

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS
Updated 3 January 2018**

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 grey).

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
1	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.	Service Update provided in November 2017.	Head of Communities and Housing	Ongoing
2	Communities, Housing and Infrastructure Committee 27/08/15 Article 30	<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 key agencies, including engagement and approval through the relevant Community Safety Partnership networks, and report back to a future committee.	A report was presented to Committee on 8 November 2017, thereafter the Head of Public Infrastructure and Environment was instructed to report back annually to the CHI Committee on the activities set out in the Strategy.	Head of Public Infrastructure and Environment	November 2018
3	Communities, Housing and Infrastructure 29/08/17	<u>Roads Hierarchy</u> At its meeting on 29 August 2017, the committee requested that officers report back with the next level of detail as described in para 3.6 the first half of 2018, and consider the responses to the recent Strategic Car Parking Review as		Head of Planning and Sustainable Development	April 2018

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		well as the objectives of the new Quality Partnership.			
4	Communities, Housing and Infrastructure 24/05/17	<u>Heat Network Torry - Phase 1</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct the Head of Land and Property Assets to present a full business case to a future meeting of Communities, Housing and Infrastructure.	A Service Update was provided in November 2017 on steps taken, and steps which are planned so as to meet the KPIs of this project. An additional Service Update will be provided in January 2018	Head of Land and Property Assets	08/11/2017
5	Communities, Housing and Infrastructure 29/08/17	<u>Shaping Middlefield Triangle Site</u> At its meeting on 29 August 2017, the committee instructed the Head of Communities and Housing to report back on the outcome of the market testing exercise and potential demand for land in the Middlefield area for Early Learning and Childcare provision and staff training facility.	Report expected January 2018	Head of Communities and Housing	16/01/2018
6	Communities, Housing and Infrastructure 01/11/16 Article 16	<u>Bus Gate Bedford Road</u> Committee resolved to instruct the Roads Infrastructure Manager to submit a report detailing the options for allowing taxis to have access to the bus gate on Bedford Road including details on the statutory	A report was presented to Committee on 8 November 2017, following which the Head of Public Infrastructure and Environment was instructed to investigate the feasibility of creating a left turn exit from Bedford Avenue onto St Machar Drive, with access permitted for cars registered at properties on Powis	Head of Public Infrastructure and Environment	April 2018

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		process which would be required to a future meeting of the Committee.	Crescent, Powis Circle and Bedford Avenue only and report back to Communities, Housing and Infrastructure Committee in March 2018.		
7	Communities, Housing and Infrastructure 24/05/17	<u>Bus Lane Enforcement</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct the Interim Head of Planning and Sustainable Development to report back after the close of 2017/18 with a progress report against the 2017/18 programme including the actual expenditure.	Report expected April 2018	Head Planning and Sustainable Development	April 2018
8	Council 22/02/17	<u>Housing Revenue Account</u> At its meeting of 22 February 2017, Council resolved amongst other things to instruct the Interim Director of Communities, Housing and Infrastructure to undertake a full strategic review of service delivery in relation to the Housing Revenue Account and report back to the Communities, Housing and Infrastructure Committee on 8 November 2017.	The final report will be produced following the budget process in February 2018 and the publication of the Asset Management Plan which is due in March 2018. Report expected April 2018	Director Finance Officers /	08/11/2017
9	Council 15 March 2017	<u>City Centre Masterplan Project EN10: Union Terrace Gardens - Outline Design, Business Case, Development Costs and Procurement Strategy</u> At its meeting of 15 March 2017, Council resolved amongst other things to note that the Head of Public Infrastructure and	Officers continue to work on the potential transport options for Union Terrace and will report back to the first available Communities, Housing and Infrastructure Committee. The vehicular access requirements for Union Terrace Gardens are complex and require fairly intricate and detailed designs for a number of the side roads and junctions, this is requiring	Head of Economic Development	August 2017

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		Environment following consultation with the Head of City Planning would progress transport options for Union Terrace and report back to the first available Communities, Housing and Infrastructure Committee on a preferred option and associated Traffic Regulation Order recommendations.	some lengthy desktop testing to be carried out at these junctions to be certain that the options that are being proposed are achievable and provide the correct levels of access for different modes of transport and importantly that the options fit with the overarching objectives of the project Report expected April 2018		
10	Communities, Housing and Infrastructure 24 May 2017	<u>Blue Badge Enforcement Officer/Misuse of Residents and Business Parking Permits</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct officers to report back to committee on 29 August 2017 for approval to tender according to service specification.	A service update was provided in August 2017 which outlined that officers had completed research into parking system and that the Blue Badge Enforcement Officer had been instructed to carry out investigation into permit fraud and misuse. Since the original report in May Blue Badge and Permit fraud has become the responsibility of the Corporate Fraud Team The project looking at Virtual Parking permits has now been rolled into a larger project which is looking at modernising the existing parking technology. This project is being taken through the new programme and delivery boards and permission to tender as set out in the original report is no longer required for a virtual permits system.” Recommended for removal	Head of Communities and Housing	April 2018
11	Communities, Housing and Infrastructure 24 May 2017	<u>Community Learning and Development – Strategic Plan</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct the Head of Communities and	Report expected September 2018	Head of Communities and Housing	September 2018

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		Housing to submit a report to the Communities, Housing and Infrastructure Committee by September 2018 to ensure that the new Partnership Forums have delivered on the plan and to approve the priorities of CLD Plan 2018-2021.			
12	Communities, Housing and Infrastructure 24 May 2017	<u>Play Area Refurbishment 2017-18</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct officers to report back to Communities, Housing and Infrastructure Committee at or around year end to advise of expenditure made within 2017/18 and cumulative expenditure against initial estimate.	Report expected April 2018	Head of Public Infrastructure and Environment	April 2018
13	Communities, Housing and Infrastructure 24 May 2017	<u>Homeless/ Temporary Accommodation Strategy</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct officers to report to Communities, Housing and Infrastructure Committee in January 2018 with a four year homelessness strategy.	A progress update on homelessness and temporary accommodation has been included within the Aberdeen City Local Housing Strategy which is on today's agenda.	Head of Communities and Housing	16/01/2018
14	Petitions Committee 14 June 2017	<u>Refuge Crossing at North Deeside Road</u> At its meeting of 14 June 2017, the Committee agreed that a report be submitted to the Communities, Housing & Infrastructure Committee providing	At its meeting on 8 November 2017, the Committee agreed that no further action be requested at this location. Recommended for removal	Head of Public Infrastructure and Environment	08/11/2017

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		information on the feasibility and costs of providing a refuge crossing on North Deeside Road.			
15	Petitions Committee 14 June 2017	<u>Introducing a 20 MPH speed limit on Lower Gray Street</u> At its meeting of 14 June 2017, the Committee agreed that officers continue the ongoing review of Gray Street and the surrounding area, and report any proposed changes to the speed limit to a future Communities, Housing and Infrastructure Committee within the Small Scale Traffic Management report and to investigate whether it would be possible to extend the mandatory 20 MPH to all other neighbouring streets.	The contents of this report were integrated into the Stage 1 Traffic Management report presented to the Committee on 8 November 2017 and approved in principle. Recommended for removal	Head of Public Infrastructure and Environment	08/11/2017
16	Petitions Committee 14 June 2017	<u>Cycle Path for Ferryhil Children</u> At its meeting on 14 June 2017, the committee referred the matter to the CH&I Committee which at its meeting on 29 August 2017 instructed officers to undertake a feasibility study to look at options on improving cycling within the area.	At its meeting on 8 November 2017, the Committee instructed the Director of Communities, Housing and Infrastructure to report back to the appropriate committee with the anticipated levels of active travel associated with the school, how any future actions should be progressed, what resources will be needed and how these can be sourced following the production of the school's travel plan.	Head of Planning and Sustainable Development	Following the production of the Ferryhill School Travel Plan
17	Council 23 August 2017	<u>HMO Overprovision Policy - Report on Public Consultation</u> At its meeting on 23 August 2017, Council	Report on today's agenda under Facilitating	Head Planning and Sustainable	16/01/2018

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		instructed the Interim Director of Communities, Housing and Infrastructure in consultation with the Head of Legal and Democratic Services to work with the Convener of the Planning Development Management Committee and the Convener of the Licensing Committee to review the options available to facilitate mixed/balanced communities and report back to the Communities, Housing and Infrastructure Committee in January 2018.	Mixed and Balanced Communities	Development	
18	Communities, Housing and Infrastructure 29 August 2017	<u>Regional Quality Partnership for Public Transport</u> At its meeting on 29 August 2017, the committee instructed the interim Head of Planning and Sustainable Development to report back to confirm the terms of the Quality Partnership Board and region-wide Voluntary Quality Partnership Agreement and associated technical, procedural and/or financial matters arising.	Partners continue to shape the Bus Alliance Board membership and are in the process of identifying a preferred candidate for the independent Chairperson. Partners are also scoping the financial/legal implications of the overarching voluntary agreement for the Council, however this work will not be complete in time to report to the January 2018 Committee meeting due to the expedited consultation and reporting arrangements in place during this cycle to take account of the Christmas and New Year holiday period. Report expected April 2018	Head of Planning and Sustainable Development	16/01/2018
19	Communities, Housing and Infrastructure 29 August 2017	<u>Europe Green Capital Awards</u> At its meeting on 29 August 2017, the committee agreed to receive a report back from officers on the outcome of the Europe Green Capital Awards bid.		Head of Economic Development	The Green Capital Award bid was submitted in September 2017 and the

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					shortlisted Cities will be announced in April 2018. The winner of the 2020 title will be announced at the Award Ceremony in May/June 2018.
20	Communities, Housing and Infrastructure 29 August 2017	<u>Community Food Growing Spaces</u> At its meeting on 29 August 2017, the committee instructed the interim Head of Planning and Sustainable Development to report back in one year's time with a review of the recommended programme.		Head of Planning and Sustainable Development	August 2018
21	Communities, Housing and Infrastructure 29 August 2017	<u>Formal Joint Working Partnership of North Scotland Trading Standards Services</u> At its meeting on 29 August 2017, the committee authorised officers to continue discussions on collaborative working and to request a report back when joint working arrangements had been drafted for committee approval.		Head of Communities and Housing	Following the conclusion of detailed discussions on collaborative working
22	Finance, Policy and Resources	<u>Management of Gaps in the Public Transport Network</u>	The UK Government has heard evidence at the Transport Select Committee. The Minister of Transport has stated that the consultation on	Head of Planning and Sustainable	August 2018

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	20 September 2017	At its meeting on 20 September 2017, the FP&R Committee requested that the Interim Head of Planning and Sustainable Development report to the Communities Housing and Infrastructure Committee in May 2018 with regards to the position of operating services under s22 Community Bus Permit and to update on the performance of all supported bus services.	legislation will be out before Christmas and run for 12 weeks. At the moment with regards to section 22 permits, a decision is not expected until April 2018.	Development	
23	Communities, Housing and Infrastructure 8 November 2017	<u>Developer Obligation Review</u> At its meeting on 8 November 2017, the Committee instructed the interim Head of Planning and Sustainable Development to prepare Community Asset Plans on a secondary school catchment basis and to return to committee at the next available opportunity to seek approval(s) of these plans.	Service updates will be provided on a bi-annual basis during the development of community asset plans.	Head of Planning and Sustainable Development	January 2019
24	Communities, Housing and Infrastructure 8 November 2017	<u>Property Level Flood Protection Grant Scheme</u> At its meeting on 8 November 2017, the Committee instructed the Head of Public Infrastructure and Environment to monitor take up of the grant and to report back to the committee via the six monthly flood bulletin;		Head of Public Infrastructure and Environment	April 2018
25	Communities, Housing and	<u>Third Don Crossing</u> At its meeting on 8 November 2017, the		Head of Public Infrastructure and	April 2018

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	Infrastructure 8 November 2017	<p>Committee instructed the Head of Planning and Sustainable Development and Head of Public Infrastructure and Environment to reassess the 2017/18 capital and revenue works programmes for Roads, Transportation and Environmental services to identify where the above technical recommendations for the Third Don Crossing scheme can be addressed by prioritising any slippage in existing programmes, and report the outcomes to a future meeting of this committee; and</p> <p>Instructed the Head of Planning and Sustainable Development to submit any remaining technical recommendations for the Third Don Crossing for consideration by the Council's budget process for 2018/19.</p>		Environment/ Head of Planning and Sustainable Development	
26	Communities, Housing and Infrastructure 8 November 2017	<p><u>South College Street/Queen Elizabeth Bridge junction</u></p> <p>At its meeting on 8 November 2017, the Committee instructed the interim Director of Communities, Housing and Infrastructure to report back to this Committee on a preferred option for South College Street/Queen Elizabeth Bridge junction.</p>	A report will be submitted to Committee following the production of the Roads Hierarchy report and once the impact of the AWPR has been assessed.	City Centre Director	August 2019
27	Communities, Housing and	<u>South College Street – Corridor Improvement – Business Case</u>		Head of Planning and	March 2019

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	Infrastructure 8 November 2017	At its meeting on 8 November 2017, the Committee instructed the interim Head of Planning and Sustainable Development to update the business case, detailed design and cost estimate of the currently approved scheme (Option 1) and report back these details within twelve months.		Sustainable Development	
28	Education and Children's Services 16 November 2017	<u>Legal Process for Implementing a Loading Ban in Wellington Circle</u> At its meeting on 16 November 2017, the E&CS Committee requested the Head of Public Infrastructure and Environment to report to the Communities, Housing and Infrastructure Committee for approval to undertake the necessary legal process to implement a loading ban in Wellington Circle to ensure traffic restrictions were in place between Lochside Academy and Wellington Road.	This item is included within the small scale traffic management proposals (stage 1) report going forward to the January 2018 Committee. This is to seek approval to commence the legal process for the required TRO.	Head of Public Infrastructure and Environment	16/01/2018
29	Education and Children's Services 16 November 2017	<u>Review of Free Bus Travel and Safe Routes to Lochside Academy</u> At its meeting on 16 November 2017, the E&CS Committee instructed the Interim Head of Planning and Sustainable Development and the Head of Public Infrastructure and Environment to undertake annual updates reviewing the success of the provision of the free bus travel and the safe routes to school, with		Head of Planning and Sustainable Development	August 2019

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		the first review to be end undertaken in March 2019 and thereafter annually at the end of the third school term with the outcome of each review to be reported to the relevant Committee at the earliest possible opportunity prior to the end of the fourth school term each year.			
30	Education and Children's Services 16 November 2017	<p><u>Safe Walking Routes to Lochside Academy for Cove Pupils</u></p> <p>At its meeting on 16 November 2017, the E&CS Committee instructed the Head of Public Infrastructure and Environment to carry out a study and option appraisal and budget analysis for the following measures in respect of safe walking routes to school for pupils residing in Cove and to report the outcome to the appropriate Committee to ensure that these works, if approved, were implemented prior to the opening of Lochside Academy:</p> <p>(a) Puffin crossing at an estimated cost of £30-35k¹ on Cove Road to ensure the safety of pupils crossing this road with the location of the crossing determined in consultation with local Elected Members, Parent Councils and the Community Council;</p>	All the schemes will be integrated into one report during the next committee cycle.	Head of Public Infrastructure and Environment	April 2018

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		<p>(b) Puffin crossing in the vicinity of Langdykes Road at an estimated cost of £30-35k¹to ensure the safety of pupils crossing this road with the location of the crossing determined in consultation with local Elected Members, Parent Councils and the Community Council;</p> <p>(c) Investigate the adoption of the land between Charleston Drive and Charleston Crescent and the subsequent upgrading and lighting of the footpath at an estimated cost of £30-35k (works only not inclusive of the purchase of any land) as a route away from vehicular traffic for pupils to use travelling to and from the new Lochside Academy;</p> <p>(d) Resolve drainage issues, and delivery of upgraded lighting, on South Loirston Road as an identified safe route to the New Lochside Academy at an estimated cost of £25k¹ (street lighting only);</p> <p>(e) Consider the installation of barriers between the pavement and road on Wellington Road, between Souther-Head Roundabout and the junctions of both Charleston Road North and Wellington Circle.</p>			

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31	Education and Children's Services 16 November 2017	<u>Re-Routing Bus Services in Torry</u> At its meeting on 16 November 2017, the E&CS Committee instructed the Interim Head of Planning and Sustainable Development to concurrently enter into discussions with bus providers with a view to re-routing services in Torry to ensure that pupils were picked up from safe locations and to report back on the outcome of the discussions to the appropriate Committee.		Head of Planning and Sustainable Development	April 2018
32	Education and Children's Services 16 November 2017	<u>Speeding on the Safe Routes to Lochside Academy</u> At its meeting on 16 November 2017, the E&CS Committee instructed the Head of Education and Inclusion to facilitate a meeting between representatives of the parent councils in Kincorth, Torry and Cove with appropriate representatives from Police Scotland to provide a greater understanding of the community concerns about speeding on the safe routes to Lochside Academy and discuss the measures that could be taken to address those concerns and to report back to the appropriate Committee on the outcomes from that meeting.		Head of Education and Inclusion	June 2018
33	Petitions Committee 16 November	<u>Motorcycles in Bus Lanes</u> At its meeting on 21 November 2017, the Petitions Committee referred the following		Head of Planning and Sustainable	January 2019

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	2017	<p>petition to the Communities, Housing and Infrastructure Committee for consideration.</p> <p>“We the undersigned petition the council to allow motorcycles to use the city bus lanes at all times.”</p> <p>The Committee requested that works would consist of an assessment of other cities schemes and the findings would be reported back to a relevant committee and requested that the report include appropriate consultation with other road user groups.</p>		Development	

Annual Reports

1	<p>Housing and Environment</p> <p>29/10/03</p> <p>Article 10</p>	<p><u>Private Sector Housing – Enforcement Funding</u></p> <p>To request the Director of Communities, Housing and Infrastructure to bring further annual reports to Committee on future developments (or earlier as required)</p>		Head of Communities and Housing	August 2018
2	<p>Housing and Environment</p>	<p><u>Aberdeen in Bloom</u></p> <p>To report each year on the Aberdeen in Bloom campaign.</p>		Head of Public Infrastructure and Environment	November 2018
3	<p>Housing and Environment</p> <p>14/01/14</p>	<p><u>Countryside Ranger Service Five Year Plan</u></p> <p>To receive an annual report on the Countryside Ranger Service Annual</p>	Service Update expected January 2018.	Head of Public Infrastructure and Environment	16/01/2018

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		Report.			
4	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.	Service Update expected January 2018.	Head of Communities and Housing	16/01/2018
5	Housing and Environment 01/03/11 Article 34	<u>Air Quality Action Plan</u> To instruct the Director of Housing and Environment to commence the implementation of the measures in the Air Quality Action Plan 2011, subject to the availability of funding and report annually on progress.	Service Update provided November 2017.	Head of Communities and Housing	November 2018
6	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.		Head of Economic Development	August 2018
7	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 Communities and Housing	April 2018
8	Communities Housing and	<u>Emerging Markets – International Trade</u>		Head of Economic	August 2018

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Infrastructure 20/01/16 Article 21	To receive service updates on international trade activities as they fall due with Council meetings.		Development	
9	Communities Housing and Infrastructure 24/05/17	<u>Buildings Performance Policy</u> At its meeting of 24 May 2017, the Committee resolved amongst other things to instruct officers to undertake scrutiny of policy compliance and report back with an annual review.		Head of Planning and Sustainable Development	April 2018
10	Communities, Housing and Infrastructure 25/08/16 Article 34	<u>World Energy Cities Partnership Annual Report</u> At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct officers to report annually on the activities of the WECP.	A report was presented to Committee on 8 November 2017.	Head of Economic Development	August 2018
11	Communities, Housing and Infrastructure 25/08/16 Article 39	<u>Local Transport Strategy Annual Monitoring and Progress Report 2016-17</u> At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct officers to report back with an update of the delivery of the plan on an annual basis.	Expected April 2018.	Head of Planning and Sustainable Development	08/11/2017
12	Council 06/10/16 Article 6	<u>Powering Aberdeen</u> At its meeting of 6 October 2016, Council resolved to instruct the Director of Communities, Housing and Infrastructure to submit an annual report on progress in	Service Update provided November 2017.	Head of Planning and Sustainable Development	November 2018

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		implementing Powering Aberdeen to the Communities, Housing and Infrastructure Committee.			
13	Communities, Housing and Infrastructure 29/08/17 Article 19	<u>One Stop Employability Shop</u> At its meeting of 29 August 2017, the committee agreed to receive annual reports on the outcomes achieved within the One Stop Employability Shop.		Head of Economic Development	August 2018
14	Communities, Housing and Infrastructure 29/08/17 Article 20	<u>Community Benefit Management Process</u> At its meeting of 29 August 2017, the committee requested annual Community Benefit outcome reports linking into the Benefits Realisation Programme.		Head of Economic Development	August 2018
15	Communities, Housing and Infrastructure 29/08/17 Article 29	<u>CIVITAS PORTIS</u> At its meeting of 29 August 2017, the committee instructed officers to provide an annual report with updated cumulative spend against estimated expenditure and updated programme (including proposed procurements).		Head of Planning and Sustainable Development	August 2018