

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 & sustainable development
- Climate change
- Carbon management
- Transportation strategy
- Transportation programmes
- Roads design
- Road Construction Consent
- Public transport
- Master-planning and design
- Conservation
- Development management
- Building standards
- Major projects

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- Aberdeen Western Peripheral Route/Balmedie-Tipperty (AWPR/B-T) it is noted that the B-T element of the project is located within Aberdeenshire Council. The B-T element is funded 100% by the Scottish Ministers.

2.2 P&SD Vision and Mission statements

2.2.1 P&SD External Vision

The external vision for P&SD for the service is contained within the strategic and local development plan, for P&SD is:

"By 2030 Aberdeen City and Shire will be an even more attractive, prosperous and sustainable European city region and an excellent place to live visit and do business. We will be recognised for:-

- our enterprise and inventiveness, particularly in the knowledge economy and in high-value markets;
- the unique qualities of our environment; and
- our high quality of life.

We will have acted confidently and taken the courageous decisions necessary to further develop a robust and resilient economy and to lead the way towards development being sustainable, including dealing with climate change and creating a more inclusive society."

2.2.2 Internal P&SD vision and mission statements:

P&SD Vision

Where do we want to be in the future?

A customer focused department, working in consultation with citizens, decision makers and other agencies in order to continuously improve the existing and future environment of Aberdeen. Providing a model for others as a catalyst for positive change through excellent service.

P&SD Mission

How will we make it?

Working in dynamic, flexible and multi-disciplined teams we will adapt our processes, people and organisation to create a customer focused service that is accessible and accountable. In order to reach the desired vision we will be adaptable and responsive to change by anticipating trends, retaining skill sets and training for the future.

2.2 P&SD current service structure

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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. It should be noted that a new structure is under consideration for EP&I, which will hopefully be agreed and completed by the end of 2013.

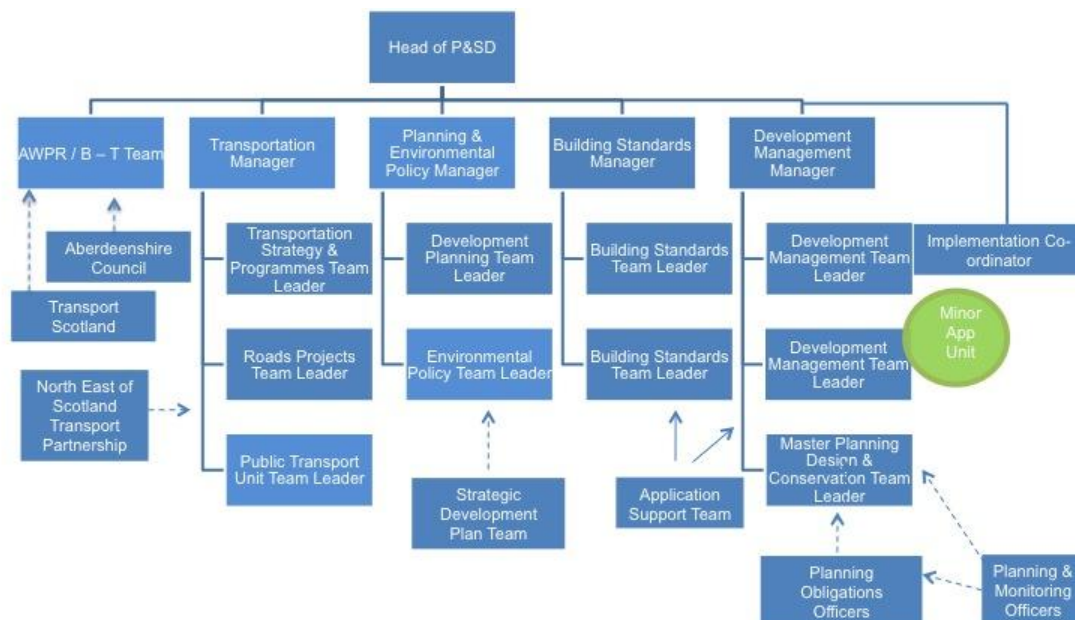
P&SD has a total of 165 Full Time Equivalent (FTE) posts and is divided into 5 teams, each managed by an individual that reports directly to the Head of Service:

- AWPR/B-T 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



Key for the above structure:

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

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- The Application Support Team which is part of P&SD splits its time evenly supporting Development Management, Building Standards and the rest of P&SD
- 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 Obligations 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 Developers Contributions 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 AWPR/B-T 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 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

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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.

2.3.4 AWPR/B-T

Main Functions

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The AWPR/B-T 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/B-T 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/B-T.

Assets

Residential properties acquired on the AWPR/B-T route and potentially 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
- Sunnybank Cottage, Craibstone, Aberdeen, AB21 9SP
- North Cookney Croft, Netherley, Aberdeen
- Gairnpark, Blacktop, Milltimber, Aberdeen, AB15 8QJ
- Bogenjoss, Pitmedden Road, Dyce, Aberdeen, AB21 0HE
- Grandview, Kingswells, Aberdeen, AB15 8SA
- Dalriach, Contlaw Road, Aberdeen, AB13 0EX
- 1 Southfolds Steading, Balmedie, Aberdeenshire, AB23 8YY
- 6 The Holdings, Balmedie, Aberdeenshire, AB23 8YY

Non-residential properties acquired and potentially available for rental

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

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Non-residential properties acquired not available for rental

- International School of Aberdeen, Milltimber Brae, Milltimber, Aberdeen (demolition works will be carried out during Summer 2013)

AWPR/B-T office location

- The AWPR/B-T team currently occupy four rooms in the Aberdeen Business Centre, Willowbank House in Willowbank Road

Land Made Available

- With the exception of any objections to severance, all of the land required for both AWPR / B-T has been vested in the name of the Scottish Ministers.

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 – future/location/scale and rent all subject to the outcomes of the AECC tendering process, due to conclude in summer 2013))
- A96 Park and Choose (own land – facility due to be completed and open in 2015)

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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

- 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. 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/B-T, NESTRANS and Aberdeen City and Shire SDPA. The office locations outwith Corporate Headquarters will be reviewed every 3 years for suitability and sustainability. The AWPR/B-T team may require further accommodation now the project has moved into the implementation phase. Consideration will also need to be given to the location of some staff on site during the construction period. When this is required suitable accommodation will need to need to be identified.

3.2 Park and Ride facilities

There is no anticipated change to the Kingswells park and ride site. A feasibility study was carried out on the possible relocation of the Bridge of Don Park and Ride. A further decision on the final location and scale of this facility is to be considered following the outcomes of the AECC tendering process, which is due to conclude in summer 2013. The A96 Park and Choose site has also been acquired, planning permission has been granted, and work is underway to deliver this project by 2015.

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. The final assessment of the short listed options concluded that the existing Park and Ride Car Park provision at the Aberdeen Exhibition and Conference Centre (AECC) should be retained on site as the permanent minimum provision, with consideration to be given to expanding this facility to the optimum 1000 spaces in the context of the forthcoming AECC Development Framework, including public and stakeholder consultation. At its meeting in May 2013, the Enterprise Planning and Infrastructure Committee, Members agreed the following in relation to the future of the Bridge of Don facility:

- a) note the outcome of the Option Assessment for a permanent location for the Bridge of Don Park and Ride car park;
- b) note that a Development Framework was being developed to ensure the continued operation and viability of Aberdeen Exhibition and Conference Centre;
- c) agree that taking a permanent decision on the future use of the AECC car park could potentially conflict with the forthcoming Development Framework;
- d) instruct the Director of Enterprise, Planning and Infrastructure to bring a further report to the Enterprise, Planning and Infrastructure Committee reporting on any potential conflict between the Development Framework and the preferred option for a permanent site for the Bridge of Don Park and Ride;
- e) agree that in the interim the current site continue as a temporary Park and Ride location; and
- f) request that the Director of Enterprise, Planning and Infrastructure further discuss all possible site opportunities and provide a detailed report back on all options to a future meeting of the Enterprise, Planning and Infrastructure Committee.

The outcomes of the tendering process, anticipated in summer 2013, will inform future reporting and decision-making.

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3.4 AWPR / B-T

In order to facilitate the development and construction of the AWPR/B-T scheme a number of predominantly residential properties have been acquired by Scottish Ministers. A total of 26 residential properties, 1 school and 1 stables/cattery have been acquired to date, other residential properties may 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 / B-T, 13 of these properties will be demolished prior to commencement, or during the early stages of, construction of the AWPR / B-T project. 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 AWPR / B-T. 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.

Following completion of the scheme any land declared surplus by the contractor and Scottish Ministers will, as a general rule, be offered back to the former owner.

Additionally, Scottish Ministers were asked to consider 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
- ii) The Third Don Crossing, a new 2.4km single carriageway road and river crossing scheme aside Grandholm/Tillydrone Aberdeen.

However, following the finalisation of the five year Non Housing Capital programme 2013 to 2017, the above two schemes will now be delivered by Aberdeen City Council with both anticipated to be completed in 2015. As a result, new property assets will be generated into the Service's portfolio.

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

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changes in the bus service or following requests for new stops/shelters (where funding permits).

There are 1240 bus stops in Aberdeen City, 245 of these are shelters owned by Clearchannel, the rest, 995, are owned by ACC. The 995 bus stops belonging to ACC are made up of 687 bus stop flags on lampposts or bus stop poles and the remaining 308 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/B-T 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.

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 C1 is as follows:

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- 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:

- 24 x residential properties
- 1 x stables & cattery (which includes the residential property referred to as the 'Laurels')
- 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. These buildings are located within future phases of the Berryden Improvements Scheme, for which funding has been made available for phase 1 within the 5 year NHCP (Phase 1 being from the Maberly Street roundabout to the Hutcheon Street/Caroline Place junction). Funding for the future phases to complete the scheme are not yet available.

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. Although funding is now in place for Phase 1, the identification of appropriate funding for future phase will inform when this work may be scheduled. Meantime the issue will be reviewed on an annual basis to identify if more immediate action is necessary.

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:

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- 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 / B-T 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 future location and scale of the Bridge of Don Park and Ride will be informed by the outcomes of the AECC tendering process, which is due in summer 2013.

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 the outcomes of the AECC tendering process. Target Completion – summer 2013.
- Park & Choose site at the A96 Dyce Drive and Dyce Drive Link Road will be delivered by ACC. Target Completion - 2015

2) Berryden Improvement Corridor Assets

- The Powis Terrace units would benefit from early demolition. However, there is currently no capital budget allocation for beyond Phase 1 of the Berryden improvement corridor – this will be reviewed on an annual basis
- Replacement of Berryden Business Centre sub station - as above – this will be reviewed on an annual basis
- Hutcheon Street - included Phase 1, which has NHCP funding and therefore should be demolished as part of the Phase 1, which is anticipated to be completed in 2017.

3) South College Street

- South College Street is part of the NHCP 5 year capital programme and may be included for completion in 2016. Both South College Street and Berryden Phase 1 are part of the NHCP Programme item – Central Aberdeen Infrastructure – which also includes the Pedestrianisation of Union Street from Market Street to Bridge Street – this mini programme will not only meet the needs of improving the City's transport network in accordance with the LTS and RTS, but will also complement the regeneration commitment for the City Centre.

4) 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

The Service AMP was deemed approved by the Corporate Asset Group following consultation in early August 2013.

