

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS
Updated 16 August 2016**

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	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 24	<u>Quality Partnership for Public Transport</u> 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.	Recommended for removal - Council officers are at the early stages of reviewing the scope and possible content of a possible Quality Partnership which will likely involve the City Council, Aberdeenshire Council, Nestrans and bus operators. With a number of major infrastructure projects coming on line e.g. AWPR, 3rd Don, A96 Link road P&C/Broad Street/Road Hierarchy it is considered prudent to take the time and opportunity to ensure that we capture all of the likely content of such changes within a Quality Partnership. With the need to update the North East Bus Action Plan this piece of work is considered of more urgency than developing a potential fragmented legal partnership at this time. There will also be a benefit in that as other authorities establish similar legal frameworks we gain from their experience and knowledge. In the circumstances it is suggested this item be removed from the business list and officers will report back on the updated Bus Action Plan within the next two cycles.	Head of Planning and Sustainable Development	18/03/15
2	Enterprise, Strategic Planning and Infrastructure 12/11/13 Article 4	<u>Review of Emission Related Parking Charges</u> 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	Recommended for removal - The City Centre Masterplan identified as an action a review of parking policies and strategy. It would be intended that any review would be able to consider the relevance, opportunities and obstacles to bringing in parking operations and legislation built around vehicle emissions. During this task we will also benefit from the	Head of Planning and Sustainable Development	19/05/15

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		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.	wider knowledge from our Civitas project partners and other cities within the Civitas network. It is suggested that this item be removed from the business list at this time as it will be addressed through a range of other activities being undertaken through the CCMP and the Civitas PORTIS project.		
3	Communities, Housing and Infrastructure 18/03/15 Article 15	<p><u>Leased Community Centres</u></p> <p>At its meeting of 18 March 2015, the Committee agreed amongst other things to request a progress report after September on the outstanding centres which had not yet signed up to the Management Agreement and lease.</p>	<p>The following Leased Community Centres are not yet signed up to the new Lease and Management Agreement: Airyhall Community Centre Management Committee, Danestone Community Centre Association, Ferryhill Community Centre, Hanover Community Centre Management Committee, and Kingswells Community Centre Management Committee.</p> <p>Officers have engaged with leased centres and are developing potential amendment options for the lease and management agreements.</p> <p>Report expected November 2016</p>	Head of Communities and Housing	27/10/2015
4	Communities, Housing and Infrastructure 17/05/16 Article 18	<p><u>Review of Voids Processes</u></p> <p>At its meeting of 17 May 2016, the Committee agreed amongst other things to receive a further update report in 6 months' time</p>	Expected November	Head of Communities and Housing	01/11/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
5	Enterprise, Strategic Planning and Infrastructure Committee 03/06/14 Article 28	<u>Advertising Bus Shelter</u> To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.	A report is on the agenda	Head of Planning and Sustainable Development	27/10/15
6	Petitions Committee 24/04/14 Article 2 Communities, Housing and Infrastructure Committee 28/10/14 Article 20	<u>A944 Lang Stracht to Westhill Cycle Route</u> (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.	A development framework has been prepared that contains the need for a Transport Assessment to include the potential cycle improvements to the A944 cycle lane as part of the Prime 4 Business Park Development	Head of Planning and Sustainable Development	27/10/15
7	Housing and Environment Committee 26/08/14 Article 13	<u>Haudagain Improvement Scheme</u> To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.	Council are now able to fund Home Loss Payments with reasonable disturbance payments and a contract has been awarded for assistance with this process. Process of identifying properties for moving the 136 households is well advanced with 109 moved, 2 waiting for completion of works with 5 under offer leaving 20 to rehouse. Officers are working with these households on an individual basis. Update on the information bulletin	Head of Communities and Housing	Ongoing
8	Communities, Housing and Infrastructure	<u>Installation of Feature Lighting to Multi-Storey Blocks at Balnagask</u> At its meeting of 19 May 2015, the	A report is on the agenda	Head of Land and Property Assets	27/10/2015

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	19/05/15 Article 19	Committee resolved to instruct officers to develop the proposed project in detail; to consult with the private owners of flats within the blocks to seek consent for the proposals; and to report back to Committee on the outcomes.			
9	Communities, Housing and Infrastructure 19/05/15 Article 20	<u>Seaton Backies One</u> At its meeting of 19 May 2015, the Committee resolved to instruct officers to develop the proposed project in detail; to conclude grant application with the funders who had indicated support for the project; to consult with the private owners of flats within the blocks to seek consent for the proposals; to request that officers continue to look for additional funding opportunities which might enable the project to be rolled out elsewhere; and to report back to Committee on the above as soon as possible.	Recommended for removal – update provided on the August information bulletin. The works on site are practically complete. The formal opening of the new play areas was held on 18th June 2016. The works funded by Aberdeen Forward have been completed and their grant claimed and received. Funding came from Aberdeen Forward and Aberdeen Greenspace. All private owners, that were contactable, supported the demolition of the wash houses. It is intended that further projects are developed in the manner of the first Seaton Backies project. Committee approved the “Torry Backies” and “330-356 Victoria Road” projects, on 17th May 2016. These were the first, grant assisted, successor projects. It is envisaged that further, grant assisted, improvement projects will also be developed for Seaton, and other areas of multiple deprivation within Aberdeen.	Head of Land and Property Assets	27/10/2015
10	Communities Housing and Infrastructure Committee 15/03/16 Article 14	<u>Houses in Multiple Occupation</u> At its meeting of 15 March 2016, the Committee resolved to instruct officers to report back to August Committee – (i) the number and capacity of licensed houses in multiple occupation in all 13 wards broken down to proposed localities within each ward; (ii) the need for housing	Following consultation a requirement for further assessment work was identified. Report expected November	Head of Communities and Housing	25/08/16

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		<p>accommodation in each proposed locality and the extent to which HMO's are required to meet that need; and</p> <p>(iii) a recommendation on whether or not the Council ought to set a threshold for overprovision of HMO's in the relevant localities, including proposals for the levels of thresholds for each locality.</p>			
11	<p>Communities, Housing and Infrastructure Committee 27/08/15 Article 20</p>	<p><u>Council House Rent Policy</u> At its meeting of 27 August 2015 the Committee resolved:-</p> <p>(i) to instruct consultation with tenants on a rent increase for 2016/17 based on the existing policy of RPIX +1%. The July 2015 figure for RPIX is 1.1%;</p> <p>(ii) to instruct consultation with tenants on a new rent policy for 2017/18 onwards; and</p> <p>(iii) to instruct a report to a future committee on the views received from the consultation together with a proposal for a new rent increase policy.</p>	Report expected November	Head of Communities and Housing	01/11/2016
12	<p>Communities, Housing and Infrastructure Committee 27/08/15 Article 30</p>	<p><u>North East of Scotland Road Casualty Reduction</u> At its meeting of 27 August 2015 the Committee resolved, amongst other things, to note the current position with regard to Road Casualty figures as detailed in the instruct officers to develop by October 2015 a formal strategy and associated action plan on a collaborative basis across the</p>	This report is dependent on several councils input and these discussions have been delayed. Report expected November.	Head of Public Infrastructure and Environment	25/08/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		key agencies, including engagement and approval through the relevant Community Safety Partnership networks, and report back to a future committee.			
13	Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27 Communities, Housing and Infrastructure 19/05/15 Article 25	<u>Reduction in Speed Limit A944 to B9119 from 50mph to 40mph</u> At its meeting of 19 May 2015, in relation to the A944/Skene Road / Queens Road / Lang Stracht proposed 40MPH speed limit, the Committee instructed officers to commence preliminary statutory consultation on the order, but also requested that officers report back to Committee in relation to a review of speed limits in this area once the new signal controls were in place for the AWPR.	This report is dependent on the signals at the Crematorium to be commissioned by the time we collect the data, which we do not do during the summer holiday period, this will now come to November Committee.	Head of Public Infrastructure and Environment	On completion of new signal controls for AWPR – 2016/17
14	Council 25/02/16 Article 2	<u>Energy Services Company</u> At its meeting of 25 February 2016, the Council agreed to instruct the Director of Communities, Housing and Infrastructure to report back to the August 2016 meeting of the Communities, Housing and Infrastructure Committee having explored options for the development of an Energy Services Company (ESCo) to provide a heat network and to manage the heat and electricity that will be produced from the proposed Energy from Waste facility at Tullos.	Recommended for removal this will now be reported to Council	Director of Communities, Housing and Infrastructure	25/08/16
15	Communities Housing and Infrastructure Committee 15/03/16 Article 8	<u>Pedestrian Crossing on Scotstown Road</u> At its meeting of 15 March 2016 the Committee agreed that a report on the area should come back to August Committee.	The CCTV cameras required to carry out the requested survey could not be installed prior to the summer break. Due to peak usage periods being during the school term, full usage figures will not be available until after the August CH&I Committee meeting.	Head of Public Infrastructure and Environment	25/08/16

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			Report expected November		
16	Petitions Committee 20/04/16 Article 1	<u>Fishing Boats at Cove Harbour</u> At its meeting of 20 April 2016 the Committee resolved amongst other things to request a report to the Communities, Housing and Infrastructure Committee August meeting to investigate the viability of the Community using the Community Empowerment Bill to pursue the purchase of the land at the Harbour.	A report is on the agenda	Richard Hempseed	25/08/16
17	Petitions Committee 20/04/16 Article 2	<u>Agent of Change Principle</u> At its meeting of 20 April 2016, the Committee resolved amongst other things to request that a report goes to the Communities, Housing and Infrastructure Committee August meeting to investigate the impact of adopting the Agent of Change principle as a Council.	A report is on the agenda	Head of Planning and Sustainable Development	25/08/16
18	Council 11/05/16	<u>Roads Hierarchy</u> At its meeting of 11 May 2016, Council agreed to instruct officer to engage with stakeholders on the proposed framework and intended hierarchy including an online consultation with stakeholders and the public, and report back to the appropriate Committee after the Summer recess.	Stakeholders and public consultation material is currently being prepared and once the consultation responses have been reviewed officers anticipate they will report back to Committee next cycle. Report expected November		01/11/16
19	Council 11/05/16	<u>Berryden Corridor Improvements</u> At its meeting of 11 May 2016, Council agreed amongst other things to instruct the	Recommended for removal - this will be reported to Council August alongside the instruction from Council on 11 May 2016		25/08/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		Director of Communities, Housing and Infrastructure to report the outcome of negotiations with the developers of the Cornhill site to explore the possibility of incorporating advanced roadworks for the Berryden scheme within the proposed development site access to the Communities, Housing and Infrastructure Committee on 25 August 2016 (with the flexibility to report to a meeting of the Urgent Business Committee if necessary) in order to seek approval to enter into agreement to pay for works where they would minimise network disruption and be economically advantageous for the delivery of the overall scheme.	regarding a Compulsory Purchase Order for the project.		
20	Communities, Housing and Infrastructure 17/05/16 Article 21	<u>Upgrading Works to 330-356 Victoria Road</u> At its meeting of 17 May 2016, the Committee resolved to:- (i) to develop this proposed project in detail; (ii) to conclude the grant application with the grant funder that has indicated support for this project; (iii) to consult with the private owners of the flats within the blocks, and seek their consent for the proposals; and (iv) to report back to Committee on these outcomes	Report expected November	Head of Land and Property Assets	01/11/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
21	Communities, Housing and Infrastructure 17/05/16 Article 22	<p><u>Back Court Improvements to Grampian Place, Tullos Circle and Tullos Place</u></p> <p>At its meeting of 17 May 2016, the Committee resolved to:-</p> <p>(i) to develop this proposed project in detail;</p> <p>(ii) to conclude the grant applications with the grant funder that has indicated support for this project;</p> <p>(iii) to consult with the private owners of flats within these blocks, and seek their consent for the proposals; and</p> <p>(iv) to report back to Committee on these outcomes</p>	Report expected November		01/11/16
22	Communities, Housing and Infrastructure 17/05/16 Article 25	<p><u>Draft Site OP63, Prime Four Business Park Development Framework</u></p> <p>At its meeting of 17 May 2016, the Committee resolved to approve the Draft Prime Four (OP63) Development Framework for public consultation and to report back the results and any proposed revisions to a future meeting of the Committee.</p>	A report is on the agenda		01/11/16
23	Communities, Housing and Infrastructure	<p><u>Provision of Forestry Consultancy Services</u></p> <p>At its meeting of 17 May 2016, the Committee resolved to instruct officer to</p>	Tender has been sent out with 4 businesses submitting a quote. The service is currently in the process of scoring submissions with a view to awarding soon. Update expected	Head of Public Infrastructure and Environment	25/08/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	17/05/16 Article 37	issue a procurement exercise for the provision of forestry consultancy services for the period 2016-2021 and report back to Committee in August 2016 on progress made.	November.		
24	Council 29/06/16	<u>City Centre Masterplan Project EN01 - Broad Street</u> At its meeting of 29 June 2016, the Committee resolved amongst other things to instruct officers to work with Muse regarding the detailed design for Broad Street and to report back to the first appropriate committee and to instruct officers to commence the necessary legal procedures of preliminary statutory consultation for the Traffic Regulation Order (TRO) as described in the report, and then progress with the public advertisement and report the results of both the preliminary statutory consultation and public consultation to the Communities, Housing and Infrastructure Committee in November 2016.	Report expected November	City Centre Director	01/11/16
25	Council 29/06/16	<u>Heat Network Torry - Phase 1</u> At its meeting of 29 June 2016, the Council resolved to instruct the Director of Communities, Housing and Infrastructure to develop a brief for the scope of works to procure the services of technical consultants to produce a fully costed	Report expected November	Head of Land and Property Assets	01/11/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		detailed design of the Phase 1 heat network in Torry and to provide an initial assessment of how this could be further extended within the Torry area and more widely across the city; proceed to procure and appoint technical consultants; and prepare a report to a future committee meeting with the findings.			
Annual Reports					
1	Housing and Environment 29/10/03 Article 10	<u>Private Sector Housing – Enforcement Funding</u>	To request the Director of Communities, Housing and Infrastructure to bring further annual reports to Committee on future developments (or earlier as required) Update on information bulletin	Head of Communities and Housing	August 2016
2	Housing and Environment 26/08/14 Article 9	<u>Development of an Asset Management Model for the Council's Housing Stock</u>	To instruct the Director of Communities, Housing and Infrastructure to report annually on the future high levels outcomes and how these will influence decision making on the housing stock. Regular meetings continue to be held with our consultants on the development of the Housing asset management strategy. Good progress was made at the last meeting on 11 March and it is envisaged that a report on the finalised draft of the strategy and the position of the updated model will be presented to the next cycle of the committee. Expected November	Head of Land and Property Assets	January 2016
3	Housing and Environment	<u>Aberdeen in Bloom</u>	To report each year on the Aberdeen in Bloom campaign. Update on information bulletin	Head of Public Infrastructure and Environment	October 2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
4	Housing and Environment 14/01/14	<u>Countryside Ranger Service Five Year Plan</u>	To receive an annual report on the Countryside Ranger Service Annual Report.	Head of Public Infrastructure and Environment	January 2017
5	Housing and Environment 19/11/09 Article 27	<u>Responsible Dog Ownership</u>	To instruct the Director of Communities, Housing and Infrastructure to provide an annual update report on responsible dog ownership to the Communities, Housing and Infrastructure Committee.	Head of Planning and Sustainable Development	January 2017
6	Housing and Environment 01/03/11 Article 34	<u>Air Quality Action Plan</u>	To instruct the Director of Communities, Housing and Infrastructure to report annually on progress.	Head of Planning and Sustainable Development	January 2017
7	Communities, Housing and Infrastructure 13/01/15 Article 18	<u>Sponsorship of Business Awards</u>	To request an annual report on the impact of the business award sponsorship activity. Update on information bulletin	Head of Economic Development	January 2016
8	Communities, Housing and Infrastructure 15/03/16 Article 19	<u>Environmental Noise Action Plan Update</u>	To instruct relevant officers within the Communities, Housing and Infrastructure Service to continue with the implementation of the Noise Action Plan and report annually on progress	Head of Planning and Sustainable Development	March 2017
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<u>Short Term Housing for Key Workers</u>	Recommended for removal , this will be dealt with as part of the budget process.	Head of Communities and Housing	August 2016
10	Communities, Housing and Infrastructure	<u>Deer Management</u>	At its meeting of 27 October 2015 the Committee resolved to agree to the implementation of the Deer Management Plan;	Head of Public Infrastructure and	October 2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	27/10/15 Article 27		and requested that an update on progress of the plan be reported back to Communities, Housing and Infrastructure in 12 months' time. .	Environment	
11	Communities Housing and Infrastructure 20/01/16 Article 21	<u>Memorandum of Understanding with Pemba, Mozambique</u>	At its meeting of 20 January 2016 the Committee resolved amongst other things to request officers to report annually to Committee to review outcome achieved as a result of the MOU.	Head of Economic Development	January 2017
12	Communities Housing and Infrastructure 20/01/16 Article 17	<u>Buildings Performance Policy</u>	At its meeting of 20 January 2016 the Committee agreed amongst other things to report back to Committee with an update on progress of the process in 12 months' time.	Head of Planning and Sustainable Development	January 2017
13	Communities, Housing and Infrastructure 17/05/16 Article 28	<u>Supported Bus Services</u> At its meeting of 17 May 2016 the Committee agreed amongst other things to request that officers report back on the level of use and performance of the supported bus services, the cost of continuing the services and options for reallocating future savings towards other potential routes with an identified social need.		Head of Planning and Sustainable Development	May 2017
14	Communities Housing and Infrastructure 15/03/16 Article 15	<u>HMO License Fees</u> At its meeting of 15 March 2016 the Committee agreed that the Committee continue with the current HMO licence fee structure for 2016/17.		Head of Communities & Housing	January 2017