

**LEGAL AND DEMOCRATIC SERVICES
COMMITTEE DECISION SHEET**

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE - TUESDAY, 19 MAY 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>Determination of Exempt Business</u>	<u>The Committee resolved:</u> To consider items 14.1 and 14.2 with the press and public excluded.	N/A	N/A
2	<u>Requests for Deputation</u>	<u>The Committee resolved:</u> To agree not to hear the deputation from Mr W Lonsdale in respect of item 12.3 as it did not comply with Standing Order 10(1).	N/A	N/A
3	<u>Minute of Previous Meeting of 18 March 2015</u>	<u>The Committee resolved:</u> (i) in respect of article 5 (Police Performance Reporting) to note that the short term reference group had met and that positive discussions had been held; and (ii) to approve the minute as a correct record.	N/A	N/A
4	<u>Committee Business Statement and Annual Reports</u>	<u>The Committee resolved:</u> (i) to agree to remove items 26 (Welfare Reform), 27 (Berryden Corridor) and 28 (Access from the North / Third Don Crossing) from the business statement as future updates would be provided through the information bulletin; and (ii) to otherwise note the updates provided.	Democratic Services	S Dunsmuir
5	<u>Motions List</u>	<u>The Committee resolved:</u> (i) in respect of item 2 (Cash Machine in Marischal College), to note that discussions	Democratic Services	S Dunsmuir

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		<p>were ongoing with banks and that the work around this would be reported to a future meeting of the Committee; and</p> <p>(ii) to otherwise note the updates provided in the motions list.</p>		
6	<u>2014-2015 General Fund, Revenue and Capital Budget Monitoring</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the report and the information on management action and risks contained therein;</p> <p>(ii) to instruct officers to report the year end position to the appropriate Committee; and</p> <p>(iii) to approve the write off of fleet stock for the value of £60,434.08 in 2014/2015.</p>	Finance	H Sherrit
7	<u>2014-2015 Housing Revenue Account</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note that officers would provide further information to Councillor Delaney on the underspend in relation to 2.2 (Upgrading of Flat Roofs General), 2.3 (Upgrading Flat Roofs Multi Storey), 2.5 (Mono Pitched Types), 3.1 (General Houses Loft Insulation), 6.9 (Housing for Varying Needs – Amenity / Adaptations) and 6.10 (Housing for Varying Needs – Extra Care / Adaptations);</p> <p>(ii) to note the financial information contained within the report; and</p> <p>(iii) 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.</p>	<p>Land and Property Assets</p> <p>Finance</p>	<p>J Quinn</p> <p>H Sherrit</p>
8	<u>2014-2015 Trading Services Budget Monitoring</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the report and the information on management action and risks that was contained therein; and</p>	Finance	H Sherrit

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		(ii) to instruct that officers report the year end position to the appropriate Committee.		
9	<u>Communities, Housing and Infrastructure Performance Report</u>	<p>The Committee resolved:</p> <p>(i) in relation to the update on the Aberdeen Emission Strategy, to request that officers provide Councillor Allan with further information on when the survey feedback was expected;</p> <p>(ii) to note that updates on the meetings and work being undertaken with the Department of Work and Pensions in relation to Universal Credit would be provided as part of the performance report in future;</p> <p>(iii) to congratulate staff for the work undertaken in relation to the recent opening of Victoria House and also for the good performance in respect of indicator 28 (Provision of permanent accommodation to all applicants found to be unintentionally homeless);</p> <p>(iv) to otherwise note the performance report.</p>	<p>Planning and Sustainable Development</p> <p>Communities and Housing</p>	<p>M Bochel</p> <p>D Urquhart (M Hearn – for future reports)</p>
10	<u>Communities, Housing and Infrastructure Risk Register</u>	<p>The Committee resolved:</p> <p>(i) to approve the service risk register for Communities, Housing and Infrastructure;</p> <p>(ii) to note the risks contained within the document and the mitigating actions being taken by the service to address the risks; and</p> <p>(iii) to note that the service risk register would form an integral part of the service business plan for Communities, Housing and Infrastructure.</p>	Communities, Housing and Infrastructure	M Hearn
11	<u>Local Fire and Rescue Plan Performance Report</u>	<p>The Committee resolved:</p> <p>(i) to note that the inspection report of the Fire and Rescue Service was still to be published and would therefore come back to a future meeting of Committee;</p>	Office of Chief Executive	C Monaghan

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		(ii) to note the report and the good work being undertaken by the Fire and Rescue Service in respect of house visits and provision of smoke alarms, as well as through partnership working.		
12	<u>Aberdeen City Local Fire and Rescue Plan Review</u>	The Committee resolved: To note the report and to agree that the priorities were properly targeted and therefore no amendments were required to the current plan.	Office of Chief Executive	C Monaghan (for info only)
13	<u>Aberdeen City - Divisional Police Performance report - October 2014 to March 2015</u>	The Committee resolved: (i) to note that updates on human trafficking, prostitution, internet crime, stalking, fraud and anti-social behaviour as a result of alcohol and 'legal highs' were usually provided to the Community Safety Partnership and would be included in the information bulletin from August 2015; and (ii) to otherwise note the report.	Communities and Housing	D Urquhart – to liaise with Community Safety Partnership
14	<u>HMICS Inspection of Aberdeen City Division</u>	The Committee resolved: (i) to congratulate Chief Superintendent Adrian Watson and his team on the very positive inspection report; and (ii) to note that the recommendations in the report would be the subject of an action plan which would be reported to Committee in due course.	Office of Chief Executive	C Monaghan (for info only)
15	<u>Community Centre Compliance Monitoring</u>	The Committee resolved: (i) to note the concerns raised by Councillor Finlayson about the amount of paper used by including the EHRIA forms in respect of this report and others on the agenda, and while noting the duty on Councillors to consider the impact of proposals when taking decisions, to request that officers consider whether a shorter document could be used instead;	Communities and Housing	S Bruce / F Nacef

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		<p>(ii) to note the position of the Management Committees of leased community centres in relation to their obligations within the Management Agreement; and</p> <p>(iii) to approve the development of the compliance monitoring process as follows:-</p> <ul style="list-style-type: none"> • Audit visits will be made to Management Committees to check the robustness, and the understanding, of certain policies. This would be similar to the recent child protection audits that were carried out at the community centres which were operating under the old style lease • Management Committees should be required to have at least one training session per year, to be attended by all Committee Members. This training session would be delivered or arranged by Council Officers and relate to the operation of the community centre, and be tailored to meet the needs of each centre. It would include matters such as committee governance, good practice, policy development etc. Given the extensive experience within the Management Committees across the city it is anticipated that detail of this training should be developed with input from Management Committees. This will allow the good practice that takes place to be shared across the city. 	Communities and Housing	A Mulvie
16	<u>Void Performance Review 2014/15</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the content of the report;</p> <p>(ii) to approve the letting to care workers in identified sheltered / amenity blocks where officers deemed appropriate;</p> <p>(iii) to note that work would be undertaken to ensure that the public were clearly aware of the reasons for the above;</p>	Communities and Housing	G Souter

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		<ul style="list-style-type: none"> (iv) to request a report back on how the letting to care workers was progressing; and (v) to agree that reporting of voids be split into pre and post 1 July 2015 to aid performance management and monitoring. 		
17	<u>Houses in Multiple Occupation - Old Aberdeen Community Council Area</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to note the contents of the report; (ii) to instruct officers to investigate an over-provision scheme for Aberdeen based on the Dundee model of a cut-off percentage per locality (other than in the exempt city centre), and using a traffic light system of differentiation; and (iii) to instruct officers to report back to the August Committee on the feasibility of such a scheme and on the process of consultation required to enable such a scheme to be operational as quickly as possible. 	Communities and Housing	G Stuart
18	<u>Affordable Housing Delivery</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to note the contents of the report; and (ii) to instruct officers to continue to develop proposals for affordable housing projects to utilise the relevant funding (i.e. Section 75 financial contributions for affordable housing and the income received from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties), whether such projects are to be led by the Council or Registered Social Landlords. 	Communities and Housing	G Stuart
19	<u>Installation of Feature Lighting to Multi-Storey Blocks at Balnagask</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to instruct officers to develop the proposed project in detail; (ii) to instruct officers to consult with the private owners of flats within the blocks, and seek their consent for the proposals; and 	Land and Property Assets	B Watson

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		(iii) to request a report back to Committee on the outcomes.		
20	<u>Seaton Backies One</u>	<p>The Committee resolved:</p> <p>(i) to instruct officers to develop the proposed project in detail;</p> <p>(ii) to instruct officers to conclude the grant applications with the grant funders who had indicated support for the project;</p> <p>(iii) to instruct officers to consult with the private owners of flats within the blocks and seek their consent for the proposals;</p> <p>(iv) to request a report back to Committee on the above as soon as possible; and</p> <p>(v) to ask officers to continue to look for additional funding opportunities which might enable the project to be rolled out elsewhere.</p>	Land and Property Assets	B Watson
21	<u>Archaeology - Service Level Agreement with Aberdeenshire Council</u>	<p>The Committee resolved:</p> <p>(i) to approve the proposal for the City Council to enter into an SLA with Aberdeenshire Council for them to provide an archaeological service for an initial period of 3 years, subject to review at the end of that period as to whether it would be continued thereafter; and</p> <p>(ii) to approve the total estimated expenditure of £90,000 over 3 years for Aberdeenshire Council to provide the archaeological service during that period.</p>	Planning and Sustainable Development	D Lewis
22	<u>Draft Rowett North Masterplan</u>	<p>The Committee resolved:</p> <p>(i) to approve the Draft Rowett North Masterplan to be issued for public consultation over a 6 week period; and</p> <p>(ii) to instruct the Director of Communities, Housing and Infrastructure to report the results of the public consultation and any proposed revisions on the Draft Masterplan</p>	Planning and Sustainable Development	N McDowell

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		to a subsequent meeting of the Committee.		
23	<u>Former AECC Site, Bridge of Don Development Framework</u>	<p>The Committee resolved:</p> <p>(i) to approve the Draft AECC Site, Bridge of Don Development Framework for public consultation over a 6 week period; and</p> <p>(ii) to instruct the Director of Communities, Housing and Infrastructure to report the results of the public consultation and any proposed revisions to the Draft Development Framework to a subsequent meeting of the Committee.</p>	Planning Sustainable Development and	L Robertson
24	<u>Extending Service Level Agreement with the North East Scotland Biological Records Centre (NESBREC)</u>	<p>The Committee resolved:</p> <p>(i) to approve a three year, Council-wide, Service Level Agreement with NESBReC at a cost of £6,485 per annum from existing budgets;</p> <p>(ii) to instruct officers to review the existing SLA with Legal Services; and</p> <p>(iii) to note the NESBReC terms of reference between Advisory Group supporters as set out in Appendix 1 of the report.</p>	Planning Sustainable Development and	A Majeed
25	<u>Various Small Scale Traffic Management and Development Associated Proposals (Stage 1 - New Works)</u>	<p>The Committee resolved:</p> <p>(i) to approve the proposals in principle;</p> <p>(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 instruct officers to progress with the public advertisement and report the results to a future meeting of the Committee;</p> <p>(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</p>	Land and Property Assets	L Sneer

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		<p>Committee; and</p> <p>(iv) in relation to item 5.01 (A944 / Skene Road / Queens Road / Lang Stracht) to request that officers report back to Committee in relation to the speed limits in this area once the new signal controls were in place for the Aberdeen Western Peripheral Route.</p>		
26	<p><u>Various Small Scale Traffic Management and Development Associated Proposals (Stage 3 - Public Advert)</u></p>	<p><u>The Committee resolved:</u></p> <p>(i) to approve the orders that did not attract objections and to instruct officers to make and implement all orders accordingly;</p> <p>(ii) in relation to “The Aberdeen City Council (Quarry Court and Quarry Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”, “The Aberdeen City Council (Crombie Place, Aberdeen) (Prohibition of Waiting) Order 201(X)” and “The Aberdeen City Council (Disabled Persons’ Parking Places) (Citywide) (No. 2) Order 201(X)”, to overrule the objections received and to approve these orders to be made as originally envisaged; and</p> <p>(iii) in relation to “The Aberdeen City Council (C8K (Old Part of) Wellington Road, Aberdeen) (Prohibition of Driving) Order 201(X)”, to defer any action until such time as the junction could be reappraised following the implementation of the Aberdeen Western Peripheral Route.</p>	Land and Property Assets	M Cowie
27	<p><u>Garthdee / Kaimhill - Proposed Controlled Parking Zone (Stage 3 - Public Advert)</u></p>	<p><u>The Committee resolved:</u></p> <p>(i) to note that there was an error at page 355 of the report, and that the text should read, “Although Robert Gordon University has indicated that there would be further discussions in year 8...” rather than “agreed to further discussions” as stated in the report;</p>	Land and Property Assets	K Duncan

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		<ul style="list-style-type: none"> (ii) to over-rule the objections where the proposals had not been amended; (iii) to approve the amended proposals (as shown in Appendix 5 of the report) in response to the objections received from the businesses on Ruthrie Terrace and Ruthrie Road; (iv) to instruct officers to make “The Aberdeen City Council (Garthdee / Kaimhill Area, Aberdeen) (Zone YY) (Controlled parking and waiting restrictions) Order 201(X)” with amendments and commence implementation of the Controlled Parking Zone; (v) to request a report back in relation to the feasibility of providing business parking permits at zero cost to qualifying businesses within the CPZ; and (vi) to instruct officers to report back to a future meeting of the Committee on the suggestion of the provision of a third residents’ parking permit for households in both the existing Garthdee CPZ and the extension to it. 		
28	<u>Update on Progress of Action Plan for Fleet Services</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to note the contents of the report; and (ii) to instruct the Head of Public Infrastructure and Environment to update future meetings of the Committee of progress made on the Fleet Services Action Plan. 	Public Infrastructure and Environment	M Reilly
29	<u>External Funding for Transportation Projects</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to note the award of £34,000 received by Aberdeen City Council from the Scottish Government’s Air Quality Grant Scheme and approve the expenditure, for the purposes described in the report, of the funds so obtained; 	Planning and Sustainable Development	W Hekelaar

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		<ul style="list-style-type: none"> (ii) to note the additional award of £7,120 made to the Council from the Scottish Government's Smarter Choices, Smarter Places fund and to approve the expenditure of this sum in accordance with the approved delivery plan; (iii) to note the award of £1,317,545 from Transport Scotland, via the Aberdeen Western Peripheral Route Managing Agent, for AWPR Offset Mitigation projects and to approve expenditure of this sum for the purposes described in the report; and (iv) to note the successful submissions made to Sustrans Scotland's Community Links Fund 2015/16. 		
30	<u>Reduction of Pay and Display Parking Machines</u>	<p>The Committee resolved: To approve a reduction in the number of pay and display machines in accordance with the policy considerations set out in the report.</p>	Communities and Housing	N Carnegie
31	<u>Bus Lane Enforcement Net Income - Proposed Expenditure 2015/2016</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to agree the programme of proposed projects to be implemented from 2015/16 onwards, funded by the net surplus of the Bus Lane Enforcement System from 2014/15; and (ii) to request that officers include the report within the report being prepared for the Scottish Government. 	Planning and Sustainable Development	C Baillie
32	<u>In Town Without My Car Day 2015</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) To approve Aberdeen's formal participation in 'In Town Without My Car Day 2015'; and (ii) To instruct officers to progress the Temporary Traffic Regulation Orders (TRRO) to restrict traffic on the following streets between the hours of 0600 and 1800 on Sunday 20 September 2015 in order to facilitate an In Town Without My 	Planning and Sustainable Development	W Hekelaar

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>Car Day public event;</p> <ul style="list-style-type: none"> • Schoolhill (between Blackfriars Street and Back Wynd); • Belmont Street (between Schoolhill and Little Belmont Street); and • Little Belmont Street 		
33	<u>Footway Crossing Extension (Appeal against refusal) - 46 Newburgh Crescent, Bridge of Don</u>	<p><u>The Committee resolved:</u> To reject the application for an extension to the existing driveway at 46 Newburgh Crescent, where the length requested exceeded that specified in the Footway Crossing Regulations which were approved by the Policy and Strategy Committee on 27 September 2005.</p>	Public Infrastructure and Environment	B Ahenkan
34	<u>A96 Park and Choose Operation</u>	<p><u>The Committee resolved:</u></p> <ul style="list-style-type: none"> (i) to note the discussions that had taken place amongst officers with regard to options for managing use of the A96 Park and Choose car park; (ii) to agree implementation of the preferred option (Option 1) and instruct officers to commence the Statutory Traffic Regulation Order process to allow for the operation of this regime; (iii) to agree that the costs of installing the bus lane enforcement camera and the Automatic Number Plate Recognition Units be prioritised in the 2016/17 Bus Lane Enforcement income expenditure programme; (iv) to instruct officers to monitor and review usage of the site at six monthly intervals following opening to ensure the site was operating as anticipated and to report these findings back to the Committee; and (v) to instruct officers to commence formal engagement with bus operators, inviting them to consider operating local bus 	Planning and Sustainable Development	W Hekelaar

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		services through the site, and inviting proposed registrations from bus operators for consultation with officers, keeping the Committee apprised of any developments.		
35	<u>Roundabouts - Policy on Landscaping and Vegetation Maintenance</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to approve the policy suggested within the report in relation to the maintenance of landscaping and vegetation on roundabouts; (ii) to instruct officers in Environment Services / Traffic Management to develop a programme, based on road safety priority, that would ensure that over time, existing roundabouts conformed to the adopted policy; and (iii) to note the safety concerns in relation to the conifer trees at the Queens Road / Anderson Drive roundabout, and to request that officers take both this roundabout and the Hazlehead roundabout into consideration when developing the programme. 	Public Infrastructure and Environment	G McKenzie
36	<u>The Grounds Maintenance Service for Housing Amenity Contract</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to note the content of the report; and (ii) to approve the removal of any further reports or bulletins to the Committee due to the ending of the ISS Contract on 31 March 2015. 	Public Infrastructure and Environment	S Shaw
37	<u>Flood Risk Management Act Prioritisation</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to approve the prioritised list; (ii) to note the financial implications of delivering the actions listed; (iii) to instruct officers to submit to the SIP a business case for capital funding to support the implementation of the prioritised list; and (iv) to request that the tabled appendix outlining 	Public Infrastructure and Environment	W Burnish

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		the ranking of works by SEPA be circulated to all Elected Members for information.		
38	<u>Procurement of Waste Management Software System</u>	<u>The Committee resolved:</u> (i) to approve the procurement and implementation of a waste management system and the entering into a contract for a 5 year period (initial plus options); and (ii) to approve the total estimated expenditure as outlined in the report, including ongoing maintenance and licence costs over the contract period, based on market analysis.	Public Infrastructure and Environment	S Antill / R Baxter
39	<u>Zero Waste Project Update</u>	<u>The Committee resolved:</u> (i) to support the further work needed to progress a potential joint venture with Aberdeenshire Council and the Moray Council to provide a long term waste treatment solution for the three Councils, and to approve that the Chief Executive sign a Heads of Term Agreement (broadly in the form of Appendix 1 of the report), together with each of the other authorities, pending the agreement and adoption of a full Inter Authority Agreement; (ii) agree that Aberdeen City Council would incur all preliminary costs in progressing the project until such a time that an Inter Authority Agreement was signed, at which point the costs and future costs would be shared across the three partner authorities at a rate to be determined; (iii) to note the progress made to complete the Waste Management Services Contract variation; and (iv) to note the proposal to prepare and submit a planning application for a 150,000 tonnes per annum Energy from Waste Facility at East Tullos.	Public Infrastructure and Environment	P Lawrence