

Appendix C

Directorate: Enterprise Planning & Infrastructure
Service: Planning & Sustainable Development
Officer Completing Form: Kathleen Fraser

Section 1 – Introduction

Completion of Service Asset Management Plan (AMP)

The P&SD SMT Team coordinated the data collection and completion of the Service AMP. Consultation / approval by team Managers occurred as and when required.

Service Managers involved in the process:

Daniel Lewis, Gale Beattie, John Wilson, Gordon Spence

Links to Business Planning and Budget Process

The Service AMP recognises both the 5 Year Business Plan and the EP&I Business Plan 2010 – 2013 along with the P&SD Service Plan 2012 – 2013.

Section 2 – Description of Service

2.1 P&SD service portfolio

P&SD deliver a wide range of inter-related functions, within a remit that covers land use, environment and transportation. These Services must be delivered within the context of wider social and economic objectives and city-wide regeneration:

- Development planning
- Outdoor access
- Environmental policy
- Climate change
- Carbon management
- Transportation strategy
- Transportation programmes
- Roads design
- Road Construction Consent
- Public transport
- Master-planning and design
- Conservation
- Development management

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- Building standards
- Major projects
- Aberdeen Western Peripheral Route (AWPR)

2.2 P&SD current service structure

A revised organisational structure was implemented in August 2011, primarily designed to reduce cost (headcount), whilst improving integration and co-ordination and maintaining service levels.

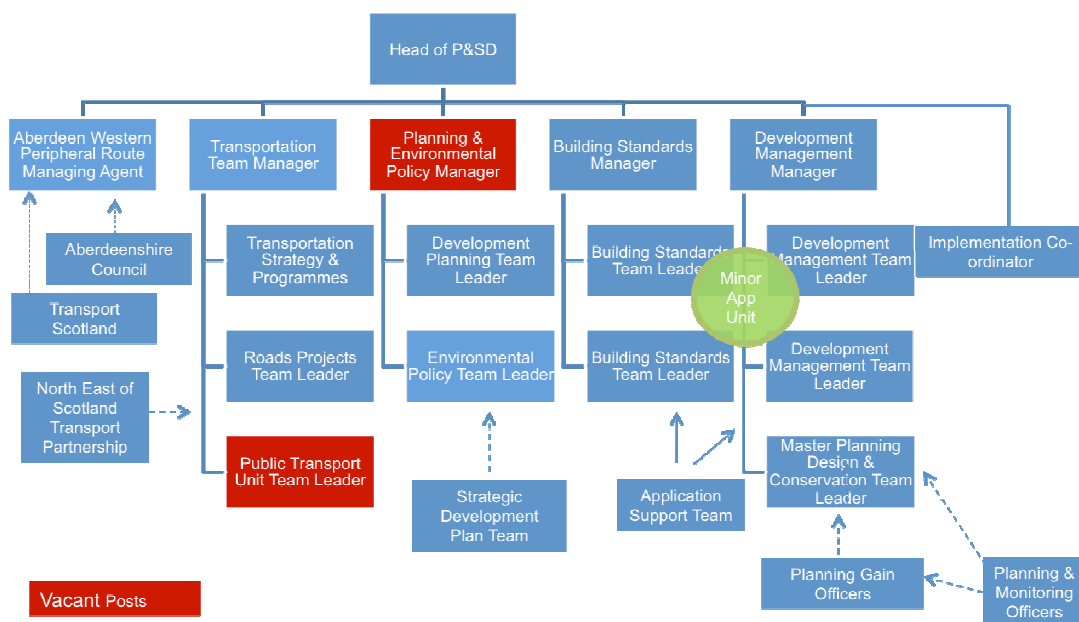
P&SD has a total of 166 Full Time Equivalent (FTE) posts and is divided into 5 teams, each managed by an individual that reports directly to the Head of Service:

- AWPR Team
- Transportation Team
- Planning & Environmental Policy (PEP) Team
- Development Management Team
- Building Standards Team

The Implementation Co-ordinator works across all of these teams and reports directly to the Head of Service.

An organisation chart, depicting the relevant structure within each of the above teams is illustrated in figure 1

Figure 1 P&SD structure



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Key for the above structure:

- The Application Support Team which is part of P&SD splits its time evenly supporting Development Management and Building Standards
- Minor App Unit = Minor Applications Unit – the aim is to develop a multi disciplined team between Development Management and Building Standards to deal with minor applications
- The dotted arrows in the aforementioned structure charts illustrate Services or external bodies that P&SD has a close partnership working arrangement. They are as follows:
 - Transport Scotland
 - Aberdeenshire Council
 - North East of Scotland Transport Partnership
 - Strategic Development Plan Team = Aberdeen City and Shire Strategic Development Planning Authority
 - Planning Gain Officers = 3 x Officers based in Aberdeenshire Council with one officer specifically funded by Aberdeen City Council
 - Planning and Monitoring Officer = Based in Asset Management, EP&I - part of this role is devoted to fulfilling the duties of a Planning Gain Monitoring Officer

2.3 Team portfolios and Assets

The following summarises the main work portfolios for each Team at Manager level and also identifies the property assets under their management.

The Service is primarily located within Corporate Office buildings (currently Marischal College (Ground Floor North). The Public Transport Unit of the Service is located in Level 2 North Marischal College, whilst the AWPR Managing Agent's team is located within the Aberdeen Business Centre, Willowbank House, Willowbank Road.

2.3.1 Development Management

Main Functions

The Development Management Team is responsible for: the management of the processing and determination of planning and other related applications; management of planning appeals; management of systems, including the development and implementation of eplanning; carrying out of enforcement procedures relating to breaches of planning consent; management of the Application Support Team for planning applications and building warrants; preparation and implementation of non-statutory development management policy; and provision of support to the Local Review Body.

It is also responsible for the preparation and co-ordination of masterplans and development briefs and their implementation; management of the joint

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Aberdeen City and Aberdeenshire Design Review Panel; implementation of the Council's design campaign; management of the Council's conservation responsibilities, including the City Heritage Trust and Townscape Heritage Initiative; provision of support to the Local Review Body; and ensuring appropriate links to regeneration functions.

Assets

None.

2.3.2 Building Standards

Main Functions

The Building Standards Team is responsible for the development and implementation of building standards regulations and associated procedures within the City; carrying out of enforcement procedures within the Building (Scotland) Act; management of the operation of systems in support of building warrant compliance applications, notices and orders; provision of advice and guidance on the operation of building regulations; advising on and promoting issues in relation to disabled access; management of the building standards input to the licensing of buildings or land within the City; and management of the Property Enquiries Unit.

Assets

None.

2.3.3 Planning & Environmental Policy

Main Functions

The Team is responsible for the preparation, implementation and monitoring of the Local Development Plan and related supplementary planning guidance; input to the preparation and implementation of the Strategic Development Plan; preparation, implementation and monitoring of the Council's carbon management plan, Core Paths Plan, open space strategy, nature conservation strategy and other environmental plans and policies; management of Strategic Environmental Assessment responsibilities of the Council, development and implementation of EU demonstration and learning projects; and management of the Council's development management tree functions.

Assets

- Suite 1, 27 – 29 King Street – NESTRANS, ACSEF & Aberdeen City & Shire Strategic Development Planning Authority (SDPA), responsibility for which is shared with Nestrans, ACSEF and Aberdeenshire Councils.

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2.3.4 AWPR

Main Functions

The AWPR team is responsible for the management and co-ordination of the obligations of Transport Scotland, Aberdeen City and Aberdeenshire Councils (the funding partners) for the delivery of the AWPR in accordance with the Management Agent Agreement and Memorandum of Understanding; management of all necessary procedures and contracts for the construction of the AWPR (design procurement, consultation, planning and road order procedures, Public Local Inquiry, land and property acquisition, works procurement, implementation); and monitoring of progress and expenditure on the AWPR.

Assets

Residential properties acquired on the AWPR route and currently available for rental

- Dellwood, 2A Milltimber Brae, Milltimber, Aberdeen, AB13 0DY
- The Sidings, Station Road, Milltimber, Aberdeen, AB13 0DP
- Beech Hill, 309 North Deeside Road, Milltimber, Aberdeen, AB13 0DL
- Carskeoch, 252 North Deeside Road, Milltimber, Aberdeen, AB13 0DJ
- Pine Lodge, 315 North Deeside Road, Milltimber, Aberdeen, AB13 0DL
- Kerloch, 2 Milltimber Brae, Milltimber, Aberdeen, AB13 0DY
- Clarewood, 4 Milltimber Brae, Milltimber, Aberdeen, AB13 0DY
- Birchlea, 250a North Deeside Road, Milltimber, Aberdeen, AB13 0DJ
- Millbrae House, 6 Milltimber Brae, Milltimber, Aberdeen, AB13 0DY
- Newhall House, Portlethen, Aberdeen, AB12 4RT
- Bridgebank, 3 Milltimber Brae, Aberdeen, Milltimber, Aberdeen, AB13 0DY
- Crofton, 5 Milltimber Brae, Aberdeen, Milltimber, Aberdeen, AB13 0DY
- Broomhill, Blacktop, Kingswells, Aberdeen, AB15 8QL
- 1 Sunnybank Cottage, Craibstone, Aberdeen, AB21 9SP
- 2 Sunnybank Cottage, Craibstone, Aberdeen, AB21 9SP
- Gairnlea, Blacktop, Milltimber, Aberdeen, AB15 8QL

Non-residential properties acquired and potentially available for rental

- Parkhill Stables and Cattery, The Laurels, Corsehill, Newmachar, Aberdeen, AB21 7XA

Non-residential properties acquired not available for rental

- International School of Aberdeen, Milltimber Brae, Milltimber, Aberdeen

AWPR office location

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- The AWPR team currently occupy three rooms in the Aberdeen Business Centre, Willowbank House in Willowbank Road

2.3.5 Transportation

Main Functions

The Transportation Team is responsible for the preparation, implementation and monitoring of the Local Transport Strategy and other related strategies (cycling, walking etc), including project development; inputting to the preparation and delivery of the Regional Transport Strategy and other work of Nestrans while carrying out of traffic modelling to inform strategy and project development as well as determining project feasibility and assessment; promotion and implementation of green travel planning; management of roads design, roads development management and construction consent functions; management of the Public Transport Unit; and project management of Council and Nestrans transport schemes and site supervision of Council roads projects.

Assets

Office Location

- 27 – 29 King Street – NESTRANS, ACSEF & Aberdeen City & Shire Strategic Development Planning Authority (SDPA), responsibility for which is shared with Nestrans, ACSEF and Aberdeenshire Councils.

Park and Ride facilities

- Kingswells Park and Ride (own land and building)
- Bridge of Don Park and Ride (rent land and own building)
- A96 Park and Choose (own land – facility due to be built in near future)

Public Transport Unit

- Bus stops in terms of shelters, bus stop flags on lampposts or bus stop poles are the responsibility of the Public Transport Unit.
- Parking facility (currently car park at the former Causewayend Primary School)

Roads Projects – buildings currently held for the Berryden improvement corridor

Residential properties

- 168a Hutcheon Street
- 170 Hutcheon Street

Non-residential properties

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- 78-90 Powis Terrace Workshops
- Remains of Berryden Business Centre, Berryden Road

Section 3 – Anticipated Changes to the Service

3.1 Office Locations

The majority of Teams are located on the Ground Floor North in the corporate headquarters – Marischal College. The PTU is currently located on the Second Floor West; consideration is being given to co-locating the team with the rest of P&SD on the Ground Floor North within the next 12 months. It should be noted that staffing numbers within P&SD are predicted to remain relatively stable over the next financial year. The AWPR Team is located in Willowbank House. NESTRANS and Aberdeen City and Shire SDPA are located in King Street. It should be noted that Aberdeen City Council is only one of the funding partners for the AWPR, NESTRANS and Aberdeen City and Shire SDPA. The office locations outwith Corporate Headquarters will be reviewed each year for suitability and sustainability. It is possible that following completion of the legal process, including an appeal to the Supreme Court, the AWPR team will require further accommodation for the implementation phase of the project. Consideration will also be given to the location some staff on site during the construction period. Suitable accommodation would need to be identified for this purpose.

3.2 Park and Ride facilities

There is no anticipated change to the Kingswells park and ride site. There is, however a feasibility study currently being carried out on the possible relocation of the Bridge of Don Park and Ride. The A96 Park and Choose site has also been acquired, planning permission has been granted, and work is underway to deliver this within the AWPR contract.

3.3 Background on the Bridge of Don Park and Ride relocation feasibility study

The current Bridge of Don Park and Ride car park was opened in 1994 on land adjacent to the Aberdeen Exhibition and Conference Centre. This land has been leased to Aberdeen City Council over the intervening years on the understanding that a new car park will be constructed on a permanent site.

The process of identifying new site options for Park and Ride provisions for the north of the city centre commenced at the start of 2011. A multi-disciplined project team comprising officers from Aberdeen City and Shire Councils, Nestrans and the Strategic Development Planning Authority along with stakeholder involvement has led the project.

The outcome from the initial work undertaken by the project team was a proposed short list of options to be investigated further. These options are as follows:

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1. Do nothing
2. Do minimum
3. Developer Led site at Blackdog
4. Developer Led site at Berryhill/ Cloverhill
5. Satellite sites
6. AECC car park

The final assessment of the above is near completion and the outcome will be reported to the Enterprise Planning and Infrastructure Committee on 31 May 2012.

3.4 AWPR

In order to facilitate the development and construction of the AWPR scheme a number of predominantly residential properties have been acquired by Scottish Ministers. A total of 18 properties have been acquired to date with further properties required to be purchased prior to commencement of construction. As these further properties are purchased, they will be added to the Service's asset portfolio.

Following conclusion of the statutory process for approval of the AWPR, 10 of these properties will be demolished prior to commencement, or during the early stages of, construction of the AWPR. At that time these will be removed from the Service's asset portfolio.

A number of these properties are currently let on a Scottish Short Assured Tenancy basis through property agents, while a small number are currently vacant.

It is expected that the properties not required for demolition will be capable of being resold following completion of the AWPR. It is anticipated that they will continue to be leased during the construction phase, reviewed on a property specific basis prior to construction commencing.

A further two non-residential properties, Parkhill Stables and Cattery and the former site of the International School of Aberdeen at Fairgirth, have also been acquired by Scottish Ministers in connection with the AWPR scheme. Additionally, a further 6 non-residential properties are to be acquired by Scottish Ministers, and thus will be included within the AWPR property portfolio prior to the commencement of construction.

Additionally, Scottish Ministers are currently considering the inclusion of the following Aberdeen City Councils infrastructure projects;

- i) The A96 Park and Choose project and associated Link Road, a new 999 space site along with a 0.5km link road, joining the A96 to the Dyce Drive at its junction with Argyll Road (which leads to the Aberdeen Airport), and

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- ii) The Third Don Crossing, a new 2.4km single carriageway road and river crossing scheme aside Grandholm/Tillydrone Aberdeen.

Should this be approved, new property assets will be generated into the Service's portfolio. The delivery of both these projects will be determined by the completion of the statutory process for the AWPR, which is currently facing the possibility of legal appeal to the Supreme Court. If the desire was for the City Council to deliver these schemes sooner then it would need to give further consideration to other procurement routes.

3.5 Public Transport Unit

Bus stops and shelters are the responsibility of the Public Transport Unit. New bus stops/shelters are erected as and when required in response to changes in the bus service or following requests for new stops/shelters (where funding permits).

There are 1354 bus stops in Aberdeen City, 245 of these are shelters owned by Clearchannel, the rest, 1109, are owned by ACC. The 1109 bus stops belonging to ACC are made up of 741 bus stop flags on lampposts or bus stop poles and the remaining 368 are shelters.

The current location for parking vehicles is surplus to the Councils requirements and is being marketed for sale. The eventual sale will leave the PTU with no central parking facility.

3.6 Roads Projects - Buildings held for road improvements:

Roads projects hold a number of buildings for road improvements which are reviewed and purchased as new schemes are approved. It should be noted that the Compulsory Purchase Order has been confirmed for the Third Don Crossing, thereafter, the Asset Management Team enter into land negotiations and the outcome of these negotiations will determine if there are any properties to be purchased.

Section 4 – Asset Demand Profile (What do we need?)

In terms of further requirements, the AWPR and Roads Projects teams review / purchase and sell properties as required through different stages of project implementation within the agreed construction timeframe.

New bus stops/shelters are erected as and when required in response to changes in the bus service or following requests for new stops/shelters (where funding permits).

Following the planned sale of the former Causewayend School site there will not be an appropriate central parking facility for the PTU vehicles. An equivalent sized centrally located parking facility is required.

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The possible relocation of Bridge of Don Park and Ride will be determined by a further report to the Enterprise Planning and Infrastructure Committee on 31 May 2012.

As stated previously, there may be a need for further office accommodation for the AWPR team, including on site, following completion of the statutory process.

Section 5 – Asset Supply Profile (What do we have?)

Appendix 1 details information on all aforementioned assets. A summary of the assets listed in appendix 1 is as follows:

- 1 x corporate staff office
- 2 x satellite staff offices
- 2 x park and ride
- 3 x workshops
- 2 x residential properties
- 1 x demolished business centre with sub station
- 1 x PTU parking area (Temporary)

A summary of part ownership of assets for the AWPR is as follows:

- 16 x residential properties
- 1 x stables & cattery
- 1 x school

Section 6 – Supply / Demand Comparison

As noted the current PTU parking facility is only temporary and new facility is required. Initial discussions between PTU and Asset Management have taken place.

The Powis Terrace units are in a very poor state of repair and would benefit from early demolition. However, it may be more cost effective to demolish them as part of the main roadworks contract for the Berryden improvement corridor as at present there is no capital budget allocation available to demolish the buildings.

The Berryden Business Centre was demolished in 2008/09. However, during the process it became apparent that the electricity sub-station served not only the Business Centre but also surrounding privately owned properties. Therefore the sub-station could not be removed without being replaced first. Due to the associated legal issues, the legal work and negotiations will need to be carried out well in advance of any on site work. The identification of appropriate funding for the Berryden Dualling would allow this work to be scheduled. Meantime the issue will be reviewed on an annual basis to identify if more immediate action is necessary.

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The two flats on Hutcheon Street are currently vacant as the legal recommendation was not to rent on a residential basis due to tenure concerns. It is unlikely that the flats would suit any operational use, so the likelihood is they will remain vacant. As with all vacant assets they are circulated bimonthly to the Corporate Asset Group within the Vacant list.

The current mechanisms in terms of assessing the provision of future assets within P&SD are adequate for the future delivery of the Service. In summary:

- Staff office accommodation is assessed on a yearly basis for suitability and sustainability and it is acknowledged that as the AWPR progresses into the implementation phase there may be a requirement for further office accommodation.
- The AWPR and Roads Projects teams review / purchase and sell properties as required through different stages of project implementation plans.
- New bus stops/shelters are erected as and when required
- The possible relocation of Bridge of Don Park and Ride will be determined by a further report to the Enterprise Planning and Infrastructure Committee on 31 May 2012.

Section 7 – Preferred Solutions & Development of Outline 5 Year Plan

1) Park and Ride Sites

- The permanent site for the Bridge of Don Park and Ride will be determined by a further report to the Enterprise Planning and Infrastructure Committee. Target Completion – May 2012.
- Park & Choose site at the A96 Dyce Drive will follow the AWPR timeline which is detailed in section 3.4. Target Completion - The timing cannot be determined at present time.

2) Berryden Improvement Corridor Assets

- The Powis Terrace units would benefit from early demolition. However, there is no capital budget allocation for the Berryden improvement corridor – this will be reviewed on an annual basis
- Replacement of Berryden Business Centre sub station - there is no capital budget allocation for the Berryden improvement corridor – this will be reviewed on an annual basis
- Hutcheon Street - remain vacant but will be reviewed monthly by the Corporate Asset Group

3) PTU Parking Facility

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- Continue to work with Asset Management to identify an alternative site.
Target Completion - TBC

Section 8 – Approval by SMT

To be presented for approval at appropriate meeting.

Section 9 – Comments of the Corporate Asset Group

Approved by the Corporate Asset Group on 25 April 2012. P&SD requested to include requirements for parking of PTU vehicles.

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Appendix 1 – P&SD Portfolio of Assets

Staff Office Locations (excluding Marischal College)

| Property Address | Property Type | Title | GIFA (sqm) | Area Hectares | Construction Year Approx | Condition Grade | Required Maintenance | Suitability Grade | Approx Running Costs 2010/11 |
|---|---------------|----------|------------|---------------|--------------------------|-----------------|----------------------|-------------------|------------------------------|
| 27 – 29 King Street | Office | Freehold | 107 | 0.0283 | 1818 | B | 0 | B | 21,300 |
| Aberdeen Business Centre, Willowbank House, Willowbank Road | Office | Freehold | 25.5 | 0.0607 | 1795 | B | 0 | B | 30,000 |

Park and Ride Facilities

| Property Address | Property Type | Title | GIFA (sqm) | Area Hectares | Construction Year Approx | Condition Grade | Required Maintenance | Suitability Grade | Approx Running Costs 2010/11 |
|-----------------------------|---------------|-----------|------------|---------------|--------------------------|-----------------|----------------------|-------------------|------------------------------|
| Kingswells Park and Ride | Park & Ride | Freehold | 66 | 7.28 | 2004 | A | 0 | A | 45,600 |
| Bridge of Don Park and Ride | Park & Ride | Leasehold | 66 | 1.86 | 2000 | A | 0 | A | 55,400 |
| A96 Park and Choose | Park & Ride | | | | | | | | |

Road Project Developments – Properties held for the Berryden improvement corridor

| Property Address | Property Type | Title | GIFA (sqm) | Area Hectares | Construction Year Approx |
|---|------------------------------|----------|------------|---------------|--------------------------|
| 78-90 Powis Terrace | 3 x workshops | Freehold | 1,739 | 0.3 | 1960 |
| 168a Hutcheon Street | Vacant Flat | Freehold | 31 | 0.004 | 1960 |
| 170 Hutcheon Street | Vacant Flat | Freehold | 84 | 0.0061 | 1960 |
| Berryden Business Centre, Berryden Road (electricity sub station) | Remains of a business centre | Freehold | 30 | 0.2755 | 1920 |

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AWPR Asset portfolio – It should be noted that the AWPR properties are owned by a consortium and the Council's share of any future sell-off following construction of the AWPR would be 9.5%.

| Property Address | Property Type | Title | Occupied by tenants | Rental Band | ACC Council Tax Band | Demolition (Yes/No) |
|---|-----------------|----------|---------------------|-------------|----------------------|---------------------|
| Dellwood, 2A Milltimber Brae, Milltimber, Aberdeen, AB13 0DY | Residential | Freehold | Yes | E | ACC Band H | No |
| The Sidings, Station Road, Milltimber, Aberdeen, AB13 0DP | Residential | Freehold | Yes | E | ACC Band G | No |
| Beech Hill, 309 North Deeside Road, Milltimber, Aberdeen, AB13 0DL | Residential | Freehold | Yes | E | ACC Band H | TBC |
| Carskeoch, 252 North Deeside Road, Milltimber, Aberdeen, AB13 0DJ | Residential | Freehold | Yes | D | ACC Band H | Yes |
| Pine Lodge, 315 North Deeside Road, Milltimber, Aberdeen, AB13 0DL | Residential | Freehold | Yes | D | ACC Band H | Yes |
| Kerloch, 2 Milltimber Brae, Milltimber, Aberdeen, AB13 0DY | Residential | Freehold | Yes | D | ACC Band H | No |
| Clarewood, 4 Milltimber Brae, Milltimber, Aberdeen, AB13 0DY | Residential | Freehold | Yes | B | ACC Band H | Yes |
| Birchlea, 250a North Deeside Road, Milltimber, Aberdeen, AB13 0DJ | Residential | Freehold | Yes | B | ACC Band E | No |
| Millbrae House, 6 Milltimber Brae, Milltimber, Aberdeen, AB13 0DY | Residential | Freehold | Yes | B | ACC Band G | Yes |
| Newhall House, Portlethen, Aberdeen, AB12 4RT | Residential | Freehold | Yes | B | ACC Band G | No |
| Bridgebank, 3 Milltimber Brae, Aberdeen, Milltimber, Aberdeen, AB13 0DY | Residential | Freehold | Yes | A | ACC Band H | Yes |
| Crofton, 5 Milltimber Brae, Aberdeen, Milltimber, Aberdeen, AB13 0DY | Residential | Freehold | Yes | A | ACC Band F | Yes |
| Broomhill, Blacktop, Kingswells, Aberdeen, AB15 8QL | Residential | Freehold | Yes | A | ACC Band E | No |
| 1 Sunnybank Cottage, Craibstone, Aberdeen, AB21 9SP | Residential | Freehold | Yes | A | ACC Band D | Yes |
| 2 Sunnybank Cottage, Craibstone, Aberdeen, AB21 9SP | Residential | Freehold | Yes | A | ACC Band D | Yes |
| Gairnlea, Blacktop, Milltimber, Aberdeen, AB15 8QL | Residential | Freehold | Not to be leased | NA | NA | Yes |
| Parkhill Stables and Cattery, The Laurels, Corsehill, Newmacher, Aberdeen, AB21 7XA | Non Residential | | NA | NA | NA | No |
| International School of Aberdeen, Milltimber Brae, Milltimber, Aberdeen | Non Residential | | NA | NA | NA | Yes |