

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE - WEDNESDAY, 18 MARCH 2015

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1	<u>Members are requested to determine that any exempt business be considered with the press and public excluded</u>	<b>The Committee resolved:</b> to consider items 14.1, 15.1 and 16.1 with the press and public excluded.	N/A	N/A
2	<u>Requests for Deputations</u>	<b>The Committee resolved:</b> to hear the requests for deputation from Mr Martin Wilson (in relation to item 9.5 on the agenda) and Mr William Lonsdale and Mr Paul O'Connor (in relation to item 12.6 on the agenda)	N/A	N/A
3	<u>Minute of Previous Meeting of 13 January 2015</u>	<b>The Committee resolved:</b> to approve the minute as a correct record.	Democratic Services	S Dunsmuir
4	<u>Committee Business Statement and Annual Reports List</u>	<b>The Committee resolved:</b> (i) to remove item 18 (High Hedges) from the business statement as information had been provided in the information bulletin; and (ii) to otherwise the note the updates contained within the business statement and annual reports list.	Democratic Services	S Dunsmuir
5	<u>Motions List</u>	<b>The Committee resolved:</b> to note the updates provided in relation to both outstanding motions.	Democratic Services	S Dunsmuir

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6	<p><b><u>Motion by Councillor Yuill - Referred from Council meeting of 4 March 2015</u></b></p> <p>“That this Council:-</p> <ol style="list-style-type: none"> <li>1. Notes the recent decision by the City of Edinburgh Council to introduce a 20mph speed limit covering most of Edinburgh and similar moves by a number of English local authorities.</li> <li>2. Notes the positive effect on pedestrian and cyclist survivability in accidents involving vehicles travelling at 20mph rather than 30mph</li> <li>3. Instruct officers to report on the feasibility, desirability and implications of introducing a similar arrangement in Aberdeen.”</li> </ol>	<p><b><u>The Committee resolved:</u></b> to take no action in respect of the motion.</p>	N/A	N/A
7	<p><b><u>2014-2015 General, Revenue and Capital Monitoring</u></b></p>	<p><b><u>The Committee resolved:</u></b></p> <ol style="list-style-type: none"> <li>(i) to consider and note the report and the information on management action and risks contained therein; and</li> <li>(ii) to instruct that officers report the year end position to the appropriate Committee.</li> </ol>	Finance	H Sherrit
8	<p><b><u>2014-2015 Housing Revenue Account</u></b></p>	<p><b><u>The Committee resolved:</u></b></p> <ol style="list-style-type: none"> <li>(i) to note the financial information contained within the report;</li> <li>(ii) to instruct that the Head of Finance continue to update the Committee in consultation with the Director of Communities, Housing and Infrastructure on the actual out-turn position for 2014/15 following completion of the year end statutory accounts; and</li> <li>(iii) to approve the virements outlined in Appendix 3</li> </ol>	Finance	H Sherrit
9	<p><b><u>2014-2015 Trading Services Budget Monitoring</u></b></p>	<p><b><u>The Committee resolved:</u></b></p> <ol style="list-style-type: none"> <li>(i) to consider and note the report and</li> </ol>	Finance	H Sherrit

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		<p>information on management action and risks contained therein; and</p> <p>(ii) to instruct that officers report the year end position to the appropriate Committee</p>		
10	<b><u>Communities, Housing and Infrastructure Performance Report</u></b>	<b>The Committee resolved:</b> to note the performance information contained within the report	Communities, Housing and Infrastructure	M Hearn
11	<b><u>Police Performance Reporting 2015/2016</u></b>	<b>The Committee resolved:</b> (i) to note the content of the report; (ii) to agree Option 2 (Bi-annual reporting); and (iii) to agree that Councillors Cooney, Graham, Greig and Samarai would form the short term reference group.	Police Scotland / Democratic Services	Chief Inspector Murray Main / S Dunsmuir (to advise)
12	<b><u>Update and Review of the Housing for Varying Needs Review</u></b>	<b>The Committee resolved:</b> (i) to note the progress of (a) The implementation of amenity housing at former sheltered housing developments; (b) The telecare upgrade programme at amenity (transitional developments), sheltered, very sheltered and extra care housing developments; (c) The decommissioning of Smithfield Court as sheltered housing, associated costs, the refurbishment of the building and proposals for relet initiatives; (d) The work to convert Provost Hogg Court from sheltered housing to very sheltered housing; and (e) The work to combine the service at Berry Moss Court and Parkhill Court to operate as sheltered housing as per the	Communities, Housing and Infrastructure	G Souter / F Tyrie

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		<p>recommendation of the Housing and Environment Committee of August 2014; and</p> <p>(ii) to approve the recommendations contained in Appendix 1 of the report which detailed a review of previous decisions in relation to the developments in transition from sheltered housing to amenity housing and further proposals to assist in this transition</p> <p>(iii) to approve that tenants living in the transitional developments, changing from sheltered to amenity housing be offered, as a minimum, an amenity with community alarm service where family members responded with the future option to upgrade to amenity+ where the responder was a staff member;</p> <p>(iv) to approve that the charge for amenity with community alarm service be set in line with the traditional community alarm service charge, currently £1.35 per week and that the amenity+ charge of £5 per week be as approved in the budget report considered on 5 February 2015; and</p> <p>(v) to agree that officers be given discretion to apply a sensitive allocation policy (detailed in Appendix 2) in cases where the assessed list of applicants for sheltered housing and amenity housing had been exhausted.</p>		
13	<b><u>Review of Voids Processes</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the content of the report; and</p> <p>(ii) to agree that officers proceed with the detailed action plan, to include (a) asset management options for the lowest demand areas with the primary focus being to bring these homes back into use quickly; (b) the implications of prioritising the turnaround of empty homes over routine</p>	Communities, Housing and Infrastructure	G Souter

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		<p>maintenance and non-urgent repairs for a time limited period; and (c) minimising the turnaround times for empty homes on a longer-term basis, outlining the resources likely to be needed, balanced against the expected increased income to the Housing Revenue Account.</p>		
14	<p><b><u>Funded Projects and Leased Community Centres</u></b></p>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to approve the expenditure in relation to the Funded Projects for 2015/16 as set out in the financial implications section of the report (3.1);</li> <li>(ii) to instruct officers to enter into an initial three year Service Level Agreement with each of these projects identifying confirmed projected funding for 2015/16 and indicative annual project funding for 2016/17 and 2017/18 (based on the status quo), with the exception of an 18 month Service Level Agreement for Middlefield Community Project;</li> <li>(iii) to instruct officers to consult with Community Projects about the potential of developing a pilot Community Anchor Organisation Model and report back to a future Committee on the findings of this consultation exercise; and</li> <li>(iv) to agree that a joint working group be put in place to develop a single Service Level Agreement and reporting arrangement in respect of the various Council funds being distributed to the Community Projects; and</li> <li>(v) to request a progress report in September on the outstanding centres which had not yet signed up to the Management Agreement and lease.</li> </ul>	<p>Communities, Housing and Infrastructure</p>	<p>G Woodcock</p>

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15	<b><u>HMO Fee Setting 2015-2016</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to agree the implementation of the new HMO Licence fee structure for 2015/2016 as set out in the table on page 161 of the report as from 1 April 2015; and</p> <p>(ii) to express thanks to the HMO landlords for the co-operative working with staff.</p>	Communities, Housing Infrastructure and	A Pitblado
16	<b><u>Short Term Housing for Key Workers</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the use of up to 57 flats in Smithfield Court for short term housing for key workers in accordance with the local lettings initiative outlined in the report; and to instruct officers to implement the initiative once detailed proposals were developed;</p> <p>(ii) to instruct officers to publish the local lettings initiative alongside the Council's Scheme of Allocations; and</p> <p>(iii) to instruct officers to review the local lettings initiative as set out in the report after a period of 12 months and report back to Committee on outcomes as appropriate.</p>	Communities, Housing Infrastructure and	K Kelly
17	<b><u>Aberdeen Hydrogen Strategy and Action Plan 2015-2025</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the Aberdeen City Region Hydrogen Strategy and Action Plan 2015-2025;</p> <p>(ii) to continue to support, in principle, Aberdeen's existing lead in the hydrogen sector in order to achieve the long-term goals of increasing economic competitiveness and energy industry diversification; and</p> <p>(iii) to agree to become a non-financing partner in an Innovate UK Energy Catalyst project proposal in order to help meet objective 5.2 of the strategy.</p>	Planning Sustainable Development and	A Smith
18	<b><u>Bi-Annual Sector Skills Needs Audit</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the production and circulation of</p>	Communities, Housing Infrastructure and	H Farquhar

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		<p>the audit as a robust tool that was reflective of the local skill situation at the time of audit which could be used to inform interpretation and analysis of national and regional skills assessments undertaken by Skills Development Scotland (SDS);</p> <p>(ii) to agree to the use of the audit to inform partners on the key issues being raised by responding businesses;</p> <p>(iii) to support the use of the audit to develop appropriate responses by the Council's service and with partners that address the issues raised; and</p> <p>(iv) to agree to the production of a future report to the Committee outlining the draft action plan to address the key issues raised in the sector skills needs audit.</p>	Infrastructure	
19	<p><b><u>Roads and Transport Related Budget Programme 2015-2016</u></b></p>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the schemes listed in the report Appendices as the detailed proposals for expenditure within budget heading;</p> <p>(ii) to approve expenditure under the Nestrans Capital and Revenue Programmes 2015/16;</p> <p>(iii) to instruct appropriate officials to implement the detailed programme;</p> <p>(iv) to authorise the Director of Communities, Housing &amp; Infrastructure, the Head of Public Infrastructure and Environment and the General Manager Operations, in connection with the attached programme, to undertake or instruct tendering procedures or competitive quotation procedures as appropriate to be carried out;</p> <p>(v) to 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 budgets;</p>	Public Infrastructure and Environment	M Cheyne / W Hekelaar

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		<p>(vi) to exempt all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement";</p> <p>(vii) to note the successful submission made on behalf of Aberdeen City Council to the 'Smarter Choices, Smarter Places' fund and approve officers to expend the funds as outlined in the proposed programme;</p> <p>(viii) to note the submissions made on behalf of Aberdeen City Council to Sustrans Scotland's Community Links Fund 2015/16 and, should these be successful, to approve officers to expend the funds in accordance with the proposed programme of work;</p> <p>(ix) where traffic legislation is necessary, to approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures; and</p> <p>(x) 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 to note that these would be reported back to future committee.</p>		
20	<u>Exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the Ellon Road Cycle Links (Balgownie Road to The Parkway)</u>	<p><b>The Committee resolved:</b> to note the contents of the report.</p>	Planning and Sustainable Development	C Baillie
21	<u>Public Electric Vehicle Charging Infrastructure Development in Aberdeen</u>	<p><b>The Committee resolved:</b> (i) to note the contents of the report; and</p>	Planning and Sustainable	A Simpson

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	<u>City</u>	(ii) to instruct officers to continue to offer the Electric Vehicle charging service at no charge for a further 12 months and to note that future decisions on levels of charging would be made within the budget setting process.	Development	
22	<b><u>Various Small Scale Traffic Management and Development Associated Proposals (New Works)</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the proposals in principle; (ii) to 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, to progress with the public advertisement and report the results to a future meeting of the Committee; and (iii) to instruct the appropriate officers to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking bays and report back to a future meeting of the Committee.	Public Infrastructure and Environment	M Cheyne
23	<b><u>Various Small Scale Traffic Management and Development Associated Proposals (Public Advert)</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the orders that did not attract objections, and to agree that all the orders be made and implemented accordingly; (ii) in relation to 'The Aberdeen City Council (Craigiebuckler Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)', to approve the order, albeit modify the proposed length of prohibition of waiting at any time on the south side to a prohibition of waiting operational from 7am to 6pm, Monday to Saturday, and from 9am to 6pm on a Sunday; and (iii) in relation to the "The Aberdeen City	Public Infrastructure and Environment	M Cheyne

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		Council (Kirk Terrace, Cults, Aberdeen) (Prohibition of Waiting) Order 201(X)", "The Aberdeen City Council (Advocates Road, Aberdeen) (Prohibition of Waiting) Order 201(X)" and "The Aberdeen City Council (Cattofield Place, Aberdeen) (20mph Speed Limit and Prohibition of Waiting) Order 201(X)", to overrule the objections received and approve these orders to be made as originally envisaged.		
24	<b><u>Garthdee - Proposed Controlled Parking Zone (Initial Statutory Consultation)</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to acknowledge the contents of the report;</li> <li>(ii) to note the concerns of the Community Council;</li> <li>(iii) to instruct officers to progress to the public advertisement stage and report the results to a future Committee;</li> <li>(iv) to agree that the area covered by this report would be at zero charge to residents</li> <li>(v) to accept the offer from Robert Gordon University to make payments up to 30 September 2025 to fund the administration for the existing Garthdee CPZ (capped at £25,000 p.a.) provided that during this period, residents were not charged a parking fee; and</li> <li>(vi) to agree that a joint letter be sent to residents from the Principal of Robert Gordon University and the Chief Executive of Aberdeen City Council which would specify that refunds would be paid promptly in respect of payments and fines levied since December 2014.</li> </ul>	Public Infrastructure and Environment	K Duncan / M Cheyne
25	<b><u>Parking Issues around Hill of Rubislaw Office Developments - Business Case and Preliminary Design</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to note the content of the report and the appended Business Case and preliminary</li> </ul>	Public Infrastructure and Environment	M Cheyne

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		<p>design;</p> <p>(ii) to note that the £30,000 budget for the initial phase of the project was included within the Roads renewal Capital budget for 2015-2016; and</p> <p>(iii) to instruct officers to commence with the legal process, and report back to a future Committee with the results of the initial phase consultation.</p>		
26	<b><u>Review of Wayfinding Pilot Scheme</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the outcome of the review of the pilot scheme;</p> <p>(ii) to instruct officers to progress the implementation of the full scheme if 50% funding from the City Centre Regeneration Fund and 50% from Aberdeen Inspired (as outlined in section 3 of the report) was secured; and</p> <p>(iii) to acknowledge that the cleaning and ongoing maintenance of the signs would result in an ongoing revenue burden for the Council and to ask officers to investigate options to help deliver the funding.</p>	Public Infrastructure and Environment	V Ritson
27	<b><u>Footway Crossing Extension (Appeal against refusal) - 46 Newburgh Crescent</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>This item was withdrawn and deferred to the next cycle to enable more information to be provided.</p>	Public Infrastructure and Environment	B Ahenkan
28	<b><u>Infant Cremation Commission Report and Recommendations</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to thank officers for their work on the recommendations from the ICC report;</p> <p>(ii) to note the contents of the report;</p> <p>(iii) to approve the Policy Statement relating to the Cremation of Babies and Infants (Appendix 3 of the report); and</p> <p>(iv) to instruct officers to contact the Stillbirth and Neonatal Death Charity (SANDS) in the first instance to discuss the potential</p>	Public Infrastructure and Environment	S Shaw

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		creation of a local memorial to babies and infants, prior to the commencement of discussions between Aberdeen City Council and parents affected by the cremation of babies at Aberdeen Crematorium with regard to a local memorial as per ICC recommendation number 55.		
29	<b><u>Environmental Noise Action Plan Update</u></b>	<b>The Committee resolved:</b> (i) to approve the 14 noise management areas and 3 quiet areas in relation to round two of the noise mapping process; and (ii) to instruct relevant officers within the Communities, Housing and Infrastructure Service to implement the Noise Action Plan and report annually on progress during the period 2015-2018.	Planning and Sustainable Development	N Glover
30	<b><u>Environmental Health Food and Feed Regulatory Service Plan 2015-16</u></b>	<b>The Committee resolved:</b> (i) to approve in principle the maintenance and development of food and feed regulatory services necessary to satisfy the requirements of the Food Standards Agency Framework Agreement; (ii) to approve the Food and Feed Regulatory Service Plan 2015/2016; and (iii) to note the review of the 2013/2014 Food Regulatory Service Plan (Appendix A of the report).	Planning and Sustainable Development	A Carson
31	<b><u>Occupational Health and Safety Intervention Plan 2015-16</u></b>	<b>The Committee resolved:</b> to approve the Occupational Health and Safety Intervention Plan for 2015/16 and note the progress made in 2014/2015.	Planning and Sustainable Development	A Gilchrist
32	<b><u>Management of Events and Commercial Lets in Aberdeen's Parks and Open Spaces</u></b>	<b>The Committee resolved:</b> (i) to note the current arrangements in place within the City Events Team to manage events within Aberdeen's parks and open	Communications and Promotion	D Parrott

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		<p>spaces;</p> <p>(ii) to acknowledge the agreed working relationship between City Events and Environmental Services that ensured that Aberdeen's parks and open spaces were maintained to the highest standard for ongoing event use;</p> <p>(iii) to agree the proposed charging structure for corporate events detailed in the report;</p> <p>(iv) to agree the proposed exemptions to the charging structure detailed in the report;</p> <p>(v) to agree to introduce a Code of Practice and Agreement for fitness clubs, instructors and other small business ventures using parks and open spaces for commercial purposes;</p> <p>(vi) to agree to the disposal of the stage unit detailed in the report;</p> <p>(vii) to request that officers ensure that the information in relation to the above was clear and easily accessible on the Council website; and</p> <p>(viii) to agree that all charges be reviewed and agreed at Committee on an annual basis, and to request that officers provide a review of how the charges had worked over the last twelve months within that report.</p>		
33	<b><u>City Play Areas</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to acknowledge the success of the 2014/15 refurbishment programme;</p> <p>(ii) to agree that the Service should continue the rolling programme of Play Area Refurbishment for 2015/16 as detailed in the report; and</p> <p>(iii) to commend the Community Groups involved and to thank officers for their efforts to assist the Community Groups.</p>	Public Infrastructure and Environment	S Shaw

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34	<b><u>Accelerate Aberdeen Update and Future Plans</u></b>	<p><b><u>The Committee resolved:</u></b></p> <ul style="list-style-type: none"> <li>(i) to note the contents of the report and the progress made to date with the delivery of the Accelerate Aberdeen programme;</li> <li>(ii) to approve the continuation of the Connection Voucher Scheme as proposed by DCMS for another year to 31 March 2016;</li> <li>(iii) to agree that officers work collaboratively across and outwith the Council to pursue the other projects outlined as part of the overall Accelerate Aberdeen programme post March 2015;</li> <li>(iv) in relation to the Northern Regeneration Area, to approve that officers proceed with discussions and the development of an action plan which would be monitored and reviewed through the Council's Programme Management Office;</li> <li>(v) in relation to ducting, to approve the plan for the commercialisation of Aberdeen City Council ducting and to request that officers report back to Committee with a business model;</li> <li>(vi) in relation to ducting, to approve the plan for the delivery of ducting from the Frederick Street data centre, along King Street, St Machar Drive and to connect with ducting at Hayton Road, installed as part of the Third Don crossing, and to approve the commitment of £250,000 of existing digital infrastructure capital funds for the deployment of this ducting; and</li> <li>(vii) to approve the expansion of Elevator, funding for which would be included in the Aberdeen City Deal bid.</li> </ul>	Economic Development	W Robertson

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35	<u>Roads and Transport Related Capital Budget Programme 2015-16</u>	<b>The Committee resolved:</b> Dealt with under item 12.1 above.		
36	<u>Social Enterprise Partnership Working</u>	<b>The Committee resolved:</b> (i) to agree to the request under Standing Order 1(6)(a) for an exemption from the Council's Standing Orders on Contracts and Procurement, as detailed in the report; and (ii) to approve further partnership working between Environmental Services and social enterprise groups throughout 2015.	Public Infrastructure and Environment	S Shaw

If you require any further information about this decision sheet, please contact Stephanie Dunsmuir, tel 01224 522503 or email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)