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To: Councillor Boulton, Convener; Councillor Jennifer Stewart, Vice Convener; Councillor Alan Donnelly, the Depute Provost; and Councillors Allan, Alphonse, Cooke, Copland, Cormie, Lesley Dunbar, Greig, Hutchison, John, Malik, McLellan, Sellar, Sandy Stuart and Wheeler.

Town House,
ABERDEEN 17 October 2017

PRE-APPLICATION FORUM

The Members of the **PRE-APPLICATION FORUM** are requested to meet in **Committee Room 2 - Town House** on **THURSDAY, 2 NOVEMBER 2017 at 2.00 pm.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

DECLARATION OF INTEREST

- 1 Members are requested to intimate any declarations of interest

B U S I N E S S

- 2 Introduction and Procedure Note (Pages 3 - 6)

M I N U T E S

- 3 Minute of Previous Meeting of 21 September 2017 - for approval (Pages 7 - 10)

P R E A P P L I C A T I O N R E P O R T S

- 4 Land at Corner of St Machar Drive and Bedford Road, West of HUB - 171075
(Pages 11 - 16)

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PRE-APPLICATION FORUM **PROCEDURE NOTE AND GUIDANCE FOR MEMBERS**

1. This procedure note will operate on a trial basis of the Forum and will be subject to review and amendment during this period.
2. Meetings of the Pre-Application Forum will be held in open public session to enable discussion of all national and major development proposals.
3. Forums will be held as soon as possible after the submission of a Proposal of Application Notice (POAN) for all national and major development proposals and, in all cases, prior to the lodging of any associated planning application (this allows a period of 12 weeks following submission of the POAN).
4. The members of the Planning Development Management Committee will constitute the members of the Pre-Application Forum.
5. Ward Members for the Ward in which a specific pre-application proposal under discussion is located will be invited to the Forum but will be allowed to participate in the Forum only in relation to the specific pre-application proposal in their ward.
6. The relevant Community Council for the prospective development proposal(s) to be discussed will be informed of the date and time of the Pre-Application Forum by Committee Services so that they have the opportunity to attend but will not be permitted to participate in the business of the Forum.
7. If a Forum is required it will take place after formal business of the Planning Development Management Committee is concluded - this will normally be 2pm on the same day as the Planning Development Management Committee. The Forum will be separate from the Committee to emphasise the clear differences in status, process and procedure between the two meetings.
8. The case officer for the pre-application proposal will produce a very brief report (maximum 2-3 sides of A4) for the Forum outlining the proposal and identifying the main planning policies, material considerations and issues associated with it and the key information that will be required to accompany any application. The report will not include any evaluation of the planning merits of the proposal.
9. Agents/applicants will be contacted by Committee Services immediately on receipt of a POAN (or before this date if notified by planning officers of the week that a forthcoming POAN is likely to be submitted) and offered the opportunity to give a 10 minute presentation of their development proposal to the members of the Forum. There will be an opportunity for Councillors to discuss these with the agents/applicants, to ask questions and indicate key issues they would like the applicants to consider and address in their eventual application(s). If an applicant/agent does not respond to this offer within 10 days, or declines the opportunity to give such a presentation, then their proposal will be considered by the Forum without a developer/applicant presentation. Committee Services will notify the case officer of the applicant's response.

10. Case officers (or Team Leader/Manager/Head of Planning) and, if considered necessary, other appropriate officers e.g. Roads Projects Officers, will be present at the Forum. The case officer will give a very brief presentation outlining the main planning considerations, policies and, if relevant and useful, procedures and supporting information that will have to be submitted. Officers will be available to answer questions on factual matters related to the proposal but will not give any opinion on, or evaluation of, the merits of the application as a whole.
11. Members, either individually or collectively, can express concerns about aspects of any proposal that comes before the Forum but (to comply with the terms of the Code of Conduct) should not express a final settled view of any sort on whether any such proposal is acceptable or unacceptable.
12. A minute of the meeting will be produced by Committee Services and made publicly available on the Council website.
13. Members should be aware that the proposal being discussed may be determined under delegated powers and may not come back before them for determination. Any report of handling on an application pursuant to a proposal considered by the Pre-Application Forum will contain a very brief synopsis of the comments made by the Forum but the report itself will be based on an independent professional evaluation of the application by planning officers.
14. Training sessions will be offered to Councillors to assist them in adjusting to their new role in relation to pre-application consultation and its relationship with the Code of Conduct.
15. The applicant/agent will be expected to report on how they have, or have not, been able to address any issues raised by the Pre-Application Forum in the Pre-Application Consultation Report that is required to be submitted with any subsequent planning application.

GUIDANCE FOR MEMBERS

In relation to point 11 on the Procedure Note above, it might be helpful to outline a few points regarding the Councillors Code of Conduct and the Scottish Government's Guidance on the role of Councillors in Pre-Application procedures which will hopefully be helpful to the Members. These were discussed at the Training run by Burness Paull on the 28th of November, 2014.

So very briefly, The Code's provisions relate to the need to ensure a proper and fair hearing and to avoid any impression of bias in relation to statutory decision making processes. Having said that, in terms of the Scottish Government's Guidance on the role of Councillors in Pre-Application procedures:

- Councillors are entitled to express a provisional opinion in advance of a planning application being submitted but only as part of the Council's procedures (as detailed at item 1 to this agenda)

- No views may be expressed once the application has been submitted
- In terms of the role of the Forum, it meets to emphasise an outcome limited to the generation of a provisional view (on behalf of the Forum, rather than individual Members of the Forum) on the pre-application, this will allow:
 - Members to be better informed
 - An Early exchange of views
 - A greater certainty/more efficient processing of applications

Members of the Forum are entitled to express a provisional view, but should do so in a fair and impartial way, have an open mind and must not compromise determination of any subsequent planning application.

In terms of dealing with Pre-Applications, Members of the Forum should:

- Identify key issues
- Highlight concerns with the proposal/areas for change
- Identify areas for officers to discuss with applicants
- Identify documentation which will be required to support application

In terms of the Code of Conduct and any interest that Members of the Forum may have in a pre-application, it is worth reminding Members of the Forum that they must, however, always comply with the *objective test* which states “ *whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.*”

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PLANNING DEVELOPMENT MANAGEMENT COMMITTEE PRE-APPLICATION FORUM

ABERDEEN, 21 SEPTMEBER 2017 Minute of Meeting of the PLANNING DEVELOPMENT MANAGEMENT COMMITTEE PRE-APPLICATION FORUM.
Present:- Councillor Boulton, Convener; Councillor Donnelly, the Depute Provost; and Councillors Allan, Alphonse, Cooke, Copland, Cormie, Lesley Dunbar, Greig, Hutchison, McLellan, Sandy Stuart and Wheeler.

INTRODUCTION AND PROCEDURE NOTE

1. The Forum had before it the procedure note and guidance for members on the operation of Forum meetings.

The Forum resolved:-

to note the procedure note and guidance for members.

MINUTE OF PREVIOUS MEETING OF 16 MARCH 2017

2. The Forum had before it the minute of its previous meeting of 16 March 2017 for approval. The Convener advised that the four returning members who had been in attendance at that meeting were required to approve the minute, given the changes to the Committee membership following the local government election.

The Forum resolved:-

to approve the minute as a correct record from returning Councillors Donnelly, the Depute Provost and Councillors Greig, Hutchison and Sandy Stuart.

LAND AT MILLTIMBER SOUTH, NORTH DEESIDE ROAD MILLTIMBER - 170620

3. The Forum had before it a report by the Interim Head of Planning and Sustainable Development on a submission of a Proposal of Application Notice (PoAN) by Halliday Fraser Munro on behalf of their client, Bancon Homes, for a proposed mixed use development of 60 dwellinghouses and Class 1 (shops) and Class 4 (Business at OP114, land at Milltimber South, North Deeside road Milltimber.

The report advised that site extended to 11.5 hectares and was located on the southern side of North Deeside Road, within the settlement of Milltimber. The site was bound by North Deeside Road and residential properties to the north, the Deeside Way and open space to the south, and further residential properties set in generous plots to the east and west. An access road leading to Milltimber Farm Livery Stables runs through the site. The report highlighted that the site was largely grassed but included some elements of planting and the site slopes from the north-south as it heads towards the Dee Valley. In regards to Pre Application consultation, the report also advised that one public consultation event had been held with another to be scheduled in due course, and the applicant was due to meet with Cults, Bieldside and Milltimber Community Council on 28 September.

The Forum heard from Mr Andy Stewart (Halliday Fraser Munro) and Ben Freeman (Bancon Homes) in regards to the proposed application. Mr Stewart explained that the

PRE-APPLICATION FORUM

21 September 2017

allocated site was for 60 houses and industrial use and they had commenced their public consultation and sought feedback which could be fed into the proposed plans. Mr Stewart explained that the design objectives included:-

1. Continue the landscape
2. Create new connections to the Old Deeside railway; and
3. Proposed open space

Mr Stewart advised that they wanted to respect the current view on the site and aimed to lower the proposed housing in order to keep the view from North Deeside Road, and hoped to maintain the use of the paddocks if possible. They hoped to promote connectivity and encourage the views over the River Dee. The applicant also proposed clusters of housing which would comprise of six houses and aimed to use walls and hedges to create a rural look. They also aimed to use the existing access points to the site which would be required to be upgraded.

The Forum then heard from Gavin Clark, Case Officer, who addressed the Forum and provided details regarding the planning aspects of the application and responded to questions from members. Mr Clark explained that there were a number of relevant policies in regards to the proposed application and the most relevant being OP114: Milltimber South and LR1: Land Release Policy, which related to the principle of development on the site. He advised that the allocation also required the submission of a masterplan/ development framework, which was being prepared separately. Mr Clark highlighted the main issues associated with the proposed application, namely:-

- the design and layout of the proposed development;
- other associated infrastructure works;
- transportation and access; and
- affordable housing;

Members then asked a number of questions in regards to the proposals and the following information was noted:-

- ❖ In regards to the visual impact, the applicant would look at keeping the style of houses in keeping with the surrounding properties;
- ❖ The slope would be used to help with the visual impact and properties would be one and a half storey in height;
- ❖ The Affordable Housing aspect would be included within the 60 proposed houses;
- ❖ The applicant was proposing two separate applications with one for the housing aspect and a separate one for the commercial usage in order to allow individuals to have their say on both parts of the proposals;
- ❖ There would be 3 metres between the Deeside Railway and the proposed housing which would be looked at in more detail at the next stage of the application;
- ❖ In regards to education capacity for the area, it was noted that the zoned school of Milltimber Primary was at 90% capacity and Cults Academy was at 88%

PRE-APPLICATION FORUM

21 September 2017

capacity. A replacement primary school was being built for Milltimber which would help with the capacity issue;

- ❖ The masterplan for the area needs to be approved before the application can be determined.

The report recommended:-

That the Forum –

- (a) note the key issues identified;
- (b) if necessary, seek clarification on any particular matters; and
- (c) identify relevant issues which they would like the applicant to consider and address in any future application.

The Forum resolved:-

- (i) to request that the flood maps for the area be made available to members prior to determining the application;
- (ii) to request that officers provide details on the amount of Affordable Housing in Milltimber at present;
- (iii) to request that the applicant look at mobile phone coverage and broadband usage for the area;
- (iv) to request that the applicant address the concerns in regards to flooding on the Deeside Lane which could lead to flooding on the Deeside Railway;
- (v) to request that the applicant investigate the impact on Deeside Road and to look at the flow of traffic to the site; and
- (vi) to thank Mr Stewart and Mr Freeman for the informative presentation.

- **COUNCILLOR MARIE BOULTON, Convener.**

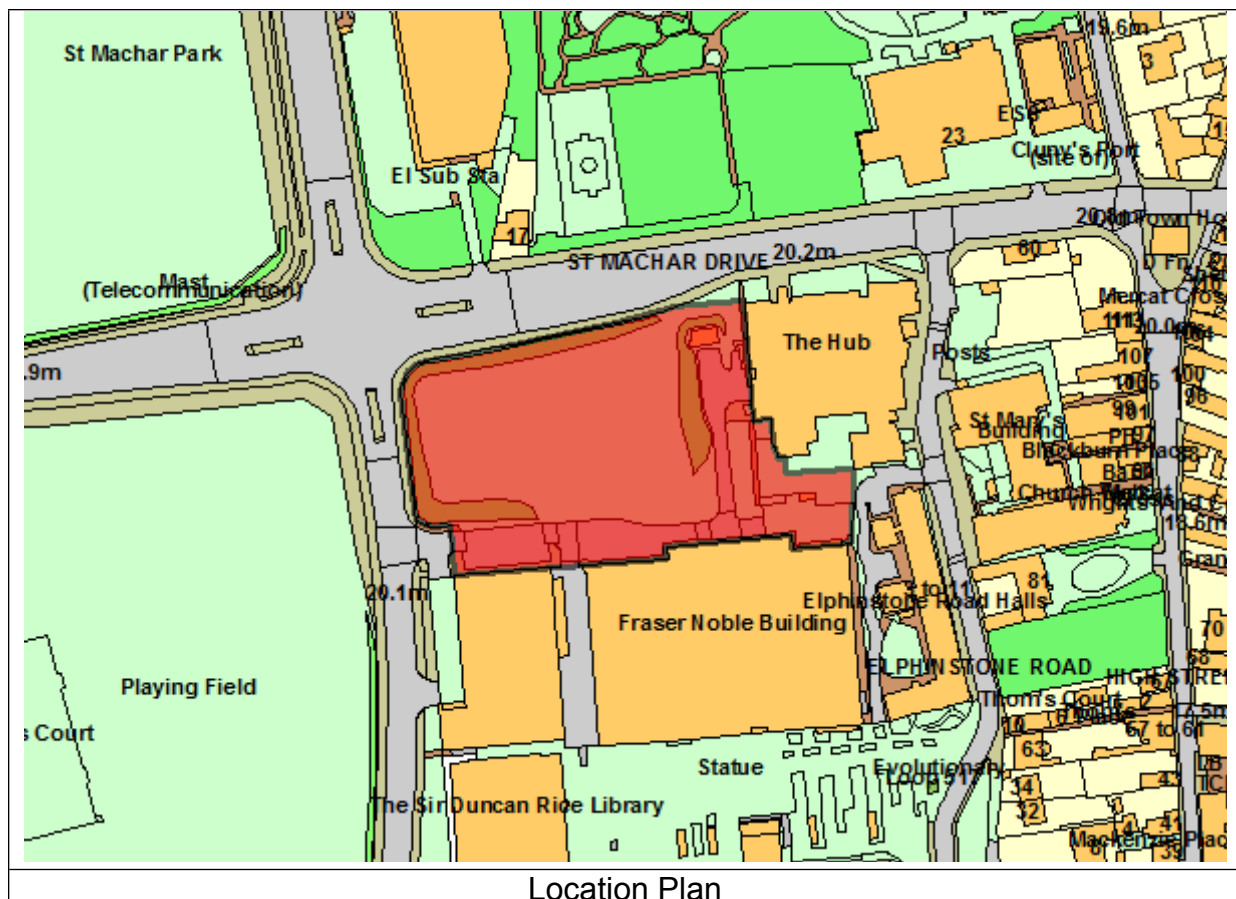
PRE-APPLICATION FORUM

Pre-Application Forum

171075/PAN: Major development of approximately 6,000sqm of Class 10 (non-residential institution), comprising a science teaching hub, associated infrastructure and landscaping on useable open space at Land At Corner Of St Machar Drive And Bedford Road, West Of The HUB And North Of Fraser Noble Building, Old Aberdeen, Aberdeen, AB24 3AF

For: The University Of Aberdeen

Application Date:	6 September 2017
Officer:	Gavin Clark
Ward:	Tillydrone/Seaton/Old Aberdeen
Community Council:	Old Aberdeen
Advertisement:	N/A
Advertised Date:	N/A



SUMMARY

This is a report to the pre-application forum on a potential application by the University of Aberdeen for a major development of approximately 6,000 sqm of Class 10 (non-residential institution), comprising a science teaching hub, associated infrastructure and landscaping on useable open space at land at the corner of St Machar Drive and Bedford Road, west of the HUB and north of the Fraser Noble Building, Old Aberdeen, Aberdeen.

In accordance with the provisions of the Town and Country Planning (Scotland) Act 1997 as amended, the applicant submitted a Proposal of Application Notice on the 22nd September 2017. The earliest date at which an application could be submitted is the 29th December 2017.

RECOMMENDATION:

It is recommended that the Forum:

- (i) note the key issues identified;**
- (ii) if necessary seek clarification on any particular matters; and**
- (iii) identify relevant issues which they would like the applicants to consider and address in any future application.**

SITE DESCRIPTION

The application site incorporates an area of useable open space land to the south of St Machar Drive, to the east of Bedford Road, to the north of the existing Fraser Noble building and to the west of the existing Hub Building. The application sites extend to approximately 1.04 ha. The open space is elevated above road level by some 2 metres with steeply sloping embankments down to the St. Machar Road and Bedford Road. The site is mostly grassed with a number of medium-sized trees near to the boundary with Bedford Road and towards the eastern boundary, one of which is a mature tree. The surrounding area is predominantly occupied by the University, with buildings to the south (most notably The Sir Duncan Rice Library and the Fraser Noble Building), east and north and by an area of open space to the west, across Bedford Road. The site is also located within the Old Aberdeen Conservation Area.

RELEVANT HISTORY

A previous proposal of application notice (PoAN) (Ref: 141787) was submitted on the 3rd December 2014 for a major development to create a 18700 sqm science building in conjunction with the demolition of the existing Meston building to the south. This was not progressed and has now been superseded by the current proposal.

DESCRIPTION OF PROPOSAL

The proposal constitutes a major development of approximately 6,000sqm of Class 10 (non-residential institution), comprising a science teaching hub, associated infrastructure and landscaping.

PLANNING POLICY

National Planning Policy

- Scottish Planning Policy (SPP)
- Historic Environment Scotland's Policy Statement (HESPS)

Aberdeen Local Development Plan 2017

- Policy D1: Quality Placemaking by Design;
- Policy D2: Landscape;
- Policy D4: Historic Environment;
- Policy I1: Infrastructure Delivery and Developer Obligations;
- Policy T2: Managing the Transport Impact of Development;
- Policy T3: Sustainable and Active Travel;
- Policy T5: Noise;
- Policy CF1: Existing Community Sites and Facilities;
- Policy NE3: Urban Green Space;
- Policy NE5: Trees and Woodlands
- Policy NE6: Flooding, Drainage and Water Quality;
- Policy R6: Waste Management Requirements for New Development;
- Policy R7 Low and Zero Carbon Buildings, and Water Efficiency and
- Policy CI1: Digital Infrastructure.

Supplementary Guidance

- Landscape
- Trees and Woodland
- Planning Obligations
- Transport and Accessibility
- Noise
- Flooding, Drainage and Water Quality
- Green Space Network and Open Space

CONSIDERATIONS

The main considerations against which the eventual application would be assessed are outlined as follows:

Principle of Development

The site is zoned as an existing community site and facility (Policy CF1 – Existing Community Sites and Facilities) within the adopted Aberdeen Local Development Plan. This policy states that proposals for new or extended uses of these types (further education and research facilities) on these sites will be supported in principle. Where land or buildings become surplus to current or anticipated future requirements, alternative uses which are compatible with adjoining uses and any remaining community uses will be permitted in principle.

Policy NE3 (Urban Green Space) would also need to be taken into consideration in the determination of any application. This policy states that permission will not be granted to redevelop any parks, playing fields, sports pitches, woods, allotments or all other areas of urban green space (including smaller spaces not identified on the Proposals Map) for any use other than recreation and sport. Exceptions will be made when an equivalent and equally convenient and accessible area for public space is laid out and made available in the locality by the applicant for urban green space purposes. In all cases, development will only be acceptable provided that:

1. There is no significant loss to the landscape character and amenity of the site and adjoining area;
2. Public access is either maintained or enhanced;
3. The site is of no significant wildlife or heritage value;
4. There is no loss of established or mature trees;
5. Replacement green space of similar or better quality is located in or immediately adjacent to the same community, providing similar or improved health benefits to the replaced area and is accessible to that community, taking into account public transport, walking and cycling networks and barriers such as major roads.

Any proposal would also have to accord with Scottish Planning Policy (SPP), Historic Environment Scotland's Policy Statement (HESPS) and Policy H4 (Historic Environment) of the Aberdeen Local Development Plan; to preserve or enhance the character and appearance of the surrounding conservation area.

Design, Scale and Layout

The layout of the building, along with its height, design, impact on the surrounding Conservation Area, townscape setting and surrounding streetscape, car parking and landscaping would be determined at the planning application stage. A high standard of design is expected for all applications within the City Council area. There are also trees within the site, any impact/ replacement planting would also need to be considered in relation to their loss.

Transportation

The traffic impact of the development would be assessed as part of any application submission; associated Supplementary Guidance advises that Transport Assessments are required for developments exceeding 2500 sqm. Access to and from the site would also be examined. A suitable level of car, cycle and motorcycle parking would be agreed.

PRE-APPLICATION CONSULTATION

The Proposal of Application Notice application detailed the level of consultation to be undertaken as part of the Pre-Application Consultation process. The site is located within the Old Aberdeen Community Council area in close proximity to the Tillydrone Community Council Area. Therefore, secretaries of both Community Councils were made aware of the development, as well as Elected Members for the wards of George Street/ Harbour and Tillydrone/ Seaton/ Aberdeen. Representatives of the

University of Aberdeen also presented the proposals to Old Aberdeen Community Council at their meeting on the 19th September and also to Tillydrone Community Council at their meeting on the 20th September.

The applicants confirmed that the first public event took place between 2pm and 8pm on Tuesday 26th September 2017 on the ground floor of the University of Aberdeen library. Community Council members and local Councillors were invited to attend. The event was advertised in the local press 7 days in advance and a second event is proposed in mid-November to provide an opportunity for interested parties to review the developed proposals, feedback and provide further comment prior to the submission of a planning application.

NECESSARY INFORMATION TO SUPPORT ANY FUTURE APPLICATION

As part of any application, the applicant has been advised that the following information would need to accompany the formal submission:

- Pre-Application Consultation Report
- Planning and Design Statement
- Transport Assessment/ Transport Statement
- Tree Survey
- Drainage Impact Assessment

CONCLUSION

This report highlights the main issues that are likely to arise in relation to the various key considerations of the proposed development. It is not an exhaustive list and further matters may arise when the subsequent application is submitted. Consultees will have the opportunity to make representations to the proposals during the formal application process.

RECOMMENDATION

It is recommended that the Forum (i) note the key issues identified; (ii) if necessary seek clarification on any particular matters; and (iii) identify issues which they would like the applicants to consider and address in any future application.

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