



Appendix 3

Aberdeen City Council – Aberdeen Proposed Local Development Plan

Report of Conformity with Participation Statement 2020

Contents

1	Report of Conformity with Participation Statement	
2020		1
2.	Key Stages of Local Development Plan preparation	1
3	Participation Statement	2
3.1	What did the Participation Statement say?	2
3.2	Engagement	2
3.3	Equalities and Human Rights	3
3.4	Length of Consultation Period	3
3.5	Communication with Chief Planner	3
4.	Preparing and Publishing the Proposed Local Development Plan	
4.1	Extant and Proposed Local Plan	4
4.2	Notification	4
4.3	Engagement	5
4.4	Timeline	6
5.	Proposed Local Development Plan Consultation	
6.	Appendices <u>(NOT INCLUDED)</u>	
	Appendix 1: Development Plan Scheme and Participation Statement 2020	12
	Appendix 2: Citizen Space Form	XX
	Appendix 3: Advice Note for Consultation	XX
	Appendix 4: Example of Neighbour Notification Letter with Map	XX
	Appendix 5: Copy of Email/Letter Sent to Key Agencies etc	XX
	Appendix 6: Copy of Presentation to Community Groups	XX
	Appendix 7: Copy of Press Briefing on Proposed LDP	XX
	Appendix 8: Queries/Responses Received During Consultation	XX
	Appendix 9: Chief Planner's Letter	XX
	Appendix 10: Consultation and Engagement Advice	XX

1. Report of Conformity with Participation Statement 2020

Following the approval of the Aberdeen Local Development Plan 2017 Aberdeen City Council has updated its Development Plan Scheme annually to indicate the programme of work to produce the next Local Development Plan anticipated to be adopted in Q1 of 2022.

Aberdeen City Council's Local Development Plan team prepared a Participation Statement explaining when, how and with whom the Council would consult when preparing its new Local Development Plan.

The Participation Statement was included in the Development Plan Scheme which the Council first adopted for this plan period in January 2018 and was subsequently revised annually up to May 2020. The Development Plan Scheme sets out the Council's programme for preparing and reviewing its Local Development Plan.

We have now prepared this Report of Conformity with the Participation Statement to be submitted alongside the Proposed Local Development Plan to Scottish Ministers. This is to allow an assessment to be undertaken as to whether we have done what we set out to do in respect of consultation. Reporter(s) appointed on behalf of Scottish Ministers will consider the Participation Statement, the Report of Conformity and any representations relating to the Council's 's consultation and public involvement activities.

2. Key Stages of the Local Development Plan's Preparation

The Development Plan Scheme for the Local Development Plan 2022 was first approved in January 2018 and subsequently revised annually. The Development Plan Scheme May 2020 set out five stages for the production of the Local Development Plan. These were:

Stage 1	Publishing the Development Plan Scheme	January 2018
Stage 2	Preparing the Main Issues Report	March 2019
Stage 3	Preparing and Publishing the Proposed Local Development Plan	May 2020
Stage 4	Examination of the Proposed Local Development Plan	March 2021
Stage 5	Adoption of the Aberdeen Local Development Plan	February 2022

Stages 1 and 2 have been completed. The planned publicising of the Proposed Local Development Plan under stage 3 had not been undertaken at the time of writing the Development Plan Scheme. This Report of Conformity covers the publication of the Proposed Local Development Plan and the statutory public consultation afterwards alongside Stage 4. It demonstrates that we have carried out consultation on the Proposed Local Development Plan (Proposed Plan) in accordance with the commitments made in our Participation Statement within the Development Plan Scheme.

3. Participation Statement

What did the Participation Statement say?

The Participation Statement states that Council is strongly committed to encouraging interest and wide public involvement in the preparation of the new Local Development Plan. In line with the Planning Advice Note on Community Engagement, the National Standards on Community Engagement and the Coronavirus (Scotland) Act 2020 which acknowledges limitations to engagement, the Council, where practicable, will ensure that:

- arrangements for participation are inclusive, open and transparent;
- information is provided in a manner which allows for full consideration of its implications;
- communication is provided through a range of formats and platforms, including easily understood jargon-free formats;
-
- all representations are fully considered;
- feedback is provided promptly on the conclusions drawn; and
- anyone who wishes to be involved with this process is added to the consultation list.

The following bodies and key agencies are listed for consultation:

- Scottish Natural Heritage;
- Scottish Environment Protection Agency;
- Scottish Water;
- Health Boards (NHS Grampian);
- NESTRANS;
- Scottish Enterprise;
- Historic Environment Scotland;
- Transport Scotland
- The Forestry Commission; and
- Marine Scotland

The following groups were also listed for consultation:

- Aberdeen City and Shire Strategic Development Planning Authority;
- Aberdeenshire Council;
- Opportunity North East;
- Community Councils
- Scottish Ministers

The owners, lessees or occupiers of sites within 20 metres of sites which the Proposed Local Development Plan specifically proposes to be developed were notified along with any persons who commented on the Main Issues Report.

Engagement

The Participation Statement stated that engagement on the Proposed Plan would focus on the following main strands:

- The Council would publicise the Proposed Local Development Plan in the local press outlining where and when the document may be viewed, a brief description of the content and purpose of the document, details of how to obtain further information and a statement of how representations may be made, to whom and by when.
- This information would be sent by email to key agencies, Aberdeenshire Council, the Aberdeen City and Shire Strategic Development Planning Authority, Community Councils, Scottish Ministers, those who commented on the Main Issues Report and neighbour notify properties within 20m of specific plan proposals such as allocated sites or land for transport proposals.
- The Council would make the Proposed Local Development Plan available to view electronically on the website in lieu of the normal procedure which was to make hard copies available for inspection at Marischal College and in all public libraries which were not accessible due to the Coronavirus pandemic.
- An advice note would be included which would be accessed on the Council's Website.
- In addition to statutory obligations, the Council would inform other stakeholders and interested groups by email. Furthermore, periodically it would send newsletters about the Proposed Local Development Plan and its consultation to agencies, developers and those who have expressed an interest in the Local Development Plan. The newsletter would be open to registration to the mailing list and also would be available on the website and publicised on social media.

Equalities and Human Rights

The Planning etc (Scotland) Act 2006 requires us to encourage equal opportunities. As part of our commitment to this, the Participation Statement requires us to carry out an Equalities and Human Rights Impact Assessment of the Proposed Plan. The Council undertook the assessment which is available upon request.

Length of Consultation Period

The Coronavirus (Scotland) Act 2020 requires the Council to consider whether any of its actions would be likely to impede its ability to take effective action to prevent, protect against, delay or otherwise control the incidence or transmission of coronavirus. This requires the Council to promote the national policy of social/physical distancing. A national lockdown commenced in Scotland on 23 March 2020. The lockdown required the closure of all Council offices, libraries and for staff to work remotely. Aberdeen City began its first phased exit from lockdown on 28 May 2020. The second phase of exiting lockdown commenced on 18 June 2020 and the third phase began on 9 July 2020. During all three phases it was advised the Council offices and libraries remain closed and that staff work remotely. In order to compensate for the disruption caused by the pandemic the consultation period for the Proposed Local Development Plan was extended to over 14.5 weeks between 20 May 2020 – 31 August 2020.

Communication from the Chief Planner

On 3 April 2020, Scotland’s Chief Planner John McNairney issued a letter (Appendix 9) which set out how Local Authorities should undertake their responsibilities in response to the pandemic. This letter outlined the provisions within the Coronavirus (Scotland) Bill which allows the publication of the Proposed Plan online in lieu of the requirement to make them available for physical inspection. The letter also outlined the difficulty in receiving physical representations while offices are closed. This communication was used to inform the Participation Statement.

4. Preparing and Publishing the Proposed Local Development Plan

Extant and Proposed Local Plan

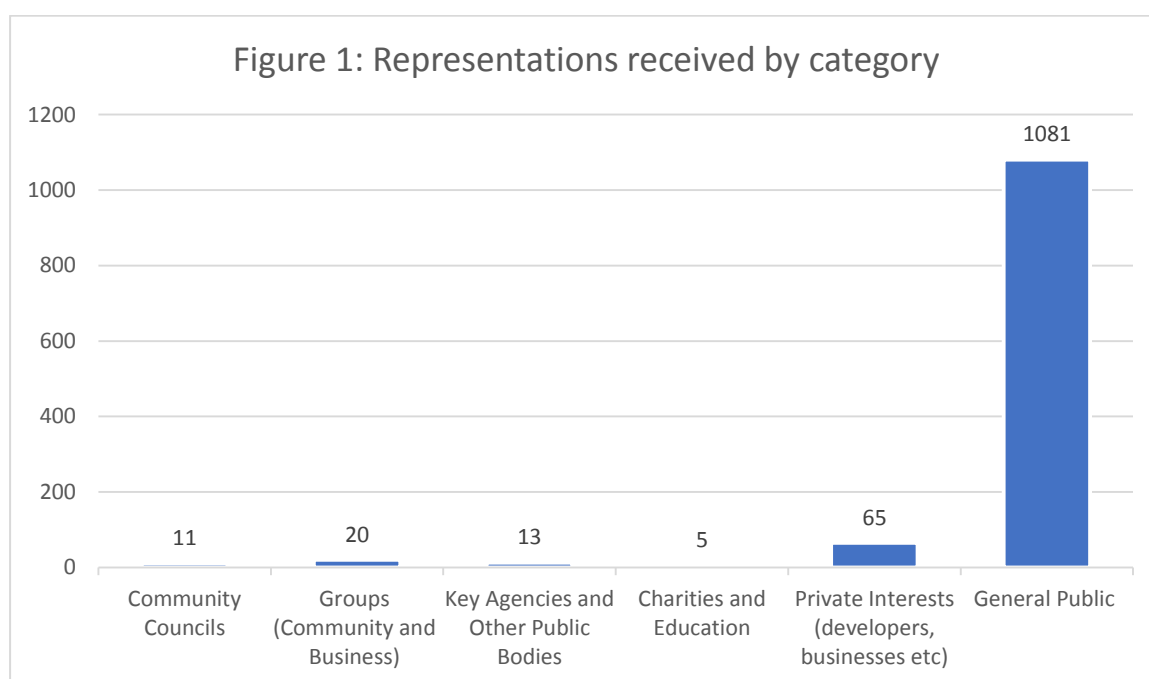
The Council undertook all methods of engagement as it set out to do within the Participation Statement, listed under section 3 above. Table 2 below compares the methods of public notification and engagement which were undertaken for the extant Local Development Plan 2017 and the Proposed Plan.

Table 2: Comparison consultation periods for LDP 2017 and Proposed LDP			
	2017 LDP	Proposed 2022 LDP	Increase
Notification			
Community Council notified of consultation	✓	✓	
Key Agencies notified of consultation	✓	✓	
Anyone who made a submission to the MIR notified of consultation	✓	✓	
Press Notices	✓	✓	
Online Notices	✓	✓	
Neighbour Notifications	12,000	17,000	An Increase of 5,000 notifications or 30%
Engagement			
Meetings with Community Council	✓	✓ (Virtual)	
Meetings with Key Agencies	✓	✓ (Virtual)	
Meetings with Development Industry	✓	✓ (Virtual)	
Community Groups	✓	✓ (Virtual)	
Consultation Events	✓	✗	Due to COVID we were restricted from holding physical events but online meetings were offered to groups in their place.
Online interactive consultation tool	✗	✓ StoryMap	This tool was developed to make our online material easier to understand in the absence of events.
Outcomes			
Consultation Period	10	14.5	Increase of 4.5 weeks
Representation Received	178	1,195	Increase of 1,017

Neighbour Notification

As required under section 14 of The Town and Country Planning (Development Planning) (Scotland) Regulations 2008 Council is required to notify all addresses within 20 meters of any allocated site or specific proposal. The Proposed Local Development Plan includes 111 Opportunity sites and 2 areas of land for transport with specific proposals (Berryden and South College Street. Over 17,000 letters of notification were sent for these sites. All letters which were sent allowed for at least a 6 week period to respond to the consultation. The Council also utilised social media, newsletters and press releases to regularly publicise the Proposed Plan consultation period.

The figure below illustrates that by far most representations were made by the general public at 91%. Private interests accounted for the second highest number of submissions with 5.4%. It can be seen from the comparison in table 2 and in Figure 1 that the engagement methods use during the consultation elicited a high number of responses from a broad spectrum of interested parties and stakeholders.



Engagement

Following the Chief Planner's letter, consultation and engagement advice (Appendix 10) was issued in May 2020 by the Scottish Government. This advice outlined additional expectations with regards engagement. In terms of digital communication, video presentations and live web-based question and answer public events are mentioned. In terms of non-digital communication, placement of articles in local newspapers and expanding contact with Community Councils and letters to households in areas where there are significant proposals for change. The advice stated that if the entire engagement period coincides with the need for physical distancing measures then there is an expectation that authorities will enhance their non-digital communication to enable opportunities to have specific questions responded to informally. The advice also stated that authorities may wish to extend timescales for engagement and/or allowing informal opportunities to comment outwith the statutory process.

The Council had extended the statutory period for public consultation. It had been hoped that this might allow an opportunity to engage directly with the public as lockdown restrictions would be sequentially eased. At the end of July, the Local Development Plan team had investigated the possibility of undertaking face-to-face engagement events. At the time of investigation, it was hoped that Scotland would transition from phase three to phase four of the route map for exiting the Coronavirus Pandemic lockdown. However, on the 30 July 2020 the First Minister announced that Scotland would remain in phase three. A local lockdown commenced again on 5 August 2020 with limited lifting of restrictions on 23 August 2020 which was only one week prior to the end of the consultation period. Online meetings were offered to all relevant stakeholder groups. Meetings were conducted online using Microsoft Teams. This involved a focused presentation on the Proposed Plan and a question-and-answer session.

A Storymap of the Proposed Plan was developed for the website in order to make online material easier to understand and navigate in the absence of face to face events. The story map offered an overview of the Proposed Plan and all map related policies. It included a search by address function so that those interested could ascertain what proposals and or policies would be relevant to their address. The Storymap also linked by topic to additional supporting documentation to allow ease of navigation.

An advice note (Appendix 3) was published on the website in order to clearly explain to the public how they could make a representation and what would happen if they did submit a representation on the Proposed Plan. A specific Consultation Portal was also available for the public to use throughout the consultation period to make electronic submissions on the Proposed Plan. Hard copy submissions could also be submitted via post to the Council's offices.

Timeline

The timeline below sets out the dates on which the public were engaged with by the Council:

February - Newsletter published
March - Newsletter published, Proposed Plan, Proposed Delivery Programme, SEA Report and associated background documents published.
May - Newsletter published, public notice in the Press and Journal and Evening Express, LinkedIn posts, Development Plan Scheme published, Key Agencies and interested groups notified by email.
June – Neighbour Notification letters sent, online meeting with Torry Locality Partnership, Facebook and posts.
July - Newsletter published, 10 online Community Council meetings, Facebook and Twitter posts.
August - Newsletter published.

5. Proposed Local Development Plan Consultation 2020

Table 3: Stage 4 Preparing & Publishing the Proposed Local Development Plan Notification

The period of representation took place from the 20 May 2020 – 31 August 2020 (14.5 weeks) which is more than 8 weeks longer than the minimum statutory consultation period.

- We sent neighbour notification letters to notify all addresses within 20 meters of any allocated site or specific proposal. The letters included a map of the proposal site and detailed how to find more information on the Proposed Plan and to make a representation.
- We notified by email any person or organisation who commented on the Main Issues Report that the Proposed Local Development Plan had been produced.
- We notified by email a list of interested organisations.
- When undertaking statutory notification, we sent emails explaining the duration and procedures of the Period of Representation on the Proposed Local Development Plan.
- Emails were sent which included a hyperlink to the Proposed Plan, Supporting Documents, Response Form and Advice Note.
- Emails included a cover letter with a link to the Planning Authority's website where the Proposed Local Development Plan and associated supporting documents could be accessed.
- Planning Officers were issued with software for laptops which enabled them to make and receive calls and listen to voicemails left of work phones in order to assist the public in lieu of the ability to undertake face to face meetings.



Proposed Aberdeen Local Development Plan 2020



We sent emails with a copy of the Proposed Plan, Supporting Documents, Response Form, Advice Note enclosed to the Key Agencies listed below. Documents and letters were sent to:

- Scottish Natural Heritage;
- Scottish Environment Protection Agency;
- Scottish Water;
- NHS Grampian;
- NESTRANS;
- Scottish Enterprise;
- Marine Scotland;
- Historic Environment Scotland;
- Transport Scotland;
- Forestry Commission Scotland;
- Aberdeenshire Council
- Aberdeen City and Shire Strategic Development Planning Authority; and
- Opportunity North East

We sent an email and covering letter to the Scottish Ministers Development Plan Gateway (Developmentplans@gov.scot).

We sent letters with a copy of the Proposed Plan and Supporting Documents enclosed to Officers of Aberdeen City Council.

We sent emails with copies of the Proposed Plan, Supporting Documents, Response Form, Advice Note attached to all Community Councils in the Aberdeen City Council area.

Exhibition and Inspection of the Proposed Plan

The Council made the Proposed LDP available to view electronically on the website in lieu of the normal procedure to make hard copies available for inspection at Marishal College and in all public libraries which were not accessible due to the Coronavirus Pandemic. This approach was taken in the interests of public safety.

Website and Newsletter



News and Updates from the Aberdeen LDP Team! [View this email in your browser](#)

Aberdeen Local Development Plan Newsletter

May 2020

COVID-19 Coronavirus update

Due to the current Covid-19 (Coronavirus) pandemic, non-essential Council staff including our team are currently working remotely. Due to this, email is the most reliable form of communication. We are trying to provide as normal a service as possible via this medium. We would ask for your understanding if our response is delayed, as many of our colleagues are dealing with the consequences of the pandemic.

Proposed Plan - Consultation 20 May to 31 August 2020

The Proposed Aberdeen Local Development Plan, Proposed Delivery Programme and associated background documents were presented to and approved by Full Council on Monday 2 March 2020. It was agreed that the Proposed Plan, Proposed Delivery Programme and Strategic Environmental Assessment would be published for a 12 week consultation period.

On **20 May 2020** the consultation opens. The period for making representation has been extended to over 14 weeks and will close at 11:59 pm on **31 August 2020**.

You now have the opportunity to submit representations on the Proposed Plan, Proposed Delivery Programme and Environmental Report which comprises the Strategic Environmental Assessment and the Habitat Regulations Appraisal. These can be viewed on [our website](#).

The Proposed Local Development Plan, Supporting Documents, Response Form Citizen Space, Advice Note and Privacy Notice have been made available on the Council's website at the link below:

<http://www.aberdeency.gov.uk/aldp2022>

Newsletters were distributed by email to interested parties in February, March, May, July and August 2020. Interested parties could register for the Newsletter on our website and the option to sign up was also present on the respondent form for the Main Issues Report consultation. The Newsletter contained information about the period of representation, making a representation and how to view the plan. It is available to view here:

<https://us10.campaign-archive.com/?u=54881cdec5dace5786ad9492e&id=be9196600b>

Social Media

The consultation period was also widely publicised through social media using Twitter (@AberdeenLDP), Facebook (Aberdeen Local Development Plan), LinkedIn and Newsletters published on the Council website.



Between the 13 May 2020 and 1 September 2020 it was noted that 611 people read the posts on Facebook and 113 engaged. Between the same dates 8196 read the same Twitter posts and 654 engaged.



Press Release

Press releases were issued during the consultation to remind the public they could still make submissions on the Proposed Plan.

<https://news.aberdeencity.gov.uk/public-reminded-they-can-take-give-comments-on-a-key-planning-document-for-the-city/>

20 May 2020

Proposed Local Development Plan now open to comments from the public

An important planning document which will help to shape future land use of Aberdeen and guide planning decisions including housing developments, leisure and industrial zones is today (20 May) open to the public for comments.

The Proposed Aberdeen Local Development Plan and Delivery Programme was approved at Full Council on 2 March and are now the Council's settled view of what should be included in the final adopted Local Development Plan. The Proposed Plan, and supporting documents, can be found at <https://www.aberdeencity.gov.uk/services/planning-and-building/local-development-plan/aberdeen-local-development-plan/aberdeen-local-development-plan-review>.

The Proposed Plan includes several policy changes to encourage more tourism and cultural activities in the city centre and includes the seven City Centre Masterplan Interventions Areas which are also identified for the first time. In addition, it is proposed to change the Union Street retail frontage policy to an active frontage policy which will allow for a greater range of uses such as services, leisure, food and drink if an open, public and active frontage is maintained. This is a response to decline in demand for purely retail uses along Union Street, and the risk of creating long-term vacancies.

17 July 2020

Public reminded they can take give comments on a key planning document for the city

The public were today reminded they can give comments on an important planning document which will help to shape future land use of Aberdeen and guide planning decisions including housing developments, leisure and industrial.

The Proposed Aberdeen Local Development Plan and Delivery Programme were approved at Full Council on 2 March and are now the Council's settled view of what should be included in the final adopted Local Development Plan. The Proposed Plan, and supporting documents, can be found at <https://www.aberdeencity.gov.uk/services/planning-and-building/local-development-plan/aberdeen-local-development-plan/aberdeen-local-development-plan-review>. An alternative story map for the Proposed Plan is available at <https://storymaps.arcgis.com/stories/97876d54d9a547ab8c7797ec8345eb7e>.

The Proposed Plan includes several policy changes to encourage more tourism and cultural activities in the city centre and includes the seven City Centre Masterplan Interventions Areas which are also identified for the first time. In addition, it is proposed to change the Union Street retail frontage policy to an active frontage policy which will allow for a greater range of uses such as services, leisure, food and drink if an open, public and active frontage is maintained. This is a response to decline in demand for purely retail uses along Union Street, and the risk of creating long-term vacancies.

A public notice was published on **20 May 2020** in the Press and Journal outlining the Period of Representation for the Proposed Plan, where it and supporting documentation could be viewed.

Memories

ANDERSON
Family of Ailsa (1930-2020) ...

McPherson
Family of Ailsa (1930-2020) ...

HUTCHISON
Family of Ailsa (1930-2020) ...

KING
Family of Ailsa (1930-2020) ...

ROBERTSON
Family of Ailsa (1930-2020) ...

REID
Family of Ailsa (1930-2020) ...

Remembering TOUGH
In memory of father who passed away 20/5/2019.

OUR OPENING TIMES
9am - 5pm
Monday - Friday



Call
01224 691212

EveningExpress

INDEX

1 Family Memories

2 Church Notices

3 Noticeboard

4 Entertainments

5 Holidays

6 Recruitment

7 Classified Shop

8 Services

9 Commercial Property

10 Residential Property

11 Business

12 Motors

EVERY DAY
Look out for 3 pages of puzzles every day

3 Noticeboard

Public Notices

Aberdeen City Council
Aberdeen Local Development Plan 2022 Proposed Plan
Notice of Publication of Documents
The Town and Country Planning (Scotland) Act 1997, Section 18 (1)
The Environmental Assessment (Scotland) Act 2005, Section 16 (2)

Aberdeen City Council has prepared and published a Proposed Local Development Plan (Proposed Plan) and associated documents including a Proposed Delivery Programme, an Environmental Report comprising a Strategic Environmental Assessment and a Habitats Regulations Appraisal has been published alongside the Proposed Plan. The Proposed Plan and associated documents set out our policies and proposals for the use of land and identifies sites proposed for development. The Environmental Report identifies the likely significant environmental effects of implementation of the Proposed Plan. It also identifies measures which could mitigate adverse environmental effects. The Coronavirus (Scotland) Act 2020 requires the Council to consider whether to publish a document or make available a document for inspection may give rise to a significant risk of the transmission of coronavirus, or is likely to be ineffective or inappropriate due to action taken in order to control the incidence or transmission of coronavirus. This Act as well as UK and subordinate legislation requires us to promote the national policy of social/physical distancing. This has a direct impact on a number of statutory and non-statutory duties which the Council would normally carry out when publishing the Proposed Plan, Proposed Delivery Programme and Environmental Report. As such, there will be no public meetings or drop-in sessions for the duration of social/physical distancing policy as they may give rise to a significant risk of the transmission of coronavirus. Where possible, correspondence, communication and publicity (including public inspection of documents) will be by electronic means. Electronic copies of the Proposed Plan, Proposed Delivery Programme, Environmental Report, associated documents and advice notes providing details on how representations can be made can be viewed or downloaded from the Council's website at: <http://www.aberdeencity.gov.uk/idp/2022>. Any person who wishes now has the chance to make representations on the content of the Proposed Plan and its associated documents. A period of representation in public will take place from 20 May 2020 to 31 August 2020. Online responses can be submitted on the Council's Consultation Hub at: <http://consultation.aberdeencity.gov.uk/planning/proposals2022>. Offline responses can be sent by email to tdp@aberdeencity.gov.uk. Electronic responses are preferable as Council staff are working remotely due to coronavirus. Where this is not possible responses can be sent by post to the address below. However, it should be noted that acknowledgements for postal submissions may not be sent out until the end of the representation period. Development Plan Team, Strategic Place Planning, Business Hub 4 - Ground Floor North, Strathclyde College, Broad Street, Aberdeen, AB10 1AB. The closing date for receiving responses is 11:59 pm on 31 August 2020. If you need further information about the Proposed Local Development Plan and/or associated documents please contact the Local Development Plan Team by email at tdp@aberdeencity.gov.uk.

Consultation Events

The Coronavirus (Scotland) Act 2020 requires the Council to consider whether any of its actions would be likely to impede its ability to take effective action to prevent, protect against, delay or otherwise control the incidence or transmission of coronavirus. This requires the Council to promote the national policy of social/physical distancing. A national lockdown commenced on 23 March 2020. Aberdeen City began its first phase exit from lockdown on 28 May 2020, with the second phase of exit beginning on 18 June 2020 and a third phase of exit beginning 9 July 2020.

It was determined that there would be no face to face public meetings or drop-in sessions for the period of lockdown and the duration of the national policy on social and physical distancing in order to prevent transmission of the virus. Online meetings were offered to all relevant stakeholder groups. Meetings were conducted online using Microsoft Teams. This involved a presentation and a question and answer session. The following community organisations took up the opportunity to participate in the online meetings:

- Torry Locality Partnership 24th June 2020 at 6.00pm
- 13 July 2020 - Culter Community Council, Cults, Bieldside and Milltimber CC
- 15 July - City Centre CC, Castlehill CC, Queens Cross CC, Rosemount CC
- 16 July - Cove and Altens CC, Kincorth CC
- 20 July - Bridge of Don CC, Danestone CC

Elected Members

We sent emails and a copy of the Proposed Plan to Elected Members of the Planning Authority detailing the Period of Representation and attached a copy of the Proposed Plan and Supporting Documents.
