

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE**

**COMMITTEE BUSINESS AND ANNUAL REPORTS  
13 JANUARY 2015**

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision. Reports which are overdue are shaded (in blue).

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
1.	Housing & Environment Committee 26/08/09 Article 16  Housing & Environment Committee 29/10/13 Article 17	<b><u>Modernising Public Space CCTV</u></b> To instruct officers to submit a further all-encompassing report, detailing the merits and costs of the existing and proposed new CCTV system, in particular the impact CCTV has had on assisting convictions; and investigating other systems and new technologies that could be adopted, to a future meeting of the Committee.  <u>The Committee resolved:-</u> (a) to note the progress made in terms of the in-house delivery model; and (b) to approve the further development of the in-house model by producing a detailed business case that outlines long term funding and staffing requirements.	Further to the Bulletin report of 26 August, a letter from Police Scotland was received on 26 September which recognises the concerns of the Council with regard to funding. The letter indicates continued support for a project to provide a sustainable Public Space CCTV strategy and invites further dialogue on this matter.  <b>Considering the substantial cost pressure previously identified relating to the Council managing public space CCTV in the future, work continues in exploring alternative funding options to bridge the funding gap. A small team of officers will make a trip to Glasgow in the new year to learn more about how CCTV provision is delivered in the city. Dialogue with Police Scotland also continues. It is anticipated that a progress report will be presented to the May 2015 Committee.</b>	Director of Communities, Housing and Infrastructure	<b>13/01/15</b>
2.	Housing & Environment Committee 06/08/09 Article 19	<b><u>Duthie Park Restoration – Heritage Lottery Funding Bid</u></b> To instruct the Director of Housing and Environment to provide further progress reports including details on the outcome of the tendering process in the Housing and Environment information bulletin.	<b>A final update is provided in the information bulletin. As the restoration process is complete, this item is <u>recommended for removal.</u></b>	Head of Public Infrastructure and Environment	

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3.	Enterprise, Planning & Infrastructure Committee 26/11/09 Article 18	<p><b><u>Berryden Corridor – Transport Infrastructure Improvements</u></b></p> <p>To approve the preferred option for progression to detailed design (i.e. the so-called ‘Do Something’ option for the corridor, in association with a bus gate at Bedford Road / Powis Terrace) and to request that officers report back on detailed design, costs and programming.</p> <p>On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key milestones will be contained within the Strategic and Local Transport Projects update report to Committee.</p>	An update was provided to Committee in October 2014 as part of the Strategic and Local Transport Projects update.	Head of Planning and Sustainable Development	
4.	Enterprise, Planning & Infrastructure Committee 26/11/10 Article 19  Enterprise, Planning & Infrastructure Committee 18/01/11 Article 25	<p><b><u>(1) Access from the North – An Integrated Transport Solution and (2) Access from the North Proposals – ‘Third Don Crossing’</u></b></p> <p>To request a regular report back on progress on these matters, including the development of a Delivery Programme.</p> <p>To instruct officers to keep the Committee up to date with progress of the delivery plan as timescales might be amended subject to agreement of future years spend profiles of the Non-Housing Capital budget and other relevant sources of funding.</p> <p>On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key milestones will be contained within the Strategic and Local Transport Projects update report to Committee.</p>	An update was provided to Committee in October 2014 as part of the Strategic and Local Transport Projects update.	Head of Planning and Sustainable Development	

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5	<p>Education, Culture and Sport 24/03/11 article 19 &amp; 15/09/11 article 13 30/05/13 article 11</p> <p>Education, Culture and Sport 30/05/13 article 12</p>	<p><b><u>Reduced Communities Team / Leased Community Centres – Libraries and Information Services and Community Learning and Development Audit</u></b></p> <p>to instruct the Director of Education, Culture and Sport to review the number of community facilities within Aberdeen City, as part of the wider service asset management plan for Education, Culture and Sport.</p> <p>following on from the initial modelling based on the current level of provision, instruct officers to run the model based on variations of current provision according to benchmarking, and report back to Committee on the outcomes of this modelling.</p> <p><b><u>Scottish Statutory Instrument – Community Learning &amp; Development</u></b></p> <p>to request a further report on the implications of the legislation once it is enacted.</p>	<p>It is intended that following the conclusion of the Community Learning and Development and Libraries Analysis project, the findings from this project will directly contribute to Aberdeen City Council's 3 year CLD Strategy. A report will be submitted in due course.</p> <p><b>A report is on the agenda at item 9.1</b></p>	Head of Communities and Housing	12/11/13
6.	<p>Enterprise, Planning &amp; Infrastructure Committee 11/09/12 Article 23</p>	<p><b><u>Aberdeen – The Smarter City: A Strategy for 2020</u></b></p> <p>To instruct officers to report back to the Committee in August 2013 with the strategy and implementation plan for approval.</p>	<p>Project initiation documents, including a project brief, have been developed. Officers within ESP&amp;I are currently investigating funding and resource options for strategy development, including scoping external delivery partners. Unlikely to be at the stage to report the full strategy to Committee in August – anticipated that a report will come forward in the first</p>	Head of Planning and Sustainable Development	29/08/13

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			<p>quarter of 2014. A report was not submitted to the March 2014 meeting as a new approach is being agreed and will be proposed to Committee later in 2014.</p> <p>The Baseline Emissions Inventory work is nearly complete. This forms the basis of data for scenario modelling and project identification for a Sustainable Energy Action Plan. Presently, officers are in discussion with North East colleagues to take a regional approach, whilst also in discussions with SBC regarding the formulation of an Aberdeen business hub and obtaining support and coaching from the STEP-UP programme.</p> <p><b>A report will be submitted in March 2015 – an update is contained within the item ‘External Funding Plan’ – item 11.5 on the agenda</b></p>		
7.	Enterprise, Planning & Infrastructure Committee 11/09/12 Article 29	<p><b><u>Extension of Pay by Phone Parking</u></b> To instruct officers to report back on the feasibility of paying parking charges by credit / debit cards at parking machines.</p> <p>At its meeting of 21 January 2014, the Committee requested that officers submit a report to the next meeting in March 2014.</p>	<b>A report is on the agenda at item 12.4</b>	Head of Public Infrastructure and Environment	<b>22/01/13</b>
8	Housing & Environment Committee 15/01/13 Article 14	<p><b><u>Welfare Reform</u></b> To include Welfare Reform on future Committee Business Statements.</p>	<p>Officers continue to manage the impact of welfare reform. Further updates will be provided as and when appropriate.</p> <p><b>An update was provided in the information bulletin in October 2014. No further updates at this time.</b></p>	Head of Communities and Housing	

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9	Enterprise, Planning & Infrastructure Committee 22/01/13 Article 26  Urgent Business Committee 27/11/14 Article ??	<b><u>Garthdee Controlled Parking Zone Extension</u></b> To instruct officers to monitor the parking impact in the area following the opening of the expanded RGU campus and report findings to the Committee with further recommendations pertaining to the implementation of a Controlled Parking Zone.  At the Urgent Business Committee meeting of 27 November 2014, the Committee resolved to instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required. If no significant objections are received, officers are instructed to progress with the public advertisement and report the results to a future meeting of the Communities, Housing and Infrastructure Committee.		Head of Public Infrastructure and Environment	19.05.15
10	Housing & Environment Committee 14/05/13 Article 15 and Council 26/06/13 Article 19	<b><u>Tillydrone Update – A Way Forward</u></b> To instruct officers to report back to a future meeting of the Committee with clear recommendations on land use to support regeneration based upon the desktop reports, title reports and financial viabilities for each site.	<b>An update is provided in the information bulletin.</b>	Head of Land and Property Assets	<b>28/10/14</b>
11	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13	<b><u>Market Street / Guild Street Junction</u></b> In relation to the Aberdeen City Council (Market Street / Guild Street) (Rationalisation of Turning Movements) Order 201(X), to uphold the objection received and refuse the making of this	The officers' review will commence after the 12 month period (i.e. after January 2015) and the outcomes will be reported back to Committee after that time. A report should not therefore be expected prior to March 2015.	Head of Public Infrastructure and Environment	<b>04/09/14</b>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Article 23	order, reverting to the status quo position from January 2014 after the Christmas and New Year period; and to request that officers review this in 12 months' time and report back to the Committee.	<b>Expected March 2015</b>		
12	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 27	<b><u>Speed Survey A944 to B9119</u></b> To request that officers carry out a detailed road survey on the A944 and B9119 and report back to the Committee in 12 months' time.	Officers have included within the 'Various Small Scale Traffic Management and Development Associated Proposals (New Works)' to the March 2014 meeting to reduce the speed limit to 40mph from the Ardene House Veterinary Hospital to the city boundary at Westhill. The process is currently ongoing and out to public advert. Depending on the level of objections, it should be returning to the ESP&I Committee in September.  <b>Further time is required to gather information. Report expected March 2015.</b>	Head of Public Infrastructure and Environment	<b>04/09/14</b>
13	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 28  Communities, Housing & Infrastructure Committee 28/10/14 Article ??	<b><u>Area Around Hill of Rubislaw – Parking Review</u></b> At its meeting of 28 October 2014, the Committee resolved:- (v) to note the content of the report and the results of the informal consultation exercise; (ii) to instruct officers to proceed with the detailed design of option 4, and to put together a business case for its justification with a report back to a future Committee meeting on the findings of the above, detailing financial costings and requesting permission to commence the legal process; (iii) subject to the above, to remove Royfold Crescent from Controlled	<b>Report expected March 2015.</b>	Head of Public Infrastructure and Environment	18/03/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		<p>Parking Zone X and include it within the design of the proposed Hill of Rubislaw zone;</p> <p>(iv) subject to the above, to add the streets to the east of Anderson Drive included within the area of consultation to Controlled Parking Zone X; and</p> <p>(v) as part of the ongoing dialogue with the businesses at the Hill of Rubislaw, to instruct officers to ask that they fund the administration, enforcement and management costs of the additional parking restrictions.</p>			
14	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 9	<p><b><u>Rural Roads – Speed Limits</u></b> To request that officers report back to the Committee in 12 months' time on the speed limits across rural roads.</p>	<p>Due to the Traffic Survey Technical Officer post remaining unfilled, this report is currently on hold until the survey work can be completed. It will be November at the earliest before this report is back to Committee, but more likely, January 2015.</p> <p><b>Further time is required to gather information. Report expected March 2015.</b></p>	Head of Public Infrastructure and Environment	<b>13/01/15</b>
15	<p>Housing &amp; Environment Committee 30/08/13 Article 14</p> <p>Housing &amp; Environment Committee 26/08/14 Article 3</p>	<p><b><u>Houses in Multiple Occupation – New powers in relation to over provision</u></b></p> <p>(a) to request officers to monitor the HMO provision in Old Aberdeen and report back in 12 months; and</p> <p>(b) to request officers to determine the scale of un-registered houses available to let across the city and report back in 12 months.</p> <p>At its meeting of 28 October 2014, the Committee received the 12 month progress</p>	<b>A report back will be provided to Committee in March 2015.</b>	Head of Communities and Housing	18/03/15

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	Communities, Housing & Infrastructure Committee 28/10/14 Article ??	report, and resolved that a meeting be set up between the Chief Executive, the Council Leader and all interested parties to identify the main problems and to try to find common ground to resolve the issues outlined in the report.			
16	Enterprise, Strategic Planning and Infrastructure 12/11/13 Article 4	<b><u>Review of Emission Related Parking Charges</u></b> To instruct officers to monitor the benefits and outcomes of the emission related parking charges in other cities and to report back in 18 months in the following terms:- (a) establish the process and cost implications under which a residential permit scheme could be rolled out across the city as 'Phase 1' of an Emissions Based Parking Control (EBPC); and (b) establish the process and cost implications for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.	<b>Report expected May 2015.</b>	Head of Public Infrastructure and Environment	19/05/15
17	Housing & Environment Committee 14/01/14 Article 6	<b><u>Review of Parking Charges</u></b> To recommend to the Enterprise, Planning and Infrastructure Service that they manage all parking across the city, and if agreed, to request that a report be submitted to this Committee in 12 months providing an update on how the service was operating.	<b>A report on parking is on the agenda at item 12.4</b>	Head of Public Infrastructure and Environment	13/01/15
18	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 4	<b><u>Management of Parking</u></b> To instruct the Director to report to the Committee on the proposal that the Enterprise, Strategic Planning and Infrastructure Service manage all parking across the city.	Officers are currently awaiting information to be provided from Housing and Environment and this report is currently proposed to go to the September Committee.  It will be November at the earliest before information is available, so a report will be	Head of Public Infrastructure and Environment	<b>03/06/14</b>

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			submitted next cycle – January 2015.  <b>See update under 17 above.</b>		
19	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 24	<b><u>Quality Partnership for Public Transport</u></b> To note the discussions which had taken place between the Quality Partnership for Public Transport partners on the possibility of entering into a Statutory Quality Partnership and instruct officers to work with partners to develop a draft agreement for approval by Members, with a report back to Committee in 6 months' time on progress.	Officers are in discussion with bus operators, NESTRANS and Aberdeenshire Council officers to explore the possible infrastructure and bus developments that might form the first SQP in Aberdeen. A full report on this item is anticipated after the summer.  Progress on this item will be contained within the Strategic and Local Transport Projects update report to this Committee.  <b>An update was provided in October 2014 within the Strategic and Local Transport Projects update report.</b>	Head of Planning and Sustainable Development	18/03/15
20	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 12	<b><u>KIMO Membership</u></b> To continue membership of KIMO and to review the decision in 12 months' time.	<b>A report is on the agenda at item 11.2</b>	Head of Planning and Sustainable Development	13/01/15
21	Housing & Environment Committee 11/03/14 Article 5	<b><u>Community Engagement Plan – Hazlehead Grove Nursery</u></b> To request officers to provide a report in 12 months' time (a) outlining the lessons learned with the project, and (b) to identify whether there were other areas across the city to expand on the project.	<b>Report expected March 2015</b>	Head of Public Infrastructure and Environment	18/03/15
22	Enterprise, Strategic Planning and Infrastructure	<b><u>High Hedges Scotland Act 2013 – Application Fees</u></b> To request that officers monitor the level of applications submitted, including the	<b>Report expected March 2015</b>	Head of Planning and Sustainable Development	18/03/15

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	13/03/14 Article 16	reasons for non-submission, and that a report be submitted in 12 months' time in this regard, which would also consider whether the level of fee was appropriate, taking into account data on the number of applicants prevented from submitting an application due to the fee level.			
23	Enterprise, Strategic Planning and Infrastructure 03/06/14 Article 28	<b><u>Advertising Bus Shelter</u></b> To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.	<b>Report expected October 2015</b>	Head of Planning and Sustainable Development	27/10/15
24	Housing and Environment Committee 26/08/14 Article 11  Communities, Housing and Infrastructure Committee 28/10/14 Article ??	<b><u>Review of Voids Processes</u></b> To request officers to provide regular updates on the Voids situation and on any future initiatives to improve the performance.  At its meeting of 28 October 2014, the Committee noted the update contained in the performance report and resolved:- (i) in relation to Void Management, to note that an action plan was in place and that a more detailed report would come before Committee in early 2015; (ii) to request that the report include a comparison with voids figures in other local authorities and Local Housing Associations, as well as any examples of best practice from other local authorities; (iii) to note that officers would investigate whether private sector voids information was available, and if so, to request that this	<b>Information is contained within the Performance report (item 8.2) and a full report will be provided to the March Committee.</b>	Head of Communities and Housing	18/03/15

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		information be included in the report back.			
25	Housing and Environment Committee 26/08/14 Article 13	<b><u>Haudagain Improvement Scheme</u></b> To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.	<b>An update was provided in the information bulletin for October 2014.</b>  <b>No further updates at this time.</b>	Head of Housing and Community Safety	
26	Petitions Committee 24/04/14 Article 2  Communities, Housing and Infrastructure Committee 28/10/14 Article ??	<b><u>A944 Lang Stracht to Westhill Cycle Route</u></b> (i) To agree that officers should liaise with the appropriate parties to aim for future development approvals within the corridor to be conditioned to provide improvements to the cycle route on the north side of the A944 to bring it up to a standard compatible with 'Cycling by Design', subject to planning approval; and  (ii) To request a report back to Committee in a year's time if contributions from developers were not forthcoming within that time period.	<b>Report expected October 2015</b>	Head of Public Infrastructure and Environment	27/10/15
27	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 9  Community, Housing & Infrastructure Committee	<b><u>C127 Blacktop Road – Flashing Speed Limit Signs</u></b> To request that officers report back to the Committee on the feasibility of installing flashing speed limit signs at C127 Blacktop Road (east to westbound)  At its meeting of 28 October 2014, the Committee resolved:- (i) to note the content of the report and the fact that officers had undertaken a review / assessment of the route	<b>Report expected October 2015</b>	Head of Public Infrastructure and Environment	27/10/15

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	28/10/14 Article ??	<p>in line with guidance;</p> <p>(ii) to agree that no further action should be taken with regard to the installation of vehicle activated signs;</p> <p>(iii) to agree the renewal of signs and lines on the route in advance of the bend hazards; and</p> <p>(iv) to request that officers review the situation on the road in 12 months' time.</p>			
28	Audit & Risk Committee 26.06.14 Article 10	<p><b><u>System of Risk Management</u></b></p> <p>To instruct all Services to review their business continuity arrangements and to report back to their Service Committee.</p>		Director of Communities, Housing and Infrastructure	18/03/15?

## Annual Reports

1	Housing and Environment	<b><u>Aberdeen in Bloom</u></b>	<p>To report each year on the Aberdeen in Bloom campaign.</p> <p><b>An update was provided in the information bulletin in October 2014.</b></p>	Head of Environment Services	October 2015
2	Housing and Environment 01/03/11 Article 34	<b><u>Air Quality Action Plan</u></b>	<p>To instruct the Director of Housing and Environment to report annually on progress.</p> <p><b>An update is included in the information bulletin.</b></p>	Head of Environment Services	<b>28/10/14</b>
3	Housing and Environment 14/01/14	<b><u>Countryside Ranger Service Five Year Plan</u></b>	<p>To request a Countryside Ranger Service Annual Report to the January 2015 meeting.</p> <p><b>An update is included in the information bulletin.</b></p>	Head of Environment Services	13/01/15

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4	Housing and Environment 19/11/09 Article 27	<b><u>Responsible Dog Ownership</u></b>	To instruct the Director of Housing and Environment to provide an annual update report on responsible dog ownership to the Housing and Environment Committee.  <b>An update is included in the information bulletin.</b>	Head of Environment Services	13/01/15
5	Housing and Environment 29/10/03 Article 10	<b><u>Private Sector Housing – Enforcement Funding</u></b>	To request the Director of Housing and Environment to bring further annual reports to Committee on future developments (or earlier as required)	Head of Housing and Community Safety	August 2015
6	Housing and Environment 26/08/14 Article 9	<b><u>Development of an Asset Management Model for the Council's Housing Stock</u></b>	To instruct the Director of Housing and Environment to report annually on the future high levels outcomes and now these will influence decision making on the housing stock.	Head of Housing and Community Safety	August 2015