

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	06 November 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Technical Advice Note: The Repair and Replacement of Windows and Doors
REPORT NUMBER:	EPI/12/189

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to obtain Committee approval for a revised draft of Technical Advice on the Repair and Replacement of Windows and Doors to be issued for a six week period of public consultation. A copy of the revised draft is available as Appendix 1 to this Report.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- (a) Approve the Repair and Replacement of Windows and Doors Technical Advice Note document for a six week public consultation period.
- (b) Agree that, following completion of the public consultation, any comments received and subsequent amendments to the draft advice be presented to a future meeting of the Committee.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report with the exception of costs which may be incurred through the consultation and publicity of the proposed advice. Any such expenses can be met through existing budgets.
- 3.2 The implication for the Priority Based Budgeting is positive. Detailed topic-based advice has value in reducing officer time spent on pre-application discussions, and will therefore prove beneficial in reducing cost.

4. OTHER IMPLICATIONS

- 4.1 There are no known legal or equipment implications arising from this report.
- 4.2 As a major landowner in the city, proposals for the development of land and assets owned by Aberdeen City Council will, where this is applicable, be subject to assessment in line with the principles and standards set out in the Technical Advice Note.

5. BACKGROUND / MAIN ISSUES

- 5.1 The Technical Advice Note has been prepared in support of the Aberdeen Local Development Plan (LDP) (2012). The TAN provides a means for Officers to assess applications for the repair and replacement of windows and doors within Aberdeen. Technical Advice Notes do not carry the same weight as Supplementary Guidance but are still treated as material considerations in the decision making process. The TAN also provides general guidance and best practice advice for members of the public.
- 5.2 At present, two Technical Advice Notes contain advice on this subject, the 'Replacement Windows and Doors' and 'The Repair and Replacement of Timber Sash and Case Windows'. These two TANs have been merged to form this comprehensive Technical Advice Note on 'The Repair and Replacement of Windows and Doors'.
- 5.3 A previous version of the Technical Advice Note was subject to a public consultation exercise in late 2011 / early 2012. Comments on this previous version of the TAN were reviewed in early 2012. The revised draft of the TAN has been prepared to take into account the comments raised, and also takes into account changes to legislation and local planning policy guidance.
- With regards new legislation, the revised TAN has been prepared in the context of The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 which came into force on 06 February 2012 and altered the permitted development rights of houses and flats with regards modifications to their properties, such as the replacement of windows and doors.
 - With regards new local guidance, the revised TAN has been prepared in the context of the Householder Development Guide which was formally adopted as Supplementary Guidance to the Aberdeen Local Development Plan on 27 August 2012.

- 5.4 The purpose of the TAN is to provide information on when planning permission and any other permissions (such as Listed Building Consent and/or Building Warrant) will be required with respect to the repair and replacement of windows and doors. The TAN is relevant to every residential property in the City, including flatted properties, and includes specific sections on Listed Building and properties within Conservation Areas.
- 5.5 Where any permission(s) are required, the TAN provides clear information on when the repair of windows and doors will be expected, and in which circumstances replacement may be acceptable. Where replacement is proposed, the TAN gives clear advice on what is deemed to be acceptable through both pictorial descriptions and text.
- 5.6 The progression of the TAN will provide a clear framework for decision making and allow comprehensive guidance for both applicants and officers. Implementation and enforcement of the TAN will ensure that there is a consistent approach relating to windows and doors within those areas where consent is required.

6. IMPACT

- 6.1 The Technical Advice Note contributes to “Aberdeen – The Smarter City” Vision by promoting Aberdeen as a great place to live and visit. It contributes to the Smarter Environment priorities by promoting energy efficiency measures and attractive street and townscapes.
- 6.2 The proposal also contributes to the following Single Outcome Agreement priorities:
1. We live in Scotland that is the most attractive place for doing business in Europe
 10. We live in well-designed, sustainable places where we are able to access the amenities and services we need;
 12. We value and enjoy our built and natural environment and protect and enhance it for future generations.
 14. We reduce the local and global environmental impact of our consumption and production.
 15. Our public services are high quality, continually improving, efficient and responsive to local people’s needs.
- 6.3 The proposal is consistent with the Council’s Corporate Plan in particular delivering high levels of design from all development and maintaining an up-to-date planning framework. The TAN also meets the vision of the Community Plan in promoting a strong image of the City and a sense of civic pride.

- 6.4 The proposal supports the Council's 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment.
- 6.5 The proposal is consistent with the Planning and Sustainable Development Service Plan, in particular promoting a customer focused service by engaging the community in the planning process.
- 6.6 An equalities and human rights impact assessment (EHRIA) has been carried out in relation to the proposed Technical Advice Note, with the results included as Appendix 2 to this report.
- 6.7 An assessment of the environmental impact of the Technical Advice Note was made alongside the Aberdeen Local Development Plan. Since the adoption of the Local Development Plan there has been additional consultation undertaken, additional detail added and amendments made. Therefore, this document will have to go through the Strategic Environmental Assessment Process. Given the assessment made at the Plan level, and the scope of the document, there would be no likely significant effect as a result of the Technical Advice. To ensure that this is properly documented a Screening Report has been prepared and submitted to the SEA Gateway and the Consultation Authorities. In the case that any unforeseen issues are raised this will be reported back to Committee.

7. BACKGROUND PAPERS

- Aberdeen Local Development Plan
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&slD=9484>
- Appendix 1 – Technical Advice Note: The Repair and Replacement of Windows and Doors
- Appendix 2 – Equalities and Human Rights Impact Assessment

8. REPORT AUTHOR DETAILS

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