

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	19 March 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Technical Advice Note: The Repair and Replacement of Windows and Doors
REPORT NUMBER:	EPI/13/006

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1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Committee on a period of public consultation on a revised draft of Technical Advice on the Repair and Replacement of Windows and Doors.
- 1.2 The proposed revised draft Technical Advice Note (TAN) is presented as Appendix 1. A summary of the representations, officer's responses and subsequent changes made to the document are presented in Appendix 2, along with a list of other minor amendments. Full, unsummarised copies of the representations are provided in Appendix 3. The changes made to the document are minor and relate only to matters of clarification, formatting and to update the guidance where necessary. The alterations do not change the policy direction of the document and the context remains the same.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the representations received on the draft Technical Advice Note;
- b) Approve officers' responses to representations received on the draft Technical Advice Note;
- c) Approve the revised draft 'Technical Advice Note: The Repair and Replacement of Windows and Doors' as Technical Advice to accompany the Aberdeen Local Development Plan (2012).

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report. Any future publication costs can be met through existing budgets.

3.2 Detailed topic-based advice has value in reducing officer time spent on pre-application discussions, and will therefore prove beneficial in reducing costs.

#### 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 request to undertake public consultation on the draft Technical Advice Note was agreed at the Enterprise, Planning and Infrastructure Committee on 06 November 2012 (Agenda Item 9.7). The draft Technical Advice Note was subject to a six week public consultation period which ran from 09 November 2012 to 21 December 2012. The consultation period has now concluded and all representations received have been taken into account.

5.2 Appendix 2 provides a summary of any amendments that have been made to the document, either as a result of representations received during the public consultation period or by officers to provide greater clarity. Appendix 2 also provides Officers' responses and any other minor amendments to the TAN which Officers have proposed. Full, unsummarised copies of the representations are provided in Appendix 3.

5.3 Technical Advice Notes do not carry the same weight as Supplementary Guidance in determining planning applications but are still treated as material considerations in the decision making process. TANs also provide general guidance and best practice advice for members of the public.

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 Buildings and properties within Conservation Areas.

5.5 The TAN also provides a means for Officers to assess applications for the repair and replacement of windows and doors within Aberdeen.

5.6 A total of 2 written representations were received in response to the consultation (Aberdeen Civic Society and Culter Community Council).

Comments were focused on minor amendments to the text rather than any objections to the content or focus of the document. Verbal comments were also received from Scottish Natural Heritage (SNH), who requested that reference be made within the document to the Bats and Development Supplementary Guidance given that bats can sometimes be found roosting in window frames, window sills, doorways and lintels. Following the detailed analysis of these representations, a number of changes have since been made to the draft Technical Advice Note (Refer: Appendices 1, 2 and 3).

## 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 TAN also contributes to the following Single Outcome Agreement priorities:
1. We live in a 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 TAN 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 TAN supports the Council’s 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment.
- 6.5 The TAN 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 4 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 has had to go through the Strategic Environmental Assessment Process. A Screening Report was prepared and submitted to the SEA Gateway and the Consultation Authorities. The response to the Screening Report (received on 03 December 2012) confirmed that no significant effects were likely. No Strategic Environment Assessment has therefore been undertaken.

## 7. BACKGROUND PAPERS

- Aberdeen Local Development Plan  
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&sID=9484>
- Appendix 1 – Technical Advice Note: The Repair and Replacement of Windows and Doors
- Appendix 2 – Summary of Representations Received, Officers' Responses and a List of Other Minor Amendments
- Appendix 3 – Copies of the Representations Received
- Appendix 4 – Equalities and Human Rights Impact Assessment

## 8. REPORT AUTHOR DETAILS

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