virtual Desktop Environment on corporate ICT is to continue in 2013.
- Funding has been received for an LED street lighting trial in an area of the city centre.

## Section 3

### Taking action to reduce the emissions from the local authority area

#### Local Authority Area-Wide Emissions

There are two commonly used methods of looking at area-wide emissions.

- The first, **Production-based emissions** - looks at the emissions from industry, transport and domestic energy use.
- The second, **consumption-based emissions**, is calculated on travel and the goods and services we use.

#### Production Based CO<sub>2</sub> Emissions

The Department of Energy and Climate Change (DECC) has released data for CO<sub>2</sub> emissions for each local authority area in the UK up to 2010. This data examines the following broad source categories:

- Industry, commercial and public sector
- Domestic
- Road transport

Emissions within the scope of local authority influence in Aberdeen are examined in Figure 4. Data indicates per capita production emissions for CO<sub>2</sub> in Aberdeen in 2010 were comparable with Scottish per capita totals, showing emissions of 7.2 tonnes of CO<sub>2</sub> per person. The table highlights a reduction in total emissions in Aberdeen since 2005. However, the data does show a slight increase in emissions from industry and commercial and domestic sectors between 2009 and 2010.

**Figure 4:** CO<sub>2</sub> emission estimates (within the scope of local authority influence), for industry, domestic and transport sectors in Aberdeen 2005 - 2010

CO <sub>2</sub> emissions in the scope of Local Authority influence - Aberdeen					
Year	Industry and commercial (kt CO <sub>2</sub> )	Domestic (Kt CO <sub>2</sub> )	Transport (Kt CO <sub>2</sub> )	Total (Kt CO <sub>2</sub> )	Per capita emissions (t)
2005	845.5	595.0	322.5	1,762.9	8.6
2006	778.5	593.7	334.0	1,706.3	8.2
2007	761.3	581.0	327.9	1,670.2	8.0
2008	771.1	582.2	317.8	1,671.1	7.9
2009	682.8	519.9	298.8	1,501.4	7.0
2010	719.6	552.4	298.9	1,570.9	7.2

Source: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69808/Emissions\\_within\\_the\\_scope\\_of\\_influence\\_of\\_Local\\_Authorities\\_for\\_2005-10.xls](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69808/Emissions_within_the_scope_of_influence_of_Local_Authorities_for_2005-10.xls)

Local and regional CO<sub>2</sub> emission estimates for 2005 – 2010 in Aberdeen are examined in Figure 5. The data indicates an overall 161.86 reduction in emissions (Kt CO<sub>2</sub>) since 2005, although totals do show a slight increase from 2009 data, reversing the downwards trend in emissions from 2005 – 2008. Emissions from the commercial and industrial sector and the domestic sector have shown a slight increase, although figures are still considerably lower than 2005 – 2009 data, which showed a steady downward trend.

In Aberdeen, the highest emission sector is industry and commerce. This is broken down into electricity, gas, large industrial installations, other fuels, agricultural combustion and railways. In this sector 55% of emissions are from electricity.

The domestic sector is broken down into electricity, gas and other fuels. In this sector gas contributes to around 54% of emissions and electricity 44%.

Emissions from transport in Aberdeen is split into three main areas: main roads, minor roads and other. Minor roads produce the highest emissions in this sector at 54% closely followed by main roads. Emissions from minor roads continued a downward trend in 2010 a marginal increase on 2009 data emissions was seen in main roads although this figure is still below data for 2008. Net emissions from land use and forestry has continued a downward trend.

All emissions included in the DECC data are covered, with the exception of aviation, shipping and military transport, which are hard to allocate to local areas.

**Figure 5: Local and regional CO<sub>2</sub> emissions estimates in Aberdeen 2005 - 2010**

Local and regional CO <sub>2</sub> emissions estimates - Aberdeen						
Year	Industry & Commercial (kt CO <sub>2</sub> )	Domestic (kt CO <sub>2</sub> )	Road Transport (kt CO <sub>2</sub> )	LULUCF* (kt CO <sub>2</sub> )	Total	Per capita emissions (t)
2005	880.37	594.98	322.47	24.39	1,822.21	8.8
2006	871.91	593.72	334.00	23.38	1,823.02	8.8
2007	841.39	580.98	327.85	22.49	1772.72	8.5
2008	840.24	582.17	317.79	21.18	1,761.38	8.4
2009	745.63	519.86	298.78	19.67	1,583.95	7.4
2010	791.33	552.38	298.88	17.76	1,660.35	7.6

\*LULUCF - Land use, land use change & forestry

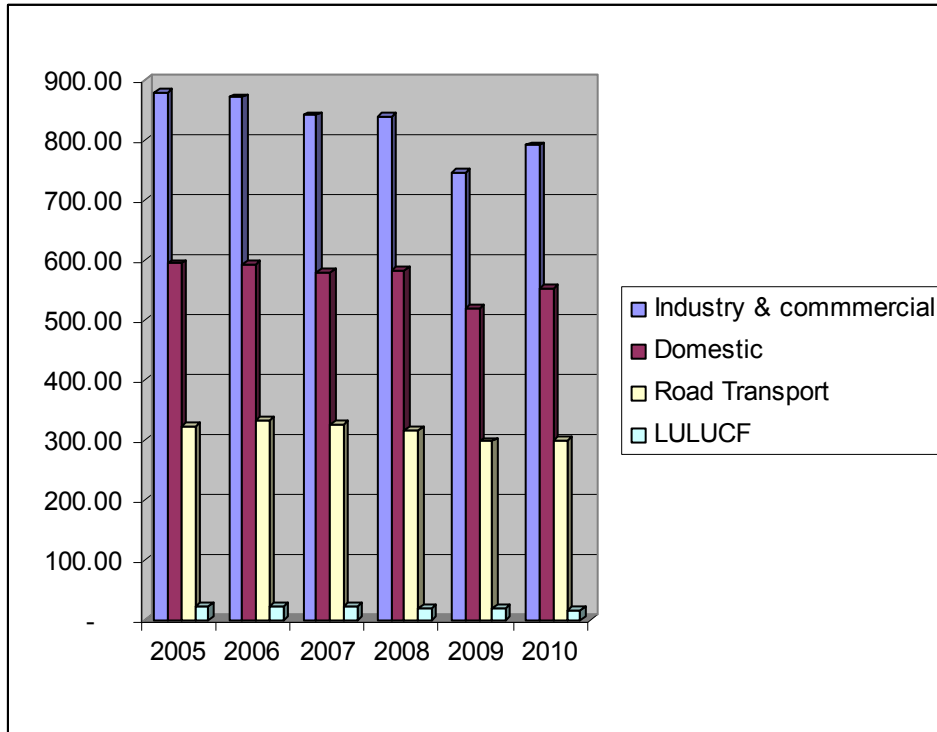
Source:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69807/Local\\_and\\_regional\\_CO2\\_emissions\\_estimates\\_for\\_2005-2010\\_Full\\_dataset.xls](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69807/Local_and_regional_CO2_emissions_estimates_for_2005-2010_Full_dataset.xls)

Figure 6 shows a break down of local and regional emissions by sector:



**Figure 6: Break down of local and regional CO<sub>2</sub> emissions in Aberdeen by sector 2005 - 2010**



### Consumption Based Emissions

Consumption based emissions are available from the Stockholm Environmental Institute – REAP data. This data is calculated on goods and services used and is not allocated to the place where the impacts (e.g. factory emissions) are produced.

Figure 7 below shows the ecological footprint, carbon footprint and greenhouse gas (GHG) footprint for Scotland as a comparison with the consumption based emissions for Aberdeen set out in Figure 8.

**Figure 7: Consumption based total per capita emissions - Scotland**

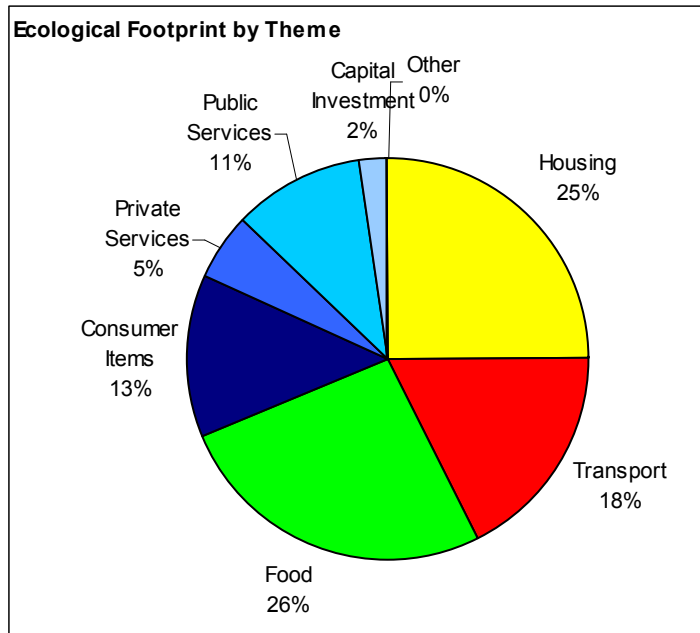
	Ecological Footprint (gha/ per capita)	Carbon Footprint (tonnes CO <sub>2</sub> / per capita)	GHG Footprint (tonnes CO <sub>2</sub> eq/ capita)
<b>Scotland</b>	<b>5.34</b>	<b>12.16</b>	<b>16.46</b>

**Figure 8 : Consumption based total per capita and area-wide emissions - Aberdeen**

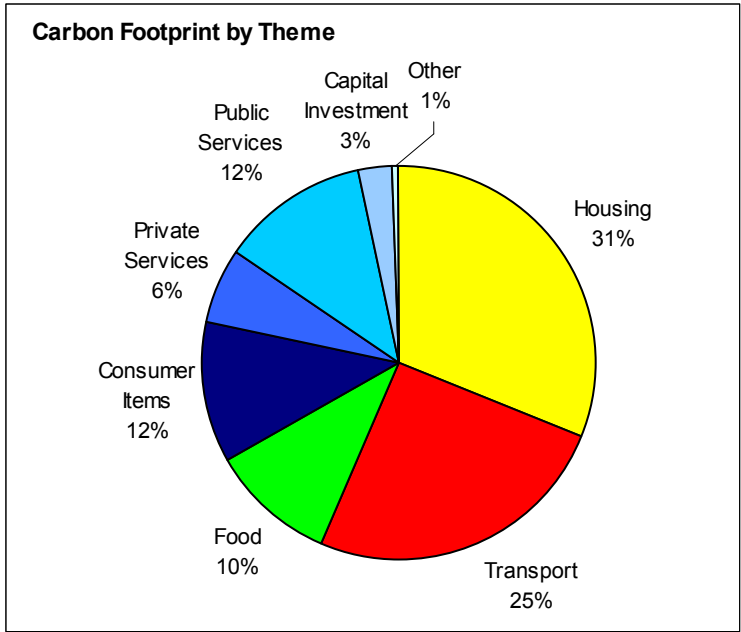
Aberdeen	Ecological Footprint gha/capita	Carbon Footprint tonnes CO <sub>2</sub> /capita	GHG Footprint tonnes CO <sub>2</sub> eq/capita	Total Ecological Footprint (gha)	Total Carbon Footprint Tonnes CO <sub>2</sub>	Total GHG Footprint Tonnes CO <sub>2</sub> eq
<b>TOTAL</b>	<b>5.64</b>	<b>12.81</b>	<b>17.35</b>	<b>1,104,475</b>	<b>2,509,742</b>	<b>3,398,444</b>
<b>Housing</b>	1.40	3.98	4.43	274,699	778,746	867,856
<b>Transport</b>	0.99	3.27	3.78	193,699	639,955	740,127
<b>Food</b>	1.47	1.31	3.21	288,245	256,095	627,927
<b>Consumer Items</b>	0.75	1.48	2.16	146,096	290,478	422,407
<b>Private Services</b>	0.31	0.78	1.13	59,752	153,088	220,929
<b>Public Services</b>	0.59	1.58	2.13	116,183	308,913	417,763
<b>Capital Investment</b>	0.12	0.36	0.46	24,349	69,560	90,361
<b>Other</b>	0.01	0.07	0.06	1,453	12,908	11,075

Figures 9 – 11 show the percentage breakdown by sector of the ecological footprint, carbon footprint and greenhouse gas footprint (GHG) for Aberdeen.

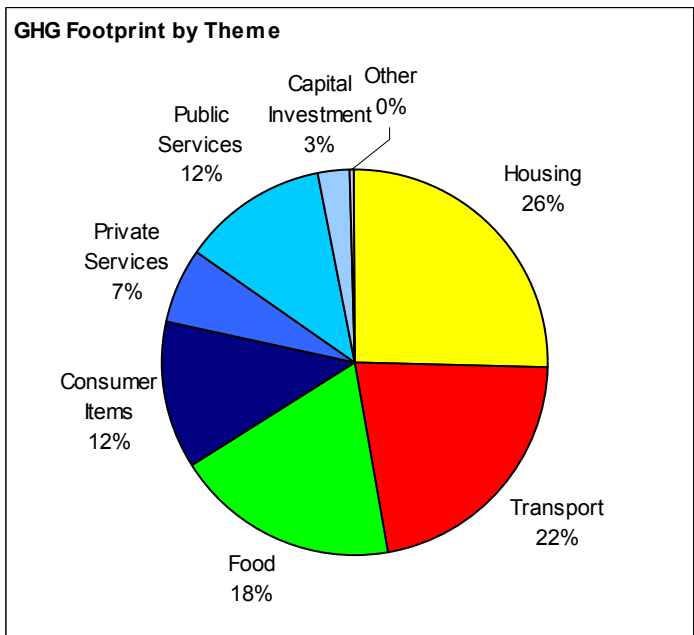
**Figure 9**



**Figure 10**



**Figure 11**



Source: <http://www.resource-accounting.org.uk/downloads/scotland/aberdeen-city.xls>

**Actions to reduce emissions**

**Energy & Housing**

- GIS mapping of renewable installations in Aberdeen is under development. The first phase is mapping existing renewables in the city and a further stage of mapping

renewable potentials is being investigated. A city wide heat mapping exercise was carried out in 2011 to map the heat demand & supply of strategic users. Work continues to update and develop this GIS tool in line with the Scottish Government methodology.

- The [Combined Heat and Power \(CHP\) network](#) was extended to 4 more 18 floor multi – storey buildings in Aberdeen and pipe work installed to expand the CHP network to the city centre. A feasibility study is in progress for the extension of the Combined Heat and Power network in Stockethill as well as other areas of the City.
- The Aberdeen Home Insulation Scheme offered free loft, cavity and underfloor insulation to all householders in the city area.
- Insulated cladding and new windows were installed in 3 multi storey premises.
- [Aberdeen Affordable Warmth](#) - helps source and apply for funding toward energy efficiency projects for householders in fuel poverty and manages the Affordable Warmth Loan Scheme, which offers free or low cost loans for energy efficiency works.
- [Aberdeen Victorian Tenement Project](#) - focuses on improving the energy efficiency of flats in Victorian tenements. There are around 13,000 flats in Victorian tenements within the City.
- [Aberdeen City Impartial Energy Advice Service](#) - provides free and impartial energy efficiency advice to all householders in Aberdeen. This service is provided in partnership with local organisation Save Cash and Reduce Fuel (SCARF).

## **Transport**

- Industry and public sector organisations are working together to deliver an integrated [renewable hydrogen project](#) in Aberdeen. The project will both allow the development of renewable energy and the fuelling of Europe's largest fleet of hydrogen fuel cell buses, in Aberdeen. The first phase of the project aims for the hydrogen infrastructure to be established in Aberdeen by 2014, including:
  - Hydrogen production from a 1MW electrolyser powered by a wind turbine;
  - Means of transporting the hydrogen to the refuelling station;
  - A hydrogen refuelling station; and
  - A fleet of 10 hydrogen buses, to be operated by FirstGroup and Stagecoach.The project will provide its partners with invaluable experience of using hydrogen as an energy storage medium, addressing a number of inter-related policy objectives.
- The [Co- Wheels Car Club](#) was launched in Aberdeen in April 2012. This is a pay by the hour car club with vehicles parked at convenient locations around the city. Membership helps to cut congestion and encourages people to think about their car journeys. 10 of the 11 vehicles have CO<sub>2</sub> emissions of less than 100g per km. Over 300 drivers signed up to the scheme in the first 6 months of operation.
- Bus operator Stagecoach launched 10 electric hybrid buses on a cross city route. The low emission vehicles have a smaller engine than conventional buses, use

regenerative braking and consume 30% less fuel on average.

- Aberdeen City Council participated in European Mobility Week in September 2012. Including an “In Town Without my Car Day” event which closed part of the Beach Esplanade for a day to hold activities promoting sustainable travel and improved air quality.
- The Greenbrae Cycle Project is a programme of improvements which are underway to create a cycle friendly community in the city. The initiative includes new pedestrian and cycle paths through school grounds, bike maintenance classes, route signage and publication of area cycle maps.
- Aberdeen participated in Bike Week 2012 with a series of events to celebrate cycling. The Getabout Bike Roadshow visited two primary schools and a business park during the week to generate enthusiasm for cycling.
- A Sustainable Urban Mobility Plan is being developed for Aberdeen city centre. Work contributing to the plan has included; pedestrian footfall surveys, on street interviews, online survey and stakeholder workshops.
- Work is underway implementing the first phase of the Aberdeen to Blackburn cycle route.
- The results of the 2012 Hands Up Survey, conducted annually to look at the travel habits of school pupils throughout Scotland, reveal that the number of pupils cycling to primary schools in the city is at its highest level since the survey began in 2005.

### **Section 3 - Priorities for the year ahead**

- A [food waste collection service](#) will be rolled out to city flats in 2013. This will ensure a further 58,000 premises receive food waste collections and will add to the 54,000 households in the city already receiving food waste collections. It is the intention of the Council to roll out to approximately 40% of flatted properties by March 2014, a further 40% by March 2015 and for all 58,000 households included in this project to have access to the service by end 2015.  
A communication plan will be delivered alongside the introduction of the new service. This will comprise of introductory letters sent to all households, distribution of information leaflets, posters, social media, as well as food waste campaigns, road shows and unmanned stands.
- In 2013 the Council's [Waste Aware Team](#) will help to run a pilot communication project for tenements, in partnership with Zero Waste Scotland. The pilot project will focus on in the region of 800 tenement properties in an area of the city and aims to improve participation rates using a targeted communications campaign.
- Work is set to commence in 2013 on an update of the Local Transport Strategy 2008 – 2012 with an anticipated publication date of 2014.
- In 2001, thermal data collection was gathered from a flyover of Aberdeen at night. The resultant thermal image identified the least thermally efficient areas, or house types in the city allowing energy efficiency initiatives to be targeted to those areas. This process is to be repeated by the end of February 2013 to give up to date and

comparable data. The thermal image gives the indicative mean heat loss from each building in the city on a colour range from dark red ( high heat loss) to dark blue (minimal heat loss).

- Gas district heating, external wall insulated cladding, and new windows are set to be installed in 3 multi – storey buildings in Balnagask in the south of Aberdeen. External wall insulation and new windows will also be installed in 15 tenements in the Torry area of Aberdeen, covering 90 flats.
- Combined Heat and Power network is to be extended in Stockethill and district heating will be extended to 48 flats at Fountain Grange. This complex of flats is currently off the gas network.
- Council tenants are to be offered free insulation to bring building up to current standards in the Torry area of Aberdeen. This will cover loft, cavity, and underfloor insulation. Opportunities will be examined to develop this into area-wide scheme where other housing sectors can be offered free or discounted insulation in this area.
- Continue a programme of city energy efficiency initiatives and work with local partner organisations to reduce carbon emissions in Aberdeen.
- Electric vehicle charging points are to be installed in publicly accessible places as part of the UK wide initiative, “Plugged in Places”
- Almost 900 solar panels are to be installed on council-owned buildings across Aberdeen.

## **Section 4**

### **Assessing the risks of climate change impacts and working with others to adapt to the impacts of climate change.**

#### **Adapting to climate change**

- The [Aberdeen Local Development Plan 2012](#) sets out the planning policies to be applied in promoting the growth of a sustainable city. The document includes specific supplementary guidance which takes into account climatic changes, supporting mitigation and adaptation include and national guidance on flooding. Approved supplementary guidance includes:
  - Drainage Impacts Assessment - produced on behalf of the North East Scotland Flooding Advisory Group and intended to assist developers and agents, development control officers and others involved in approving waste and surface water drainage facilities for new developments.
  - Buffer strips adjacent to water bodies – recognising the value of these areas to reduce run off into water bodies and subsequently reduce the potential for flooding.
  - Low and Zero Carbon Buildings - sets a requirement for all new buildings to incorporate low and zero carbon generating technologies to reduce the predicted

carbon dioxide emissions by at least 15%.

- Trees and woodlands – recognises the impacts of trees in mitigating the effects of climate change. This document advises developers on how existing trees and woodlands and new tree planting can best be incorporated within new developments.
- Waste management – sets out the space required in developments for bins and collections for recyclates as well as residual waste.
- Transport and accessibility – considers sustainable transport requirements within new developments
- Open space – sets out the importance of open spaces including for mitigating and adapting to climate change
- Energetica - a plan to create a 30 mile renewable energy corridor across the north Aberdeen City and Aberdeenshire. The plan supports sustainable communities and buildings in the corridor will be expected to demonstrate that energy performance has been carefully considered in the design process.
- [Sustainable Building Standards for Council Buildings](#), put in place in 2006, ensure that new council developments are appropriately adapted to the potential future impacts of climate change and minimise the impact of flooding, heat gain and reduced water resources.
- Aberdeen City Council's Tree for Every Citizen scheme has reached the target of planting 210,000 trees across the city between 2007 and 2012. Almost 100 hectares of new mixed woodland has been created between nine main sites with smaller scale tree planting at other sites contributed to the overall total. The project was delivered at no net cost to the council, with all the funding for the tree planting covered by grants and business contributions.
  - One of the sites at Tullos Hill is also a pilot site for the UK Forestry Commission [Woodland Carbon Code](#) project. This project aims to develop a fully accountable carbon sequestration model to accurately model the amount of carbon that woodland can sequester through its lifetime.
  - The project was recognised at the COSLA Excellence Awards 2012 with a Bronze Award.
- The Aberdeen Open Space Strategy 2011 – 2016, includes an objective to "Maximise opportunities to mitigate and adapt to climate change and further biodiversity " and has a specific actions to deal with the climate change.
  - Hazlehead Climate Change Park is one the projects currently going on which will meet the strategy's objective. The [Climate Change Park](#) is a pilot project between Aberdeen City Council and Greenspace Scotland. The park scheme aims to explore opportunities available to adjust the design and management of Hazlehead Park to maximise climate change benefits. In 2012, the Council engaged with park users and wider communities to gain their input in the development of the park.

- Developing and promoting the Green Space Network is another major action in the Strategy linked to climate change. The Aberdeen Green Space Network provides opportunities for the developers and the Council to tackle climate change issues within a city by creating a network of places linking various habitats and species across the city reducing human impacts on the environment and protecting citizens from the potential effects of climate change.
- The [Dee Catchment Management Plan](#) has various actions that deals with the climate change issues through a range of project works. The Dee Catchment Partnership promotes, supports and undertakes fully integrated management and planning in the River Dee catchment and the plan includes actions to reduce risks and severity of flooding.
- The main objective of the River Basin Management Plan (RBMP) is to achieve good ecological status of all the waters bodies by 2015. The Council is one of the partners and a main action taken forward in the RBMP is to deal with the morphological alterations of the Den Burn to ensure that culverting and unnecessary engineering activities in the water environment are avoided.
- Actions that have been completed from the Council's Nature Conservation Strategy Implementation Plan include:
  - A set of actions for the Urban and Communities Biodiversity Plan have now been written. Projects to implement the plan include: the production of a Top Ten Tips leaflet for encouraging wildlife into people's gardens; wildflower meadow at the James Hutton Institute; and environmental improvements at the East Tullos Burn. The leaflet makes suggestions such as planting insect loving plants, growing your own fruit and vegetables and making your own compost. All of which helps to tackle climate change.
  - A scoping study to provide the best design for making environmental improvements to the [East Tullos Burn](#), in the south of the city, has just been completed. The aim of the project will be to change the burn which is currently a hard linear deepened structure, with water quality issues and bankside vegetation that has little biodiversity. The burn will be changed to a more natural meandering feature with an upstream pond, mid-reach wetlands and lots of planting. This change will help to improve the water quality before it reaches the sea and increase biodiversity.

#### **Section 4 Priorities for the year ahead**

- Preparation of Flood Risk Management Plans to tackle the issues of climate change particularly addressing the issues of flooding and adaptation to climate change. Aberdeen City council is one of the partners involved in preparing the Local Flood Risk Management Plan and the Flood Risk Management Strategy.
- Continued development of the Hazlehead Climate Change Park project.
- Preparing the main issues report for the next Aberdeen Local Development Plan.



- Development of the East Tullos Burn project.

## Section 5

### Developing effective partnership working and climate change communications, including producing an annual statement of plans, activities and achievements.

#### Local Authority Partnership Working on Climate Change

##### North East Scotland Climate Change Partnership

Aberdeen City Council is a member of the [North East Scotland Climate Change Partnership \(NESCCP\)](#). The NESCCP was formed in 2008 and brings together local public and private sector partners who are working to reduce the impact of climate change and propose options for adapt to climate change in the north east of Scotland. The network of organisations allows knowledge of best practice to be shared by partners. An officer and an elected member from the city council attend the quarterly partnership meetings. A Communication Plan for the NESCCP was developed in 2012 and worked commenced on the development of a Business Strategy for the partnership. A presentation on the Aberdeen Hydrogen Project was made at the NESCCP annual general meeting in 2012.

##### AREG (Aberdeen Renewable Energy Group)

[AREG \(Aberdeen Renewable Energy Group\)](#) aims to ensure that Aberdeen City and Shire and its businesses play a major role in the energy revolution. AREG are currently championing the proposed Aberdeen Offshore Wind Deployment Centre to help the industry capitalise on existing offshore engineering expertise in the City to address the major challenges of implementing large scale offshore wind power developments. The group also plays an important role in the positioning the region as a centre of renewables excellence.

##### Energetica

[Energetica](#) is a public-private project, designed to position Aberdeen City and Shire as a global energy hub. It aims to create a concentration of energy technology companies, housing and leisure facilities along a 30-mile corridor from Aberdeen to Peterhead. Transport and connectivity will be key to the success of this corridor.

##### Hydrogen Project

A wide range of organisations are working together to deliver the [hydrogen infrastructure project](#) in Aberdeen including: SSE; BOC; Van Hool; FirstGroup; Stagecoach; Scotland Gas Networks (SGN); and Element Energy. The public sector partners include: the Scottish Government; Scottish Enterprise; the UK's Technology Strategy Board; Aberdeen City Council; and the Aberdeen Renewable Energy Group (AREG).

Funding was gained from European Union projects; the Scottish Government; Scottish

Enterprise; the UK Technology Strategy Board (TSB); SSE Low Carbon Networks Fund; SGN Innovation funds; Aberdeen City Council; and bus companies.

In addition the HyTrEc project brings together European partners to develop strategy and initiatives, at regional and transnational level that will inform and shape the development of infrastructure, technology, skills and financial instruments that support the application of hydrogen based technologies.

### European Partnership Working

Aberdeen is a partner in several European projects which benefit from the shared knowledge and experience of European partners, bring funding to the city and help to deliver far reaching change.

This exchange of information with project partners has benefited project development in our own city with measures that will assist with mitigating and adapting to climate change. These projects are shown in Figure 12 –

**Figure 12**

<b>Build with CaRe ( Carbon Reduction)</b>	This project, which was working to mainstream energy efficient building design and construction was completed in 2012. <a href="http://www.buildwithcare.eu">www.buildwithcare.eu</a>
<b>Care North</b>	This project examined the potential effects of a range of sustainable transport options for the city and the impact these would have on CO <sub>2</sub> emissions, is the final phase. Work including the Co-Wheels Car Club and Low Emission Zone study were delivered through this project. <a href="http://www.care-north.eu">www.care-north.eu</a>
<b>North Sea (SEP) - Sustainable Energy Planning</b>	This project looking at renewable energy and integrated energy planning, is nearing completion. The project has worked to deliver: <ul style="list-style-type: none"> <li>– A robust GIS heat mapping tool;</li> <li>– 2013 thermal flyover of Aberdeen; and</li> <li>– A study into the potential for wind energy in the City;</li> <li>– A biomass feasibility study and</li> <li>– City renewables mapping, set out in Section 3 of this report.</li> </ul> <a href="http://www.northseasep.eu">www.northseasep.eu</a>
<b>LOWCAP (Low Carbon Regions in the North Sea)</b>	Aberdeen City Council is leading the LOWCAP cluster project. This project pulls together the learning and key results from European projects including; Build with CaRe, North Sea SEP, Care North and Carbon Capture, Transport & Storage. It has an objective to create a North Sea Region Programme perspective on carbon reductions & energy efficiency. <a href="http://www.lowcap.eu">www.lowcap.eu</a>
<b>MUSIC ( Mitigation in Urban Areas:</b>	The Music project aims to reduce CO <sub>2</sub> emissions by 50% in each of the project partner cities by 2030. In Aberdeen the project is: <ul style="list-style-type: none"> <li>– Developing a sustainable city vision and actions for</li> </ul>

<b>Solutions for Urban Areas)</b>	<p>Aberdeen through a transition management process which brings together key city stakeholders.</p> <ul style="list-style-type: none"> <li>- Installing Photo Voltaic panels at a city primary school alongside interpretation panel to enhance pupils learning and understanding of renewable energy solutions.</li> </ul> <p><a href="http://www.themusicproject.eu">www.themusicproject.eu</a></p>
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The Council is also involved in two projects which are helping to build a more resilient environment which can adapt to the changes climate change may bring. These are –

<b>Sustainable Urban Fringes (SURF)</b>	<p>Aberdeen is leading this project which produced it's findings in 2012 with:</p> <ul style="list-style-type: none"> <li>• A report including European and regional and local policy recommendations that recognise the value of the urban fringe for sustainable urban development.</li> <li>• A toolkit for urban fringe management in Europe.</li> </ul> <p>In Aberdeen, a framework for the River Don Corridor; covering access, landscape, and the environment in the area, was approved as supplementary guidance for the Aberdeen Local Development Plan. <a href="http://www.sustainablefringes.eu">www.sustainablefringes.eu</a></p>
<b>Periurban Parks</b>	<p>The final conference for the Periurban Parks project brought together spatial planners, specialists in environmental and sustainable development, public officials and academics to share ideas on how to ensure sustainable and competitive development of our urban and periurban areas.</p> <p><a href="http://www.periurbanparks.eu">www.periurbanparks.eu</a></p>

## Awareness of Climate Change

Aberdeen City Council works to raise awareness of climate change through a range of communication tools.

### Internal Communications

- The Council participated in the Carbon Trust, Carbon Awareness Programme with initiatives including:
  - Launch of a “Cut Your Carbon” campaign and Council Carbon Reduction Champions Network in January 2012. Over 20 Carbon Reduction Champions, including 2 Councillors, are now promoting green working practices in their workplace. The champions act as a first point of contact for colleagues questions and promote more efficient use of resources.
- Participation in national campaigns such as Climate Week and Green Office Week 2012, with video conference training, staff energy saving presentations, displays and information. Climate Week 2012 initiatives included:
  - encouraging staff to switch off computers and monitors at the end of each day.

- hosting information stands from local environmental organisations.
- holding drop in sessions to allow staff to learn about video conferencing.

### **External Communications**

- Information on climate change is available on the [City Council website](#).
- Articles including energy efficiency and climate change are produced in [Our Green Times](#) - a 4 page environmental news supplement, distributed quarterly through a local free newspaper to all homes in Aberdeen.
- The Council's Home Energy officers, offer energy efficiency advice to householders of all tenure types in Aberdeen.
- The Council participated in [Earth Hour](#), in March 2012 when floodlights on Wallace Monument, St Mark's Church and the St Nicholas Kirkyard façade and the new Council headquarters Marischal College, were switched off for the weekend, surpassing the 1 hour requirement of this global initiative. Participation and promotion of the event earned the Council a Super Local Authority badge from campaign organisers WWF.
- Over 8,000 attended Aberdeen's annual [All-Energy](#) exhibition and conference in May 2012. The event promotes low carbon energy solutions and showcases renewable and sustainable technologies. Aberdeen City Council in partnership with Aberdeen Renewable Energy Group (AREG) and Aberdeenshire Council were represented on the 'Aberdeen City and Shire Pavilion' alongside a wide range of local businesses and organisations.
- Publication of the 2011/12 Council's [Carbon Management Plan Review](#).

### **Section 5 Priorities for the year ahead**

- Develop a Council Sustainability Communication Plan. This will incorporate current communication measures examine target audiences and the best communication methods to reach them.
- Continued partnership working to develop a hydrogen infrastructure in Aberdeen and work to strategically examine the development of hydrogen initiatives in Europe.
- Preparations for Climate Change awareness initiatives including – Earth Hour, Climate Week and Green Office Week 2013.
- Ongoing development of the Council Carbon Reduction Champions Network and carbon awareness activities including introducing the Carbon Trust's EMPOWER online interactive learning module.
- Completion of European Partnership projects; Care North, North Sea SEP and SURF, as well as actions to meet the commitments of ongoing European projects.

## Climate Change Progress Highlights of the Past Year

- Funding was realised and partnership working commenced on planning the first phase of the hydrogen bus project in Aberdeen.
- Completion of the Tree for Every Citizen project. Tullos Hill, one of the city woodland areas gained Diamond Woods status. This initiative aims to safeguard landscapes for future generations while leaving a lasting legacy for Her Majesty the Queen during her Diamond Jubilee year.
- Launch of the Council Cut Your Carbon campaign and Carbon Champions Network.
- Development of the Hazlehead Climate Change Park pilot project.
- Expansion of the city Combined Heat and Power Network, with pipe work extended into the city centre to allow a future connectivity of a larger number of buildings
- Scottish Government approval of the Aberdeen Local Development Plan 2012, the first of its type in Scotland taking into account reforms to the planning system. Council committee approval of the Aberdeen Local Housing Strategy 2012 - 2017.
- Successful launch of the Co-Wheels Car Club in Aberdeen.
- A programme of installation of photovoltaic panels on roofs of public buildings.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Contributions to Environmental Bodies
REPORT NUMBER:	EPI/13/021

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members of the work being undertaken by the two registered Environmental Bodies that are the recipient of money thorough the Landfill Communities Fund and recommends continuing the existing arrangements for funding until April 1<sup>st</sup> 2015.

### 2. RECOMMENDATION(S)

- 2.1. It is recommended that the Committee agree to maintain the current position of directing the Landfill Communities Fund on the basis of 50% to Aberdeen Forward and 50% to Aberdeen Greenspace for the financial years 2013/14 and 2014/15.

### 3. FINANCIAL IMPLICATIONS

- 3.1 Aberdeen City Council provides 10% funding to environmental bodies which releases Landfill Communities Fund. The 10% funding from Aberdeen City Council will come from the Contributions to Environmental Bodies Budget, which was established for this purpose and no additional budget is required.
- 3.2 The Landfill Communities Fund is regulated on behalf of the UK Government by ENTRUST, who undertake compliance auditing on an annual basis. Aberdeen Greenspace and Aberdeen Forward are Environmental Bodies registered and approved by ENTRUST with a long track record of satisfactory compliance.

### 4. OTHER IMPLICATIONS

- 4.1 Both Aberdeen Greenspace and Aberdeen Forward are independent organisations. If funding is not provided from the Landfill Communities Fund they could choose not to proceed with funding and

delivering projects in the City. This would restrict the ability of the Council to deliver our environmental strategies and policies.

- 4.1 Elected Members serve as Directors to both organisations and officer support is provided to ensure that community interests are represented. Both organisations are committed to projects in regeneration areas as well as the wider urban area.

5. BACKGROUND/MAIN ISSUES

**Landfill Tax**

- 5.1 Tax on landfill waste was introduced by the UK Government in 1996 as a means to reduce the amount of landfilled waste and to promote a shift to more environmentally sustainable methods of waste management. The Landfill Communities Fund, administered by HM Treasury, enables operators of landfill sites to contribute tax credits to enrolled Environmental Bodies to carry out projects that meet environmental objectives contained in the Landfill Tax Regulations. The government saw the Landfill Communities Fund as a way for Landfill Operators and Environmental Bodies to work in partnership, to create significant environmental benefits and jobs, to promote sustainable waste management, and to undertake projects which improve the lives of communities.
- 5.2 Landfill Operators can contribute up to 6% of their landfill tax liability to Environmental Bodies, and reclaim 90% of this contribution as a tax credit. Under the Waste Management Service Contract between Aberdeen City Council and SITA UK Limited, which commenced in September 2000, there is a provision for the Council to require SITA, as our Landfill Operator, to direct landfill tax credits arising from the landfill disposal of waste collected by Aberdeen City Council, or a sum equivalent to that value, to Environmental Bodies of the Council's choice. In return for this direction, the Council commits to pay the 10% third party contribution. Since the introduction of the Waste Management Services Contract, the Council has provided 10% funding to SITA, who in turn have made equal tax credit payments to Aberdeen Forward and Aberdeen Greenspace.
- 5.3 Table 1 below shows the contribution the Council has made and the funds that have been released for the last three years. Table 2 shows the anticipated value until 2015.



**Table 1. Actual Landfill Tax Credit Values and Aberdeen City Council Contribution until 2012**

Year	ACC Funding – the Third Party Contribution	Landfill Tax Credit released through ACC funding	Total
<b>2010</b>	£24260.26	£218342.28	
<b>2011</b>	£29986.20	£269875.70	
<b>2012</b>	£25935.33	£265817.98	

**Table 2. Anticipated Landfill Tax Credit Values and Aberdeen City Council Contribution until 2014.**

Year	ACC Funding – the Third Party Contribution	Landfill Tax Credit released through ACC funding	Total
<b>2013</b>	£25935.33	£265817.98	
<b>2014</b>	£24000.00	£218182.81	

### **Aberdeen Forward**

- 5.4 Aberdeen Forward was established in 1999 and became a registered charity in 2003. It is governed by a Board of Directors and two Elected Members from Aberdeen City Council are nominated to sit on the Board – Cllr Bill Cormie and Cllr Andrew Finlayson.
- 5.5 In order to meet the requirements of ENTRUST for the distribution of Landfill Communities Fund it funds projects under the following categories:
- To research or educate on sustainable waste management,
  - To research or educate into markets for recycled waste,
  - The provision, maintenance or improvement of a public park or other general public amenity.
- 5.6 Recent projects (completed or underway) include improvements to Easter Anguston, Sunnybank Park, Westerton Park, Princess Park in Dyce, Doonies Farm, St Fitticks Community Park and Coronation Park in Peterculter.

### **Aberdeen Greenspace**

- 5.7 Aberdeen Greenspace was established in 1997 and is also governed by a Board of Directors. The nominated Elected Members are Cllr

Martin Greig, Cllr Muriel Jaffrey, Cllr M. Tauqeer Malik and Cllr Jean Morrison MBE.

- 5.8 In order to meet the requirements of ENTRUST for the distribution of Landfill Communities Fund it funds projects under the following categories:
- The provision, maintenance or improvement of a public park or other general public amenity,
  - The conservation of a specific species or a specific habitat where it naturally occurs,
  - To provide a service to another Environmental Body.
- 5.9 Notable projects include delivery of the Core Path Plan, developing a masterplan for Seaton Backies, improvements to Sunnybank Park and Saving Scotland's Red Squirrels.

### **Future Issues**

- 5.10 Both organisations operate grant application schemes for local communities looking for help in developing projects which meet the funding criteria. Both are looking to improve public awareness of this approach in order to improve the take up of uncommitted funds. The restrictions placed by ENTRUST and the legislation on Landfill Tax can make the identification of suitable projects difficult and time consuming for small organisations but both organisations are committed to ensuring that suitable projects are progressed.
- 5.11 From April 2015, the Scottish Parliament will have responsibility for taxes on disposals to landfill and the Scottish Government intends to introduce a replacement for the current UK Landfill Tax in 2015. The Government's intention is to also implement a replacement for the Landfill Communities Fund but there are no details to date. In light of the likelihood for change it is prudent to review the contributions to Environmental Bodies after two years to allow for any revised guidance to be taken into account.

## **6. IMPACT**

- 6.1 This Report looks to renew our commitment to Aberdeen Forward and Aberdeen Greenspace through the Landfill Communities Fund. This has a direct link to two high-level priorities in the 5 Year Business Plan 2013/14 – 2017/18:
- “We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.”
- “We will provide a clean safe and attractive streetscape and promote bio-diversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside”

6.2 An equalities and human rights assessment has been carried out and accompanies this report.

7. BACKGROUND PAPERS

7.1 None

8. REPORT AUTHOR DETAILS

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01224 523330

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# 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** should be understood broadly to include the full range of our activities and could refer to a decision, policy, strategy, plan, procedure, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Essentially everything we do!

## STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Grace Harrison	Planning Trainee	Planning and Sustainable Development	Enterprise, Planning and 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 delivering this proposal (for example other Council services or partner agencies).

Planning and Sustainable Development

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. This must also include a summary of how this proposal complies with the public sector equality duty for people with protected characteristics - see Step 2. **Please return to this question after completing the EHRIA.**

Proposal

To maintain the current position of directing the Landfill Communities Fund in Aberdeen to two Environmental Bodies, on the basis of 50% to Aberdeen Forward and 50% to Aberdeen Greenspace, for the financial years 2013/14 and 2014/15. As part of this scheme, Aberdeen City Council itself makes a 10% third party contribution in return for this direction.

Compliance with Public Sector Equality Duty

This proposal does not discriminate unlawfully, and will not cause harassment, victimisation or other conduct that is prohibited by the Equality Act 2010. It is not anticipated that there will be any negative impacts on people with protected characteristics.

The proposal will help to advance equality of opportunity by:

- Helping to ensure that every citizen in Aberdeen has the opportunity to access local, high quality parks and open spaces. This will be especially beneficial in areas where these amenities are currently lacking.
- Increasing access to education and information about environmental issues, including for children.
- Encouraging increased participation in schemes aimed at helping people to live a 'greener' lifestyle.
- Giving people from all walks of life the chance to learn new skills, do something environmentally useful, meet new people and get fresh air and exercise by volunteering.

Foster Good Relations

The projects funded by Aberdeen Forward and Aberdeen Greenspace help to foster good relations by bringing people together at events, workshops and volunteering days designed to raise awareness of environmental issues.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick which applies.

- Para 9 of EHRIA will be published in committee report in Section 6 "Impact"
- Full EHRIA will be attached to the committee report as an appendix
- Copied to Equalities Team to publish on the Council website

## STEP 2: Outline the aims of the proposal

### 11. What are the main aims of the proposal?

Through the Landfill Communities Fund, administered by HM Treasury, Aberdeen City Council's operator of landfill sites (SITA UK), is able to direct Landfill Tax Credits arising from the landfill disposal of waste to approved 'Environmental Bodies' to carry out projects that meet environmental objectives. Aberdeen City Council itself makes a 10% third party contribution in return for this direction.

The proposal is to maintain the current position of directing the Landfill Communities Fund in Aberdeen to two Environmental Bodies, on the basis of 50% to Aberdeen Forward and 50% to Aberdeen Greenspace, for the financial years 2013/14 and 2014/15. This will allow Aberdeen Forward and Aberdeen Greenspace to continue to award grants to local communities for projects in the city with environmental objectives.

### 12. Who will benefit most from the proposal?

These proposals will most directly benefit the Environmental Bodies and the local community groups who are awarded grant funding to carry out projects. These projects will also benefit the people of Aberdeen by helping to improve the environment in different ways.

13. You should assess the impact of your proposal on equality groups and tell us how implementing this proposal will impact on the needs of the public sector equality duty to: eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.

#### Eliminating Discrimination, Harassment and Victimisation

It is not anticipated that this proposal will have any significant direct positive impact on eliminating discrimination, harassment and victimisation, but it will contribute to this aim by fostering friendship and good relations between members of the community who are involved with the projects.

#### Advance Equality of Opportunity

The proposal to continue funding Environmental Bodies will help to advance equality of opportunity by:

- Helping to ensure that every citizen in Aberdeen has the opportunity to access local, high quality, parks and open spaces. This will be especially beneficial in areas where these amenities are currently lacking.
- Increasing access to education and information about environmental issues, including for children.
- Encouraging increased participation in schemes aimed at helping people to live a 'greener' lifestyle.
- Giving people from all walks of life the chance to learn new skills, do something environmentally useful, meet new people and get fresh air and exercise by volunteering.

**Foster Good Relations**

The projects funded by Aberdeen Forward and Aberdeen Greenspace help to foster good relations by bringing people together at events and workshops designed to raise awareness of environmental issues. Members of the community with shared interests can also get together for volunteering days, for instance when over 40 volunteers came together to help create Aberdeen’s first Community Orchard at Garthdee (an Aberdeen Forward project).

**STEP 3: Gather and consider evidence**

15. What **evidence** is there to identify any potential positive or negative impacts in terms of involvement, consultation, research, officer knowledge and experience, equality monitoring data, user feedback and other? You must consider relevant evidence, including evidence from equality groups.

The Landfill Communities Fund has been running in Aberdeen for a number of years and many successful projects have been carried out with the funding Aberdeen Forward and Aberdeen Greenspace have been able to provide. For example, improvements to local parks, nature conservation campaigns, research and education.

There are many case studies available on the websites of the organisations, showing how these projects have been successful in bringing people together, promoting environmental awareness and providing valuable open spaces for the community to use.

[www.aberdeenforward.org](http://www.aberdeenforward.org)

<http://www.aberdeengreenspace.org.uk/>

**STEP 4: Assess likely impacts on people with Protected Characteristics**

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	+	Disability	+	Gender Reassignment*	+
Older					
Marriage or Civil Partnership	+	Pregnancy and Maternity	+	Race**	+
Religion or Belief	+	Sex (gender)***	+	Sexual orientation****	+
Others e.g. poverty	+				

Notes:

\* Gender Reassignment includes Transsexual



\*\* Race includes Gypsy/Travellers

\*\*\* Sex (gender) i.e. men, women

\*\*\*\* Sexual orientation includes LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above.

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

The proposal to continue funding Environmental Bodies will have a positive impact on people with any or all of the Protected Characteristics, as anybody can get involved with the projects as volunteers or take advantage of the education, information and resources that are offered to raise awareness of environmental issues and help people live 'greener' lifestyles.

**STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance**

18. Does this proposal/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 saying how. **If you answer "no", go straight to question 22.**

NO.

- 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 identified in Steps 1 and 2 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 Environmental Bodies will continue to undertake compliance auditing on an annual

basis to ensure that their activities still meet environmental objectives, and are therefore still approved by ENTRUST (the regulator of the Landfill Communities Fund).

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

This monitoring will be used at the time of the next review (in 2 years) to establish if it is still appropriate to contribute funding from Landfill Communities Fund to the Environmental Bodies.

### 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
Grace Harrison	08/02/2013	

Quality check: document has been checked by

Name	Date	Signature
Gale Beattie		

Head of Service (Sign-off)

Name	Date	Signature
Margaret Bochel		

#### Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB



## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Environmental Noise Mapping and Action Planning
REPORT NUMBER:	EPI/13029

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### 1. PURPOSE OF REPORT

The purpose of this report is to advise the Committee of;

- a) the requirements of the Environmental Noise Directive and Environmental Noise (Scotland) Regulations 2006 that concern transportation noise;
- b) the Scottish Government's approach to enable compliance; and
- c) the specific requirement of Aberdeen City Council to produce a Noise Action Plan

### 2. RECOMMENDATION(S)

It is recommended that members:

- a) note the contents of this report;
- b) agree that, appropriate officers within Housing and Environment and Enterprise, Planning and Infrastructure form a working group to ensure compliance with the Directive and that this will include;
  - i) undertaking actions that relate to noise; assess and advise on Candidate Noise Management Areas (CNMAs), and
  - ii) supporting the Scottish Government's data gathering requirements, and
  - iii) developing a draft Noise Action Plan for Committee approval and public consultation within the timescales specified by the Scottish Government.

### 3. FINANCIAL IMPLICATIONS

The Scottish Government has currently not made any financial provisions available to local authorities to undertake the new duties. The development of a Noise Action Plan will only involve officer time. Consultation on Noise Action Plans will be coordinated by the Scottish Government at no cost to local authorities. Unless future funding becomes available, implementation of the Action Plan will be through existing and future planning, environment and infrastructure policies and development management.

#### 4. OTHER IMPLICATIONS

There are no other implications associated with this report.

#### 5. BACKGROUND/MAIN ISSUES

##### **5.1 European Noise Directive (END)**

5.1.1 The European Union has estimated that around 20% of the EU's population suffers from noise levels that scientists and health experts consider unacceptable. Exposure to high transportation noise levels can result in annoyance, sleep disturbance and adverse health including cardiovascular effects, hypertension, heart disease and mental health effects.

5.1.2 The Environmental Noise Directive requires member states to consider noise from road, rail and air traffic and from industrial noise in agglomerations. The main objectives of the Directive are as follows:

- To determine the noise exposure of the population through noise mapping;
- To make information available on environmental noise to the public;
- To establish Action Plans based on the mapping results, to reduce levels where necessary, and to preserve environmental noise quality where it is good.

The Scottish Government will take responsibility for the determination of noise exposure and make environmental noise information available to the public. Authorities within the Aberdeen agglomeration, led by the Director of Enterprise, Planning and Infrastructure, will be responsible for generating the Aberdeen agglomeration Action Plan and provision of information locally.

##### **5.2 Environmental Noise Directive (Scotland) Regulations 2006**

5.2.1 The Scottish legislation describes a 2 round process to manage environmental noise and deliver the requirements of the **Environmental Noise Directive (END)** legislation. Round One was completed in 2009 and required:

- the production of strategic noise maps for major roads, rail, airport and industrial sources in agglomerations with a population >250,000 (Glasgow and Edinburgh areas);
- competent local authorities in the agglomerations to draw up Action Plans to manage noise; and
- the submission of a summary of Action Plans to the Commission.

The Scottish Government undertook the noise mapping process and submitted the required documentation to the EU, however the local authorities within the Glasgow and Edinburgh agglomerations were required to develop the Noise Action Plans for Scottish Government approval. The noise maps and Action Plans produced in Round 1 can be viewed on the website [scottishnoisemapping.org.uk](http://scottishnoisemapping.org.uk).

5.2.2 Round 2 has recently commenced and will follow the process adopted in Round 1. This time the END requires the production of strategic noise maps and Action Plans for agglomerations of greater than 100,000 population and therefore includes the Aberdeen and Dundee agglomerations. These areas are currently being mapped by consultants appointed by the Scottish Government. Following the publications of the maps, local authorities in the agglomerations will be required to develop Action Plans. A Scottish Government Steering Group, with representation from a senior officer within our Environmental Health team has been formed to progress policy and technical issues. A Dundee/Aberdeen working group has also been set up with representation from planning, transportation and environmental health services to support authorities in the development of the Action Plans and address specific operational issues.

5.2.3 The boundary of the Aberdeen agglomeration is similar to the City's boundary, although small more rural areas are excluded and a small part in Aberdeenshire mainly to the south of Aberdeen is included. The requirements of the Regulations and involvement of Aberdeenshire Council has been brought to the authority's attention. As the issues mainly relate to transportation noise, Nestrans the Regional Transport partnership for Aberdeen City & Shire, have also been included in discussions and will sit on the local Action Plan group.

5.2.4 The strategic noise maps show an average noise level for an average weekday in the year. A prioritisation process, based on the maps and a complex formula, is then used to create a 'ranking' of potentially noisy 100m links. The top 1% are then selected for consideration as Candidate Noise Management Areas (CNMs).

- 5.2.5 The END and Environmental Noise (Scotland) Regulations 2006 also require that Quiet Areas (QAs) within agglomerations are included in the noise maps and that Candidate Quiet Areas (CQAs) are identified in a similar way to NMAs. QAs are designated areas of quiet and tranquility in urban organisations that provide a range of benefits to health and well being. They aim to ensure changes do not happen within, and to a certain extent, outwith, the quiet area that will result in an increase of the noise level or a reduction in the size of the quiet area. Quiet Areas should therefore not be viewed in isolation, but incorporated into the authority's future Local Development Plan where appropriate and protected via the development management process.
- 5.2.6 The END noise mapping process considers existing transportation noise. The mapping process itself does not predict future noise exposure arising from proposed road, rail or air infrastructure or industrial, residential or commercial development that have the potential to influence current noise levels. Major road building projects such as the AWPR and 3<sup>rd</sup> Don Crossing are therefore not taken into account in the noise mapping process but their effect on transportation noise in the Aberdeen agglomeration will need to be considered in the Action Planning process.

### **5.3 Development of a Noise Action Plan (NAP)**

- 5.3.1 The Scottish Government is producing the noise maps and identifying CNMs, however Aberdeen City Council is responsible for the identification of those CNMs that may be appropriate to take forward as Noise Management Areas (NMAs) and the subsequent development of a Noise Action Plan. Consultation with the public and other key stakeholders is required however this will be coordinated by the Scottish Government at a national level.
- 5.3.2 The Scottish Government was required to submit the Strategic Noise Maps to the EU by 14 December 2012 and Action Plan information is required by July 2013. This means local authorities must work to a very tight timescale. It is evident the process is multi-disciplinary requiring input from officers across various council services, but predominantly Environmental Health, and Planning and Sustainable Development. Environmental Health Officers will be required to evaluate the noise data and potential CNMA, with support from the Planning and Sustainable Development where required, and provide technical and procedural guidance. Officers within the Planning, Environment and Transportation Sections will take responsibility for all planning policy, development management, traffic and environmental matters, for example relating to Quiet Areas, and the publication of the draft Action Plan for consultation.
- 5.3.3 In reality, and with no additional funding, actions to reduce noise in these areas most affected by transportation noise are likely to focus on



existing and any proposed traffic reduction and infrastructure measures. The Action Plans, however, provide an opportunity to manage transportation noise to restrict any increase in noise exposure in the noisiest areas, control development in these areas to limit new exposure, consider the potential creeping effect from increased development and protect Quiet Areas.

5.3.4 The links between air quality and noise are strong. The majority of the measures in Aberdeen City's Air Quality Action Plan are aimed at road traffic reduction and therefore are likely to have a positive benefit on environmental noise. The Noise and Air Quality Action Plans should be cross referenced and future infrastructure and planning actions evaluated to ensure that noise and air quality mitigation measures are examined and, where possible, mitigation measures adopted that will benefit both air quality and noise.

5.3.5 The Scottish Government has indicated it expects councils to link transportation noise management to other key policies measures including Local and Structure Plans, Transportation, Environment and Climate Change policies. The Action Plan will therefore be an evolving Plan that can be developed in a similar way to the Air Quality Action Plan taking account of new technical information, national policies and local developments.

## **5.4 Conclusions**

Implementation of the END provides an opportunity to protect and hence improve the amenity and health of resident living in the noisiest locations of Aberdeen and protect designated Quiet Areas. The Council is required to develop a Noise Action Plan in accordance with Scottish Government timescales. This report summarises the Noise Mapping and Action Planning process and steps that are required to meet our statutory duties. Development of the Action Plan is a multi-disciplinary process and the Council must ensure appropriate officers are instructed to contribute as required and within specified timescales to meet our legal obligations.

## **6. IMPACT**

Corporate - This report is linked to the improvement in the health of the people of Aberdeen and a reduction in health inequalities. Aberdeen City Council is a partner in the North East Health & Transport Action Plan and implications of the NMAs should be presented to the HTAP as appropriate.

Public – The report is likely to be of interest to the public due to the health effects of transportation noise. An Equality and Human Rights Impact Assessment and Strategic Environmental Assessment are not

required for this report as these matters have been address nationally by the Scottish Government.

## 7. BACKGROUND PAPERS

- The European Parliament and Council Directive for Assessment and Management of Environmental Noise 2002/49/EC
- The Environmental Noise (Scotland) Regulations 2006
- Scottish Government Guidance: Environmental Noise Action
- Nestrans/NHS Grampian Health & Transport Action Plan

## 8. REPORT AUTHOR DETAILS

Ken Neil  
Senior Engineer  
Infrastructure, Strategy and Programmes  
[kenn@aberdeencity.gov.uk](mailto:kenn@aberdeencity.gov.uk)  
01224 523476

**Appendix 1**

**Environmental Noise Directive  
Draft Action Plan Template**

**NOISE ACTION PLAN FOR THE  
**INSERT NAME**  
AGGLOMERATION**

Prepared by the **Insert Name** Agglomeration Working Group

## Contents

### **1 Introduction To be completed centrally**

1.1 The Purpose of This Document

Table 1: Key Tasks in the Scottish Legislation – Round 1

### **2 Background and Context**

2.1 The European Directive on Environmental Noise To be completed centrally

2.2 The Legal Context To be completed centrally

2.3 Introduction to Strategic Noise Maps To be completed centrally

2.4 Airport Maps To be completed centrally

2.5 Data Reported to the European Commission To be completed centrally

2.6 Description of the Agglomeration To be completed by working group

2.7 Requirement For Action Plans To be completed centrally Error! Bookmark not defined..

2.8 Health Effects To be completed centrally

2.9 Public Consultations To be completed by working group with central assistance

### **3 Noise Action Planning**

3.1 Noise Action Planning

3.2 Competent Authorities and Key Partners to be completed by working group with central assistance

3.3 Steering and Working Groups for Action Planning

### **4 Prioritisation Methodology and Matrix To be completed centrally**

4.1 Need for and Development of Prioritisation Matrix

4.2 Industrial Noise

4.3 Development of Prioritisation Matrix

4.4 The Process of Determining Candidate Noise Management Areas

4.5 Identification of Candidate Noise Management Areas

4.6 Airports

4.7 Process of Assigning Noise Management Areas CNMA to NMA

### **5 Quiet Areas**

5.1 Introduction to Agglomeration Quiet Areas to be completed by working group

5.2 Current Research into Quiet Areas To be completed centrally

5.3 Candidate Quiet Area (CQA) to Quiet Area (QA) To be completed centrally

5.4 Protection of Quiet Areas **to be completed by working group with assistance from centre**

## **6 Aligning Noise Action Planning**

6.1 Aligning Road and Rail Noise Initiatives **To be completed by Transport Scotland**

6.2 Planning and Noise **To be completed centrally (Planning)**

6.3 Noise Reduction Measures in Force and Projects in Preparation **To be completed bby working group**

6.4 Existing Local Initiatives Aimed at Reducing Noise **To be completed by working group**

## **7 Next Steps To be completed by working group**

7.1 Preparing for Round Two Mapping and Action Planning

**Appendix 1 - Maps To be completed centrally**

**Appendix 2 – Prioritisation Matrix To be completed centrally**

A2.1 \_\_\_\_\_ Purpose

A2.2 \_\_\_\_\_ The Building Prioritisation Score (BPS)

A2.3 \_\_\_\_\_ BPS Maps

A2.4 \_\_\_\_\_ Source Prioritisation Score (SPS) for Roads and Rail

A2.5 \_\_\_\_\_ Airport SPS Maps

A2.6 \_\_\_\_\_ Prioritisation Matrix

A2.7 \_\_\_\_\_ Source Prioritisation Score Example

**Appendix 3 – Actions To be completed by working group**

**Appendix 4 - Strategic Environmental Assessment To be completed centrally**

**Appendix 5 – Bibliography To be completed centrally**

**Appendix 6 Noise Management Areas To be completed at a later date.**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Internal Waste Minimisation Policy
REPORT NUMBER	EPI/13/010

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### 1. PURPOSE OF REPORT

The purpose of this report is to present an Internal Waste Minimisation Policy (IWMP), which recommends the Council moves to a more sustainable way of managing waste from Council premises and service operations and outlines the requirements of the Waste (Scotland) Regulations 2012.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) notes the contents of the proposed Internal Waste Minimisation Policy, and refers this to the Corporate Policy & Performance Committee for approval.
- b) Instructs officers to establish a plan of waste minimisation actions in 2013 and report back to committee with an annual review of corporate waste measures.
- c) Approves the actions and timeline for meeting the requirements of the Waste (Scotland) Regulations 2012.
- d) Instructs officers to refer the Internal Waste Minimisation Policy to the Zero Waste Management Sub Committee for information.

### 3. FINANCIAL IMPLICATIONS

The IWMP aims to minimise waste arising and waste to landfill. A sustainable approach to managing council waste will look to prevent and reduce waste arising as measures before recycling. This will have economic benefits, with a reduction in wasted materials and waste collection costs.

The introduction of the Waste (Scotland) Regulations 2012 will require an increase in recycling for key waste stream (paper, card, glass, metal and plastic) produced in corporate premises by 1 January 2014. In 2011/12, 6750 tonnes of waste from corporate buildings, including; offices, libraries, schools, community centres was sent to landfill at a

cost of around £523,987. Taking into account disposal costs for the remaining waste streams from these premises, such as clinical waste, the total waste cost for corporate buildings within Aberdeen City Council is in the region of £582,968.

Increasing landfill costs mean that waste disposal is not a cost effective means of waste management. Landfill tax on the disposal of waste is currently £64 per tonne (2012/13), rising to £80 a tonne by 1 April 2014.

Dry recyclates are currently mixed with operational waste, from service operations including; street cleansing, fleet, building services and road and street lighting with any segregation carried out by the contractor alongside other waste streams. Services are charged per uplift from depots with a further disposal charge which is to cover recycling or tipping charges, gate fees and landfill tax. Skip collections cost the Council £532,000.

An initial financial impact from the Waste (Scotland) Regulations 2012 may be seen in the one off cost of additional internal and external waste containers and added recycling collections. It is anticipated these costs will be met from existing budgets. The IWMP encourages a reduction in residual bin, numbers, size and/ or frequency of collection alongside introduction of any new recycling facilities to make cost savings on the volume of waste to landfill.

As a comparison, the cost of Aberdeen City Council's Collections Service Section trade waste charges from 1 October 2012 include a cost of £19.43 per bin for an uplift of residual waste in a 1280 litre bin, the cost for paper recycling in the same sized container is £4.48. Proposed trade waste charges for 2013/14 aim to encourage recycling, with a reduced rate for businesses already receiving recycling collections.

Key service contacts are liaising with the waste operative to determine the best options for meeting the regulations; the likely costs of additional recycling services required by the regulations and what savings can be made from a reduction in residual bin collections.

A report on anticipated costs in implementing the expanded recycling service will be presented to committee when this is determined.

#### 4. OTHER IMPLICATIONS

The policy notes the key drivers for waste management including the requirements and the timeline for compliance with the Waste (Scotland) Regulations 2012. Existing legislative requirements for waste fully set out in Section 9 of the IWMP, are listed below:

- Environmental Protection (Duty of Care) Regulations 1991
- End of Life Vehicles Regulations 2003
- Controlled Waste Regulations 1992
- Waste Electrical and Electronic Equipment (WEEE) Regulations 2006



- Climate Change (Scotland) Act 2009
- Animal By- Products (Enforcement) (Scotland) Regulations 2011
- Waste Information (Scotland) Regulations 2010
- Producer Responsibility Obligations (Packaging Waste) Regulations 2007
- Waste Batteries (Scotland) Regulations 2009
- Waste Management Licensing (Scotland) Regulations 2011

Under the Duty of Care<sup>1</sup> requirements, the Council is required to take all reasonable measures to ensure that waste produced from our operations is stored, transported, treated, reprocessed and disposed of safely without harming the environment. Waste should only be transferred to a person or business authorised to deal with that particular type of waste.

Services have identified internal waste as an area where they would like to build on existing good practice, improve performance and generate savings. Lack of time and resources to dedicate to operational waste management, as well as issues with space and storage for segregating waste were cited as barriers to change.

*1 – Duty of Care is a code of practice set out in Section 34 of the Environmental Protection Act 1990 (as amended) which applies to everyone who produces, keeps, imports or manages waste.*

## 5.0 BACKGROUND

The IWMP aims to move to more sustainable ways of managing council waste, reducing the volume of corporate waste going to landfill, to:

- see a reduction in resultant emissions, including methane and CO<sub>2</sub>, from the treatment and disposal of waste; and
- minimise the risk of environmental pollution and harm to human health from waste management.

The IWMP sets out to make best use of council resources, ensure efficiency of waste management operations; and outlines legislative obligations in regards to waste management.

### 5.1 Benefits of waste minimisation

The Council has a responsibility to manage its waste and make effective use of resources from council buildings, operations and services. A reported 3.5% of municipal solid waste managed by Scottish Local Authorities is generated by the councils themselves, through their own activities, from schools, buildings, services and offices. (*source: Remade Scotland*).

There are strong economic, environmental and social benefits to waste minimisation:

**Economic** - Reduced costs for: products and services; transportation costs for delivery; product/ material storage costs; waste handling and storage costs; and waste disposal costs.

**Environmental** – Reduced: depletion of raw materials and natural resources; environmental impact from waste, especially hazardous waste; pollution and carbon emissions from manufacturing processes and transportation of products and materials.

**Social** – Improved understanding of: waste as a resource; and safe practices and procedures for waste minimisation and waste management.

## **5.2 Current Situation**

- 5.2.1 A list of the wide range of internal waste streams currently managed by the council is set out in the IWMP, in Appendix 1.
- 5.2.2 Waste management systems for Council buildings, operations and services have evolved at different rates. This is a result of operational limitations; current waste management infrastructure; operational capacity; funding issues; and lack of resources. As a result many buildings now receive different levels of provision.
- 5.2.3 Responsibility for operational waste management in smaller offices and other corporate buildings such as libraries, residential premises and schools (excluding catering) is with services. Waste from main corporate offices and school catering is managed by Facilities Management.

In the majority of these corporate premises council waste and dry recyclables are collected by the Council's own Waste Management Service with collections based on container size, number and frequency of pick up and paid for accordingly. Without monitoring there is no way of knowing the level of use and whether this arrangement is most appropriate for waste needs – this is especially true in older buildings where the waste arrangements have been long standing. Additional collections for waste streams such as confidential waste, clinical waste and waste electronic and electrical items are provided by external contractors under existing contracts.

In corporate office buildings, Marischal College and Balgownie One, where recycling facilities are in operation for paper and card, glass, plastic and cans, a “recycling island system” is in operation. This involves locating banks of recycling bins for segregating waste at suitable locations in buildings and the removal of desk waste bins to encourage recyclates to be placed in appropriate containers and not in the general waste stream.

Good practice is demonstrated with the reuse and redistribution of corporate furniture in council buildings. Through the “Disposal of Furniture, Fittings and Equipment Protocol”, £13,914 was made from the sale of surplus furniture in 2011, following the closure of St Nicholas House.

- 5.2.4 Operational waste streams from roads, fleet, street cleansing, street lighting and building construction are managed by the relevant service areas. These areas may have responsibility for waste streams, governed by legislation, such as the End of Life Vehicle Regulations and the Special Waste Amendment (Scotland) Regulations 2004 that require specific segregation and treatment. Across operational areas, where space and activity permit, waste is segregated for separate collection. Otherwise waste in skips is mixed, with any potential segregation carried out by the waste operative under contractual arrangement, under these arrangements paper, plastics, wood, cardboard, rubble, soils and metals are removed from the general waste streams.
- 5.2.5 There is no overarching post for operational internal waste management and an option for the future could be to examine the benefits and costs associated with a dedicated resource to oversee and manage internal waste operations.
- 5.2.6 Examples of Council sustainable waste management practice in 2011/12 including waste reduction, reuse and recycling, are indicated in Table 1 below:

**Table 1**

<b>Reduce</b>	<ul style="list-style-type: none"> <li>• A reed bed system provides an effective solution to reduce the volume of waste from cleaning roadside gullies. The reed bed treats waste from gully tankers filtering out water from this waste to reduce volume and weight. The water can then be reused and the resultant, much reduced, residue waste solids are then sent for disposal.</li> <li>• The Sustainable Building Standards for Council Buildings ensure contractors on new council buildings produce site waste management plans.</li> </ul>
<b>Reuse</b>	<ul style="list-style-type: none"> <li>• 4,301 tonnes of road planings, from excavations during city council road resurfacing operations, were segregated for reuse.</li> <li>• Granite kerbstones from road operations were reused and granite setts were put into storage, for reuse where possible.</li> <li>• Sustainable planting was demonstrated through the reuse of plants, replanting between sites rather than sending to landfill.</li> <li>• Making best use of resources, surplus furniture, fittings and equipment were redistributed and reused internally, within council properties and operations, to reduce the unnecessary purchase of new furniture. During the relocation of Council premises from St Nicholas House to Marischal College in 2011, a</li> </ul>

	<p>“Disposal of Furniture, Fittings and Equipment Protocol” was produced to ensure items were disposed of in the most cost effective and sustainable way. This looked to reuse items internally; then make sales of any surplus items; before the remainder was offered to charities.</p>
<b>Recycling</b>	<ul style="list-style-type: none"> <li>• 500 tonnes of vegetation and plant matter from council operations was recycled. Shrub prunings, hedge trimmings and other green waste gathered from parks, open spaces and amenity areas during maintenance was shredded and made into mulch, to improve the soil’s moisture retention and reduce weed growth.</li> <li>• 275 damaged traffic bollards were recycled.</li> <li>• 500 tonnes of waste wood from council woodland management and street trees in Aberdeen was reused for firewood timber and furniture with residual wood waste chipped for paths and similar.</li> <li>• Library book and media sales take place annually allowing income generation from the recycling of older stock.</li> </ul>

5.2.6 Under the Waste Electronic and Electrical (WEEE) Regulations 2006, care needs to be taken when disposing of waste electronic and electrical equipment. This waste should be separately collected and recycled. In 2011/12 sustainable waste management included:

<b>Reuse</b>	<ul style="list-style-type: none"> <li>• Corporate Governance ensure the reuse of surplus ICT equipment, where possible, and the removal of parts such as memory chips in older equipment.</li> </ul>
<b>Recycling</b>	<ul style="list-style-type: none"> <li>• The remainder of surplus ICT equipment was sold for secure recycling, with 30.43 tonnes of waste PC/ media equipment recycled in this period.</li> <li>• 11,500 lamps and 650 lanterns from end of life street lighting were segregated and sent for recycling to ensure compliance with the WEEE Regulations.</li> </ul>

### 5.3 Meeting the Waste (Scotland) Regulations 2012

5.3.1 The Waste (Scotland) Regulations 2012 set a requirement for recycling of key materials. The Council IWMP proposes that waste is prevented, reduced or reused ahead of recycling, as a more sustainable approach to managing and reducing waste. Where this is not possible waste should be recycled and under the regulations an expansion of current recycling provision will be required.

To meet the requirements of the Waste (Scotland) Regulations 2012 the Council will need to extend the segregation of key waste streams (paper and card, glass, plastics, metal) for recycling across all council buildings and service operations, by 1 January 2014.

Food waste is not currently collected from council premises. Under the regulations schools producing over 50kg of food waste a week from catering will require a food waste collection service by 1 January 2014. Based on average figures for food waste in Scottish schools, 92% of city schools are producing food waste of 50 kg a week or more. Food waste collections will also need to be in place, by this date, at office premises with canteen facilities, such as the Town House and Kittybrewster. Smaller food producing premises (5kg – 50 kg) will have until 1 January 2016 to meet these regulations.

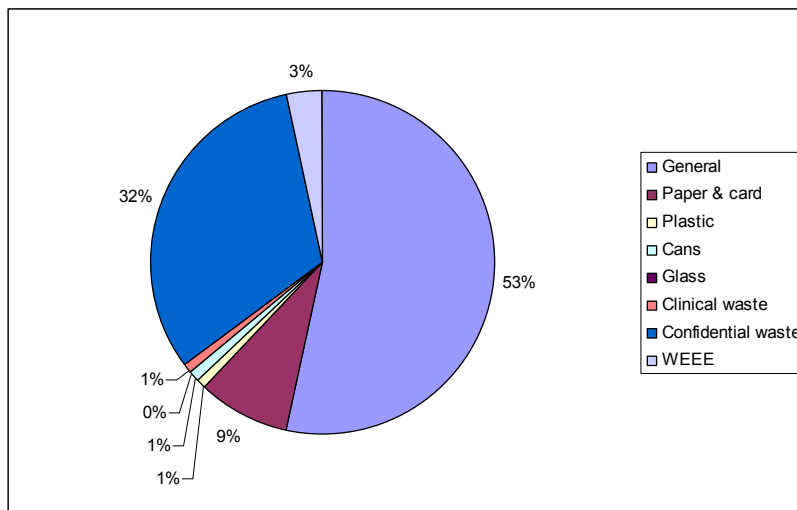
Food waste disposal units (macerators) are in place in a number of city schools and Social Care and Wellbeing premises and under the regulations there will be a ban on use of this equipment from 1 January 2016. A programme of removal of operational macerators is being developed for schools.

### 5.3.2 Offices

Main office buildings including Marischal College and Balgownie One have recycling in place for paper and card, plastic bottles, cans and glass as well as their general waste collections. However, these facilities are not currently in place for the remainder of council offices, where there may be collections for paper and card only and or no recycling at present. Around 53% of council waste from offices is currently sent to landfill.

Paper and card is considered to be the largest waste stream for council offices, Remade Scotland put this figure at 75% of waste arising from Scottish council offices. Currently around 41% of council waste paper and card from Aberdeen City Council offices is currently recycled through paper, card and confidential waste collections.

**Figure 1: Break down of corporate waste from offices 11/12**



### 5.3.3 Schools

Waste from schools forms the highest percentage of the council internal waste from premises. In 2011/12, around 4879 tonnes of school waste was sent to landfill at a cost of over £323,000, this is around 90% of school waste.

Paper and card is the main waste stream in city schools with food waste the second main waste stream. Paper recycling exists in most city schools with around 399 tonnes of paper and card currently recycled, this is around 8% of total waste arising.

Food waste recycling is not currently in place in schools, although a pilot with several city schools in 2011 showed this could be successfully introduced with no operational issues encountered.

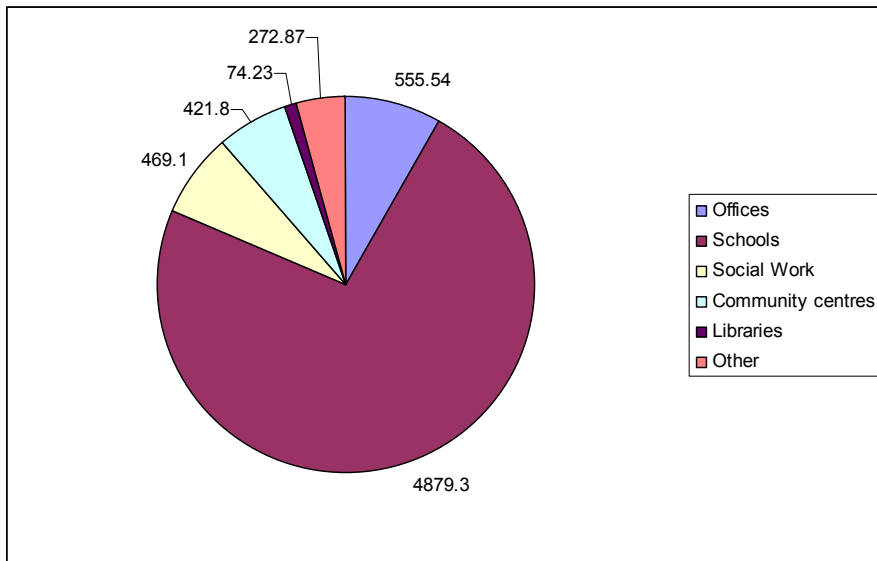
There is limited recycling of other school waste streams, with collections for cans and plastic bottles (around 57 tonnes and 9 tonnes respectively) taking place in only a few city schools and no glass collections in place.

In schools, there are strong educational benefits to waste minimisation. 93% of local authority schools in Aberdeen are registered for the Eco-schools programme. This European wide initiative for schools is designed to include environmental issues in the curriculum and includes an effective mechanism to reduce and recycle school waste arisings and make pupils aware of the benefits of this approach.

### 5.3.4 Other

Waste from other council buildings including; libraries, community centres, cultural buildings and Social Care and Wellbeing premises, is mostly sent to landfill, with annual tonnage from these premises indicated in the chart below. Limited recycling, mostly paper and card, is available in some of these premises in others there is no recycling facilities at present. In the region of 147 tonnes of waste was recycled from these premises in 2011/12, around 11% of waste arising.

**Figure 2:** *Break down of corporate waste to landfill from premises 11/12*



### 5.3.5 Service Operations

Under the regulations key dry recyclates should not be mixed with other waste that cannot be recycled. Packaging is a major source of cardboard waste in service operations and plastic bottles from consumables in fleet operations, these items are currently placed with mixed waste in skips under present systems.

### 5.3.6 Implementing additional recycling facilities

The introduction of new recycling provision would need to:

- ensure the service meets the requirements for each building
- offer value for money
- make best use of resources; and
- effectively demonstrate a reduction in waste to landfill

Relevant Service Managers and staff from the Collection Service Section have met to discuss the corporate implications of the Waste (Scotland) Regulations 2012 and the best way to meet them. It is recommended that Directorates nominate a Service Manager to act as point of contact and support the roll out of extended recycling collections across relevant service areas to meet this legislation.

An indicative timeline to meeting the requirements of the regulations is set out below:

No	Item	Action	Responsibility	Date
1	Examine options for expanding recycling and a reduction in residual waste.	• A Service Manager from each Directorate nominated as point of contact.	Directorates	Feb/ March 2013
		• Collection Services Section to present extended trade waste delivery options and costs.	Collection Services Section	May 2013

2	Assessment of current provision for key waste streams (as defined by the regulations) in each service area.	<ul style="list-style-type: none"> <li>• Check information on premises and existing collections.</li> </ul>	Services	March/ April 2013
		<ul style="list-style-type: none"> <li>• Determine any existing budget allocations for waste at each site.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Determine the quantity and type of waste to be recycled and the remainder requiring disposal.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Ensure programme for compliance with the ban on macerators is in place.</li> </ul>		
3	Determine site requirements for meeting the regulations	<p>To consider:</p> <ul style="list-style-type: none"> <li>• Requirements for recycling bin size, numbers and frequency of collections and corresponding requirements for a reduction in residual collections (bin size, numbers and/or frequency).</li> </ul>	Services/ Collection Services Section	April/ May 2013
		<ul style="list-style-type: none"> <li>• Locations for containers internally &amp; externally.</li> </ul>		June 2013
		<ul style="list-style-type: none"> <li>• Available vehicle access at sites.</li> </ul>		June 2013
		<ul style="list-style-type: none"> <li>• Liaise with Collection Services Section on suitable new collection arrangements.</li> </ul>		April - June 2013
4	Assess costs for implementing additional recycling and savings from a reduction in residual waste	<ul style="list-style-type: none"> <li>• Identify cost of or hire of internal and external bins, depending on contractual arrangements.</li> </ul>	Services	April 2013
		<ul style="list-style-type: none"> <li>• Identify any additional costs, such as installation of external bins.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Identify savings from the reduction of residual waste collections.</li> </ul>		



		<ul style="list-style-type: none"> <li>Procure any required internal/ external bins</li> </ul>	Services	July - Nov 2013
5	Staff awareness of the aware of the changes and timeframe for implementation.	<ul style="list-style-type: none"> <li>Ensure those with responsibility for waste and for handling waste at each site are aware of the changes and timeframe for implementation.</li> </ul>	Services/ Corporate Comms	Ongoing from April 2013
		<ul style="list-style-type: none"> <li>Ensure staff all staff are aware of the requirements of the Waste Minimisation Policy and their obligations to segregate their waste in the correct containers.</li> </ul>	Services/ Environmental Policy/ Corporate Comms	Ongoing from April 2013
		<ul style="list-style-type: none"> <li>Ensure those with responsibility for waste and for handling waste at each site are aware of any new collection days and requirements.</li> </ul>	Services	Nov/ Dec 2013
		<ul style="list-style-type: none"> <li>Launch and promote the new recycling collections.</li> </ul>	Services/ Environmental Policy/ Corporate Comms	Dec 2013 Feb 2014
6	Monitoring and review	<ul style="list-style-type: none"> <li>Monitoring of the new collection service to ensure bin size requirements, numbers and frequency of collections are appropriate to needs and adjustments made as required.</li> </ul>	Services/ Collection Services Section	Jan - March 2014

## 6. IMPACT

The Internal Waste Minimisation Policy supports the strategic priority of the 5 year Business Plan to “manage our waste better and increase recycling”

Aberdeen – the Smarter City, the administration’s partnership statement includes priorities:

- We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.
- We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.

The policy has undergone Strategic Environmental Assessment (SEA) prescreening and an Equality and Human Rights Impact Assessment (EHRIA) has been carried out.

## 7. BACKGROUND PAPERS

Aberdeen City Council Waste Strategy 2010 – 2025  
Sustainable Printing Policy (2006)  
Sustainable Building Standards for Council Buildings (2008)  
Carbon Management Plan 2010 – 2015  
Environmental Management Policy Statement 2009  
Corporate Procurement Strategy 2012 - 2015

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## Internal Waste Minimisation Policy

<b>Date:</b>	<b>March 2013</b>
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<b>Version number:</b>	<b>1</b>
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Appendix 1: Waste streams from council premises

Appendix 2: Baseline of treatment and tonnage 2011/2012 by waste stream

## 1.0 Introduction

Aberdeen City Council stated its overall commitment to sustainable development and good environmental practice in the Environmental Management Policy Statement (2009). This document expands on that Policy Statement as it relates to waste minimisation and recycling and aims to encourage a sustainable approach to managing council waste and resources.

The council has responsibility for dealing with a wide range of waste streams arising from buildings, operations and services; including office waste, construction, catering and green waste. This policy aims to establish a sustainable approach to waste management, working to the principles of the waste hierarchy, to secure a reduction in waste to landfill from council premises and service operations and give clear information on legislative requirements.

The waste hierarchy (*Figure 1*) sets out preferred methods of sustainable waste management from prevention, the best environmental option, through to disposal, which is least beneficial to the environment. In line with the waste hierarchy, staff should aim to prevent waste from arising from operations through efficient use of resources and responsible purchasing. Consideration should then be given to reducing the amount of waste generated and reusing waste where possible. When these are not possible options for recycling should be explored ahead of responsible disposal of residual waste.

**Figure 1:** Waste Hierarchy



The true cost of waste includes the value of the materials and products that are being thrown away, as well as time on site sorting, handling and managing waste. The annual disposal costs for internal waste is around £1,296,627 and this does not include the cost of unnecessary purchase of goods and materials

Rising landfill costs increasingly mean that waste disposal is not a cost effective way to manage waste. Landfill tax on the disposal of waste is currently £64 per tonne (2012/13) and will increase to £80 a tonne by April 2014.

Energy, resource use, emissions and pollutants are some of the environmental impacts to be considered in product procurement and use and also in the storage, disposal and transport of waste.

Waste is produced from all parts of the organisation and waste minimisation is about ensuring all service areas are resource efficient, preventing and minimising the production of waste to:

- reduce greenhouse gas emissions
- prevent pollution and
- reduce costs associated with the disposal of waste

This policy applies to all Aberdeen City Council employees (including agency workers, contractors, and volunteers using council premises).

## 2.0 Waste Scotland

Scotland's Zero Waste Plan aims to reduce the impact of waste on Scotland's environment by minimising the unnecessary use of primary materials, reusing resources where possible, and recycling and recovering value from materials when they reach the end of their life.

The plan sets out a vision of a zero waste Scotland with a target of 70% recycling and a maximum of 5% to landfill by 2025 for all of Scotland's waste.

The plan plays an important role in helping to achieve the targets set in the Climate Change (Scotland) Act 2009 of reducing Scotland's greenhouse gas emissions by 42% by 2020 and 80% by 2050.

### Waste (Scotland) Regulations 2012

The Waste (Scotland) Regulations 2012 are a key tool in delivering Scotland's Zero Waste Policy. They impose a range of obligations in relation to the collection, transport, treatment and disposal of key recyclable materials and have specific implications for business waste, which cover the Council's own internal waste operations. They require the Council to include:

Separate dry recyclables (paper, card, plastic, metal and glass) for recycling.	By 1 January 2014
Separate food waste for collection from council premises producing, manufacturing, processing or retailing more than 50kg of food waste a week.	By 1 January 2014
Separate food waste for collection from council premises producing between 5kg and 50kg of food waste per week.	By 1 January 2016
Comply with a ban on macerators to come into force.	By 1 January 2016

The regulations also amend section 34 of the Environmental Protection Act 1990 which lays out a number of duties with regards to waste management. To ensure compliance with the Duty of Care<sup>1</sup> the Council should store waste safely and securely; and ensure appropriate documentation is place for the transfer of waste.

Under the Duty of Care the Council has obligation to ensure that its waste, irrespective of source, is dealt with responsibly and the amendments implement a number of actions from the Zero Waste Plan to ensure that all reasonable steps are taken to apply the waste hierarchy as a priority order to the management of waste this includes a duty to “take reasonable steps to increase the quantity and quality of recyclable material”.

### **Special waste**

There are additional requirements for managing special waste. This is waste that contains substances that might make it harmful to human health or the environment, as classified by the European Hazardous Waste Directive. Special waste as (*indicated in Appendix A*) should be managed in accordance with the Special Waste Amendment (Scotland) Regulations 2004 set out in section 9 of this policy.

### **3.0 Policy Aims and Objectives**

The Waste Minimisation Policy will aim to:

Reduce waste to landfill from corporate buildings by 28% by 2018 (against a 2011/12 baseline).
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Reuse, recycle and compost 65% of corporate waste by 2018 (against a 2011/12 baseline).
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### **Objectives**

- Move to sustainable ways of managing council waste and resources to reduce the volume of waste send to landfill and to ensure a reduction in the resultant emissions from the treatment and disposal of waste.
- Manage the council’s internal waste arisings in a sustainable manner which supports the waste hierarchy of prevention, reduction, re-use, recycling, recovery, and disposal.
- Increase the segregation and collection, for reuse and recycling, of key waste streams from council premises and service operations, in line with the Scotland Zero Waste Plan.<sup>2</sup>

1 – [Duty of Care](#) is a code of practice set out in Section 34 of the Environmental Protection Act 1990 (as amended) which applies to everyone who produces, keeps, imports or manages waste.

2 – The [Zero Waste Plan](#) was published by Scottish Government in 2010. It sets out the vision for a zero waste society in Scotland.

- Ensure that waste produced from Council operations is stored, transported, treated, reprocessed and disposed of safely without harming the environment, in accordance with the Duty of Care.
- Ensure that waste produced is managed in compliance with legal and statutory obligations.
- Make best use of resources and ensure efficiency of waste management operations – reducing council impact on pollution to land, air and water.
- Establish clear information on managing waste from council premises and service operations, to ensure consistency in waste operations.
- Give improved understanding of the type and volume of corporate waste produced and how this is managed.
- Raise awareness and understanding of waste minimisation to all staff.
- Work with new and existing partners to ensure that waste arising from external Council related activities and functions is minimised.

#### **4.0 Waste Minimisation**

It is the responsibility of all Aberdeen City Council employees using council premises to manage waste generated by Council operations, services and premises in a sustainable manner, that is fully compliant with waste legislative requirements and does not harm human health or the environment.

Under the Duty of Care the Council has an obligation to take all reasonable steps to apply the waste hierarchy as a priority order to the management of waste and promote high quality recycling.

Waste is produced from all parts of the organisation and waste minimisation is about optimising all areas to be more resource efficient and prevent or minimise the production of waste arising and sent to landfill, to reduce greenhouse gas emissions and prevent pollution.

#### **4.1 Waste Prevention**

When waste is prevented there are no disposal and collection costs to address and no environmental issues to consider from waste treatment or reprocessing. Waste prevention should be considered as a first option and the Council should take measures to:

##### **4.1.1 Prevent the production of waste, through:**

- efficient use of existing resources, equipment and materials
- responsible procurement, buying goods and materials only when needed, in minimum quantities required.

#### **4.2 Waste Reduction**

Reducing waste cuts the costs associated with the uplift of waste from premises, as well as more indirect waste costs including: storage and handling costs;



labour in internal waste management; and the cost of wasted materials and consumables in bins and skips.

Waste reduction also helps conserve natural resources, protecting raw materials and reducing the use of energy and water in product production. Where waste cannot be prevented measures should be taken to reduce waste:

4.2.1 Consider the end of life disposal of items prior to purchase:

- examine how items would be reused, recycled or disposed of at the end of the product life.

4.2.2. Reduce the consumption of paper products, promote economy in the use of paper and the selection of print formats and document styles in line with the Council's Sustainable Printing Policy.<sup>3</sup>

- where possible, give preference to the use of digital copies of documents over printed versions, for staff who have access to PCs.

4.2.3 Where practical, reduce the procurement of single use, disposable products, supplies and components ie disposable cutlery; and individual, serving-sized containers for use during normal operations.

4.2.4 Consider measures to reduce the amount of construction, demolition and excavation waste being produced and taken to landfill.

4.2.5 Ensure the Council will work with new and existing partners to ensure waste arising from Council services and operations is kept to a minimum.

3 - [Sustainable Printing Policy](#)

### **4.3 Reuse**

The reuse of items that have not reached their end of life saves resources, saves money and reduces the amount of waste going to landfill. Items can be reused through processes for checking, cleaning, repair or redistribution, this removes the need to purchase unnecessary goods. Reuse should be considered before recycling and disposal, with measures taken to:

4.3.1 Segregate and redistribute surplus and unwanted functional equipment, furniture and materials internally within and across Council estate, in line with health & safety requirements.

4.3.2 Identify outlets for the reuse of surplus and unwanted equipment, furniture and materials, where reuse options cannot be identified internally.

4.3.3 Consider the repair of items in preference to replacement, where this is cost-effective.

4.3.4 Where practical, retain working peripheral components from end of life products, for reuse as spares or replacements.

#### 4.4 Recycling & composting

Recycling has a financial and environmental impact and recycling waste should be considered after waste reduction and reuse options have been explored. Examine opportunities to increase the segregation of key waste streams from council premises and service operations and expand recycling provision to reduce the volume of waste going to landfill. Measures should be taken to ensure compliance with the Waste (Scotland) Regulations 2012 by:

- 4.4.1 Segregating and presenting for separate recycling collection all paper, card, plastics, metals and glass waste from council premises by 1 January 2014, to ensure compliance with the Waste (Scotland) Regulations 2012.
- 4.4.2 Segregating and presenting for separate collection, food waste from council premises producing, manufacturing, processing or retailing:
  - more than 50kg a week by 1 January 2014
  - 5kg – 50kg a week by 1 January 2016
- 4.4.3 Reducing bin sizes, number collected and/ or frequency of collection of residual waste collections when recycling collections are introduced.

In addition to this the council will:

- 4.4.4 Examine opportunities to increase the segregation and collection for recycling of further internal waste streams from council premises and operations.
- 4.4.5 Ensure that the quantity and quality of waste in any co-mingled collections<sup>4</sup> is not significantly less than it would be from fully segregated collections.
- 4.4.6 Where possible, examine opportunities to close the loop<sup>5</sup> in recycling and:
  - purchase products and materials suitable for recycling and composting
  - purchase products made from recycled materials
- 4.4.7 Make staff aware of their responsibilities to segregate identified recyclable materials and place them in appropriate recycling containers, where provided. This is to ensure the quality of materials collected and avoid contamination.
- 4.4.8 In offices where recycling collections are in place, desk bins should be removed.

*4 – Co-mingled collections are where some or all of the key recyclables are collected together in the same container and later sorted at a materials recycling facility.*

*5 – Closed loop recycling is where a product is used, discarded, captured and then the component materials recycled into a new product of similar function which can go through the same process again.*

- 4.4.9 Ensure that waste is managed in a manner that promotes high quality recyclates, in compliance with the Duty of Care.
- 4.4.10 Ensure only items suitable for collection should be placed in the relevant recycling container, to ensure recyclates are not mixed with other waste that cannot be recycled. Guidance will be provided on recycling, suitable waste streams and preferred methods of presenting waste.

## 4.5 Responsible Disposal

Disposing of items and materials should be in a responsible manner, in line with the waste classifications (*outlined in Appendix A*), when all options to reduce, reuse and recycle have been explored.

Measures should be taken to:

- 4.5.1 Ensure that the segregation, storage, handling, transport and disposal is fully compliant with legislative requirements (*section 9.0*) and does not cause pollution or harm to human health.
- 4.5.2 Ensure that waste is only transferred to someone who is authorised to receive it, such as a registered waste carrier.
- 4.5.3 Ensure there is no further introduction of food waste disposal units and macerators and that existing food waste disposal units and macerators in council premises are not used from 1 January 2016, in accordance with Waste (Scotland) Regulations 2012.
- 4.5.4 Ensure end-of-life electrical and electronic equipment is segregated and recycled to meet the requirements of the Waste Electrical and Electronic Equipment (WEEE) Regulations 2006. This is to minimise the risks and impacts to the environment associated with the treatment and disposal of this equipment.
- 4.5.5 Ensure only licensed contractors transport waste from Aberdeen City Council premises.

Minimising special waste helps to protect the environment, as well as avoid the increasing costs of special waste treatment.

- 4.5.6 Special waste (*as defined in 9.10*) should be minimised and any special waste arising should be disposed of in accordance with the Special Waste Amendment (Scotland) Regulations 2004 and be:

- correctly stored and properly segregated from other waste types
- uplifted by a contractor authorised to transport special waste

Principle 7 of the Data Protection Act 1998 imposes specific requirements about the timely and secure disposal of information, both paper and electronic. The disposal of confidential waste must protect confidentiality up to and including final disposal and destruction.

4.5.7 Segregated confidential waste should be kept in secure containers or areas prior to collection. The destruction of confidential waste must be complete and any off site disposal of confidential waste should only be carried out by an approved contractor.

#### **4.6 Waste Storage & Segregation**

4.6.1 Waste and recyclables should be:

- i) Segregated in appropriate internal containers, with the exception of bulky items which should be stored in a secure area. Internal containers should be not be overloaded to allow safe manual handling operations.
- ii) Handled, stored and disposed in accordance with relevant legislation.
- iii) Properly contained in external containers.
- iv) Special waste (see Appendix 1) must not be mixed with other types of special waste or other non- special wastes.

4.6.2 External containers awaiting collection shall be:

- i) Situated in a safe, designated storage area.
- ii) Accessible for the registered carrier to uplift the waste.
- iii) Kept secure from unauthorised persons.

4.6.3 Manual handling operations should be kept to minimum and staff required to handle waste should:

- i) Abide by the Health and Safety at Work Act 1974 and manual handling requirements.
- ii) Exercise care to avoid injury and risk of infection.
- iii) Check that bags and containers are effectively sealed to avoid spillage or leakage.

#### **4.7 Education & Awareness**

Awareness is a key element to underpinning waste minimisation and recycling programmes in order to change the perception on waste as unavoidable, to waste as a resource. The policy will communicated to all staff to increase understanding of their role in waste minimisation.

The Council will:

- 4.7.1 Ensure the Internal Waste Minimisation Policy, information on waste minimisation and legislative requirements is made available via the Zone, GLOW and the Council website.
- 4.7.2 Ensure all staff receive best practice advice and guidance on safe practices and procedures for waste minimisation and waste management.

- 4.7.3 Ensure staff handling waste receive appropriate guidance and / or instruction on correct containment and disposal procedures relevant to the waste streams being managed.
- 4.7.4 Engage all staff in waste reduction measures, with relevant information and guidance cascaded through services.
- 4.7.5 Promote good practice internal waste management measures already in place and establish mechanisms to roll these out across the council.
- 4.7.6 Ensure awareness of the Waste (Scotland) Regulations 2012, implications for services and the roll out of new recycling collections.
- 4.7.7 Communicate progress on waste minimisation and key waste messages to all staff on a regular basis, through management structures, internal communication channels and the Carbon Champions network.

## **5 Roles and Responsibilities**

Responsibilities and organisational arrangements for this policy are set out below:

- 5.1 Services are responsible for ensuring:
  - All staff are aware of the Internal Waste Minimisation Policy, made familiar with the content and apply it consistently across their service area.
  - Waste from their premises and service operations is managed in a safe, secure and sustainable manner, in accordance with the waste hierarchy and new and existing legislative requirements.
  - The procurement of any goods and services meets the requirements of this policy.
  - A manager from each Directorate is nominated as key contact to co-ordinate the delivery of dry recyclate and food waste collections across their service areas, in accordance with the Waste (Scotland) Regulations 2012.
  - The correct, size, number and frequency of collection are assigned to any waste collections at premises within their Directorate.
  - A reduction in residual waste collections from their premises, where recycling collections are put in place.
  - A list is collated of nominated responsible person(s), those with a responsibility for managing waste in any service premises(s) or operational area, and records are updated if there are staff changes.
  - Any nominated responsible person(s) understand their duties in relation to waste managed and new and existing legislative requirements.

- Service waste management practices are reviewed regularly.
- Relevant data on service waste is collated annually at end of each financial year and the data is made available for review, on request.
- Notifying any relevant waste contractors after building closures to ensure that waste collections are stopped at these premises.
- Staff with a responsibility for dealing with waste have received appropriate instruction and/ or training, relevant to the waste being handled.
- Duty of Care compliance with the segregation, recording and storage of special waste.
- Where appropriate, Waste Transfer Notes and Special Waste Consignment Notes are completed and copies kept for records.

5.3 In accordance with this policy and legislative requirements, Facilities Management are responsible for:

- Managing waste arising in main Council office premises and catering waste from schools.
- Ensuring waste from premises and catering under their management, is managed in a safe, secure and sustainable manner, in accordance with the waste hierarchy and new and existing legislative requirements.
- Ensuring the correct, size, number and frequency of collection are assigned to any waste collections at premises where they have responsibility.
- A reduction in residual waste collections from premises where they have responsibility, when recycling collections are put in place.

5.4 All staff are responsible for complying with this policy and ensuring:

- Internal processes for reuse, recycling and disposal of items are adhered to.
- The waste hierarchy is applied to any waste arising – preventing, reducing, reusing, recycling waste, where possible, before disposal.
- Waste is segregated in the appropriate containers and boxes flattened to make effective use of container space.

## **6.0 Implementation**

To allow proper consideration to environmental management responsibilities, and to assist in the minimisation of waste and the recycling of materials, actions to reduce waste will be set out in a Council Internal Waste Minimisation Implementation Plan.

This plan will include practical actions aligned to the principles of the waste hierarchy to meet the objectives of this policy and to secure a reduction in waste from council buildings, services and operations going to landfill.

A programme of awareness actions and activity will be included in the plan to ensure information on waste minimisation, legislative requirements and existing good practice is disseminated to all staff.

## **7.0 Monitoring and Reporting**

Waste needs to be measured and monitored if it is to be effectively managed.

- Corporate waste data will be measured and recorded to determine the volume of internal waste arising and waste diverted from landfill, with waste measured against a 2011/12 baseline.
- Containerisation and frequency of collection should be monitored by relevant service areas during the roll out of all new reuse and recycling collections to ensure the service is appropriate to requirements.
- Where new reuse or recycling collections are introduced a reduction in bin size, number and/or frequency of collection of residual waste collections must be considered.
- Progress of waste minimisation initiatives will be monitored regularly and changes implemented, if required, to ensure targets are met.
- Environmental Policy will collate information on waste data and details on the implementation and progress of waste minimisation actions carried out by service areas to report annually to committee.

This policy will be updated every 5 years or earlier if required by legislative changes.

## **8.0 Drivers for Change in Internal Waste Management**

### ***National***

#### **8.1 Waste (Scotland) Regulations 2012**

Scottish Government has set ambitious targets for waste minimisation and is encouraging to government and the public sector to lead by example on resource efficiency and waste prevention. The Waste (Scotland) Regulations 2012 have set requirements for an increase in the source segregation and separation of key recyclable materials from waste producers (outlined in 3.0).

#### **8.2 Climate Change (Scotland) Act 2009**

Has set targets to reduce carbon emissions by 42% by 2020 and 80% by 2050 and includes specific provision for waste. Part 4 of the act places duties on public bodies relating to climate change and requires the Council to:

- act in the way best calculated to contribute to the delivery of the Act's emission reduction targets.

### 8.3 **Environmental Protection (Duty of Care) Regulations 1991**

Imposes a duty of care on any person who imports, produces, carries, keeps, treats or disposes of controlled waste. The duty requires the council to ensure:

- there is no unauthorised or harmful deposit, treatment or disposal of the waste
- the escape of the waste from their control is prevented
- the transfer of waste is only to an authorised person and that a transfer note to be signed.

### 8.4 **Landfill Tax**

Landfill Tax the disposal of waste is £64 per tonne (1st April 2012 – 31 March 2013). The tax is to encourage waste producers to produce less waste, recover more value from waste.

### 8.5 **Waste Information (Scotland) Regulations 2010**

These came into force in January 2011 and require businesses to provide waste data returns to the Scottish Environment Protection Agency (SEPA) upon request.

### 8.6 **Animal By- Products ( Enforcement) (Scotland) Regulations 2011**

Sets out health rules for dealing with animal by-products not intended for human consumption and restricts what may be done with such products. These regulations refer to the composting of kitchen and canteen waste.

### 8.7 **Controlled Waste Regulations**

Defines commercial waste for waste management licensing purposes.

### 8.8 **End of Life Vehicles Regulations (2003)**

Requires vehicle producers to set up collection, treatment and disposal systems to make sure that components in vehicles can be recovered, reused and recycled at the end of their life.

### 8.9 **Producer Responsibility Obligations (Packaging Waste) Regulations 2007**

Place an obligation on companies who supply packaging (ie manufacturers of packaging, sellers of products supplied in packaging, importers of goods in packaging etc) to ensure that a specified amount of packaging waste is recovered or recycled each year.

### 8.10 **Special Waste Amendment (Scotland) Regulations 2004**

Covers waste deemed hazardous under the European hazardous waste Directive.



Special waste includes asbestos, lead acid batteries, electrical equipment containing hazardous components ie televisions, oily sludges, solvents, fluorescent light tubes, chemical wastes, pesticides.

This waste must be segregated, collected by an authorised waste carrier only and collections must be documented and recorded in consignment notes, which are used by SEPA to track the movement of waste in Scotland.

#### **8.11 Waste Electrical and Electronic Equipment (WEEE) Regulations 2006**

Waste electronic and electrical equipment can contain mercury, lead and cadmium which can cause harm to human health and the environment. Under these regulations the council has an obligation to dispose of WEEE responsibly.

The cost and collection of WEEE collection, treatment and recycling for products bought after 13 August 2005 should be met by the producer. With Historical WEEE, on items purchased before this date, on a like for like basis, the new WEEE producer has responsibility. On other items the Council would have to pay for treatment, recycling and disposal costs of any WEEE from premises or service operations.

#### **8.12 Waste Batteries (Scotland) Regulations 2009**

Batteries are defined as:

- Automotive – typically unsealed lead acid
- Industrial – found in emergency power supplies, alarm systems or electric vehicles.
- Portable batteries – batteries that can be hand held and do not fit into either of the 2 categories above

This legislation bans the landfill or incineration of automotive or industrial batteries in Scotland. Producers of automotive and industrial batteries must be ready to take back waste batteries from end users.

The Waste Batteries and Accumulator Regulations 2009 place obligations on battery distributors, for portable batteries.

#### **8.13 Data Protection Act 1998**

Under the Data Protection Act 1998 the Council is responsible for making sure that confidential waste is kept secure and protected against loss and unauthorised access until final destruction.

#### **8.14 Waste Management Licensing (Scotland) Regulations 2011**

Considers activities which may be exempt from waste management licensing, these are detailed in Regulation 17 and may still be subject to statutory controls to prevent environmental pollution and harm to human health. Any exemption certification should be registered with SEPA.

## **Council**

- 8.15 Aberdeen City Council **Waste Strategy 2010 – 2025** makes specific provision for internal waste including -
- Introduction of recycling service in council offices and schools
  - Maximise the diversion from landfill of organic waste from grounds services.
  - Minimise the disposal of waste arising from highways, construction and demolition activities of the council.
- 8.16 **Environmental Management Policy Statement 2009**, which commits to minimise pollution, reduce emissions from our operations; manage waste sustainably and reduce energy consumption:
- 8.17 **Carbon Management Plan 2010 – 2015** – which has set targets to reduce carbon emissions by 23% by 2015 and 42% by 2020 from council buildings, street lighting, waste, fleets and ICT.
- 8.18 A strategic priority of the Council's **5 year Business Plan** is to “manage our waste better and increase recycling.”
- 8.19 **Aberdeen – the Smarter City**, the administration's partnership statement includes priorities:
- We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.
  - We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.
- 8.20 **Sustainable Printing Policy (2006)** developed to ensure best printing practice in the council, to reduce paper consumption, save energy, maximise the use of multifunction document centres, reduce the number of printers in office areas and minimise spend on printers, printer maintenance and consumables.
- 8.21 **Sustainable Building Standards for Council Buildings (2008)**  
Requires contractors in council new build projects to produce a site waste management plan.
- 8.22 **Corporate Procurement Strategy 2012 -2015**  
The Council's Corporate Procurement Strategy includes specific information on sustainable procurement. A alongside the strategy a responsible Procurement toolkit includes a “waste and recycling” and

“responsible consumption” in a number of sustainability matters to be considered in procurement decisions.

## Appendix A

### Non – hazardous waste

European Waste Classification	Council waste streams
20 01 01	Paper & Cardboard
15 01 01	Paper & cardboard packaging
20 01 02	Glass
20 01 08	Biodegradeable kitchen & canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 25	Cooking oil and fat
20 01 38	Wood
16 06 04	Batteries
20 01 39	Plastics
20 01 40	Metals
20 02 01	Green waste
20 03 07	Furniture
08 01 12	Waste paint and varnish
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 02 01	Wood (construction)
17 02 02	Glass (construction)
17 04 07	Metals (construction)
17 05 04	Soil (excavation)
17 06 04	Insulation materials
17 08 02	Gypsum based construction materials
18 01 01	Sharps
18 01 04	Clinical waste
16 01 03	Tyres
16 01 06	End of life vehicles
16 01 12	Brake pads
16 02 14	WEEE – electronic and electrical equipment
16 02 16	Components removed from discarded WEEE
20 03 03	Gully Waste
20 03 03	Street sweepings

**Special waste** - Any waste defined as hazardous by the European Hazardous Waste Directive. This means it has hazardous properties to human health or the environment.

European Waste Classification	Council waste streams
20 01 13	Solvents

20 01 21	Fluorescent tubes
20 01 35	Discarded electrical and electronic equipment containing hazardous components such as cathode ray tubes
20 01 23	
13 07 02	Petrol
13 07 01	Fuel oil and diesel
17 06 05	Asbestos
16 06 01	Lead - acid batteries

## Appendix B

### Baseline of treatment 2011/2012 by waste stream

No	Waste Stream/Resource	Tonnes of Waste 11/12 Total	Current Treatment/Disposal Route	Total Waste Disposal & Treatment Cost (£) 11/12
1	General waste	6,750.8	Disposal	523,987
2	Paper & Cardboard	593.9	Recycled	7,813
3	Glass	5.9	Recycled	67
4	Plastic	65.7	Recycled	537.52
5	Aluminium cans	17.5	Recycled	627.52
6	Confidential waste	300	Recycled	33,551
7	Cooking Oil	6.7	Recycled	0
8	Food waste	0	Disposal	0
9	Furniture	Unknown	Reused	0
10	Ink Jet Cartridges	0.2	Recycled	0
11	Xerox cartridges	Unknown	Recycled through MFD contract	0
12	WEEE (ICT)	30.4	Recycled	0
13	Clinical waste	Unknown	Disposal	17,526
<b>Fleet</b>				
14	End of life vehicles	234.8	Recycled	0
15	Oil filters	0.5	Recycled	1,000
16	Waste oil	Unknown	Recycled	0
17	Tyres	32.9	Recycled	0
18	Lead acid batteries	Unknown	Recycled	0
19	Fleet skip collections	35	Mostly Disposal	2,400
<b>Roads and street lighting</b>				
20	Road Planings	4,310	Reused	0
21	Lamps	1.44	Recycled	1,150
22	Lanterns	6.5	Recycled	130
23	End of life columns (concrete)	Unknown	Disposal	Costs not separate
24	End of life columns (steel & aluminium)	13.82	Recycled	0
25	Photo cells	0.22	Disposal	Costs not separate
26	Ballast/Choke	1.4	Disposal	Costs not separate
27	Traffic bollard	7.4	Recycled	0
28	Bitmac/concrete/slab s roads & street lighting)	2,500	Mostly Disposal	178,572

29	Gully waste	234	Reduced then Disposal	16,045
<b>Environmental Service</b>				
30	Wood ( greenspace)	500	Recycled	0
31	Green waste	500	Composted	0
32	Waste from street cleansing	4,906	Disposal	333,360
<b>Construction waste</b>				
33	Construction Waste (building improvements) - Metal - Wood - Glass - Plasterboard - Mixed construction and demolition waste - Asbestos	2,534	Segregated recycling of wood and metal. Potential recyclates are segregated where possible from skips under contractual arrangement	181,001

**Total waste arising** – Approximately 23,589 tonnes

*Note:*

1. *For items listed as unknown there are no current forms of measuring and monitoring of this waste stream, although there is awareness of current treatment routes. The IWMP aims to improve monitoring and measuring of waste to enable future data for all possible waste streams to build a comprehensive picture of Aberdeen City Council internal waste. This will allow better evidence of areas of good practice.*
2. *MFD – Multi-functional device*

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# 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** should be understood broadly to include the full range of our activities and could refer to a decision, policy, strategy, plan, procedure, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Essentially everything we do!

## STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Alison Leslie	Sustainable Development Officer	Planning & Sustainable Development	E, P & I

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 delivering this proposal (for example other Council services or partner agencies).

Planning & Sustainable Development lead – council wide implementation

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. This must also include a summary of how this proposal complies with the public sector equality duty for people with protected characteristics - see Step 2. **Please return to this question after completing the EHRIA.**

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick which applies.

- Para 9 of EHRIA will be published in committee report in Section 6 “Impact”
- Full EHRIA will be attached to the committee report as an appendix
- Copied to Equalities Team to publish on the Council website

**STEP 2: Outline the aims of the proposal**

11. What are the main aims of the proposal?

This policy aims to establish a sustainable approach to waste management, working to the principles of the waste hierarchy, to secure a reduction in waste to landfill from council premises and service operations and give clear information on legislative requirements.

12. Who will benefit most from the proposal?

Council wide

13. You should assess the impact of your proposal on equality groups and tell us how implementing this proposal will impact on the needs of the public sector equality duty to: eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.

Services have been consulted in the development of this policy and will be consulted during the development of an Internal Waste Implementation Plan setting out actions to support this policy, this can also go through EHIRA assessment.

**STEP 3: Gather and consider evidence**

15. What **evidence** is there to identify any potential positive or negative impacts in terms of involvement, consultation, research, officer knowledge and experience, equality monitoring data, user feedback and other? You must consider relevant evidence, including evidence from equality groups.

The policy outlines legislative requirements for waste, it also sets out to reduce waste arising which will have a positive impact for staff already managing and handling waste as part of their duties. This policy does not discriminate people with protected characteristics and it can not be concluded that any particular group will benefit more than another.

**STEP 4: Assess likely impacts on people with Protected Characteristics**

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	0	Disability	0	Gender Reassignment*	0
Older					
Marriage or Civil Partnership	0	Pregnancy and Maternity	0	Race**	0
Religion or Belief	0	Sex (gender)***	0	Sexual orientation****	0
Others e.g. poverty	0				

Notes:

\* Gender Reassignment includes Transsexual

\*\* Race includes Gypsy/Travellers

\*\*\* Sex (gender) i.e. men, women

\*\*\*\* Sexual orientation includes LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above.

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or

Equality and Human Rights Impact Assessment – the Form.

mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
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**STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance**

18. Does this proposal/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 saying how. **If you answer "no", go straight to question 22.**

- Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment **No**
- Article 6 – Right to a fair and public hearing **No**
- Article 8 – Right to respect for private and family life, home and correspondence **No**
- Article 10 – freedom of expression **No**
- Other article not listed above **No**

**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 identified in Steps 1 and 2 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)

Monitoring and review of internal waste minimisation are included in the policy as an ongoing process. The policy will be reviewed in 5 years or earlier if required.

Awareness is also included, this will involve measures that include 2 way communication to allow feedback.

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

It is not considered that there are any significant impacts on equalities and human rights and no further monitoring has been suggested. An appraisal of waste minimisation measures will take place annually in dialogue with services to gain their feedback.

### 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
Alison Leslie	8.02.13	

Quality check: document has been checked by

Name	Date	Signature

Head of Service (Sign-off)

Name	Date	Signature

### Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**  
Second Floor North  
Marischal College  
Broad Street

Equality and Human Rights Impact Assessment – the Form.  
Aberdeen  
AB10 1AB

Telephone 01224 523039 Email [sandrab@aberdeencity.gov.uk](mailto:sandrab@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Environment, Planning and Infrastructure
DATE	19 <sup>th</sup> March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Review of the Aberdeen Local Development Plan
REPORT NUMBER:	EPI/13/008

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### 1. PURPOSE OF REPORT

This report seeks authority to begin the review of the Aberdeen Local Development Plan. It outlines the timetable for the preparation of the plan and how this fits with the statutory requirement for a five year review, whilst at the same time taking on board the need to comply with the emerging Strategic Development Plan. Proposals for a non statutory period of consultation are made with a view to informing the production of a Main Issues Report, which we would aim to release in January 2014. Statutory periods of consultation would be required at the Main Issues stage and again at the Proposed Plan stage in early 2015. Further reports will be brought before Committee at these stages.

### 2. RECOMMENDATION(S)

It is recommended that the Committee

- (i) agree the consultation arrangements outlined in this report;
- (ii) agree the preparation of a consultation report detailing the comments and proposals made, and that these be made available on the website;
- (iii) agree the preparation of a Main Issues Report, taking into consideration the comments received from the consultation, and
- (iv) instruct officers to report back to committee later this year with the draft Main Issues Report.

### 3. FINANCIAL IMPLICATIONS

There will be costs associated with running public workshops, advertising, publicity and printing material. However, these costs can be met from the Development Plan budget. It is likely that an Examination into the Proposed Local Development Plan will take place in 2015 and 2016 and budgetary provision will need to be made for this. The cost of the Examination of the current Local Development Plan was in the region of £100,000.

#### 4. OTHER IMPLICATIONS

This is the start of a significant piece of work that will involve, and impact upon many other council services, public bodies, the business and development industries and the citizens of Aberdeen. The review of the Aberdeen Local Development Plan will provide a clear framework for the use of land in Aberdeen and decision making on planning applications. This in turn provides clarity for the public and certainty to the development industry in terms of obtaining finance and investment opportunities in Aberdeen.

#### 5. BACKGROUND/MAIN ISSUES

##### **Timing**

The Aberdeen Local Development Plan (ALDP) was adopted in February 2012 and identifies the detailed policies and sites required to deliver the current Structure Plan. It is a vital public document which shapes the future of Aberdeen and which influences significant public and private investment in homes, businesses, shops, infrastructure and facilities.

This report seeks authority to begin the review of the Aberdeen Local Development Plan. Statute requires Local Development Plans to be updated at least every 5 years. At January's Environment, Planning and Infrastructure Committee, members agreed the Aberdeen Local Development Plan Scheme – essentially a timetable for the production of the next LDP. This shows that in order for us to meet the 5 year cycle, the Council will need to begin reviewing the ALDP this year.

At the same time, the Strategic Development Plan Authority are progressing a new Strategic Development Plan (SDP) which will replace the current Structure Plan, and the next ALDP will need to comply with this. Our timetable ensures that in reviewing the ALDP, it can comply with the new SDP which is scheduled to be approved in June 2014.

##### **Development Options**

The current Structure Plan required the identification of a substantial amount of greenfield housing and employment land, and this was allocated in the 2012 ALDP. This time around however, it is likely that the emerging SDP will not be requiring the allocation of any additional greenfield land, but simply rolling forward the existing allocations. As a result, the emerging SDP expects the housing and employment allocations identified in the current LDP to be carried forward into the next one. Because of this, we do not intend to issue a call for additional greenfield housing and employment development options from landowners and developers, as happened at the beginning of the current ALDP process. However, plans for the redevelopment of

brownfield sites and other proposals will be encouraged and we would intend to inform developers of this approach.

It is still likely however, that greenfield development options will continue to be promoted by the development industry. All proposals will therefore be assessed against a set of sustainability criteria which were developed during the preparation of the current ALDP. These are considered to be a robust means of assessing a site's suitability for development and the process was considered both thorough and transparent by the Scottish Government reporters who examined the current ALDP.

### **Main Issues Report**

Approval of this report will start the process of identifying what the main planning issues in Aberdeen are likely to be over the coming years. The purpose of this stage is to gather information, views and proposals on what should be included in a Main Issues Report which we intend to publish in January 2014. The Main Issues Report will be the primary focus for community and other stakeholder engagement during the LDP process. The Main Issues Report must:

- Set out the authority's general proposals for development in the area, i.e. where development should and should not occur in Aberdeen.
- Set out what development should be seeking to achieve, i.e. issues such as environmental sustainability, support for local communities and the promotion of economic growth.
- Contain one or more reasonable alternative sets of proposals.
- Although not required by law, the Scottish Government has recommended that comparisons are drawn between the current ALDP and the next one.

### **Community and other Stakeholder Engagement**

Prior to the publication of the Main Issues Report, we must have regard to the views of Key Agencies such as NESTRANS, SEPA and SNH. Views expressed by other stakeholders such as community councils, developers and the general public will also be taken into account. While it is possible for proposals not included in discussion at the Main Issues Report stage to find their way into the Plan, the Scottish Government has emphasised that early consultation and engagement the best way forward in preparing plans.

Consequently, if a proposal has not been subject to full consultation at the stage of the Main Issues Report, it is much less likely to be included at a later stage. However, it must also be noted that not all proposals submitted will be appropriate for inclusion in the Main Issues Report.

The Main Issues Report stage links closely to the statutory process of Strategic Environmental Assessment (SEA). At this stage, alternative proposals and policy options can be environmentally appraised so that a draft Environmental Report can be published alongside the Main Issues Report. The early identification of proposals and issues will help to ensure that the revised ALDP is sustainable.

### **Proposal for consultation**

It is proposed that an 9 week pre-Main Issues consultation be opened, beginning on 15 April (following Easter). This is a non-statutory consultation at this stage – statutory consultations will also take place at the later Main Issues Report and Proposed Plan stages. As part of this a series of pre-Main Issues workshops are proposed to take place around Aberdeen involving local communities. Their aim would be to inform everyone of the process that's involved in reviewing the ALDP and to hear views on what the main planning issues are which the next ALDP should be concentrating on.

We also propose to release a questionnaire online and through other means to seek views on main issues. Because we anticipate rolling forward the allocations from the current ALDP (reflecting the likely SDP position), there is no formal call for greenfield housing and employment allocations. However, should such sites come forward, or other proposals such as brownfield developments, the opportunity should be given to submit them at this stage in order to allow early consideration. The sustainability criteria and SEA mentioned above will be used to assess their suitability. This approach should allow for a fuller and more transparent debate at the Main Issues stage.

Officers have already informed community councils and the Civic Forum of the workshops subject to committee approval. This is in response to suggestions in the past that as much advance notice as possible should be given to such events. We have made it known to the community councils that we are willing to accommodate any reasonable requests for further meetings with local communities, communities of interest or individual community councils.

In addition, meetings and discussion will take place with Key Agencies. This is largely done through the Future Infrastructure for Services (or FIRS Group) which was set up at the beginning of the current ALDP process. Other Council services will be engaged through an officer based Local Development Plan Working Group. We also propose to engage members by holding workshops and meetings around the key stages of the process.

Once the pre-Main Issues consultation is complete, it is proposed to place all comments onto the website. We will then prepare a Main Issues Report and associated supporting documents such as the

Strategic Environmental Assessment. These will be presented to Committee later this year.

## 6. IMPACT

The Local Development Plan contributes to the following Single Outcome Agreement priorities:

1. We live in a Scotland that is the most attractive place for doing business in Europe;
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need;
12. We value and enjoy our built and natural environment and protect and enhance it for future generations;
14. We reduce the local and global environmental impact of our consumption and production;
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs.

The Local Development Plan contributes to "Aberdeen - A Smarter City" in terms of providing a clean, safe and attractive streetscape and by promoting biodiversity and nature conservation, encouraging wider access to green space in our streets, parks and countryside, and improving access to affordable housing in the private sectors by working with developers to maximize the effective use of developer contributions

The report raises awareness and understanding of the development plan review process and outlines how people can take part in it. An Equality and Human Rights Impact Assessment has been carried out and is available on the Council's website.

## 7. BACKGROUND PAPERS

Aberdeen Local Development Plan

[http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_local\\_development\\_plan.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_local_development_plan.asp)

Aberdeen Local Development Plan Scheme

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=47980&slD=9484>

Aberdeen City and Shire Strategic Development Planning Authority:  
Aberdeen City and Shire Structure Plan 2009 and Proposed Strategic Development Plan 2013

<http://www.aberdeencityandshire-sdpa.gov.uk/home/home.asp>

Planning etc. (Scotland) Act 2006

<http://www.legislation.gov.uk/asp/2006/17/contents>

Scottish Planning Series: Planning Circular 1/2009: Development Planning

<http://www.scotland.gov.uk/Publications/2009/02/13153723/0>

The Town and Country Planning (Development Planning) (Scotland) Regulations 2008

<http://www.legislation.gov.uk/ssi/2008/426/contents/made>

8. REPORT AUTHOR DETAILS

Andrew Brownrigg

Team Leader (Development Plan)

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Tel 01224 523317

# 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** should be understood broadly to include the full range of our activities and could refer to a decision, policy, strategy, plan, procedure, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Essentially everything we do!

## STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Grace Harrison	Planning Trainee	Planning and Sustainable Development	Enterprise, Planning and 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 delivering this proposal (for example other Council services or partner agencies).

Planning and Sustainable Development

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. This must also include a summary of how this proposal complies with the public sector equality duty for people with protected characteristics - see Step 2. **Please return to this question after completing the EHRIA.**

Proposal

To open an 8-week, non-statutory consultation period to begin the review of the Aberdeen Local Development Plan (ALDP).

Impacts and Practical Actions

There will be a positive impact for equality as the consultation period gives everyone in Aberdeen the opportunity to participate in the local development plan process, with particular equality groups being targeted to encourage participation of these groups.

There will not be any negative impacts on people with protected characteristics, although it has been recognised that people with limited mobility, impaired vision and/or hearing difficulties may find it more difficult to participate effectively. This will be resolved by presenting information visually and verbally at meetings and drop-in events, and holding as many meetings as possible in wheelchair accessible locations

Compliance with Public Sector Equality Duty

This proposal does not discriminate unlawfully, and will not cause harassment, victimisation or other conduct that is prohibited by the Equality Act 2010.

It will help to advance equality of opportunity by giving everyone in Aberdeen the chance to participate in the preparation of the Aberdeen Local Development Plan, and by encouraging equality target groups to get involved.

It will foster good relations by bringing people with different characteristics together, giving everyone the opportunity to listen to and consider different points of view on Aberdeen's main planning issues.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick which applies.

- Para 9 of EHRIA will be published in committee report in Section 6 "Impact"
- Full EHRIA will be attached to the committee report as an appendix
- Copied to Equalities Team to publish on the Council website



**STEP 2: Outline the aims of the proposal**

11. What are the main aims of the proposal?

It is proposed that an 8-week, non-statutory consultation period be opened to begin the review of the Aberdeen Local Development Plan (ALDP). During this consultation period, a number of events and activities will take place including workshops and drop-in events involving local communities, as well as an online questionnaire and meetings with key agencies.

The aim of this consultation is to inform everyone of the process that is involved in reviewing the ALDP and hear views on the main planning issues which the next ALDP should be concentrating on. The results of this consultation will then be published on the Council website and will help inform the Main Issues Report.

12. Who will benefit most from the proposal?

This proposal will benefit people who have an interest or involvement in the preparation ALDP - stakeholders, key agencies, the development industry and other Council services as well as members of the public.

13. You should assess the impact of your proposal on equality groups and tell us how implementing this proposal will impact on the needs of the public sector equality duty to: eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.

Eliminate discrimination, harassment and victimisation

This proposal does not discriminate unlawfully against any of the Protected Characteristics, and will not cause harassment, victimisation or other conduct that is prohibited by the Equality Act 2010.

Advance equality of opportunity

This proposal will help to advance equality of opportunity between all of the protected characteristics by giving any interested person or group in Aberdeen the same opportunity to tell us their views on the main planning issues in Aberdeen. All views made will then be considered equally when we are preparing the Main Issues Report. We will also contact a representative body for each of the equality target groups in order to raise awareness of the consultation and encourage increased participation of these groups.

Foster good relations

This proposal will help to foster good relations between people who share a protected characteristic and those who do not by bringing people with different characteristics together at drop-in events and community engagement workshops. These events will give everyone the chance to hear and consider Aberdeen's main planning issues from different points of view, aided by facilitation and mediation from Planning Officers.

**STEP 3: Gather and consider evidence**

15. What **evidence** is there to identify any potential positive or negative impacts in terms of involvement, consultation, research, officer knowledge and experience, equality monitoring data, user feedback and other? You must consider relevant evidence, including evidence from equality groups.

In November 2012, we conducted a questionnaire asking for feedback about previous consultation periods and events from those who participated. We received largely positive feedback about the inclusive and open nature of the process. There was one comment that our written materials may be inaccessible for people with impaired vision.

The Officers in the Local Development Plan team also have also been able to draw on extensive personal experience and feedback from previous consultation periods, events and activities.

People submitting representation forms for previous consultations (for example for our previous Main Issues Report) we asked to fill in an equalities monitoring form, which was available on our website as well as with the paper copies. This has helped us to plan our consultation activities this time.

In planning our consultation activities and events, we have also taken account of Scottish Government guidance on consultation, including best practice guidance on conducting inclusive consultation with equalities groups.

**STEP 4: Assess likely impacts on people with Protected Characteristics**

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	+	Disability	+	Gender Reassignment*	0
Older					
Marriage or Civil Partnership	0	Pregnancy and Maternity	0	Race**	+
Religion or Belief	+	Sex (gender)***	0	Sexual orientation****	0
Others e.g. poverty	0				

Notes:

\* Gender Reassignment includes Transsexual

\*\* Race includes Gypsy/Travellers

\*\*\* Sex (gender) i.e. men, women

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above.

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
We will contact a representative body for each of the Equality target groups in order to raise awareness of the consultation period and encouraging them to participate in the process.	<u>Disability</u> Although there is no obvious potential for negative impact on people with disabilities, it is recognised that those with limited mobility, impaired vision and/or hearing difficulties may find it difficult to attend and participate in meetings or drop-in events, or complete questionnaires.

**STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance**

18. Does this proposal/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 saying how. **If you answer "no", go straight to question 22.**

NO.

- 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 identified in Steps 1 and 2 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)

People completing questionnaires during the consultation period will be asked to fill in an Equalities Monitoring Form, which will be used to help us plan future engagement activities.

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

As a result of this assessment, we have recognised the need to present information visually (through power point and posters) and verbally (through formal presentations and by making officers available) at all workshops, meetings and drop-in events. We will also be holding as many events as possible in wheelchair-accessible venues. This will help people with limited mobility, impaired vision or hearing difficulties to participate more effectively in the consultation.

### 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
Grace Harrison	21/01/2013	

Quality check: document has been checked by

Name	Date	Signature
Louise MacSween	22/01/2013	

Head of Service (Sign-off)

Name	Date	Signature

### Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**

Equality and Human Rights Impact Assessment – the Form.  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Telephone 01224 523039 Email [sandrab@aberdeencity.gov.uk](mailto:sandrab@aberdeencity.gov.uk)

## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Grandhome Development Framework
REPORT NUMBER:	EPI/13/025

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### **1 PURPOSE OF REPORT**

- 1.1 This report outlines the Grandhome Development Framework, prepared as a strategy for the future development of land identified in the Aberdeen Local Development Plan (ALDP) as OP12.
- 1.2 A summary document of the Development Framework is appended to this Committee Report. The full Development Framework for Grandhome is a large document containing a lot of illustrative material and can be viewed by accessing the following link:  
  
[www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)
- 1.3 A hard copy of the full Development Framework is available in the Members' Library (Town House), within the Planning and Sustainable Development Service at Ground Floor North, Marischal College, or by contacting the Masterplanning, Design and Conservation team.
- 1.4 The Development Framework has been made available to the Bridge of Don Community Council for information prior to this report being considered for public consultation in accordance with the Council's approved Aberdeen Masterplanning Process.

### **2 RECOMMENDATION(S)**

- 2.1 It is recommended that the Committee:
  - (a) Approve the Grandhome Development Framework as interim planning advice; and
  - (b) Agree for officers to implement the process to ratify the Development Framework as Supplementary Guidance. This will include a 4 week public consultation with results reported to Committee prior to submission to Scottish Government.

## 2.2 Definitions

‘Interim Planning Advice’ – this specifies that the Development Framework is in the public domain and available for the purposes of a formal City-wide consultation. As such it becomes a material consideration in the determination of any planning application. The duration of consultation will typically be 4 weeks, given that public engagement has taken place throughout the preparation of the Framework. This allows responses to be collated and reported back in the next Committee cycle.

‘Supplementary Guidance’ (SG) – this is adopted and issued by a planning authority in connection with a Local Development Plan, as a result any such guidance will form part of the Development Plan. Before adoption, the SG must be publicised and a period for representations to be made specified, this includes targeting key consultees and stakeholders who may want the opportunity to comment. Following the specified consultation period and as a result of comments received, relevant changes will be made to the final document before reporting back to Committee and subsequent submission to Scottish Ministers. After 28 days have elapsed, the authority may then adopt the guidance unless Scottish Ministers have directed otherwise.

## 3 FINANCIAL IMPLICATIONS

- 3.1 The Landowner has met the cost of preparation of the Development Framework including all consultation and engagement. The proposals will result in efficiencies in the determination of future planning applications related to the Development Framework, leading to a reduction in Council staff time to assess future detailed proposals.

## 4 OTHER IMPLICATIONS

- 4.1 The Development Framework reduces the risk of piecemeal and inappropriate development in the site area. Mixed use development and the efficient use of land will contribute towards the Council’s aim of promoting sustainable economic development.
- 4.2 Approving the Development Framework will contribute to efficiencies in determining future planning applications and a reduction in Council staff time to assess future detailed proposals. By encouraging acceptable forms and uses of new development to be agreed publicly, it allows more informed decision making to be made earlier, saving time and resources for staff, applicants and the public.
- 4.3 The Development Framework contributes towards a higher rate of new house building in the City, including 25% affordable housing provision in accordance with the Aberdeen Local Development Plan (2012).



- 4.4 In accordance with the Aberdeen Local Development Plan: Action Programme and the Infrastructure and Developer Contributions Manual, the Development Framework references how the development will seek to address requirements for cumulative and local transport infrastructure; public transport along with walking and cycling.
- 4.5 A Strategic Environmental Assessment has been undertaken on the Grandhome site as part of the preparation for the Aberdeen Local Development Plan.

## **5 BACKGROUND / MAIN ISSUES**

- 5.1 The Development Framework has been produced by Turnberry Planning on behalf of The Grandhome Trust and aims to create a mixed use urban expansion to the north of the city. A multi disciplinary project team has contributed to the preparation of the Framework, consisting of:

The Grandhome Trust – Landowners  
Duany Plater-Zyberk & Company (DPZ) – Masterplanning consultants  
Janet Benton – Landscape Designer  
Fairhurst Ltd. – Engineering Consultants  
Turnberry Planning Ltd. – Planning Consultants

### **Site Description**

- 5.2 The Grandhome site (OP12) is located to the North of Aberdeen. It is situated between the Bridge of Don and the River Don and Dyce. The site is bounded to the south by the Parkway. The site is currently largely in agricultural use.
- 5.3 The site is undulating with levels varying from 30m at the south to 90m at the highest point of the site. The slope rises up from the Parkway to Whitestripes Road then back down again to the north. There are a number of tree belts, woodland blocks and existing buildings that will be retained on the site.
- 5.4 The site falls entirely within the Bridge of Don Community Council catchment.

### **Policy Summary**

- 5.5 The Development Framework has been prepared following the Council's adopted Aberdeen Masterplanning Process and contributes towards the Scottish Government and Aberdeen Local Development Plan policy aims of raising design quality through the 6 key qualities of creating successful places, namely – distinctive, welcoming, safe and pleasant, adaptable, easy to get to and move around, and resource efficient.

- 5.6 The Grandhome site is identified in the Aberdeen Local Development Plan (2012) as Opportunity Site (OP12) for 7000 homes and 5 hectares of employment land. The housing provision is split into three land release phases, 2,600 homes proposed for the period up to 2016, 2,100 homes up to 2023 and 2,300 beyond 2024. 5 hectares of employment land (class 4) will also be developed prior to 2024.
- 5.7 A contribution of 25% affordable housing is required within this site, part of which will include a Gypsy and Traveller site in accordance with policy H7 of the Local Development Plan.
- 5.8 This proposal helps bring forward land for development in the early phases of the Local Development Plan and helps meet the targets and objectives in the Structure Plan, including that development should generally be no less than 30 dwellings per hectare as an average across the whole site.

### **Opportunity and Vision**

- 5.9 The vision for Grandhome is to create a high quality mixed-use urban expansion of Aberdeen, adhering to the principles of creating a successful place and responding to the traditional vernacular of the region. A successful place must have an identity and be safe and pleasant, easy to move around, welcoming, adaptable and ensure a good use of resources.
- 5.10 The vision for Grandhome is based around 6 core principles:
1. Strong sense of place
  2. Sustainable and walkable neighbourhoods
  3. A well - balanced mixed community
  4. Green spaces
  5. Well connected streets
  6. A new centre for the Bridge of Don

### **Scottish Sustainable Communities Initiative (SSCI)**

- 5.11 The site is part of the Scottish Sustainable Communities Initiative (SSCI) project launched in March 2010. The SSCI was set up by the Scottish Government in 2009 with the aim to create developments of high quality design which are distinctive, innovative and create outstanding communities which, once developed, can be used as best practise examples.
- 5.12 Of the 68 SSCI submissions received by the Scottish Government, 11 were awarded recognition; one of these successful projects was Grandhome. The main focus of the Initiative is developing proposals via partnership between public and private sectors.

- 5.13 Due to the scale of the project and early stage in the process, the Grandhome proposal benefited from a national Charrette. The Charrette concept is an interactive public design workshop which creates draft Masterplan options for the site through new public engagement and design techniques. The Charrette took place in March 2010 and consisted of an 8 day design exercise involving the community which translated ideas into plans and drawings and tested the Masterplan as it developed. A number of participative workshops took place, involving members of the public and stakeholders alike.
- 5.14 The design and layout have evolved since the Charrette to reflect the Aberdeen Local Development Plan policies and Supplementary Guidance which has been adopted since. In addition, further workshops and meetings have taken place involving the community and other stakeholders, ACC staff and site visits by the Grandhome Design team.
- 5.15 Details of the evolution of the design from Charrette to current proposed layout can be viewed on pages 26 and 27 of the Development Framework.

### **Transect Based Approach**

- 5.16 The Development Framework takes on the approach of a transect based design. The transect approach measures the character of an environment from Rural to Urban. For the purpose of this Development Framework, the transects relating to Grandhome have been modelled on existing examples within Aberdeen have been used to inform the basic principles. Details of this can be found on page 34 of the document.
- 5.17 The transect zones that cover Grandhome include:
- transect 3 (sub-urban zone) modelled on Rubislaw Den North
  - transect 4 (general urban zone) modelled on Victoria Street
  - transect 5 (urban centre zone) modelled on Rosemount Place
- 5.18 A number of streets in Old Aberdeen have also been considered via the transect approach. This approach has identified that the density, mix of uses, proportions and high quality of design of the High Street and Wrights' and Coopers' Place in Old Aberdeen are deemed appropriate principles to be applied to different street types within the Grandhome development. This transect analysis has helped to set the basic principles for the different zones and character types within Grandhome.
- 5.19 Details of the analysis and examples of the transects can be found on pages 34-41 of the Development Framework.

- 5.20 Beyond the study of street composition, the proportions of buildings are also examined. Old Aberdeen is identified as an exemplar of the type of local character to be celebrated in the future development of the Grandhome estate. The focus of this exercise is Old Aberdeen's proportions, architectural typologies and materials. This study will inform the design of the houses which will include a range of sizes, costs and styles. The proportions can be used in both traditional and contemporary designs to ensure that groups of buildings fit well together making a positive and consistently high quality streetscape. The typologies can be found on pages 68 – 71 of the Development Framework.

### **Access and Connectivity**

- 5.21 The Development Framework aims to ensure a high degree of pedestrian connectivity through and beyond neighbourhoods. It is anticipated that residents will live within 5 minute walking distance of one of the neighbourhood centres. There will be a number of paths within and through the site which will also connect into the wider core path and cycle network around the site.
- 5.22 A pedestrian/cycle bridge is shown connecting the site to the south of the river, linking into another development site with an adopted Masterplan (Davidson's Mill). The movement strategy can be seen on page 47 of the Development Framework. The Framework also considers the different types of paths that would be appropriate within the site.
- 5.23 A Transport Assessment (TA) is currently being prepared and will determine the level of development that can be accommodated on the road network prior to the AWPR or the Third Don Crossing being in place. The TA will also determine road and junction requirements for the development and will help to inform the requirements for each phase of development.
- 5.24 Public transport provision has been demonstrate throughout the site and will be implemented on a phased basis. Ultimately the whole site will be designed to have a bus stop within 400m of every residence.

### **Mixed Use Development**

- 5.25 The Development Framework shows a mixed community, with a number of mixed use neighbourhood centres. These centres are shown on the plan on page 45 and will likely include uses such as retail, café, and office on ground floor with flatted properties above. Within the high street at the south east of the site uses could include a local supermarket, a hotel, health centre, and the potential for a cinema. The site will also include a number of civic buildings such as a religious building, covered market and sites for community uses.

- 5.26 Schools will be located at the heart of these mixed use areas and at the centre of the communities.

### Streets

- 5.27 The street hierarchy of Grandhome aims to be permeable with a clear hierarchical network. This includes a main street and high street (which could accommodate buses), minor streets, lanes, courtyards and paths. The permeability of the site and the indicative street types are shown on pages 50-57 of the Development Framework. Street design is a fundamental part of the character of the different areas and the development of Grandhome as a whole.

### Environment, ecology and Open Space

- 5.28 The provision and integration of appropriate open space is fundamental to the design and layout. The vision is to create a community with access to high quality open space, accommodating a full range of uses from formal to informal recreation. An electricity pylon line runs north-south through the site, this has a no build exclusion zone and has been designed as open space. There is also a large east—west park on the elevated ground to allow views over the valley and City beyond. The total open space provision is over 80ha and will include allotments, village greens, outdoor sports pitches and civic squares.
- 5.29 The Framework has been designed with reference to ACC’s Open Space Supplementary Guidance (March 2012). Section 5.7.4 of the Framework details how the key open spaces and their functions will be accommodated throughout the site. This includes:

Major Town Park	Located at the centre of the site: every house would be within 20 minutes walk of this
Neighbourhood Open Space	3 to be provided and located within 10 minute walk of all residences
Play Areas	There will be sufficient number within a 5 minute walking distance of all residences

- 5.30 It should be noted that due to their scale, some of the open spaces within the site will be multifunctional and have more than one open space use. The final design, detail and maintenance of these open spaces will be addressed through detailed Masterplanning exercises for each phase of the site. The phasing is shown on page 78 of the Development Framework.
- 5.31 A number of ecological surveys have been carried out to inform the evolution of the Development Framework, these include otter and water vole surveys, phase 1 habitat survey, bat surveys and a red squirrel survey. The Framework and subsequent Masterplans aim to enhance biodiversity and improve ecology within the site. There will also be the

requirement to carry out further ecological studies to inform and further develop the detailed phased mastplans.

## **Housing**

- 5.32 The proposals for Grandhome include a mix of house types, densities and uses. The majority of development will be 2-3 storeys in height with occasional single storey properties in limited locations.
- 5.33 The density of the site will be approximately 30 dwellings per hectare in accordance with both Structure Plan and Aberdeen Local Development Plan policies. The higher density will be in mixed use cores with lower density towards the neighbourhood edges. The diagram explaining density is on page 42 of the Framework document.
- 5.34 The house types, sizes and design will vary across the site but the indicative composition may include:
- 10-15% one bedroom
  - 20-25% two bedroom
  - 30-40% three bedroom
  - 25-30% four bedroom
  - 5% five plus bedrooms.
- 5.35 There is a requirement for the site to deliver 25% affordable housing in accordance with Policy H5 – Affordable Housing of the Local Development Plan. The affordable housing provision will be tenure blind and spread throughout the whole site. The table on page 7 of the Framework shows that there will be 25% provided as part of each Local Development Plan phase. The affordable housing provision includes a site for Gypsies and Travellers in accordance with policy H7 of the Local Development Plan. Please refer to page 67 of the Framework document for further detail on affordable housing provision within the site.

## **Employment Provision**

- 5.36 There is the requirement to provide 5ha of employment land within the Grandhome site. This has been identified at the south east corner, adjacent to the parkway. This will link in with the principles of Energetica and be a gateway to the development. High quality design is fundamental at this part of the site due to its public visibility. The principles and further detail of the employment provision will be determined through the detailed Masterplan process for the employment site which will be developed in phase 3A of the development.

## Infrastructure

- 5.37 A detailed break down of the Infrastructure Requirements for the site can be found on pages 79 - 83 of the Development Framework.
- 5.38 Education provision – the ALDP Action Programme details the requirement to provide three to four primary schools and one new Secondary School with community facilities. Any new secondary school will have to include community learning hub. The project team have had discussions with the Council’s Education Service and have provided sites for the three Primaries and one Secondary School in the Framework, with one of the primary schools on a joint campus with the secondary. These can be seen on page 45 of the Framework and detailed text on page 81.
- 5.39 The requirement to provide safe routes to school has been identified within the Framework and routes will be provided within the detailed Masterplans for each phase.
- 5.40 It is noted within the document that school provision initially will be accommodated within existing school capacity until a time where appropriate pupil numbers have been generated to require construction of new schools. The detail and exact phasing of the school requirements for Grandhome will be identified in later Masterplans, however the first new primary school is envisaged to be required as part of phase 2.
- 5.41 Health care provision – the ALDP Action Programme details the requirement for a new GP practice along with dental and community pharmacy facilities. The new 16 GP Health Centre needs to accommodate the existing four GP Practice and an additional 12 GPs, two new six dental chair surgeries and four new community pharmacies. The health centre is shown on page 45 of the Framework, within the Town Centre, the site could be delivered early in the development if it was deemed necessary. The smaller health care facilities including the pharmacies will be accommodated within the neighbourhoods to allow provision to be spread across the site.
- 5.42 Water and drainage – a full list of requirements will be identified following completion of a detailed Drainage Impact Assessment and Scottish Water Development Impact Assessment which Hermiston Securities will commission. A Drainage Strategy will also be prepared and submitted as part of the application for Planning Permission in Principle.
- 5.43 There will be no connections onto the Parkway until such a time as it has been de-trunked. The first access into the site will be taken from Whitestripes Avenue. A Transport Assessment will be carried out to inform the design of the streets network, access, junctions and any required improvements. Detailed Masterplans for each phase of the

development will be produced to provide more detail on all of the infrastructure requirements and their phasing.

- 5.44 The Development Framework references the requirement for the development to contribute towards the Strategic Transport Fund.

### **Phasing**

- 5.45 An indicative phasing strategy has been developed which details the delivery of the allocation in accordance with the ALDP 2012.

	Approximate house numbers
Phase 1	450
Phase 2	1800
Phase 3	500
Phase 4	1200
Phase 5	950
Phase 6	1100
Phase 7	1000

- 5.46 The phasing strategy amounts to approximately 7000 units as identified in the Local Development Plan allocation. The phasing plan also includes the relevant associated open space and the employment site at the south east corner. The phasing plan can be viewed on page 78 of the Development Framework.

### **Public Consultation and Involvement**

- 5.47 Throughout the design process for Grandhome, the project team have involved the local community and stakeholders in the proposals.
- 5.48 Design for the site has evolved with continued input from the community. Their input has been fundamental in shaping the proposals ensuring that they meet the aspirations for the site. Events that took place during the Masterplanning process for the sites include:
- Local Development Plan: Development Options Consultation Event – June 2009
  - Local Development Plan: Main Issues Report Consultation Event – November 2009
  - Visioning workshops in February 2010
  - SSCI Charrette Series 8 day workshop March 2010 – (Resulting report produced by Scottish Government Oct 2010)
  - Early 2012 workshop
  - Community Presentation – March 2012
  - Architecture and Design Scotland Design Review April 2012
  - Public exhibition October 2012
  - Architecture and Design Scotland Design Forum January 2013



5.49 The main issues arising from consultation during the preparation of the Development Framework include:

- **Current Infrastructure**

Concern was raised about the perceived lack of infrastructure in place to accommodate the development particularly prior to AWPR and 3<sup>rd</sup> Don Crossing, this includes road capacity and public transport service.

Detailed Transport Assessments will determine the level of development that could be accommodated prior to the strategic infrastructure being in place. The TA will also determine the level of improvement required to the current road network including both Whitestripes Road and Avenue.

Detailed discussions will take place with the bus operators to ensure that the site is well serviced by public transport. Once the Third Don crossing has been built there will be potential for new bus routes to connect the site to the city centre. The main and high street within the site will have the capacity to accommodate public transport.

- **Community Facilities, services and retail provision**

There is a strong desire for new facilities in the site. Particular reference was made to a community cinema and community hall. There was however concern raised by some attendees about viability and security of uses such as a cinema and shops.

Each small district centre will have retail provision and amenities and will ensure where possible good connections to the existing communities. The Framework also ensures that the commercial facilities are located in sustainable locations with good footfall and natural surveillance. The town centre will be located at the south east of the site to allow existing residents easy access as well as attracting passing trade.

- **Environment and open space**

The consultation raised the desire for more green space for the wider Bridge of Don. Concern was also raised that water bodies within the site need to be addressed and maintained appropriately to avoid any issues for home owners.

Consideration has been given to the green space network to ensure it connects with the green belt and offers desirable amenities. Over 80 hectares of open space are provided within the site, including parks, play areas and allotments. Landscape provision has been considered fundamental from the outset and further detail provided at the relevant Masterplanning stage.

- **Housing**

The Community highlighted the need for a mix of housing across the site including detached bungalows. There is also the need for appropriate car parking associated with the houses and flats.

Each neighbourhood within Grandhome will include a mix of housing tenure, size and type. There will be the provision of 25% affordable housing across the site. The detailed phased Masterplans will provide more detail on the mix and location of the different types of houses.

5.50 Details of the comments received throughout the preparation of the Framework, the engagement process and responses can be found on Pages 22-25 of the Development Framework and in appendices 1 and 2 (pages 84-86).

5.51 Pending approval of this report, the Grandhome Development Framework will be the subject of a 4 week statutory consultation beginning on Monday 25 March 2013. The following list highlights those that will be consulted. Please note that this is not an exhaustive list:

- Bridge of Don Community Council
- Dyce and Stoneywood Community Council (as neighbouring cc)
- Bucksburn and Newhills Community Council (as neighbouring cc)
- Aberdeen City and Shire Strategic Planning Authority
- Aberdeenshire Council
- Forestry Commission Scotland
- Scottish Water
- SEPA
- Scottish Natural Heritage
- Historic Scotland
- Scottish Enterprise Grampian
- Transport Scotland
- NHS Grampian
- NESTRANS
- Planning Gain

5.52 The results of the statutory consultation will be reported to the Enterprise Planning and Infrastructure Committee in due course, including any recommended amendments to the Framework.

5.53 It is important to note that engagement will continue throughout the development process, during detailed Masterplan stages and any subsequent planning applications.

## **6 IMPACT**



- 6.1 The proposal contributes to the following Single Outcome Priorities: 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 and enhance it for future generations.
- 6.2 The proposal contributes to the 5 Year Business Plan in terms of objective – Communication and Community Engagement; sharing our plans and aspirations for the city, – delivering an up-to-date plan, – facilitating new development projects to improve Aberdeen’s living environment and, – support open space initiatives.
- 6.3 The proposal contributes towards the Aberdeen City Council Administrations vision for Aberdeen: 2012 – 2017, particularly creating a City which is a great place to live, bring up a family, do business and visit. It specifically contributes to the follows objectives: Governance – encouraging citizens to participate in design and development; Living – improving opportunities for physical activity; Environment – energy efficient design and construction, attractive streetscapes and access to green space; Economy – improve access to range of affordable housing; Mobility – encourage cycling, walking and promoting a sustainable transport systems which reduce carbon emissions.
- 6.4 The proposal is consistent with the Council’s Corporate Plan in particular with regard to delivering high levels of design from all development, maintaining an up-to-date planning framework, sustainable development and open space provision.
- 6.5 The proposal is consistent with the Planning and Sustainable Service Plan, in particular engaging the community in the planning process, and the delivery of Masterplans/Development Frameworks in line with The Aberdeen Masterplanning Process.
- 6.6 An Equalities and Human Rights Impact Assessment has been prepared. In summary:

Race	the proposals include the provision of a Gypsy Traveller site to improve access to facilities.
Younger	the proposals include the provision of education facilities and recreational Play Spaces for children. In addition there will be opportunities for nursery development within the proposed mixed-use centres.
Other Housing	greater provision of housing to meet the housing demand, affordable housing to meeting housing needs, and a range of housing types to suit differing needs and as a result of demographic change.
Health	improved access to useable open spaces for leisure pursuits and opportunities for walking/cycling/exercise.

## **7 BACKGROUND PAPERS**

- 7.1 The Grandhome Development Framework March 2013 is a large document containing a lot of illustrative material and can be viewed by accessing the following link:  
[www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)
- 7.2 Aberdeen Local Development Plan 2012  
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&SID=9484>
- 7.3 Aberdeen Masterplanning Process 2008 (article 22, Planning Committee Minute, 6/11/08)  
[http://www.aberdeencity.gov.uk/Planning/pla/pla\\_planningbriefs.asp](http://www.aberdeencity.gov.uk/Planning/pla/pla_planningbriefs.asp)
- 7.4 SSCI Charrette Series Report  
<http://www.scotland.gov.uk/Topics/Built-Environment/AandP/Projects/SSCI/SSCICharretteSeries/Charrette>

## **8 REPORT AUTHOR DETAILS**

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# Grandhome Development Framework

March 2013

**SUMMARY**



**ABERDEEN**  
CITY COUNCIL

Figure 1: The Development Framework diagram for Grandhome.

- Mixed-Use Buildings
- Office Buildings
- Single-Use Commercial
- Indicative Footprints
- Plots
- Schools
- Civic Buildings
- Existing Buildings
- Open Space
- SUDS
- Site Boundary



## The Vision

**The vision for Grandhome is the creation of a mixed-use urban extension of Aberdeen, adhering to the principles of place-making and responding to the traditional vernacular of the region.**

The key parameters for the development are as follows:

- a total of 6,000 – 7,000 homes, of which 25% will be affordable;
- 5 hectares of employment land, including a technology park;
- seven neighbourhoods, each supported by shops and services;
- three primary schools incorporating sports pitches and community uses;
- a community campus, including an academy, library and sports centre;
- a health centre;
- a network of open spaces, connected to the wider area, including sports pitches, neighbourhood parks and habitat creation; and
- a vibrant high street to support the wider Bridge of Don area.

**The vision is underpinned by six core principles:**

- 1. Strong Sense of Place**
- 2. Sustainable and Walkable Neighbourhoods**
- 3. A Well-balanced Mixed Community**
- 4. Green Spaces to Breathe**
- 5. Well-Connected Streets**
- 6. A New Centre for the Bridge of Don**

### Section 1: Introduction

The vision for Grandhome is the creation of a mixed-use, urban extension of Aberdeen, adhering to the principles of place-making and responding to the traditional vernacular of the region.

The new settlement is envisioned to be an exemplar sustainable development and has been selected for inclusion in the Scottish Sustainable Communities Initiative (SSCI).

### Section 2: Site Analysis

Describes the site context and current conditions. Additionally this section outlines the historic and planning context of the site in line with the Local Development Plan (LDP). It further provides a multi-faceted assessment of the constraints and opportunities relating to the site.

### Section 3: Consultation

Details the process of consultation that has

taken place thus far including the involvement of the project in the SSCI, public consultations carried out to date and next steps.

### Section 4: Masterplan Development

Outlines the evolution of the masterplan through this process and the significant outcomes of each stage of design phase thus far from initial consultation.

### Section 5: The Development Framework

This section defines the key components of the Framework which underpin the vision. The approach to design through the transect and local precedents is examined within this section. Key principles are broken down into density, neighbourhood and block structure, mixed-use development, access, street design, open space and landscape strategies as well as the architectural strategy.

### Section 6: Character Areas

This section illustrates how the key components of the Framework combined to create distinctive areas within the masterplan.

### Section 7: Phasing + Delivery

This section sets out the indicative phasing of the development over the proposed timeframe. It also identifies the key principles and proposals towards delivery of infrastructure and community facilities.

### Appendices: I, II, III

The supporting information provided in this section relates to the consultation processes as well as the Development Framework analysis. This section is intended to be read in conjunction with the document and includes:

- Consultation Information
- Consultation Feedback
- Contextual Analysis Definitions

## Section 2: Site Analysis

Grandhome is a 320ha greenfield site located 6km northwest of Aberdeen's city centre. The site is owned by the Grandhome Trust, a family-led entity, which has held the land for more than 400 years.

Comprehensive site analysis process has been undertaken to support the development of the Framework.

### Summary of Environmental Constraints

**Natural topography and drainage:** taking a light-handed approach to grading on the site will reduce the impact of development on the natural landscape and help promote workable sustainable urban drainage systems.

**Existing trees and woodland areas:** where possible trees will be retained whilst new trees will be planted to increase the quality and variety of planting across the site.

**Landscape character:** the distinctive character of the area will be interpreted and used to influence the design of the development to help develop a clear, unique and locally appropriate sense of place.

**Ecology and green space:** the planned green space network will link the site to surrounding countryside and Core Paths as well as aiding biodiversity across the site.

**Archaeology:** the location of all monuments and sites have been considered in the development of the masterplan.

**Ground conditions and land contamination:** further investigative works will be carried out to determine the potential for land contamination and any constraints will be addressed within the masterplan.

## Site Allocation

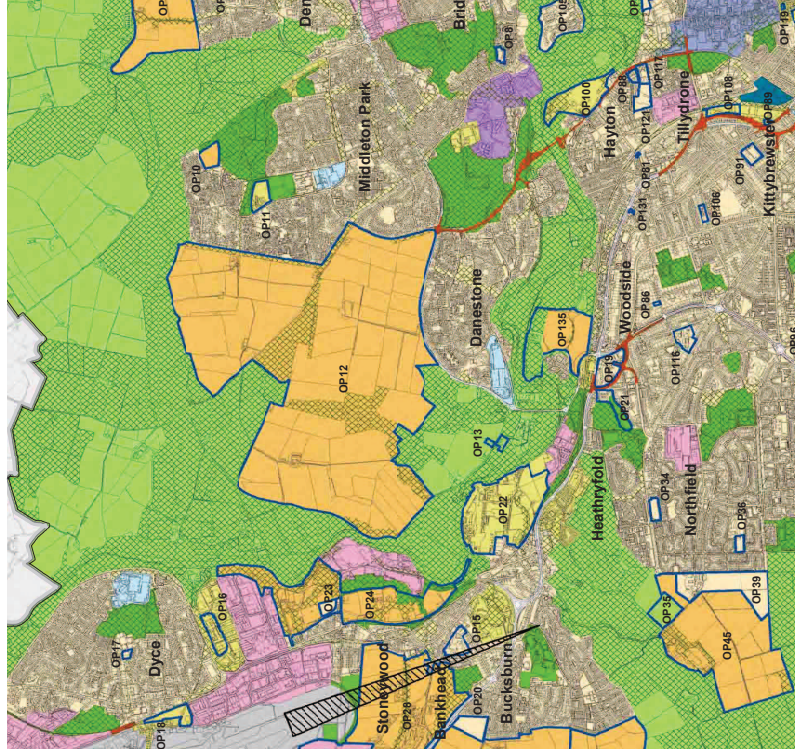


Figure 2: The Aberdeen LDP identifying Grandhome, Opportunity site 12

## Key landscape characteristics

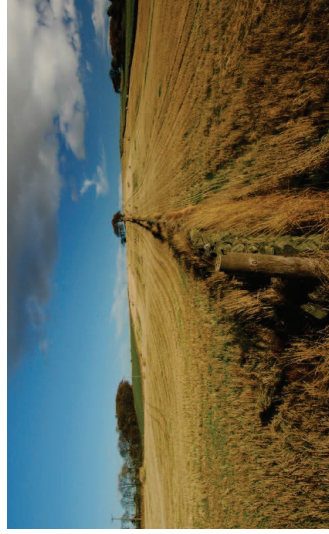


Figure 3: The characteristic geometric field pattern with blocks of woodland planting on ridgelines

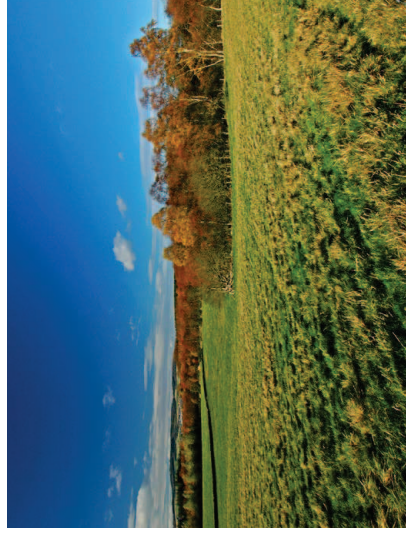


Figure 4: Gently undulating farmland and blocks of woodland planting

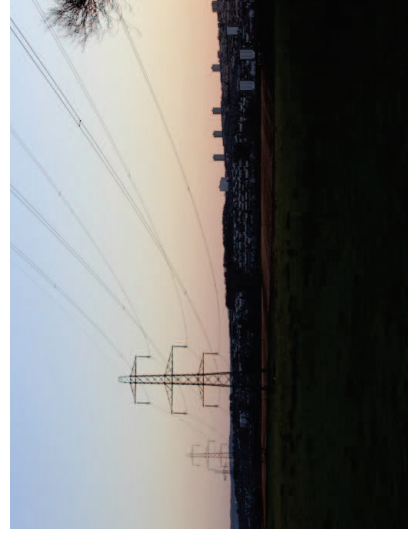


Figure 5: A row of pylons are a conspicuous feature in the south-east of the site

Site: OP12 Grandhome	Local Development Plan Period		Future Growth
	2007 - 2016	2017 - 2023	2024 - 2030
Housing	2,600 homes	2,100 homes	2,300 homes
Affordable Housing	(650 homes)	(525 homes)	(575 homes)
Employment	5ha		

Table 1: Development at Bridge of Don and Grandhome, Aberdeen Local Development Plan 2012



### Section 3: Consultation

Consultation has been run in tandem with, and contributed to, the on-going technical development of the Grandhome masterplan. Events have included public meetings, workshops, exhibitions, the distribution of publications as well as the 8-day SSCI charrette.

Many parties have been consulted throughout this process and include:

- Local residents and community groups
- Aberdeen City Council officers
- Local Councillors
- Local architects
- Local universities
- Scottish national agencies
- Architecture + Design Scotland
- The Scottish Government, via the SSCI programme
- Aberdeen Civic Society

Section 3 provides a detailed account of the consultation activity undertaken to date and how the outcomes of this have influenced the masterplan.



Figure 6: Pin-ups, and informal meetings at the SSCI Charrette (in March 2010). The pre-charrette paper, which was distributed to households throughout the area to encourage participation

### Section 4: Masterplan Development

Building upon the consultation process and technical work undertaken, there have been four main iterations of the masterplan since 2010. The initial settlement concept was developed through studying existing conditions, context and traces on the land. Next, the principles of the development and location of neighbourhood centres were identified through the SSCI Charrette process in 2010.

As the LDP emerged, design development recommenced in early 2012 alongside the preparation of more technical information. Following public consultation in October 2012, and to meet requirements set out in the LDP, additional rounds of revisions took place between September and December 2012.



Figure 7: SSCI Charrette Final Masterplan, March 2010



Figure 8: Design Development Masterplan, March 2012



Figure 9: Design Development Masterplan, September 2012



Figure 10: Design Development Final Masterplan, December 2012

## Section 5: The Development Framework

Grandhome stems from the principles of place-making and will provide a sustainable, mixed use community offering a range of house types, community facilities, shops and employment opportunities. This approach seeks to lessen car dependency and promote a sense of wellbeing and community. Once fully developed Grandhome will deliver up to 7,000 new homes for Aberdeen.

The masterplan for Grandhome is made up of seven neighbourhoods including a vibrant town centre and business park. Each neighbourhood is designed to be traversed in 5-minutes by foot, from centre to edge, with the town centre spanning a 10-minute walk. Each neighbourhood will include a variety of housing tenure, size and type. 25% affordable housing will be provided on a tenure-blind basis, including provision as set out in the LDP for a Gypsy and Traveller halting site.

### *Mixed-Use Development*

The Grandhome masterplan includes shops and community facilities intended not only to cater for the new residents of Grandhome but also for the wider Bridge of Don community. The character of the town centre will be that of a traditional high street with a mix of commercial uses mainly located on the ground floor of residential units. A number of buildings have been identified within the town centre for specific commercial, retail and leisure uses.

Grandhome will provide three primary schools and one secondary school. These schools will be located on three sites, with the Academy

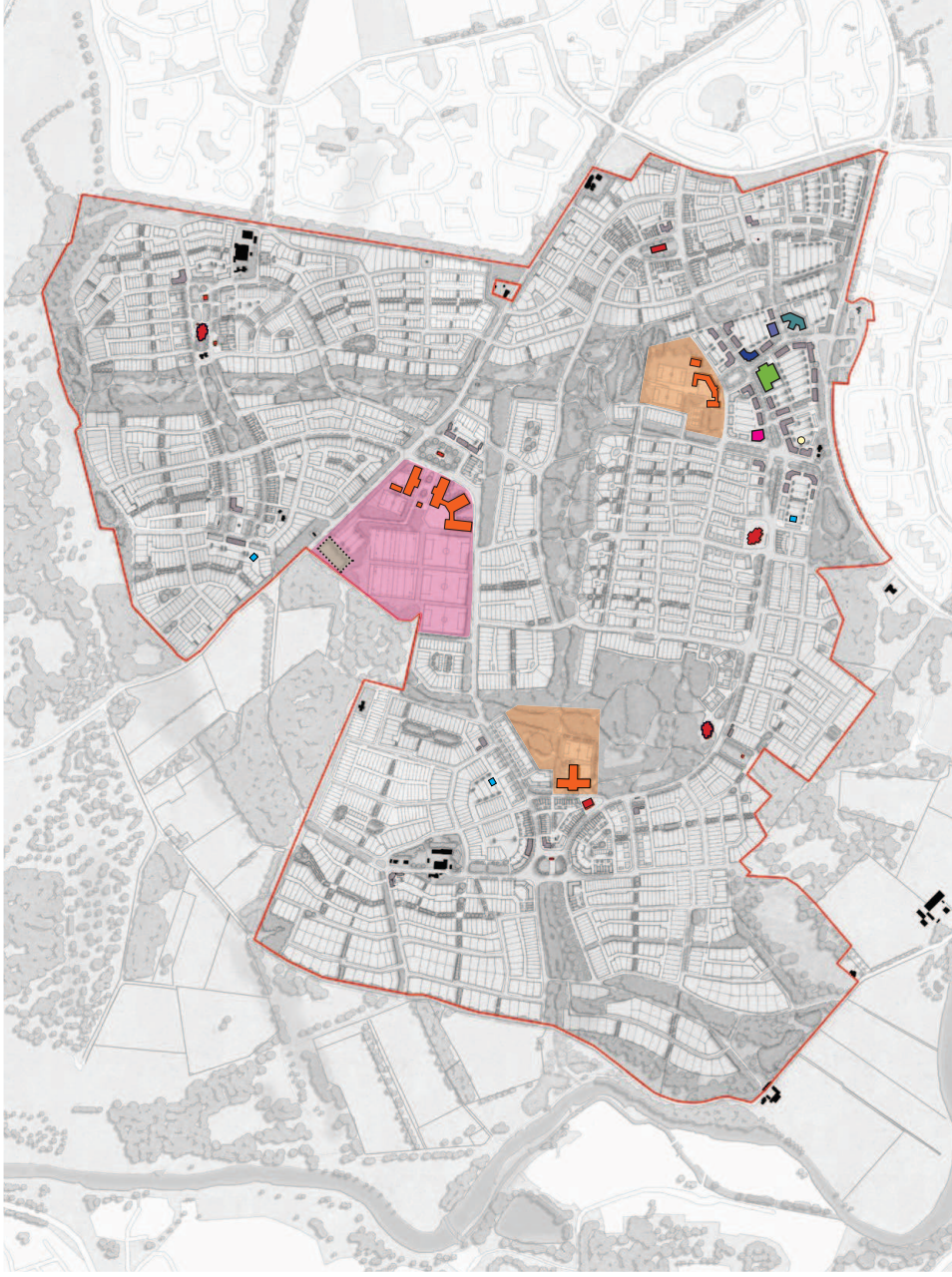


Figure 11: Proposed Indicative Locations of community facilities

and Clerkill Primary School sharing the same community campus.

As per the LDP Action Plan for Grandhome, the provision will be made for a 16 GP Health Centre, which will include four GPs from an existing Practice. Six dental chairs shall also be provided, alongside four community pharmacies.



### Connectivity

The Grandhome street network will be integrated and well-connected, providing ease of movement for pedestrians, cyclists and vehicles.

Pedestrian and cycle links will ensure a high degree of permeability within the development, providing connections to the existing and aspirational core paths network in the surrounding area.

Early discussions with local transport providers and Aberdeen City Council Public Transport Unit have informed the public transport strategy for the site.

The first phase will be served by an access onto Whitestripes Avenue, with future phases served by a main access onto the Parkway. Whitestripes Road will be upgraded.

Street design will be based on place-making principles and will design in traffic speeds of up to 20 mph where possible.



Figure 15: Grandhome masterplan, highlighting the latticed street network connecting the mixed-use neighbourhoods and response to the existing development.



Figure 16: Proposed key paths network

### Landscape Framework

Approximately 85 hectares of public open space will be provided within Grandhome which is 40 hectares in excess of Aberdeen City Council's minimum standards. A variety of spaces will be provided designed to support both biodiversity and for a range of both active and passive community uses.

The open space is configured as a connected network within the site connecting to corridors beyond the site, enhancing the Green Space Network (GSN) in north Aberdeen.



Figure 17: Landscape uses within Grandhome

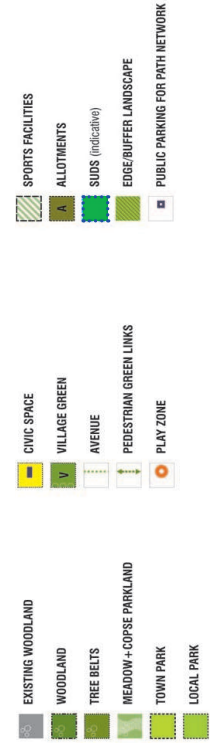


Table 3: Grandhome Open Space Provision

Formal Open Space	Number	Appropriate Area
Play Zone/Other Play Areas*	9 No.	4.8 Hectares
Large Scale Play Zone*	1 No.	2,500m <sup>2</sup>
Outdoor Sports Areas*	3 No.	9.5 Hectares
Allotments or Community Gardens	4 No.	2.3 Hectares
Town Park	1 No.	7.6 Hectares
Neighbourhood Parks North and West	2 No.	4.3 Hectares
Village Greens	5 No.	1.5 Hectares
Civic Square	5 No.	2 Hectares
<b>Total Formal Open Space</b>		<b>32.2 Hectares</b>

\*ACC open space categories as per Figure 5: Categories of Open Space; ACC Open Space Supplementary Guidance

Table 4: Open Space Standards - compliance with ACC Open Space Supplementary Guidance

Informal Open Space	Within 400M<sup>2</sup>-2Ha; 2000M<sup>2</sup>-5Ha	1 Ha	16 Ha	32 Hectares
Natural Greenspace And Green Corridors*				
Other Landscaped Areas				18.4 Hectares
<b>Total Informal Open Space</b>				<b>50.4 Hectares</b>
<b>Total Open Space</b>				<b>82.6 Hectares</b>

\*ACC open space categories as per Categories of Open Space; ACC Open Space Supplementary Guidance

## Section 6: Character Areas

The preceding elements of have been drawn together to illustrate particular areas of the Framework. These are the: Commercial Centres, Neighbourhood Centres, the Community Campus and the Parks. All of these areas aim to reinforce the walkable and accessible nature of the development as well as promote a variety of interactive experiences across the site. These character areas will be further detailed within the phased Masterplan Statements to come.

1. High Street and Town Centre
2. Business Park
3. Whitestripes and Bonnyside neighbourhood centres
4. Community Campus
5. Hilltop Park and Monument Wood



Figure 18: Grandhome character areas



Figure 19: Character Area 1- Grandhome's town centre will be a vibrant destination for both Grandhome residents and the wider Bridge of Don community. It's high street will feature retail, restaurants and shops on the ground floor and flats and offices above.



Figure 20: Character Area 2- Proposed commercial area- a view of the Grandhome business park, from a residential green to the north.



Figure 21: Character Area 4- Grandhome's Community Campus is located in the centre of the site, and will be a hub of activity for the settlement as a whole.

Table 2: Infrastructure Requirements: Summary of Delivery and Phasing

Phase	Infrastructure	Delivery
1	Whitestripes Avenue access and upgrade.	Grandhome Trust, ACC
	Whitestripes Road access and upgrade.	Grandhome Trust, ACC
	Core paths and NCR 1 links serving Phase 1.	Grandhome Trust, ACC
	Meadow and parkland including play zones.	Grandhome Trust
	Gas main connection	Scottish Gas
	Small scale biomass or CHP	Grandhome Trust or MUSCO
	Upgrade existing Whitestripes sub-station	Scottish Power
	Public Transport Service Diversion	Grandhome Trust, Bus Operators
	Connection to Bucksburn Telephone Exchange	BT
	Fibre-optic connection (broadband)	BT
1-7	Water Connection to Craigie Reservoir	Scottish Water
	Connection to Plesley WWTW	Scottish Water
	SUD's scheme appropriate to each development phase.	Grandhome Trust, SEPA, ACC
	Grandhome Primary School and sports facilities	Grandhome Trust, ACC
	Library	ACC
	Site for Community Building	Community
	Local park including play zones, and allotments.	Grandhome Trust
	Civic square/village green	Grandhome Trust
	Upgrade of Craigie Reservoir	Scottish Water
	De-trunking of Parkway. Access from Parkway with associated highway improvement works.	Grandhome Trust, ACC
2-5	Local health facilities including Health centre, Dentistry & Pharmacy	NHS Grampian
	Public Transport Strategy delivered in support of Phasing plan.	Grandhome Trust, Bus Operators
2-7	Installation of a larger capacity substation on-site.	Scottish Power
	Secondary access point on Whitestripes Avenue to serve the Business Park.	Grandhome Trust, ACC
3	Clerkhill Primary School and sports facilities	Grandhome Trust, ACC
	Site for Community Building	Community
	Neighbourhood park	Grandhome Trust
3-4	Additional access points on Whitestripes Road.	Grandhome Trust, ACC
	Neighbourhood park	Grandhome Trust
4	Neighbourhood park	Grandhome Trust
	Neighbourhood park	Grandhome Trust
5	Neighbourhood park and allotments	Grandhome Trust
	Cothill Primary School and sports facilities	Grandhome Trust, ACC
6	Grandhome Academy and sports facilities – merge with Olerkhill Primary School to form Clerkhill Community Campus	Grandhome Trust, ACC
	Neighbourhood park	Grandhome Trust
7	Neighbourhood park	Grandhome Trust

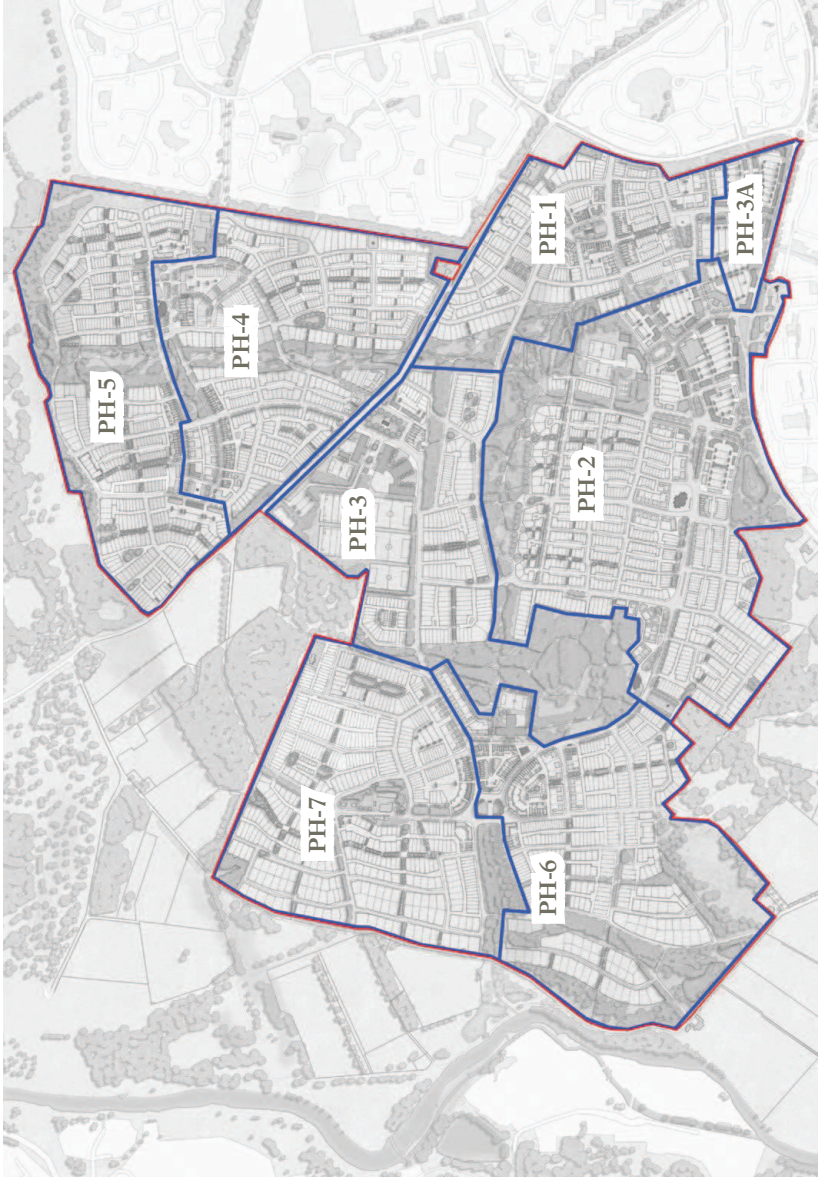


Figure 22: Grandhome Phasing Plan

### Section 7: Phasing + Delivery

The full development of Grandhome is likely to span over 30-40 years. In support of this a high level infrastructure phasing plan has been prepared demonstrating a balanced approach to infrastructure delivery: supporting the growing community whilst ensuring that infrastructure is brought forward at a point in time that is proportionate in terms of delivery costs and demand.

The masterplan will be implemented in seven phases, with the first phase comprising a complete neighbourhood. The phasing strategy reflects the housing allocation release as set out in the LDP and in connection to the delivery of the AWPR and 3rd Don Crossing.







# 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** should be understood broadly to include the full range of our activities and could refer to a decision, policy, strategy, plan, procedure, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Essentially everything we do!

## STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Rebecca Oakes	Planner	Planning and Sustainable Development	Enterprise, Planning and 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 delivering this proposal (for example other Council services or partner agencies).

Planning and Sustainable Development  
The Grandhome Trust – Landowners  
Duany Plater-Zyberk & Company (DPZ) – Masterplanning consultants  
Janet Benton – Landscape Designer  
Fairhurst Ltd. – Engineering Consultants  
Turnberry Planning Ltd. – Planning Consultants  
Peter Radmall Associates – Environmental Consultants

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. This must also include a summary of how this proposal complies with the public sector equality duty for people with protected characteristics - see Step 2. **Please return to this question after completing the EHRIA.**

Race – the proposals include the provision of a Gypsy Traveller site to improve access to facilities.

Younger – the proposals include the provision of education facilities and recreational Play Spaces for children. In addition there will be opportunities for nursery development within the proposed mixed-use centres.

Other

Housing – greater provision of housing to meet the housing demand, affordable housing to meeting housing needs, and a range of housing types to suit differing needs and as a result of demographic change.

Health – improved access to useable open spaces for leisure pursuits and opportunities for walking/cycling/exercise.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick which applies.

- Para 9 of EHRIA will be published in committee report in Section 6 “Impact”
- Full EHRIA will be attached to the committee report as an appendix
- Copied to Equalities Team to publish on the Council website

**STEP 2: Outline the aims of the proposal**

11. What are the main aims of the proposal?

Aberdeen City Council  
Potential new residents of the Grandhome development  
Existing residents of adjacent neighbourhoods (through access to new facilities)

The purpose of the Grandhome Development Framework is to guide and inform development within the site identified as Opportunity Sites OP12 in the Aberdeen Local Development Plan 2012. This ensures that Aberdeen City Council can control the quality of development coming forward.

The Development Framework details the vision for Grandhome is of a mixed-use urban extension of Aberdeen. This vision is underpinned by six core principles:

1. Strong sense of place
2. Sustainable and walkable neighbourhoods
3. A well-balanced mixed community
4. Green spaces to breathe
5. Well-connected street
6. A new centre for the Bridge of Don

The Development Framework provides the context within which future planning applications will be developed and assessed.

12. Who will benefit most from the proposal?

13. You should assess the impact of your proposal on equality groups and tell us how implementing this proposal will impact on the needs of the public sector equality duty to: eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.

- The proposal includes delivery of open space, recreational resources, community facilities, local retail, employment opportunities and a range of housing types to suit differing needs. Such measures will be of benefit and offer choice to the surrounding community, and especially residents to the newly created community at Grandhome.
- The Development Framework will help inform the future provision and deliverability of affordable and family homes in Aberdeen, enabling the retention of families within the City. The Framework includes proposals for a range of housing types and sizes, this increases opportunity for a range of potential homeowners and helps to deal with demographic and socio-economic changes in society. The Framework also includes an allocated Gypsy Traveller site which improves the user group's access to facilities.
- The Framework details the provision of a new road and street network which offers improved access for non-motorised forms of transport and transport choices for local residents, which is of particular benefit to those residents who do not have access to a car. This is coupled with increased permeability of the site and the promotion of walkable neighbourhoods.

- As part of the modernisation of the planning system in Scotland, public engagement plays a vital role in the preparation of plans and planning documents. This allows for people's involvement throughout the design and development process, and can make a real difference to the content of the final document. Throughout the masterplanning process, 'Charrette' and Scottish Sustainable Communities Initiative for Grandhome, the project team have worked with the local authority, Community Council and wider community to inform the finalised Framework.
- The preparation of the Grandhome Development Framework is based on Aberdeen City Council's Masterplanning Process, which advocates community and stakeholder engagement in the planning process at the earliest opportunity and seeks to maintain this involvement throughout its preparation. The document invites people to participate through the arranged consultation methods and events, regardless of who they are, or where they live.
- The input from the existing community has shaped the proposals ensuring that they meet the aspirations for the site. Detailed information about the consultation events held can be found in the Grandhome Framework document.
- In addition, public participation is encouraged throughout the pre-application and detailed planning stages of any future planning applications.

### **STEP 3: Gather and consider evidence**

15. What **evidence** is there to identify any potential positive or negative impacts in terms of involvement, consultation, research, officer knowledge and experience, equality monitoring data, user feedback and other? You must consider relevant evidence, including evidence from equality groups.

#### **Consultation**

The site allocation for the Grandhome site has been consulted upon widely through the Aberdeen Local Development Plan consultation process. Further community consultation was undertaken by the site owners.

The site was originally a Scottish Sustainable Communities Initiative (SSCI) project in March 2010. An 8 day long design exercise was carried out which translated ideas into plans and drawings and tested the Masterplan as it developed. A number of participative workshops took place, attended by members of the public and stakeholders alike.

Community and stakeholder events that took place during the masterplanning process for the Grandhome site includes:

- Local Development Plan: Development Options Consultation Event – June 2009
- Local Development Plan: Main Issues Report Consultation Event – November 2009
- Visioning workshops in February 2010
- SSCI Charrette Series 8 day workshop March 2010 – (Resulting report produced by Scottish Government Oct 2010)
- Early 2012 workshop

- Community Presentation – March 2012
- Architecture and Design Scotland Design Review April 2012
- Public exhibition October 2012
- Architecture and Design Scotland Design Forum January 2013

Further comments will be possible once the planning application has been submitted. Research such as Planning Advice Note 81: Community Engagement – Planning with People and in Scottish Planning=Effective and Delivery by Planning Aid for Scotland (October 2008) have evidenced and advocated the positive impacts of community involvement and consultation. The consultation carried out for Grandhome also followed the Aberdeen City Council Guidelines for Community Engagement.

**Research**

A Strategic Environmental Assessment of the Grandhome site has been carried out as part of the Aberdeen Local Development Plan process to identify any significant environmental effects arising from the settlement strategy and planning policies which development at Grandhome needs to comply with.

As part of the Aberdeen Local Development Plan process, and therefore for the allocation of sites including Grandhome, an analysis of socio-economic and demographic change was completed to inform the proposed plan. In addition, a Housing Need and Demand Assessment was completed which confirmed the need for more family housing in Aberdeen – therefore the Grandhome Development Framework has positive benefits in terms of helping to support and deliver more housing in a manner consistent with the Aberdeen Local Development Plan 2012.

**Officer Knowledge**

Professional expertise of Council officers was used during the consultation process of the development framework document. Comments were fed back into the process and helped to evolve and finalise the design proposals for Grandhome.

**STEP 4: Assess likely impacts on people with Protected Characteristics**

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	+	Disability	0	Gender Reassignment*	0
Older					
Marriage or Civil Partnership	0	Pregnancy and Maternity	0	Race**	+
Religion or Belief	0	Sex (gender)***	0	Sexual orientation****	0
Others e.g. poverty	+ health/housing				

Notes:

- \* Gender Reassignment includes Transsexual
- \*\* Race includes Gypsy/Travellers
- \*\*\* Sex (gender) i.e. men, women
- \*\*\*\* Sexual orientation includes LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above.

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
<p>Race – the proposals include the provision of a Gypsy Traveller site to improve access to facilities.</p> <p>Younger – the proposals include the provision of education facilities and recreational Play Spaces for children. In addition there will be opportunities for nursery development within the proposed mixed-use centres.</p> <p>Other Housing – greater provision of housing to meet the housing demand, affordable housing to meeting housing needs, and a range of housing types to suit differing needs and as a result of demographic change.</p> <p>Health – improved access to useable open spaces for leisure pursuits and opportunities for walking/cycling/exercise.</p>	

**STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance**

18. Does this proposal/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 saying how. **If you answer "no", go straight 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?**

No

### **Legality**

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

n/a

### **Legitimate aim**

20. Is the aim of the policy identified in Steps 1 and 2 a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

n/a

### **Proportionality**

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

n/a

### **STEP 6: Monitor and review**

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

Planning Applications: Continuous monitoring of future developments will be followed

through the statutory planning application process, and any resultant purification of matters specified in conditions.

Neighbour Notification: The Council must serve a neighbour notification notice on certain neighbouring property owners and occupiers as part of the planning application process.

The planning authority must carry out appropriate consultation as identified by planning statutes as part of the statutory planning application process. In addition, the developer is required to carry out public engagement a minimum of 12 weeks in advance of submitting a major planning application, in order to allow community views to be fed into the detailed design process and application assessment.

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

The result of this impact assessment will be used to inform the assessment and preparation of future development frameworks and masterplans in accordance with the Aberdeen Masterplanning Process.

As this Development Framework will form site-specific Supplementary Guidance, it will only inform future phased masterplans and planning applications within the site. Therefore no further development of the Framework is necessary. Any review of the Opportunity Site allocation with specific reference to deliverability is subject to a review of the Local Development Plan.

## 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
Rebecca Oakes	22 February 2013	

Quality check: document has been checked by

Name	Date	Signature
Laura Robertson	22 February 2013	

Head of Service (Sign-off)

Name	Date	Signature
Dr Margaret Bochel		



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**Now –**

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Telephone 01224 523039 Email [sandrab@aberdeencity.gov.uk](mailto:sandrab@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 <sup>th</sup> March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Strategic and Local Transportation Projects Update Report
REPORT NUMBER:	EPI/13/016

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### 1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the progress to date of various strategic and local transportation projects within Aberdeen City and the wider area. These 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:

- a) Note the contents of this report;
- b) Endorse development through Nestrans including Board decisions, completion of the 2012/13 programme of works and proposals for the 2013/14 programme of works;
- c) Approve the draft Sustainable Urban Mobility Plan (SUMP) work that has been undertaken to date (Stages 1, 2 & 4); and
- d) Agree that officers should undertake public consultation on the SUMP alongside the Aberdeen Local Development Plan pre-Main Issues Report consultation exercise on Options 1-3 and report the results of this consultation back to Committee in due course.

### 3. FINANCIAL IMPLICATIONS

The projects described in this report are being funded through various budgets including Nestrans, the Regional Transport Partnership. Details are included in the relevant sections. There are no implications for approved PBB options.

### 4. OTHER IMPLICATIONS

None

## 5. BACKGROUND/MAIN ISSUES

### **A) Issues Requiring a Committee Decision**

#### **1 Nestrans Projects and Programmes**

1.1 The Nestrans Board met on the 9<sup>th</sup> October 2012 and the 12<sup>th</sup> December 2012 and copies of the minutes of these meetings are included as Appendix A to this report. The Board also met on the 20<sup>th</sup> February 2013 and the minute of this meeting will be included within a future report.

#### **1.2 Nestrans Capital Programme 2012/13**

The capital programme expenditure for 2012/13 was approved at the Nestrans Board meeting on 18<sup>th</sup> April 2012 and details of the full programme within Aberdeen City, which is now largely complete, are listed below.

##### 1.2.1 Active Travel

###### Core Paths

The following Core Paths were implemented or improved:

- Core Path 8: Auchmill Community Woodland – widening and resurfacing (contract awarded for completion by the end of March);
- Core Path 61: Hazledene Road-Countesswells Road – resurfacing and stopping-up sections to non-authorized users (complete);
- Core Paths 63 and 68: Den of Cults – widening, resurfacing, drainage and signage (complete by the end of March);
- Core Path 66: Deeside Way – resurfacing gap sections with tarmac (complete by the end of March);
- Core Path 69: Duthie Park – resurfacing and additional works on length and specification of Core Paths used as active travel links through the park to take advantage of efficiencies elsewhere in the programme (complete by the end of March);
- Core Path 76: Lovers Walk – widening and resurfacing (complete); and
- Core Path 78: Coastal Path – resurfacing (complete by the end of March).

This was accompanied by promotional works (signage, interpretation and leaflets) and the detailed design of schemes for future implementation.

###### Aberdeen to Blackburn Cycle Route

The first phase of the route, from Aberdeen to Dyce, will be complete by the end of March. The route comprises a mix of shared use and on-road cycle facilities with the installation of two toucan crossings.

### Greenbrae Cycle Project

A series of works have taken place to improve pedestrian and cycle access within the Dubford area, particularly to Greenbrae School and Denmore Industrial Estate. These comprise new and resurfaced paths, shared use pavements and road safety improvements. The following links, as outlined in the original Action Plan (available at [www.aberdeencity.gov.uk/communitycycling](http://www.aberdeencity.gov.uk/communitycycling)) were implemented during 2012/13:

- Link 2: Greenbrae Crescent to Greenbrae Drive;
- Link 3: Greenbrae Drive to Seaview;
- Link 5: Dubford Road;
- Link 6: Lochside to Denmore Road;
- Link 7: Greenbrae Drive West; and
- Link 10: Seaview to Dubford Road.

A launch event to formally open the new routes will take place in May 2013.

Physical works have been accompanied by a soft measures campaign, including public events, school visits and road safety promotions.

## 1.2.2 Public Transport

### A96 Park and Choose

Work continues on the specimen design for inclusion in the Aberdeen Western Peripheral Route (AWPR) contract.

### Aberdeen City and Shire Joint Bus Stop Information Initiatives

A programme of replacement and/or provision of bus timetable display cases at bus stops within Aberdeen City and Aberdeenshire has taken place.

### Upgrade Bus Lane Enforcement Cameras on Strategic Bus Corridors

To improve the enforcement of bus lanes, new cameras and backroom equipment have been installed and system testing is currently taking place alongside a publicity campaign before the revised scheme becomes operational in April 2013.

### ARI Interchange

Jointly funded with NHS Grampian, an improved public transport interchange and associated bus priority measures have been implemented on the Aberdeen Royal Infirmary (ARI) site.

### Airport Bus Turning Circle

Design and tender documents are being prepared and the planning application has been submitted.

## 1.2.3 Strategic Road Safety Improvements

### Road Studs and Lining

Renewal of road studs and relining works on Wellington Road and the A944 are now complete.

### **1.3 Nestrans Revenue Programme 2012/13**

The revenue programme expenditure for 2012/13 was approved at the the same meeting and details of the programme are listed below.

#### 1.3.1 Bus Action Plan

##### Bridge of Don Park & Ride Feasibility

Work has been ongoing to determine the optimum option(s) for the future operation of the Bridge of Don Park and Ride, including options for relocation and increasing the capacity of the site. A tendering process is being undertaken to appoint a Development Partner for the AECC and the outcome of this will have a significant impact on the final location of the Park and Ride site. Appointment of the partner is expected in summer 2013.

##### Bus Link Improvements to Anderson Drive

Possible improvements, following implementation of the AWPR, have been identified for the Lang Stracht / North Anderson Drive and Great Western Road / Anderson Drive junctions. Work will continue to identify further improvements that can be made along the Anderson Drive corridor.

##### Upgrade of Backroom Office Equipment for Bus Lane Decriminalisation

See section 1.2.2.

##### King Street Bus Lane

The findings of a safety audit have been implemented to address minor problems with the operation of the bus lane between East North Street and the Castlegate.

##### Night Time Transport Zone

Lit signs at late night bus stops in the City Centre will be installed by the end of March.

#### 1.3.2 Rail Action Plan

##### Contribution to Dyce Shuttle Bus

The contract for operation of the Dyce Airlink service was awarded to Stagecoach Bluebird and the route has recently seen a substantial increase in patronage.

#### 1.3.3 Project Feasibility and Monitoring

##### Bridge of Dee - Project Feasibility & Development

The formal Scottish Transport Appraisal Guidance (STAG) process is ongoing with elements of work being progressed for the STAG Part 1 Appraisal phase of the work.

Following a meeting with adjacent Community Councils on 10<sup>th</sup> December 2012, preliminary design drawings for each concept have been made available on the Council's website to provide a set of outline plans for discussion and comment. This will enable highlighted issues to be considered as part of the continuing appraisal process. A meeting to inform all Council Members of progress to date on this scheme is also being arranged. There will be continued opportunities for stakeholder and public engagement throughout the appraisal process.

The following additional elements of work have been identified for completion by April 2013:

- Environmental Assessment;
- Technical Development; and
- Traffic Modelling.

Part 1 Appraisal Summary Tables (ASTs) and Volume 2 of the STAG report should be completed for consideration by the end of March 2014.

All information relating to the study can be found at:

[http://www.aberdeencity.gov.uk/transport\\_streets/roads\\_pavements/transport\\_projects/road\\_access\\_from\\_south\\_home.asp](http://www.aberdeencity.gov.uk/transport_streets/roads_pavements/transport_projects/road_access_from_south_home.asp).

1.4 Nestrans's total expenditure within Aberdeen City for 2012/13 is projected to be £917,000 capital and £299,000 revenue approximately.

### **1.5 Nestrans Capital Programme 2013/14**

The capital programme expenditure for 2013/14 was agreed at the Nestrans Board meeting on 20<sup>th</sup> February 2013 and details of the programme within Aberdeen City are provided in the following sections.

#### 1.5.1 Active Travel

##### Core Paths (£136,000)

Formartine and Buchan Way (Don Bridge, Parkhill) – joint masonry repairs with Aberdeenshire Council to prevent further structural decay on the former railway bridge and brickwork.

Further resurfacing and maintenance work, signage and leaflets.

##### Greenbrae Cycle Project (£32,000)

Formalisation of a cycle route from the study area to the community facilities on Jesmond Drive, comprising shared use footways, the installation of toucan crossings and other small-scale improvements. Work will be accompanied by a programme of events, educational initiatives and engagement with the public and with the school and business community.

##### Ellon Road Strategic Cycle Links (£25,000)

Identification of measures required to complete a continuous route from the Bridge of Don to the B999 / A90 roundabout and potential implementation of small-scale works.

Anderson Drive Strategic Cycle Links (£30,000)

Design and implementation of small-scale improvements for cyclists on Anderson Drive.

Dyce Drive Strategic Cycle Links (£10,000)

Design and possible installation of a missing cycle and pedestrian link from Dyce Avenue to Argyll Road along the north side of Dyce Drive.

A96 Aberdeen to Blackburn Cycle Route (£10,000)

Design work in relation to localised widening, consideration of crossings and review of existing facilities.

The Parkway Strategic Cycle Links (£20,000)

Design of a pedestrian and cycle route along the whole length of the Parkway.

Aberdeen Beach Recreational Cycle Route (£5000)

Design work in relation to a recreational route linking School Drive / Golf Road to the Beach Esplanade.

Westhill to Aberdeen Cycle Route Improvements (£5000)

Identification of small-scale improvements to the existing route, focusing around the Den of Maidencraig.

#### 1.5.2 Public Transport

Aberdeen City and Shire Joint Bus Stop Information Initiatives (£60,000)

Continued programme of replacement and/or provision of bus timetable display cases at bus stops within Aberdeen City and Aberdeenshire.

Airport Bus Turning Circle (£426,000)

Detailed design and construction of bus turning circle accessed from Foinavon Close.

A96 Park and Choose (£50,000)

Tendering process in conjunction with the AWPR.

#### 1.5.3 Strategic Road Safety Improvements

Accident Reduction on Strategic Routes (£40,000)

Retexturing of sections of the B999 (Murcar Roundabout to Potterton), B979 (Malcolm Road to Westhill) and the road from Kingswells Roundabout to Kirk Brae, Cults.

#### 1.5.4 Freight



A947 Oldmeldrum Road / Dyce Drive Junction Improvement (£25,000)  
Increase radii to improve turning manoeuvres for HGVs and ease congestion.

Howe Moss Drive / Dyce Drive Junction Improvement (£40,000)  
Increase radii to improve turning manoeuvres for HGVs, ease congestion and improve pedestrian safety.

## **1.6 Nestrans Revenue Programme 2013/14**

The revenue programme expenditure for 2013/14 was agreed at the same meeting and details of the programme within Aberdeen City are provided below.

### 1.6.1 Bus Action Plan

Bus Link Improvements to Anderson Drive (£30,000)  
Identification of public transport improvements along and across Anderson Drive following implementation of the AWPR.

### 1.6.2 Rail Action Plan

Contribution to Dyce Shuttle Bus (£25,000)

### 1.6.3 Project Feasibility and Monitoring

Bridge of Dee Project Feasibility and Development (£150,000)  
Continuation of the study into possible transport improvements on and around the Bridge of Dee.

Feasibility and Design Aspects of Locking in the Benefits (£50,000)  
Investigation of schemes prioritising sustainable transport movements in the City to take advantage of the benefits of the AWPR.

Economic and Environmental Assessment for City Centre Pedestrianisation (£40,000)  
Preliminary work to support the proposed pedestrianisation of Union Street.

1.7 Nestrans's total expenditure within Aberdeen City for 2013/14 is therefore anticipated to be £914,000 capital and £295,000 revenue.

## **1.8 Regional Transport Strategy**

1.8.1 In February 2013 the Nestrans Board agreed to undertake formal consultation on the refreshed Regional Transport Strategy. A full update on the preferred Strategy with a recommendation for a formal response will be brought to this Committee in May 2013.

- 1.9 It is therefore recommended that Members endorse development through Nestrans as outlined above, including Board decisions, completion of the 2012/13 programme of work and proposals for the 2013/14 programme of work.

## **2 Sustainable Urban Mobility Plan (SUMP)**

- 2.1 As Members will be aware from previous reports to this Committee, officers in Planning and Sustainable Development are preparing a Sustainable Urban Mobility Plan (SUMP), a transport masterplan which will look at the City Centre as a whole to achieve a range of urban transport solutions.

- 2.2 A successful SUMP:

- ensures the transport system is accessible to all;
- improves the safety and security of its users;
- reduces air and noise pollution, greenhouse gas emissions and energy consumption;
- improves the efficiency and cost-effectiveness of the transportation of people and goods; and
- enhances the attractiveness and quality of the urban environment.

- 2.3 The SUMP will enhance and further develop the transport themes contained within the adopted City Centre Development Framework and will seek to provide a comprehensive and detailed guide to how transport connections will develop over the next 25 years and how these connections will help to achieve regeneration of the City Centre as a whole.

### 2.4 Work undertaken to date

- 2.4.1 A significant volume of work has already been undertaken to progress the development of the SUMP and a summary of each of the stages is detailed below. Documents containing further information on each of these stages can be found at <http://www.aberdeencity.gov.uk/SUMP>, in the Members Library or on request from the Transport Strategy and Programmes team.

#### 2.4.2 Stage 1 - Prepare and Agree Project Plan

The Project Plan describes what a SUMP is and the benefits of preparing one and defines the City Centre boundary that the SUMP will cover. This corresponds to the City Centre map boundary as defined in the Aberdeen Local Development Plan 2012 (ALDP) proposals map. All major routes into the City Centre are also included.

The Project Plan states who will be directly involved in the preparation of the SUMP (the SUMP Project Team). These include Aberdeen City Council officers (from Transportation Strategy and

Programmes, Masterplanning, Design and Conservation and Road Safety and Traffic Management) and representatives of Nestrans and the Robert Gordon University (RGU).

The Nestrans RTS recognises the importance of a strong City Centre for the economy of the region as a whole. RGU is a partner in the Carbon Responsible Strategies for the North Sea Area (CARE North) project. CARE North aims to develop a comprehensive, strategic and practical approach to urban and regional transport / accessibility in the North Sea Region in the context of climate change and declining oil supplies.

The Project Plan also sets a timeframe for when each stage in the production of the SUMP is likely to be completed, identifies the key internal and external stakeholders and describes when they will be involved and consulted.

#### **2.4.3 Stage 2 – Key Document Review**

The key document review presents a summary of work that has been carried out within the City Centre over the past few decades, focusing primarily on the Union Street area. It also reviews the objectives of many key documents and highlights how the SUMP fits in with the principles and aims of these documents. Through the examination of the information gathered, the key document review sets out an overarching vision and objectives for the SUMP. These are outlined below.

##### **Vision:**

- To create a vibrant, attractive, connected and economically sustainable City Centre that is accessible to all and well equipped to adapt to changing circumstances over time.

##### **Objectives:**

- Create a City Centre which is easy to move around with improved connections between key activity nodes across the City Centre.
- Encourage appropriate access for all modes whilst ensuring essential trips into the City Centre are given priority.
- Increase walking and cycling opportunities within the City Centre and provide safe and convenient connections to the wider network of paths throughout the City. Provide infrastructure that supports both new and experienced cyclists.
- Improve public transport and provide tourism pick-up and drop-off points at appropriate locations within the City Centre.
- Improve access to the bus and rail stations and the ferry terminal.
- Raise awareness of and better promote access to the City Centre for potential users.

- Use a positive, integrated design approach to resolve any conflict between movement and place functions. The traffic functions of the area will not compromise the quality or the sense of place.
- Provide opportunities which encourage increasing levels of economic development and which create new employment within the City Centre.
- Increase the footfall at prime retail frontages.
- Improve air quality within the City Centre Air Quality Management Area (AQMA) to a point where the AQMA is revoked.
- Minimise the number of people exposed to high noise levels.
- Minimise the rate of road accident casualties and achieve national road safety targets.

#### 2.4.4 Stage 3 - Analysis of Existing City Centre Transport Network

In January, Members were informed that footfall surveys, on-street interviews, an online survey and stakeholder workshops had been undertaken. This work contributes towards Stage 3 of the SUMP. Initial analysis of the results has been undertaken, however additional cross tabulation work on the results of the on-street and on-line surveys is still ongoing. Once further analysis has been completed the findings will be presented to Members.

The following list represents the key messages that emerged from the consultation exercise (from members of the public and stakeholders) regarding the possible solutions that could be implemented within Aberdeen to combat the existing transport problems:

- When asked what they thought would make Aberdeen City Centre a more pleasant place, the five most popular answers from interviewees were:
  - Pedestrianisation / easier walking / better links;
  - Fewer cars / less traffic in the City Centre;
  - Improve Union Terrace Gardens;
  - Keep buildings / streets clean; and
  - Fewer empty shops.
- Solutions from Workshops
  - More public transport infrastructure (bus lanes, stations etc.);
  - Pedestrianisation of City Centre and public realm improvements;
  - Better routing (specifically for HGVs - possibly time restricted);
  - Review parking charges / reduce parking charges outwith peak hours;
  - Enforce traffic regulations for all road users; and
  - Improved signage and information for road users and pedestrians within the City.

#### 2.4.5 Stage 4 – Identification of Committed Development and Impacts

The purpose of Stage 4 is to identify all committed development projects which will impact upon the City Centre. These are split into five categories:

- Union Street and the Central Aberdeen Transport Infrastructure Programme;
- Other transport projects committed and ongoing;
- CARE North and Carbon Responsible Transport;
- Opportunity sites, as identified in the ALDP for new land use developments; and
- Other development sites not identified in the ALDP.

As well as identifying the projects, this section also assesses the impact that they will have upon transport and movement within the City Centre. As the projects have not yet been constructed, it is difficult to predict exactly what impact they will have. However, many of the schemes have been tested using the City Centre Transport Model to predict how traffic will behave with them in place while some projects are sufficiently developed to have either been assessed by engineers or to have completed Transport Assessments (TAs). Where possible, conclusions have been drawn based on these information sources.

## 2.5 Next steps

The ALDP team will publish a Main Issues Report (MIR) in January 2014. Prior to this an invitation will be extended to submit comments and ideas for the MIR regarding new policy approaches for the Local Development Plan or land allocations for development. This pre-MIR consultation process will likely take place between March and June 2013.

As transport and the regeneration of the City Centre are both topics that are integral to the successful development of Aberdeen City as a whole it would be beneficial for the SUMP to form part of this pre-MIR consultation exercise. It will therefore go out for consultation alongside the ALDP pre-MIR to seek the views of the public on how the SUMP could shape the future of the City Centre.

Three options will be presented to the public on how the SUMP could address the problems that have been identified within the City Centre and they will be asked for their views on each. These options are outlined below.

### Option 1 – Do Minimum (the Aberdeen example)

**Encourage Sustainable Travel** - this option can be regarded as the base option and is essentially 'business as usual'. No major interventions would take place within the City Centre in relation to transport. Traffic flow arrangements would remain as present. The promotion of sustainable transport would continue including wayfinding improvements, Park & Ride initiatives, upgrading of bus stops, Variable

Message Signs, the promotion of Aberdeen's Car Club and the hydrogen bus project. No major investment other than what is already proposed would be required for this option.

Issues – It is likely that all of the problems that have been identified as affecting Aberdeen City will continue or worsen.

Option 2– Encouragement (the Dundee example)

**Locking in the benefits of the AWPR and LTS and RTS schemes** - this option represents a concerted effort by the Council to promote the use of sustainable transport modes within the City Centre and its surrounding transport corridors and to utilise capacity released by the committed schemes to improve the area and make it more sustainable transport-friendly. This could include programmes of pedestrianisation within areas of the City Centre and bus priority into and within the City Centre. This option represents traffic accommodation through road building, with a focus on the promotion of sustainable transport modes.

Issues – Some level of investment, minor adjustments to road traffic flow.

Option 3 – Do Maximum (the Liverpool example)

**Managing demand for transport and increased investment** - This option assumes the implementation of Option 2 plus more significant intervention by the Council by not only making the City Centre more sustainable transport-friendly but by also discouraging / preventing the use of vehicles within the City Centre. This could include an immediate move towards pedestrianisation throughout the core area of the City Centre, a centralised bus hub, bus lane priority and the implementation of cycle lanes on all major corridors, shared use streetscapes on all minor roads with pedestrian priority across minor road junctions, a Low Emission Zone, the promotion of a cycle hire scheme, peripheral car parking only and an active discouragement of vehicles within the City Centre.

Issues – major investment, major adjustments to road traffic flow.

2.6 We will report the findings of the SUMP pre-MIR consultation work back to Members alongside more detailed analysis of our Stage 3 work at the next appropriate Committee. The results of this consultation will inform a draft SUMP document which will outline how the City Centre should develop over the next 25 years in terms of transport solutions.

2.7 It is therefore recommended that Members:

- i) Approve the draft SUMP work that has been undertaken to date (Stages 1, 2 & 4); and
- ii) Agree that officers should undertake public consultation alongside the ALDP pre-MIR consultation exercise on Options 1-3 and report the results of this consultation back to Committee at a later date.

## **B) Issues for Information**

### **Active Travel and Air Quality**

#### **3 Bikeability Scotland 'Support Plus' Fund**

3.1 In January 2013, Aberdeen City Council submitted an application to Cycling Scotland's Bikeability Scotland 'Support Plus' Fund to deliver a series of projects which will work together to increase the number of primary schools in the City with the available manpower and physical resources to offer on-road cycle training to pupils.

3.2 These projects include:

- Launching a recruitment campaign in local press and on radio, encouraging members of the public to undertake the relevant training and to volunteer as Bikeability instructors. Volunteers can then be allied with a local school struggling to attract volunteers from the parent community;
- Establishing a fund for applications to the Protecting Vulnerable Groups (PVG) Scheme for new volunteers;
- Making mentor support available to new instructors and schools embarking upon Bikeability for the first time via the City Wardens; and
- Equipping schools with 'Child Cycle Training in Progress' signs and other resources to enable training to take place in a real road environment.

3.3 In March, Cycling Scotland announced that this application had been successful and Aberdeen City Council would receive a grant of £9,405 for the above projects. Work is now ongoing to ensure the radio and press adverts can be launched by the end of March, in time for the schools returning for the summer term and commencing Bikeability.

#### **4 External Funding for Active Travel Projects 2012/13**

4.1 Throughout 2012/13 the Transport Strategy and Programmes Team continued to seek opportunities for external funding for active travel projects whenever these arose. External funding is vital for some projects for which no internal funding source exists (such as school travel initiatives) and benefits other projects by increasing the total available to spend.

4.2 The following is a breakdown of external funding that was successfully attracted during 2012/13:

- **Sustrans Community Links Fund - £95,962**, used to match fund with Nestrans resurfacing works on the Deeside Way and path and road safety improvements in the Dubford area as part of the Greenbrae Cycle Project.
- **Sustrans School Cycle Parking Fund - £8,750**, used to match fund new / improved cycle and scooter parking facilities at

Fernielea School, Ferryhill School and Torry Academy. The remaining funding was supplied from the Council's Cycling, Walking and Safer Streets allocation.

- **Nestrans – £2,800**, to take advantage of efficiencies elsewhere in the programme, to fund repairs to Muirfield School's cycle shelter and the purchase of three scooter pods (capable of accommodating 36 scooters) at Ashley Road School.
- **Bikeability Scotland 'Support Plus' Fund - £9,405**, see section 3 for details.
- **Total = £116, 917.**

## **5 Give Me Cycle Space**

- 5.1 Following a successful campaign in 2012, Aberdeen City Council will take part in Give Me Cycle Space again in 2013. Coordinated by Cycling Scotland, this is a social marketing campaign to increase awareness amongst drivers of children cycling to school and to encourage drivers to give cyclists plenty of room when passing them on the road.
- 5.2 The campaign will run in the summer term, with local advertising on bus rears, at bus stops and on banners at the gates of participating schools, supported by local and national press, radio and television adverts. Senior pupils at participating schools will take part in a series of cycling-related activities to coincide with the campaign, culminating in a visit from The Clan, Scotland's premiere bike stunt team, to two of the schools in June.
- 5.3 This year the campaign advertising will centre on the Cove Bay area, with Charleston School and Loirston School, and in the Northfield and Mastrick areas, with Heathryburn School, Manor Park School, Muirfield School and Quarryhill School.

## **6 Muirfield Make a Difference Project**

- 6.1 As reported to this Committee in November 2012, Muirfield School was successful in their bid to Cycling Scotland's Cycle Friendly and Sustainable Communities Fund, securing £6,000 in funding towards developing and promoting cycling in their community.
- 6.2 The Muirfield Make a Difference (MAD) project aims to develop a love of cycling in the whole school community by purchasing bikes and developing a portable skills track in the playground for children, staff and parents to practice on, thereby improving fitness levels and opening up new lifestyle choices to children and their families.
- 6.3 The school has now purchased a pool of twenty mountain bikes and helmets. Staff have been trained in community mapping to help them map safe cycle routes in the local area and will also be trained in outdoor first aid, Bikeability delivery and as Trail Cycle Leaders. Once



training is complete, the school will organise an open morning to formally launch the project.

## **7 Electric Vehicle Procurement Support Scheme**

- 7.1 In January 2013 Members were informed that Aberdeen City Council had been awarded funding from Transport Scotland to procure and install electric vehicle charging points in publicly accessible locations across the City. In December 2012 the Council's Finance and Resources Committee authorised officers to begin the procurement process using an open tender in accordance with SO1(3) of the Council's Standing Orders Relating to Contracts. This related to the supply of the units and their maintenance for a three-year period. The tender exercise concluded in January and officers have now awarded the contract to the successful tenderer, APT Technologies. This company has already supplied units to the Council and other local authorities across Scotland.
- 7.2 Transport Scotland dictates that at least six dual-outlet posts be installed, consisting of two rapid chargers (capable of fully recharging a car in 20 minutes), two fast chargers (capable of fully recharging a car in 2-3 hours) and two 7kW chargers (capable of fully recharging a car in 6 hours). As these units require significant power, the availability of an adequate power supply will have a bearing on their location.
- 7.3 Following consultation with the Electric Vehicle Association Scotland (EVAS) on the preferred locations of the charging points, officers have been liaising with the Council's Lighting Team and Scottish and Southern Energy (SSE) to establish the feasibility of installing units in these locations. Seven provisional locations have been identified, subject to the cost of the supporting infrastructure, which is to be confirmed by SSE in March, falling within the budget. These are shown in the table below.

<b>Location</b>	<b>Number of parking spaces required</b>	<b>Charger Type</b>	<b>Charging time</b>
Gallowgate car park	2	Double rapid charger	20-30 minutes
Sclattie Park car park, Bucksburn	2	Double rapid charger	20-30 minutes
Chapel Street car park	2	Double fast charger	2-3 hours
Frederick Street car park	2	Double fast charger	2-3 hours
Duthie Park	2	Double fast charger	2-3 hours
Gallowgate car Park	2	Double 7kW charger	6 hours

Kingswells Park and Ride	2	Double 7kW charger	6 hours
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- 7.4 Officers within Planning and Sustainable Development are now working with colleagues in the Road Safety and Traffic Management team to progress Traffic Regulation Orders (TROs) to allow 'electric vehicle only' spaces to be created. It is anticipated that these proposals will be brought to this Committee in a separate report.
- 7.5 The original deadline for completion of the installation was 31<sup>st</sup> March 2013. However, due to the late award of the grant funding, Transport Scotland have now extended this until 30<sup>th</sup> June 2013. It is anticipated that the installations will be completed by the end of April.

## **Public Transport**

### **8 Crematorium Bus Service**

- 8.1 The reinstatement of a Crematorium Bus Service was approved in principal by the Council on the 10<sup>th</sup> October 2012 and the final details of the service were approved by the Housing and Environment Committee on 15<sup>th</sup> January 2013 and the budget approved at full Council on 14<sup>th</sup> February 2013.
- 8.2 This service will begin operation with effect from Monday 1st April 2013 as a local bus service (number 94) operated by Central Coaches on a fully accessible vehicle. The service will operate from the Bus Port at ARI to Woodend Terminus then onward to the Crematorium between 09:00 and 16:34, Monday to Friday.
- 8.3 Passengers will be picked up / dropped off at ARI and the Woodend Terminus. The stretch of road between Skene Road and the Crematorium will be treated as 'Hail and Ride' meaning that, although there are no bus stops in place, the bus will stop for anyone who requests it. Passengers will be dropped off and picked up adjacent to the office at the Crematorium.
- 8.4 The service will initially operate for a period of one year during which time usage will be carefully monitored and following which the service will be reviewed.
- 8.5 Fares will be charged as follows:
  - Adult: £0.70 single, £1.00 return.
  - Child: £0.35 single, £0.50 return.
  - National Entitlement Card holders: Free.
- 8.6 Officers will work closely with the voluntary sector, partners and stakeholders to publicise the service and to ensure as many passengers as possible are attracted to the service.

## **Freight**

### **9 Freight Actions**

- 9.1 Aberdeen City Council, Aberdeenshire Council, Nestrans and many local and national freight stakeholders are partners in the Freight Forum, a group instigated to enable discussion on all matters related to freight in the region. The Freight Forum meet a couple of times a year and feed into local, regional and national infrastructure proposals, discuss topical issues with experts and network with others in their field. A significant role of the group is implementation of the Freight Action Plan (FAP).
- 9.2 The FAP is a Nestrans-led initiative which identifies actions and projects to enhance the effectiveness of freight movement to meet the aims of the RTS. The document can be accessed via the following link and is currently being reviewed to refresh the aims, objectives and actions:  
[http://www.nestrans.org.uk/db\\_docs/docs/Final%20Freight%20Action%20Plan.pdf](http://www.nestrans.org.uk/db_docs/docs/Final%20Freight%20Action%20Plan.pdf).
- 9.3 Actions undertaken in relation to the FAP and Freight Forum have economic benefits for the City and region. In gaining a better understanding of the industry and the role it plays in our local economy the Freight Forum can effectively and actively participate in the development of the City for the benefit of all. Works to date have included freight flow recording and surveys enabling a better understanding of the industry and freight movements through the City, safety campaigns including the distribution of fresnel lenses which increase the visibility of cyclists travelling alongside HGVs and the distribution of freight maps to direct visiting drivers to appropriate HGV routes. The freight maps are available on Aberdeen City Council's website at the following link:  
[http://www.aberdeencity.gov.uk/planning\\_environment/planning/transp ort/pla\\_freight\\_aberdeen.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/transp ort/pla_freight_aberdeen.asp).
- 9.4 Through the Freight Forum a number of infrastructure improvements have been identified by hauliers and logistics operators. Council officers have undertaken a review of the suggestions relating to the City's infrastructure in order to determine which projects can and should be taken forward, in partnership with Nestrans, for the benefits of City and visitor freight movements.
- 9.5 The full list of improvements and officer responses has been included in Appendix B. From that list a number of small scale improvements are recommended for implementation and these actions are briefly described in the table. Many of these improvements will benefit all road users as they allow large vehicles to move more smoothly across the network, reducing conflicts and delays at key points. Where required funding is being sought and ongoing design and implementation will be

undertaken in-house. This Committee will be updated on progress in due course.

## Other

### **10 Scottish Transport Awards 2013**

10.1 Aberdeen City Council and its partners have submitted the following projects for consideration at the 2013 Scottish Transport Awards:

- Most Effective Road Safety, Traffic Management and Enforcement Project – Improving Road Safety in Aberdeen
- Best Practice in Travel to School and Work Schemes – School Cycling Initiatives
- Achievements in Cycling – The Greenbrae Cycle Project
- Excellence in Walking and Public Realm – The Green Streetscape
- Contribution Towards Sustainable Transport – The Strategic Transport Fund (with Nestrans, Aberdeenshire Council and Aberdeen City and Shire Strategic Development Planning Authority)
- Contribution Towards Sustainable Transport – Sustainable Urban Mobility Plan
- Contribution Towards Sustainable Transport – Aberdeen Car Club (with Co-wheels and Nestrans)
- Most Innovative Transport Project of the Year - The Strategic Transport Fund (with Nestrans, Aberdeenshire Council and Aberdeen City and Shire Strategic Development Planning Authority)
- Transport Team / Partnership of the Year - Aberdeen Car Club (with Co-wheels and Nestrans)
- Transport Team / Partnership of the Year – The Night-Time Transport Zone
- Transport Team / Partnership of the Year - Aberdeen Royal Infirmary Bus Interchange (with Nestrans and NHS Grampian)
- Excellence in Travel Information and Marketing - Aberdeen Car Club (with Co-wheels and Nestrans)

10.2 Shortlisted projects will be announced in March, while the awards ceremony takes place in Glasgow on 20<sup>th</sup> June 2013.

## **6. IMPACT**

The contents of this report link to the Community Plan vision of creating a 'sustainable City with an integrated transport system that is accessible to all'.

All of the projects and strategies referred to in this report will contribute to delivery of the Smarter Mobility aims of *Aberdeen – The Smarter City*: “We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the rest of the world. We will encourage cycling and walking”, and

“We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.”

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.

## 7. BACKGROUND PAPERS

All background papers are referenced within the main body of the report.

## 8. REPORT AUTHOR DETAILS

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## Appendix A

### NORTH EAST TRANSPORT PARTNERSHIP

Minute of Meeting of the North East Transport Partnership

Aberdeen, 9 October, 2012

Present: Councillor Argyle (Chairperson); Councillor Milne (Deputy Chair); Eddie Anderson (Deputy Chair); and Councillors Finlayson, Grant, and McCaig (Aberdeen City Council), Councillors Clark, Evison (as substitute for Councillor Buchan) and Mollison (as substitute for Councillor Latham) (Aberdeenshire Council), David Sullivan (External Member), and Maggie Bochel (Adviser to the Board).

In attendance: Martin Allan (Aberdeen City Council), Jenny Anderson (Nestrans), Tom Buchan (Aberdeenshire Council), Rebecka Coull (Aberdeen City Council), Rab Dickson (Nestrans), Kirsty Morrison (Nestrans), Derick Murray (Nestrans), and Ewan Wallace (Aberdeenshire Council).

Apologies: Stephen Archer (Adviser to the Board), Councillor Buchan (Aberdeenshire Council), Jennifer Craw (External Member), Councillor Latham (Aberdeenshire Council), and Derek Provan (External Member).

**The agenda and reports associated with this minute can be located at the following link:**

<http://www.nestrans.org.uk/48/board-meetings.html>

#### MINUTE OF PREVIOUS MEETING

1. The Board had before it the minute of its previous meeting of 29 August, 2012.

**The Board resolved:**

to approve the minute as a correct record.

#### LIAISON BETWEEN REGIONAL TRANSPORT PARTNERSHIPS AND THE SCOTTISH GOVERNMENT AND OTHERS

2. With reference to article 3 of the minute of its previous meeting of 29 August, 2012, the Board had before it a report by the Director which provided an update on liaison with other Regional Transport Partnerships (RTPs), the Scottish Government and others.

The meetings included –

- Regional Transport Partnership Chairs in Stranraer on 5 September, 2012
- Virgin Airways Parliamentary Reception in Edinburgh on 5 September, 2012
- Aberdeen City and Shire Economic Forum (ACSEF) in Aberdeen on 7 September, 2012
- ACSEF/ Nestrans/ Hitrans Westminster Reception on 12 September, 2012
- Transport Scotland High Speed Rail Seminar in Glasgow on 17 September, 2012
- Scottish Council for Development and Industry (SCDI) dinner with Transport Minister in Aberdeen on 19 September, 2012
- Nestrans/ Hitrans meeting with Civil Aviation Authority in London on 20 September, 2012
- ACSEF Holyrood Reception on 2 October, 2012
- Regional Transport Partnership Lead Officers' meeting in Perth on 3 October, 2012.

The Director provided a verbal update on matters including (1) the Gatwick pricing structure, (2) high speed rail links and its impact on the North East of Scotland, and (3) the third Heathrow runway and other potential options in this regard.

**The Board resolved:**

- (i) to note progress on liaison arrangements with other Regional Transport Partnerships, the Scottish Government, and others; and
- (ii) to note the arrangements for future meetings as detailed within the report.

**STRATEGIC TRANSPORT FUND**

3. With reference to article 12 of the minute of its meeting of 18 April, 2012 the Board had before it a report by the Director which updated members on the implementation of the Strategic Transport Fund since the adoption of the guidance “Delivering Identified Projects through a Strategic Transport Fund”, and sought approval for the Chair and Vice Chair (Councillor Milne) to be named as Proper Officers so they could sign Section 75 agreements relating to the Strategic Transport Fund in the absence of the Director.

A supplementary paper was circulated to members which presented a draft prioritisation of culminative transport interventions for the Strategic Transport Fund, categorised into short, medium and long term projects.

The Board was advised that further legal advice had been sought prior to the meeting as to whether it was appropriate that further Proper Officers be appointed, and the advice of the Head of Legal and Democratic Services (Aberdeen City Council) was that the Board should authorise the Director to

delegate the authority to an appropriate officer of Nestrans to sign agreements in his absence, or when required.

**The report recommended –**

that the Board –

- (a) notes the updates as contained within the report;
- (b) agrees the proposed timescale for prioritisation;
- (c) notes the proposed timescale for the Strategic Development Planning Authority to carry out a review and update of the supplementary guidance; and
- (d) agrees the appointment of the Chair and Vice Chair (Councillor Milne) as Proper Officers, able to sign Section 75 agreements for the Strategic Transport Fund on behalf of Nestrans.

**The Board resolved:**

- (i) to approve recommendations (a) – (c);
- (ii) to instruct the Director to consult relevant parties on the draft prioritisation of cumulative transport interventions for the Strategic Transport Fund document; and
- (ii) to delegate power to the Director (as Proper Officer) to authorise appropriate officer of Nestrans to sign agreements in his absence, or when required.

**A90 LAURENCEKIRK JUNCTION**

4. The Board had before it a report by the Director which presented a draft report on work undertaken by Nestrans in relation to the Laurencekirk Junctions with the A90 trunk road.

**The Board resolved:**

- (i) to commend and approve the draft A90 Laurencekirk Junctions report for publication on the Nestrans website; and
- (ii) to instruct officers to submit the report to Transport Scotland and urge that further consideration be given to the construction of grade separated junctions on the A90 at Laurencekirk.

**PROGRESS REPORT**

5. With reference to article 5 of the minute of its previous meeting of 29 August, 2012, the Board had before it a progress chart summarising the work in the three sub strategies of the Regional Transport Strategy as at 1 October, 2012.

**The Board resolved:**

to note the content of the progress chart.

**PUBLICATIONS AND CONSULTATIONS**



6. With reference to article 6 of the minute of its previous meeting of 29 August, 2012, the Board had before it a report by the Director which summarised and advised on a number of different publications and consultations as follows and sought approval of draft responses as appropriate –

- Aviation Policy Consultation
- Aberdeen Harbour Board – “A Case for Growth”
- Drink/ Drive Limit Consultation
- National Planning Framework 3

The Board noted that the response to the Draft Aviation Policy would be completed further to a consultation meeting with the Department of Transport on 12 October, 2012, and sent to all Members.

**The Board resolved:**

- (i) to note the report and the documents referred to above, and to endorse the comments as Nestrans’ response to the Drink/ Drive consultation and Aberdeen Harbour’s “Case for Growth”; and
- (ii) to note that a joint workshop on the National Planning Framework 3 with Nestrans, the Strategic Development Planning Authority and the Scottish Government had been scheduled for 9 November, 2012.

**NORTH EAST TRANSPORT CONSULTATIVE FORUM**

7. The Board had before it a report by the Director which proposed a date for a future meeting of the North East Transport Consultative Forum.

**The Board resolved:**

- (i) to agree that the North East Transport Consultative Forum will meet on Tuesday 30 October, 2012 at 5.30pm; and
- (ii) to agree that this meeting be utilised as an opportunity to garner views on the refresh of the Regional Transport Strategy and the consultation questions and changes proposed in the main issues report.

**BUDGET MATTERS**

8. With reference to article 8 of the minute of its previous meeting of 29 August, 2012, the Board had before it a report by the Treasurer which provided an update on spend and programming of the Partnership’s 2012/13 budget and forecast outturn in this regard. The report also provided details of the recently published budget proposals of the Scottish Government.

The Board noted that income had been received towards the Strategic Transport Fund, and that the money would be retained in the Fund in the balance sheet and would not be shown as income in the accounts until work associated with the Strategic Transport Fund commenced. Mr Buchan advised the Board that he would report back to the next meeting on the most appropriate way to report this income.

**The Board resolved:**

- (i) to note the monitoring position and forecast; and
- (ii) to note the draft budget information from the Scottish Government.

**INFORMATION BULLETIN**

9. With reference to article 9 of the minute of its previous meeting of 29 August 2012, 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 as follows –

- December, 2012 rail timetable
- A947 Parkhill – Banff route study report
- Nestrans' press releases
- European Mobility Week
- Liftshare success.

The Board noted that page 103 of the report advised that a further three northbound and three southbound services would be added to the existing Portlethen services the Monday – Saturday timetable, but on page 104 of the report, the press release stated that Portlethen would gain a total of five more calls a day. Rab Dickson undertook to clarify which of these statements was correct.

**The Board resolved:**

- (i) to note the information as presented ;and
- (ii) to note that officers would arrange suitable publicity for the changes at Portlethen and ask Scotrail if they would consider providing extra facilities at the station to reflect the increase in traffic.

**CONFERENCES AND PRESENTATIONS**

10. With reference to article 10 of the minute of its previous meeting of 29 August, 2012, 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 information as presented.

**PENDING BUSINESS AND REPORTS FOR FUTURE MEETINGS**

11. With reference to article 11 of the minute of its previous meeting of 29 August, 2012, 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 information.  
- **PETER ARGYLE, Chairperson**.

## NORTH EAST TRANSPORT PARTNERSHIP

### Minute of Meeting of the North East Transport Partnership

Aberdeen, 12 December, 2012

Present: Councillor Argyle (Chairperson); Councillor Milne (Deputy Chair); Eddie Anderson (Deputy Chair); and Councillors Finlayson, Grant, and McCaig (Aberdeen City Council), Councillors Buchan, Clark, and Latham (Aberdeenshire Council) and Maggie Bochel (Adviser to the Board).

In attendance: Tom Buchan (Aberdeenshire Council), Rebecka Coull (Aberdeen City Council), Rab Dickson (Nestrans), Kirsty Morrison (Nestrans), and Derick Murray (Nestrans).

Apologies: Stephen Archer (Adviser to the Board), Jennifer Craw (External Member), Derek Provan (External Member), and David Sullivan (External Member).

**The agenda and reports associated with this minute can be located at the following link:**

<http://www.nestrans.org.uk/48/board-meetings.html>

### MINUTE OF PREVIOUS MEETING

1. The Board had before it the minute of its previous meeting of 9 October, 2012.

**The Board resolved:**

to approve the minute as a correct record.

### LIAISON BETWEEN REGIONAL TRANSPORT PARTNERSHIPS AND THE SCOTTISH GOVERNMENT AND OTHERS

2. With reference to article 2 of the minute of its previous meeting of 9 October, 2012, the Board had before it a report by the Director which provided an update on liaison with other Regional Transport Partnerships (RTPs), the Scottish Government and others.

The meetings included –

- ACSEF Holyrood Reception in Edinburgh on 2 October, 2012
- Regional Transport Partnership Lead Officers' meetings in Perth on 3 October, 2012, in Glasgow on 1 November, 2012 and in Aberdeen on 14 November, 2012
- Health and Transport Action Plan Steering Group in Aberdeen on 12 October, 2012

- Department for Transport/ Transport Scotland seminar on Aviation Consultation in Glasgow on 12 October, 2012
- Fast Track Group (High Speed Rail) in Glasgow on 15 October, 2012
- Transport Scotland seminar on High Speed Rail in Glasgow on 12 and 13 November, 2012
- Transport Scotland in relation to the dualling of A9 and A96 in Inverness on 12 October, 2012
- Scottish Government/ Nestrans/ Councils on Smart ticketing in Aberdeen on 16 October, 2012
- Scottish Parliament All Party Group on Aviation in Edinburgh on 31 October, 2012.

The Board discussed at length the A9 and A96 proposals, and the newly proposed high speed rail link between Glasgow and Edinburgh. The Board intimated its disappointment at this announcement. The Director also advised that the Chef du Cabinet for Transport in the European Union parliament had indicated he was keen to visit and north and north east of Scotland to hear directly what the issues are, and that a visit was currently being programmed.

**The Board resolved:**

- (i) to note progress on liaison arrangements with other Regional Transport Partnerships, the Scottish Government, and others;
- (ii) to note the arrangements for future meetings as detailed within the report;
- (iii) to note that the Director was to write to Transport Scotland to state that it was the view of officers and the Board that when the A96 is upgraded, that this should include a retrospective refit of the junctions at Blackburn and Kintore; and
- (iv) to note that the Director was to write to Transport Scotland to state that it was the view of officers and the Board that if the upgrades of the A9 and A96 include a provision for grade separated junctions, that this strengthens the case for a grade separated junction at Laurencekirk.

**PRESENTATION BY ABERDEEN INSPIRED**

3. The Board heard from Alan Bree, Project Manager for Aberdeen Inspired (previously Aberdeen Business Improvement District), who outlined the footprint of the BID, the businesses included and the Board of Directors; and spoke through the themes of the project.

The Board listened with interest and asked a number of questions of Mr Bree. The Chair thanked Mr Bree for attending.

**REGIONAL TRANSPORT STRATEGY REFRESH**

4. With reference to article 4 of the minute of its meeting of 29 August, 2012, the Board had before it a report by the Director which brought members up to date with the refresh of the Regional Transport Strategy (RTS) that was

being undertaken, and advised as to the consultation that had been undertaken to date.

The report advised that the next steps were as follows –

- to review and take on board the consultation responses
- to undertake an environmental assessment of the proposed changes to the RTS and the alternatives, as per the SEA guidelines
- to undertake an equalities impact assessment of the proposed changes to the RTS and the alternatives
- report the Environmental Report and proposed RTS to the Board in February 2013 for approval
- to submit the Environmental Report and proposed RTS to the SEA consultation authorities for comments as well as making this available to the public
- refer the RTS and Environmental Report to the two Councils for Consideration
- take on board the comments of the SEA consultation authorities and partner Councils
- submit the RTS to Scottish Ministers for approval.

**The Board resolved:**

- (i) to note the content of the report; and
- (ii) to approve the proposed next steps as outlined above.

**STRATEGIC TRANSPORT FUND – UPDATE**

5. With reference to article 4 of the minute of its previous meeting of 9 October, 2012, the Board had before it a report by the Director which brought members up to date on the implementation of the Strategic Transport Fund further to the adoption of the guidance “Delivering Identified Projects through a Strategic Transport Fund”.

**The Board resolved:**

- (i) to note the update on payments into the Strategic Transport Fund; and
- (ii) to agree the amended timescales for consultation, as detailed within the report.

**NATIONAL PLANNING FRAMEWORK 3**

6. The Board had before it a report which had been prepared for the Strategic Development Planning Authority (SDPA), which presented proposed responses to Scottish Government consultations on the National Planning Framework 3 and Scottish Planning Policy. Appended to the report was (1) a note of the joint SDPA/Nestrans seminar on 9 November, 2012; (2) a draft response to the National Planning Framework 3 – Early Engagement; (3) National Planning Framework – National Development Submissions; (4) a draft response to the Scottish Planning Policy Review consultation; (5) the “Directions for Growth” document published by Aberdeen Harbour; and (6) a

stakeholders summary report which had been collated to inform a Development Framework for South Peterhead.

Officers advised that a discussion would be had at the meeting of the SDPA on Friday 14 December, 2012 around whether Aberdeen Airport should be included as a National Development.

**The Board resolved:**

- (i) to concur with the view of the SDPA at its meeting of 14 December, 2012 in relation to whether Aberdeen Airport should be included as a National Development;
- (ii) subject to the above, to agree appendices 2 – 4 as responses to the Scottish Government consultations

**ANDERSON DRIVE – LOCKING IN THE BENEFITS STUDY**

7. The Board had before it a report by the Director which informed members of the Anderson Drive – Locking in the Benefits Study which could be accessed via the Nestrans members' site.

**The Board resolved:**

- (i) to approve the principle of the findings within the draft study to allow the report to be finalised and published; and
- (ii) to remit the study to Aberdeen City Council for consideration along with a recommendation that the proposed changes to the existing signalised junctions on Anderson Drive at Great Western Road and Westburn Road be progressed for implementation so that they are in place for the opening of the AWPR.

**PROGRESS REPORT**

8. With reference to article 5 of the minute of its previous meeting of 9 October, 2012, the Board had before it a progress chart summarising the work in the three sub strategies of the Regional Transport Strategy as at 6 December, 2012.

**The Board resolved:**

to note the content of the progress chart.

**PUBLICATIONS AND CONSULTATIONS**

9. With reference to article 6 of the minute of its previous meeting of 9 October, 2012, the Board had before it a report by the Director which summarised and advised on a number of different publications and consultations as follows and sought approval of draft responses as appropriate –

- Network Rail (Route Utilisation Strategies): Alternative Solutions
- Maidencraig Masterplan and Loirston Development Framework

**The Board resolved:**

to note the report and the documents referred to therein.

**NORTH EAST TRANSPORT CONSULTATIVE FORUM**

10. The Board had before it a report by the Director which presented information on the outcomes from the most recent meeting of the North East Transport Consultative Forum which was held at Woodhill House on 30 October, 2012.

**The Board resolved:**

to note the content of the report.

**BOARD MEETING DATES – 2013**

11. The Board had before it a report by the Director which presented proposed dates of meetings for 2013.

**The Board resolved:**

- (i) to approve the dates as follows (all meetings to commence at 2pm in Woodhill House) –
- Wednesday 20 February, 2013
  - Wednesday 17 April, 2013
  - Wednesday 12 June, 2013
  - Wednesday 28 August, 2013
  - Wednesday 30 October, 2013; and
- (ii) to note that a date for the December meeting would be agreed at a later date.

**BUDGET MATTERS**

12. With reference to article 8 of the minute of its previous meeting of 9 October, 2012, the Board had before it a report by the Treasurer which provided an update on spend and programming of the Partnership's 2012/13 budget and forecast outturn in this regard, and outlined a number of virements for both the capital and revenue budgets as follows –

**Proposed capital adjustments –**

RTS Strand	Approved Budget (£)	TS funding	Proposed Virement	New Budget (£)
Strategic Road – Safety Improvements	190,000			190,000
Strategic Road – Prioritised Maintenance	450,000		40,000	490,000
Bus Improvements	760,000	15,000	65,971	840,971
Transport Interchange	100,000		(100,000)	0
Walking and Cycling	619,000	12,471	(7,471)	624,000



Various	13,000		1,500	14,500
<i>Total</i>	<i>2,132,000</i>	<i>27,471</i>	<i>0</i>	<i>2,159,471</i>

**Proposed revenue adjustments –**

Budget Headings	Approved Budget (£)	TS funding	Proposed Virement	New Budget (£)
Core Costs	505,780			505,780
Health and Transport Action Plan	25,000			25,000
Bus Action Plan	114,570		(9,000)	105,570
Rail Action Plan	71,000	22,529	(71,000)	22,529
Freight Action Plan	40,000			40,000
General	10,000		80,000	90,000
Project Feasibility and Monitoring	175,000			175,000
Contingency	10,000			10,000
Travel Planning	75,000			75,000
<i>Total</i>	<i>1,026,350</i>	<i>22,529</i>	<i>0</i>	<i>1,048,879</i>

**The Board resolved:**

- (i) to note the monitoring position and forecast;
- (ii) to note the additional £50,000 funding received from Transport Scotland from developer contributions for sustainable transport measures (in lieu of physical migration) in the Dyce area of Aberdeen; and
- (iii) to approve the proposed budget virements detailed within the report.

**2013/14 FUNDING**

13. The Board had before it a report by the Treasurer which outlined the capital and revenue funding requests for 2013/14.

**The Board resolved:**

- (i) to instruct the Director to write to the local authorities outlining the Board's considerations and to request that contributions be allowed for in the Councils' budgets; and
- (ii) to instruct that a further report be brought to the next meeting detailing the proposed 2013/14 capital and revenue budget expenditure.

**INFORMATION BULLETIN**

14. With reference to article 9 of the minute of its previous meeting of 9 October 2012, 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 as follows –

- AWPR decision
- Dyce station update
- A947 Parkhill – Banff Route Study Report
- Aviation Update
- New Aberdeen – Heathrow Service
- HGV and road users survey
- Nestrans' press releases

In particular the Board welcomed the Supreme Court decision taken in relation to the AWPR.

**The Board resolved:**

to note the information as presented

**CONFERENCES AND PRESENTATIONS**

**15.** With reference to article 10 of the minute of its previous meeting of 9 October, 2012, 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 information as presented.

**PENDING BUSINESS AND REPORTS FOR FUTURE MEETINGS**

**16.** With reference to article 11 of the minute of its previous meeting of 9 October, 2012, 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 information.

**AOCB**

**17. (A) Taxis**

Vice Chairperson Milne advised that he had been approached by constituents concerned about a lack of sheltered waiting areas, and a lack of taxis at both Aberdeen Airport and Aberdeen Railway Station.

The Director undertook to circulate a briefing in relation to taxis at the railway station, and contact the airport regarding the concerns raised and advise members of the outcome of this in due course.

**(B) Harbour Tour**

The Director advised that Colin Parker (Chief Executive, Aberdeen Harbour Board) had offered to take members on a tour of the harbour by boat. The Board intimated it was minded to accept this offer.

(C) Regional Transport Partnerships/ Scottish Government Working Group

The Director reminded members that the above document had recently been circulated and requested that members provide any comments they had on the paper to the Director in the next few days.

- **PETER ARGYLE, Chairperson**.

## Appendix B

### Freight Improvements

Location	Scheme	Comments / Actions
Wellington Road pinch points	Junction Pinch Points - Wellington Road is a heavily used route for freight accessing industrial sites, the harbour and City Centre as well as for through traffic. There are a number of junctions and complicated manoeuvres which cause delays on this corridor and previous work has been carried out to minimise delays on this route.	<p><u>Comments</u></p> <p>Issues have been experienced in the assessment of traffic improvements for Wellington Road (Access from the South study) as, within the traffic models, the congestion occurring at Bridge of Dee impacts directly on the efficiency of the network on Wellington Road. No options can be tested on Wellington Road until the model network can suitably deal with Bridge of Dee traffic. Once this issue is resolved Wellington Road opportunities will be explored.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ Nestrans to investigate – no ACC action at this time.</li> <li>➤ Various small scale improvements have been carried out by ACC to assist traffic flows on Wellington Road. A fault in the traffic signals at Greenbank Road / Wellington Road (Glencraft) junction has been identified and resolved, and the central reservation gap into the retail centre on Balnagask Road is to be closed.</li> </ul>

Location	Scheme	Comments / Actions
Muggiemoss Road, Bucksburn	Daytime parking restrictions - – consideration should be given to daytime (8am – 6pm) parking restrictions along the whole of the eastbound carriageway in order to improve free flow of traffic and ease congestion. Currently, problems occur with frequent congestion causing a back-up of traffic onto Oldmeldrum Road and the A947.	<p><u>Comments</u></p> <p>Muggiemoss Road is a heavily used freight route at present as several hauliers have premises along the route and congestion on the A96 leads to some transference of vehicles to the surrounding road network.</p> <p>The 20mph speed restriction is not self-enforcing (i.e. not supported by speed restricting infrastructure).</p> <p>The route is well used by cyclists (NCN1). The parked vehicles lead to pulling out which could result in potential conflict.</p> <p>There are current and existing developments proposed in the area and this problem could get worse as further traffic is attracted to the area.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ Davidson’s Mill Development impacts: The road layout in this location will substantially change as a result of the Davidson’s Mill development. (Timescale: completion anticipated within 10 years). No action to be taken.</li> </ul>

Location	Scheme	Comments/ Actions
North Anderson Drive at Haudagain Roundabout	Consideration of the revision of the lane direction arrows on the northbound A90 approach to the junction (North Anderson Drive, down the hill). Also the consideration of a yellow box (or Keep Clear signage) implemented on the roundabout to stop queuing back onto the roundabout from Muggiemoss Road, which can block the Auchmill Road / Great Northern Road flow.	<p><u>Comments</u></p> <p>Although lane discipline is generally considered to be good in the morning, during the day and evening this breaks down.</p> <p>As there is only one exit lane onto Muggiemoss Road and traffic volumes focus on the left turn onto Auchmill Road, it is suggested that there should only be <b>one lane</b> allocated for straight ahead movement – having two straight ahead lanes doesn't work. This would result in:</p> <ul style="list-style-type: none"> <li>~ Lane 1 and 2 - Left turn</li> <li>~ Lane 3 – ahead and right turn.</li> </ul> <p><u>Actions</u></p> <p>This is trunk road and any changes would have to be made by Transport Scotland / Bear.</p> <ul style="list-style-type: none"> <li>➤ This matter will be discussed further with Transport Scotland</li> </ul>

Location	Scheme	Comments/ Actions
A947 – Stoneywood Drive / Stoneywood Terrace	Redesign of Stoneywood Drive / Stoneywood Terrace junction – consideration to be given to a redesign in order to create a right hand turn lane from Stoneywood Road into Stoneywood Terrace.	<p><u>Comments</u></p> <p>This key route can be quickly blocked up because of a single vehicle waiting to turn right.</p> <p>The pedestrian island on Stoneywood Terrace is currently hard up to the kerb line but there is room to move this back and accommodate more room at this junction. This would allow for a right-turn holding area and permit through traffic to proceed.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ Stoneywood development proposals: As a result of this development the existing junction is proposed to be realigned. It is anticipated that these revisions will meet the expectations of the Freight Forum stakeholders. (Timescale: completion anticipated within 10 years).</li> </ul> <p>Dealt with by future development. No further action required.</p>

Location	Scheme	Comments/ Actions
Great Southern Road at Bridge of Dee	Slip lane from Great Southern Road onto Stonehaven Road - To enable south-bound strategic traffic, including HGVs and buses a dedicated lane to avoid the queuing traffic which currently has to give way to traffic from the bridge.	<p><u>Comments</u></p> <p>As part of the Nestrans-sponsored work to assess the potential for improving access to Aberdeen from the south, including improved River Dee crossings, a study was undertaken to ascertain the potential for a slip lane from Great Southern Road onto Stonehaven Road at Bridge of Dee.</p> <p>The study concluded that “Whilst both options showed an improvement in journey times from Great Southern (Road) to Stonehaven Road as a result of the introduction of a segregated left turn slip lane, this has resulted in increased delays on a number of the other approaches to the roundabout. This means that neither Option 1 or Option 2 were effective in improving journey times through the roundabout as a whole and do not therefore provide a viable benefit as a short term measure.”</p> <p>The full report is available at the following link;  <a href="http://www.nestrans.org.uk/bridge-of-dee-short-term-slip-lane.html">http://www.nestrans.org.uk/bridge-of-dee-short-term-slip-lane.html</a></p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ These study results have been considered and agreed by Nestrans and no further action is proposed.</li> <li>➤ Grampian Police and ACC's Traffic Management team are aware of lane discipline problems at the junction. The Traffic Management team are currently designing new lane discipline signs and road markings for Great Southern Road for implementation this financial year. Grampian Police have been monitoring this roundabout and penalising any inappropriate driver behaviour.</li> </ul>



Location	Scheme	Comments/ Actions
A947 Parkhill Crossroads In Aberdeenshire	Reconfiguration of road size and markings - That consideration be given to re-doing the lane markings, and reconfiguring the road width at the junction to create a right turn lane and stacking lane from A947 northbound onto B977 eastbound.	<p><u>Comments</u></p> <p>Significant hold-ups are commonplace as a result of right-turning traffic blocking through traffic on the A947 at Parkhill, causing considerable congestion and delays.</p> <p>Any improvements at this junction would necessitate kerb realignment and widening to enable through traffic on the A947 to avoid the right-turning traffic.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ This junction is within Aberdeenshire.</li> <li>➤ This junction will be changed as a result of the AWPR.</li> </ul>

Location	Scheme	Comments/ Actions
Market Street	<p>The existing operation of junctions appears inefficient and causes delays. Two examples are cited:</p> <ol style="list-style-type: none"> <li>1. The use of gap acceptance rather than green arrows on the south-bound entrance to Union Square could increase capacity, enable better movement through the junction and reduce the problems of delays and poor driver discipline.</li> <li>2. South-bound traffic from Virginia Street into Market Street is currently stopped to allow Guild Street-Market Street traffic to turn right. However as Virginia Street-Guild Street traffic has priority during this phase, this results in an unnecessary delay and queues onto Virginia Street which could be resolved by allowing all green from Virginia Street, followed by a green arrow from Guild Street.</li> </ol> <p>It is also suggested that an option be considered of removing the lights from the left turn (Virginia Street-Market Street) to be replaced by a give way which might increase the opportunity for free flow on this</p>	<p><u>Comments</u></p> <p>Market Street is a key corridor, a priority freight route on the Freight Routing map and an important access to the harbour and City Centre and for through traffic.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ A new traffic arrangement has been trialled, deemed successful and will now be progressed towards a permanent traffic regulation order at the Guild Street / Market Street junction. By removing the straight ahead option from Virginia Street, increased green time has been added to other routes and conflicts with right turns from Guild Street to Market Street have been removed. This would be expected to be of benefit to freight movements as it reduces delays on a busy freight corridor.</li> <li>➤ Further options to improve traffic movements in this area are being explored.</li> <li>➤ Work is also being undertaken this financial year (12/13) to review and upgrade signage from North Esplanade West and Market Street into the harbour area.</li> </ul>

	key route.	
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Location	Scheme	Comments/ Actions
Dyce Drive / Howe Moss Drive junction	Black Spots for HGVs	<p><u>Comments</u> One 'black spot' for HGVs is the first left turn from Dyce Drive into Kirkhill Industrial Estate – connecting Dyce Drive to Howe Moss Drive.</p> <p>Huge volumes of HGVs use this (as it leads to Craib's yard, Halliburton and various others big LGV users) and the left turn is too tight.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ An option appraisal is being carried out for the junction. A small scale widening is proposed at this junction and funding will be sought for construction.</li> </ul>
Powis Terrace	Review of lining of lanes and parking restrictions	<p><u>Comments</u> There is a significant bottleneck at Powis Terrace. It is suggested that there should be a review of the lining into lanes and consideration of parking restrictions to reduce congestion at this junction.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ Officers will consider these junctions in 13/14. This will be related to proposed major infrastructure changes in the surrounding area over future years.</li> </ul>

Location	Scheme	Comments/ Actions
Anderson Drive / Great Western Road	Right-turn ban - Although AWPR will reduce HGV traffic on this route, in the short-term consideration should be given to whether a right-turn ban from both north and south could be feasible at Anderson Drive / Great Western Road.	<p><u>Comments</u> Currently north-bound traffic is held to allow south-bound priority (including the small proportion of right-turners), followed by south-bound being held to allow all north-bound priority.</p> <p><u>Actions</u> ➤ The EP&amp;I Committee of 31 May 2012 considered a report regarding options for the junction and discussions that had been undertaken with Transport Scotland. It had been decided that the introduction of AWPR would have significant impacts on the junction and that there would be no major amendment to the layout in the meantime.</p> <p>No further action at this time.</p>

Location	Scheme	Comments/ Actions
Blackfriars / Schoolhill	Introduction of road markings (box junction) at Blackfriars / Schoolhill junction	<p><u>Comments</u>            Junction previously was a roundabout now traffic light controlled.</p> <p>Traffic queuing across Robert Gordon's College and Harriet Street car park with parents picking children up from school causing major problems in the afternoon.            Cars also blocking the ASL making left turns difficult for buses.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ Meetings with RGC and police are ongoing. City Wardens / Traffic Management Team are taking this forward.</li> <li>➤ Review road marking for bus turning movements.</li> </ul> <p>Monitor progress.</p>

Location	Scheme	Comments/ Actions
St Andrew St / George Street	Road markings should be moved to enable safer turning movements by buses and large vehicles.	<p><u>Comments</u> Road markings at junction could be moved back slightly for easier access.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ A revised layout has been designed and it is anticipated that the revisions will be implemented at the junction this financial year (12/13).</li> </ul>
Charlotte Street/ John Street	Moving the stop lines back at the junction would provide more space for large vehicles turning.	<p><u>Actions</u></p> <ul style="list-style-type: none"> <li>➤ A revised layout has been designed and it is anticipated that the revisions implemented at the junction this financial year (12/13).</li> </ul>

Location	Scheme	Comments/ Actions
Crown Street/ Millburn Street	Bus turning movements	<p><u>Comments</u> Advanced stop lines could be provided to increase turning opportunities at junction.</p> <p>ASLs are present on 3 legs of the junction with the Ferryhill Road leg not having ASL due to the close proximity of the Ferryhill Terrace junction. However the radius at that corner doesn't appear to be restricted for turning movements.</p> <p><u>Actions</u> ➤ Seek confirmation of what the problem might be and whether it is still current.</p>
King St / Don St	Movement of road markings	<p><u>Comments</u> Road markings on Don Street could be moved back slightly for easier access for traffic turning right from King Street.</p> <p><u>Actions</u> ➤ The junction layout is under review and any possible changes will be undertaken this financial year.</p>
Dyce Drive /Oldmeldrum Road (A947)	Review of junction layout	<p><u>Comments</u> When HGVs meet at this junction they are over running the kerb line causing damage to verges and delays to traffic. Very few accidents at this junction. Possible signalising of the junction with implementation of AWPR will not be impacted by changes to the junction layout which may have capacity benefits in the shorter term.</p> <p><u>Actions</u> ➤ Small scale improvements needed. A bid for funding to build a widening of the junction on Dyce Drive. These amendments will not be impacted by the future signalisation of the junction.</p>



Duthie Park Roundabout	Review of freight manoeuvres	<p><u>Comments</u></p> <p>This is a heavily used freight route. Traffic appears to build up on the roundabout and the congestion causes problems for HGVs turning left from the southern approach. HGVs are mounting the kerb to get past the obstruction.</p> <p>Some HGVs and buses are finding the left turn from the King George bridge onto Riverside Drive problematic, these vehicles are running over and clipping the kerb. This appears to be happening quite a lot as shown by the damaged kerbs and footway, there is also evidence of the footway being repaired and also possibly reinforced. This left turn is the common manoeuvre on this roundabout due to the re-routing of HGVs away from Bridge of Dee. It was also seen that when possible large vehicles were using the right hand lane as well to gain better position for turning. Also some buses that were going straight ahead were still mounting the kerb on occasion.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"><li>➤ Further consideration of options is being undertaken.</li></ul>
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Location	Scheme	Comments/ Actions
General comment regarding roundabouts	Reallocating land markings without full consideration of large vehicle turning movements	<p><u>Comments</u></p> <p>Reallocation of lanes on roundabouts appears to be undertaken with no regard to the turning movements of large vehicles. Examples (mostly in the Inverness area) were sited where entry lanes to roundabouts for straight ahead movements were moved from the left hand lane to the right hand lane (left lane being left turn only) and HGVs often end up overrunning the central island. Roundabouts at Nairn and north of the Kessock Bridge were particular problems.</p> <p><u>Actions</u></p> <p>Officers to review the following junctions for possible signage / lane allocation issues.</p> <p>Examples:</p> <p>Anderson Drive – Kings Gate, south entrance on Anderson Drive</p> <p>Anderson Drive – Queens Rd, south entrance on Anderson Drive</p> <p>Anderson Drive – Broomhill Rd, south entrance on Anderson Drive</p> <p>Anderson Drive – Garthdee, south entrance on Stonehaven Rd</p> <p>Garthdee Rd – B&amp;Q, east entrance on Garthdee Rd</p> <p>Great Southern Rd – West Tullos Rd, west entrance on Great Southern, south on Provost Watt Drive.</p> <p>Wellington Rd – W Tullos Rd – Hareness Rd, south entrance on Wellington Rd, north on Wellington Rd</p> <p>Wellington Rd – Thistle Hotel, north entrance on Wellington Rd</p> <p>Wellington Rd – N Esplanade W, north entrance on N Esplanade W</p> <p>Holburn St – G Southern Rd, south entrance on Holburn St</p> <p>Ellon Rd – N Donside Rd, north entrance on Ellon Rd</p> <p>Scotstown – The Parkway, north entrance on Scotstown</p>

		A944 – Old Skene Rd, north entrance on Old Skene Rd A90 – Laurel Drive, south entrance on A90
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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Supplementary Guidance: Wind Turbine Development in Aberdeen City
REPORT NUMBER:	EPI/13/031

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### 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.
- 1.2 The purpose of this report is to obtain Committee approval of Supplementary Guidance for submission to the Scottish Government to provide further detail on applications for Wind Turbines. A copy of the Supplementary Guidance is contained in Appendix 1.

### 2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
  - a) Agree the responses to the representations received on the draft Supplementary Guidance; and
  - c) Agree for officers to send the Supplementary Guidance to be ratified by the Scottish Government.

### 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 beneficial in reducing costs. 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 adoption 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 to be submitted with planning applications for wind turbines. The document also gives map based guidance on the known environmental and safety constraints to the development of wind turbines. This does not guarantee that planning permission will be refused within these areas, or that planning permission will be approved outwith these areas. Such decisions will depend on site-specific details. The guidance will work towards helping to achieve the Scottish Government's target of for 100% 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.

## 5. BACKGROUND/MAIN ISSUES

- 5.1 The purpose of preparing this Supplementary Guidance is to identify all of the issues that must be considered when determining applications for wind turbine developments. To aid developers and the Council these constraints are shown spatially on a map. The purpose of this Guidance is not to identify areas of search or areas where turbines will not be permitted. It will be through the assessment of all the relevant supporting information that decisions on the suitability of each application will be made.
- 5.2 The Draft Supplementary Guidance was reported to Enterprise, Planning and Infrastructure Committee on 06 November 2012 for public consultation. Public consultation on the document ran from 14 November 2012 to 09 January 2013. An advert was placed in the local paper, a notice was posted on the Council's website and letters were sent to community councils and key agencies. The comments received to the consultation and how these comments have been addressed are summarised in Appendix 2.
- 5.3 Seven responses were received during the consultation period from: Royal Aberdeen Golf Club, Forestry Commission Scotland, Council's Environment Planner, SEPA, Transport Scotland, Culter Community Council, SNH. The responses received did not object to the Supplementary Guidance, but made suggestions as to how the

Guidance could be improved or clarified. The issues raised covered: tourism and access, woodland, impact on peat land and wetlands, safety impact on trunk roads, landscape impact, clarification of the type of turbine covered, viability of locations for wind turbines, impacts on designated sites for nature conservation and geological and geomorphological sites.

5.4 In addition to the consultation on the Supplementary Guidance an Environmental Report and Habitats Regulations Appraisal was published and submitted to the Consultation Authorities (Scottish Natural Heritage, Historic Scotland and Scottish Environment Protection Agency).

5.5 The comments on the Supplementary Guidance, the Environmental Report and Habitats Regulations Appraisal have resulted in improvements to the Guidance to ensure that all relevant factors are considered and that the impact of wind turbine development on the environment, landscape and local communities is minimised.

## 6. IMPACT

6.1 The Local Development Plan and associated Supplementary Guidance contribute to the following Single Outcome Priorities: 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 and enhance it for future generations.

6.2 The Local Development Plan and associated Supplementary Guidance supports the Council's Corporate Plan, in particular the aim of delivering high levels of design from all development, maintaining an up to date planning framework, promoting sustainable development.

6.3 The Local Development Plan and associated Supplementary Guidance contribute to "Aberdeen – A Smarter City" and the Smarter Environment by maximising the use of low carbon technology and materials and increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non housing assets to reduce our carbon footprint, save money and to bring people out of fuel poverty.

6.4 The proposal is consistent with the Planning and Sustainable Development Service Plan, in particular Adoption of Supplementary Guidance to Local Development Plan and production of Technical Advice Notes.

6.1 An equalities and human rights impact assessment (EHRIA) has been carried out in relation to the proposed Supplementary Guidance and there have been no negative impacts outlined as a result of the EHRIA.

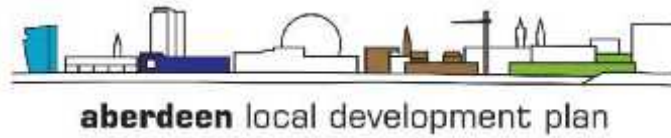
## 7. BACKGROUND PAPERS

- Aberdeen Local Development Plan – Proposed Plan  
[http://www.aberdeencity.gov.uk/Planning/ldp/pla\\_aldp\\_document\\_map.asp](http://www.aberdeencity.gov.uk/Planning/ldp/pla_aldp_document_map.asp)
- Appendix 1: Supplementary Guidance: Wind Turbine Development in Aberdeen City
- Appendix 2: Summary of Comments and Responses
- Appendix 3: Strategic Environmental Assessment (available online at: [http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_aldp\\_committee\\_reports.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_aldp_committee_reports.asp) )
- Appendix 4: Habitats Regulations Appraisal (available online at: [http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_aldp\\_committee\\_reports.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_aldp_committee_reports.asp) )

## 8. REPORT AUTHOR DETAILS

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## **Supplementary Guidance**

**Topic:** Wind Turbine Development  
in Aberdeen City

**March 2013**

# 1 Introduction

The development of renewable energy technologies of all types and on all scales is supported by Aberdeen City Council and Local Development Plan Policy R8 - Renewable and Low Carbon Energy Developments. The Local Development Plan supports the principle of wind turbines in any location providing that there is no detrimental impact on: our built and natural heritage, air safety, tourism and recreation, residential properties or safety. Having a positive approach to renewable developments will help to meet the Scottish Government's target for 100% of Scotland's electricity to be generated from renewable sources by 2020. Renewable technologies are becoming more commonplace within Scotland, and the range of technologies available includes wind power, solar power, heat pumps and biomass boilers. The guidance in this document focuses solely on wind power renewable energy technologies. Many suitable sites will be located in the Green Belt. Two of the main purposes of the Green Belt are to protect and enhance the quality, character, landscape setting and identity of towns and cities, and protect and give access to open space within and around towns and cities. The guidance in this document will ensure that these aims are maintained.

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 it 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.

The guidance in this document covers all wind energy developments including domestic and non-domestic. The primary purpose is to clearly set out, for all involved in the planning process, the information and requirements that the Council will have to take into account when determining applications for wind energy developments. The level of detail required for each application will be dependent on what is proposed and it is important that discussions with the planning service are had at the earliest opportunity.

## 2 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 each application to be submitted with supporting information to address the issues explained in the sections 2.1 to 2.12 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, which will be determined by submitting a request for a 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 Aberdeen International Airport, NATS (air traffic control) and the Ministry of Defence on all applications for wind turbines. The Civil Aviation Authority will also be consulted in some circumstances. The links and email address below will be useful if you are seeking further information.

MoD:

<http://www.mod.uk/DefenceInternet/MicroSite/DIO/WhatWeDo/Operations/MoD/Safeguarding.htm>

NATS: <http://www.nats.co.uk/services/information/wind-farms/>

CAA: <http://www.caa.co.uk/windfarms>

Aberdeen International Airport: [safeguarding@aiairport.com](mailto:safeguarding@aiairport.com)

## **2.1 Technical Information**

The detail and specification of the proposed wind turbine(s) will need to be provided. The information submitted should be in a format that is clear for the planning service and the public to understand. Detail will need to be given on the:

- Type and number of turbine(s) proposed
- Rated generating capacity of the turbine(s)
- Materials and colour of the wind turbine components
- Foundation's 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
- Landscaping works proposed

## **2.2 Environmental Impact**

The protection, preservation and enhancement of the environment are important aims of the Local Development Plan and the impacts of proposed turbines on wildlife, habitats, ecosystems and biodiversity will need to be considered carefully. Further detail on the environmental impact is contained in other supplementary guidance and technical advice listed below.

Supplementary Guidance: Archaeology and Planning

Supplementary Guidance: Bats and Development

Supplementary Guidance: Buffer Strips Adjacent to Water Bodies

Supplementary Guidance: Landscape Guidelines

Supplementary Guidance: Open Space

Supplementary Guidance: Trees and Woodlands

Technical Advice Note 7: Natural Heritage Guidance

NESBReC can provide more details on specific sites and can be contacted at: [nesbrec@aberdeenshire.gov.uk](mailto:nesbrec@aberdeenshire.gov.uk)

### **Natural Heritage**

Policy NE8 – Natural Heritage sets out the policy requirements that apply to all development. The information required will depend on the scale and location of the turbine(s) and there may be a requirement for ecological assessments, Environmental Impact Assessment and a Habitats Regulation Appraisal. The map in Section 3 indicates the national and local designations that must be taken into account. The map includes Special Protection Areas, Special Areas of Conservation, Sites of Special Scientific Interest, Local Nature Reserves, Local Nature Conservation Sites. In addition to these consideration should be given to species identified in the local biodiversity action plans as it is the duty of every public body and office-holder, in exercising any functions, to further the conservation of biodiversity, so in considering applications it is important to consider species identified in the local biodiversity action plans and ensure that there is no negative impact on them.

Any assessment should cover the following points and the report must clearly set out the methods used for data collection.

- Classify and evaluate the natural habitat and species that could be affected, some of which may be some distance from the proposal
- Assess the potential affect(s) on protected species including bats, birds and any other protected terrestrial species
- Classify and evaluate the agricultural context
- Outline any hydrological impacts
- Evaluate the impact of a wind turbine(s) on these
- Discuss the scope of mitigation on the possible and proposed impacts
- Habitats Regulations Appraisal will be required where there may be an impact on the River Dee Special Area of Conservation or Special Protection Areas located in Aberdeenshire, see Map 2 in Section 3

Assessing the impact of small scale wind energy proposals on the natural heritage provides further guidance on the impact and is available from SNH at: <http://www.snh.gov.uk/docs/A669283.pdf>

### **Woodland**

There is a national presumption against the loss of woodland, which is supported by Policy NE5 – Trees and Woodlands. Where trees will be lost as a result of development compensatory planting will be required to mitigate loss. Proposals should comply with the Scottish Government's policy on the loss of woodland; see [The Control of Woodland Removal \(2009\)](#) for further detail.

### **Landscape and Visual Impact Assessment (LVIA)**

LVIA is not only concerned with landscapes that are recognised as being special or valuable, but is also about the ordinary and the everyday – the landscapes where people live and work, or spend their leisure time and the impact that development has on people.

It also does not mean just special or designated landscapes and it does not only apply to the countryside. Landscape can mean a small patch of urban wasteland as much as a mountain range and an urban park as much as an expanse of lowland plain.

The need to give particular attention to the effects of landscape change arises from the importance that people attach to landscape - whether as individuals, enjoying landscapes through all the senses, as local communities or as national bodies.

The two components of LVIA are:

1. Landscape effects assessment: deals with changes to landscape as a resource. Society as a whole has an interest in this and it is recognised as one of the key dimensions of environmental interest, alongside matters such as biodiversity, or cultural heritage. It is concerned with issues like protected landscapes, the contribution of landscape character to sense of place and quality of life for all, and the way that change may affect individual components of the landscape.

2. Visual effects assessment: is concerned with how the surroundings of individuals or groups of people may be specifically affected by change in the landscape. This means assessing changes in specific views and in the general visual amenity experienced by particular people in particular places.

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> ).

The LVIA must consider the following:

- Character of the landscape, and outline if the proposed site is a ridge, hill, valley, coastal area and the vegetation present
- Landscape quality and value
- Impact of the wind turbine(s) on the landscape
- Visual impact on areas for recreation, including formal and informal paths
- Cumulative impact of the proposed application considering wind turbines that are already in existence or where planning permission has been approved. This will also include proposed and approved turbines located in Aberdeenshire
- Scope for mitigation of negative impacts
- Details of the location, visual impact and the restoration of borrow pits

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.

### **Geology and Geomorphology**

Geodiversity is vital in preserving our landscapes and nature. Nigg Bay, Don Estuary, Rubislaw Quarry, Brimmond Hill and Elrick hill are all recognised for their geological importance. Turbine structures should be sited sympathetically with respect to local rocks and landforms, avoiding key features and it is important not to 'fragment' an area of interest by obscuring the line of site between individual rock outcrops or landform features.

### **Peat land and Wetlands**

Peat land is an important habitat and acts as a carbon sink and the development of wind turbines on peat land will result in the loss of carbon. To ensure that the carbon balance savings of the scheme is maximised developments should be designed to minimise soil disturbance when building roads and tracks, turbine bases and other infrastructure.

Where the proposed infrastructure will impact on peat lands a detailed map of peat depths should be submitted. This should include details of the basic peat land characteristics. For areas where avoidance is impossible, details of how impacts on peat lands are minimised and mitigated should be provided as part of the planning application. This should consider the drainage, pollution and waste management implications and include preventative/mitigation measures to avoid significant drying or oxidation of peat through, for example, the construction of access tracks, dewatering excavations, drainage channels, cable trenches or the storage and re-use of excavated peat. SEPA consider disposal of significant depths of peat as being landfilled waste. Where peat is to be excavated applicants must submit details of what use the peat will be put to.

If wetland systems are present any application should demonstrate how the layout and design of the proposal, including any associated borrow pits, hard standing and roads, avoids impacts on such areas. For areas where avoidance is impossible, details of how impacts upon wetlands and existing groundwater abstractions are minimised and mitigated should be provided as part of the planning application. As best practice a buffer distance of 100m between ground water dependent terrestrial ecosystems (particular type of wetland) or groundwater abstractions and roads, tracks and trenches, and a larger separation distance of 250m from borrow pits and foundations is required. These separation distances will ensure that these ecosystems are adequately protected and prevent habitat loss.

Windfarm developments can include elements which require engineering works in the water environment e.g. bridges or culverts for new or upgraded access tracks. Windfarm developments should be designed to avoid the need for new watercourse crossings, and where such works are necessary then the following information should be submitted:

- A site survey of existing water features
- Map showing the location of all proposed engineering activities

- Systematic table detailing the justification for each activity along with proposed mitigation
- An indication of the proposed design (e.g. bridge, bottomless culvert, arched culvert)
- Photo of each affected waterbody including its dimensions design
- Where flooding may be an issue a flood risk assessment may also be required.

### **Pollution**

Major developments should incorporate pollution prevention measures during the periods of construction, operation, maintenance, demolition and restoration. Discussions with SEPA should be had to detail the requirements. Any Environmental Statement should deal with pollution prevention: the specific issues that we expect to be addressed are available on the Pollution Prevention and Environmental Management section of the SEPA website.

### **Borrow Pits**

Borrow pits can be particularly large and may resemble small quarries. Therefore, the need and proposed location of any borrow pits should be determined at the planning application stage, as the impact of these facilities (including, impact on water and blasting) needs to be appraised as part of the overall impact of the scheme in accordance with Planning Advice Note 50 Controlling the Environmental Effects of Surface Mineral Workings. Restoration measures for the borrow pits must be detailed as part of the overall development proposals. The location of borrow pits is therefore an important consideration in the layout of a wind farm and should be sited well away from watercourses and not on steep inclines.

## **2.3 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).

## **2.4 Shadow Flicker Assessment**

The impact of shadow flicker on buildings and the trunk road network must be given consideration. Shadow flicker is the term used to describe the impact of shadows cast by rotating wind turbine blades. 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 trees 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 buildings and trunk roads within a 10 rotor diameter of the proposed location of the wind turbine.

## **2.5 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 ice forms a turbine's 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.

For trunk roads it is expected that where evidence of vibration and/or climate sensitive technology is provided there should be no need to consider this issue further. If no evidence of this vibration and/or climate sensitive technology is available then the wind turbine should be sited at least 100 metres from the nearest kerb line of the trunk road carriageway.

## **2.6 Trunk Road Safety Requirements**

Wind turbines should not be positioned such that they appear abruptly at a location where drivers are required to manoeuvre, react or make decisions (e.g. junctions, bends etc.). Therefore, it is important to identify the point at which the wind turbine(s) first come into the driver's view so it can be demonstrated that they can be clearly seen in advance of such a location.

Turbines should be set back a minimum distance of 1.5 times the height of the wind turbine (from ground level to the uppermost tip of turbine blade) away from the nearest kerb line of the Trunk Road carriageway to mitigate any potential structural collapse.

For sites near the trunk road, Transport Scotland should be consulted and pre-application discussions are welcomed.

## **2.7 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
- local sites of cultural importance

There may be an 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. Scheduled Monument Consent or Listed Building Consent would be required in these instances. 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. It is important that consideration is given to assets outwith Aberdeen that may affect their setting.

## ***2.8 Tourism, Recreation and Countryside Access***

Tourism is of great significance to the Scottish economy and it is important that applications do not have significant negative impacts on areas visible from the development that are valued for their tourism or recreation interests. These include accommodation, business tourism, food and drink, outdoor activities, visitor attractions, nature based tourism and cultural tourism. It is important that the direct impact of the turbines on tourism, recreation and countryside access is given, but also that the LVIA considers the visual impact of the proposal on tourism, recreation and countryside access.

An assessment of the impact on access may be covered in other assessments, and the key considerations are:

- Direct impacts on routes through temporary or permanent closure or diversion of routes
- Changes to character, amenity or intrinsic appeal of routes through changes in surface types or widening (this can have positive effects as well as negative effects)
- Creation of new tracks
- Intrusion into an area enjoyed by recreational users for its semi-natural or wilder qualities by both visual impacts and noise impacts
- Displacement of wildlife enjoyed by recreational users reducing the appeal of the site (this will be informed by the ecological impact assessment)
- Sequential cumulative visual impacts along longer distance linear routes (e.g. the Deeside Way) and in combination/in succession impacts from particular locations where many schemes are visible from one location. This should take into account developments in Aberdeenshire as well if there is a significant degree of visibility from the viewpoint. In terms of impacts on outdoor recreational resources this is unlikely to become an issue unless there will be nearby developments along the boundary with Aberdeenshire

## **2.9 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
- Risk of injury to humans through catastrophic equipment failure

## **2.10 Wind Regime**

The power produced by wind turbines primarily depends on the strength of the wind, and the area swept by the rotor. The actual power output will also depend on the power efficiency of the turbine, wind direction and fluctuations in wind direction. It is important to select the most efficient site and layout for the wind turbines. This would include average wind speeds and wind rose data. The applicant must demonstrate that the proposal is viable 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.

## **2.11 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.

### 3 Maps

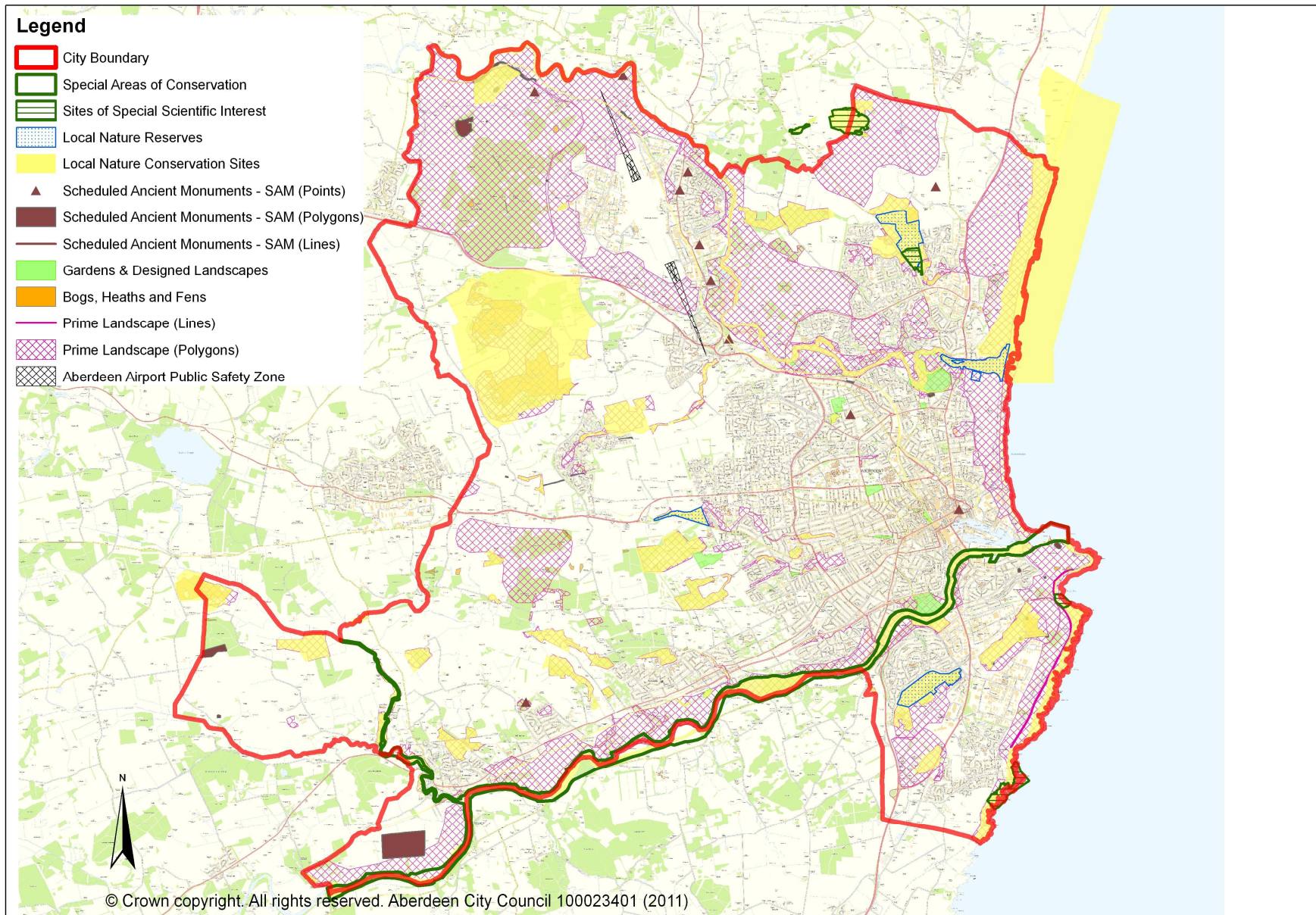
Map 1 highlights constrained areas for wind turbine development areas and spatially shows the following information:

- Special Areas of Conservation
- Sites of Special Scientific Interest
- Local Nature Reserves
- Local Nature Conservation Sites
- Scheduled Ancient Monuments
- Gardens and Designated Landscapes
- Bog land, Heath land and Fens
- Areas of Local Landscape Significance – Primary Landscapes
- Airport Safety Exclusion Zone.

It is important to note that this map does not identify areas of search and there is not a presumption in favour of those areas free from the identified constraints.

These must be considered as constraints to the development of wind turbine developments. There are policies in the local Development Plan and requirements in this Supplementary Guidance to protect promote and enhance these areas. Therefore, proposals within these areas will only be supported if it can be demonstrated that there is little or no impact through the implementation of mitigation measures. There is no available information on areas within the Radar Exclusion Zone and the impact of wind turbines on air safety is assessed by the relevant bodies, these being the Aberdeen International Airport, NATS, the Ministry of Defence and in some instances the Civil Aviation Authority.

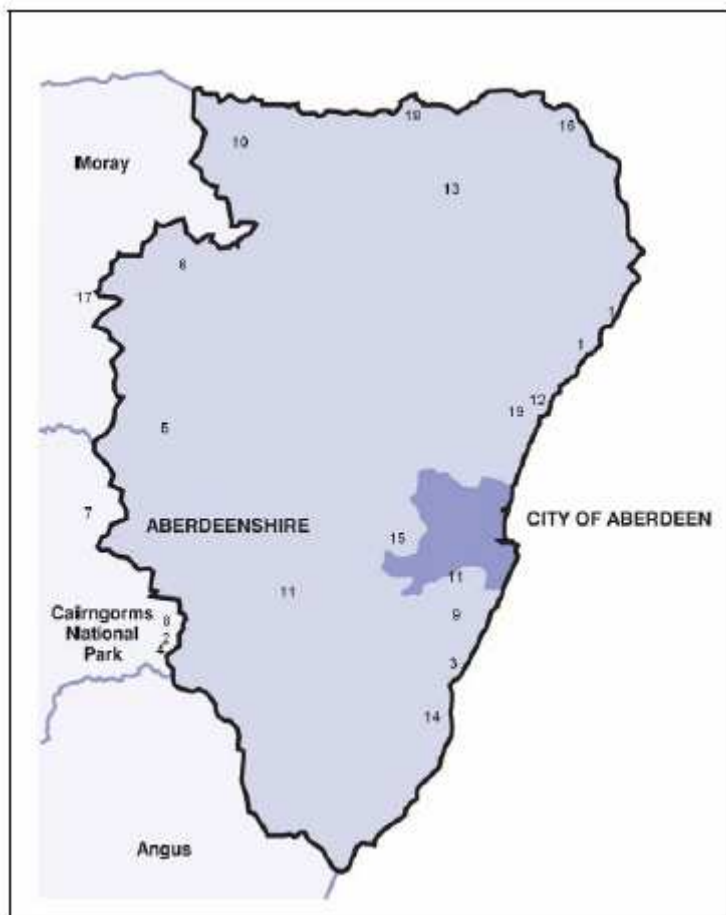
# Map 1



## Map 2

This map indicated the location of protected sites further information on the sites listed can be obtained from SNH's SiteLink facility:

<http://www.snh.gov.uk/publications-data-and-research/snhi-information-service/sitelink/>



No	Name	SAC	SPA	RAMSAR
1	Buchan Ness to Collieston Coast	✓	✓	
3	Garron Point	✓		
5	Hill of Towanreef	✓		
6	Mortlach Moss	✓		
9	Red Moss of Netherley	✓		
10	Reidside Moss	✓		
11	River Dee	✓		
12	Sands of Forvie	✓		
13	Turclossie Moss	✓		
14	Fowlsheugh		✓	
15	Loch of Skene		✓	✓
16	Loch of Strathbeg		✓	✓
17	Tips of Corsemaul and Tom Mor *		✓	
18	Troup, Pennan and Lions Head		✓	
19	Ythan Estuary, Sands of Forvie and Meikle loch		✓	✓
Outwith Structure Plan area but in close proximity to it				
2	Dinnet Oakwood	✓		
4	Glen Tanar	✓	✓	
7	Morven and Mullachdubh	✓		
8	Muir of Dinnet	✓	✓	

## Further Information

Scottish Planning Policy

<http://www.scotland.gov.uk/Topics/Built-Environment/planning/National-Planning-Policy/newSPP>

Aberdeen City and Shire Strategic Development Plan

<http://www.aberdeencityandshire-sdpa.gov.uk/home/home.asp>

Aberdeen Local Development Plan

[http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_local\\_development\\_plan.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_local_development_plan.asp)

Scottish Government's Specific Advice Sheet - onshore wind turbines

<http://www.scotland.gov.uk/Resource/0040/00405870.pdf>

Scottish Natural Heritage's 'Siting and designing wind farms in the landscape'

[http://www.snh.org.uk/pdfs/strategy/renewables/Guidance\\_Siting\\_Designing\\_windfarms.pdf](http://www.snh.org.uk/pdfs/strategy/renewables/Guidance_Siting_Designing_windfarms.pdf)

Scottish Natural Heritage's 'Natural Heritage assessment of small scale wind energy projects which do not require formal Environmental Impact Assessment'

<http://www.snh.gov.uk/docs/A669283.pdf>

Scottish Natural Heritage - Micro renewables and the natural heritage -

Guidance Note. October 2009 <http://www.snh.gov.uk/docs/B798082.pdf>

Scottish Natural Heritage - Windfarm impacts on birds guidance

<http://www.snh.gov.uk/planning-and-development/renewable-energy/onshore-wind/windfarm-impacts-on-birds-guidance/>

SNH, SEPA. Forestry Commission and Scottish Renewables - The windfarm industry Good Practice During Windfarm Construction

<http://www.snh.org.uk/pdfs/strategy/renewables/Good%20practice%20during%20windfarm%20construction.pdf>

Dali Rani Nayak, David Miller, Andrew Nolan, Pete Smith & Jo Smith, June 2008. Calculating carbon savings from windfarms on Scottish peat lands - A New Approach

<http://www.scotland.gov.uk/Publications/2008/06/25114657/0>

Scottish Government Developments on Peatland: Site Surveys and Best Practice <http://www.scotland.gov.uk/Resource/Doc/917/0120462.pdf>

Scottish Government. 2007 Peat Landslide Hazard and Risk Assessments: Best Practice Guide for Proposed Electricity Generation Developments

<http://www.scotland.gov.uk/Publications/2006/12/21162303/0>

SEPA Land Use Planning System Guidance Note 4 Planning guidance on windfarm developments <http://www.sepa.org.uk/planning/energy.aspx>

SEPA's Planning, Energy and Climate Change Position Statement  
<http://www.sepa.org.uk/idoc.ashx?docid=d8d04aac-d2c2-4043-9704-3bd3236c7f04&version=-1>

SEPA Guidance A Functional Wetland Typology for Scotland  
<http://www.fwr.org/environw/wfd95.htm>

SEPA Regulatory Position Statement Developments on Peat  
[http://www.sepa.org.uk/waste/waste\\_regulation/guidance\\_position\\_statements.aspx](http://www.sepa.org.uk/waste/waste_regulation/guidance_position_statements.aspx)

SEPA Guidance Construction of River Crossings Good Practice Guide

Guidance on the Assessment of Peat Volumes, Reuse of Excavated Peat and the Minimisation of Waste  
[http://www.scottishrenewables.com/static/uploads/publications/a4\\_developments\\_on\\_peatland.pdf](http://www.scottishrenewables.com/static/uploads/publications/a4_developments_on_peatland.pdf)

SEPA CAR practical guide link and link to CAR info:  
[http://www.sepa.org.uk/system\\_pages/application\\_forms.aspx#CAR](http://www.sepa.org.uk/system_pages/application_forms.aspx#CAR)

SEPA PPC information  
[http://www.sepa.org.uk/system\\_pages/application\\_forms.aspx#PPC](http://www.sepa.org.uk/system_pages/application_forms.aspx#PPC)

'Siting and Design of Small Scale Wind Turbines of between 15 and 50 metres in height' (2012) <http://www.snh.gov.uk/planning-and->

<http://www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=1618>

For more information please visit the Forestry Commission Website;  
[http://alpacorn.forestry.gov.uk:7777/portal/page?\\_pageid=33,2027847&\\_dad=portal&\\_schema=PORTAL](http://alpacorn.forestry.gov.uk:7777/portal/page?_pageid=33,2027847&_dad=portal&_schema=PORTAL)

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](mailto:pi@aberdeencity.gov.uk)

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<b>Respondent</b>	<b>Summary of Comment</b>	<b>Response</b>
1. Royal Aberdeen Golf Club	The presence of golf courses and the landscape impact on them should be listed as a constraint to the development of wind turbines. The development of wind turbines could impact on tourism related to golf courses. Scottish Planning Policy (paragraph 90) indicates that planning authorities should consider tourism and recreation interests when identifying potential areas with potential constraints on wind farm development.	It is accepted that the presence of golf courses should be taken into account when determining applications. Section 2.8 has been amended to not that it is important to give consideration to the impact on tourism. Golf courses have not been specifically identified as all tourist uses should be considered and a list may exclude some uses.
1. Royal Aberdeen Golf Club	Title section 4.10 Tourism, Recreation and Countryside Access Statement.	Accepted, section 2.8 is now titled Tourism, Recreation and Countryside Access.
1. Royal Aberdeen Golf Club	The presence of the turbine at Site 13 Claymore Avenue has led to problems caused by noise, shadow flicker and landscape impact, all of which have been to the detriment of the golf course at Royal Aberdeen. There is also the potential for future difficulties arising as a result of ice throw.	These issues are dealt with in the guidance and an assessment of the impact will require to be made.
1. Royal Aberdeen Golf Club	Guidance should address community consultation, it is recommended that all applicants proposing wind turbine developments be asked to describe any community consultation that has been carried out. It is possible that this could be considered as part of the measures which have been recommended by the ombudsman, which require that the Council review its neighbour notification procedures.	It is not the role of supplementary guidance to set the requirements for consultation for planning applications. This is set nationally through legislation.

<p>1. Royal Aberdeen golf Club</p>	<p>Support the recognition of the golf course as a local nature conservation site and the adjoining land being a prime landscape feature.</p>	<p>This is noted.</p>
<p>2. Forestry Commission Scotland</p>	<p>It is common that wind turbines are located in, or near to afforested land, sometimes with the need for the permanent removal of trees for the development of the turbine locations, access or windflow.</p> <p>The Scottish Government has a long-term plan to expand the woodland cover in Scotland (outlined in the <a href="#">Scottish Forest Strategy</a>) and there is a general presumption against the permanent loss of woodland.</p> <p>To help manage the permanent loss of woodland through economic development, the Scottish Government has produced a policy on <a href="#">The Control of Woodland Removal (2009)</a>.</p> <p>The policy requires compensatory planting, to mitigate permanent woodland loss through economic development.</p> <p>It would be appropriate that section 4.3 Ecological Assessment and 4.4 Landscape Assessment include reference to the Control of Woodland Removal Policy and that the policy document is referenced as a source of further information for those development sites located in, or near to</p>	<p>Accepted, the suggested wording has been incorporated into the guidance.</p>

3. Alistair Watson	<p>afforested land.</p> <p>Section 1: I am not sure where your 40% has come from. This is different from 2020 Routemap for Renewable Energy in Scotland (2011) and the update from 30 October 2012 but I do sometimes get lost in numbers so please let me know where the 40% comes from if it is actually the correct figure.</p>	The current figure is now 100% and the Supplementary Guidance has been amended accordingly.
3. Alistair Watson	<p>Section 3: With reference to Appendix 1 I see you are sharing the 'Shire's categories (in terms of capacity) to describe the scale of installation. SNH consider the term small scale to include up to 3 turbines whilst the City/Shire category includes 4-10 turbines. I thought it worth mentioning that I suspect this may be confusing to developers who are more familiar with the SNH guidance and terminology (i.e. 1-3 small scale, 3-20 medium scale, 20-50 large scale, 50+ very large) but I accept you may have better reasons to be consistent with the 'Shire on this categorisation.</p>	There are different methods for categorising wind turbine developments. For the purposes of this guidance the advice is not linked to the scale range and has been removed.
3. Alistair Watson	Section 4: Environmental IMPACT Assessment Regulations (word missing).	This has been amended.

<p>3. Alistair Watson</p>	<p>SECTION 4.10: As an extension of what Rachel has suggested, I recommend that open spaces (such as the top of Brimmond Hill where people walk quite freely without being on a defined path) are also taken into account. Many of our parks should already be caught under the headings under Section 4.9.</p> <p>I suggest something along the lines of:  <i>"Assessment will need to include the impacts on core path network and other types of paths and open spaces of special importance for outdoor recreation, both on land and in inland water where appropriate. Examples of open space of special importance for outdoor recreation could include parks, Local Nature Reserves, Local Nature Conservation Sites"</i>.</p> <p>My following comments are mostly in relation to the upper end of capacity/scale of your guidance so I think that there should be a caveat about proportionality:  Impacts which should be considered, where appropriate, include (but are not limited to):</p> <ul style="list-style-type: none"> <li>- Direct impacts on routes through temporary or permanent closure or diversion of routes;</li> <li>- Changes to character, amenity or intrinsic appeal of routes through changes in surface types or widening (this can have positive effects as well</li> </ul>	<p>The suggested wording on access has been incorporated into a new section 2.8 on Tourism, Recreation and Countryside Access.</p>
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	<p>as negative effects);</p> <ul style="list-style-type: none"> <li>- Creation of new tracks (which is more likely to have a positive effect in most cases but could still have a negative effect on character of some semi-natural sites);</li> <li>- Intrusion into an area enjoyed by recreational users for its semi-natural or wilder qualities by both visual impacts and noise impacts;</li> <li>- Displacement of wildlife enjoyed by recreational users reducing the appeal of the site (this will be informed by the ecological impact assessment);</li> <li>- Sequential cumulative visual impacts along longer distance linear routes (e.g. the Deeside Way) and in combination/in succession impacts from particular locations where many schemes are visible from one location. This should take into account developments in the 'Shire as well if there is a significant degree of visibility from the viewpoint. In terms of impacts on outdoor recreational resources this is unlikely to become an issue unless there will be nearby developments along our boundary with the 'Shire.</li> </ul> <p>I would be more than happy for this to be condensed like the preceding sections of your guidance but consider these to be areas which could have a significant negative (or positive) impact on outdoor access and recreation in particular cases if sufficiently large develop (or number of developments) appear in areas of</p>	
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	<p>particular sensitivity.</p> <p>As you no doubt understand there is a great deal of overlap with the more general visual impact assessment but also to a more limited extent the landscape because the designations and character could be the initial draw for recreational users to a particular area. I would emphasise that much of the information used to make an assessment on impacts on outdoor access interests would probably just be references to information already gathered for other chapters of the assessment (e.g. LVIA, EclA, cultural, noise etc.) so this should not be viewed as onerous additional effort. Location and scale mean that most issues above would only be relevant for larger installations around the edge of the city.</p>	
3. Alistair Watson	<p>If you are referencing 'Siting and designing windfarms in the landscape' (2009) then you should probably also mention 'Siting and Design of Small Scale Wind Turbines of between 15 and 50 metres in height' (2012)</p> <p><a href="http://www.snh.gov.uk/planning-and-development/renewable-energy/onshore-wind/landscape-impacts-guidance/">http://www.snh.gov.uk/planning-and-development/renewable-energy/onshore-wind/landscape-impacts-guidance/</a>.</p>	This has been added to the references section.
3. Alistair Watson	<p>For larger developments 'Good practice during wind farm construction' gives good general guidance which is also worth considering for smaller schemes which may share similar issues</p>	This has been added to the list of references.

	<p>such as track formation:  <a href="http://www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=1618">http://www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=1618</a></p> <p>It should not be forgotten that in addition to direct loss through removal for track creation, foundations and hardstanding that peat habitats can also be adversely affected by changes to hydrology, possible erosion and/or enrichment of soils. It may be worth mentioning these other potential impacts as well.</p> <p>The guidance I mentioned above 'Good practice during wind farm construction' is a good starting point for further more specific information on peat survey and construction on peat.</p> <p>Again something which is most relevant at the top end of capacity/scale covered by the guidance, Section 4.15 or the further information section of the document could make reference to the Scottish Government pages on wind energy developments on peat land:  <a href="http://www.scotland.gov.uk/Topics/Business-Industry/Energy/Energy-sources/19185/17852-1/CSavings">http://www.scotland.gov.uk/Topics/Business-Industry/Energy/Energy-sources/19185/17852-1/CSavings</a></p>	
3. Alistair Watson		<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to incorporate advice from SEPA and highlights these issues.</p>
4. SEPA	<p>We welcome the recognition of peat as an important habitat and carbon sink and that developments should be designed to minimise</p>	<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to cover wetlands and covers the issues raised.</p>

	<p>disturbance to peat and soil. We acknowledge that within the city boundary there is limited scope for peat however the advice in the draft SG could be improved to provide information and clarity to the development industry regarding impacts on peat.</p>	
	<p>Similar to peat we promote an approach of avoidance of wetlands. Groundwater dependent terrestrial ecosystems (GWDTEs), which are types of wetland, are specifically protected under the Water Framework Directive. The results of the National Vegetation Classification survey should be used to identify if wetlands are GWDTEs.</p>	<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to cover wetlands and covers the issues raised.</p>
<p>4. SEPA</p>	<p>roads, foundations and other construction works associated with large scale developments can disrupt groundwater flow and impact on existing groundwater abstractions (such as abstraction for private water supplies).</p>	<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to cover wetlands and covers the issues raised.</p>
<p>4. SEPA</p>	<p>Windfarm developments can include elements which require engineering works in the water environment e.g. bridges or culverts for new or upgraded access tracks. Windfarm developments should be designed to avoid the need for new watercourse crossings, and where such works are necessary then the following information should be submitted</p> <ul style="list-style-type: none"> <li>• A site survey of existing water features;</li> <li>• map showing the location of all proposed</li> </ul>	<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to cover wetlands and covers the issues raised.</p>



	<p>engineering activities;</p> <ul style="list-style-type: none"> <li>• systematic table detailing the justification for each activity along with proposed mitigation;</li> <li>• an indication of the proposed design (e.g. bridge, bottomless culvert, arched culvert);</li> <li>• photo of each affected waterbody including its dimensions design</li> </ul> <p>Where flooding may be an issue a flood risk assessment may also be required.</p>	
4. SEPA	<p>The construction phase includes construction of access roads, borrow pits and any other site infrastructure. We recommend that this issue is highlighted in the Supplementary Guidance.</p>	<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to cover wetlands and covers the issues raised.</p>
4. SEPA	<p>Borrow pits can be particularly large and may resemble small quarries. The need and proposed location of borrow pits should therefore be determined at the planning application stage, as the impact of these facilities (including, impact on water and blasting) needs to be appraised as part of the overall impact of the scheme in accordance with <a href="#">Planning Advice Note 50 Controlling the Environmental Effects of Surface Mineral Workings</a>. Restoration measures for the borrow pits must be detailed as part of the overall development proposals. The location of borrow pits is therefore an important consideration in the layout of a wind farm and should be sited well</p>	<p>The advice on peat land has been incorporated into the 2.2 Environmental Impact section and this has been expanded to cover wetlands and covers the issues raised.</p>

	away from watercourses and not on steep inclines.	
4. SEPA	In addition there are guidance documents which may be useful to include references to include in the Supplementary Guidance.	These have been added to the list of reference materials.
5. Transport Scotland	4.5 Visual Assessment - This should be updated to highlight the points from which the wind turbine(s) will first be seen from the trunk road. Wind turbines should not be positioned such that they appear abruptly at a location where drivers require to manoeuvre, react or make decisions (e.g. junctions, bends etc.). Therefore, it is important to identify the point at which the wind turbine(s) first come into the driver's view so it can be demonstrated that they can be clearly seen in advance of such a location.	A new section, 2.6, has been added to cover trunk road safety requirements.
5. Transport Scotland	4.7 Shadow Flicker - The assessment should be expanded to include the impact on the trunk road network rather than being limited to buildings.	A new section, 2.6, has been added to cover trunk road safety requirements.
5. Transport Scotland	4.8 Ice Throw - The sentence on warning signage should be removed in relation to the trunk roads. For trunk roads we would expect that "Where evidence of vibration and/or climate sensitive technology is provided there should be no need to consider this issue further. If no evidence of this vibration and/or climate sensitive technology is available then the wind turbine should be sited at least 100 metres from the	A new section, 2.6, has been added to cover trunk road safety requirements.

	<p>nearest kerb line of the trunk road carriageway". It is recommended that the guidance be updated accordingly.</p> <p>The following should also be added regarding potential structural collapse "Set back distance to be a minimum of 1.5 times the height of the wind turbine (from ground level to the uppermost tip of turbine blade) away from the nearest kerb line of the Trunk Road carriageway". Please add "For sites near the trunk road, Transport Scotland should be consulted. Pre-application discussions are welcomed."</p>	
6. Culter Community Council	<p>Introduction: Line one; .....energy technologies of <u>all types and</u> on all scales..... Line 6; .....the range of <u>onshore</u> technologies available .....</p>	Agree to change.
6. Culter Community Council	<p>4. Para 2; 3<sup>rd</sup> sentence; .....<u>with their application</u> to help <u>speed up the application process</u>.</p>	<p>This pro-forma is no longer used by the consultees and reference to this and the copy in the appendix has been removed.</p>
6. Culter Community Council	<p>4.1 Add in a further bullet point on 'noise levels of each turbine (of the machinery and of moving parts through the air)'</p>	<p>This is to cover the technical specification of the proposed turbine or turbines. There is a separate section that covers the noise impact, 2.3 Noise Assessment.</p>
6. Culter Community Council	<p>4.4 Add another bullet point requiring applicants to 'consider the value of landscape/natural heritage of the site to local residents (and tourists) as a local viewpoint or leisure (eg walking) area'</p>	<p>This is covered by the Landscape and Visual Impact Assessment.</p>
6. Culter Community Council	<p>4.6 para.1 line 3; replace 'blades' with 'moving parts' – otherwise some designs would appear to</p>	<p>The term blades can apply to both horizontal turbines and vertical fixed turbines.</p>

Council	be excluded	
6. Culter Community Council	4.7 and 4.8 appear to be aimed at 'propeller' type wind turbines? Is this so? If so this should be indicated but all designs should be covered.	This does not differentiate between turbine types and an assessment would apply equally to horizontal turbines and vertical fixed turbines.
6. Culter Community Council	4.12 last para. Should refer to appendix 2 not appendix1	There are no longer any appendices to refer to.
6. Culter Community Council	4.13 para.1 line; For all types of wind turbines power produced depends on 3 factors – the speed/ strength of the wind and its direction at the proposed site and the efficiency of the turbine design to produce as much power as possible.  4.13 para.1 line 2; Does the phrase 'area swept by rotor' refer specifically to the large 3 bladed commercial turbines only and not to all designs? This needs to be clarified.  4. 13 para.1 line 4 'the annual mean (that is, average) wind speed data' – what exactly does this mean? If it means obtaining local Met. Office data which is summarised in 'wind rose' form by plotting wind vectors graphically over time (annually) then this would be good as they can show prevailing wind direction and variation in speeds and also seasonal variations in wind speed and direction.  4.13 para.2 Very much agree that the applicant	Paragraph 2.10 has been amended to reflect this.  It refers to both horizontal turbines and fixed vertical turbines.  We encourage that applicants consider the viability of a site before installing a wind turbine. However, it would not be a determining factor in the grant of planning consent. Providing the impact on the environment and community is acceptable the effectiveness of the turbine is the applicants' responsibility. Therefore, no further change is proposed.

	<p>must show the proposal is viable. However micro-turbines should have as much data required (12 months and not just 4 months) as large turbines since wind speeds/strength and direction can differ at different times of year. Given the changes now happening in global and local weather patterns we propose that data is required on 2 levels;</p> <ol style="list-style-type: none"> <li>1) wind rose data from the local Met Office for the last 5 years ideally but for not less than 2 years because of changing and more extreme weather patterns</li> <li>2) backed up by 12 months' readings from the anemometers placed on site</li> </ol> <p>From this wind data the likely annual generation of electricity (viability) can be calculated which is likely to be much less than the design capacity.</p>	
<p>6. Culter Community Council</p>	<p>We suggest that Development Info. Forms should also be required (Appendix 3? – similar to the MOD, CAA and BAA forms in appendix 2) where site and equipment details are summarised including the calculated viability as well as the generation capacity. This would give the Planning Dept and the public the essential details of the application 'at a glance'.</p>	<p>Section 2.1 Technical Information has been amended to require that this information is submitted in a format that is clear for the planning service and the public to understand.</p>

6. Culter Community Council	4.15 Why not just ban development on peat land to ensure the carbon balance does not become negative?	The first principle of the guidance would be to avoid any peat land or wetland, and in Aberdeen this is not considered to be a significant constraint. However, where there is no alternative location it is important that the impacts are minimised through mitigation. If the benefit clearly does not outweigh the cost there will be the option not to grant consent.
6. Culter Community Council	4.16 Agree with bullet points 1 and 4 but; <ul style="list-style-type: none"> <li>• Bullet point 2 needs to be more specific – e.g. provision of local employment/business or effects (positive or negative) on existing businesses (e.g. tourism) or on informal leisure use of the site? Or what exactly?</li> <li>• Bullet point 3 should be expanded to include negative effects on communities not just benefits.</li> </ul>	The section on other issues is, in part, already covered by the guidance. It is not possible, or necessary, to list and detail all other material considerations within this guidance. Therefore, this section has been removed.
7. SNH	The Guidance Clearly sets out the type of information that will be required for applications but not the level of detail.	The level of detail required for each application will depend on both the scale and location of the proposal and it is not possible to clearly set out what will and will not be required for all developments.
7. SNH	SNH has a wide range of guidance for developers of renewable energy schemes. Recommend that section 4 is amended to include links to our guidance. It would also be helpful to cross reference other relevant supplementary guidance and technical advice.	This has been included in section 2.

7. SNH	We recommend that the first bullet point is amended to read the 'type and number of turbines proposed.'	Accepted.
7. SNH	It may be helpful to specify that ecological assessments must include information on the methods they used. Results should be clearly presented in order to help your Council determining the applications and others who wish to comment, such as local communities.	This requirement has been included in a revised section, 2.2 on Environmental Impact.
7. SNH	Wind turbines and wind farms can have an adverse impact on designated sites even when sited some distance from them. They do not need to be either on or immediately adjoin a site to have such an impact. Our guidance 'Assessing the impact of small scale wind energy proposals on the natural heritage' Where there is the possibility of a negative impact on SPAs a Habitats Regulations Appraisal will be required.	This requirement has been added to section 2 and a map of the designated sites included in Section 3.
7. SNH	The guidance could refer to the SiteLink facility on our website where information on designated sites can be obtained. It would also be helpful to let developers know where they can obtain information on Local Nature Conservation sites.	The map in section 3 now refers to the SiteLink facility.
7. SNH	We recommend that a bullet point is added to assess the impact on species and habitats that are identified in Biodiversity Action Plans. This would help Aberdeen City fulfil its Biodiversity duty. It may also be helpful to define that duty, its rationale and relevance to planning authorities.	This has been added to section 2.

7. SNH	<p>The list of species should be extended to include terrestrial species such as otter, red squirrel and badger. The infrastructure for wind energy developments can have impacts on their resting sites and land they use for foraging. You may wish to include a reference to the North East Biodiversity Records Centre (NESBReC) as a possible source of biological information.</p>	<p>This has been added to section 2.</p>
7. SNH	<p>We recommend a link to our guidance on landscape. This includes siting and design of wind farms and of wind turbines between 15 and 50m height, visual representation of wind farms, visual assessment of wind farms and assessing cumulative impacts.</p>	<p>This has been included in the list of references.</p>
7. SNH	<p>Include designated sites in Aberdeenshire on the constraints map.</p>	<p>A map has been included in section 3 of the Guidance.</p>
7. SNH	<p>Geological and geomorphological sites, both national and local, should be considered as well as nature conservation sites.</p>	<p>Consideration of these sites has been added to section 2.</p>
7. SNH	<p>Consideration should be given to impacts on recreation and amenity such as paths and open space.</p>	<p>A new section on Tourism, recreation and countryside access has been added that covers this topic.</p>





# 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
Daniel Harrington	Senior 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.**

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 document will be subsequently adopted as supplementary guidance.

This 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 does 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.

Positive impacts The publication of Technical Advice is an invitation for <b>all</b> 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.	Negative Impacts (describe groups affected)
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**STEP 5: Apply the three key assessment tests for compliance assurance**

18. Does this policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer "no", go to question 22.**

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

**No**

**How?**

**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?

Where necessary, the Supplementary Guidance will be updated to take into account feedback from monitoring.

### 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
Daniel Harrington	4 October 2012	

Quality check: document has been checked by

Name	Date	Signature
Andrew Brownrigg	4 October 2012	

Head of Service (Sign-off)

Name	Date	Signature
Maggie Bochel	4 October 2012	

### Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Telephone 01224 523039 Email [sandrab@aberdeencity.gov.uk](mailto:sandrab@aberdeencity.gov.uk)

ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Technical Advice Note: The Repair and Replacement of Windows and Doors
REPORT NUMBER:	EPI/13/006

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## 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Committee on a period of public consultation on a revised draft of Technical Advice on the Repair and Replacement of Windows and Doors.
- 1.2 The proposed revised draft Technical Advice Note (TAN) is presented as Appendix 1. A summary of the representations, officer's responses and subsequent changes made to the document are presented in Appendix 2, along with a list of other minor amendments. Full, unsummarised copies of the representations are provided in Appendix 3. The changes made to the document are minor and relate only to matters of clarification, formatting and to update the guidance where necessary. The alterations do not change the policy direction of the document and the context remains the same.

## 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the representations received on the draft Technical Advice Note;
- b) Approve officers' responses to representations received on the draft Technical Advice Note;
- c) Approve the revised draft 'Technical Advice Note: The Repair and Replacement of Windows and Doors' as Technical Advice to accompany the Aberdeen Local Development Plan (2012).

## 3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report. Any future publication costs can be met through existing budgets.

3.2 Detailed topic-based advice has value in reducing officer time spent on pre-application discussions, and will therefore prove beneficial in reducing costs.

#### 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, where this is applicable, be subject to assessment in line with the principles and standards set out in the Technical Advice Note.

#### 5. BACKGROUND / MAIN ISSUES

5.1 The request to undertake public consultation on the draft Technical Advice Note was agreed at the Enterprise, Planning and Infrastructure Committee on 06 November 2012 (Agenda Item 9.7). The draft Technical Advice Note was subject to a six week public consultation period which ran from 09 November 2012 to 21 December 2012. The consultation period has now concluded and all representations received have been taken into account.

5.2 Appendix 2 provides a summary of any amendments that have been made to the document, either as a result of representations received during the public consultation period or by officers to provide greater clarity. Appendix 2 also provides Officers' responses and any other minor amendments to the TAN which Officers have proposed. Full, unsummarised copies of the representations are provided in Appendix 3.

5.3 Technical Advice Notes do not carry the same weight as Supplementary Guidance in determining planning applications but are still treated as material considerations in the decision making process. TANs also provide general guidance and best practice advice for members of the public.

5.4 The purpose of the TAN is to provide information on when planning permission and any other permissions (such as Listed Building Consent and/or Building Warrant) will be required with respect to the repair and replacement of windows and doors. The TAN is relevant to every residential property in the City, including flatted properties, and includes specific sections on Listed Buildings and properties within Conservation Areas.

5.5 The TAN also provides a means for Officers to assess applications for the repair and replacement of windows and doors within Aberdeen.

5.6 A total of 2 written representations were received in response to the consultation (Aberdeen Civic Society and Culter Community Council).



Comments were focused on minor amendments to the text rather than any objections to the content or focus of the document. Verbal comments were also received from Scottish Natural Heritage (SNH), who requested that reference be made within the document to the Bats and Development Supplementary Guidance given that bats can sometimes be found roosting in window frames, window sills, doorways and lintels. Following the detailed analysis of these representations, a number of changes have since been made to the draft Technical Advice Note (Refer: Appendices 1, 2 and 3).

## 6. IMPACT

- 6.1 The Technical Advice Note contributes to “Aberdeen – The Smarter City” Vision by promoting Aberdeen as a great place to live and visit. It contributes to the Smarter Environment priorities by promoting energy efficiency measures and attractive street and townscapes.
- 6.2 The TAN also contributes to the following Single Outcome Agreement priorities:
1. We live in a Scotland that is the most attractive place for doing business in Europe;
  10. We live in well-designed, sustainable places where we are able to access the amenities and services we need;
  12. We value and enjoy our built and natural environment and protect and enhance it for future generations;
  14. We reduce the local and global environmental impact of our consumption and production;
  15. Our public services are high quality, continually improving, efficient and responsive to local people’s needs.
- 6.3 The TAN is consistent with the Council’s Corporate Plan, in particular delivering high levels of design from all development and maintaining an up-to-date planning framework. The TAN also meets the vision of the Community Plan in promoting a strong image of the City and a sense of civic pride.
- 6.4 The TAN supports the Council’s 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment.
- 6.5 The TAN is consistent with the Planning and Sustainable Development Service Plan, in particular promoting a customer focused service by engaging the community in the planning process.
- 6.6 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 4 to this report.

6.7 An assessment of the environmental impact of the Technical Advice Note was made alongside the Aberdeen Local Development Plan. Since the adoption of the Local Development Plan there has been additional consultation undertaken, additional detail added and amendments made. Therefore, this document has had to go through the Strategic Environmental Assessment Process. A Screening Report was prepared and submitted to the SEA Gateway and the Consultation Authorities. The response to the Screening Report (received on 03 December 2012) confirmed that no significant effects were likely. No Strategic Environment Assessment has therefore been undertaken.

## 7. BACKGROUND PAPERS

- Aberdeen Local Development Plan  
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&SID=9484>
- Appendix 1 – Technical Advice Note: The Repair and Replacement of Windows and Doors
- Appendix 2 – Summary of Representations Received, Officers' Responses and a List of Other Minor Amendments
- Appendix 3 – Copies of the Representations Received
- Appendix 4 – Equalities and Human Rights Impact Assessment

## 8. REPORT AUTHOR DETAILS

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# Technical Advice Note

## The Repair and Replacement of Windows and Doors



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## 1. Introduction

This is one in a series of **Technical Advice Notes (TANs)** produced by Aberdeen City Council to help explain the Council's policies on various aspects of development in the City and who to contact for further information and advice.

This TAN addresses the **Repair and Replacement of Windows and Doors** and applies to all properties in the City. It:

- provides advice and guidance to residents and developers who are considering the repair or replacement of windows or doors;
- provides advice on whether any approvals are required before undertaking works (e.g. Planning Permission, Listed Building Consent, Building Warrant), and how to apply for these approvals;
- is a 'material consideration' and will assist Officers within Aberdeen City Council in determining applications;
- explains why windows, doors and doorways are important features of traditional buildings;
- outlines the Council's expectations for properties which are Listed Buildings and / or within a Conservation Area;
- provides 'best practice' guidance on suitable replacement windows and doors where repair is not an option; and,
- advises on measures to enhance the efficiency and security of older windows and doors without having to replace them.

A Further Reading list is provided at the rear of the guide (Section 11), along with a Glossary (Section 10) to explain terms which may not be familiar. The TAN does not include guidance on new dormer windows or rooflights, as these are covered separately within the Householder Development Guide Supplementary Guidance, available at: [www.aberdeencity.gov.uk/localdevelopmentplan](http://www.aberdeencity.gov.uk/localdevelopmentplan).



*Windows, doors and doorways can be important features of a building which are important to protect*

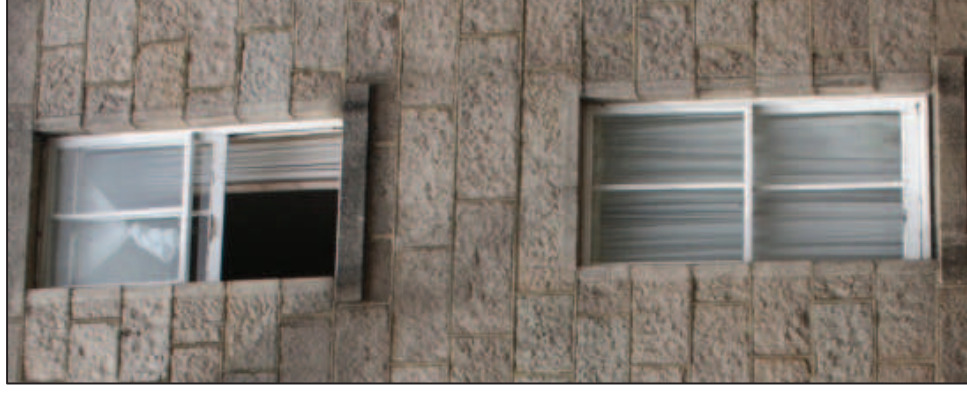
## 2. Thinking About Change

There are a number of reasons why owners might consider replacing their windows or doors, however the most common reasons are generally to do with concerns over heat loss, sound proofing, security and maintenance.

The general assumption is that these types of issues can only be resolved by completely replacing original windows and doors with something new – such as new ‘double glazing’. This is however often unnecessary, and can be extremely costly and unsustainable.

Below are a number of questions to consider before deciding whether replacing your windows or doors is right for you:

- Do my windows or doors actually need replacing or would it be more cost effective and sustainable to repair them?
- How old are my existing windows or doors? Are they of local or historic value or interest? Do they add value to my house?
- Are there upgrades which can be made to my existing windows to address heat loss, sound proofing and security?
- Can any parts of my existing windows or doors be recycled or reused if they cannot be repaired?
- Will new windows or doors really result in less maintenance?
- How long will it take for any savings in my heating costs to pay for the cost of new units, and how long will the new units last?



*Repair of sash & case windows can often be much cheaper than replacement*

### 3. Why Do We Need to Manage Change?

Windows, doors and doorways are distinctive features of a building which can often tell us a lot about local history and social change. In areas of Aberdeen where buildings have little decoration, traditional windows can make an important contribution to a building's architectural interest.

Changes to windows and doors which are well managed can make a positive contribution to the design and appearance of a building and to the quality and character of the surrounding area. Inappropriate changes can however have a significant negative impact on the character or appearance of a building which, when repeated over time, can dilute the appeal of wider areas.

For Listed Buildings and Conservation Areas inappropriate change can be particularly damaging, and may result in drops in property values. Unauthorised change may also lead to legal enforcement action.

Unauthorised windows and other works can also be identified by conveyancing solicitors and can affect property sales.



*Inappropriate change can negatively affect streets and wider areas as well as individual buildings*

**To check if your property is a Listed Building, visit: [www.historic-scotland.gov.uk/historicandlistedbuildings](http://www.historic-scotland.gov.uk/historicandlistedbuildings).**

**To check if you live within a Conservation Area, visit: [www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning).**

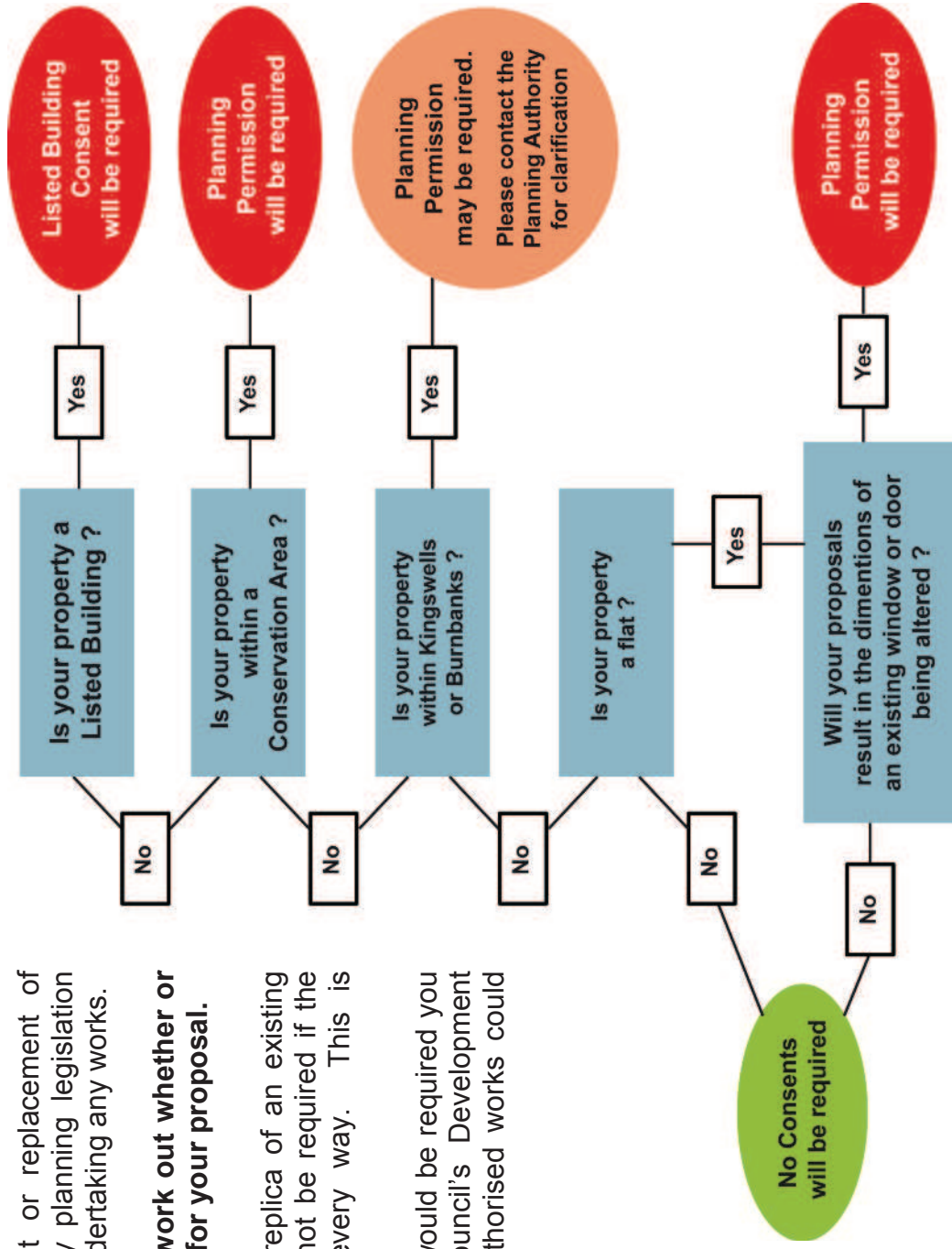
#### 4. Do I Need Consent?

In some instances the amendment or replacement of windows and doors is controlled by planning legislation and permission is required before undertaking any works.

**This diagram should help you to work out whether or not permission would be required for your proposal.**

If your proposals are for an exact replica of an existing window or door then consent may not be required if the proposals match the existing in every way. This is discussed further in Section 5.

If you are unsure whether consent would be required you should always check with the Council's Development Management Section first, as unauthorised works could lead to costly enforcement action.





#### **4.1 Building Regulations**

Building Regulations exist to protect the public and for replacement windows and doors cover aspects such as ventilation, safety from collision, safe cleaning, prevention of falls, thermal performance and means of escape.

There is no need to obtain Building Warrant approval for replacing your windows or doors, but the work you undertake should meet the requirements of the Building Regulations, and the responsibility for compliance rests with the owner.

This guidance applies whether or not the new window or door is to be the same style and material as the existing.

Repairs to an existing window are slightly different and can be completed to return the window to the original standard without the need for the repaired window meeting current standards e.g. replacing the cill.

It is recognised that compliance with all Building Regulations may be difficult in buildings that have existing historical features or are Listed. Further advice on relaxations can be sought from the Building Standards Team at 01224 523470 or [pi@aberdeencity.gov.uk](mailto:pi@aberdeencity.gov.uk). Further guidance on Building Regulations can be found in Appendix 2.

#### **4.2 Bats**

If you are considering repairing or replacing any windows or doors you should also consider the possibility of bats being present. Bats and bat roosts can be found in many kinds of building, old or new, and can sometimes be found roosting in windows frames, window sills, doorways, lintels and porches.

Bats are European Protected Species (EPS) and are protected by European, UK and Scottish Law. The main piece of the legislation in the UK for the protection of bats is the Conservation (Natural Habitats, &c.) Regulations 1994 (as amended). If you do not require planning permission for the amendment or replacement of your windows or doors, however suspect that you may have roosting bats, a bat survey will confirm this and whether a licence from Scottish Natural Heritage is likely to be required.

Further information about bats, surveys and surveyors can be found in our Bats and Development Supplementary Guidance.

## 5. Listed Buildings, Conservation Areas and Other Areas of Special Control

### 5.1 Listed Buildings

In Aberdeen, Listed Buildings range from grand villas on Queens Road, to tenement blocks on Rosemount Viaduct and fishermen's cottages at Footdee. Each Listed Building has its own character and style, be it individually, or as part of a wider group of buildings.

All Listed Buildings are protected, not just those in Conservation Areas, and all elevations of a Listed Building are protected, regardless of the Category of Listing.

Listed Building Consent will almost always be required for the alteration or replacement of windows or doors in Listed Buildings. In some instances repairs to traditional windows and doors using the original materials ("like for like") may not require Listed Building Consent. For proposals not to require consent they must include exact replication of the opening method and materials. For windows they must also include exact details of astragal dimensions and profiles, fixing of glass and the reuse of historic glass where this contributes to a building's character.

In considering applications for Listed Building Consent, the Council is required by law to: "*...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*" (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997). If the Listed Building is situated in a Conservation Area, or is part of a flattened property, Planning Permission may also be required.

It is recommended that you check with the Council's Development Management section prior to undertaking any works to receive confirmation as to whether any consents would be required.



*Building may exhibit a variety of window sizes and glazing patterns. This can provide important evidence of the history of the building and contribute to its character and interest*

Original or historic windows, doors and doorways in Listed Buildings must be repaired and restored rather than replaced. Only in exceptional circumstances will replacement windows and doors be permitted, and these replacements must match the originals in terms of appearance and material as far as is reasonably possible. Consent to replace original windows or doors on Listed Buildings will only be given when it can be demonstrated to the satisfaction of the Council that they are beyond economic repair, and evidence of this will be required as part of any application. This evidence should take the form of a Professional Survey, further details on which are provided in Appendix 1.

## 5.2 Conservation Areas

Conservation Areas are areas of the City which have been designated by the Council for their special architectural or historic interest. Aberdeen has 11 Conservation Areas within the City Boundary, which include areas such as Old Aberdeen, Ferryhill and Rosemount / Westburn. Appraisals of Conservation Areas in Aberdeen are available at [www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning).

If your property is not a Listed Building but is located within a Conservation Area then you will require Planning Permission to alter or replace windows or doors other than on a "like for like" basis (as described in Section 5.1). If you property is both a Listed Building and located in a Conservation Area then you will need to apply for both Listed Building Consent and Planning Permission. These requirements apply to both modern and older, traditional, properties.

In considering applications for Planning Permission in Conservation Areas, the Council is required by law to pay special attention "to the desirability of preserving or enhancing the character or appearance of that area". (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997). For Listed Buildings within



Details of the Conservation Areas in Aberdeen can be found on the Council's website, [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk).

Conservation Areas, Planning Permission will be required in addition to Listed Building Consent. For buildings which are located within Conservation Areas (but are not Listed Buildings), the Council's preference is for original windows and doors to be repaired and restored wherever possible.

### **5.3 Other Areas of Special Control**

For properties which are not Listed Buildings or within Conservation Areas, permitted development rights can exist so that small alterations to properties, such as replacing windows or doors, can be undertaken without the need for some permissions. These are not however applicable in the following circumstances:

#### **Burnbanks and Kingswells**

In both Burnbanks Village and Kingswells the City Council has taken the decision to remove some or all Permitted Development Rights via an Article 4 Direction, and so planning permission for replacing or amending windows / doors in these areas will be required.

The general preference will be for original or historic windows and doors in areas covered by an Article 4 Direction to be repaired and restored wherever possible. Where there is no original or historic fabric to be retained then any assessment of replacement proposals will principally be based on styling/type, materials and colouring.

#### **Flats**

If you live in a flatted property, planning permission will be required if you intend to alter the dimensions of an existing window or door opening.

## 6. Repair, Upgrade and Replacement

### 6.1 Retain and Repair

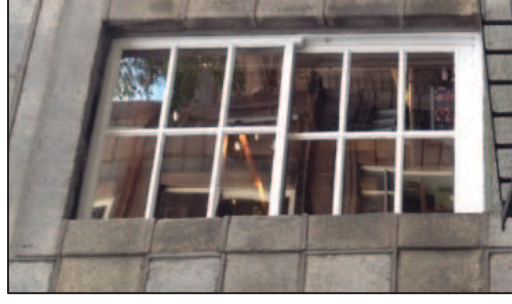
If you are considering new windows or doors, it is first worth checking whether replacing your existing windows/doors would be appropriate, or indeed necessary. Windows and doors can almost always be improved by being repaired, even if they are in very poor condition. Repair is also preferred in terms of sustainability as it reduces the requirement for new raw materials and energy.

#### Traditional Windows and Doors

The repair of original windows and doors is the best means of safeguarding the historic character of a traditional building, and in maintaining the visual character of wider areas. Repair will always be promoted over replacement, as new, modern, units will very rarely be capable of matching the character and visual interest of the units to be replaced.

Traditional windows are nearly always timber sash and case and are found in a variety of forms that reflect changing glass technology and architectural fashion. Timber sash and case windows are a recognised feature of Aberdeen's traditional buildings, and are generally of a straightforward design and construction, meaning that they can usually be easily repaired.

Curved corner windows and rectangular "lying" panes of glass are features which are particularly special to Aberdeen must always be retained.



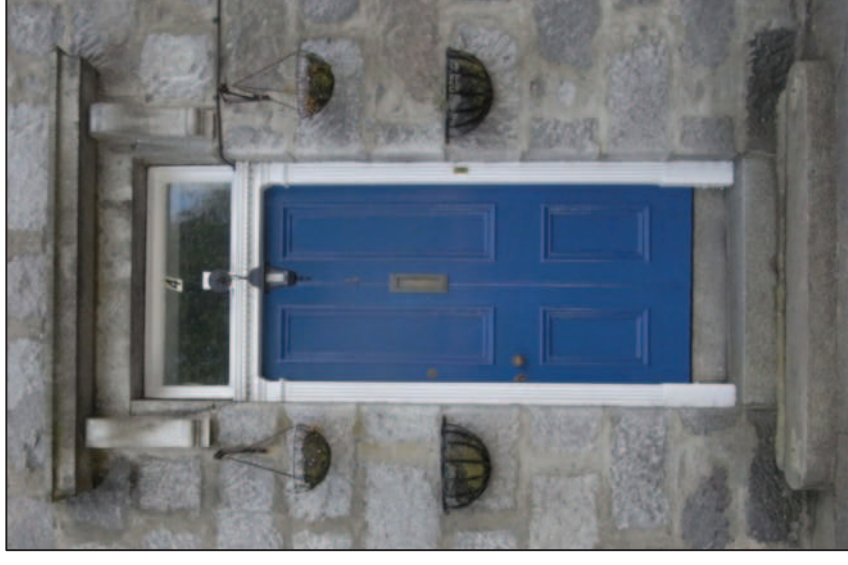
*Examples of rectangular panes and curved glass*

Traditional external doors and doorways are usually of solid timber frame construction with inset panelling retained by mouldings. Throughout the 18<sup>th</sup> and 19<sup>th</sup> centuries panelled doors became standard for the main entrance of most types of building. In Aberdeen this was typically reflected in 4, 5 and 6 panel varieties in a number of different configurations. A good joiner should be able to treat most faults with traditional doors, and again repair should be less expensive than replacement.

Traditional windows and doors are extremely durable and when properly maintained can last for centuries - many in Aberdeen are already well over 100 years old. In contrast, some modern windows can need replacing after just 20 years. Traditional windows and doors are generally made from good quality, durable, timber from mature trees which is of a much better quality than timber which is generally economically available today from sustainable sources. It therefore makes sense to retain and repair original windows, doors and doorways rather than to replace them with new timber which may not last as long and may be more susceptible to decay.

Original or historic windows, doors and doorways in Listed Buildings must be repaired and restored rather than replaced. Only in exceptional circumstances will replacement windows and doors be permitted, and these replacements must match the originals in terms of appearance and material as far as is reasonably possible. For buildings which are located within Conservation Areas, the Council's preference is also for original windows and doors to be repaired and restored wherever possible.

Original door ironmongery such as letterboxes, door knockers and handles should be retained and reused wherever possible, as should original window fittings such as cord clamps, sash lifts, sash fasteners and hooks.



*4 panelled door with associated door ironmongery / furniture*

## 6.2 Upgrading Traditional Windows and Doors

Replacing existing 'single glazed' timber windows and original timber doors with new 'double glazed' windows and uPVC / composite doors is often promoted as a means of fighting heat loss, draughts, dust ingress and providing improvements to sound insulation and security. Traditional windows and doors can however be upgraded at a lower cost to bring these same benefits, whilst still retaining the original features and style which gives character to your building.

### Energy Efficiency

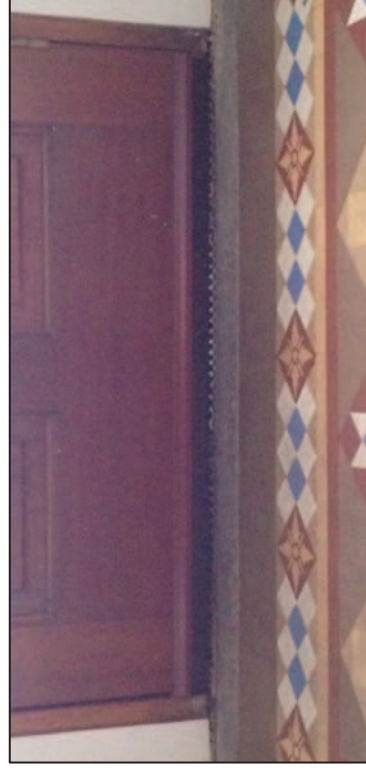
By the nature of their construction many older buildings are prone to heat loss through cracks and gaps which develop as building elements move and settle over time. Although this natural settlement helps to properly ventilate the building, often these draughts result in heat loss which can be uncomfortable for occupiers.

Draughts around older windows and doors (including key holes and letter boxes) can be a source of air leakage, and **draught-proofing** is one of the best ways to improve comfort and reduce energy use, with little or no change to a building's appearance.

Draught-proofing simply means blocking up any unwanted gaps which let cold air in and warm air out. Keeping warm air in the building means less energy spent heating it, therefore saving you money. A number of draught-proofing measures are widely available from DIY stores and can be fitted relatively cheaply.

Draught-proofing can also improve noise insulation, reduce dust ingress and make sash and case windows easier to slide up and down. Curtains lined with a layer of heavy material can also help reduce heat loss from a room and cut draughts.

Traditional timber doors are generally very effective in retaining warm air within a building, however additional insulation material can be added to the panels on the indoor side of the door to enhance the effect and fight additional heat loss whilst still maintaining the character of the door from the outside.



*Draught-proofing strips can be easily applied to interior side of external door*

Where installing draught-proofing to traditional windows is difficult, **secondary glazing** systems can be a good alternative. Secondary glazing consists of an additional pane of glass fitted on the inside of the existing window frame which can be removed during summer months and for cleaning. Providing similar insulation values to double glazing, it can also reduce dust ingress, provide good noise insulation, and be an extra security measure.

Secondary glazing design should seek to be as discreet as possible, particularly in Listed Buildings, with small frames concealed from view. Meeting rails and frames should be as small in section as possible to allow them to be disguised behind existing rails. If secondary glazing is installed, the original windows should not be draught-proofed to help avoid condensation.

For more information about improving energy efficiency in traditional properties a number of Historic Scotland's publications are included in the Further Reading List at the end of this document (Section 11).

### Security

To improve the security of traditional sash and case windows additional sash locks to improve the security of the window when closed. Timber blocks and / or sash stops can also be fitted to restrict the size of openings.

Additional security measures on doors can also be easily incorporated without affecting the character of a door, for example extra mortice locks, rimlocks or bolts.



*Secondary glazing should seek to be as discreet as possible*



### 6.3 Replacing Windows and Doors

The principles in this Section are especially relevant where Planning Permission or Listed Building Consent is required, but should also be considered as 'best practice' for all properties throughout the City, even when consent is not required.

The most appropriate windows and doors for a property are likely to be those which were originally designed for it. Instances will however exist where original features will have deteriorated to such a state that replacement is the only viable option. Complete replacement of traditional windows and doors should however only be contemplated where the features to be replaced have deteriorated beyond economic repair, i.e. it would be unviable to repair and replacement is the only option remaining.

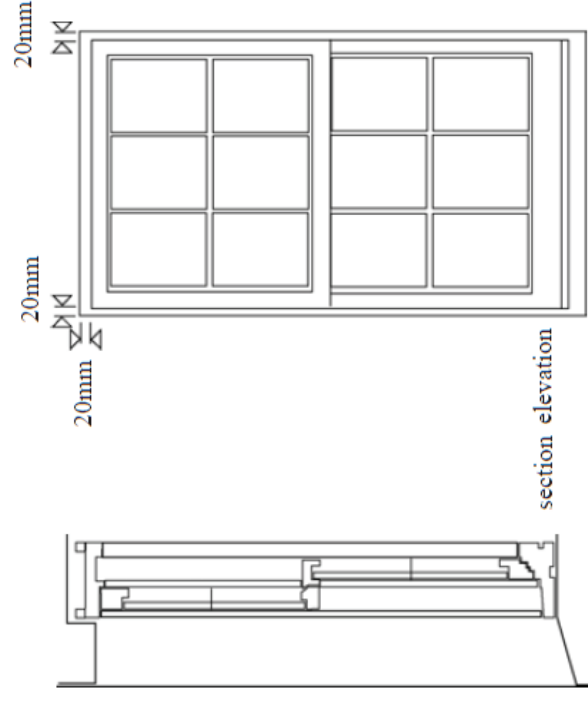
The reinstatement of the original types and arrangements of windows and doors will be encouraged. Modern windows and doors which are badly proportioned, the wrong type or incorrectly glazed should be restored to the original proportions wherever possible. If there is no indication what the original windows or doors were like, then authentic historic precedents can often be found on neighbouring properties.

#### Windows

Where there is no alternative to replacement, new windows should be sensitively replaced in an environmentally sensitive way which is in keeping with the character of the original building and the quality of its design.

The original proportions of window openings should be retained to ensure the architectural integrity of the building is not compromised. Where any original glazing survives, every effort should be made to retain or to salvage as much as possible for re-use.

The relative proportions of the upper and lower sashes of new windows in Listed Buildings must be the same as in the original windows, as should the size of timber sections. Replacement windows should be fitted in the same plane, be made up from timber sections of the same profile and dimensions, and have the



Sash & case window illustration

meeting rails in the same position. 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. Where there is no existing original model on which to base a replica, bottom rails 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.

Factory made standard windows, whether in timber, aluminium, galvanised steel, plastic (uPVC) or a composite are almost always damaging to the character and appearance of historic buildings and will not be appropriate for Listed Buildings. In Listed Buildings joiner-made timber replacements will generally be the only type of replacement window which will be accepted.

Ventilators cut through the glass or visible on the window frames will not be considered acceptable on Listed Buildings or on public elevations in Conservation Areas. Ventilators, where required, should be located unobtrusively in the meeting rail. Where trickle ventilation is required other more discreet means of achieving this should always be considered. Historic Scotland's publication "Sash & Case Windows: A Guide for Homeowners" provides further guidance on ventilation.

Consent for replacement windows on Listed Buildings or public elevations in a Conservation Area which reproduce the astragal pattern but open in a different manner will always be refused, as will consent for those where the astragals are merely applied to the surface of, or are sandwiched between, the panes of double glazing. Where astragals are required, they must be kept slender to match the thickness of the original astragals, particularly in multiple pane sashes.

Where glazing beads are required they should be wedge shaped to match a putty fillet, and taper from 10mm at the glass to less than 2mm at the outside. The edge of the bead must 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 unacceptable shadow line will be created around each pane of glass.



*Discreet means of achieving ventilation will be required for Listed Buildings and on public elevations in Conservation Areas*

The dimensions of replacement window astragals should use original sash windows as the model. Typically astragals may only be 17-19mm wide. 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 over-simplified, but should reproduce traditional moulding appropriate to the period and detail of the building. Astragals must carry through the sash to completely separate each pane of glass.

Glazing in sash windows on Listed Buildings should preferably be retained in position with traditional putty or modern butyl based putty, which is always preferred to timber beads.

In both Listed Buildings and Conservation Areas there will be a strong presumption in favour of retaining stained or decorative leaded glass and etched glass in replacement proposals. Proposals to use wired glass, obscured glass, louvered glass or extract fans in windows on Listed Buildings or on public elevations in Conservation Areas will not generally be considered acceptable.

On traditional buildings in Conservation Areas, modern window designs will generally be inappropriate on elevations of the building which are visible from public areas.

Sash and case “lookalike” windows, which closely match the detailing and appearance of a traditional sash and case window, but may employ a different opening mechanism, may be acceptable in Conservation Areas.

“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 as seen in elevation, such that the window when closed, is virtually indistinguishable from a traditional sash and



Acceptable type of 'lookalike' in a Conservation Area



Not acceptable as a 'lookalike' in a Conservation Area

case window. White uPVC vertical sliding windows may be acceptable as 'lookalike' replacements for windows in Conservation Areas provided that proposals with through / embedded astragals comply with original dimensions. No planted astragals will be accepted on elevations in Conservation Areas which are visible from public areas.

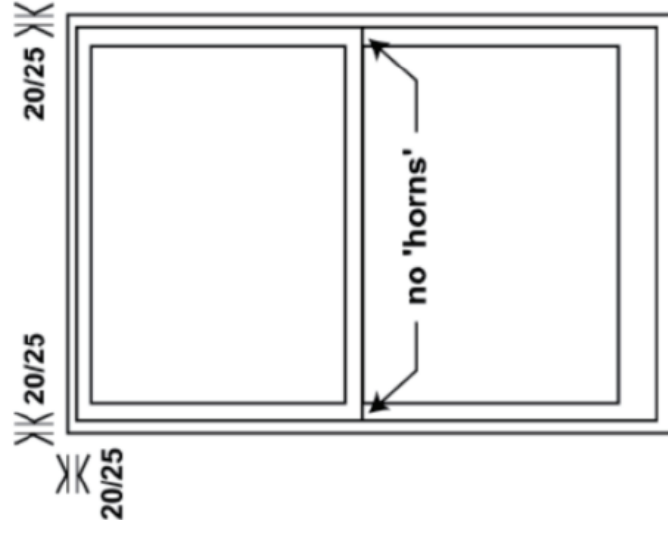
Where uPVC "lookalike" windows are to be used they should fully replicate the significant features of timber sash and case windows. Such features would include:

- 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..

The Council may choose to be more flexible when considering applications for replacement windows and doors in Conservation Areas which are not visible from the street or are only visible from a private court.

On non-traditional, more modern, buildings in Conservation Areas a broader range of materials and designs may be permitted, depending on the individual building and surrounding area.

Elsewhere in the country most mid/late Victorian windows have 'horns' however this is not the case in Aberdeen. Along with original Georgian and early Victorian windows, most nineteenth century windows in Aberdeen do not have horns, and neither should the windows which replace them. The use of horns should only be contemplated only where there is clear evidence that they existed on the original windows, and in such instances the design of the horns should match the original.



*Elevation of sash & case  
'lookalike' windows with no 'horns'*

## Doors

Where there is no alternative to the replacement of an original door, new elements must match the original as far as possible when the property is a Listed Building or is visible from a public area within a Conservation Area. The new door should match the original in terms of proportion, profile and material, and reuse historic glass where this contributes to a building's character. If the property forms part of a group of uniform designs, then any replacement should make reference to those of the neighbouring properties in style, design and size. Joiner-made replicas will be strongly encouraged in Conservation Areas and will be a requirement for Listed Buildings.

Composite door solutions may be appropriate on public elevations in Conservation Areas depending on the specified design proposed. Composite, aluminium and uPVC solutions will never be acceptable on Listed Buildings. Only on non-public elevations in Conservation Areas will uPVC, aluminium or doors from DIY chain stores be acceptable. Doors from DIY chain stores and flush plywood doors with mouldings applied to resemble panelling will not be acceptable substitutes on Listed Buildings or on public elevations in Conservation Areas. Replacement doors with a stained or varnished finish, and those which introduce asymmetrical elements, integral fanlights, inappropriate glazing or panelled patterns, will also be rejected.

The original proportions of doorways and door openings on street frontages must always be retained, and proposals to recess a door either less or more deeply within the door opening will not be supported. Original door ironmongery such as letterboxes, door knockers and handles should be retained and reused if the timber door is being replaced. Where this does not survive, the replacement of modern fittings with items appropriate to the period of the building will be encouraged.

Where the opportunity exists, modern doors which are badly proportioned, or of the wrong type or material, should be replaced with a more appropriate solution.



*Historic glass should be reused where this contributes to the character of a building*

### Colour Palette

As white is the colour of most existing sash and case windows in Aberdeen, this is the colour which new windows will generally require to be in order to encourage uniformity.

This will be particularly important in tenements where the use of a uniform window colour helps give the building an architectural cohesion it may otherwise lack.

Other colours will only be agreed to in exceptional circumstances.

Doors should be painted in an appropriate dark and muted colour, and bright glosses and white paint avoided.

Stained or varnished wood finishes will generally be unacceptable, except on non-public elevations in Conservation Areas.



*Replacement windows will generally require to be white*

## 7 Inserting New and Blocking Up Old

Applications to insert additional windows in Listed Buildings or in Conservation Areas may be permitted where this does not detract from the character of the building or area.

Location and design are the key considerations for new window openings which should be assessed in the context of the rest of the building and surrounding properties. The blocking up, in whole or in part, of original openings should only occur where the window makes little contribution to the building or area.

In principle the blocking up should be done in materials that relate to the surrounding building and evidence of the opening, such as window surrounds, be retained.

Proposals to increase the glazing area by removing stone or timber mullions which form the divisions in bipartite or tripartite windows will not be supported on Listed Buildings or in Conservation Areas.

The re-opening of blocked windows will be encouraged only where this will reinstate the intended elevational treatment of the building. It will not be permitted in cases where blocking up has taken place during later alterations to the structure and where the earlier window openings consequently no longer relate to present elevational form.

Doors in street frontages, even though no longer used, should always be retained



*Example of blocked up windows in Ferryhill*

## 8. Summary Charts - What Could Be Acceptable Where?

The following charts have been produced for general guidance purposes only. Proposals will still require to demonstrate satisfactory detailed designs and implementation methods. The charts should only be read in the context of the advice provided within the rest of this TAN. Any queries should be directed to the Council's Development Management Section.

### Windows

	Listed Buildings	Conservation Areas: Public Elevations	Conservation Areas: Non-Public Elevations
Joiner made timber sash and case	✓	✓	✓
Retaining historic or original stained / decorative leaded glass and etched glass	✓	✓	✓
Through astragals	✓	✓	✓
uPVC sash and case 'lookalikes'	X	✓	✓
Planted astragals	X	X	✓

### Doors and Doorways

	Listed Buildings	Conservation Areas: Public Elevations	Conservation Areas: Non-Public Elevations
Joiner made timber panelled door	✓	✓	✓
Composite Door	X	✓	✓
uPVC / aluminium / DIY chain store door	X	X	✓
Flush (e.g. plywood) doors with mouldings applied	X	X	✓



**Examples of windows and doors to avoid on Listed Buildings and on public elevations in Conservation Areas**



## 9. What To Do Next

Applications for Planning Permission and / or Listed Building Consent can be made online via the Scottish Government's e-planning website: [www.eplanning.scotland.gov.uk](http://www.eplanning.scotland.gov.uk)

Or direct to Aberdeen City Council using the application forms available at: [www.aberdeencity.gov.uk/planning\\_environment](http://www.aberdeencity.gov.uk/planning_environment)

For applications for Planning Permission an application fee will be required. There is no charge for applications for Listed Building Consent, however a fee may be requested to advertise the application in the local press.

Failure to obtain appropriate consents and permissions could result in enforcement action being taken to have unauthorised windows or doors replaced, which may entail considerable costs for the building owner. Unauthorised windows and other works are often identified by conveyancing solicitors and can affect property sales.

In the case of a Listed Building unauthorised work falls under criminal law, and so the person who executes the works, or causes them to be executed, is liable to prosecution or imprisonment in addition to standard enforcement proceedings.

### Submission Requirements

Two (2.no) copies of the following scaled drawings will be required for applications for Planning Permission and three (3.no) for Listed Building Consent in addition to the relevant application forms:



#### For further information please contact:

Planning and Sustainable Development  
Aberdeen City Council  
Business Hub 4, Ground Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Telephone: 01224 523470

Fax: 01224 523180

Email: [pi@aberdeencity.gov.uk](mailto:pi@aberdeencity.gov.uk)

1. An OS Plan which clearly identifies the location of the site
2. Plans and detailed elevations of both existing and proposed works.
3. Horizontal and sectional drawings with details at a larger appropriate scale.
4. Details of proposed materials and style of opening.
5. Any other relevant technical information and photographs

In addition, for applications for the replacement of windows/doors on a Listed Building or within a Conservation Area, the following will also be required:

6. A clear statement which sets out a justification for the proposals, including why the works are desirable or necessary.
7. Detailed justification (e.g. a professional survey – for more information refer Appendix 1) to demonstrate to the satisfaction of the Council that the windows/doors to be replaced are beyond economic repair. Within Conservation Areas this will only be required for proposals affecting front elevations or elevations which are visible from public areas.
8. Drawings will normally be required at a scale of 1:1 or 1:2 and should include sections through window head, meeting rails, bottom rail and cill, window jambs and astragals. In addition, an elevation of the window should be provided showing the position of the meeting rails and the arrangement of any astragals.

### **Sources of Assistance**

If your property is a Listed Building or situated within a Conservation Area then you may wish to investigate whether any sources of funding assistance exist:

- The Aberdeen City Heritage Trust is a limited company and charity that operates within Aberdeen City. The Trust has its own criteria for determining in what circumstances it may be prepared to offer assistance. Further details can be found on its website [www.aberdeenheritage.org.uk](http://www.aberdeenheritage.org.uk) or by calling 01224 522755
- Historic Scotland also administers a programme of building repair grants throughout Scotland for Listed Buildings of outstanding architectural or historic importance, or key buildings within Conservation Areas. More information is available at [www.historic-scotland.gov.uk/grants](http://www.historic-scotland.gov.uk/grants)

## 10. Glossary

**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. Article 4 Directions are currently in place in Burnbanks and parts of Kingswells.

**Astragal:** A glazing bar separating panes of glass within a window.

**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 via [www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning).

**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 / pattern of the windows in a building.

**Flat:** A separate and self contained residence, which is one of several within a larger building.

**Lintel:** A structural beam above an opening, such as a window or door,

**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 A list of listed building is available from Historic Scotland [www.historic-scotland.gov.uk/historicandlistedbuildings](http://www.historic-scotland.gov.uk/historicandlistedbuildings).

**Listed Building Consent:** Although the listing of a building should not be seen as a bar to all future change, strict controls do exist to ensure that works undertaken to Listed Buildings are appropriate. Listed Building Consent is obtained through an application process which is separate from, but runs parallel to, applications for planning permission. This separate regulatory mechanism allows planning authorities to ensure that changes to listed buildings are appropriate and sympathetic to the character of the building.

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

**Mullion:** A vertical piece of stone or timber dividing a window into sections.

**Permitted Development:** 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. These Permitted Development Rights are removed for Listed Buildings, Conservation Areas, Article 4 areas, and flats.

**Planning Authority:** 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)

**Sash and Case Window:** A window that slides vertically on a system of cords and balanced weights.

**Terrace House:** A dwellinghouse situated in a row of three or more buildings

**Transom:** A horizontal glazing bar in a window.

## 11. Further Reading

- **Aberdeen Local Development Plan**  
[www.aberdeencity.gov.uk/localdevelopmentplan](http://www.aberdeencity.gov.uk/localdevelopmentplan)
- **Bats and Development Supplementary Guidance**  
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=47678&sID=14394>
- **Householder Development Supplementary Guidance**  
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=45460&sID=14394>
- **Conservation Area Appraisals**  
[www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)
- **Historic Scotland - Energy Efficiency Advice**  
<http://www.historic-scotland.gov.uk/index/heritage/technicalconservation/energyefficiencyadvice.htm>
- **Historic Scotland - Managing Change in the Historic Environment: Doorways**  
<http://www.historic-scotland.gov.uk/index/heritage/policy/managingchange.htm>
- **Historic Scotland - Managing Change in the Historic Environment: Windows**  
<http://www.historic-scotland.gov.uk/index/heritage/policy/managingchange.htm>
- **Historic Scotland – Sash & Case Windows: A Short Guide for Homeowners**  
<http://www.historic-scotland.gov.uk/maintaining-your-home.pdf>
- **Scottish Historic Environment Policy**  
[www.historic-scotland.gov.uk/index/heritage/policy/shep.htm](http://www.historic-scotland.gov.uk/index/heritage/policy/shep.htm)

## **Appendix 1: Professional Survey**

National planning policy only allows windows in Listed Buildings to be replaced where there is evidence that they cannot be repaired. It also requires that applications for Listed Building Consent are supported by sufficient information to enable the local planning authority to determine them. This is why we ask for a survey to demonstrate that existing window(s) are beyond repair and need to be replaced. This is in addition to the elevational drawings and sections required. Please note that comprehensive window replacement is unlikely to be justified in all but exceptional circumstances.

### **What should be in a survey?**

The survey should be carried out by a joiner or similar and include each individual window. It should include an image of the whole elevation with the windows numbered and an accompanying proportionate amount of information about the type, age and condition of each window. For a straightforward residential property this could be an annotated photo with the windows numbered and a short description of the window condition. Additional information may be required for a more complex building or where significant historic windows are involved

## **Appendix 2: Building Standards Information**

### **Ventilation**

Every apartment must have a window(s) or door(s) with an opening area of at least 1/30th of the floor area of that room. Where the opening area of the existing window is already less than 1/30th of the floor, the opening area of the replacement window must not be less than the original size. If the existing window had an integral trickle ventilator the replacement window must also have an integral trickle ventilator of at least the same size as the original.

### **Safety from Collision**

Windows must not open over footpaths or any place to which the public has access, where they could form a hazard or obstruction.

### **Safety Glass**

Glazing which is less than 800 mm above the floor must be toughened or laminated. Alternatively, a protective barrier could be installed to prevent collision.

### **Thermal Insulation**

Windows must have a U-value (thermal insulation rating) of not more than 1.8 W/m<sup>2</sup>K. There are many types of window construction which meet the required degree of thermal insulation and this should be confirmed with the window installer.

### **Protective Barriers**

Openable windows to a storey with a floor level of at least 600 mm above the outside ground level, and with a cill height less than 800 mm above floor level, must be provided with a protective barrier to minimise the risk of falling from the window. On the ground and first storeys, the barrier must be not less than 800 mm above the floor level. There must not be any gaps in the barrier which would allow a 100 mm ball to pass through. Alternatively, permanently fixed safety glass may be used instead of a barrier.



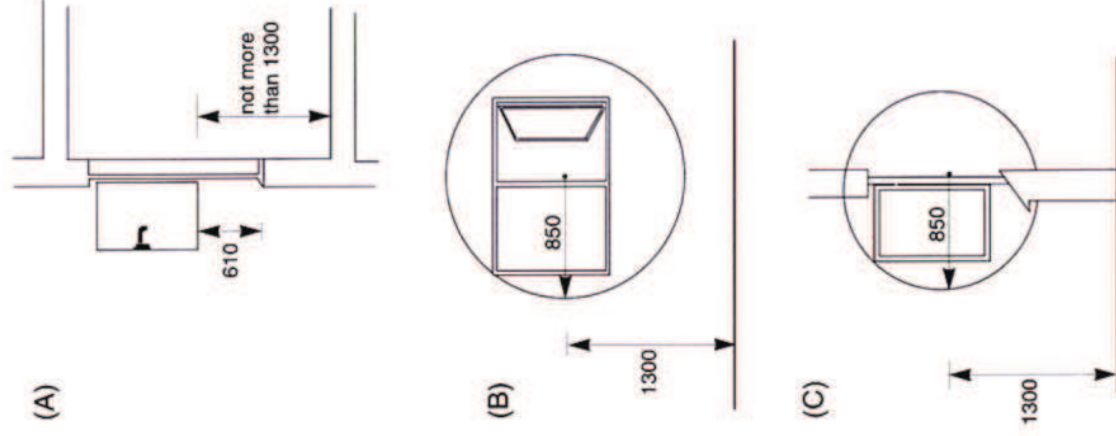
### Emergency Escape Windows

An escape window must be provided in every apartment on the first floor of a dwelling. Escape windows must also be provided in rooms on the ground storey where the escape is through another room. Escape windows must have an unobstructed openable area that is at least 0.33 m<sup>2</sup> and at least 450 mm high and 450 mm wide. The bottom of the openable area must not be more than 1100 mm above the floor except in cases where the existing cill height is greater than 1100 mm.

### Safe Cleaning

All windows must be safely cleanable. Windows, all or part of which are more than 4 m above the adjacent ground level must be designed so that any external and internal glazed surfaces can be cleaned safely from inside the building. These windows must be cleanable whilst standing on the floor and without over-reaching. The maximum reach must not exceed that shown in the diagrams over, and the maximum upwards reach is 2150 mm. If parts of the existing window are out with the maximum reach, the replacement window should be of a type which allows those parts to be brought within the safe reach in order to allow safe cleaning.

All dimensions are in mm.



- (A) downwards reach through an opening light
- (B) side reach through an opening light
- (C) reach for cleaning an open window with easy-clean hinges

**For Further Information 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 523180

Email: [pi@aberdeencity.gov.uk](mailto:pi@aberdeencity.gov.uk)

**Appendix 2 - Summary of Representations Received, Officers' Responses and a List of Other Minor Amendments**

<b>Respondent</b>	<b>Section</b>	<b>Summary of Comment</b>	<b>Response to Comment</b>	<b>Changes (if any)</b>
Aberdeen Civic Society	Sections 1, 2 and 3	Sections 1, 2 and 3 need no comment from the Society.	Noted.	N/A
Aberdeen Civic Society	Section 4	Suggest rearranging the "Do I Need Consent" diagram with the green observation on the left and all the red & orange comments on the right.	We agree that reorganising the diagram in this way may provide better clarity.	The diagram has been updated to reflect this comment.
Aberdeen Civic Society	Section 7	Section 7 no comment.	Noted.	N/A
Aberdeen Civic Society	Section 8	There appears to be a heading missing in the second column of the chart.	Yes, a heading has been missed from this Table.	The following heading text has been inserted: "Conservation Areas: Public Elevations"
Aberdeen Civic Society	Section 9	It might be helpful to the General Public to have a Summary expressing clearly in brief and direct	Section 8 provides a general summary in chart format as to what type of proposal would	Contact details for the Development Management Team provided in Section 9. This addition has resulted in some formatting changes to this page.

Respondent	Section	Summary of Comment	Response to Comment	Changes (if any)
		<p>terms what is required of them and where to go for further advice.</p>	<p>generally be appropriate in different circumstances. It is considered that any attempt to summarise further would detract from the information being relayed. Section 9 goes on to discuss how a planning application could be submitted. We acknowledge that contact details should be provided within this section.</p>	
Culter Community Council	Section 1	<p>Add a point about Listed Building and Planning consents being required by solicitors when buying/selling property (as encouragement for people to apply/comply).</p>	<p>This point is already made in Section 9, however it is recognised that the point could also helpfully be made towards the beginning of the TAN. It is considered that the Introductory section would not however be</p>	<p>The following sentence has been added to Section 3:  “Unauthorised windows and other works can also be identified by conveyancing solicitors and can affect property sales.”</p>

Respondent	Section	Summary of Comment	Response to Comment	Changes (if any)
			<p>the best place to include this text, so a sentence has instead been included in Section 3 – Why Do we Manage Change?</p>	
Culter Community Council	Section 5.1	<p>Add a line which gives guidance for what to do when a listed building already has unauthorized windows put in by previous owners on an unknown date.</p>	<p>It is agreed that the TAN could benefit from inclusion of advice on this topic. It is thought that the best place for this advice to be included would be in Section 6.3.</p>	<p>The following paragraph added to the introduction of Section 6.3:          “The reinstatement of the original types and arrangements of windows and doors will be encouraged. Modern windows and doors which are badly proportioned, the wrong type or incorrectly glazed should be restored to the original proportions wherever possible. If there is no indication what the original windows or doors were like, then authentic historic precedents can often be found on neighbouring properties.”          This addition has resulted in some formatting changes to this page / section.</p>
Culter Community Council	Section 5.2	<p>Please emphasize the need for</p>	<p>This matter is already addressed in Section 5.1</p>	<p>The second paragraph of Section 5.2 has been reworded as follows:</p>

Respondent	Section	Summary of Comment	Response to Comment	Changes (if any)
		<p>Planning Permission and Listed Building Consent being needed for listed buildings in a conservation area. It is often assumed that they are the same thing or are connected, and that applying for one automatically applies for the other.</p>	<p>but will be repeated in Section 5.2 to ensure clarity.</p>	<p>“If your property is not a Listed Building but is located within a Conservation Area then you will require Planning Permission to alter or replace windows or doors other than on a “like for like” basis (as described in Section 5.1). If you property is both a Listed Building and located in a Conservation Area then you will need to apply for both Listed Building Consent and Planning Permission. These requirements apply to both modern and older, traditional, properties.” This addition has resulted in some formatting changes to this page / section.</p>
Culter Community Council	Section 6.3 Colour Palette	<p>Please emphasize that dark brown wood is not acceptable.</p>	<p>Guidance from Historic Scotland tells us that many mid-to-late 19<sup>th</sup> century timber windows were painted in dark colours including red, green, blue, brown, black and grey. As such there may be instances where dark brown</p>	<p>The following sentence has been added to Section 6.3: “Stained or varnished wood finishes will be unacceptable, expect on non-public elevations in Conservation Areas.”</p>

<b>Respondent</b>	<b>Section</b>	<b>Summary of Comment</b>	<b>Response to Comment</b>	<b>Changes (if any)</b>
Culter Community Council	Section 8	Column titles missing for "Conservation Areas Public Elevations".	<p>painted timber may be acceptable if it can be proven that this would reflect the original colour of the wood. There is provision for this in the TAN as currently drafted. Stained timber will not however be acceptable, and this should be clarified within the guidance.</p> <p>Yes, a heading has been missed from this Table.</p>	<p>The following heading text has been inserted: "Conservation Areas: Public Elevations"</p>

#### Other Minor Amendments

<b>Section</b>	<b>Reasons for Change</b>	<b>Change Made by Officers</b>
Section 1	There is a need to clarify that the advice in the TAN is not applicable to	<p>Last paragraph in Section 1 altered to read as follows: "The TAN does not include guidance on new dormer windows or rooflights, as these are covered separately within the Householder Development Guide Supplementary Guidance, available at:</p>

Section	Reasons for Change	Change Made by Officers
	<p>rooflights as these are discussed separately in the Householder Supplementary Guidance.</p>	<p><a href="http://www.aberdeencity.gov.uk/localdevelopmentplan">www.aberdeencity.gov.uk/localdevelopmentplan</a>.</p>
Section 4.2	<p>Scottish Natural Heritage (SNH) has contacted us verbally to request that reference be made to the Bats and Development Supplementary Guidance within the TAN.</p>	<p>A new Section 4.2 has been added, which states:          “If you are considering repairing or replacing any windows or doors you should also consider the possibility of bats being present. Bats and bat roosts can be found in many kinds of building, old or new, and can sometimes be found roosting in windows frames, window sills, doorways, lintels and porches.          Bats are European Protected Species (EPS) and are protected by European, UK and Scottish Law. The main piece of the legislation in the UK for the protection of bats is the Conservation (Natural Habitats, &amp;c.) Regulations 1994 (as amended). If you do not require planning permission for the amendment or replacement of your windows or doors, however suspect that you may have roosting bats, a bat survey will confirm this and whether a licence from Scottish Natural Heritage is likely to be required.          Further information about bats, surveys and surveyors can be found in our Bats and Development Supplementary Guidance.”</p>
Section 5.3	<p>There is a need to clarify that permitted development rights for replacing windows or doors do not apply to</p>	<p>The first paragraph of Section 5.3 amended to read as follows:          “For properties which are not Listed Buildings or within Conservation Areas, permitted development rights can exist so that small alterations to properties, such as replacing windows or doors, can be undertaken without the need for some permissions. These are not however applicable in the following circumstances:”</p>



Section	Reasons for Change	Change Made by Officers
	Listed Buildings or properties in Conservation Areas.	
Section 5.3	The existing sentence in relation to Burnbanks and Kingells could be made clearer.	The first paragraph relating to Burnbanks and Kingswells updated to read: “In both Burnbanks Village and Kingswells the City Council has taken the decision to remove some or all Permitted Development Rights via an Article 4 Direction, and so planning permission for replacing or amending windows / doors in these areas will be required.”
Section 8	The word ‘designs’ should be removed from the second part of Section 8 where pictorial examples are provided.	Section 8 pictorial text amended to read as follows: “Examples of window and doors to avoid on Listed Buildings and on public elevations in Conservation Areas”.
Section 8	Change made to rectify a typographical error in the summary table.	Through astragals will be acceptable on Listed Buildings, as discussed in Section 6.3 (pg 17). The change made addresses a typographical error.
Section 11	Scottish Natural Heritage (SNH) has contacted us verbally to request that reference be made to the	The following addition has been made to the Further Reading List: “Bats and Development Supplementary Guidance <a href="http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=47678&amp;sID=14394">http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=47678&amp;sID=14394</a> ”

Section	Reasons for Change	Change Made by Officers
	Bats and Development Supplementary Guidance within the TAN.	
Section 11	The Householder Development Supplementary Guidance should be referenced in the Further Reading List.	The following addition has been made to the Further Reading List: "Householder Development Supplementary Guidance <a href="http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=45460&amp;sID=14394">http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=45460&amp;sID=14394</a> "
Appendix 2	Appendix title to be updated to refer to 'Building Standards' rather than 'Building Control'.	Appendix title amended to read as follows: "Appendix 2: Building Standards Information"



**Aberdeen Civic Society**  
Registered Charity Number SC003089

25 Salisbury Terrace  
ABERDEEN  
AB10 6QG

[REDACTED]  
[REDACTED]  
17<sup>th</sup> December 2012

Development Plan Team  
Aberdeen City Council  
Business Hub 4  
Ground Floor North  
Marischal College  
Broad Street  
ABERDEEN  
AB10 1A

Dear Sir,

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

The Society welcomes the publication of this draft and the opportunity to comment on it. There have been problems in this field since the publication of the Statutory List of Buildings of Architectural or Historic Interest and the subsequent designation of Conservation Areas –both in 1977.

Since that date we have seen the growth of a range of replacements of inappropriate design and materials in every DIY shop in the country and some sort of Planning Control will be beneficial for the amenity of the City and those who are required to advise clients on the pros and cons in submitting Planning Applications.

The Note is comprehensive.

**Sections 1,2 and 3** need no comment from the Society.

The diagram in **Section 4** – “Do I need Consent” may not be clear to the general public when deciding if they need further advice. Perhaps rearranging the diagram with the green observation on the left and all the red & orange comments on the right might clarify it.

**Section 7** no comment

In the charts in **Section 8**, there appears to be a heading missing in the second column. Should this be Conservation Areas with Public Elevations ?

**Section 9 “What To Do Next”**

Generally, the document will be a useful tool for those preparing Planning Applications but it might be helpful to the General Public to have a Summary expressing clearly in brief and direct terms what is required of them and where to go for further advice.

We thank you again for the opportunity to comment and hope that you find our comments helpful and constructive.

Yours faithfully

Dr Michael R Hewitt  
Chairman  
Aberdeen Civic Society

**From:** [REDACTED]  
**To:** <ldp@aberdeencity.gov.uk>  
**Date:** 18 December 2012 16:40  
**Subject:** The Repair and Replacement of Windows and Doors - Technical Advice Note

Comments on TAN Repair and Replacement of Windows and Doors:

\*Introduction: \*Add a point about Listed Building and Planning consents being required by solicitors when buying/selling property. (As an encouragement for people to apply/comply!)

\*  
\*

\*Page 6, 5.1 Listed Buildings:\* Add a line which gives guidance for what to do when a listed building already has unauthorized windows put in by previous owners on an unknown date. This is an issue connected with the point above about buying/selling listed buildings.

\*  
\*

\*Page 7, Section 5.2, 3rd paragraph:\* Please emphasize the need for Planning Permission \*and\* Listed Building Consent being needed for listed buildings in a conservation area. It is often assumed that they are the same thing or are connected, and that applying for one automatically applies for the other.

\*Page 18, Colour Palette:\* Please emphasize that dark brown wood is not acceptable!

\*Page 20, Section 8, Table:\* column titles missing for "Conservation Areas Public Elevations" ?

Regards  
Philippa Matthew

Chair  
Culter Community Council

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# 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, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring.

## STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Claire McArthur	Senior 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 delivering this proposal (for example other Council services or partner agencies).

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

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. **Please return to this question after completing the 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.

- Para 9 of EHRIA will be published in committee report in Section 6 "Impact"
- Full EHRIA will be attached to the committee report as an appendix
- Copied to Equalities Team to publish on the Council website

## **STEP 2: Outline the aims of the proposal**

11. What are the main aims of the proposal?

The purpose of the Technical Advice Note is to provide further information and detail in respect of policies set out in the Local Development Plan and who to contact for further information and advice.

At present, two Technical Advice Notes contain advice on this subject, the 'Replacement Windows and Doors' and 'The Repair and Replacement of Timber Sash and Case Windows'. These two TANs have been merged to form this comprehensive Technical Advice Note on 'The Repair and Replacement of Windows and Doors'.

With the publication of The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 in early 2012, the existing advice notes required to be reviewed and updated. The advice notes were then merged into a single, up-to-date guide in order to 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 and allow comprehensive guidance for both applicants and officers. Implementation and enforcement of the TAN will ensure that there is a consistent approach relating to windows and doors within those areas where consent is required

12. Who will benefit most from the proposal?

Residents and businesses in Aberdeen, including the development industry, 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 supports the adopted Aberdeen Local Development Plan. The Aberdeen Local Development Plan sets out the 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 does 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 people with Protected Characteristics**

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	0	Disability	0	Gender Reassignment*	0
Older					
Marriage or Civil Partnership	0	Pregnancy and Maternity	0	Race**	0
Religion or Belief	0	Sex (gender)***	0	Sexual orientation****	0
Others e.g. poverty	0				

Notes:

\* Gender Reassignment includes Transgender

\*\* Race includes Gypsies/Travellers

\*\*\* Sex (gender) i.e. men, women

\*\*\*\* Sexual orientation includes LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
The publication of Technical Advice is an invitation for all groups to engage with	

planning issues within Aberdeen. Once we publish the Technical Advice Note there will be a chance for everyone to make comments on the documents.

**STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance**

18. Does this proposal/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 saying how. **If you answer "no", go straight 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 identified in Steps 1 and 2 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?

Where necessary, the Technical Advice Note will be updated to take into account feedback from monitoring.


### 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
Claire McArthur	20 <sup>th</sup> September 2012	

Quality check: document has been checked by

Name	Date	Signature
Andrew Brownrigg	20 <sup>th</sup> September 2012	

Head of Service (Sign-off)

Name	Date	Signature
Margaret Bochel	11 October 2012	

#### Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**  
Second Floor North  
Marischal College

Equality and Human Rights Impact Assessment – the Form.  
Broad Street  
Aberdeen  
AB10 1AB

Telephone 01224 523039 Email [sandrab@aberdeencity.gov.uk](mailto:sandrab@aberdeencity.gov.uk)

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COMMITTEE	<b>Enterprise Planning and Infrastructure</b>
DATE	<b>19<sup>th</sup> March 2013</b>
DIRECTOR	<b>Gordon McIntosh</b>
TITLE OF REPORT	<b>Various small scale traffic management and development associated proposals (New Works)</b>
REPORT NUMBER:	<b>EPI/13/032</b>

---

## **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 orders 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
(●) Cycle, Walking, Safer Streets (Scot Gov grant-funded)	1000	200	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
(❖) Developer financed	Nil	550	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
(➤) Disabled Parking	2300	1150	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 is one traffic management proposals brought forward during the course of routine examination of road safety and traffic flows, with an additional proposal for various Electric Vehicle Charging Points across the city, **2 proposals** funded by NESTRANS and **3 proposals** resulting from requests from developers.



**Key:**

- Funded from the Cycling, Walking, Safer Streets grant funded budget. The exception is the installation of the Electric Vehicle Charging Points which will be grant funded by Transport Scotland and the shared cycle path shall be funded through NESTRANS.
- ❖ 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**

**Craigie Street** – Proposed extension of Pay & Display Bay

To maximise the existing space available for parking on Craigie Street it is proposed to reduce the current Green Badge from 10.5m to 6.6m, to conform with the guidelines set out by Disabled Person's Parking Places (DPPP) Act 2009. Reducing this space can allow the existing bins be moved eastwards and allow an additional Pay & Display parking space.

The proposals are indicated on the plans below.

Implementation Costs - £1000

Estimated maintenance costs - £minimal

Ward (8) – George Street / Harbour

Elected members – May / Jean Morrison / Nathan Morrison

**Gallowgate / Chapel Street / Sclattie Park / Frederick Street / Kingswells Park and Ride / Duthie Park** – Proposed Electric Vehicle Charging Points

Aberdeen City Council have been given grant-funding by Transport Scotland to install Electric Vehicle Charging Points in publically accessible car parks in Aberdeen. Six locations have been identified as suitable across the City to install these points. Each point has two sockets and is capable of charging two cars at the same time.

In order to ensure that these spaces are only to be used by electric vehicles, it is necessary to promote a Traffic Regulation Order. At the car parks where a 'Pay & Display' regime is in place, vehicles utilising these spaces will be subject to the same payment structure as standard car parking bays.

The car parks and the number of electric vehicle charging points applicable to each is highlighted in the list below: -

Marischal College Car Park – 4 spaces  
West North Street – 2 spaces  
Gallowgate – 4 spaces  
Chapel Street – 2 spaces  
Sclattie Park – 2 spaces  
Frederick Street – 2 spaces  
Kingswells Park and Ride – 2 spaces  
Duthie Park (car park behind the Winter Gardens) – 2 spaces

*(Plans are not included as some of these spaces are located within off-street car parks and in various locations and indication of location is referenced above.)*

Implementation cost – Grant funded, £2000 for TRO  
Estimated maintenance cost – minimal

Ward No's – 1, 3, 7, 8 & 12  
Elected Members – Crockett / Lawrence / MacGregor / Samarai / May / Jean Morrison / Nathan Morrison / Cameron / Delaney / Ironside / Cormie / Forsyth / Laing / Allan / Dickson / Donnelly / Kiddie

### **The following proposals will be funded by NESTRANS 2013/2014 Programme**

#### **Jesmond Drive, Bridge of Don** – Proposed Shared Cycle path

The implementation of a shared cycle route on Jesmond Drive is part of the Cycle Demonstration Project to develop the off-road cycle network covering the area adjacent to Oldmachar Academy. The shared cycle route will connect the existing shared cycle path on Dubford Road to the existing shared cycle path that runs between Braehead Way and Ashwood.

The proposals are indicated on the plans below.

Implementation costs – £2000 cost of TRO  
Estimated maintenance costs – £minimal

Ward (2) – Bridge of Don  
Elected members – Young / Reynolds / Jaffrey / Stuart

#### **Dubford Gardens / Cypress Grove** – Proposed shared cycle path

Following on from some minor maintenance and resurfacing of a section of this path last year, it has been proposed to convert this path between Dubford Gardens and Cypress Grove to a shared use cycle path. This is part of the expansion of the Greenbrae cycle network and will continue to contribute to the development of a signed and promoted east-west cycle route.

The proposals are indicated on the plans below.

Implementation costs – £2000 for TRO

Estimated maintenance costs – £minimal

Ward (2) – Bridge of Don

Elected members – Young / Reynolds / Jaffrey / Stuart

### **The following proposals will be funded by the developer**

#### ❖ **Craigieburn Park** – Proposed 20 mph speed limit

A number of years ago the residents of Craigieburn Park has assumed that this road was un-adopted and installed 5mph speed limit signage, which cannot be enforced.

This road is in fact adopted up to its access with the residential properties, the developer of to be constructed Care Home on Craigieburn Park has agreed to fund the cost of introducing a mandatory 20 mph speed limit with no traffic calming on Craigieburn Park over the adopted section of road. This proposal complies with current guidance on the implementation of 20 mph zones.

The proposals are indicated on the plans below.

Implementation cost - nil

Estimated maintenance cost – £150 every 5 years

Ward (10) – Hazlehead / Ashley / Queens Cross

Elected members – Corall / Greig / Stewart / Thomson

#### ❖ **Urquhart Road** – Proposed waiting restrictions, “Mon – Sat; 8:00am to 6:00pm” and “At any time” with the revocation of existing “At any time” to timed restriction.

As part of the Construction Consent for this development “At any time” waiting restrictions are required to protect the newly formed access from parked vehicles and to maintain visibility. As a new access has been created, there is a requirement to close off the previous access and therefore revocation of the existing “At any time” waiting restriction and replaced with a timed waiting restriction Mon – Fri; 8:00am and 6:00pm being promoted. Also as apart of this Construction Consent is to revoke the existing “At any time” restriction to the west of this new development and be replaced with a timed restriction between 8:00am and 6:00pm. This is being carried out to maximise the on-street parking in this area.

Also within the site are 8 disabled bays, in order to ensure that these spaces are only to be used by Blue Disabled Badge Holders only it is necessary to make these bays enforceable.

The proposals are indicated on the plan below.

Implementation cost – nil

Estimated maintenance cost – £500 every 5 years

Ward (8) – George Street / Harbour  
Elected members – May / Jean Morrison / Nathan Morrison

- ❖ **Westburn Crescent** – Proposed revocation of “Residents Only” parking bay and proposal of “At any time” waiting restriction.

As part of the Construction Consent for this development “At any time” waiting restrictions are required along the frontage of these properties where the space between the driveways is not adequate to park a vehicle.

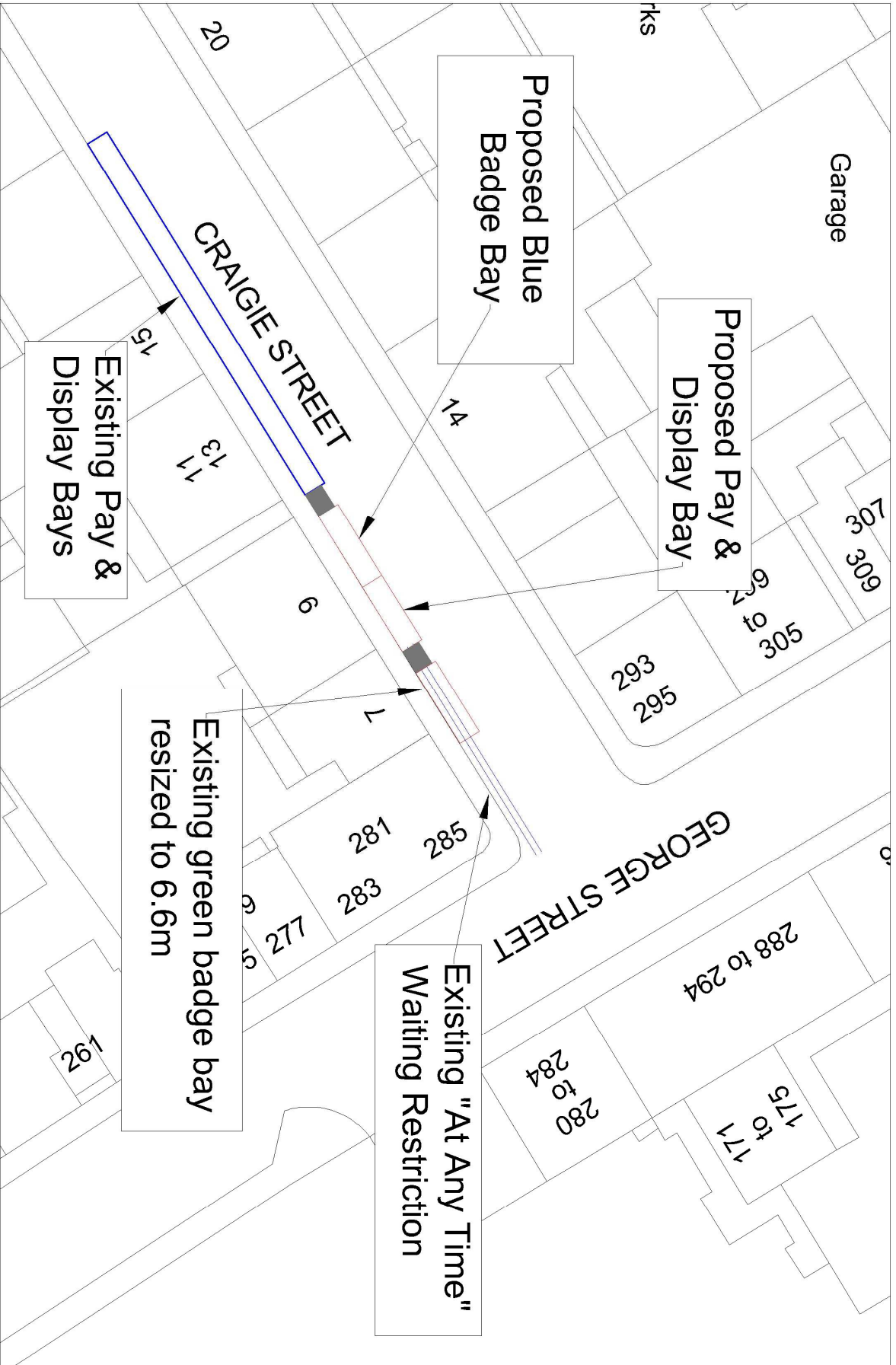
The proposals are indicated on the plan below.

Implementation cost - nil

Estimated maintenance cost – £100 every 5 years

Ward (7) – Midstocket / Rosemount  
Elected members – Cormie / Forsyth / Laing

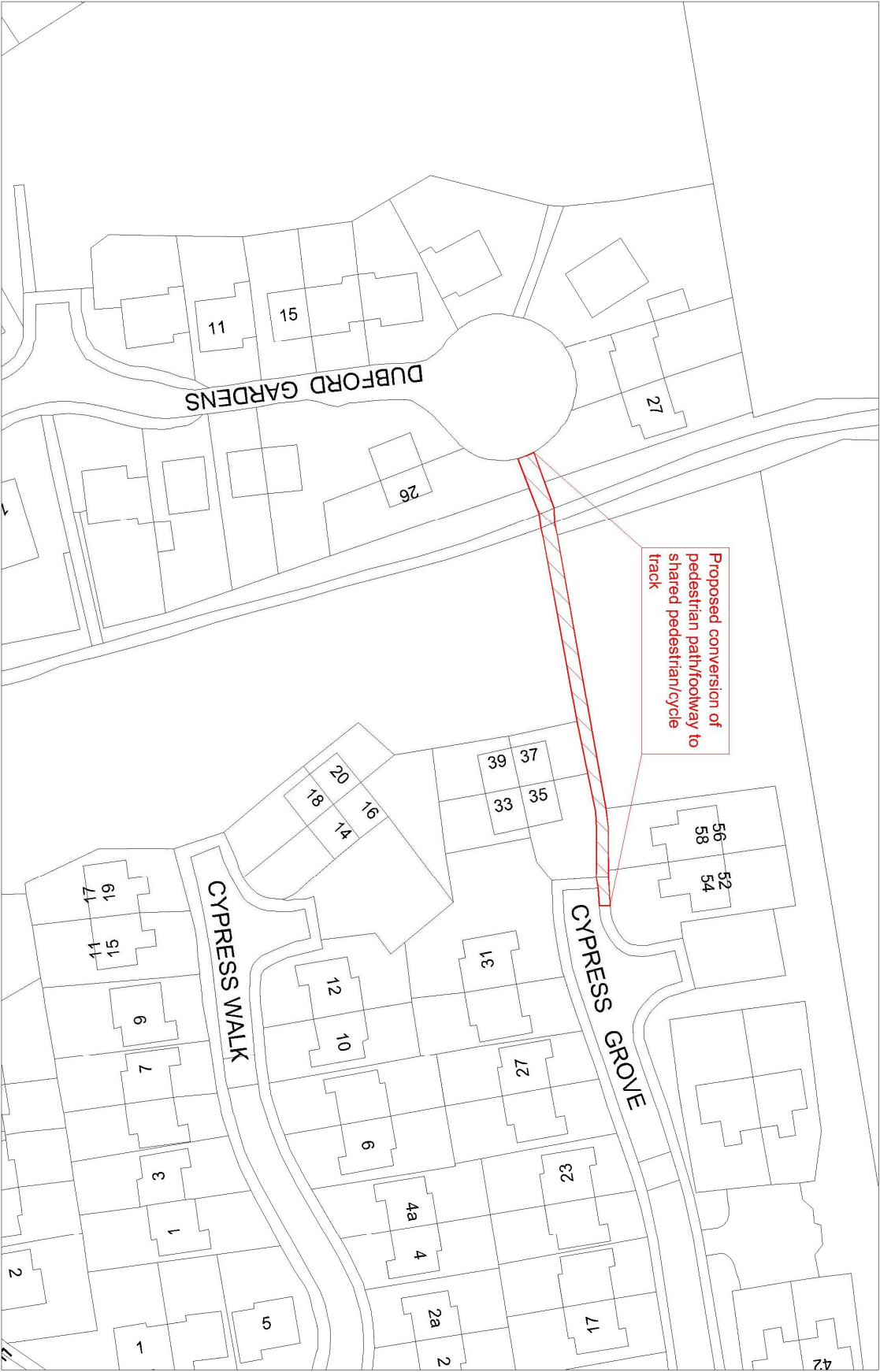
# Craigie Street - Proposed Pay & Display Bay



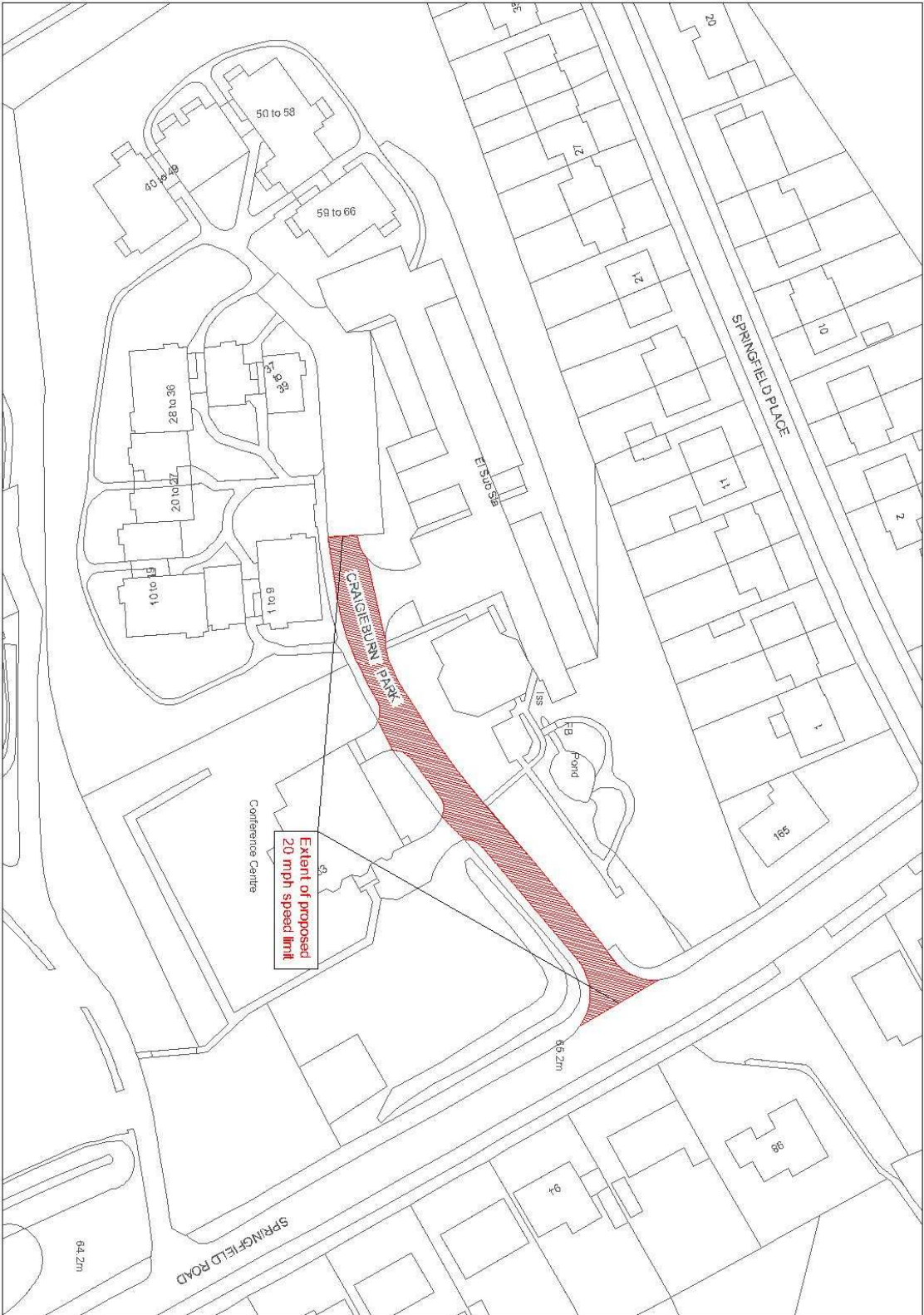
**Scotstown Road/Jesmond Drive - Proposed shared pedestrian/cycle track**



**Dubford Gardens/Cypress Grove - Proposed shared pedestrian/cycle track**

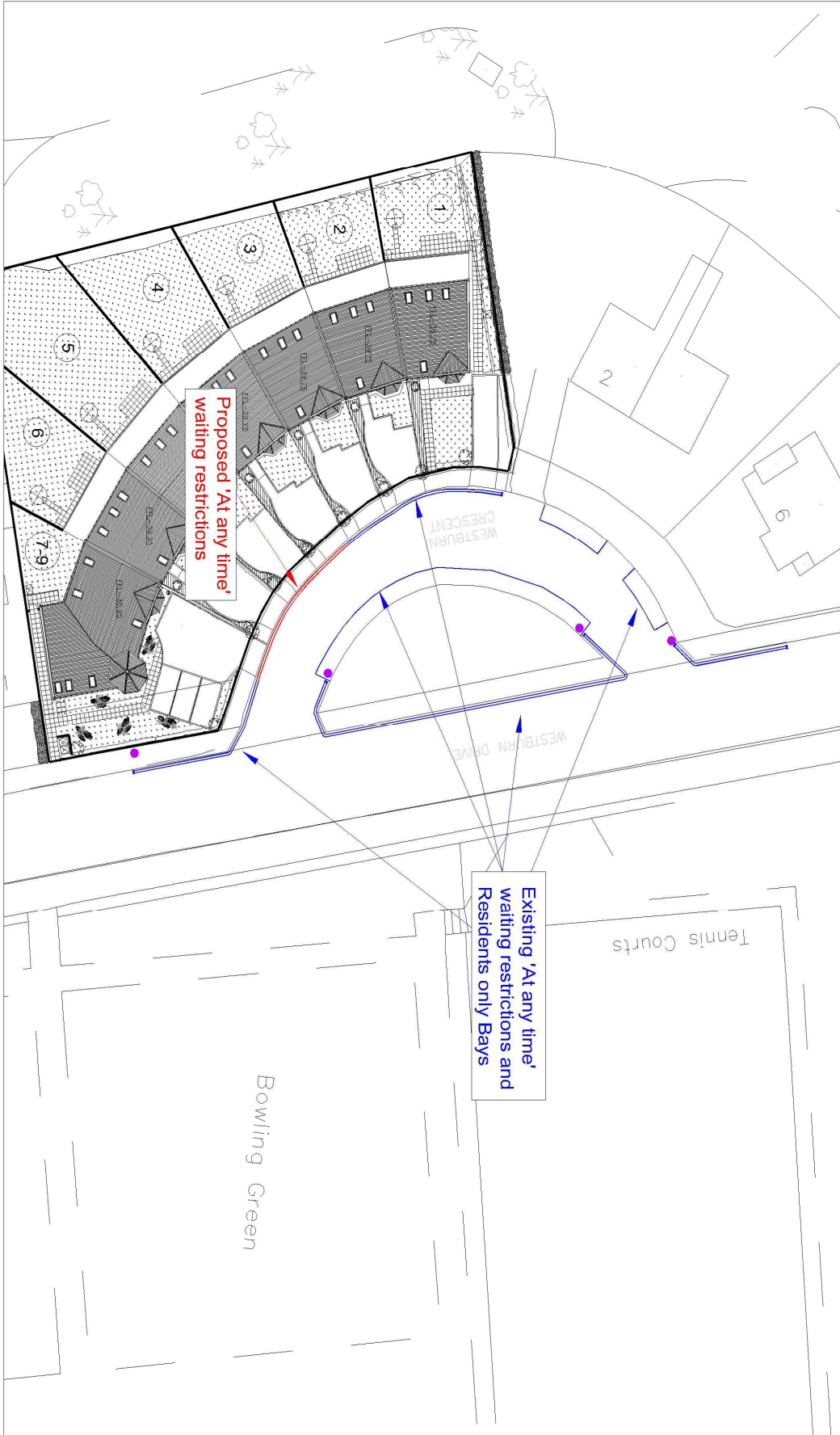


# Craigieburn Park - Proposed 20mph Speed Limit

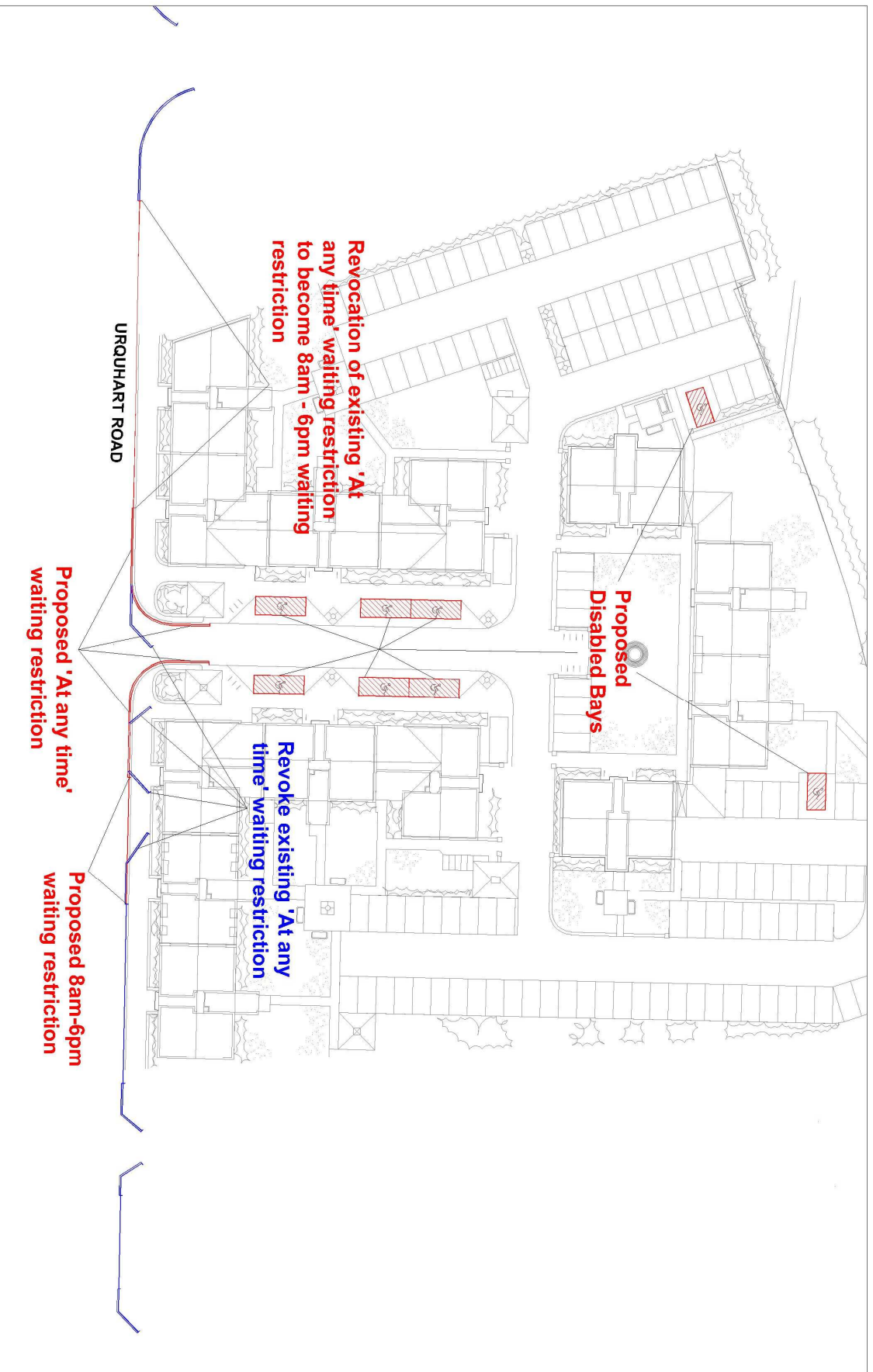




**Westburn Crescent - Proposed 'At any time' waiting restrictions**



# 105-107 Urquhart Road - Proposed Waiting Restrictions and Disabled Bays



## **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, spaces are located close to the properties.)*

#### **On-street parking** – 20 spaces

104 RAEDEN CRESCENT	136 LANG STRACHT
20 UPPER MASTRICK WAY	25 HAZLEHEAD PLACE
3 HILLOCKS WAY	51 CORONATION ROAD
13 MASTRICK ROAD	125 BALNAGASK ROAD
50 TARANSAY CRESCENT	3 CADENHEAD PLACE
44 BREBNER CRESCENT	19 MANSEFIELD PLACE
116 FAULDS GATE	21 HILTON ROAD
27 ST PETER'S COURT, TORRY	87 DAVIDSON DRIVE
33 ALTONREA GARDENS	88 GRAMPIAN ROAD
83 MANSEFIELD PLACE	33 KINCORTH PLACE
110 GREIG COURT, GERRARD ST	

#### **Non-specific spaces** – No spaces

#### **Off-street parking** – 2 space

53 WINGATE ROAD	1 DEMPSEY TERRACE
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## **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.

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

Michael Cowie  
Engineering Assistant  
[micowie@aberdeencity.gov.uk](mailto:micowie@aberdeencity.gov.uk)  
(01224) 538050

## Consultees comments

### Enterprise, Planning and Infrastructure Committee

**Convener: Councillor Barney Crockett** – has been consulted 11/02/13

**Vice Convener: Councillor Ramsay Milne** – has been consulted 11/02/13

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**Councillor Yvonne Allan** – *has been consulted 11/02/13*

**Councillor David Cameron** – *has been consulted 11/02/13*

**Councillor Neil Cooney** – *has been consulted 11/02/13*

**Councillor John Corall** – *has been consulted 11/02/13*

**Councillor Bill Cormie** – *has been consulted 11/02/13*

**Councillor Steve Delaney** – *has been consulted 11/02/13*

**Councillor Graham Dickson** – *has been consulted 11/02/13*

**Councillor Alan Donnelly** – *has been consulted 11/02/13*

**Councillor Andrew Findlayson** – *has been consulted 11/02/13*

**Councillor Martin Greig** – *has been consulted 11/02/13*

**Councillor Len Ironside** – *has been consulted 11/02/13*

**Councillor Muriel Jaffrey** – *has been consulted 11/02/13*

**Councillor James Kiddie** – *has been consulted 11/02/13*

**Councillor Jenny Laing** – *has been consulted 11/02/13*

**Councillor Graeme Lawrence** – *has been consulted 11/02/13*

**Councillor Neil MacGregor** – *has been consulted 11/02/13*

**Councillor Andrew May** – *has been consulted 11/02/13*

**Councillor Jean Morrison** – *has been consulted 11/02/13*

**Councillor Nathan Morrison** – *has been consulted 11/02/13*

**Councillor John Reynolds** – *has been consulted 11/02/13*

**Councillor Gill Samarai** – *has been consulted 11/02/13*

**Councillor Jennifer Stewart** – *has been consulted 11/02/13*

**Councillor Sandy Stuart** – *has been consulted 11/02/13*

**Councillor Ross Thomson** – *has been consulted 11/02/13*

**Councillor Willie Young** – *has been consulted 11/02/13*

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### Council Officers

Barry Jenkins, Head of Finance, Resources – ***has been consulted and has no comments with regard to finance on this report***

Jane MacEachran, City Solicitor, Continuous Improvement - ***has been consulted***

Ciaran Monaghan, Head of Service, Office of Chief Executive - ***has been consulted***

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure - ***has been consulted***

Hugh Murdoch, Head of Service, Shelter and Environment – ***has been consulted***

Margaret Bochel, Head of Planning & Infrastructure, Strategic Leadership – ***has been consulted and has no comments on this report***

Mike Cheyne, Roads Manager - ***has been consulted***

Neil Carnegie, Community Safety Manager - ***has been consulted***

Dave Young, Account Manager, Service, Design and Development - ***has been consulted***

Laura Watson, Service Co-ordinator

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Enterprise, Planning &amp; Infrastructure</b>
DATE	<b>19 March 2013</b>
DIRECTOR	<b>Gordon McIntosh</b>
TITLE OF REPORT	<b>Proposal to introduce a 40mph speed limit on a length of the C128C 'Kingswells to Cults' Road – Initial Statutory Consultation</b>
REPORT NUMBER:	<b>EPI/13/038</b>

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### 1. PURPOSE OF REPORT

To advise the Committee of the results of the initial statutory consultation process undertaken following the report 'Review of the National Speed Limit on the C128C Road between its junction with the A944 at Kingswells Roundabout and the existing 40mph restriction to the north of Cults' dated 11 September 2012.

### 2. RECOMMENDATION(S)

It is recommended this Committee instructs officers to progress to the public advertisement stage and report the results to a future committee.

### 3. FINANCIAL IMPLICATIONS

The cost associated with introducing a 40mph speed limit would be in the region of £2500 and would be financed through a future 'Cycling, Walking and Safer Streets' Scottish Government Grant.

#### 4. OTHER IMPLICATIONS

There is a risk, if funding is insufficient, 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.

#### 5. BACKGROUND/MAIN ISSUES

5.1 This Committee, on 11 September 2012, considered a report that reviewed the current speed limits on the C128C 'Kingswells to Cults' Road and the effect that road safety engineering measures, introduced in 2011, had on vehicular speeds and accident numbers /severity.

5.3 After deliberation, it was resolved to instruct officers to commence the statutory consultation process to reduce the speed limit to 40mph on a length of the C128C Road from Blacktop Road to the A944 (see plan in Appendix 1).

5.4 The initial statutory consultation process gave various parties the opportunity to consider the proposal to change the speed limit. The responses received from those parties that replied appear in Table 1, which is appended to this report.

5.5 Grampian Police have indicated they will put forward an objection to this proposal at the public advertisement stage. In previous informal consultations with Grampian Police on this matter they have stated the setting of a 40mph speed limit would set an unwelcome precedent on this type of route.

5.6 While acknowledging Grampian Police will object to this proposal, it is recommended the Committee instructs officers to progress to the public advertisement stage and report the results to a future committee. At this stage the Committee will be able to consider the full range of objections/comments received as a result of the wider public consultation.

#### 6. IMPACT

6.1 This report could be considered to meet with the local Community Plan objectives to continually improve road safety.

6.2 This proposal could be considered in line with the Councils Transport Strategy as its aim is to improve road safety.

6.3 This proposal will be of interest to the residents/proprietors of properties adjacent to this route, and also to commuters who use this road.



7. BACKGROUND PAPERS

*“Review of the National Speed Limit on the C128C Road between its junction with the A944 at Kingswells Roundabout and the existing 40mph restriction to the north of Cults”*, Agenda Item 8.3, Enterprise, Planning & Infrastructure Committee, 11 September 2012.

<http://committees.aberdeency.gov.uk/mgConvert2PDF.aspx?ID=1908&T=10>

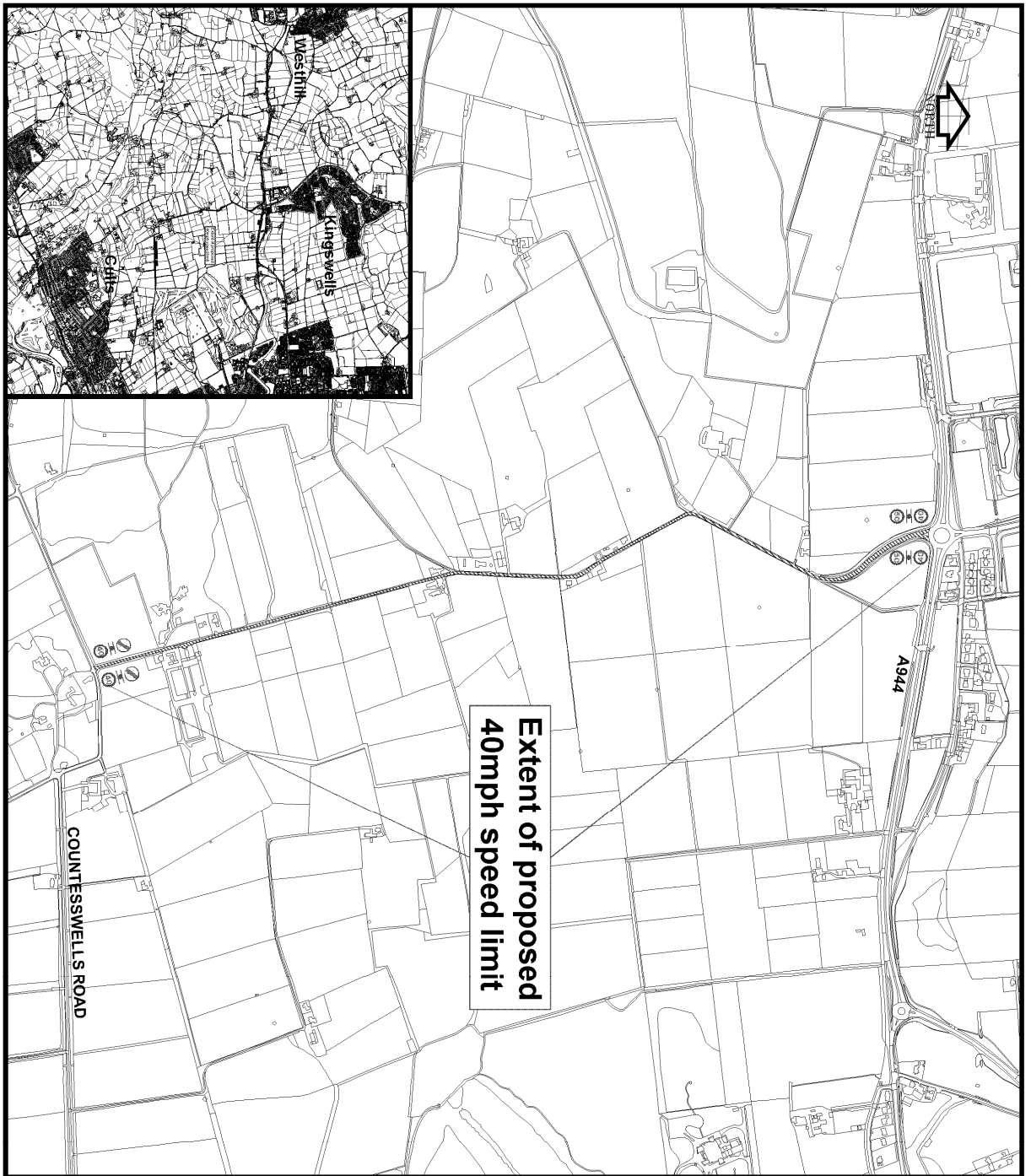
Minute of Enterprise, Planning & Infrastructure Committee meeting, 11 September 2012 (Item 27)


<http://committees.aberdeency.gov.uk/mgConvert2PDF.aspx?ID=2522&T=1>

8. REPORT AUTHOR DETAILS


Graeme McKenzie  
Technical Officer  
Road Safety & Traffic Management Team  
Tel. (01224) 523471  
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# Appendix 1



**LEGEND**  
 Mandatory 40mph Speed Limit

Author:	Sharon Dalgleish	Checked (date):	
Drawn:		Checked (date):	

  
**ABERDEEN CITY COUNCIL**  
 Traffic Management  
 Enterprise, Planning & Infrastructure  
 17-18 Spring Garden, Aberdeen, AB25 1GA, Fax: (0)1224 628300  
 Telephone: (0)1224 358055 Tlx: (0)1224 35807

Project:		Client:	
Title: Proposed mandatory 40mph speed limit on a length of the C128C Kingswells to Gills Road (currently subject to the National Speed Limit)		File Location:	
Drawn (ref/date): GM/22/01/13	Checked (ref/date):	Drawing No.:	
Title & sheet size: A1S			

**Table 1**

**Initial Statutory Consultation**

**Proposal to introduce a 40mph speed limit on a length of the C128C  
'Kingswells to Cults' Road – Initial Statutory Consultation**

<b><u>Consultee</u></b>	<b><u>Response</u></b>
Aberdeen Cycle Forum	<p>The Aberdeen Cycle Forum is very supportive of this proposal.</p> <p>This section of the C128C road is used by cyclists but is widely regarded by cyclists as an unpleasant and intimidating road, given the speed of traffic. There are few options open to people wishing to cycle north from Cults to connect to workplaces or other destinations, other than the C128C. The lower speed limit will make the road less hostile to cycling, benefitting current and future cyclists.</p> <p>Indeed, we would wish to see the national speed limit over the whole length of the Kingswells to Cults road reduced to the 40mph limit. The section south of the junction with Countesswells Rd is well used by cyclists who use it to connect to the Deeside Line. Traffic speed is a factor that creates an intimidating road environment</p> <p>Reducing the speed limit on the Kingswells to Cults Rd would be one step towards locking in the benefits of the AWPR.</p>
Cults, Bielside & Milltimber Community Council	No response
Federation of Small Businesses	No response
First Aberdeen Ltd	No response
Freight Transport Association	No response
Grampian Cyclists Touring Club	No response
Grampian Fire & Rescue Service	No response

<b><u>Consultee</u></b>	<b><u>Response</u></b>
Grampian Police	"...Grampian Police will table an objection to this proposal."
Kingswells Community Council	No response
Public Transport Unit	"...no objection to this proposal. This will not have any adverse impact on any of our or public transport services..."
RAC Foundation	No response
Road Haulage Association	No response
Scottish Ambulance Service	No response
Stagecoach Bluebird	No response
The Access Panel	No response

## **Consultee Comments (to this Report)**

### **Councillors**

Barney Crocket has been consulted.

Ramsay Milne has been consulted.

Marie Boulton has been consulted.

Aileen Malone has been consulted.

Mohammed Tauqeer Malik has been consulted.

### **Council Officers**

Margaret Bochel, Head of Planning & Sustainable Development, has been consulted and made the following comments: -

“Considering

1) the speed survey results in June 2012 indicating that 85% of road users already drive at/or below 45 mph;

2) the road safety improvements, surface retexturing and vehicle activated signage installation, carried out along this route in 2011, with the subsequent reduction in road accidents along this route;

We would not recommend the introduction of a 40 mph speed limit along this route.”

Mike Cheyne, General Manager Operations, has been consulted.

Barry Jenkins, Head of Finance, has been consulted and had no comments with regard to finance.

Jane MacEachran, Head of Legal & Democratic Services, has been consulted.

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure, has been consulted.

Ciaran Monaghan, Head of Service, Office of Chief Executive, has been consulted.

Hugh Murdoch, Head of Asset Management & Operations, has been consulted.

Dave Young, ICT, Enterprise, Planning and Infrastructure has been consulted.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	Traffic Orders at the Final Stage of the Statutory Process
REPORT NUMBER:	CG/13/032

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### 1. PURPOSE OF REPORT

This report deals with six orders at the final statutory stage; that is to say, the main statutory advertisement period is now over in respect of each of these orders and this report advises that no objections have been received in relation to any of the orders detailed at section 5. The public notices are attached, from which members will be able to see the exact content of the proposals.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:-

approve all six orders detailed in section 5 below and agree that each order be made as originally envisaged.

### 3. FINANCIAL IMPLICATIONS

The proposals contained within all of the orders will be fully funded by CWSS budget.

### 4. OTHER IMPLICATIONS

There are no other implications worthy of being identified in the abstract here, although, again, both Section 5.

### 5. BACKGROUND/MAIN ISSUES

This section has been sub-divided into sub-sections corresponding to the six orders under consideration.

#### **5.1 The Aberdeen City Council (Access Road Serving 229-243 North Deeside Road, Peterculter, Aberdeen) (Prohibition of Waiting) Order 201(x)**

5.1.1 No statutory objections have been received.

**5.2 The Aberdeen City Council (Sunnybank Road, Aberdeen)  
(Prohibition of Waiting) Order 201(X)**

5.2.1 No statutory objections have been received.

**5.3 The Aberdeen City Council (Provost Graham Avenue, Aberdeen)  
(Prohibition of Waiting) Order 201(X)**

5.3.1 No statutory objections have been received.

**5.4 The Aberdeen City Council (North Deeside Road, Peterculter,  
Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.4.1 No statutory objections have been received.

**5.5 The Aberdeen City Council (Girdleness Road, Torry, Aberdeen)  
(Traffic Management) Order 201(X)**

5.5.1 No statutory objections have been received.

**5.6 The Aberdeen City Council (Queen's Road Inset Road, Aberdeen)  
(Residential Parking Bays) Order 201(X)**

5.6.1 No statutory objections have been received.

**6. SERVICE AND IMPACT**

Section 5 above – and also the public notices attached – will allow members to consider the possible impact on communities compared with the intended virtue of the original proposals.

**7. BACKGROUND PAPERS**

No background papers were used as a point of departure for writing this report.

The statutory advertisements are published here for information, allowing members to see the content of each order as advertised.

**8. REPORT AUTHOR DETAILS**

Allison Swanson  
Committee Services Officer  
[aswanson@aberdeencity.gov.uk](mailto:aswanson@aberdeencity.gov.uk)  
(01224) 522822



**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL  
(ACCESS ROAD SERVING 229-243 NORTH DEESIDE ROAD,  
PETERCULTER, ABERDEEN) (PROHIBITION OF WAITING) ORDER  
201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to introduce a prohibition of waiting at any time on both sides of the Access Road serving 229-243 North Deeside Road, Peterculter, Aberdeen from its junction with the North Deeside Road, southwards for a distance of 17 metres. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 8 February and 1 March 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 8 February to 1 March 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL  
(SUNNYBANK ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER  
201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to introduce a prohibition of waiting between the hours of 8.00am and 4.00pm on any day (except Saturdays and Sundays) on the south side of Sunnybank Road, Aberdeen, 89 metres east of its junction with Sunnyside Road, eastwards for a distance of 38 metres. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 8 February and 1 March 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 8 February to 1 March 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL  
(PROVOST GRAHAM AVENUE, ABERDEEN) (PROHIBITION OF WAITING)  
ORDER 201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to introduce a prohibition of waiting between the hours of 8.00am and 4.00pm on any day (except Saturdays and Sundays) on lengths of Provost Graham Avenue, Aberdeen as detailed in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 8 February and 1 March 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 8 February to 1 March 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen

**SCHEDULE**

**Provost Graham Avenue, Aberdeen**

North side from 71 metres east of its junction with Hazlehead Place, eastwards for a distance of 16 metres.

South side from 80 metres east of its junction with Hazlehead Place, eastwards for a distance of 13 metres.

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL  
(NORTH DEESIDE ROAD, PETERCULTER, ABERDEEN) (PROHIBITION OF  
WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to extend an existing prohibition of waiting at any time on the south side of the North Deeside Road, Peterculter, Aberdeen. The overall length of road concerned when combining the existing prohibition of waiting with the extension is detailed in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 11 February and 4 March 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 11 February to 4 March 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen

**Schedule**

South side from its junction with Station Brae, westwards for a distance of 55 metres.

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL  
(GIRDLENESS ROAD, TORRY, ABERDEEN) (TRAFFIC MANAGEMENT) ORDER  
201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to extend in length the existing prohibition of stopping between the hours of 8.00am and 5.00pm on any day (except Saturdays and Sundays) on a length of Girdleness Road, Torry, Aberdeen, outside Tullos School, as detailed in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 11 February and 4 March 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 11 February to 4 March 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen

**SCHEDULE**

**Girdleness Road, Torry, Aberdeen**

South side from 34 metres east of its junction with Ladywell Place, eastwards for a distance of 63 metres.

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL  
(QUEEN'S ROAD INSET ROAD, ABERDEEN) (RESIDENTIAL PARKING BAYS)  
ORDER 201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to extend an existing length of residential parking bay that operates between the hours of 9.00am and 5.00pm on any day (except Saturdays and Sundays) by 10 metres. This extension will lead to the revocation of an existing 10 metre length of prohibition of waiting at any time. The overall length of road concerned when combining the existing residential parking bay with the extension is detailed in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 11 February and 4 March 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 11 February to 4 March 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen

**SCHEDULE**

**Queen's Road Inset Road (o/s Royal Court, 77 – 81 Queen's Road), Aberdeen**

South side from 99 metres east of its junction with Bayview Road South, eastwards for a distance of 37 metres.

## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	The Aberdeen City Council (The Bush, Peterculter, Aberdeen) (Prohibition of Driving) Order 201()
REPORT NUMBER:	CG/13/031

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### 1. PURPOSE OF REPORT

This report deals with above-named order at the final statutory stage; that is to say, the main statutory advertisement period is now over in respect of this order and presents the four objections received. The public notice is attached, from which members will be able to see the exact content of the proposal.

### 2. RECOMMENDATION(S)

It is recommended that the Committee overrule the objections and approve The Aberdeen City Council (The Bush, Peterculter, Aberdeen) (Prohibition of Driving) Order 201() and agree that this order be made as originally envisaged.

### 3. FINANCIAL IMPLICATIONS

The implementation of the proposed closure would be funded from the Cycling, Walking, Safer Streets grant funded budget. The estimated implementation cost of the works is £6,000 and requires minimal maintenance costs.

### 4. OTHER IMPLICATIONS

There are no other implications worthy of being identified in the abstract here, although, again, both Section 5 and the appendix rehearse concerns raised by objectors.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 The Aberdeen City Council (The Bush, Peterculter, Aberdeen) (Prohibition of Driving) Order 201()

#### 5.1.1 Background

Members will recall that at its previous meeting, the Committee considered a report on traffic proposals and consultation at the Bush, Peterculter, and for the reasons contained within that report agreed, to instruct officers to undertake the necessary statutory consultation to promote the proposal to revoke a prohibition of driving on the Bush, Peterculter, (approved by the Committee on 31 May 2012) and to introduce this measure at an alternative location (shown in appendix A) on this length of road.

#### 5.1.2 Proposal

Over a number of years, residents whose properties take access from The Bush, Peterculter, have been expressing concern over the volume and speed of 'through traffic' on the road. The road is very narrow, of poor layout, and with no footway on either side there are safety concerns for pedestrians negotiating this route. Another consideration is the road is privately maintained and the actual road surface is very poor. Given the aforementioned, it was appropriate to consider a proposal to close the road to 'through traffic' and maintain access only for residents and visitors. A closure would enhance road safety for pedestrians, cyclists and residents/visitors, whilst limiting further damage/wear to the carriageway surface.

After a series of informal meetings and consultation, two specific sites were identified as being suitable for the closure. Thereafter, a small majority of residents who were present at an informal meeting expressed a preference for the site shown in Appendix A, and the subject of the recent statutory consultation.

It is of note that both the sites identified for the point of closure have previously been subject to statutory consultation during the course of 2012. Unfortunately, the site shown in Appendix B was prescribed at the first statutory consultation in error and subsequently approved at this Committee on the 31 May 2012. It is therefore necessary to revoke the element of an existing Traffic Order pertaining to this site.

Similarly, the site which is the subject of this report was advertised previously in September 2012. However, as highlighted in the background above, this committee agreed that the process should be repeated to be sure the process has been 'fair and open' and that no uncertainty remains amongst residents as to the specific site of the proposed closure.



### 5.1.3 Objection to the Proposal

Four statutory objections have been received. Two objections specifically advise of the negative impact the proposed closure at this location would have on their access to their properties.

Firstly, Mr Yule advises that the implementation of the proposed closure will block access to his garage from the front of his property and the negative impact this would have on him. As a result he would have to undertake a journey of approximately 1 mile along North Deeside Road, School Road and Hillside Road, to access his garage instead of 0.1 mile at present.

Secondly, within his objection Mr Batchelor advised that as a resident of The Bush he was very disappointed to see the proposed closure at his location. He explained that the proposal would prevent him accessing his property from the road on which he resides and as a result he would have to travel around half a mile to reach a main road instead of the current exit which is 250m. This would also be further compounded by the fact that he would have to turn right across the traffic on the North Deeside Road at the bottom of School Road during rush hour. He also poses questions regarding the impact on refuse and re-cycling vehicles and the suitability of this route in adverse weather conditions.

On the basis of the concerns detailed above, both objectors recommend that the original closure previously approved by the Committee be implemented.

Both these objections also raised concerns regarding the consultation process and communication with residents regarding the proposal. Specifically, they feel they have been disadvantaged by not being able to attend the informal meeting where a small majority of residents opted for the current site of proposed closure.

A third objection from Mrs Ainsley McKenzie, highlights that in the event of an accident or a hold up on certain lengths of the North Deeside Road/Malcolm Road, there is no practical alternatives beyond 'The Bush' to getting in and out of Culter.

Similarly, the fourth objection from [REDACTED] raises the issue of increased congestion in the proximity of the school if the measure is implemented and the problems associated with this, as well as concerns regarding the existing hazards of turning right at the bottom of School Road and onto the North Deeside Road and the increased likelihood of accidents as a result of the increased congestion as a result of this closure.

On the basis of the concerns detailed above, the third and fourth objectors wish for the Bush to remain open to all vehicles.

Complete copies of all four objections are appended to the report.

#### 5.1.4 Response to the Objections

In relation to the objection by Mr Yule, road officers have explained that the proposal would lead to the situation where he could no longer access his garage from the front of his property. Nevertheless, with forward planning, Mr Yule would have a choice on returning to his property, from which route he wishes to gain access to The Bush. The extra distance travelled, while disappointing, is not excessive.

With regards Mr Batchelor's objection, roads officers have advised that this measure would require him to travel a further three-quarters of a mile to get to the same point on Malcolm Road, when considering his usual commute to work. Although, this could be seen as an inconvenience, there would be a minimal increase in overall journey time.

When considering refuge and re-cycling vehicle access after the closure, there would be the road space for these vehicles to manoeuvre safely and service properties on The Bush. The closure and the necessity for such vehicles to enter The Bush twice would be less convenient, but nonetheless still a situation in which these vehicles could function.

With regard to winter maintenance vehicles, the location of a Council Depot on this road, where gritting vehicles are based, has enabled the road to be treated. However, under normal circumstances such a privately maintained road would not be treated by the Council. Looking to the future, should the closure go ahead, only the length of road from Malcolm Road to the Depot entrance would receive attention. As such, any adverse effects due to winter weather must be considered against the limited number of days when such conditions occur, and also the situation where residents can park outwith The Bush at nearby locations where the road gradient is not so severe.

As to the concerns over the informal consultation process, it is disappointing that Mr Yule and Mr Batchelor never had the opportunity to attend the informal meeting where the current site of closure was favoured. However, the formal statutory consultation process does provide all parties with the opportunity to express their views on this proposal. Accordingly Mr Yule's and Mr Batchelor's objections are receiving due attention in the context of this report.

In response to Mrs Mckenzie's comments, roads officers have highlighted that The Bush is not considered an appropriate diversionary route. The narrow road layout is wholly inappropriate for any significant volume of traffic and in the event of a temporary issue

closing the North Deeside Road/Malcolm Road, a wider diversion route would be put in place.

Finally, when considering [REDACTED] comments, roads officers have advised that the extra volume of traffic that will have to use School Road following the closure of The Bush would not cause any significant issues. When comparing School Road against The Bush, it has footways to serve pedestrians, good visibility splays, adequate room for passing vehicles and waiting restrictions in the vicinity of the school to keep areas clear where pedestrians are likely to cross. Indeed, when considering other schools in the City, there will be situations where there is a similar or greater volume of traffic passing a school, with records indicating, from a road safety perspective, no long standing history of incidents. Another factor to consider is the school commute occurs at a later period in the morning peak and it is likely that the bulk of work related commuting trips will have passed, likewise in the afternoon period there would be few, if any, work related commuting trips passing the school. [REDACTED] also expresses concern with regard to turning right from School Road on to the North Deeside Road during peak periods. Again, it is expected the junction would cope with a modest increase in traffic volume and in this regard it would be monitored following the closure of the Bush. Likewise, the junction of the North Deeside Road with Malcolm Road could also accommodate any additional vehicles displaced by the proposed closure and would also be monitored.

It is also worth highlighting that in addition to the support intimated by residents of the Bush at the informal meeting referred to above two letters of support have also been received.

#### 5.1.5 Petition

The Traffic Management Team has also received a petition submitted by Mr Gilbert opposing to the proposed closure on The Bush, the petition has been signed by 156 residents of the community. The petition is based on the concern that should the residents require to reroute via the School Road / North Deeside Road junction it would be very difficult for them to exit onto and subsequent requests for a signalised junction could occur, allowing vehicles to travel through The Bush takes pressure off the already busy North Deeside Road.

The petition from residents of Peterculter highlights the volume of traffic frequently using this route and therefore corresponds with the safety concerns for pedestrians negotiating this route which instigated this proposal. It must also be noted that the measure is proposed on a privately maintained road, which the residents who have signed this petition do not contribute to the maintenance of.

The statutory advertisement inviting objections to the intended traffic order does make it clear that an individual should object individually by

sending details of their grounds for objection, including their name and address, in writing. As such, standard forms and petitions will not ordinarily be counted as objections. However, it is only fair and transparent that elected members are aware that a petition has been received.

6. SERVICE AND IMPACT

Section 5 above – and also the public notices attached – will allow members to consider the possible impact on communities compared with the intended virtue of the original proposals.

7. BACKGROUND PAPERS

'Various, small scale traffic management and development associated proposals (New Works)' - Enterprise, Planning and Infrastructure Committee, 31 January 2012.

<http://committees.aberdeency.gov.uk/mgConvert2PDF.aspx?ID=18330>

Four Traffic Orders – Outcome of Main Statutory Advertisement Stage - Enterprise, Planning and Infrastructure Committee, 31 May 2012

The Bush, Peterculter – Proposed Road Closure - Enterprise, Planning and Infrastructure Committee, 22 January 2013

The statutory advertisements are published here for information, allowing members to see the import of each order as advertised.

8. REPORT AUTHOR DETAILS

Allison Swanson  
Committee Services Officer  
[aswanson@aberdeency.gov.uk](mailto:aswanson@aberdeency.gov.uk)  
(01224) 522822

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL (THE BUSH, PETERCULTER,  
ABERDEEN) (PROHIBITION OF DRIVING) ORDER 201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to: (a) revoke an existing enactment providing for a prohibition of driving, except for access, on a length of The Bush, Peterculter, and (b) establish a prohibition of driving, except for access, between The Bush at the boundary of house No's 35 and 37 to the junction with Hillside Road.

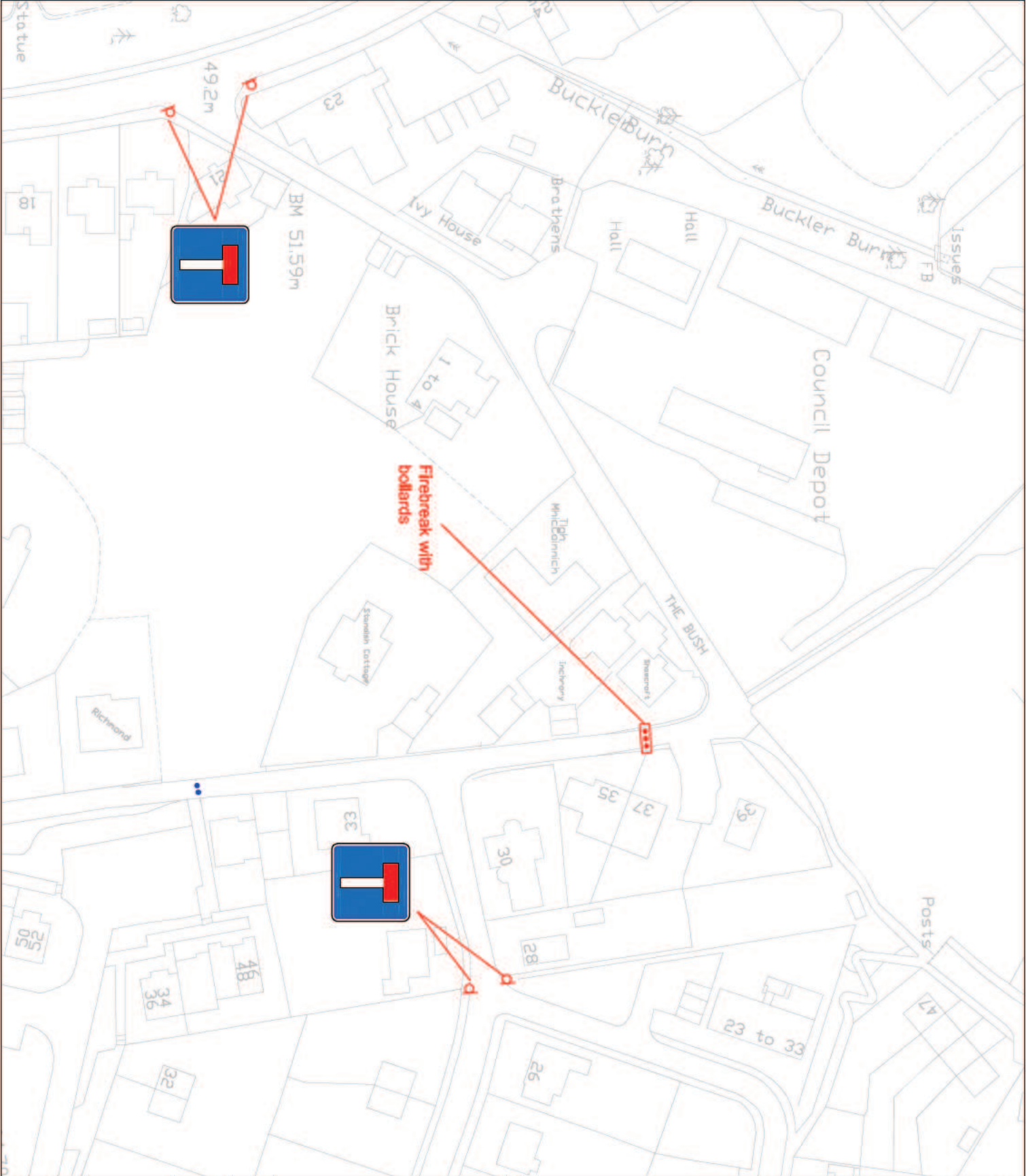
Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 30 January to 20 February 2013, in the offices of the roads officials in the Enterprise, Planning and Infrastructure department, at 74-76 Spring Garden, Aberdeen.

It is recommended that anyone visiting Spring Garden to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Spring Garden can telephone (01224 538069) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to [trafficmanagement@aberdeencity.gov.uk](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 30 January to 20 February 2013, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen



**NOTES**

Box	Drawn (init./date)	Checked (init./date)
Description		



**ABERDEEN CITY COUNCIL**

Enterprise, Planning & Infrastructure  
Road Safety and Traffic Management Team

Client: **ABERDEEN CITY COUNCIL**

Project: **The Bush, Peterculter**

File: **APPENDIX A**

Drawn (init./date)	File Location
<b>MC</b> (17/04/12)	Drawing No.
Checked (init./date)	
Scale & sheet size	
NTS	



Dear Sir / madam,

I wish to air an objection to the proposed location of the closure of The Bush, Peterculter. Please see below my previous correspondence with Councillor Marie Boulton.

As a resident of The Bush who couldn't make the last meeting due to work commitments I am very disappointed to see the proposed closure now being touted as the "preferred option". As a "top road" resident and one of the majority who want to exit via Malcolm Road the location of the closure makes a huge difference to me as I live at Siglavik, which is already bounded by the existing bollards. If this closure goes ahead I will now effectively be blocked in on two sides and have to travel around half a mile to reach a main road when one exists within 250m. This is further compounded by the fact I will have to turn right across the traffic on the North Deeside Road at the bottom of School Road during rush hour, a very difficult thing to do, not to mention the increased volume of traffic passing the school which was surely something we were trying to minimize?

What about the effect on the refuse and re-cycling vehicles? They will now be forced to travel up a dead end negotiate a reversing manoeuvre in a road too narrow for a vehicle of that weight not once but twice, this beggars belief. What about the safety of the people walking this route during that operation?

Surely the more sensible option would be the originally voted for closure on Hillside Road adjacent to No.30 and 33.

Can you supply me the results of the vote carried out on the new proposed location and the reasons for the change?

I do not want to be the next William Walton but I feel very strongly that my opinion wasn't sought before something that directly effects me is put in place, when as far as I was concerned the closure location was agreed by the majority with the poll.

I look forward to your response.

This was sent on the 16/02/12 and I thought the proposal would be reconsidered and the people affected by the proposal contacted to hear their views. I then found out from My Gary Yule that new notices had been posted, as the old ones were removed, with the same proposal with no formal notification whatsoever.

To summarize. I live on The Bush but I would be prevented from accessing my house from the road on which I live. I already live at the end of a cul-de-sac, on which I am forced to clear of snow manually after every fall and then dig through the mound the plough creates at the end of the cul-de-sac as it travels up Hillside



Road. I will now be forced to leave my house and turn right up a 45 degree hill, which will be untreated in winter and then travel at least half a mile to reach a point 250m from my door. If the weather is very bad then potentially we would be unable to reach our front door due to the increased risk of negotiating a steep untreated road with the increased potential of careering across the Hillside Road / The Bush junction.

The location for the closure should be at either the top or the bottom of the short section of Hillside Road. The Bush should remain open to residents of The Bush.

Kind Regards,

**George Batchelor**

Dear Ms MacEachran:

Re: The 2012 order for prohibition of driving, except for access, between The Bush, Peterculter at the boundary of house no.s 35 and 37 to the junction with Hillside Road.

I would like to object to the proposed order on the following grounds:

- The proposed closure will block access to my garage from the front of my property. (My house is located on the corner, across from no. 35)

Currently, my garage is located 0.1 miles from Malcolm Road, after the closure it will require a 0.9 mile journey along North Deeside Road, School Road and Hillside Road. This route includes 2 pedestrian crossings.

Please also note that in my opinion, there have been a number of communication failures during the consultation process. Though invited to attend the original discussions in 2010 (at Peterculter primary school), I was not invited to a second meeting in March/April 2012, and was therefore unable to voice my concerns with the proposal. When I enquired as to the reason for this, I was told that it was because my letterbox could not be located. This is rather confusing, as the letterbox had obviously been located for the first invitation. In any case, if the letter could not be hand delivered, surely it could have been sent via the royal mail.

In addition, I am led to believe that the revised order notices (that were pinned to the lamp-posts in early October) were installed on the same day that the previous notices were removed, thus it was not clear that new information had been installed.

Based on the above observations I would ask you to consider rejecting the proposed, or at least, extending the public consultation process in order for the views and considerations of all interested parties to be voiced.

Yours faithfully,

Garry Yule

Mrs. Ainsley McKenzie,  
Westhill,  
Aberdeenshire.  
AB32 6XZ

Hi

I am writing with concern to the fact that the council are considering closing the bush in Peterculter. At the moment they are building flats on the old Police Station site therefore there have been temporary lights set up, trying to get on to the main North Deeside Road in a morning is a nightmare, they are also building on the old Culter Car Centre site, again I would imagine at some point there will be temporary lights set up, at least with the bush open there is another opinion to clear the back log of traffic.

Just before christmas there was a lorry coming down from Banchory he tried to turn up Malcolm Road and got stuck every thing came to a stand still, the traffic that was coming down Malcolm Road could take the bush road as a diversion, if this road is closed there is no other way of getting in or out of Culter if there is an accident or hold up on the main road.

I hope this gives you some idea as to why the bush should be left open.

Dear Sir/Madam,

I am writing to express my concern regarding the closure of the Bush Road in Peterculter. I started using this road some time ago as I was becoming quite concerned about the hazards of turning right at the bottom of school road and onto the North Deeside road.

Turning right at the bottom of school road is, in my view, dangerous due to the high volume of traffic using North Deeside road. This involves 'playing chicken' with the oncoming traffic which will inevitably result in an eventual accident or the alternative, to wait until the lolly pop lady crosses the road and holds up the traffic, then if there is enough room to squeeze past the sitting traffic and the school children, it is possible to get out of the junction onto North Deeside road.

For this reason, I chose to use the bush road, this also avoided hold ups at the junction between North Deeside road and Malcolm road, also a dangerous junction.

Whilst the condition of the Bush road is not the best, the majority of commuters pass through here at times when the school children are not there. There are a minority of people, usually parents, who use the bush for the school run, there is not a large number of children on this road, the drivers are very aware of them and drive slowly around school times.

If the council wish to close the Bush road under the road traffic act, measures should be in place to deal with the junction between school road and north deeside road and the traffic congestion before the Bush is closed. There is also a high volume of children outside of the school on School road and closure of the Bush road will direct the majority of traffic past the school which, I'm sure you will agree, is not desirable and presents a bigger danger to the higher number of children outside the school.

I strongly feel that the closure of the Bush would be counterproductive and worsen the congestion around the school on school road, as well as increase the likelihood of accidents caused by people trying to join the traffic on the North Deeside road. The bush road also provides an alternative route through the village should North Deeside road be blocked, I noted that the council had directed traffic along this route whilst the resurfacing of school road was ongoing. As far as I am aware, this caused no problems and I am not aware of any incidents as a result of this.

I fully understand that there is no easy solution here, however, closing the Bush road is not a suitable option unless alternative provisions are put in place first to deal with the traffic situations that exist along School road and North Deeside road.

I am happy to discuss this matter and should you wish to contact me, please do so by calling -----

I look forward to hearing from you soon.

Kind Regards,

A solid black rectangular box used to redact the signature of Peterculter.

Peterculter

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	The Aberdeen City Council (North Grampian Circle, South Grampian Circle, Aberdeen) (One-Way) Order 201()
REPORT NUMBER:	CG/13/030

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### 1. PURPOSE OF REPORT

This report advises of the outcome of further consultation undertaken with the Torry Community Council and local residents regarding the proposed one-way restriction on North and South Grampian Circle, Aberdeen and recommends approval of above-named order.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:-

approve The Aberdeen City Council (North Grampian Circle, South Grampian Circle, Aberdeen) (One-Way) Order 201(), and agree that this order be made as originally envisaged.

### 3. FINANCIAL IMPLICATIONS

The proposals contained in the order will be fully funded from the CWSS budget for 2013/2014.

### 4. OTHER IMPLICATIONS

There are no other implications worthy of being identified in the abstract here.

### 5. BACKGROUND/MAIN ISSUES

#### 5.1 **The Aberdeen City Council (North Grampian Circle, South Grampian Circle, Aberdeen) (One-Way) Order 201()**

#### 5.2 Background

Members may recall that at its meeting on 6 November 2012, the Committee considered the proposed above-named traffic order which did not receive any statutory objections.

At that time the Committee did not make a decision on this order and as such officers thereafter held further consultation with the local community councils and residents in order to confirm their position on the proposals.

### 5.3 Proposal

The introduction of a 'one-way' system was proposed as a result of concerns raised by local residents as to how the current indiscriminate parking is causing problems for vehicles navigating North Grampian Circle and South Grampian Circle. Of particular concern to these residents is the potential for emergency vehicles being unable to gain access in an emergency. As part of the consultation process for this proposal, Grampian Police, Grampian Fire and Rescue Service and the Scottish Ambulance Service were approached to provide feedback. None of these organisations raised any objection to the proposal, with both Grampian Police and Grampian Fire and Rescue Service acknowledging the existence of the problems which the measure aimed to address.

### 5.4 Consultation with Community Council and Residents

Subsequent to the decision of the Committee, a meeting with Torry Community Council was held to discuss the proposals. At this meeting it was agreed that it would be appropriate for residents of the area to be contacted directly to ascertain whether there remained a desire for the proposed "one-way" system to be implemented. In accordance with this, 106 residences were letter-dropped to advise of the nature of the proposals and were invited to respond to indicate either their support of or objection to the proposals, as well as providing any additional comments.

Of the 106 residences consulted, 23 replied, of which 19 were in favour of the proposals and 4 in objection. As well as the majority of respondents, Torry Community Council have also confirmed their support of the proposals.

Given the above, it remains officer's recommendation that the order be approved as originally recommended.

## 6. SERVICE AND IMPACT

Section 5 above – and also the public notices attached – will allow members to consider the possible impact on communities compared with the intended virtue of the original proposals.

## 7. BACKGROUND PAPERS

No background papers were used as a point of departure for writing this report.



8. REPORT AUTHOR DETAILS

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COMMITTEE:	<b>Enterprise, Planning and Infrastructure</b>
DATE:	<b>19 March 2013</b>
DIRECTOR:	<b>Gordon McIntosh</b>
TITLE OF REPORT:	<b>Permit Misuse Policy</b>
REPORT NUMBER:	<b>EPI/12/224</b>

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1. PURPOSE OF REPORT

To update the Committee on the monitoring of permit misuse which has been undertaken by officers to inform the development of a formal policy for dealing with misuse of all parking permits within the city.

2. RECOMMENDATION(S)

That the committee notes the levels and type of permit misuse and instructs officers to deal with such misuse by adopting the policy detailed in Appendix A.

3. FINANCIAL IMPLICATIONS

It is anticipated that the cost of staff time to monitor and deal with permit misuse can be absorbed within current staffing levels. However, should the levels of misuse increase, the creation of a specific enforcement team dealing with permit misuse may be required and a further report would be submitted to Committee at that time.

4. OTHER IMPLICATIONS

None

5. BACKGROUND / MAIN ISSUES

5.1 Background

- 5.1.1 An initial report on permit misuse was submitted to the EP&I Committee on 11 September 2012. The report outlined proposals to carry out a monitoring period from July to September 2012, to ascertain the levels of permit misuse, including misuse of Blue Badges and residential permits.

5.1.2 A further report was submitted to the EP&I Committee on 6 November 2012, requesting that monitoring of residential permit misuse continue for a further period.

## 5.2 Misuse of residents' parking permits

5.3.1 There has been an increasing number of complaints from the public regarding perceived misuse of Residents' Parking Permits and comments were received after the initial report to Committee, to the effect that the public were supportive of the Council's attempt to tackle this issue.

5.3.2 Further search on the web-site 'Gumtree' has shown two relatively recent adverts either offering a residents' permit for sale, or asking for a resident to purchase one on behalf of a commuter with the cost of the permit funded by the commuter, the advert also stating that a one-off payment is also available to the resident for undertaking this purchase.

5.3.3 There are also a number of other adverts seeking a parking space to rent, rather than a permit. While this could be construed as someone seeking to rent a space in someone's driveway or in a private car park, the locations sought such as "close to Union Street" and "in Rosemount area" and the types of properties in these areas would appear to indicate that it is in fact a parking permit which is sought.

5.3.4 It has however, proved more difficult to obtain evidence of misuse of residents' parking permits etc than it did for Blue Badge misuse. This appears to be because the residents' permits are being used by commuters, and therefore the City Wardens have to be on site at exactly the time the driver is parking or driving away, which can be over the course of a couple of hours in the morning and again in the evening.

5.3.5 In the case of Blue Badges, drivers are parking at various times of day which coincides with the Wardens carrying out their patrols and this misuse was therefore easier to confirm.

5.3.6 With misuse of residents' permits, it is dependent on the working hours of the driver when they park. Wardens may have to wait for an extended period of time in order to confirm misuse. There have therefore only been four instances which the Wardens have been able to fully investigate and confirm as misuse.

5.3.7 In two of these instances, the Wardens waited for a considerable period of time on site, in order to speak to the driver. Both instances were misuse of a flexible parking permit, where a resident had purchased this permit and sold it to a colleague. In both cases, the Warden asked that the permit be surrendered and the driver did so.

5.3.8 The permit holders have been written to and reminded that the conditions of issue state that the permit may be withdrawn if it is been misused.

- 5.3.9 The flexible permit system is one that causes enforcement difficulties, as it can be used on different vehicles. It is therefore extremely difficult to confirm that the permit is indeed being misused, and is not simply being used by a visitor to a residential property within a zone.
- 5.3.10 In order to confirm misuse of a flexible permit, the City Wardens therefore have to:
- take account of such factors as the general parking arrangements in the street and the likelihood of a flexible permit being used at that location
  - note the location of any vehicles which arouse suspicion about permit validity and note the time vehicles were seen parked
  - note the permit number and registration number of the vehicle (if necessary)
  - check with the Customer Service Centre at the end of their patrol to determine the address to which the permit has been issued
  - check if the property to which the permit is registered is not convenient for the location where the permit was being used and if so, revisit the location to see if the vehicle is still parked there or parked there on a regular basis, in order to confirm it is being misused
- 5.3.11 Where only a residents' permit is available, then obviously the resident would require this for their own parking needs, assuming they have a vehicle. However, it would appear that some residents do not require the use of a flexible permit, or feel that it is acceptable for them to sell this to commuters.
- 5.3.12 Residents' permits cost £80 annually, with the 2<sup>nd</sup> or flexible permit costing £120 annually. Monthly car parking permits cost £200 per calendar month i.e. £2400 annually. It is therefore financially advantageous for commuters to seek to purchase residential permits.
- 5.3.13 In two further instances, permits were discovered which had been altered or forged.
- 5.3.14 A residents' permit had been altered to change the expiry year from 2011 to 2012, but this was a noticeable attempt and was picked up by a City Warden during their routine patrol. The resident was contacted and asked to surrender the altered permit, which they did.
- 5.3.15 A voucher parking permit was also forged by cutting up several different vouchers and sticking them together. The quality of this was so poor that it was easily seen by the City Warden and a PCN was issued.
- 5.3.16 It is acknowledged, that permit misuse does take place, as confirmed by the adverts found on Gumtree, and by anecdotal evidence given by members of the public, such as reporting flyers seeking permits for sale.
- 5.3.17 However, given the low numbers of permit misuse which could be confirmed during the monitoring period, it is recommended that enforcement continue with the present staffing levels, but that if the

levels of confirmed misuse increase significantly, that a further report is submitted to Committee at that time.

5.3.18 At present, there is no policy in place with regard to the circumstances under which the Council would seek to withdraw a permit, and whether it would wish to pursue a conviction for fraud before doing so.

5.3.19 It is also recommended that a formal policy be adopted as outlined in Appendix A, and that the guidance notes and application forms for Parking Permit applications be updated accordingly.

### 5.3 Conclusion

5.4.1 Officers feel that a formal policy is required, and a clearer statement regarding what action will be taken in the event of misuse or fraud is required to be included with the applications. If action is taken to withdraw permits and refuse the issue of subsequent permits then this should dissuade further instances of misuse.

## 6. IMPACT

Within the Community Plan, protecting and enhancing the built and natural environment is identified as a strategic priority, and underpinning the Community Plan is an aim to deliver Local & Regional Transport Strategy commitments by, among other means, using enforcement.

## 7. BACKGROUND PAPERS

Outstanding Business statement of Enterprise Planning and Infrastructure Committee meeting on 31 May 2012, the allocation of Business Permits to Offices Report submitted to the Controlled Parking Area Working Group meeting on 5 April 2012, the Permit Misuse Policy report no EPI/12/151, submitted to the EP&I Committee on 11 September 2012 and the Permit Misuse Policy report no EPI/12/224, submitted to the EP&I Committee on 6 November 2012.

## 8. REPORT AUTHOR DETAILS

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## **Appendix A**

### **Enforcement of Parking Permits**

Note: This is intended to cover the various types of parking permits issued by Aberdeen City Council.

- Officers are aware of adverts on web-sites such as 'Gumtree' etc offering Residents' Permits for sale, and also aware of businesses putting up street notices/flyers offering to buy permits
- Where officers are aware of Residents' Permits advertised for sale, they follow up on the advertisement and remind the resident that permits will be withdrawn if conditions of use are contravened, such as selling the permit
- Where a resident ignores the reminder and sells the permit anyway, the permit will be invalidated, confiscated and any vehicle found wrongly using a permit prior to confiscation will receive a Penalty Charge Notice (PCN). The Resident will not be issued with any further Parking Permits for 1 year, subject to further review at that time
- Where a resident allows a permit to be used by someone else in contravention of the conditions of use e.g. for commuter parking, the Council will write to them and remind the resident that permits will be withdrawn if conditions of use are contravened, such as allowing a non-resident to use the permit for purposes other than visiting the resident's property
- Where a resident ignores the reminder and allows continued misuse of the permit, it will be invalidated, confiscated and any vehicle found wrongly using a permit prior to confiscation will receive a Penalty Charge Notice (PCN). The Resident will not be issued with any further Parking Permits for 1 year, subject to further review at that time
- Where officers are aware that a business has advertised that they wish to purchase permits, areas around the premises will be targeted for enforcement action and enforcement officers will invalidate and confiscate any permits found to be used by those other than the rightful permit holders, also issuing a PCN to those vehicles where the permit has been improperly used. The Council will refuse to issue any further Business Permits to these businesses for 1 year, subject to further review at that time
- Where vehicles displaying Business Permits are consistently found not to have moved during the day, a letter will be issued to the applicant reminding them that these permits are for the use of staff who require to be out of the office at various times of the day and are not for commuter use or regular parking
- Where vehicles continue to display the permits but are clearly not being moved during the day and are therefore not correctly using the Business Permits, the permits will be invalidated, withdrawn and future permits will not be issued for 1 year, subject to further review at that time
- Where a Contractor is parked and not displaying a valid Contractors' Permit, a PCN will be issued
- Where a Contractor has allowed a permit to be used in contravention of the conditions of use, the Council will write to the Contractor and remind them of the conditions of use and the vehicle will be issued with a PCN

- Where a Contractor continues to allow a permit to be misused, the permit will be invalidated and confiscated and the Council will refuse to issue any further Contractors' permits to that Contractor for 1 year, subject to further review at that time



## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Car Parking Charges 2013/14
REPORT NUMBER:	EPI/13/055

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### 1. PURPOSE OF REPORT

The purpose of this report is to obtain approval to implement revised car parking charges for 2013 – 2014 to deliver the budgeted income identified within the Council's 5 year business plan.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

a) Approves the revised car parking charges for:

- i) short stay car parks, set out in Appendix A,
- ii) for monthly off street permits to be increased to £210
- iii) and for Residents Permits as set out in Option 3 Appendix B

with all revised charges to take effect from as early as possible in the financial year 2013/14 taking into account the need to advertise these changes.

b) Agrees to the re-designation of Jacks Brae Car Park to a maximum stay of 2 hours (other than for designated other users e.g. residents) with its hourly charges remaining at current levels

### 3. FINANCIAL IMPLICATIONS

The five year business plan identifies specific additional income targets from car parking; increases to charges every two years amounting to £635k for 2013/14 – 14/15. In addition, as part of the overall efficiencies to be developed within Asset Management and Operations services an additional income source is identified from having consistency of charging, amounting to £200k.

The proposals set out in this report are aimed at delivering the baseline budget approved by the Council taking account of the risks associated with delivering parking income targets.

### 4. OTHER IMPLICATIONS

Revised car parking charges can be implemented following advertisement by a Statutory Notice which will require input from a number of services.

The overall review of parking charges, their relationship with other transport policies and economic activity is being progressed as part of the Local Transport Strategy update. As parking income can be influenced by competing facilities, local economic factors and the levels of enforcement the ability to ensure delivery of the target income carries risks which tend to be managed and monitored through the course of the financial year.

## 5. BACKGROUND/MAIN ISSUES

At its meeting on 15 December 2010 the Council accepted recommendations on its 5 year business plan that includes an action to increase car parking trading account income by £1.9M over the 5 year period. The Council decision on 14 February 2013 confirmed a revenue budget which assumed additional revenue income from car parking of £635k.

In addition the Enterprise, Planning and Infrastructure Committee on 6 November 2012 considered a report entitle *'Delivering Transformational Change in Asset'* which identified a saving of £200k from the Car Parking budget associated with *'Consistency of Charging'* to contribute to achieving the level of savings of £4.481M in 2013/14.

Officers have undertaken a full review of income and expenditure across the various car parking operations and how they are currently performing. This review has identified that some operational charges are performing above expectations and others less so. What is clear from the evidence is the limited opportunity to increase charges for both on and off street at a time when the usage of car parking has been affected by the overall economic position of the UK and citizens are being careful about spending. Overall adjustments to income baselines, without increasing any charges, are estimated to generate positive variances of £245k, leaving a balance of £590k to balance the baseline budget position. We continue to roll out and encourage take up on 'Pay By Phone' which reduces cash collections etc.

The Committee at recent meetings has agreed to bring the Garthdee Zone into line with other parts of the City and to introduce a charge for resident permits. This, in conjunction with changes to the current costs for parking on-street at Garthdee and Foresterhill makes a large contribution, estimated to be £300k, leaving a shortfall of £290k.

In order to have a balanced budget a number of options were considered for on-street, off-street, resident permits and other permits.

Given the current take up of parking on-street and the range of charges currently in place officers do not believe that increasing charges at this time would generate any additional income. Indeed the negative publicity from such an action would likely have a negative effect and result in a reduction in income.

Similarly our larger off street car parks are facing strong competition for patronage from the various car parks built over the past 4 years. The Council no longer provides the majority of parking in the city centre and our car parks are managed in line with our various transportation policies. We also have limited scope to dramatically change our charging operations as they are based around 'Pay and Display' and to invest in 'Automatic Number-plate Recognition Systems' or indeed 'Pay on Foot' would have consequences which have not been established to date through our Capital programmes. This is a piece of work that needs to be undertaken to establish if there are financial benefits from introducing such systems to allow greater variation and flexibility in how we operate our car parks.

Our short stay off-street car parks continue to perform well and have potential to increase income from a marginal increase in charges. The level of current and proposed charges in Appendix A are estimated to increase income by £45k. This is the only increase that officers would recommend for off street car park hourly charges.

Currently Jacks Brae car park would fall into this category. However officers believe that this car park, by its nature, location and usage by many residents, should operate in a similar way to the car parks at Fonthill Road and Broomhill Road with a maximum stay of 2 hours and charges remaining at current levels of £1/hour.

Currently we have high demand for monthly off street permits for our multi-storey car parks as more and more business locate to the city and limited parking spaces are available. The Committee agreed at its meeting on 11 September 2012 to introduce a cap on the number of such permits for individual car parks. Officers believe that the current level of charge could be increased by 5% to £210/month, with a projected increase in income by £40k/annum.

All other permits have been reviewed and changes in charging levels at this stage, e.g. business permit on-street, which were increased in 2012 and therefore are re-establishing a level of take up given the increase approved last year, will likely result in a reduced take up and no noticeable increase in income. The changes to eligibility approved in 2012 are also taking effect as businesses attempt to renew permits.

Residents' permits are the only remaining category of charge to be reviewed. The last increase in charge came into force in 2009 and there has been no increase since that time. With an income generation target of £205k, officers have considered a range of charging options, based on current take up of the different permits available within each zone. The range of options is set out in Appendix B with Option 1 being the Status Quo/Do Nothing. Further options have been developed which start to differentiate by area and the level of charging. These have not been included in the option table for ease of presentation and given the decision of the committee to create parity of charging these options have been omitted.

Members will note Option 7 would introduce a different charge for flexible permits from fixed permits. This committee has a report which raises the specific problems experienced in enforcing the use of flexible permits given the opportunity to 'sell on' and by increasing the cost of this specific type of permit, it may provide some form of discouragement.

Based on the options presented and the level of income to be achieved the preferred option is Option 3.

## 6. IMPACT

These proposals accord with National Outcomes 12 and 14 and especially the local outcome to minimise the global impact of transport within the Single Outcome Agreement 2009/10.

The pertinent policies within the Local Transport Strategy are as follows:  
MAN CP1 ACC is committed to implementing a more comprehensive parking policy and charging regimes aimed at discouraging parking for non-priority users and providing an adequate supply of short stay parking to satisfy the needs of business, shoppers and visitors.

MAN CP2 ACC will undertake a review of parking policy, charges and systems. This will include reviewing charges with respect to both inflation and comparison with bus fares. On-street parking which reduces network capacity along major corridors will also be reviewed.

The Nestrans Regional Transport Strategy (RTS) recognises that parking is a key element of managing demand and that parking policy will be an important element in influencing modal choice and achieving the RTS objectives. The RTS Car Parking Strategy outlines a number of objectives that both City and Shire should meet when setting car parking charges/policies. The report reflects the policy that "parking charges should reflect the need to support economic vitality but also be set in the context of the costs associated with using other modes of transport in order that it does not dis-incentivise use of more sustainable modes."

## 7. BACKGROUND PAPERS

None

## 8. REPORT AUTHOR DETAILS

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## APPENDIX A

### Short Stay Off Street Car Parking Charges

Car Parks included within this category:

Greyfriars Car Park

Summer Street

Golden Square

Frederick Street

Marischal College (Thursday evenings, Sat and Sun only)

Maximum Stay	Current Charge	Proposed Charge
2 hours	£2	£2.20
2 to 3 hours	£3	£3.30
3 to 4 hours	£4	£4.40

**APPENDIX B****Resident Permit Charges Options**

OPTION	Fixed 1 <sup>st</sup> Permit (£)			Flexible 1 <sup>st</sup> Permit (£)			Fixed 2 <sup>nd</sup> Permit* (£)			Flexible 2 <sup>nd</sup> Permit* (£)			Income £000
	12 mth	6 mth	3 mth	12 mth	6 mth	3 mth	12 mth	6 mth	3 mth	12 mth	6 mth	3 mth	
1	80	42	22	80	42	22	120	63	36	120	63	36	939
2	90	47	25	90	47	25	135	71	38	135	71	38	1055
3	100	53	28	100	53	28	150	79	42	150	79	42	1175
4	120	63	33	120	63	33	200	105	55	200	105	55	1229
5	50	27	14	50	27	14	120	62	32	120	62	32	682
6	50	27	14	50	27	14	200	105	55	200	105	55	843
7	50	27	14	120	63	36	150	79	42	180	95	50	1156
8	50	30	20	50	30	20	150	85	50	150	85	50	771

\* Only one permit permitted in Zones A to G

COMMITTEE:                   **Enterprise, Planning and Infrastructure**

DATE:                           **19 March 2013**

DIRECTOR:                   **Gordon McIntosh**

TITLE OF REPORT:         **Golden Square – parking charges  
and waiting times**

REPORT NUMBER:         **EPI/12/302**

1.     PURPOSE OF REPORT

To inform the Committee of the issues raised by the current parking arrangements in Golden Square and to seek to rationalise the locations of parking meters and signage, in order to better inform drivers of the different parking arrangements within Golden Square.

2.     RECOMMENDATION(S)

1. That the committee instructs officers to relocate the parking meters within the off-street car park in Golden Square adjacent to the central walled area which contains the statue of George Gordon, 5<sup>th</sup> Duke of Gordon.
2. That the Committee instructs officers to relocate the parking meters within the on-street parking area in Golden Square to more central locations near North and South Silver Street & to replace the existing meters with modern equivalents able to incorporate new technology and modern chipsets.
3. That the Committee instructs officers to amend the signage within the off-street car park to reflect the difference between the different parking areas.

3.     FINANCIAL IMPLICATIONS

There would be an estimated cost of £22000 for the provision and installation of two new parking meters for the on-street parking, relocation of two existing meters, associated cabling & trenching works and new signing.

In order to ensure adequate access for all to the meters in the central island, one parking bay would need removed, which would reduce income by approximately £4400 per year.

There would also be a reduction in staff time dealing with appeals against PCNs.

#### 4. OTHER IMPLICATIONS

None

#### 5. BACKGROUND / MAIN ISSUES

##### 5.1 Background

5.1.1 Within Golden Square there is a central circular area categorised as an off-street car park and bounded by railings separating it from the remainder of the available parking spaces, which are categorised as on-street parking. For ease of reference, the off-street car park will be referred to as the “Inner Circle” and the on-street parking will be referred to as the “Outer Circle”.

5.1.2 The Inner Circle was originally operated by the Royal British Legion as an off-street car park, before being taken over by the Council.

5.1.3 The Inner Circle and the Outer Circle are separated only by a set of railings. The locations of each Circle can be seen in Appendix A.

5.1.4 The parking meters for the Inner Circle are located at the pedestrian entrances, while meters for the Outer Circle are located in the corners of Golden Square. Drivers can therefore park on the Outer Circle and the closest parking meter, and the first one they see, is one that is located just inside the railings and which covers the Inner Circle only.

5.1.5 Drivers have therefore been mistakenly using the wrong meters and purchasing a ticket which is not valid for the area where they have actually parked. Consequently, Parking Charge Notices (PCNs) have been issued to drivers, who feel unfairly penalised.

5.1.6 Initially, additional parking meters were located within the Inner Circle, at the pedestrian accesses, in an attempt to differentiate between the parking areas and help drivers locate the correct meters. When this did not address the issue, additional stickers were placed on the parking meters in the Inner Circle in an attempt to draw drivers’ attention to the fact that these meters covered the Inner Circle only and some parking meters were relocated on the Outer Circle in an attempt to draw drivers’ attention to these and prevent them from going to meters in the Inner Circle. However, this still did not address the issue and drivers continued to mistakenly purchase tickets for the wrong area.

5.1.7 Drivers appealed the PCNs issued, on the basis that they felt it was unclear that there were two separate parking areas and that they had believed they were purchasing a ticket correctly.

5.1.8 Elected Members have also submitted queries on behalf of constituents and had asked if additional signage could be erected, or if the parking charges could be made the same for the whole of Golden Square.

5.1.9 Stickers have already been placed on the parking meters but this alone has not resolved the situation. Additional signage could be erected at



the parking meters and the relocation of meters could help direct drivers to the appropriate meter for the location in which they are parked.

## 5.2 Parking charges and waiting times

5.2.1 The Outer Circle currently has charges and waiting times as follows:

MON-SAT 0800-2000 & SUN 1300-700	MAX STAY 1 HOUR	£1 up to 20 mins	£2 up to 40 mins	£3 up to 1 hr
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After 6pm on Mon–Sat, there is another option in addition to that shown above:

MON-SAT 1800-2000	MAX STAY 2 HOURS	£4 up to 2 hours		
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Therefore two different sets of charges and waiting times are available on the Outer Circle between the hours of 6-8pm on Mon-Sat.

5.2.2 The Inner Circle currently has charges and waiting times as follows:

MON-SAT 0800-2000 & SUN 1300-1700	MAX STAY 4 HOURS	£2 up to 2 hours	£3 up to 3 hours	£4 up to 4 hours
--	---------------------	---------------------	---------------------	---------------------

5.2.3 Having examined the information available on the existing meters for the Outer Circle, officers feel that the current information is ambiguous and unclear, and should be amended and set out to ensure that it is clear to the public that different charges and maximum waiting times apply during daytime and the evening period after 6pm. It is acknowledged that the currently displayed information may be confusing to drivers and requires some clarification.

5.2.4 It is noted that during the consultation for this report, Finance and Planning both responded that they were of the opinion that alternative proposals may be provide a more appropriate solution.

5.2.5 Finance felt that the proposals contained in the report had a significant initial cost and ongoing loss of income, which should be weighed against the cost of making all of the charges and waiting times the same as those currently in place for the Outer Circle.

5.2.6 Planning felt that the relocation of the parking meters and additional signage may not completely eradicate the current confusion that different parking charges causes to users, and that both areas should have the same parking charges introduced, these being the charges and waiting times that already operate in the Outer Circle for Golden Square, keeping the whole area in line with the rest of the city centre parking charges.

## 5.3 Conclusion

- 5.3.1 It is proposed that the existing parking meters be relocated and renewed where necessary, and that new signage be erected to help clarify the relevant charges and waiting times in the different parking areas.

6. IMPACT

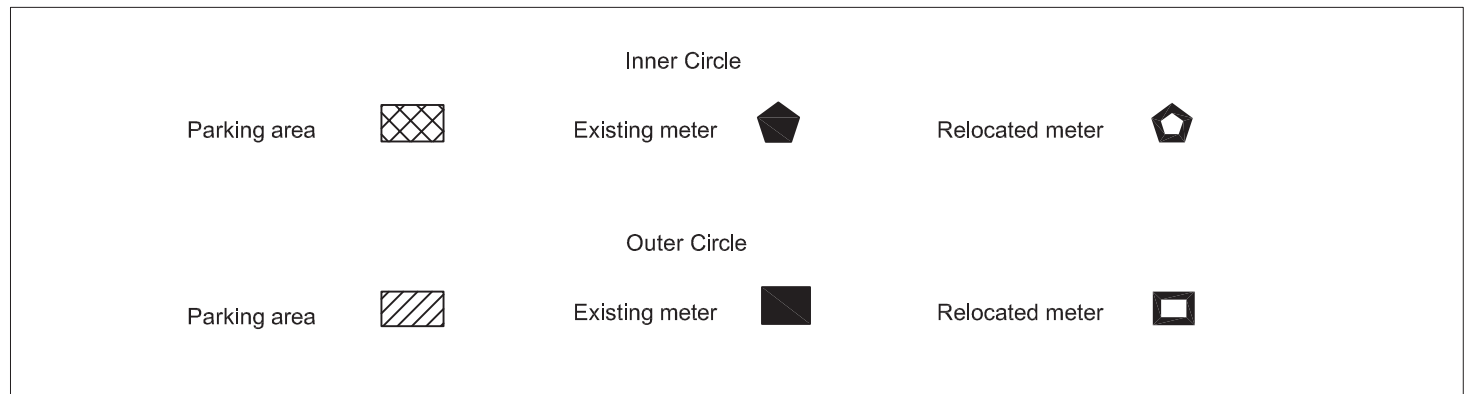
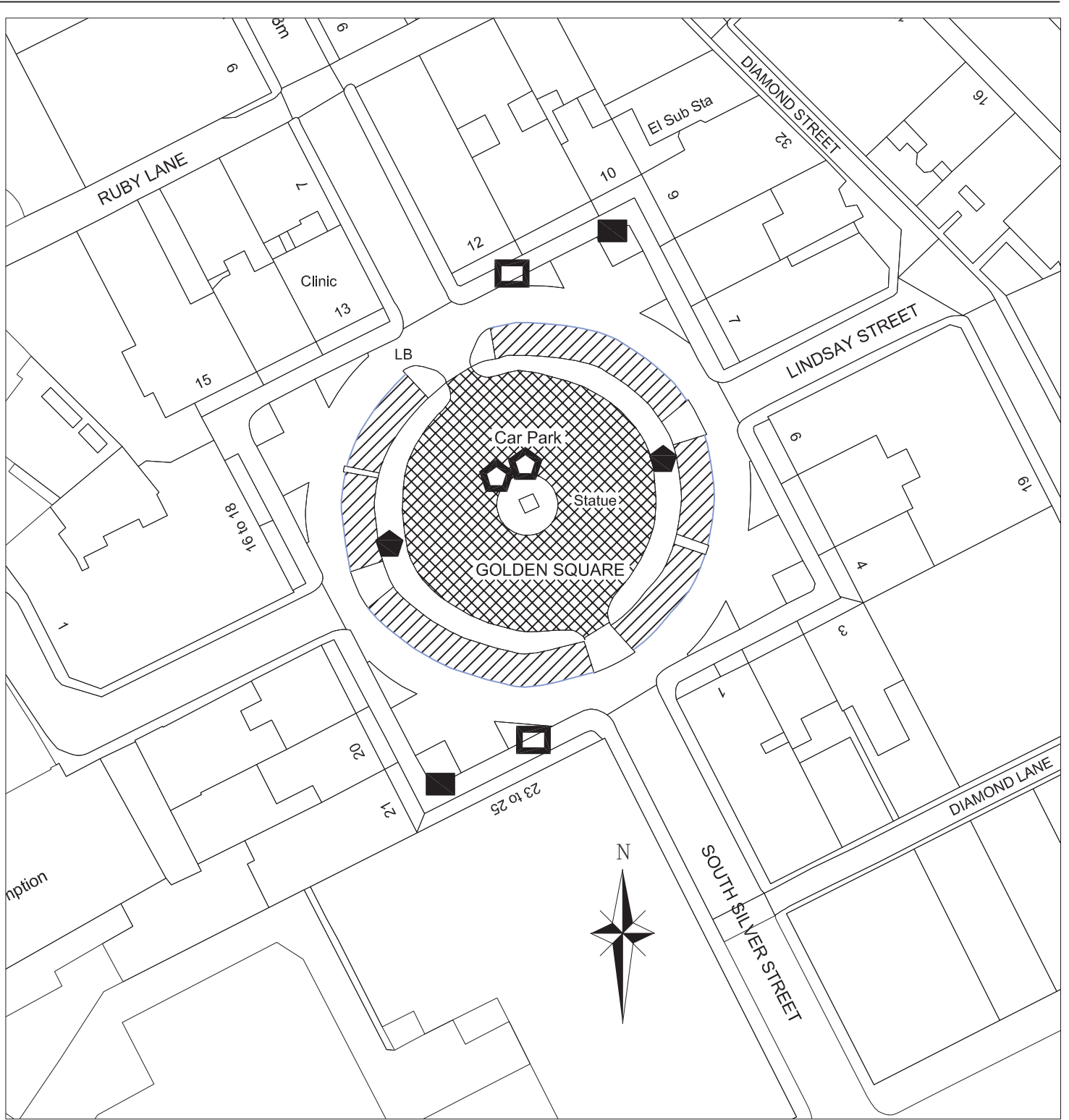
Within the Community Plan, protecting and enhancing the built and natural environment is identified as a strategic priority, and underpinning the Community Plan is an aim to deliver Local & Regional Transport Strategy commitments by, among other means, using enforcement.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Louise Trayner  
Road Safety & Traffic Management Team  
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ENTERPRISE PLANNING & INFRASTRUCTURE  
Road Safety and Traffic Management Team  
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Telephone (01224) 538053

Project  
Golden Square

Title  
Parking Areas

Scale 1:1250

Approved N/A

Designed N/A

Date 11/02/2013

Drawn LT

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## ABERDEEN CITY COUNCIL

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COMMITTEE:	<b>Enterprise, Planning and Infrastructure</b>
DATE:	<b>19 March 2013</b>
DIRECTOR:	<b>Gordon McIntosh</b>
TITLE OF REPORT:	<b>Consultation on the proposed Disabled Persons' Parking Badges (Scotland) Bill</b>
REPORT NUMBER:	<b>EPI/13/039</b>

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### 1. PURPOSE OF REPORT

To inform the Committee of the current consultation on the proposed Disabled Persons' Parking Badges (Scotland) Bill, by Dennis Robertson, Member for Aberdeenshire West.

### 2. RECOMMENDATION(S)

That the committee instructs officers to respond to the Consultation on the basis of the draft responses contained in Appendix A.

### 3. FINANCIAL IMPLICATIONS

Depending on the outcome of the consultation, there may be additional funding and resource requirements if e.g. a statutory appeals process is introduced. Until the final proposals for any Bill are put forward, the financial implications cannot be fully quantified.

### 4. OTHER IMPLICATIONS

None

## 5. BACKGROUND / MAIN ISSUES

### 5.1 Background

5.1.1 Dennis Robertson, Member for Aberdeenshire West, has put forward a consultation document on proposals to strengthen the Blue Badge Scheme enforcement powers.

5.1.2 The proposals include the introduction of powers to cancel and confiscate Badges in certain circumstances and to provide an appeals process when a Blue Badge application is refused on eligibility grounds.

5.1.3 Appendix A contains the draft responses by Aberdeen City Council to the consultation document. The full document can be found on The Scottish Parliament website at:  
[http://www.scottish.parliament.uk/S4\\_MembersBills/Consultation\\_Disabled\\_Persons\\_Parking\\_Badges.pdf](http://www.scottish.parliament.uk/S4_MembersBills/Consultation_Disabled_Persons_Parking_Badges.pdf)

### 5.2 Conclusion

5.2.1 It is proposed that the Council responds that it is broadly in support of the enhanced enforcement proposals, but central government funding would be required should the proposals on a statutory appeals process be adopted.

## 6. IMPACT

Within the Community Plan, protecting and enhancing the built and natural environment is identified as a strategic priority, and underpinning the Community Plan is an aim to deliver Local & Regional Transport Strategy commitments by, among other means, using enforcement.

## 7. BACKGROUND PAPERS

None.

## 8. REPORT AUTHOR DETAILS

Louise Trayner  
Road Safety & Traffic Management Team  
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(01224) 538065

## Questions

Name: Andrew Smith      Organisation: Aberdeen City Council

E-mail: Andrews@aberdeencity.gov.uk      Phone number: 01224 538056

### Enforcement

**Question 1: Do you agree with the general aim of the Bill to provide for better enforcement?**

Yes

**(Please can you explain your answer?)**

The Bill will provide a means of delivering a proactive and effective deterrent to the misuse of Blue Badges that is presently beyond the scope of current legislation.

**Question 2: Do you think that police traffic wardens and local authority parking attendants should be allowed to confiscate a Blue Badge which they suspect is fraudulent or is being misused?**

Yes

**(Please can you explain your answer?)**

It currently requires cooperation from the Police to confiscate a Badge and is dependent on the police having the resources and willingness to do so. Confiscation of the Badge at the time when misuse is witnessed will streamline this process and be a more efficient use of resources.

**Question 3: Do you think local authorities should have the power to appoint persons (other than Parking Attendants in uniform) to examine and/or confiscate suspect Blue Badges as a result of their investigations?**

Yes.

**(Please can you explain your answer?)**

If other local authority officers **with the appropriate training and experience in parking and traffic management matters** were able to confiscate Badges upon witnessing misuse, this would help to increase the level of enforcement and keep spaces free for genuine Badge users. All officers, including those not in uniform, should have appropriate identification badges.

**Question 4: Do you think that local authorities should have the power to cancel Blue Badges that are lost or stolen?**

Yes, but it is considered that the current system already confers these powers on local authorities.

**(Please can you explain your answer?)**

Currently, Aberdeen City Council notifies Northgate if a Badge is lost or stolen, so that it may be cancelled on their system. However, ACC also provides a regular list of these to the City Wardens, so that they are aware which Badges are no longer valid. In practice, ACC cancels the Badge and enforces this.

**Question 5: Do you think that a new offence of displaying a cancelled badge should be created?**

No.

**(Please can you explain your answer?)**

Once a Badge is cancelled, it is no longer valid. As it is already an offence to display an invalid Badge, it is felt that this is adequately covered under the existing legislation.

## **Design Specifications**



**Question 6: Do you agree that the requirement to publish in regulations the detailed specification for the Blue Badge should be removed?**

No.

**(If necessary, please explain your answer?)**

It is felt that the consistency across different local authorities which was the aim of Blue Badge reform, should be maintained by the inclusion of the detailed specification in the legislation, and that only the Scottish Ministers should have the powers to amend that specification.

### **Appeals against eligibility decisions**

**Question 7: Is there a need for a statutory process of appeal for a Blue Badge?**

No.

**Question 8: If you consider that a statutory appeals process is necessary. What format should this take?**

The Blue Badge Code of Practice prepared by Transport Scotland already defines how appeals should be dealt with and appears to adequately address this matter. Given the limited time since the introduction of the new Blue Badge legislation, it would be premature to alter the current appeal arrangements.

### **Equality**

**Question 9: Does the proposed Bill have any substantial positive or negative implications for Equality Groups?**

Yes.

**(Please can you explain your answer?)**

The Council feels this is a positive step in highlighting the issues faced by those with mobility problems, who genuinely require parking spaces close to key locations, and in emphasising to able-bodied drivers that the misuse of these spaces is unacceptable.

**Resources**

**Question 10: What is your assessment of the likely financial implications (if any) of the proposed Bill?**

It is considered that the proposed Bill will increase pressure on local authorities with regard to Badge issue and enforcement.

**(Please can you explain your answer?)**

The statutory right of appeal may see a rise in baseless appeals, which would require extra staffing and funding to deal with these. Aberdeen City Council currently follows the advice in the Code of Practice and has put in place measures to deal with appeals against the refusal of a Badge.

Likewise, changes to the legislation, particularly regarding prosecution, may require a substantial increase in resources to deal with this. The Council feels that funding for this should be provided by central government.

**General**

**Question 11: Do you have any other comments or suggestions relevant to the proposals?**

The Council notes that the consultees felt that local authorities were unaware of the Duties and Responsibilities of the Badge

Holder. However, the Council feels that it does understand the Duties and Responsibilities of the Badge Holder, but that these are not fully understood by the Badge Holders themselves. The Council would put forward the following two examples in support of its view:

1. While relining parking bays to comply with the new DDPS Act, it was noted that many Badge Holders failed to display the Badge when parked in a disabled parking space outside their property. Subsequent discussions with the Badge Holders indicated that many were under the impression that the Badge need only be displayed when parked in town.

2. The Council receives frequent phone calls from Badge Holders querying where they are legally allowed to park. This information is contained in the Duties and Responsibilities of Badge Holders document, yet it appears that many Badge Holders are still unaware of this.

Responses should be submitted by **20 March 2013** and sent to:

Dennis Robertson MSP  
M4.05  
Scottish Parliament  
Edinburgh  
EH99 1SP

or email to:

[Bluebadgeresponses@scottish.parliament.uk](mailto:Bluebadgeresponses@scottish.parliament.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE:	<b>Enterprise, Planning and Infrastructure</b>
DATE:	<b>19 March 2013</b>
DIRECTOR:	<b>Gordon McIntosh</b>
TITLE OF REPORT:	<b>Review of Charges for Street Occupations</b>
REPORT NUMBER:	<b>EPI/13/034</b>

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### 1. PURPOSE OF REPORT

The purpose of this report is to consider a review of existing Charges for Street Occupations covered by the Roads (Scotland) Act 1984 and the New Roads and Street works Act 1991.

### 2. RECOMMENDATION(S)

1. That the committee Approve the charges detailed in the report and that these be applied from the 1<sup>st</sup> May 2013

### 3. FINANCIAL IMPLICATIONS

The revised charges will generate revenue income that will meet increased staff costs and sustain service provision.

### 4. OTHER IMPLICATIONS

None

### 5. BACKGROUND / MAIN ISSUES

In accordance with statutory obligations Aberdeen City Council, as the Local Roads Authority, has a responsibility to regulate and manage road occupations to ensure that essential works have a minimal impact on the road network and that the infrastructure is protected in line with specification and guidelines. Considerable officer time is dedicated to the management of the road network and the consideration of applications for various road work operations and occupations.

A scale of charges for this service was previously set by the Committee in May 2012 and is due for review in 2013.

Officers have reviewed the charging regime and have prepared a revised scale of charges which are detailed in Appendix A of this report.

The revised charges have generally been increased around 3% and rounded up to the nearest £5 or £10 to keep the payment structure as simple as possible. The exception is surcharges for illegal occupations reflecting a higher incremental percentage from 20% to 40%.

In the activities where it has been found to be an effective deterrent in reducing the number of unauthorised occupations then there has been no increase in the surcharge value.

However, where charges are applied as a result of unauthorised operations or to reduce occupation periods, these charges have been significantly increased to encourage contractors to comply with regulatory requirements and to minimise disruption to all road users.

Occupations for scaffolds, hoardings, tower scaffolds, and cherry pickers have a higher incidence of unauthorised activities and therefore the surcharges are reflected accordingly in Appendix A.

It is clear from experience of charging where the introduction of high surcharges exist, for example skip permits, very few unauthorised occupations have occurred. In order to improve compliance it is felt that the current level of surcharge should be increased to reflect potential risk to the public and the road users.

No changes are proposed to the current charges under the Development / Construction rates for occupation based on a square metre charge as the current scales have encouraged contractors to pursue alternatives for site compounds and set up facilities off road thereby keeping the road network clear of obstructions wherever possible.

Consideration was also given to increased charges for Promotional Events, Licensed hot/cold food units and Day Rates for use of road space for commercial purposes. Unlike the charges for occupations that have been in place for many years these charges were only introduced in the last two years and it was considered that bedding in period was appropriate before any further increases are made. However, it is proposed to increase the Pavement Café License by 10%, as this has remained the same price since May 2005.

It is recommended that the charges detailed within Appendix A be adopted and come into operation on the 1<sup>st</sup> May 2013 if approved by the Finance and Resources Committee.

## 6. IMPACT

This subject of this report provides support to the economic and environmental well being of the city. It promotes safety and management of the local road infrastructure, with the intension of

minimising disruption to the network, whilst maintaining delivery of essential transport services for the travelling public. The report supports service delivery and maintains positive operational outcomes to meet statutory obligations.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Raymond Moffat  
Team Leader  
Roadworks Co-ordination Unit  
Tel. 538066

## Appendix A - Revision of charges from 1<sup>st</sup> May 2013

### Temporary Traffic Restrictions

	Charge from 01/07/2012	Charge from 01/05/2013
<b>For continuous period of up to 21 days:</b>		
Application received 28 days or more prior to Order coming in to effect	£800	<b>£825</b>
Application received less than 28 days prior to Order coming in to effect	£1100	<b>£1150</b>
<b>For continuous period over 21 days but not more than 6 months:</b>		
Application received 28 days or more prior to Order coming in to effect	£1575	<b>£1625</b>
Application received less than 28 days prior to Order coming in to effect	£1850	<b>£1925</b>
For repeat posting of weekly or monthly notices per event	£160	<b>£165</b>

28 days is the minimum normally required to process an application for a temporary traffic order. While an application can be processed in less time, more expensive media will be required for the advertising. This additional cost is reflected in the new charges made to applicants.

### Permanent Traffic Orders

	Charge from 01/07/2012	Charge from 01/05/2013
Charges for the promotion of permanent traffic orders	£2000	£2000

### Temporary/Permanent Industrial Access

	Charge from 01/07/2012	Charge from 01/05/2013
Charge for visiting site, processing application and granting permission	£425	<b>£450</b>
Surcharge for illegal occupation	£500	<b>£600</b>

### Consent for Excavating in the Road under Section 56 or 61 of the



### Roads (Scotland) Act 1984.

	Charge from 01/07/2012	Charge from 01/05/2013
Excavation not involving installation of private apparatus	£425	<b>£450</b>
Surcharge for illegal occupation	£500	<b>£600</b>

### Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA)

	Charge from 01/07/2012	Charge from 01/05/2013
Charge for initial application and permission for works which are only one inspection unit	£425	<b>£450</b>
Surcharge for illegal occupation	£500	<b>£600</b>
Additional charge for works over one inspection unit	£75 per additional unit	<b>£80 per additional unit</b>
Charge for recording plant information in VAULT overlays.	£150	<b>£160 per year *</b>
<b>For adopted plant further charges will be made over the maintenance period for year 2 and 3 where applicable at an appropriate rate</b>	-	<b>£50 per year.</b>

These charges contribute towards the Council's expenditure on the Symology system, which is employed to notify Statutory Undertakers of work in accordance with NRSWA. Applicants will also be required to meet inspection charges in accordance with regulations issued under NRSWA.

\*Charge issued on an annual basis for the life of the use of the apparatus to the owner / user for un-adopted apparatus (wholly private).

## Street Occupations

<b>Scaffold/Hoarding permits (per street):</b>	Charge from 01/07/2012	Charge from 01/05/2013
For a continuous period of up to 1 month (Under 25 metres in length):	£105	<b>£110</b>
(25 metres or over)	£160	<b>£170</b>
For each subsequent month of original application (Under 25 metres in length):	£70	<b>£75</b>
(25 metres or over)	£105	<b>£115</b>
For subsequent extension for up to 1 month (Under 25 metres in length):	£95	<b>£100</b>
(25 metres or over)	£135	<b>£145</b>
Surcharge for Illegal occupation of the road.	£250	<b>£350</b>
<b>Surcharge for non compliance with the conditions of a permit issued by Aberdeen city Council.</b>	-	<b>£120</b>
Mobile tower scaffolds (to be considered as a mobile scaffold it must be erected and dismantled daily otherwise see scaffold charges above)		
Charge per day per location:	£25	<b>£30</b>
Charge per week per location:	£50	<b>£60</b>
Surcharge for illegal occupation of the road.	£150	<b>£200</b>
<b>Surcharge for non compliance with the conditions of a permit issued by Aberdeen city Council.</b>	-	<b>£120</b>

<b>Crane, Hydraulic Platform Permits:</b>	Charge from 01/07/2012	Charge from 01/05/2013
Charge for granting permission (day permit, per site).	£70	<b>£75</b>
Charge for granting permission (week permit, per site)	£90	<b>£95</b>
Roaming permit (day permit up to 5 sites, max 90 minutes per site).	£100	<b>£110</b>
Surcharge for illegal occupation of the road.	£250	<b>£300</b>
<b>Defect inspection of traffic management for above work.</b>	-	<b>£35</b>

<b>Temporary Traffic Lights Permits:</b>	Charge from 01/07/2012	Charge from 01/05/2013
For a continuous period of up to one week, charge for granting permission	£80	<b>£85</b>
Surcharge for illegal occupation of the road.	£400	<b>£500</b>

<b>Skip Permits:</b>	Charge from 01/07/2012	Charge from 01/05/2013
For continuous period of 7 days	£32	<b>£35</b>
Surcharge for illegal occupation of the road. This can also be issued for non compliance with the conditions of a permit issued by Aberdeen city Council.	£120	£120
Additional daily charge for a skip sited within a Pay and Display area.	£30 for zones ABCEF & G £15 for all other zones	£30 for zones ABCEF & G £15 for all other zones

The surcharge is payable where a skip is placed without a permit being first obtained.

Or is non compliant with regards to permit conditions.

The daily charge for Pay and Display contribute to the loss of revenue from parking charges and the amount equates to standard charges, for which there has been no increase, made by the Council for daily occupation of a Pay and Display space for the purposes of loading etc.



<b>Promotional events for commercial purposes:</b>	Charge from 01/07/2012	Charge from 01/05/2013
<p>St. Nicholas Street, Castlegate, the Green, and other pedestrian priority areas are charged as follows;</p> <p>Minimum invoice charge will be £50 per day to cover Administration costs.</p>	Footprint area of occupation charged at £10 per square metre per day or part day	Footprint area of occupation charged at £10 per square metre per day or part day

<b>Pavement Café Licence</b>	Charge from 01/07/2012	Charge from 01/05/2013
<p>Application for permission to site temporarily, tables &amp; chairs on the footway. Validity period from 1 May – 30 April</p>	£100 Per year or part.	<b>£110</b> <b>Per year or £60 for remaining period of 6 months or less.</b>

<b>Licensed hot / cold food units:</b>	Charge from 01/07/2012	Charge from 01/05/2013
<p>Licensed hot / cold food unit across the City would be charged at a rate (Note, this exceeds the fees for pavement cafes which are currently £100 per annum).</p>	£250 per annum for lease of the road space	£250 per annum for lease of the road space

<b>Day rates for the use of the road space for commercial purposes, for profit.</b>	Charge from 01/07/2012	Charge from 01/05/2013
<p>These charges apply to semi-permanent units within the city Centre.</p>	Footprint area of occupation charged at £0.67 per square metre per day. (minimum charge of £10per day)	Footprint area of occupation charged at £0.67 per square metre per day. (minimum charge of £10per day)

## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>ENTERPRISE, PLANNING &amp; INFRASTRUCTURE</b>
DATE	<b>19 March 2013</b>
DIRECTOR	<b>Gordon McIntosh</b>
TITLE OF REPORT	<b>The Green Townscape Heritage Initiative Public Realm Streetscape – Additional Works</b>
REPORT NUMBER:	<b>EPI/13/043</b>

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### 1. PURPOSE OF REPORT

To seek the approval of the Committee to carry out footway improvement works on Guild Street, Market Street and Adelphi Lane. These works will be funded by the Green Townscape Heritage Initiative.

### 2. RECOMMENDATION(S)

It is recommended that the Committee approves the resurfacing of footways on sections of Guild Street, Market Street and the Adelphi Lane, replacing the existing concrete paving slabs with granite, with the work to be paid for by funds from The Green Townscape Heritage Initiative.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The Green Townscape Heritage Initiative (a partnership between Aberdeen City Council, Aberdeen City Heritage Trust, The Heritage Lottery Fund, Historic Scotland and Scottish Enterprise) still has funds available, for improvement works that meet the Initiative's selection criteria.
- 3.2 The THI Board considered options to carry out additional footway improvement works at their meeting of 16th January 2013 and supported the proposals, with an additional requirement that as far as practicable the works are concluded (or at the very least well underway) within the lifetime of the THI i.e. by 30th October 2013.
- 3.3 Cost estimates for the programme of additional footway improvements, as shown in the Appendix to this report, are as follows:

Guild St. from Carmelite St. to Market St.	£ 125,000
Market St. from Guild St. to Union St.	£ 133,000
Adelphi Lane from Market St. to Adelphi	£ 63,000

- 3.4 An analysis of the estimated balance of available funds remaining from the Green THI Streetscape Works indicated that there are sufficient funds to deliver the above footway improvements in full. Therefore the proposed works do not carry any direct capital or revenue implications for Aberdeen City Council, other than to provide a benefit by delaying the possible need for footway maintenance work by ACC in future years.

#### 4. OTHER IMPLICATIONS

- 4.1 It is proposed that the additional footway works will be carried out by direct award to Aberdeen City Council Roads Services in Asset Management & Operations, with supervision by personnel from Planning & Sustainable Development. If the work is not awarded this way a consultant would need to be appointed to prepare tender documents for issue to contractors. The time that this would take, with the additional delay of a tender process, would prevent the work progressing in the timescale required by the THI board.
- 4.2 Health and Safety issues will be dealt with by adherence to the Aberdeen City Council Guide To Managing Health & Safety, and any relevant Health & Safety legislation e.g. the Construction (Design and Management) Regulations.
- 4.3 There are no other implications as a result of this report.

#### 5. BACKGROUND/MAIN ISSUES

- 5.1 The Green Townscape Heritage Initiative Public Realm Streetscape Works Project has provided a significant improvement to Aberdeen city centre.
- 5.2 Apart from one small section of Guild St. from Stirling St. to Exchange St., none of the surrounding streets have been resurfaced as part of the Green Streetscape project.
- 5.3 With funds remaining after the completion of the Green Streetscape construction contract, it is desirable to extend the area that has benefitted from the improvements to incorporate surrounding footways that do not have the same standard of surface finish. It is proposed that the existing concrete slabbing on the following footways be replaced with granite:



Guild Street north footway between Carmelite St. and Market St

Market Street west footway between Guild St. and Union St

Adelphi Lane from Market St. to Adelphi

- 5.4 Extending the footway works to these additional areas will not only provide improved surfaces leading to and from the Green but also for pedestrian movements along the Guild Street and Market Street corridors, thus encouraging and enhancing the use of these routes by pedestrians and for access to public transport.
- 5.5 Guild Street and Market Street are major corridors for both pedestrians and vehicles, therefore a significant amount of traffic management will be required during the construction phase. Consideration is being given to constructing the majority of the Guild Street and Market Street works during evening periods this summer. By avoiding periods of peak demand this should reduce the impact of the works on shops, pedestrians and vehicles.

## 6. IMPACT

- 6.1 Within the Community Plan, City Centre re-development is identified as a strategic priority, and within the Single Outcome Agreement, two national outcome objectives identified are that “We live in well designed, sustainable places” and “We value our built and natural environment and protect it and enhance it for future generations”.
- 6.2 This report is likely to be of interest to the public as a result of the project’s public profile during construction. Some pedestrian and traffic management will be necessary during the construction phase. Completion of the works should provide a highly visible improvement to the surface finish of the footways.

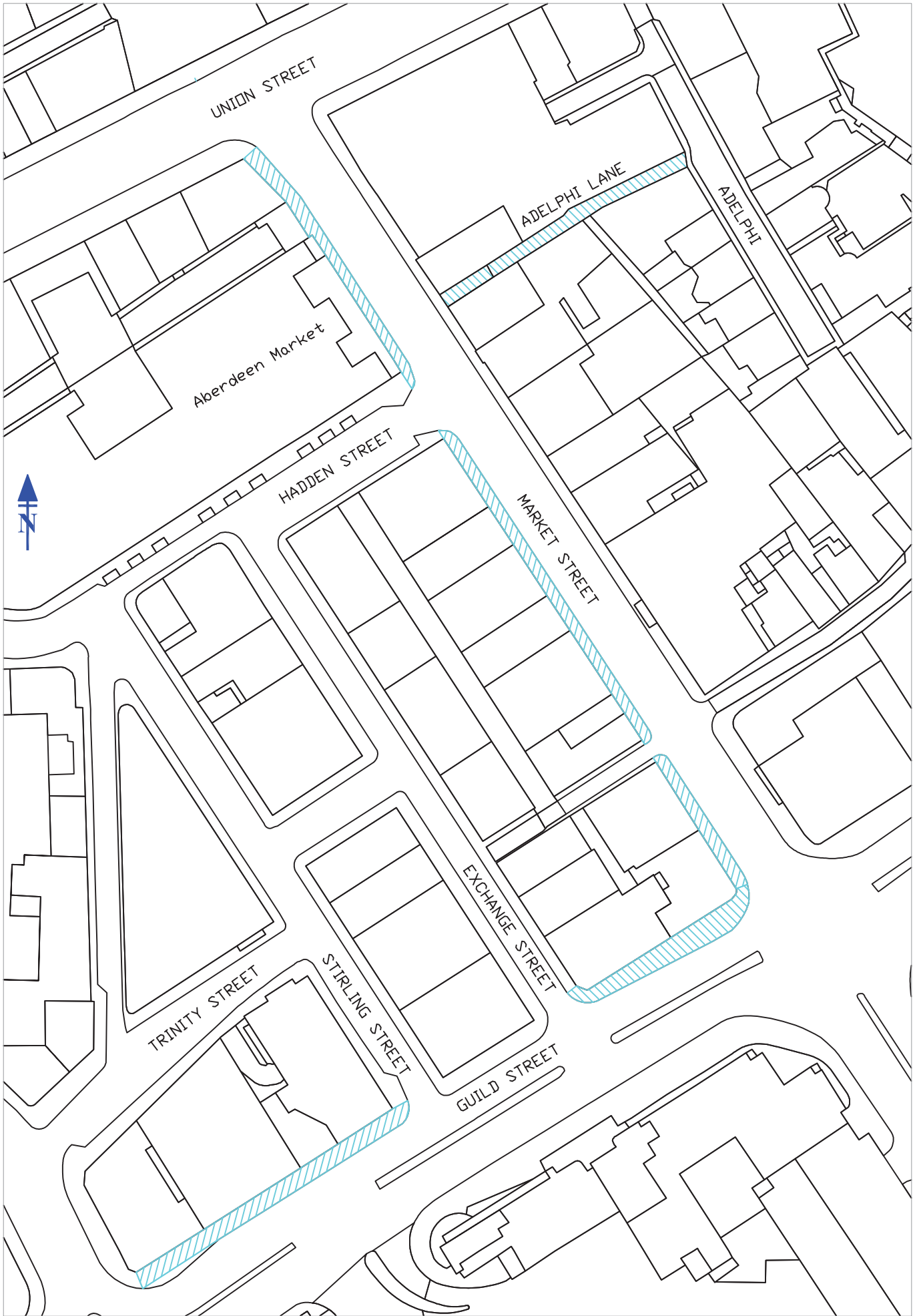
## 7. BACKGROUND PAPERS

There are no relevant background papers.

## 8. REPORT AUTHOR DETAILS

Bruce MacFarlane  
Senior Engineer  
E-mail: [brucem@aberdeencity.gov.uk](mailto:brucem@aberdeencity.gov.uk)  
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 Telephone 08456 080910

Project **The Green Townscape Heritage  
 Initiative Public Realm Streetscape -  
 Additional Works**

Title **Proposed footway  
 resurfacing areas**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Roads and Transport Related Capital Budget Programme 2013-2014
REPORT NUMBER:	EPI/13/030

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### **1 PURPOSE OF THE REPORT**

This report brings together the proposed roads and transportation programme from the approved Capital budgets for 13/14. This is presented as a provisional programme. Members are asked to approve the specific schemes where detailed and the budget headings for the remainder. In addition provisional programmes for 2014/15 and 2015/16 are also included where possible.

### **2 RECOMMENDATIONS**

1. The Committee approves the schemes listed in the Appendices as the detailed proposals for expenditure within budget headings.
2. Instruct appropriate officials to implement the detailed programme.
3. Agree for officers to amend the programme in consultation with local members should priorities change during the year.
4. Where traffic legislation is necessary, to approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures.

Where no significant objections have been received at the statutory consultation or public advertisement stages to instruct the appropriate officials to implement the scheme, otherwise these would be reported back to future committee.

5. Grant approval to appropriate officers to award contracts on receipt of a valid tender submission subject to necessary funding in the approved revenue and capital budget

### **3. FINANCIAL IMPLICATIONS**

Expenditure will be in accordance with the Council's approved Capital budgets for 2013 - 2014.

### **4. SERVICE & COMMUNITY IMPACT**

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

The implementation of the programme will assist roads and footways within the City being maintained to an acceptable standard thus reducing the risk of injury to members of the public.

The proposals are in line with our Transportation Strategy to provide safe crossing, cycling and walking facilities and reduce traffic speeds thereby contributing to accident reduction across the City and improve safety for all road users.

Aberdeen – the Smarter City

We will promote Aberdeen as a great place to live, bring up a family, do business and visit.

We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions

Single Outcome Agreement, National Outcomes 5, 6, 10, 12, & 14

### **5. OTHER IMPLICATIONS**

There are risks in promoting Traffic Regulation Orders due to possible public objection and this may delay some of the proposed schemes.

### **6. REPORT**

This report brings together, for members' information, the proposed programme for Capital Funding spend for both Roads and Transportation for 2013/2014 together with provisional reserve list programme for 2013/2014.

The provisional reserve programme for 2013/2014 will allow substitution of schemes should it not be possible to implement any of the proposed 2012/2013 schemes.

The appendices set out the proposed programme of works which will be funded through the approved Capital budgets of the Council together with linkages to the community action plans

**Estimated Costs for the individual proposed works are included in the Confidential Papers**

**Traffic Lights and Pedestrian Crossing:** A Capital budget of **£500,000** has been allocated to allow the continued upgrade of the systems across Aberdeen, corridor delays are reduced by the upgrading of these outdated systems ensuring that there are no delays in obtaining outdated parts. This proposed programme of works and reserve programme are set out in **Appendix A**

**Lighting Improvements:** Planned lighting improvements have been allocated a capital budget of **£300,000**. More work is able to be programmed by using materials purchase in 2012/13 The budget will be used, in the majority, for the replacement of lighting columns that have been identified as potentially dangerous or beyond their design life. All new street lights are being designed with energy reduction being a major consideration this reduces the energy bill and also lowers Aberdeen City Council's carbon footprint. Proposed programme and reserve programme for Street Lighting are in **Appendix B and C**.

**Cycling Walking Safer Streets:** A grant of **£232,000** has been awarded by the Scottish Government for Cycling Walking Safer Streets (CWSS) projects in Aberdeen. The programme for these works are detailed in **Appendix D** and will provide significant road safety benefits in an effort to achieve accident reduction as well as reduce the number and severity of injuries sustained in road traffic accidents across the city. All schemes will be implemented as soon as possible subject to the successful promotion of any required legislation. A requirement for this budget is that the spend on cycling schemes should be a minimum of 36% of the grant.

**Road Safety Schemes:** A Capital Budget of **£50,000** has been allocated for Road Safety Schemes. This budget is primarily used for the implementation of small scale traffic schemes, lining and signing which assists in the provision of safer streets for all the travelling public.

**Footway Resurfacing:** A budget of **£512,000** has been allocated for footway resurfacing. The programme has been formulated on the basis of detailed surveys and targeted at footways categorised as being in a bad or poor condition. The condition of sections of footway included in the programme are shown in the report under **Assessed Condition**, in order to maintain a standard level of comparison all footways have been assessed by the same person The detailed programme is set out in **Appendix E**. A Reserve programme is given in **Appendix F**

**Carriageway Resurfacing:** The Capital carriageway resurfacing programme has been allocated a budget of **£2,013,000**. The programme is generally prepared on the basis of the results of the road condition surveys of the existing infrastructure. The detailed programme is set out in **Appendix G**. A Reserve Programme is given in **Appendix H**.

The survey identifies sections of road as falling into one of three categories, Green – acceptable condition, Amber – causing concern and should be considered for treatment and Red – of concern and requiring treatment. A copy of the Road Condition Index(RCI) is attached as **Appendix L with Appendix M** showing the

RCI for all Councils across Scotland with **Appendix N** showing Aberdeen's position against the Local Authorities in Scotland.

The condition of sections of carriageway included in the programme are shown in the report under **Assessed Condition**, in order to maintain a standard level of comparison all roads surfaces have been assessed to the same criteria. Due to the severity of the weather from the floods in August and December along with the continued rain, snow and extremely low temperatures from October through to present many road surfaces have suffered significant deterioration since the Road Condition Survey was carried out require staff to currently reassess all roads, this reassessment could necessitate changes to the proposed programme during the financial year.

**Drainage:** A Capital Budget of **£100,000** has been allocated for the Drainage works, this programme is shown in **Appendix J**

**Road Sign Replacement:** A Capital Budget of **£50,000** has been allocated for the Road Sign Replacement Programme.

**Weak & Major Bridge Repairs:** A Capital Budget of **£20,000** has been allocated for Weak Bridge Repairs and **£30,000** Major Bridge Works.

**Flood Prevention Schemes:** A Capital Budget of **£100,000** has been allocated for Flood Prevention Schemes.

The allocation to these monies is shown in **Appendix K** but as yet no programme of works has defined.

**Appendix L** shows the changes in the Road Condition Index (RCI) for Aberdeen City under the new approved measurement criteria. It has been decided that the measurement for the RCI will now consider a four year survey period rather than the two year period measured to date. This change was required due to increased concerns that the U Class roads were not reflecting the true index when measured over a two year period. It should be noted that only 10% of the U Class roads are measured on an annual basis.

## 7. REPORT AUTHOR DETAILS

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**Appendix B**  
**Proposed Lighting Capital Programme 2013/14**

<b>Scheme</b>	<b>Estimate £'000</b>	<b>Comments</b>
<b><u>8/10 m Height</u></b>		
Great Western Rd - Ph 1		Holburn St to Holburn Rd (16No cols)
East / West Nth St		Commerce St to Mealmarket St - (14 cols)
Ferryhill Terrace		whole street - 4No cols
Commerce & Virginia Street		16 No cols (10x twin, 6 single)
Belmont Road to be done with Liners		whole street - 4No cols
Thistle St/ Waverley Pl		Rose St to Rubislaw Pl - 6 No cols
<b>8/10m Total</b>		
<b><u>5/6 m Height</u></b>		
Doolie Ness & Marchmont St Area		replacement of corroded footpath columns with hinged
Davan Park Area		replacement of corroded footpath columns with hinged
Wagley Parade, Newhills Area		replacement of corroded footpath columns with hinged
Devanha Lane		additional lighting and replacement of existing
Albyn Lane Queens Lane Sth		replacement of o/head lines with cable and columns
Sheddocksley Area		replacement of corroded footpath columns with hinged
Spital Walk		alterations to cabling and disconnecting lobby services
Footways / Resurfacing Contract		T.B.C. from roads programme
<b>5/6m Total</b>		
	<b>Total</b>	<b>300</b>

**Appendix C**  
**Proposed Lighting Reserve Capital Programme 2013/14**

Scheme	Estimate £'000	Comments
<b><u>8/10 m Height</u></b>		
Denmore Rd		whole length - replacement of remainder of steel poles
West Nth St		Mealmarket St - St Clair St (10 cols)
Westburn Rd		Berryden Road to Watson St - 14 No cols
Albert St		whole length - replacement of remainder of steel poles
<b>8/10m Total</b>		
<b><u>5/6 m Height</u></b>		
Davidson Dr – Phase 2		replacement of cable and columns - west of Springhill Rd
Westholme Area		replacement of steel/ concrete cols - 20 No
Albyn Lane Queens Lane Sth		replacement of additional corroded footpath columns with hinged
Sheddocksley Area		replacement of additional corroded footpath columns with hinged
Hamilton Lane		replacement of o/head lines with cable and columns
Davan Park Area		replacement of additional corroded footpath columns with hinged
Doolie Ness & Marchmont St Area		replacement of corroded footpath columns with hinged
<b>5/6m Total</b>		
<b>Energy/Carbon Savings</b>		
Replacement of inefficient lanterns		
<b>Energy Total</b>		
<b>Reserve Total</b>	<b>340</b>	

## Appendix D

### Cycling Walking Safer Streets

LOCATION / PROPOSALS	DESCRIPTION OF WORK	IMPLICATIONS	JUSTIFICATIONS TO CWSS	ESTIMATED COSTS	BUDGET TOTAL
<b>Schemes C/F from 12/13</b>					
At the time of writing this report there are a number of outstanding contracts from financial year 12/13 that have yet to be completed and which may extend into financial year 13/14. This may have an effect on the schemes identified below.					
<b>CYCLING WALKING SAFER STREETS 2013 / 2014</b>					<b>£232,000</b>
<b>Schemes for 2013 / 14 (CWSS)</b>					
Various locations across the City. Item No.	Small scale improvements to pedestrian crossing / Disabled Crossing points / Core Paths - Dropped kerbs and pedestrian guard-rails.	Budget of £15,000 for implementation at various locations City wide. Individual location assessment - Local Councillors to be kept appraised.	Pedestrian/ Child Safety		
Various locations across the City. Item No.	Publicity in relation to Promotion of Bike Week / Cycle Map / Zenith / Other Cycling Initiatives across the City / Green Transport Week / European Mobility week.	Budget of £1,000 to be spent City wide.	Pedestrian/ Child Safety + Safety to Cyclists		
Various locations across the City. Item No.	Cycling Facilities /Links / Parking / Lining & Signing throughout the City to provide missing Links on the road network	Budget of £84,000 for implementation at various locations City Wide. Discussions have been ongoing with the Cycling Forum to identify a serious of improvements throughout the City. Some schemes may require the promotion of legislative procedures for a Traffic Regulation Order which may affect implementation. ( Requirement of Grant Offer to spend minimum 36% but preferably 50 % on cycling schemes )	Pedestrian/ Child Safety + Safety to Cyclists		

Various locations throughout the City Item No. 054	Small scale improvements to signing & lining, bollards, barriers and all new works associated with traffic management / traffic Orders and road safety.	Budget of £55,000 for implementation at various locations City wide. Individual location assessment - Local members to be kept appraised.	Some of this work will require the promotion of legislative procedures which may effect implementation.		
Various locations throughout the City Item No.	Route action work on various rural routes and City wide locations that have been identified for improvements from the annual accident scan.	Pedestrian / Child Safety. Improvements to driver safety and speed reduction.	No detrimental implications.		
Various Safety Campaigns throughout the City (not site specific) Item No.	Publicity in relation to Road Safety Campaigns & Community Safety Safe Drive - Stay Alive Campaign.	Budget of £5,000 for Aberdeen City Contribution Local Transport Strategy Policy / Proposal SP1.	No detrimental implications.		
The Bush - Peterculter Item No.	Stop Accesss to Hillview Road as agreed with residents	No detrimental implications	Improved pedestrian access and safety		
Aberdeen City Council Road Safety Plan Item No.	Bi-annual review and publication of the Road Safety Plan. (Statistical update only - Aberdeen City)	Budget of £3,000 City wide Local Transport Strategy Policy / Proposal SP1.	No detrimental implications.		
Various locations across the City. Item No.	Implementation of new / improvements to existing - traffic islands, zebra crossings, puffin/toucan crossings, missing footway links	Waiting restrictions may be required and promotion of legislative procedures for a Traffic Regulation Order which may affect implementation. Local Councillors to be kept appraised.	Improved pedestrian access and safety Pedestrian/ Child Safety. + Safety to Cyclists		
			<b>Total (CWSS)</b>	<b>£232,000</b>	

## Appendix E

### Capital Footway Programme 2013-2014

Name of Road	Location and Description of Works	Assessed Condition	Area (sq.m)	Estimated Cost
Various Sites	Tree Removals and Footway Reinstatements	10		
Various Sites	Small capital schemes individually under £10000 in value - both bitmac and slabbed/pavoir locations	10		
Gray Street	Phase 4 from number 54 to number 68	10	138	
Murray Terrace	Phase 4 North Side from Polmuir Rd to Bright St	10	245	
Holburn Street	West Side.Nellfield Place to 190.(South end of Gillies Furniture Store).Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	341	
Bon -accord Street	West Side from Union Street to Langstane Place. Resurface footway with precast concrete slabs.Instal bollards.	10	98	
Bon -accord Street	East Side from Union Street to Langstane Place. Resurface footway with precast concrete slabs.Instal bollards.	10	91	
Broomhill Road	South Side from No 19 to Balmoral Terrace.and from Balmoral Terrace to No 51(The Milne Clinic) precast concrete slabs/pavoirs.Instal Morpeth Bollards.(No Kerbing required)	10	189	
George Street	West Side from Hutcheon Street to No 455.Replace flat granite kerbs with PC kerbs.resurface footway in slabs and instal bollards.	10	108	
Fernhill Road	North Side from Greenfern Avenue to opposite No 57.Renew kerbs and resurface footway with bitmac.	10	187	
Rosehill Terrace	West Side from Rosehill PI to No 2.Remove 2 No mature trees and resurface footway with bitmac.	10	154	
Willowpark Crescent	South Side from Willowpark Road to opposite 136.Renew kerbs and resurface footway in bitmac.	10	313	
Birkhall Parade	South Side from Upper Mastrick Way to Invercauld Road.Renew kerbs at crossings only and resurfaxe footway in bitmac.	10	273	
Kingsford Road	South Side from Sheddocksley Rd to Springhill Rd and North Side from Shddocksley Rd to start of loop	10	475	

<b>£600,000</b>
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## Appendix F Footway Reserve List 2013-2014

### Capital Reserve Footway Programme 2013-2014

Name of Road	Location and Description of Works	Assessed Condition	Area (sq.m)	Estimated Cost
Various Sites	Tree Removals and Footway Reinstatements	10		
Various Sites	Small capital schemes individually under £10000 in value - both bitmac and slabbed/pavoi locations	10		
Provost Fraser Drive	South Side from opposite No 12 to Upper Mastrick Way.Resurface sections of remote footway in bitmac.(Sections 8m, 176m, 105m and 48m long)	10	673	
Hallfield Road	North side, Springhill Road to Hallfield Crescent. Renew kerb and resurface footway with bitmac.	10	266	
Manor Walk	West and North Side from Manor Avenue to opposite 17.Relay stone kerbs and replace slabs with bitmac.	10	231	
Fernhill Road	North Side from Nos 50 -58.Renew kerbs and resurface footway in bitmac.	10	39	
Dunbar Street	West Side from 59 to 73. Resurface footway with precast concrete slabs.Instal bollards.	9	164	
Richmondhill Place	East Side from Kingsgate to opposite 21. Relay stone kerbs and resurface footways in PC Slabs.Remove mature trees.	9	315	
Great Northern Road	South Side.Sections outside Lloyds Pharmacy(451) and Iceland.Resurface footway with bitmac.	9	185	
Countesswells Crescent	Inner Circle from Countesswells Avenue to o/p 53/55.Renew kerbs and resurface footway in bitmac.	9	139	
Dominies Road	North Side from No 4 to Car Park entrance and short section o/s No 1.	9	168	
Harlow Road	North Side from Queens Lane South to Forest Avenue	9	841	
Cairnwell Drive	West Side from Birkhall Place to Cairnwell Avenue including remote loop.Renew kerbs and resurface footway with bitmac.	9	543	
Windford Road	North Side Renew kerbs and resurface footway in bitmac	9	358	
Walker Road	West Side from Grampian Place to Polwarth Road.Relay stone kerbs and resurface footway in bitmac.	9	620	

**Appendix F (Cont)**  
**Footway Reserve List 2013-2014**

<b>Name of Road</b>	<b>Location and Description of Works</b>	<b>Assessed Condition</b>	<b>Area (sq.m)</b>	<b>Estimated Cost</b>
Manor Walk	West and North Side from opposite 17 to Manor Drive.Relay stone kerbs and replace slabs with bitmac.	9	559	
Fernhill Road	North Side from no 16 (end of loop) to Fernhill Drive.Renew kerbs and resurface footway in bitmac.	9	183	
Ashgrove Place	South Side from No 2 to No 12.Renew kerbs and resurface footway with bitmac.	9	136	
Moir Drive	1 - 17/19 Moir Drive.Renew kerbs and resurface footway with bitmac.	9	209	
Tollohill Gardens	North Side - East (Short) Section.Renew kerbs and resurface footways with bitmac	8	132	
Ferryhill Road	North Side from Fernhill Rd to No 42(start of loop).Renew kerbs and resurface footway in bitmac.	8	81	
Tollohill Gardens	North Side - West(Long) Section.Renew kerbs and resurface footways with bitmac	8	287	
Oscar Road	West Side from Grampian Place to Car Park o-p 61. Renew kerbs and resurface footway in bitmac.	8	386	
Windford Road	South Side Renew kerbs and resurface footway in bitmac	8	346	
GARDNER ROAD	East Side from Hetherwick Rd to entrance to 145..Renew kerbs and resurface footways with bitmac.	8	299	
Fernhill Road	South Side from Fernhill Drive to Fernhill Place.Renew kerbs and resurface footway in bitmac.	8	355	
Orchard Road	East Side from University Rd to lane.Relay stone kerbs and replace slabs with bitmac.	8	113	
Rubislaw Den South	South Side from 9 to 9A. Relay stone kerbs and resurface footway with precast concrete slabs.	8	90	
Countesswells Road	In front of 209 - 219.Resurface footway in bitmac.(No kerbing required)	8	126	
Arnage Drive	East Side from Arnage Drive to Mastrick Road.Renew kerbs and resurface footways with bitmac.	8	129	

**Current Footway Reserve List Total**

<b>£950,000</b>
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## Appendix G Proposed Capital Works Resurfacing List 2013-2014

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
Great Northern Road	Southbound from Lamp Post No. 86 to Lamp Post No. 72. Resurface Carriageway	Red	2400	
Great Northern Road	St Machar Drive to Printfield Walk. Resurface Carriageway	Red	5100	
A944 Skene Road	Westbound Kingswells R/about to Little Brodiach Cottage. Resurface Carriageway	Red	5500	
Powis Terrace	Belmont Road to Bedford Road. Resurface Carriageway	Red	2000	
Powis Terrace	Bedford Road to Calsayseat Road. Resurface Carriageway	Red	1500	
Riverside Drive	From Great Southern Road past Cemetery to Lamp Post No. 54. Resurface Carriageway	Red	2400	
Beach Boulevard	Beach Ballroom. Resurface Carriageway	Red	5500	
Market Street	Virginia Street to Commercial Quay. Resurface Carriageway	Red	2200	
Trinity Quay	Pedestrian crossing to Market Street. Resurface Carriageway	Red	1300	
Strategic Bus Stops	Reinforce bus stops at key locations.	Red	Sum	
Various Locations	Structural carriageway repairs at Junctions	Red	Sum	
Old Wellington Road	Junction of Cove Road. Resurface Carriageway	Red	830	
A956 King Street	Bus Lane Southbound from Errol Street to Seaforth Road Carriageway Resurfacing EME2	Red	350	
Langstracht	Bus gate to A944 roundabout. Resurface Carriageway	Red	5500	
Westburn Road	Eastbound Anderson Drive to Woodhill House. Resurface Carriageway	Red	2000	
Holburn Street	Union Grove to Union Street. Resurface Carriageway	Red	1500	
Queen's Road	Rubislaw Park Road to Hill of Rubislaw. Resurface Carriageway	Red	1500	
Union Street	Belmont Street pedestrian crossing to bridge deck. Resurface Carriageway	Red	500	
Malcolm Road	Contlaw Road to Leuchers Den. Edge strengthening and carriageway overlay	Red	2000	
Baillieswells Road	Littleways. Re profile carriageway.	Red	400	
Pitmedden Road	Caskieben Road to Bendauch. Resurface Carriageway	Red	3500	

**Appendix G (Cont)**  
**Proposed Capital Works Resurfacing List 2013-2014**

<b>Name of Road</b>	<b>Location &amp; Description of Works</b>	<b>Assessed Condition</b>	<b>Area (Sq m)</b>	<b>Estimated Cost</b>
Dyce Drive	Various locations. Structural carriageway repairs	Red	Sum	
Kingswells Crescent	Wellside Place to Concraig Place. Resurface Carriageway		3200	
Victoria Road	Bridge to South Esplanade West. Resurface Carriageway	Red	550	
Victoria Road	South Esplanade Junction. Resurface Carriageway	Red	500	
Cairngorm Drive	Fauld Gate to Cairngorm Place. Structural carriageway repairs at traffic calming	Red	2700	
Denmore Road	Junction with Woodside Road. Resurface carriageway	Red	400	
Craigshaw Drive	Abbotswell Road to Craigshaw Place. Resurface carriageway	Red	2000	
School Road	Seaton Road to Seaton Avenue. Resurface carriageway	Red	1000	
George Street	John Street junction. Resurface carriageway	Red	400	
Skye Road	Langstracht to Arran Avenue. Resurface carriageway	Red	1500	
Hilton Avenue	Hilton Drive to No. 173 Resurface Carriageway	Red	3000	
Bankhead Road	Junction with Greenburn Drive. Resurface carriageway		500	
Whitestripes Road	Various locations. Structural carriageway repairs	Red	Sum	
Cranford Road	Junction with Great Western Road. Resurface carriageway		400	
Upper Persley Road	Various locations. Structural carriageway repairs	Red		
Don Street (Woodside)	Great Northern Road to Don Place. Resurface carriageway	Red	800	
Mastrick Drive	Various locations. Structural carriageway repairs at traffic calming		Sum	
Manor Drive	Various locations. Structural carriageway repairs		Sum	
Western Road	Cul de sac. Resurface carriageway	Red	400	
				<u><u>£2,100,000</u></u>

**Appendix H**  
**Capital Works Resurfacing Reserve List 2013-2014**

Name of Road	Location & Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
Kingswells Crescent	Concraig Place to Derbeth Grange. Resurface carriageway		4800	
Kirkton Avenue	Lamp Post 6 to Pitmedden Road.	Red	1460	
Allison Close	Thin ovelay	Red	1000	
Rosemount Viaduct	Skene Street to HMT. Resurface carriageway	Red	2000	
Wellheads Place	Wellheads Way to Wellheads Crescent. Resurface carriageway		3000	
Provost Rust Drive	Granitehill Road to Manor Avenue. Resurface carriageway	Red	1600	
Malcolm Road	Speed limit sign to Contlaw Road. Resurface carriageway	Red	3400	
Westburn Road	Junction of Argyll Place. Resurface carriageway	Red	1000	
Commerce Street	Virginia Street Junction Resurface Carriageway	Red	1000	
Market Street	Commercial Quay to North Esplanade. Resurface carriageway.	Red	2500	
Market Street	Junction Virginia Street. Resurface Carriageway	Red	1000	
Beach Boulevard	Beach Ballroom Road Re-alignment and Carriageway Resurfacing	Red	5500	
Regent Walk	King Street to Golf Road Resurface Carriageway	Red	4200	
Balloch Way	Resurface Carriageway Riverview Drive to Netherview Avenue	Red	3000	
Wellington Road	Makro roundabout to West Tullos Road. Resurface carriageway	Red	6300	
Victoria Road	South Esplanade to Menzies Road. Resurface carriageway	Red	850	
Victoria Road	Menzies Road Junction. Resurface carriageway	Red	500	
Woodside Road	The Parkway to The Parkway. Resurface carriageway	Red	4500	
Commerce Street	Virginia Street Junction. Resurface Carriageway	Red	1000	
Cove Road/ Loirston Road	Lampost No.3 to Redwood Crescent. Resurface carriageway	Red	1200	
Netherview Avenue	Balloch Way/Princess Drive to Berrywell Walk Resurface Carriageway	Red	1460	
Craigshaw Drive	Wellington Road to Craigshaw Crescent. Resurface carriageway	Red	1800	
Morningfield Road	Forest Road to No. 40. Thin overlay	Red	2200	
Skene Road	Eastbound Borrowstone Road to Kingswells roundabout. Resurface carriageway	Red	10000	
Riverview Drive	East of Overton Circle to Asda Junction at Netherview Avenue Resurface Carriageway	Red	6900	
				<u>£2,100,000</u>

**Appendix J  
Capital Works Drainage Programme 2013-2014**

Name of Road	Location & Description of Works	Estimated Cost
Great Southern Road	Provost Watt Drive to Bridge of Dee. Drainage improvement.	
Caskieben Road	From Junction at A96 Drainage Improvement	
Contlaw Road	Beanshill Drainage Improvement	
C55C Pitmedden Road	Drainage improvements	
Links Road	Drainage Improvement	
Kirk Brae	Rear of Kirkbrae Drive	
King Street	Lidl. Flooding Investigation/Design	
Various	Unallocated to Resolve Serious Flooding Issues Arising During the year or high priority from the reserve list	
Various	Replacement of Gullies	
<b>Capital Works Drainage Programme 2013-2014 Total</b>		<b>£100,000</b>

## Appendix K

Road Sign Replacement:	£50,000
Weak Bridge Repairs :	£20,000
Major Bridge Repairs:	£30,000
Flood Prevention Schemes:	<u>£100,000</u>
	<u>£200,000</u>

Appendix L

**SRMCS RCI REPORT (WITH AMBER BREAKDOWN) - ABERDEEN CITY**

System: WDM PMS  
 System Version: 4.4.0  
 Run Identifier: SRMCS PI

Report Run Date: 16/11/2012  
 Weighting Set ID: WSAllClassesv0202  
 Rule Set ID: RP10.01

Calculation Date: 14/08/2012  
 From Date: 01/01/2011  
 To Date: 31/12/2012



**Results from Network Lengths Surveyed**

Environment	Class	RED		AMBER (100 to 80)		AMBER (80 to 60)		AMBER (60 to 40)		GREEN (40 to 20)		GREEN (<20)		COVERAGE		NETWORK
		km	%	km	%	km	%	km	%	km	%	km	%	km	km	
Urban	A	3.382	3.41	7.828	7.88	5.109	5.15	5.946	5.99	10.318	10.39	66.717	67.19	99.300	194.71	51.00
	B	0.574	2.45	1.435	6.12	1.452	6.19	1.579	6.73	2.326	9.92	16.084	68.59	23.450	81.14	28.90
	C	2.169	4.42	2.624	5.34	3.113	6.34	2.414	4.92	5.893	12.00	32.889	66.98	49.102	111.34	44.10
	U	18.135	6.90	24.996	9.51	24.746	9.42	18.037	6.86	33.815	12.87	143.036	54.43	262.765	40.67	646.10
Rural	A	0.222	1.46	0.410	2.70	0.696	4.58	0.557	3.67	0.884	5.82	12.423	81.77	15.192	211.00	7.20
	B	0.447	3.18	0.575	4.09	0.915	6.51	0.955	6.79	1.800	12.80	9.373	66.64	14.065	91.93	15.30
	C	2.108	4.89	2.473	5.74	3.847	8.93	4.212	9.77	6.929	16.08	23.521	54.59	43.090	73.78	58.40
	U	1.781	8.47	1.361	6.47	1.696	8.07	1.591	7.57	3.550	16.88	11.050	52.55	21.029	39.45	53.30
Overall by class	A	3.604	3.15	8.238	7.20	5.805	5.07	6.503	5.68	11.202	9.78	79.140	69.12	114.492	196.72	58.20
	B	1.021	2.72	2.010	5.36	2.367	6.31	2.534	6.75	4.126	11.00	25.457	67.86	37.515	84.88	44.20
	C	4.277	4.64	5.097	5.53	6.960	7.55	6.626	7.19	12.822	13.91	56.410	61.19	92.192	89.94	102.50
	U	19.916	7.02	26.357	9.29	26.442	9.32	19.628	6.92	37.365	13.17	154.086	54.30	283.794	40.58	699.40
Urban	All	24.260	5.58	36.883	8.49	34.420	7.92	27.976	6.44	52.352	12.05	258.726	59.53	434.617	56.44	770.10
Rural	All	4.558	4.88	4.819	5.16	7.154	7.66	7.315	7.83	13.163	14.10	56.367	60.37	93.376	69.58	134.20
All	All	28.818	5.46	41.702	7.90	41.574	7.87	35.291	6.68	65.515	12.41	315.093	12.41	527.993	58.39	904.30

**Results of Surveys Weighted Across Total Network Lengths**

Environment	Class	RED		AMBER (100 to 80)		AMBER (80 to 60)		AMBER (60 to 40)		GREEN (40 to 20)		GREEN (<20)		COVERAGE		NETWORK
		km	%	km	%	km	%	km	%	km	%	km	%	km		
Urban	A	1.737	3.41	4.020	7.88	2.624	5.15	3.054	5.99	5.299	10.39	34.266	67.19		51.00	
	B	0.707	2.45	1.769	6.12	1.789	6.19	1.946	6.73	2.867	9.92	19.822	68.59		28.90	
	C	1.948	4.42	2.357	5.34	2.796	6.34	2.168	4.92	5.293	12.00	29.539	66.98		44.10	
	U	44.591	6.90	61.461	9.51	60.847	9.42	44.350	6.86	83.146	12.87	351.704	54.43		646.10	
Rural	A	0.105	1.46	0.194	2.70	0.330	4.58	0.264	3.67	0.419	5.82	5.888	81.77		7.20	
	B	0.486	3.18	0.625	4.09	0.995	6.51	1.039	6.79	1.958	12.80	10.196	66.64		15.30	
	C	2.857	4.89	3.352	5.74	5.214	8.93	5.709	9.77	9.391	16.08	31.878	54.59		58.40	
	U	4.514	8.47	3.450	6.47	4.299	8.07	4.033	7.57	8.998	16.88	28.007	52.55		53.30	
Overall by Class	A	1.842	3.17	4.215	7.24	2.954	5.08	3.318	5.70	5.718	9.83	40.153	68.99		58.20	
	B	1.194	2.70	2.394	5.42	2.785	6.30	2.985	6.75	4.825	10.92	30.018	67.91		44.20	
	C	4.805	4.69	5.708	5.57	8.010	7.81	7.877	7.68	14.684	14.33	61.417	59.92		102.50	
	U	49.105	7.02	64.911	9.28	65.145	9.31	48.383	6.92	92.144	13.17	379.711	54.29		699.40	
Urban	All	48.984	6.36	69.607	9.04	68.056	8.84	51.518	6.69	96.605	12.54	435.330	56.53		770.10	
Rural	All	7.963	5.93	7.621	5.68	10.838	8.08	11.044	8.23	20.766	15.47	75.969	56.61		134.20	
All	All	56.946	6.30	77.228	8.54	78.894	8.72	62.562	6.92	117.370	12.98	511.299	56.54		904.30	

SPI CARRIAGEWAY CONDITION INDICATOR: 30.5%

# Appendix M

RCI Results 2011\_13 ( Using 4 years data on unclassified Roads)

No.	Network				A Roads				B Roads				C Roads				Classified Roads				U Roads			
	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI
1	10.57	39.21	50.2	49.8	9.96	35.88	54.2	45.8	10.97	36.41	52.6	47.4	9.51	45.55	44.9	55.1	10.08	38.63	51.3	48.7	11.19	39.93	48.9	51.1
2	9.04	33.47	57.5	42.5	2.60	22.62	74.8	25.2	7.99	31.64	60.4	39.6	6.73	33.18	60.1	39.9	5.49	28.70	65.8	34.2	13.56	39.52	46.9	53.1
3	2.53	17.91	79.6	20.4	2.28	16.27	81.5	18.5	2.99	18.89	78.1	21.9	0.88	11.36	87.8	12.2	2.13	15.79	82.1	17.9	3.00	20.37	76.6	23.4
4	7.88	33.83	58.3	41.7	3.99	24.92	71.1	28.9	5.31	32.80	61.9	38.1	5.41	32.32	62.3	37.7	5.02	30.62	64.4	35.6	12.53	39.03	48.4	51.6
5	3.77	20.55	75.7	24.3	3.03	20.05	76.9	23.1	2.49	19.33	78.2	21.8	2.52	18.27	79.2	20.8	2.63	18.95	78.4	21.6	5.22	22.56	72.2	27.8
6	13.09	35.47	51.4	48.6	6.59	28.76	64.6	35.4	5.85	30.19	64.0	36.0	12.31	35.65	52.0	48.0	9.16	32.57	58.3	41.7	18.53	39.49	42.0	58.0
7	6.32	26.84	66.8	33.2	3.08	21.56	75.4	24.6	5.60	27.89	66.5	33.5	7.22	27.39	65.4	34.6	5.29	25.39	69.3	30.7	7.65	28.72	63.6	36.4
8	19.92	37.67	42.4	57.6	12.60	34.19	53.2	46.8	24.00	41.11	34.9	65.1	22.02	40.25	37.7	62.3	19.50	38.47	42.0	58.0	20.88	35.89	43.2	56.8
9	6.10	29.16	64.7	35.3	7.15	29.31	63.5	36.5	4.90	31.06	64.0	36.0	5.28	28.34	66.4	33.6	5.75	29.33	64.9	35.1	6.62	28.92	64.5	35.5
10	4.32	21.81	73.9	26.1	2.75	19.54	77.7	22.3	2.29	16.59	81.1	18.9	3.24	20.05	76.7	23.3	2.80	18.71	78.5	21.5	6.02	25.28	68.7	31.3
11	3.98	23.95	72.1	27.9	2.01	15.84	82.1	17.9	3.80	27.36	68.8	31.2	3.32	24.68	72.0	28.0	3.16	23.44	73.4	26.6	4.90	24.51	70.6	29.4
12	4.80	26.81	68.4	31.6	3.31	22.90	73.8	26.2	4.28	29.06	66.7	33.3	2.80	26.85	70.4	29.6	3.41	26.85	69.7	30.3	6.38	26.77	66.9	33.1
13	9.09	31.68	59.2	40.8	4.39	24.67	70.9	29.1	6.42	32.30	61.3	38.7	7.47	33.61	58.9	41.1	5.96	29.73	64.3	35.7	12.75	33.96	53.3	46.7
14	10.18	34.32	55.5	44.5	6.61	31.75	61.6	38.4	10.21	37.65	52.1	47.9	9.69	33.50	56.8	43.2	9.30	34.74	56.0	44.0	11.05	33.89	55.1	44.9
15	8.65	31.99	59.4	40.6	5.28	24.40	70.3	29.7	7.56	30.24	62.2	37.8	9.01	33.08	57.9	42.1	7.57	29.93	62.5	37.5	9.66	33.91	56.4	43.6
16	5.27	27.13	67.6	32.4	4.08	20.04	75.9	24.1	3.82	26.61	69.6	30.4	3.52	25.22	71.3	28.7	3.79	24.10	72.1	27.9	6.48	29.60	63.9	36.1
17	7.77	29.00	63.2	36.8	4.24	21.71	74.1	25.9	6.00	24.37	69.6	30.4	8.88	32.25	58.9	41.1	6.70	26.95	66.4	33.6	8.53	30.47	61.0	39.0
18	9.29	33.40	57.3	42.7	9.82	26.53	63.7	36.3	6.52	32.24	61.2	38.8	11.25	38.49	50.3	49.7	9.35	33.78	56.9	43.1	9.24	33.08	57.7	42.3
19	5.48	28.58	65.9	34.1	6.24	27.66	66.1	33.9	4.67	26.65	68.7	31.3	3.84	24.93	71.2	28.8	4.87	26.36	68.8	31.2	5.92	30.18	63.9	36.1
20	3.84	23.05	73.1	26.9	2.13	16.68	81.2	18.8	4.17	23.99	71.8	28.2	6.88	32.13	61.0	39.0	4.18	23.57	72.2	27.8	3.63	22.72	73.6	26.4
21	5.25	28.42	66.3	33.7	3.35	18.48	78.2	21.8	2.38	19.38	78.2	21.8	4.12	24.96	70.9	29.1	3.24	20.39	76.4	23.6	6.54	33.61	59.9	40.1
22	6.07	30.45	63.5	36.5	3.17	21.83	75.0	25.0	4.83	31.27	63.9	36.1	5.47	31.81	62.7	37.3	4.48	28.15	67.4	32.6	6.88	31.63	61.5	38.5
23	8.00	29.30	62.7	37.3	3.91	22.05	74.0	26.0	4.06	22.67	73.3	26.7	8.30	27.48	64.2	35.8	6.24	25.04	68.7	31.3	8.86	31.41	59.7	40.3
24	10.24	33.03	56.7	43.3	3.65	14.55	81.8	18.2	4.21	24.02	71.8	28.2	7.28	27.25	65.5	34.5	5.64	23.84	70.5	29.5	12.75	38.04	49.2	50.8
25	13.55	35.42	51.0	49.0	6.09	26.65	67.3	32.7	6.89	37.41	55.7	44.3	12.68	34.72	52.6	47.4	9.82	33.44	56.7	43.3	14.96	36.18	48.9	51.1
26	10.74	32.87	56.4	43.6	8.50	29.76	61.7	38.3	6.08	27.29	66.6	33.4	5.73	28.92	65.3	34.7	6.96	28.68	64.4	35.6	12.14	34.41	53.4	46.6
27	5.06	27.12	67.8	32.2	2.94	20.13	76.9	23.1	3.21	24.18	72.6	27.4	3.90	24.30	71.8	28.2	3.46	23.17	73.4	26.6	5.79	28.93	65.3	34.7
28	6.15	27.83	66.0	34.0	3.11	21.11	75.8	24.2	3.13	21.92	75.0	25.0	5.65	26.95	67.4	32.6	3.88	22.98	73.1	26.9	6.96	29.56	63.5	36.5
29	6.30	24.18	69.5	30.5	3.17	18.02	78.8	21.2	2.70	18.47	78.8	21.2	4.69	21.07	74.2	25.8	3.83	19.64	76.5	23.5	7.02	25.51	67.5	32.5
30	4.27	23.44	72.3	27.7	2.47	17.03	80.5	19.5	1.37	17.70	80.9	19.1	1.78	15.19	83.0	17.0	1.93	15.87	82.2	17.8	5.45	27.25	67.3	32.7
31	6.29	27.75	66.0	34.0	5.14	23.50	71.4	28.6	3.41	19.20	77.4	22.6	4.71	22.88	72.4	27.6	4.72	22.62	72.7	27.3	6.76	29.27	64.0	36.0
32	6.01	26.44	67.6	32.4	4.83	23.23	71.9	28.1	3.41	22.42	74.2	25.8	3.43	20.04	76.5	23.5	3.94	21.55	74.5	25.5	6.79	28.28	64.9	35.1
<b>Ave</b>	<b>7.48</b>	<b>28.71</b>	<b>63.8</b>	<b>36.2</b>	<b>5.06</b>	<b>24.38</b>	<b>70.6</b>	<b>29.4</b>	<b>6.63</b>	<b>28.41</b>	<b>65.0</b>	<b>35.0</b>	<b>6.81</b>	<b>28.03</b>	<b>65.2</b>	<b>34.8</b>	<b>6.24</b>	<b>27.07</b>	<b>66.7</b>	<b>33.3</b>	<b>8.69</b>	<b>30.32</b>	<b>61.0</b>	<b>39.0</b>

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# Appendix N

## RCI Results 2011\_13 ( Using 4 years data on unclassified Roads)

### Local authority Position

	Network				A Roads				B Roads				C Roads				Classified Roads				U Roads				
	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	
1	2.53	17.91	79.6	20.4	2.28	16.27	81.5	18.5	2.99	18.89	78.1	21.9	0.88	11.36	87.8	12.2	2.13	15.79	82.1	17.9	3.00	20.37	76.6	23.4	
2	3.77	20.55	75.7	24.3	3.03	20.05	76.9	23.1	2.49	19.33	78.2	21.8	2.52	18.27	79.2	20.8	2.63	18.95	78.4	21.6	5.22	22.56	72.2	27.8	
3	4.32	21.81	73.9	26.1	2.75	19.54	77.7	22.3	2.29	16.59	81.1	18.9	3.24	20.05	76.7	23.3	2.80	18.71	78.5	21.5	6.02	25.28	68.7	31.3	
4	3.84	23.05	73.1	26.9	2.13	16.68	81.2	18.8	4.17	23.99	71.8	28.2	6.88	32.13	61.0	39.0	4.18	23.57	72.2	27.8	3.63	22.72	73.6	26.4	
5	4.27	23.44	72.3	27.7	2.47	17.03	80.5	19.5	1.37	17.70	80.9	19.1	1.78	15.19	83.0	17.0	1.93	15.87	82.2	17.8	5.45	27.25	67.3	32.7	
6	3.98	23.95	72.1	27.9	2.01	15.84	82.1	17.9	3.80	27.36	68.8	31.2	3.32	24.68	72.0	28.0	3.16	23.44	73.4	26.6	4.90	24.51	70.6	29.4	
ACC	6.30	24.18	69.5	30.5	3.17	18.02	78.8	21.2	2.70	18.47	78.8	21.2	4.69	21.07	74.2	25.8	3.83	19.64	76.5	23.5	7.02	25.51	67.5	32.5	
Page 544	8	4.80	26.81	68.4	31.6	3.31	22.90	73.8	26.2	4.28	29.06	66.7	33.3	2.80	26.85	70.4	29.6	3.41	26.85	69.7	30.3	6.38	26.77	66.9	33.1
	11	5.06	27.12	67.8	32.2	2.94	20.13	76.9	23.1	3.21	24.18	72.6	27.4	3.90	24.30	71.8	28.2	3.46	23.17	73.4	26.6	5.79	28.93	65.3	34.7
	12	5.27	27.13	67.6	32.4	4.08	20.04	75.9	24.1	3.82	26.61	69.6	30.4	3.52	25.22	71.3	28.7	3.79	24.10	72.1	27.9	6.48	29.60	63.9	36.1
	13	6.01	26.44	67.6	32.4	4.83	23.23	71.9	28.1	3.41	22.42	74.2	25.8	3.43	20.04	76.5	23.5	3.94	21.55	74.5	25.5	6.79	28.28	64.9	35.1
	14	6.32	26.84	66.8	33.2	3.08	21.56	75.4	24.6	5.60	27.89	66.5	33.5	7.22	27.39	65.4	34.6	5.29	25.39	69.3	30.7	7.65	28.72	63.6	36.4
	15	5.25	28.42	66.3	33.7	3.35	18.48	78.2	21.8	2.38	19.38	78.2	21.8	4.12	24.96	70.9	29.1	3.24	20.39	76.4	23.6	6.54	33.61	59.9	40.1
	16	6.15	27.83	66.0	34.0	3.11	21.11	75.8	24.2	3.13	21.92	75.0	25.0	5.65	26.95	67.4	32.6	3.88	22.98	73.1	26.9	6.96	29.56	63.5	36.5
	17	6.29	27.75	66.0	34.0	5.14	23.50	71.4	28.6	3.41	19.20	77.4	22.6	4.71	22.88	72.4	27.6	4.72	22.62	72.7	27.3	6.76	29.27	64.0	36.0
	18	5.48	28.58	65.9	34.1	6.24	27.66	66.1	33.9	4.67	26.65	68.7	31.3	3.84	24.93	71.2	28.8	4.87	26.36	68.8	31.2	5.92	30.18	63.9	36.1
	19	6.10	29.16	64.7	35.3	7.15	29.31	63.5	36.5	4.90	31.06	64.0	36.0	5.28	28.34	66.4	33.6	5.75	29.33	64.9	35.1	6.62	28.92	64.5	35.5
Ave	7.48	28.71	63.8	36.2	5.06	24.38	70.6	29.4	6.63	28.41	65.0	35.0	6.81	28.03	65.2	34.8	6.24	27.07	66.7	33.3	8.69	30.32	61.0	39.0	
20	6.07	30.45	63.5	36.5	3.17	21.83	75.0	25.0	4.83	31.27	63.9	36.1	5.47	31.81	62.7	37.3	4.48	28.15	67.4	32.6	6.88	31.63	61.5	38.5	
21	7.77	29.00	63.2	36.8	4.24	21.71	74.1	25.9	6.00	24.37	69.6	30.4	8.88	32.25	58.9	41.1	6.70	26.95	66.4	33.6	8.53	30.47	61.0	39.0	
22	8.00	29.30	62.7	37.3	3.91	22.05	74.0	26.0	4.06	22.67	73.3	26.7	8.30	27.48	64.2	35.8	6.24	25.04	68.7	31.3	8.86	31.41	59.7	40.3	
23	8.65	31.99	59.4	40.6	5.28	24.40	70.3	29.7	7.56	30.24	62.2	37.8	9.01	33.08	57.9	42.1	7.57	29.93	62.5	37.5	9.66	33.91	56.4	43.6	
24	9.09	31.68	59.2	40.8	4.39	24.67	70.9	29.1	6.42	32.30	61.3	38.7	7.47	33.61	58.9	41.1	5.96	29.73	64.3	35.7	12.75	33.96	53.3	46.7	
25	7.88	33.83	58.3	41.7	3.99	24.92	71.1	28.9	5.31	32.80	61.9	38.1	5.41	32.32	62.3	37.7	5.02	30.62	64.4	35.6	12.53	39.03	48.4	51.6	
26	9.04	33.47	57.5	42.5	2.60	22.62	74.8	25.2	7.99	31.64	60.4	39.6	6.73	33.18	60.1	39.9	5.49	28.70	65.8	34.2	13.56	39.52	46.9	53.1	
27	9.29	33.40	57.3	42.7	9.82	26.53	63.7	36.3	6.52	32.24	61.2	38.8	11.25	38.49	50.3	49.7	9.35	33.78	56.9	43.1	9.24	33.08	57.7	42.3	
28	10.24	33.03	56.7	43.3	3.65	14.55	81.8	18.2	4.21	24.02	71.8	28.2	7.28	27.25	65.5	34.5	5.64	23.84	70.5	29.5	12.75	38.04	49.2	50.8	
29	10.74	32.87	56.4	43.6	8.50	29.76	61.7	38.3	6.08	27.29	66.6	33.4	5.73	28.92	65.3	34.7	6.96	28.68	64.4	35.6	12.14	34.41	53.4	46.6	
30	10.18	34.32	55.5	44.5	6.61	31.75	61.6	38.4	10.21	37.65	52.1	47.9	9.69	33.50	56.8	43.2	9.30	34.74	56.0	44.0	11.05	33.89	55.1	44.9	
31	13.09	35.47	51.4	48.6	6.59	28.76	64.6	35.4	5.85	30.19	64.0	36.0	12.31	35.65	52.0	48.0	9.16	32.57	58.3	41.7	18.53	39.49	42.0	58.0	
32	13.55	35.42	51.0	49.0	6.09	26.65	67.3	32.7	6.89	37.41	55.7	44.3	12.68	34.72	52.6	47.4	9.82	33.44	56.7	43.3	14.96	36.18	48.9	51.1	
33	10.57	39.21	50.2	49.8	9.96	35.88	54.2	45.8	10.97	36.41	52.6	47.4	9.51	45.55	44.9	55.1	10.08	38.63	51.3	48.7	11.19	39.93	48.9	51.1	
34	19.92	37.67	42.4	57.6	12.60	34.19	53.2	46.8	24.00	41.11	34.9	65.1	22.02	40.25	37.7	62.3	19.50	38.47	42.0	58.0	20.88	35.89	43.2	56.8	



**ENTERPRISE, PLANNING AND INFRASTRUCTURE - COMMITTEE BUSINESS**

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision. This statement does not include reports which are required by the Committee as part of the statutory process for traffic regulation orders as these are recorded separately by officers in Enterprise, Planning and Infrastructure.

**Following the Meeting of 22 January 2013**

<b>No.</b>	<b><u>Minute Reference</u></b>	<b><u>Committee Decision</u></b>	<b><u>Update (new updates in bold)</u></b>	<b><u>Lead Officer(s)</u></b>	<b><u>Report Due (bold if item overdue)</u></b>	<b><u>Report Expected (if known)</u></b>
1.	Enterprise, Planning and Infrastructure Committee 26.11.09 (article 18)	<b><u>Berryden Corridor – Transport Infrastructure Improvements</u></b>  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.  The Committee agreed that this item was to remain on the Committee Business Statement.	Funding for the delivery of Phase 1 of the Berryden Corridor is now included in the Non-Housing Capital programme for 2013/14 to 2017/18. Updates on key milestones and delivery will be included in future ‘Strategic and Local Transport Projects Update’ reports.	Maggie Bochel		21.05.13
2.	Enterprise, Planning and Infrastructure Committee 26.11.10	<b><u>(1) Access from the North – An Integrated Transport Solution -</u></b> <b><u>(2) Access from the North Proposals “Third Don Crossing”</u></b>	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	Maggie Bochel		21.05.13

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	<p>(article 19)</p> <p>Enterprise, Planning and Infrastructure Committee 18.01.11 (article 25)</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>the Committee resolved to-</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> <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</p>	<p>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.</p> <p><b>The Council at its meeting on 6<sup>th</sup> March 2013 agreed:-</b></p> <p><b>(i) to progress construction of the Access from the North proposals (Third Don Crossing) on a “works only” approach outwith the arrangements for the Aberdeen Western Peripheral Route/Balmedie to Tippetty (AWPR/B-T);</b></p> <p><b>(ii) to progress construction of the A96 Park and Choose/Dyce Drive Link Road on a “works only” approach outwith the arrangements for the AWPR/B-T;</b></p> <p><b>(iii) to take all necessary actions to progress the projects including budget provision with appropriate officers;</b></p>			

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	Enterprise, Planning and Infrastructure Committee 06.11.12 (article 37)	<p>spend profiles of the Non-Housing Capital budget and other relevant sources of funding.</p> <p>The Committee on 6 November 2012 agreed that this item was to remain on the Committee Business Statement.</p>	<p>(iv) to request the Council Leader to invite the Deputy First Minister and Cabinet Secretary for Infrastructure Investment and Cities to Aberdeen to meet him, elected members representing Tillydrone, Seaton and Old Aberdeen and residents of Tillydrone to discuss matters of mutual interest including the building of a Third Don Crossing; and</p> <p>(v) to instruct officers to report to each meeting of the Enterprise, Planning and Infrastructure Committee on progress in delivering the project.</p>			
3.	Housing and Environment Committee 16.02.10 (article 20)	<p><b><u>Procurement Procedures in Relation to Social Enterprises</u></b></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>	A report is included on the agenda. Item recommended for removal from the statement.	Craig Innes	<b>21.05.12</b>	<b>19.03.13</b>

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4.	Enterprise, Planning and Infrastructure 23.02.10 (article 27)	<p><b><u>Aberdeen Western Peripheral Route – Progress Report</u></b></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><b>Refer to update at item 2 on the statement.</b></p>	Maggie Bochel	As and when the procurement process begins.	
5.	Enterprise, Planning and Infrastructure 15.03.11 (article 4)	<p><b><u>Parking Charges/Emissions-based Permit System</u></b></p> <p>The Committee resolved, amongst other things, in relation to recommendations from the Controlled Areas Parking Working Group -</p> <p>(i) 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; and</p> <p>(ii) to request officers to submit a detailed report on the possibility of establishing a city wide emissions-based permit system, on the proviso</p>	<p><b>Following a decision on the review of car parking charges, it is intended to bring forward a report on a city wide emissions based permit system to a future meeting.</b></p>	Hugh Murdoch	<b>13.09.11</b>	<b>21.05.13</b>

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		<p>that such a proposal would be revenue neutral to the Enterprise, planning and Infrastructure Committee at its meeting on 13 September, 2011.</p>				
6.	<p>Enterprise, Planning and Infrastructure 13.09.11 (article 24)</p>	<p><b>South Aberdeen Coastal Regeneration Project (SACRP) – Programme Developments</b></p> <p>The Committee resolved, amongst other things, to receive a report in the April/May 2012 cycle, linking coastal regeneration initiatives into the mainstream development of climate change adaptation strategies and flood risk management.</p>	<p>The officer previously dealing with this issue (who was not employed by Economic and Business Development Service) left the Council's employment shortly after production of the previous report and the post was disestablished. Since then, no additional resources have been found to take this project forward. Also, the Aberdeen Coastal Regeneration Project can only be progressed as part of the mainstream development of climate change adaptation strategies and flood risk management, if EP&amp;I's Sustainable Development and Infrastructure teams are able to commit sufficient resources to address this issue. For the moment, these resources are not available. A report will be brought back to Committee as soon as these resources become available.</p>	Gerry Brough	<b>21.05.12</b>	

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7.	Enterprise, Planning and Infrastructure 13.09.11 (article 41)	<u>Green Badge Scheme</u> The Committee resolved to instruct officers to review the possible impact of Blue Badge reform on the City Council's Green Badge scheme and to report back to a future meeting of the Committee following consultation with interested parties.		Hugh Murdoch	<b>31.01.12</b>	
8.	Enterprise, Planning and Infrastructure 31.01.12 (article 42)	<u>Audit Scotland Report On Transport For Health And Social Care – Self Assessment And Action Plan</u> The Committee resolved, amongst other things, to request officers to report back to the Committee at its meeting on 31 May, 2012, with a detailed action plan setting out how the Council and partner organisations would tackle the areas for development following self assessment and how the Council would meet the recommendations as set out by the Audit Scotland report.	Officers have been unable to get sight of the self-assessments of other agencies and the proposed single Action Plan is still not being progressed despite continual officer requests.  Suggest removal from Committee Business as we have reported the improvements we have made to date to tackle the areas requiring improvement for Aberdeen City Council as per our self-assessment checklist. On 31 <sup>st</sup> May 2012.	Maggie Bochel	<b>21.05.12</b>	
9.	Enterprise, Planning and Infrastructure 31.05.12 (article 6)	<u>Newhills Avenue</u> The Committee resolved to approve the recommendations in the report with the exception of (b)(ii) in relation to Newhills	This scheme is about to go out to a combined Initial Statutory and public advert where the results will be reported to the January Committee.	Hugh Murdoch  Jane MacEachran	<b>6.11.12</b>	

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		<p>Avenue, where the Committee requested that the proposal for Newhills Avenue be removed from the Aberdeen City Council (City Wide Traffic Management Measures) (No 2), and that officers explore the possibility of providing five, rather than four, car parking spaces at the bend of Newhills Avenue, and re-commence the traffic regulation order process.</p>				
10.	<p>Housing and Environment 22.05.12 (article 10)</p>	<p><b><u>Housing Car Parking – Permit And Enforcement Consultation Results</u></b></p> <p>The Housing and Environment Committee agreed, amongst other things, to defer recommendation (d) pending a committee report on parking and a broader report on parking policy which will incorporate the Housing Revenue Account and parking that the Enterprise, Planning and Infrastructure Service is responsible for.</p>		<p>Hugh Murdoch  Donald Urquhart</p>	<b>6.11.12</b>	

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11.	Enterprise, Planning and Infrastructure 11.09.12 (article 16)	<p><b><u>City Events Programme 2013/14</u></b></p> <p>The Committee agreed that officers review the arrangements for the Santa Parade and Christmas Lights Switch-on event, specifically with an option that they be held jointly, and report back to the Committee in early 2013 in this regard.</p>		Gerry Brough	<b>22.01.13</b>	<b>21.05.13</b>
12.	Finance and Resources 04.10.12 (article 23)	<p><b><u>Hogmanay Fireworks Celebrations</u></b></p> <p>Note that officers will submit a report to the Enterprise, Planning and Infrastructure Committee prior to the end of February 2013, assessing the potential for a 2013 Hogmanay event and requesting approval of an appropriate budget to deliver a safe, inclusive and enjoyable family event in 2013.</p>		Gerry Brough	<b>19.03.13</b>	<b>21.05.13</b>
13.	Enterprise, Planning and Infrastructure 11.09.12 (article 20)	<p><b><u>Management of Events in Parks and Open Spaces</u></b></p> <p>The Committee agreed to request that officers report back to the appropriate Committee on how future events of the type described are to be managed in Park and Ride sites.</p>		Gerry Brough	<b>22.01.13</b>	<b>21.05.13</b>



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14.	Enterprise, Planning and Infrastructure 11.09.12 (article 23)	<p><b><u>Aberdeen The Smarter City: A Strategy for 2020</u></b></p> <p>The Committee agreed to instruct officers to report back to the Committee in August 2013 with the strategy and implementation plan for approval.</p>		Maggie Bochel	August 2013	
15.	Enterprise, Planning and Infrastructure 31.05.12 (article 31)	<p><b><u>Bridge of Don Park and Ride</u></b></p> <p>The Committee resolved, amongst other things, to:-</p> <p>(i) instruct the Director of Enterprise, Planning and Infrastructure to bring a further report to the Enterprise, Planning and Infrastructure Committee reporting on any potential conflict between the Development Framework and the preferred option for a permanent site for the Bridge of Don Park and Ride;</p> <p>(ii) agree that in the interim the current site continue as a temporary Park and Ride location; and</p> <p>(iii) request that the Director of Enterprise, Planning and Infrastructure further discuss all possible site</p>	<p>Following the anticipated summer 2013 Council decision on the outcomes of tendering process for a development partner for the AECC, the issue of the Park and Ride facility at Bridge of Don will be reviewed and reported back to this committee.</p>	Maggie Bochel	<b>06.11.12</b>	<b>September 2013</b>

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		opportunities and provide a detailed report back on all options to a future meeting of the Enterprise, Planning and Infrastructure Committee.				
16.	Enterprise, Planning and Infrastructure 11.09.12 (article 26)	<b><u>Shared Pathway - (A96/Old Meldrum Road/ Mugiemoss Road, Aberdeen) Dubford/Greenbrae Area).</u></b>  The Committee agreed that officers be instructed to report back in two years time on how these Traffic Orders have progressed.		Hugh Murdoch	September 2014	
17.	Enterprise, Planning and Infrastructure 11.09.12 (article 29)	<b><u>Extension of Pay by Phone Parking</u></b>  The Committee agreed to instruct officers to report back on the feasibility of paying parking charges by credit/debit cards at parking machines.		Hugh Murdoch	<b>22.01.13</b>	
18.	Enterprise, Planning and Infrastructure 11.09.12 (article 33)	<b><u>Permit Misuse Policy</u></b>  The Committee agreed to instruct officers to report back to the Committee in November on the levels of misuse and with draft policies, procedures, actions and any financial	<b>A report is included on the agenda</b>	Hugh Murdoch	06.11.12	<b>19.03.13</b>

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19.	Enterprise, Planning and Infrastructure 11.09.12 (article 38)	<p>implications arising from resources to address the misuse of parking permits and Blue Badges.</p> <p><b>Bus Shelter Advertising Contract</b></p> <p>The Committee agreed:-</p> <p>(1) to instruct officers to enter negotiations with Clear Channel with the aim of agreeing a reduced term for the Bus Shelter Advertising Contract; and</p> <p>(2) to instruct officers to report back on the outcome of the above negotiations and with a plan for retendering the Contract and Variation.</p>	<p>Letter to Clear Channel has been drafted and is with the Legal team for progressing.</p> <p><b>Legal are still dealing with this, further contractual complications have delayed this piece of work, but legal continue to progress this.</b></p>	Maggie Bochel	22.01.13	<b>21.05.13</b>
20.	Enterprise, Planning and Infrastructure 11.09.12 (article 4)	<p><b>Speed Limit Review</b></p> <p>The Committee agreed:-</p> <p>(1) to report back on the feasibility and costs for converting existing 20's Plenty Zone speed limits to mandatory 20mph speed limits; and</p> <p>(2) to report back on reducing the speed limit on (1) the A944 city boundary at Westhill to Hazlehead</p>	<p>In relation to (2), a progress report was included within the Information Bulletin as part of the agenda on 22<sup>nd</sup> January 2013.</p>	Hugh Murdoch	<b>22.01.13</b>	<b>21.05.13</b>

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		from 50mph to 40mph, including the possible introduction of fixed speed cameras for enforcement and all costings associated with the proposal, consulting with Aberdeenshire Council in the production of this report; and (2) Skene Road from 50mph to 40mph as a result of the West Huxterstone, Kingswells development, including all associated costings.				
21.	Enterprise, Planning and Infrastructure 11.09.12 (article 13)	<b><u>Pavement and Street Lighting Repairs</u></b> The Committee agreed that officers report back to the Committee on the feasibility of utilising the projected underspend within the revenue budget in 2012/13 for road, pavement and street lighting repairs.		Hugh Murdoch	<b>22.01.13</b>	
22.	Enterprise, Planning and Infrastructure 06.11.12 (article 2)	<b><u>Deputations</u></b> To instruct officers to develop a protocol for hearing representations as part of the masterplanning process, and to	<b>Discussions are ongoing with Corporate Governance on protocol. Report expected 21.05.13 due to current workload in masterplanning.</b>	Maggie Bochel	<b>19.03.13</b>	<b>21.05.13</b>

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		report back.				
23.	Enterprise, Planning and Infrastructure 06.11.12 (article 13)	<b><u>Delivering Transformational Change in Asset Management and Operations</u></b> To instruct officers to report back in six months to update the Committee on progress.		Hugh Murdoch	21.05.13	
24.	Enterprise, Planning and Infrastructure 06.11.12 (article 19)	<b><u>Support for Local Employability Training Providers</u></b> Agreed that officers within Employment, Skills and Community Enterprise further investigate and consult on the optimum means of supporting local employability training providers; and agree that officers submit a further report to Committee once further investigation and consultation has been completed.	<b>A report is included on the agenda. Item recommended for removal from the statement.</b>	Gerry Brough	19.03.13	
25.	Enterprise, Planning and Infrastructure 06.11.12 (article 24)	<b><u>Supplementary Guidance: Wind Turbine Development in Aberdeen City</u></b> Agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft guidance be presented to a	<b>A report is included within the agenda Item recommended for removal from the statement.</b>	Maggie Bochel	19.03.13	

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26.	Enterprise, Planning and Infrastructure 06.11.12 (article 25)	<p>future meeting of this Committee.</p> <p><b><u>Technical Advice Note: The Repair and Replacement of Windows and Doors</u></b></p> <p>Agree that following completion of the public consultation, any comments received and subsequent amendments to the draft advice be presented to a future meeting of this Committee.</p>	<b>A report is included within the agenda item recommended for removal from the statement.</b>	Maggie Bochel	19.03.13	
27.	Finance and Resources 06.12.12 (article 8)	<p><b><u>Recycling Facilities at Aberdeen City Council Offices – Referral from Zero Waste Management Sub Committee of 5 December</u></b></p> <p>The Committee resolved to request officers to report to the next meeting of the Enterprise, Planning and Infrastructure Committee regarding the Council's strategy for meeting the impending legislative requirements for recycling provision in Council premises and thereafter that this report be submitted to the Zero Waste management Sub Committee for information only.</p>		Hugh Murdoch	<b>22.01.13</b>	

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28.	Housing and Environment 15.01.13	<b><u>Crematorium Bus Service</u></b> The Committee agreed the implementation of a subsidised bus service between Aberdeen Royal Infirmary and Aberdeen Crematorium for one year, as detailed in the report subject to approval during the budget process and that officers to report back to the Enterprise, Planning and Infrastructure Committee on the level of use and performance of the service.	<b>Service will commence on Monday 1<sup>st</sup> April 2013, as service 94 operating from ARI to Aberdeen Crematorium via Woodend Terminus between 09:00AM and 16:34PM, Monday to Friday, operated by Central Coaches Aberdeen.</b>	Maggie Bochel	January 2014	
29.	Enterprise, Planning and Infrastructure 22.01.13 (article 18)	<b><u>Aberdeen Local Development Plan Policy on Affordable Housing Requirements for New Development</u></b> The Committee agreed for officers in Planning and Sustainable Development to consult on proposals to amend the commuted payment and report back to this Committee with the results of this consultation with a proposed figure or method of calculation to be agreed.			21.05.13	
30.	Enterprise, Planning and Infrastructure 22.01.13	<b><u>Garthdee Controlled Parking Zone Extension</u></b> The Committee agreed to		Hugh Murdoch	21.05.13	

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	(article 26)	instruct officers to monitor the parking impact in the area following the opening of the expanded Robert Gordon University campus and report findings to the Committee with further recommendations pertaining to the implementation of the Controlled Parking Zone.				
31.	Enterprise, and Infrastructure 22.01.13 (article 31)	<b><u>Aberdeen Renewable Energy Group</u></b> The Committee agreed to instruct officers to obtain a business plan from AREG for the 2013-2018 periods to form the basis of an annual funding and reporting arrangement and report this plan to Committee by September, 2013. This report should also include a detailed analysis of current and future State Aid and procurement issues, to be undertaken by the Council's Legal Services, in consultation with the Scottish State Aid Unit and the Service.		Gerry Brough	September 2013	
32.	Enterprise, and Infrastructure 22.01.13 (article 15)	<b><u>2012 International Trade Plan Survey – Presentation</u></b> The Committee agreed to receive a presentation in relation to the 2012 International Trade		Gerry Brough	<b>19.03.13</b>	<b>21.05.13</b>



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		Plan Survey.				

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**ENTERPRISE, PLANNING AND INFRASTRUCTURE**

**MOTIONS LIST – 22 January 2013**

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Motion by Councillor 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 Way – from Fittie to Perth via Deeside and ways in which this project might be funded.”</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 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.</p>	<p>At its meeting on 31 January 2012, the Committee resolved to:-</p> <p>(i) instruct officers to monitor developments on the Pictish Way by partners and attend Steering Group meetings (so far held in Forfar) where resources allowed; and</p> <p>(ii) instruct officers to report back to the Enterprise, Planning and Infrastructure Committee after the summer recess on the findings of a report that Angus Council intended to commission into the development of the route.</p> <p>At its meeting on 6<sup>th</sup> November 2012, the Committee resolved:-</p> <p>that the Committee –</p> <p>(a) note the content of the report; and</p> <p>(b) support the principle of the long distance route but take no further action until all authorities along the route are engaged in</p>	<p>Head of Planning and Sustainable Development</p>	<p>31.05.12</p> <p>Now due 06.11.12</p>	No

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2.	<p><u>Notice of Motion by Councillor Townson</u></p> <p>“Council agrees to develop a youth employment strategy for Aberdeen in consultation with relevant public and private organisations.”</p>	13.06.12	<p><u>Enterprise, Planning and Infrastructure 11.09.12</u></p> <p>To request officers to submit a report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee</p>	<p>the project.</p> <p>The Infrastructure Services Committee of Angus Council agreed in January 2013 to promote the Glens and Deeside Way as a virtual route on a website. This will get underway once the local authorities and landowners involved agree. The creation of this virtual route website as a first step in developing the project was outlined in a report to the 6th November 2012 Committee.</p>	Economic & Business Development	22.01.13 (Now due 21.05.13)	Yes - Subject to recommendations being approved at agenda item 4.2

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				<p>released onto the job market with the advantage of training, experience and development of a work history and a work ethic; (2) the consideration of opportunities for increasing employment of young people and to research the feasibility and financial implications of Aberdeen City Council taking the lead amongst its partners in applying a 'job sharing' principle to suitable job vacancies in respect of school leavers for the first year of such posts, thereby reducing unemployment within the 16-19 year old age group and affording them training and development of a work history; and</p> <p>(ii) that the above report also include consideration of the apprenticeship scheme in the city.</p>			

<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>Notice of Motion by Councillor Yuill</u></p> <p>“That this Council agree to instruct officers to report to the appropriate committee on the feasibility of providing local communities with the materials and equipment necessary to undertake snow clearing and gritting and that this report should seek to include information about such schemes operating elsewhere in Scotland and the UK.”</p>	22.08.12	<p><u>Enterprise, Planning and Infrastructure 11.09.12</u></p> <p>To request officers to submit a report on the terms of the motion to a future meeting of the Enterprise, Planning and Infrastructure Committee.</p>	<p>Officers are currently discussing various options for implementing the above proposals, with a view to submitting a report to the next EP&amp;I Committee meeting.</p> <p><b>At the Committee meeting on 22nd January, 2012 it was agreed that officers were to submit a report to the meeting on 19<sup>th</sup> March, 2013.</b></p>	Asset Management & Operations	22.01.13	Yes - Subject to recommendations being approved at agenda item 4.3
4.	<p><u>Notice of Motion by Councillor Delaney</u></p> <p>“That this Council:- 1. Deplores First Aberdeen’s decision to terminate the Park &amp; Ride service from</p>	22.08.12	<p><u>Enterprise, Planning and Infrastructure 11.09.12</u></p> <p>The Committee agreed That this Council (1) regrets First Aberdeen’s decision to terminate the Park &amp; Ride service from</p>	<p>In relation to (2) officers have already raised concerns with First Aberdeen and highlighted the importance of P&amp;R services. A further specific meeting to discuss P&amp;R is to be arranged, officers propose to wait until</p>	Planning & Sustainable Development	06.11.12	No

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	<p>Kingswells at Aberdeen Royal Infirmary.</p> <p>2. Instructs officers to seek a meeting with First Aberdeen to emphasise the need for effective Park &amp; Ride services in order to reduce congestion caused by commuter traffic and their role in achieving this.</p> <p>3. Instructs the Chief Executive to seek a meeting with the Transport Minister and Group Leaders to discuss recent reductions in bus frequencies across the city and First Aberdeen's failure to deliver on local and national transportation policies in Aberdeen."</p>		<p>Kingswells at Aberdeen Royal Infirmary; (2) instructs officers to seek a meeting with First Aberdeen to emphasise the need for effective Park &amp; Ride services in order to reduce congestion caused by commuter traffic and their role in achieving this; and (3) instructs the Chief Executive to seek a meeting with the Transport Minister and Group Leaders to discuss recent reductions in bus frequencies across the city.</p>	<p>we have at least 1 months data of P&amp;R usage since the network review, so that this can be used as a comparator.</p> <p>In relation to (3), at its meeting on 6<sup>th</sup> November 2012, the Committee agreed that officers be instructed to seek a meeting with the Transport Minister as a matter of priority. Park &amp; Ride services have been reviewed and are being changed by First Aberdeen in February 2013. Further detail will be forwarded to members through a bus service change briefing note.</p> <p>Letter has been sent to the Transport Minister inviting him to meet with Group Leaders.</p> <p><b>There has been no response from the Transport Minister to date. This will be followed up by the Office for the Chief Executive.</b></p>	Economic & Business Development	22.01.13	No
5.	<p><u>Notice of Motion by Councillor Thomson</u></p> <p>"Enterprise, Planning and Infrastructure</p>	EP&I - 06.12.12	<p><u>Enterprise, Planning and Infrastructure 06.11.12</u></p> <p>To request that officers be instructed to submit a</p>	<p>A report was contained in the information bulletin for the meeting on 22.01.13.</p>	Economic & Business Development	22.01.13	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>
	<p>Committee welcomes the United Kingdom Government's decision to award Aberdeen a share of the £50 million Super Connected Cities funding which will hugely improve broadband speeds and 4G wifi coverage across the city. Committee fully recognises that this decision shows the UK Government's recognition of Aberdeen as the UK's economic power house and as a global energy hub. Committee also recognises that the provision of superfast broadband will boost business confidence in the North East, secure jobs, secure investment and ensure new business growth. Committee further notes that the UK Government's decision is further evidence of how Aberdeen benefits from being part of a strong United Kingdom.</p>		<p>report to the next meeting of the Committee on this matter.</p>				



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6.	<p>Committee instructs officers to bring forward a report to the next meeting of E,P&amp;I noting the benefits to Aberdeen having superfast broadband.”</p> <p><u>Notice of Motion by Councillor Boulton</u></p> <p>“That the Council agrees to write to Keith Brown the Transport Minister requesting a meeting with him and Council Leaders on bringing forward as a matter of urgency the Haudagain improvement. Mr Brown will surely appreciate the problems faced by commuters on a daily basis having been delayed at the Haudagain himself and realise that the people of Aberdeen should not have to wait until 2019. Immediate improvements would allow the long awaited regeneration of Middlefield to begin.”</p>	19.12.12	<p><u>Council – 19.12.12</u></p> <p>(i) to instruct officers to write to Keith Brown requesting a meeting with him and Council Leaders regarding the Haudagain improvement; and</p> <p>(ii) to refer the motion to the Enterprise, Planning and Infrastructure Committee.</p>	<p><b>A letter has been sent to Keith Brown, Transport Minister regarding the Haudagain improvements. The Committee will be notified of the response when it is received.</b></p>	Planning & Sustainable Development	22.01.13	No

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7.	<p><u>Notice of Motion by Councillor Malone</u></p> <p>“In view of the recent decision to begin the statutory consultation process to reduce the speed limit from the Kingwells roundabout to blacktop from 60mph to 40mph, that officers be instructed to report on the implications for this for the neighbouring rural network including Countesswells Road, Kirk Brae and Baillieswells Road, and on the need to ensure consistency of speed limits in the area, instruct the Director of Corporate Governance and Head of Finance to identify an appropriate budget from which to fund any works which officers may propose”</p>	19.12.12	<p><u>Enterprise, Planning and Infrastructure 22.01.13</u></p> <p>To adopt the motion and that a report be submitted exploring the potential for installation of speed reduction signs in the areas referred to, and that this include all associated financial implications.</p>		Asset Management & Operations	21.05.13	No

Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

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