

# Aberdeen City Council Historic Building Downtaking Policy

## Document Control

<b>Approval Date</b>	XX XX 2024
<b>Implementation Date</b>	XX XX 2024
<b>Policy Number</b>	POL-CRE-001
<b>Policy Author/s and Owner</b>	Sepideh Hajisoltani/ Strategic Place Planning/ City Regeneration and Environment
<b>Approval Authority</b>	Policy Group
<b>Scheduled Review</b>	Annual
<b>Date and Changes:</b> 21/05/2024 – New policy created.	

## Table of Contents

1	Why does the Council need this Policy?	Page 4
2	Application and Scope Statement	Page 4
3	Responsibilities	Page 4
4	Supporting Procedures and Documentation	Page 5
5	About this Policy	Page 5
6	Risk	Page 6
7	Environmental Considerations	Page 6
8	Policy Performance	Page 7
9	Design and Delivery	Page 7
10	Housekeeping and Maintenance	Page 7
11	Communication and Distribution	Page 7
12	Information Management	Page 7
13	Definitions and Understanding this Policy	Page 7

## 1. Why does the Council need this Policy?

- 1.1 Aberdeen City Council has a supply of salvaged reusable building materials and architectural elements from historic buildings that have been demolished, renovated, or dismantled. These historic building duntakings from previous Council projects are kept in Aberdeen City Council storage facilities. Examples of these duntakings are salvaged granite from Council projects.
- 1.2 There is currently no written policy on the storage and future management of reclaimed historic materials and architectural salvage. There have been various enquiries about the storage and sale of these materials in the past.
- 1.3 This policy document aims to mitigate reputational risk by providing clarity and transparency on the storage and future use of existing stored materials, as well as future duntakings from Aberdeen City Council projects, and providing guidance for their storage, removal, donation and sale.
- 1.4 This policy is complementary to existing planning policies and consent processes relating to the historic buildings and the historic built environment.
- 1.5 This policy only relates to duntakings from Aberdeen City Council projects.

## 2. Application and Scope Statement

- 2.1 This policy applies to the storage, removal, donation and sale of historic building duntakings, including reclaimed materials and architectural salvage from Aberdeen City Council projects.

## 3. Responsibilities

- 3.1 Overall responsibility for managing this policy is held by the Chief Officer - Strategic Place Planning and Chief Officer - Operations.
- 3.2 Any instances of non-compliance with the policy should be reported to the Chief Officer - Strategic Place Planning and Chief Officer - Operations.

- 3.3 Feedback on the policy should be communicated to the Chief Officer - Strategic Place Planning and Chief Officer - Operations.
- 3.4 Responsibility for the approval of the sale of any goods above the value of £10,000 would be with the Finance and Resources Committee.

## 4. Supporting Procedures and Documentation

- 4.1 There is no supporting document related to this policy.

## 5. About this Policy

- 5.1 Storage of all new historic building downtakings in any of the Aberdeen City Council storage facilities needs to be approved in writing by a Senior Planner within the Masterplanning, Design and Conservation team within Strategic Place Planning in advance of the material moving to storage. The request for storage must be accompanied by a detailed inventory of the items to be stored.
- 5.2 All requests for removal or alternative storage of historic building downtakings being stored by the Council, including removal of downtakings to be used on Aberdeen City Council projects, needs to be communicated in writing, and approved in writing by, a Senior Planner within the Masterplanning, Design and Conservation Team. The criteria for what types of downtakings might be considered suitable would be based on type, condition, quality, historic value, demand and scarcity of the item.
- 5.3 All requests for donation and/or sale of downtakings for reuse in non-council projects needs to be communicated in writing to a Senior Planner within the Masterplanning, Design and Conservation team, and subsequently approved in writing by, the Chief Officer - Strategic Place Planning and Chief Officer - Finance.
- 5.4 All sales must be in line with the [Council Financial Regulations](#) - Section 5.8 Sale of Surplus Assets and Section 1 General Delegations to Chief Officers in the [Powers Delegated to Officers \(2023\)](#). The sale of goods under the value of £10,000 will require the approval of the Chief Officer – Strategic Place Planning and the Chief Officer – Finance, following consultation with the Convenor of the Finance and Resources Committee. Sale of any goods above the value of £10,000 would need Finance and Resources Committee approval.

- 5.5 In the event of a sales request by an interested party, a Senior Planner within the Masterplanning, Design and Conservation Team will estimate the value of the item by comparing the items proposed for sale with similar items for sale elsewhere (e.g. reviewing architectural salvage and reclamation websites).
- 5.6 Unless agreed otherwise by Committee or the Chief Officer – Strategic Place Planning and Chief Officer – Finance, the monies from the sale of the items will be credited to the Council’s Capital Budget.
- 5.7 All access to the Council’s storage facilities must be coordinated through the Roads Supervisor of the Operations cluster.

## 6. Risk

- 6.1 This policy will manage the following risks:

**Compliance Risks** - This policy aims to ensure that future management of the historic building downtakings complies with internal financial regulations. Storage of historic Building Downtakings and their future reuse results in reduced energy consumption and a decreased carbon footprint.

**Reputational Risks** - This policy aims to improve the transparency of the future management of the historic building downtakings owned by Aberdeen City Council (e.g. incorrect reuse or disposal of historic building downtakings, loss of historic building downtakings).

**Environmental/ Climate Risks** - The policy ensures that these historic building downtakings can be reused.

## 7. Environmental Implications

- 7.1 There are no direct environmental implications arising from this policy. The indirect environmental impact would be the reuse of reclaimed materials resulting in reduced energy consumption and a decreased carbon footprint when compared to extracting and producing new materials.

## 8. Policy Performance

- 8.1 Effectiveness of this policy will be monitored through monthly team meetings in Masterplanning, Design and Conservation Team. A record of the historic building materials being removed and deposited will be maintained.

## 9. Design and Delivery

- 9.1 This policy is aligned to support delivery of the strategic objectives contained within the LOIP and the Council's Strategic Priority of Energy Transition and Net Zero by contributing towards reduction of Aberdeen's carbon emissions.

## 10. Housekeeping and Maintenance

- 10.1 This policy is the first drafted policy relating to the storage and future management of historic building downtakings. This policy will be reviewed annually with relevant dates updated.

## 11. Communication and Distribution

- 11.1 This policy will be shared and communicated to the Finance and Operations clusters, Capital cluster and Corporate Landlord cluster via Aberdeen City Council Intranet and will be available for citizens and interested parties on the Aberdeen City Council external website.

## 12. Information Management

- 12.1 The information generated by the application of the Policy will be managed in accordance with the Council's Corporate Information Policy and supporting procedures.

## 13. Definitions and Understanding this Policy

- 13.1 Historic building downtakings are salvaged reusable building materials and architectural elements from historic buildings that are being demolished, renovated, or dismantled.