

Aberdeenshire
COUNCIL



KINCARDINE AND MEARN'S AREA COMMITTEE

TUESDAY, 30 APRIL 2024 at 9.30 am

Your attendance is requested at a meeting of the **KINCARDINE AND MEARN'S AREA COMMITTEE** to be held in **VIEWMOUNT, STONEHAVEN**, on **TUESDAY, 30 APRIL 2024**, at **9.30 am**

This meeting will be recorded and a recording of the public part of the meeting will be made publicly available at a later date.

Wednesday, 24 April 2024

Tim Stephen, Area Manager

To: Councillors S Dickinson (Chair), G Carr (Vice-Chair), W Agnew, D Aitchison, D Black, S Burnett, L Carnie, A Evison, K Stelfox, M Sullivan, A Turner and C Victor

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B U S I N E S S

- 1 Sederunt and Declaration of Members' Interests
- 2A Public Sector Equality Duty
Consider, and if so desired, adopt the following resolution:-
- (1) to have due regard to the need to:-
- (a) eliminate discrimination, harassment and victimisation;
 - (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
 - (c) foster good relations between those who share a protected characteristic and persons who do not share it.
- (2) where an Integrated Impact Assessment is provided, to consider its contents and take those into account when reaching a decision.
- 2B Exempt Information
Consider, and if so decided, adopt the following resolution:- “That under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Item(s) of business below, on the grounds that it involves the likely disclosure of exempt information of the class described in the relevant paragraphs of Part 1 of Schedule 7A of the Act.”
- 3 Minutes of the Meeting 26 March 2024 4 - 10
- Environment and Infrastructure Services**
- 4 Full Planning Permission for Site Alterations to the Operational Areas Surrounding the Warehouse and Development of the Eastern Part of the Site for the Storage of Operational Vehicles, Including Resurfacing, Amendments to Access and Ancillary Infrastructure at Unit 5, Cairnrobin Way, Portlethen APP/2023/1717 11 - 22
- 5 Full Planning Permission for Installation of Solar Panels at 18 West Street, Johnshaven APP/2024/0140 23 - 28
- 6 Full Planning Permission for Erection of Potato Store and Chicken Coop (Retrospective) at Land to the South West of Carronlea, Kirktown of Fetteresso, Stonehaven APP/2024/0218 29 - 34
- 7 Draft Heating Policy 35 - 52
- Business Services**
- 8 Donations Policy 53 - 65

9 Draft Aberdeenshire Community Resilience Framework 66 - 86

ITEM WHICH THE COMMITTEE MAY WISH TO CONSIDER WITH THE PRESS AND PUBLIC EXCLUDED

10 E&IS Supplementary Procurement Report 87 - 92
[Exempt under paragraph 10 / Confidential]

Identity of tenderer for supply of goods or services.

11 Unit 3 Laurencekirk Business Park, Laurencekirk 93 - 97
[Exempt under paragraph 9, 10 / Confidential]

Terms for a contract for acquisition or disposal of property or supply of goods or services.

Identity of tenderer for supply of goods or services.

12 Business Services Directorate Supplementary Procurement Plan 98 - 104
2024/25 Procurement Approval
[Exempt under paragraph 10 / Confidential]

Identity of tenderer for supply of goods or services.

KINCARDINE AND MEARN'S AREA COMMITTEE

TUESDAY, 26TH MARCH, 2024

Present: Councillors S Dickinson (Chair), G Carr (Vice-Chair), W Agnew, D Aitchison, D Black, S Burnett, L Carnie, A Evison, K Stelfox, M Sullivan, A Turner and C Victor

Officers In Attendance: Tim Stephen (Area Manager (Kincardine & Mearns), Morag Stevenson (Senior Solicitor), Gregor Spence (Senior Planner), Diane Henderson (Project Officer), Paul Berrisford (Scottish Fire & Rescue Service)

1 SEDERUNT AND DECLARATION OF MEMBERS' INTERESTS

In accordance with the Councillors' Code of Conduct the following statements were made: –

Item 6

Councillor Turner declared a Transparency Statement by virtue of knowing the applicant from the oil and gas industry, however having applied the objective test, he concluded that as the connection was remote there was no interest to declare, and he would remain and take part in the determination of the item.

Item 7

Councillor Evison declared a Transparency Statement by virtue that she had previously not taken part in the determination of the Asset Transfer for Mill of Benholm. However, having applied the objective test, she concluded that there was no interest to declare, and she would remain and take part in the determination of the item.

Councillor Dickinson declared a Transparency Statement by virtue of being a member of the Town Centre Improvement Group, however having applied the objective test, she concluded she would remain and take part in the determination of the item.

Councillor Carr declared a Transparency Statement by virtue of having a long-standing connection to Mill of Benholm, however having applied the objective test, he concluded he would remain and take part in the determination of the item.

Item 8

Councillor Dickinson declared a Transparency Statement by virtue of attending the Tolbooth Museum Trust AGM and receives their Newsletter, however having applied the objective test, she concluded that there was no interest to declare, and she would remain and take part in the determination of the item.

2A PUBLIC SECTOR EQUALITY DUTY

In taking decisions on the undernoted items of business, the Committee **agreed**, in terms of Section 149 of the Equality Act 2010:-

(1) To have due regard to the need to:-

- (a) eliminate discrimination, harassment and victimisation;
- (b) advance equality and opportunity between those who share a protected characteristic and persons who do not share it; and
- (c) foster good relations between those who share a protected characteristic and persons who do not share it, and

to consider, where an Integrated Impact Assessment has been provided, its contents and to take those into consideration when reaching a decision.

3 MINUTES OF THE MEETING 5 MARCH 2024

There had been circulated and was **approved** the minutes of the Meeting of 05 March 2024, subject to the following amendments at Item 9:

Page 8 (paragraph 5) - Police Scotland representation amended to *“a significant impact on policing resources would be expected”*.

Page 9 (paragraph 7) – change to *‘He provided an overview of community event planning and the process which other community groups follow, commented that the Notice allows for minimal stewarding compared to other local events planned for the town and stated that no event nor risk assessment plan had been provided for this public procession’*.

Page 10 (bullet point 4) - amended to *‘Would Parade organisers accept recommendation 7 (Appendix 2) regarding playing of music - not within 100m of a place of worship – confirmed yes.’*

Page 12 (No 7 “Protection of Health and Morals”) - amend to *‘The fear and anxiety being caused to members of the local community was having a negative impact upon the mental health of those persons’*.

Additional reason to be added stating *‘The Organiser’s right of assembly is not an absolute right and should be balanced against the competing rights of others. Those who live, work, shop, trade and carry on business in the area have rights under Article 8.*

4 STATEMENT OF OUTSTANDING BUSINESS

A report by the Director of Environment and Infrastructure Services was circulated detailing the items of outstanding business as at 26 March 2024.

The Committee **agreed** to note the items of outstanding business as at 26 March 2024.

5 SCOTTISH FIRE AND RESCUE SERVICE PERFORMANCE REPORT Q2 (1ST JULY - 30TH SEPTEMBER 2023) & Q3 (1ST OCTOBER - 31ST DECEMBER 2023)

A joint report by the Local Senior Officer for Scottish Fire and Rescue Service and the Director of Business Services had been circulated providing details of the performance from July to December 2023. The Station Commander gave an

overview of the performance and highlighted areas of particular interest in Kincardine & Mearns. Committee sought clarification on categorisation of call outs; data sharing protocols; non-fire emergencies; home fire safety visits; battery storage units and road safety initiatives/use of virtual reality headsets.

The Committee **agreed** to note the content of the report.

6 FULL PLANNING PERMISSION FOR ERECTION OF 5 MODULAR UNITS FOR SHORT TERM LETTING ACCOMMODATION AT BOGENRAITH EQUESTRIAN LTD, DURRIS APP/2023/1809

There had been circulated a report by the Director of Environment and Infrastructure Services which sought consideration of an application for Full Planning Permission for erection of 5 modular units for short-term letting accommodation.

The Senior Planner provided an overview of the application and advised the proposed layout and design did not meet with policy, however, as the accommodation would be primarily operated within the bounds of the established equestrian business, the Planning Service were able to support the development as a departure from Policy for a temporary period of 3 years. This would enable the business to accommodate the requirements of existing users until a site-specific layout and design were agreed with the Planning Service in accordance with Policy.

During discussion Members raised queries regarding site layout; visibility splays; sought re-assurance on passing places and land ownership; queried if an extension of the temporary planning condition to 5 years as opposed to 3 would be agreeable for Planning and the applicant.

Following the debate Councillor Turner, seconded by Councillor Black, moved the application be granted in line with report recommendations subject to a change at Planning Condition 1. where the temporary condition is extended to 5 years which would allow the business time to grow and submit a planning application which complies with Policy.

Councillor Agnew, seconded by Councillor Carnie, moved as an amendment that the application be granted in line with the report recommendations.

The members voted as follows:

Motion 10 Councillors Aitchison, Black, Burnett, Carr, Dickinson, Evison, Sullivan, Turner, Victor

Amendment 2 Councillors Agnew and Carnie

Therefore, Committee **agreed** to grant Full Planning Permission subject to the following conditions:

1. Planning permission is hereby granted for a temporary period 5 years (cessation date) from the date of this decision. Prior to the cessation date, the application site shall be cleared of all works and development approved under the terms of this permission (including any subsequent ancillary works, infrastructure, fixtures, fittings and any temporary developments permitted under Class 14 of the Town

and Country Planning (General Permitted Development) (Scotland) Order 1992) and reinstated.

Reason: To enable the impact of the temporary development on the amenity of the surrounding area to be reviewed and to ensure the appropriate restoration of the site.

2. No development in connection with the permission hereby granted shall commence and the access hereby approved shall not be brought into use unless visibility of 215 metres in both directions along the channel line of the public road has been provided from a point 2.4 metres measured at right angles from the existing edge of the carriageway surface along the centre line of the approved new access in accordance with the Council's Standards for Road Construction Consent and Adoption. The visibility splays shall be physically formed on the ground and any existing fences, walls, hedges or other means of enclosure or obstructions within the splays shall be removed and relocated outwith the splays in accordance with the approved plans. Once formed, the visibility splays shall be permanently retained thereafter and no visual obstruction of any kind shall be permitted within the visibility splays so formed.

Reason: To enable drivers of vehicles using the access to have a clear view of other road users and pedestrians in the interests of road safety.

3. The private access road shall not come into use until a passing place measuring 12m x 3m with 3m splays has been formed as shown on drawing reference 1595-502 Rev C in accordance with condition 3 of planning permission reference APP/2019/1269. Once formed, the passing place shall be permanently retained thereafter.

Reason: In the interests of road and public safety

4. The development hereby approved shall not be occupied unless off-street parking for 5 cars has been provided within the site and surfaced in hard standing materials. Once formed, the parking spaces shall be permanently retained thereafter.

Reason: to ensure that the flow of traffic is not obstructed by parked cars in the interest of road and public safety.

Reason for Decision

The planning authority considers that the application is for a development that is not in accordance with the Aberdeenshire Local Development Plan 2023.

The proposed development is for a tourism accommodation facility that cannot be considered well related to an allocated settlement and displays a design that is not in keeping with the Aberdeenshire countryside and is inconsistent with the qualities of successful places. The proposed accommodation would be primarily operated within the bounds of the established equestrian business (Bogenraith Equestrian), the Planning Service is able to support the development as a departure from Policy B3: Tourism Facilities and Accommodation of the Aberdeenshire Local Development Plan 2023 for a temporary period of 3 years. This would enable the business to accommodate the requirements of existing users until a site-specific layout and

design is agreed with the Planning Service in accordance with Policy 14: Design, quality and place of National Planning Framework 4 and Policy P1: Layout, siting and design of the Aberdeenshire Local Development Plan 2023.

7 COASTAL COMMUNITIES FUND 2023/24 - KINCARDINE AND MEARN'S AREA COMMITTEE ALLOCATION

There had been circulated a report by the Director of Environment and Infrastructure Services which sought the agreement of the Area Committee to disburse the sum of £94,404 Coastal Communities Funds allocated to the Kincardine and Mearns area for the financial year 2023/24.

The Area Project Officer provided an overview of the report and the funding applications, she highlighted that due to the funding being received late in the financial year the Scottish Government had agreed that funds could be carried over into 2024/25 allowing communities a full year to spend.

Members queried status of the quotes for the Crow's Nest project and plans for any project underspends across all the projects supported.

The Committee **agreed**:

1. Funding allocations to –
 - Mill of Benholm car park - £43,877
 - Benholm & Johnshaven Heritage Society - £2,026.06
2. To delegate authority to the Kincardine and Mearns Area Manager, following consultation with the Area Chair and Vice-Chair, to approve the allocation of the remaining funds of £48,500.94 to the Crow's Nest project and the litter campaign once costs are known.
3. If there are underspends in the above projects and a surplus balance remaining that further applications come back to Area Committee. This can include further applications from Mill of Benholm (taking note of £50k award limit and 90% project funding limit in the criteria which could be reviewed on exception).

8 ASSET TRANSFER REQUEST - TOLBOOTH BUILDING, STONEHAVEN

The Chair confirmed that a request to speak had been received for the item, Committee agreed to hear from Dennis Collie and Douglas Cusine, Trustees of the Tolbooth Association.

A report by the Director of Environment and Infrastructure Services was circulated advising Members that an Asset Transfer request has been received for the Tolbooth Building in Stonehaven.

The Area Manager introduced the item and provided an overview of the report and options for recommendation therein.

Members sought clarification if the courtyard space was included in the Asset Transfer; value of income from the existing tenant; budget owner (confirmed LLA); if

income was reinvested back into the Tolbooth building; current maintenance arrangements and costs; estimated value of the asset; confirmed the value of the historic fund at £55,000; building survey works and priorities; if the asset were to be transferred who would be responsible for the works and in what condition is the building signed over; time period between decision and hand over; and in the scenario that the trust fails what would happen to the Tolbooth building.

The Chair invited Trustees Dennis Collie and Douglas Cusine to address Committee. The Trustees provided an overview of their application and addressed some of the points contained in the committee report.

Members sought re-assurance from the Trustees that they had thought about succession planning, the Trustees advised they had recently taken on graduate students, were creating links with local schools and would look to buy in specialist expertise if required.

The Trustees confirmed they would honour the existing restaurant lease and would re-invest funds into maintenance and futureproofing of the building.

The Committee **agreed** to:

1. Refer the Asset Transfer request from the Stonehaven Tolbooth Association for the transfer of the Tolbooth building (whole building including courtyard) to Business Service Committee for determination. Committee supported Asset Transfer application based on the benefits of preservation of the heritage building; re-investment; and future proofing of the asset; promoted tourism; economic development; and regeneration within the town.
2. Recommend to Business Services Committee that the purchase price should be set at a nominal sum of £1 which takes into account the community benefit and annual running costs of the museum.
3. Recommend to Business Services Committee that delegated authority is agreed for the Area Manager to instruct Legal & People to conclude the transfer of the whole building to Stonehaven Tolbooth Association.

9 KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET 2024/2025

A report by the Director of Environment and Infrastructure Services was circulated seeking agreement for the 2024/25 Area Committee Budget Criteria and Application Form.

The Area Committee Officer introduced the report and provided an overview of the proposed Criteria and Application Form for 2024/25 and highlighted that the Area Committee Budget for 2024/25 stands at £71,200.00.

During discussion Members proposed removing the reference to strategic priorities from the Criteria, enhancing the focus on Place, reducing the project maximum for applications to £6,000 from £8,000 and bringing the voluntary in kind living wage in line with the Scottish Living wage at £12.00 per hour.

Councillor Evison, seconded by Councillor Stelfox, moved that the proposed Criteria for 2024/25 be amended to remove the link to the Councils Strategic Priorities, enhance the focus on Place to include Local Place Plans, reduce the project maximum to £6,000 and increase the voluntary in kind wage to the Scottish Living Wage at £12.00.

Councillor Carr, seconded by Councillor Turner, moved an amendment that the proposed Criteria for 2024/25 retains the link to the Councils Strategic Priorities, includes the reference to Local Place Plans, reduces the project maximum to £6,000 and increases the voluntary in kind wage to the Scottish Living Wage at £12.00.

The members voted as follows:

Motion 6 Councillors Aitchison, Black, Evison, Stelfox, Sullivan, Victor

Amendment 6 Councillors Agnew, Burnett, Carnie, Carr, Dickinson, Turner

Chair had the casting vote.

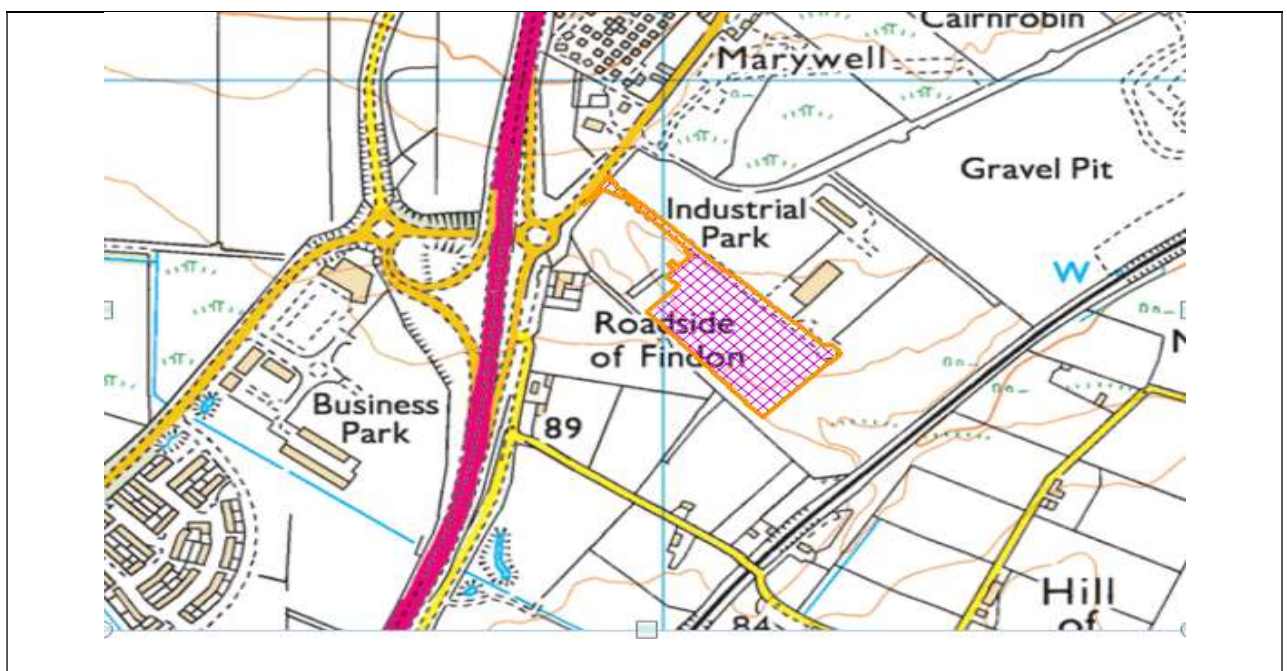
Therefore, Committee **agreed** the Criteria and Application Form for 2024/25 subject to Local Place Plans being added at Item 2, maximum payment limit for projects being reviewed to £6,000 and increase the voluntary in kind wage to the Scottish Living Wage at £12.00.

Kincardine & Mearns Area Committee Report 30 April 2024

Reference No: [APP/2023/1717](#)

Full Planning Permission For Site Alterations to the Operational Areas Surrounding the Warehouse and Development of the Eastern Part of the Site for the Storage of Operational Vehicles, Including Resurfacing, Amendments to Access and Ancillary Infrastructure at Unit 5, Cairnrobin Way, Portlethen, AB12 4NJ

Applicant:	Raiths Farm Properties Limited, C/o Agent, Ashley Group Base, Pitmedden Road, Dyce, AB21 0DP
Agent:	DWD LLP, 6 New Bridge Street, London, EC4V 6AB
Grid Ref:	E:393064 N:798660
Ward No. and Name:	W17 - North Kincardine
Application Type:	Full Planning Permission
Representations	0
Consultations	7
Relevant Proposals Map Designations:	Aberdeenshire Local Development Plan 2023 ALDP Allocated Site 'BUS 2'
Complies with Development Plans:	Yes
Main Recommendation	Grant



NOT TO SCALE

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1. Reason for Report

- 1.1 The Committee is able to consider and take a decision on this item in terms of Section B.8.1 of Part 2A List of Committee Powers and Section C.2.1 of Part 2C Planning Delegations of the Scheme of Governance as the application is for major development.
- 1.2 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

2. Background and Proposal

- 2.1 This application seeks full planning permission for alterations to the operational surrounding of a warehouse and the development of the eastern part of the site for the storage of operational vehicles including resurfacing, amendments to access and ancillary infrastructure at the Amazon distribution site located at Cairnrobin Way, Portlethen.
- 2.2 The application site is situated within the boundaries of a site safeguarded for business uses in the ALDP 2023 (Site BUS2) and occupies an area of 3.3ha (including the access road) of rough ground and is located within the boundaries of a site that was granted planning permission in principle for the formation of a business park under planning reference APP/2015/0539 and APP/2018/0771. A subsequent permission for approval of matters specified in conditions was granted under planning reference APP/2019/2656 and has been implemented with the construction of a warehouse and associated infrastructure including car parking and access. A proposal of application notice (POAN) was submitted in 2023 and the proposed development was the subject of a 12-week pre-application consultation period.
- 2.3 In the supporting information provided with the application, it is stated that the overall objective of the proposal is to provide sufficient capacity to store all the delivery vans associated with the warehouse in one secure location. The proposal would increase the overall van storage capacity from 153 to 365 spaces. In addition to van storage, 18 motorcycle spaces are proposed. Car parking provision would also be amended as part of the overall site re-configuration. These spaces would include 31 EV charging spaces and an additional 3 disabled spaces.
- 2.4 Ancillary infrastructure would occupy a total area of approximately 105m² and include:
 - A DNO kiosk measuring 5.5m wide x 3m deep x 3m high and a substation kiosk measuring 4.5m wide x 4m deep x 3.5m high. Both would be finished in green, glass reinforced plastic. The DNO would have green steel polyester powder coated doors. Both kiosks would be located within the area dedicated to the EV charging points;

- A flat-roofed welfare unit measuring 7.3m wide x 6m deep x 3.6m high finished in dark grey composite flat panels walls, galvanised steel roof and dark grey aluminium flashing;
- A curved-roof smoking shelter measuring 4.1m x 2.1m deep x 2.4m high (at its highest);
- An open-sided cycle shelter measuring 4.9m wide x 2.7m deep x 2.5m high at its highest. It would incorporate 5 'Sheffield style' cycle racks and would have a clear curved roof;
- A small guard hut measuring 1.5m wide x 1.5m deep x 2.5m high. It would be finished in grey metal faced insulated composite flat panel walls with a grey polyester powder coated roof and grey aluminium door and window;
- A large guard hut measuring 6.9m wide x 2m deep x 3m high. It would be finished in grey metal faced insulated composite flat panel walls with a grey plastic-coated galvanised steel powder coated roof and grey aluminium door and windows;
- A winter unit measuring 3.2m wide x 2.2m deep x 2.7m high. It would be finished in brown timber clad walls and a grey plastic-coated galvanised steel powder coated roof, aluminium flashing and metal door.

- 2.5 The development would be landscaped using a mix of native and ornamental species of trees and shrubs. A native hedgerow (hazel, hawthorn, holly, blackthorn and burnet rose) interspersed with trees (e.g. pine, maple and birch) would be planted along the south and east boundaries of the site. A mix of trees (e.g. pine, birch, rowan, bird cherry) and shrubs (e.g. dogwood, broom, ivy, dog rose, burnet rose, sea buckthorn, hazel) would be planted along Cairnrobin Way and on both sides of the new relocated access. The van storage area would be dissected by a strip of planting incorporating a mix of shrubs (e.g. hawthorn, goat willow, gorse and broom) and trees (e.g. spruce, bird cherry, scots pine, birch). Finally, areas of species-rich grassland are also proposed alongside areas of mix trees and shrubs. The established landscaping located along the south boundary would be incorporated into the overall scheme. The site would be surrounded by a 2.4m high green paladin fence.
- 2.6 In terms of access, the existing HGV access junction would be closed off and relocated approximately 60m to the east along Cairnrobin Way. Access to the van storage area, welfare unit, smoking and cycle shelters and winter unit would be taken from the turning circle located at the end of Cairnrobin Way via an existing dropped kerb.
- 2.7 In terms of drainage, surface water would be dealt with via a series of gullies, drains and permeable surfaces draining into the public surface water sewer via an attenuation tank and small detention pond to reduce the flow of water during events of heavy rainfall to prevent flooding and overload of the sewers. The welfare unit would be connected to the foul water sewer. These proposals were put together by an engineering firm with relevant expertise and in compliance with SEPA's guidelines.

3. Representations

3.1 No valid letters of representation have been received.

4. Consultations

4.1 **Environment and Infrastructure Services (Contaminated Land)** does not object to the application subject to a planning condition seeking details and implementation of gas protection measures.

4.2 **Environment and Infrastructure Services (Environmental Health)** does not object to the application.

4.3 **Environment and Infrastructure Services (Flood Risk and Coast Protection)** does not object to the application subject to a planning condition to ensure that the approved drainage proposals are fully implemented prior to occupancy and subsequent maintenance.

4.4 **Environment and Infrastructure Services (Roads Development)** does not object to the application subject to planning conditions dealing with access geometry and car parking.

External

4.5 **Portlethen and District Community Council** has commented that it neither objects to nor supports the application.

4.6 **Scottish Water** has commented that there may be capacity to connect the development to the public water supply infrastructure and that there is sufficient capacity in the wastewater drainage infrastructure to serve the development.

4.7 **Transport Scotland** does not object to the application.

5. Relevant Planning Policies

5.1 National Planning Framework 4 (NPF4)

Scotland's fourth National Planning Framework (NPF4) is a long term plan looking to 2045 that guides spatial development, sets out national planning policies, designates national developments and highlights regional spatial priorities. It is part of the development plan, and so influences planning decisions across Scotland.

On 13 February 2023 (0900am) Scottish Ministers adopted and published National Planning Framework 4 (NPF4), meaning that it is in force and National Planning Framework 3 and Scottish Planning Policy are superseded from that date and time. This will also have the effect that all strategic development plans and any supplementary guidance issued in connection with them cease to have effect on that date. As such the Aberdeen City and

Shire Strategic Development Plan 2020 has now ceased to have effect. The NPF4 now forms part of the development plan along with the Aberdeenshire Local Development Plan 2023.

Policy 3: Biodiversity
Policy 14: Design quality and place
Policy 22: Flood risk and water management
Policy 23: Health and Safety
Policy 26: Business and industry

5.2 Aberdeenshire Local Development Plan 2023

On 13 January 2023, the Aberdeenshire Local Development Plan 2023 was adopted.

Policy B2: Employment and Business Land
Policy P1: Layout, Siting and Design
Policy RD1: Providing Suitable Services
Policy P4: Hazardous and Potentially Polluting Developments and Contaminated Land

5.3 Other Material Considerations

None

6. **Discussion**

The key issues relating to the determination of this application are:

- Development principle;
- Layout, siting and design;
- Technical matters.

Development principle

- 6.1 The site is allocated for employment uses in the ALDP 2023 and the proposed car parking is associated with the operation of the existing Amazon distribution depot that adjoins the site. Indeed, the purpose of the car park is to safely store the fleet of delivery vans when not in use. As such, it is considered that the principle of the proposal is fully compliant with Policy 26 of NPF4 and Policy B2 of the ALDP 2023 and does not prejudice the purpose of the allocation.

Layout, siting and design

- 6.2 Policy 14 of NPF4 and Policy P1 of the ALDP 2023 seek to ensure that new development is in keeping with the character of the surrounding area. Most of the proposal would involve the provision of an area dedicated to the storage of delivery vans with the few proposed buildings occupying a total area of 105m². These structures are typical of other buildings located within the

established operation and have a pared back and functional design. The height of the buildings would not exceed 3m and they would be concentrated in one location near the proposed van access, on the outer edge of the application site. The new van storage area would be surrounded by a fence of similar height, colour and construction as the existing security fence. The Planning Service is therefore satisfied that the proposal is fully compliant with planning policy.

- 6.3 Policy 3 of NPF4 and Policy P1 of the ALDP 2023 require development to provide net improvement to local biodiversity. The area included within the application site boundaries has negligible ecological value and the proposed planting would significantly increase the biodiversity and ecological value of the site and surrounding area. All the established planting located along the south boundary of the site would be retained. The Planning Service is therefore satisfied that the proposal is fully compliant with planning policy.
- 6.4 In terms of potential impact on residential amenity, Policy 23 of NPF4 and Policy P4 of the ALDP 2023 presume against development that would raise unacceptable noise issues. A noise impact assessment was carried out to consider the potential impact of the operation of the van storage area on sensitive receptors the closest of which is located 145m to the southwest of the site. The assessment concludes that the impact of the proposal would be negligible. Having reviewed the assessment, Environment and Infrastructure Services (Environmental Health) have advised that they have no objection to the proposal. In terms of potential light pollution, the lights would be directed towards the ground and therefore no light spillage out with the boundaries of the site is likely to occur and affect residential amenity or cause a statutory nuisance. The Planning Service is therefore satisfied that the proposal is fully compliant with planning policy.

Technical matters

- 6.5 In terms of drainage Policy 22 of NPF4 and Policy RD1 of the ALDP 2023 require applicants to demonstrate that proposals can be drained in a sustainable manner to avoid flooding (including surface water flooding) and ensure that drainage from the site does not lead to pollution whether within or outwith the application site boundaries. Detailed surface water drainage proposals have been submitted with the application. Surface water run-off from the van storage area would be drained via a series of slot drains. The water would receive a double level of treatment before being discharged into the public surface water sewer. Rainwater would be collected into a crated attenuation tank located under the surface of the van storage area and would discharge into the public sewer at a sustainable rate via a detention pond. The HGV access would be drained through gully drains discharging into the new surface water sewer. The re-designed car parking area would be drained through a system of permeable paving with filter drains. These proposals were reviewed by Environment and Infrastructure Services (Flood Risk and Coast Protection) and were considered to meet the required standards. The welfare unit would be connected to the public sewer. The Planning Service is

satisfied that the proposed drainage would ensure that the site can be drained without causing flooding or pollution in accordance with planning policy.

- 6.6 In terms of access, Policy RD1 of the ALDP 2023 seeks ensure that access to new development is designed to be safe. The HGV access onto Cairnrobin Way is to be relocated further towards the east. Environment and Infrastructure Services (Roads Development) has confirmed that the new junction could be formed in accordance with the required standards but that this would require an amendment to the existing roads construction consent. It also seeks a condition requiring the formation of the visibility splays prior to commencement of any other part of the development. The Planning Service is satisfied that a safe access can be achieved in accordance with planning policy.
- 6.7 In terms of potential contamination, Policy P4 of the ALDP 2023 presumes against development on land known or suspected of contamination unless appropriate site investigations have been undertaken and any remedial action implemented to make the site suitable for use. A site investigation was carried out by a firm with relevant expertise. It identified potential contamination from ground gas and recommends the installation of gas protection measures within new buildings at the site. Environment and Infrastructure Services (Contaminated Land) considered the information and have confirmed that they would have no issues with the proposal providing details of gas protection measures are provided for further approval and implemented prior to occupancy. A condition is recommended to that effect. The Planning Service is therefore satisfied any site contamination can be mitigated in accordance with planning policy.

Conclusion

- 6.8 In summary, the proposed development is associated with the operation of an existing distribution warehouse and would be located within the boundaries of a site allocated for business and employment uses in the ALDP 2023. The proposal would be in keeping with the character of the site and surrounding area, would provide net biodiversity improvements to the surrounding area and would have no detrimental impact on the amenity of the area including the amenity of surrounding residential properties. As such the proposal is considered fully compliant with all the relevant policies contained within NPF4 and the ALDP 2023 and is therefore recommended for approval.

7. Area Implications

- 7.1 In the specific circumstances of this application there is no direct connection with the currently specified objectives and identified actions of the Local Community Plan.

8. Implications and Risk

- 8.1 An integrated impact assessment is not required because the granting or refusing of the application will not have a differential impact on the protected characteristics of the applicant or any third parties.
- 8.2 There are no staffing and financial implications.
- 8.3 There are no risks identified in respect of this matter in terms of the Corporate and Directorate Risk Registers as the Committee is considering the application as the planning authority in a quasi-judicial role and must determine the application on its own merits in accordance with the Development Plan unless material considerations justify a departure.
- 8.4 No separate consideration of the current proposal's degree of sustainability is required as the concept is implicit to and wholly integral with the planning process against the policies of which it has been measured.

9. Departures, Notifications and Referrals

9.1 Development Plan Departures

None

- 9.2 The application is not a Departure from the valid Development Plan and no departure procedures apply.
- 9.3 The application does not fall within any of the categories contained in the Schedule of the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 and the application is not required to be notified to the Scottish Ministers prior to determination.
- 9.4 The application would not have to be referred to Infrastructure Services Committee in the event of the Area Committee wishing to grant permission for the application.

10. Recommendation

10.1 GRANT subject to the following conditions:-

01. In accordance with Section 58 of the Town and Country Planning (Scotland) Act 1997 (as amended) this planning permission will lapse on the expiration of a period of three years from the date of this decision notice, unless the development is begun within that period.

Reason: Pursuant to Section 58 of the Town and Country Planning (Scotland) Act 1997 (as amended).

02. No other development in connection with the permission hereby granted shall commence and the access hereby approved shall not be brought into use unless visibility of 43 metres in both directions along the channel line of the public road has been provided from a point 2.4 metres measured at right angles from the existing edge of the carriageway surface along the centre line of the approved new access in accordance with the Council's Standards for Road Construction Consent and Adoption. The visibility splays shall be physically formed on the ground and any existing fences, walls, hedges or other means of enclosure or obstructions within the splays shall be removed and relocated outwith the splays in accordance with the approved plans. Once formed, the visibility splays shall be permanently retained thereafter and no visual obstruction of any kind shall be permitted within the visibility splays so formed.

Reason: To enable drivers of vehicles using the access to have a clear view of other road users and pedestrians in the interests of road safety.

03. The development hereby approved shall not be brought into use until off-street parking has been provided within the site in accordance with drawing number 7707-SMR-00-ZZ-DR-A-2003-S4-P7 dated 19/09/2023 and surfaced in hardstanding materials.

Reason: In the interests of road and public safety

04. The development hereby approved shall not come into use until the junction with the prospectively public road and the existing junction alterations have been constructed in full as detailed on drawing number 1007 Rev P dated 06/02/2024 and in accordance with Aberdeenshire Council's Standards.

Reason: In the interests of road and public safety

05. Prior to erection of any of the ancillary buildings shown on drawing 7707-00-2005 External Facilities revision P9, gas protection measures designed in accordance with British Standard 8485:2015 'Code of practice for the design of protective measures for methane and carbon dioxide ground gases for new buildings' shall be submitted for consideration and further written approval by the planning authority.

The development hereby approved shall not be brought into use unless:

- a) the approved gas protection measures have been incorporated into the construction of the proposed [development/building] in accordance with the details shown on the approved drawings and in accordance with British Standard 8485:2015 (Code of practice for the design of protective measures for methane and carbon dioxide ground gases for new buildings); and
- b) the gas protection measures have been inspected and validated in accordance with CIRIA C735 (Good practice on the testing and verification of protection systems for buildings against hazardous ground gases) and a validation report detailing the findings of the

inspection has been submitted to and approved in writing by the planning authority.

Reason: In order to ensure that adequate gas protection measures are provided in the interests of public safety.

06. All soft and hard landscaping proposals shall be carried out in accordance with the approved planting scheme and management programme. Any planting which, within a period of 5 years from the completion of the development, in the opinion of the Planning Authority is dying, being severely damaged or becoming seriously diseased, shall be replaced by plants of similar size and species to those originally required to be planted. Once provided, all hard landscaping works shall thereafter be permanently retained.

Reason: To ensure the implementation and management of a satisfactory scheme of landscaping which will help to integrate the proposed development into the local landscape in the interests of the visual amenity of the area.

07. The development hereby approved shall not be brought into use unless the proposed surface water drainage system has been provided in accordance with the approved plans and drainage proposals shown in EIRENG Consulting Engineers Drainage Impact and Flood Risk Statement dated 26/05/2023 and as per the proposed drainage layout drawing number 232083-ECE-ZZ-XX-DR-C-5210 Rev. P1. The surface water drainage system shall be permanently retained thereafter by the developers or their successors in accordance with the Drainage Maintenance and Management Plan by EIRENG Consulting Engineers contained within the Drainage Impact and Flood Risk Statement dated 26/05/2023.

Reason: In order to ensure that adequate drainage facilities are provided, and retained, in the interests of the amenity of the area.

10.2 Reason for Decision

The planning authority considers that the application is for a development that is in accordance with the Aberdeenshire Local Development Plan 2023

The planning authority considers that the application is for a development that is in accordance with the Development Plan. The proposed development is associated with the operation of an existing distribution warehouse and would be located within the boundaries of a site allocated for business and employment uses. The proposal would be in keeping with the character of the site and surrounding area and would have no significant impact on the amenity of the area including the amenity of surrounding residential properties. As such the proposal is considered fully compliant with Policy 14: Design quality and place, Policy 23: Health and Safety and Policy 26: Business and industry of National Planning Framework 4 and with Policy B2: Employment and Business Land, Policy P1: Layout, Siting and Design and Policy P4: Hazardous and Potentially Polluting Developments and Contaminated Land of the Aberdeenshire Local Development Plan 2023.

Alan Wood
Director of Environment and Infrastructure Services
Author of Report: Aude Chaiban
Report Date: 12 April 2024

Nicola Glennie

From: Portlethen Community Council <portlethencommunitycouncil@gmail.com>
Sent: 04 October 2023 12:18
To: Planning
Subject: Re: Consultation for Application Ref No APP/2023/1717

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from portlethencommunitycouncil@gmail.com. [Learn why this is important](#)

Good afternoon,

Thank you for reaching out to the PDCC regarding this planning application. We appreciate being notified directly and given the chance to provide our comments. Following the PDCC meeting on Sept. 28th 2023, we would like to respond as follows: The PDCC neither object to nor support application APP/2023/1717.

Best regards,

Portlethen and District Community Council

tor. 21. sep. 2023, 14:08 skrev <planning@aberdeenshire.gov.uk>:

Please find attached important correspondence from Aberdeenshire Council, Planning and Economy Service.

This e-mail may contain privileged information intended solely for the use of the individual to whom it is addressed. If you have received this e-mail in error, please accept our apologies and notify the sender, deleting the e-mail afterwards. Any views or opinions presented are solely those of the e-mail's author and do not necessarily represent those of Aberdeenshire Council.

Dh'fhaodadh fiosrachadh sochaire, a tha a-mhàin airson an neach gu bheil am post-dealain air a chur, a bhith an seo. Ma tha thu air am post-dealain fhaighinn mar mhearachd, gabh ar leisgeul agus cuir fios chun an neach a chuir am post-dealain agus dubh às am post-dealain an dèidh sin. 'S e beachdan an neach a chuir am post-dealain a tha ann an gin sam bith a thèid a chur an cèill agus chan eil e a' ciallachadh gu bheil iad a' riochdachadh beachdan Chomhairle Shiorrachd Obar Dheathain.

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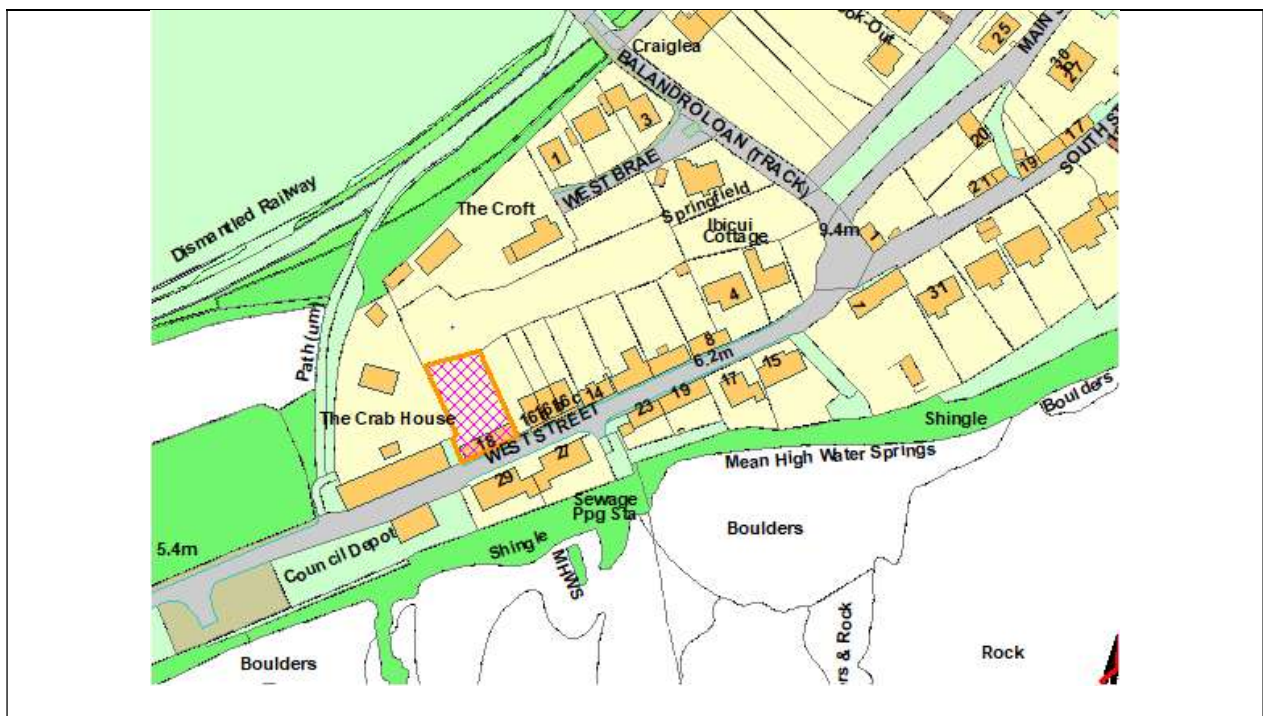
Kincardine & Mearns Area Committee Report 30 April 2024

Reference No: [APP/2024/0140](#)

Full Planning Permission For Installation of Solar Panels at 18 West Street, Johnshaven, DD10 0HL

Applicant: Mr & Mrs Cribb, Tigh Na Mara, 18 West Street, Johnshaven, DD10 0HL
Agent: A.D Architecture & Design, Tigh-Na-Bruach, Taylock, Brechin Road, Montrose, DD10 9LE

Grid Ref: E:379207 N:766765
Ward No. and Name: W19 - Mearns
Application Type: Full Planning Permission
Representations: 0
Consultations: 1
Relevant Proposals Map: Aberdeenshire Local Development Plan 2023
Designations: Johnshaven Conservation Area
Complies with:
Development Plans: No
Main Recommendation: Refuse



NOT TO SCALE

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1. Reason for Report

- 1.1 The Committee is able to consider and take a decision on this item in terms of Section B.8.1 of Part 2A List of Committee Powers and Section C.3.1h of Part 2C Planning Delegations of the Scheme of Governance as the application is recommended for refusal but 50% or a majority of responding Local Ward Members in the Ward in which the development is proposed have requested that the application be referred to the Area Committee.

Cllr. Alison Evison: "Further consideration of the visual impact on the character of the Conservation Area/Policy HE2."

Cllr. George Carr: "Can I suggest further discussion at Area Committee under Policy HE2 Protecting historic, Cultural and Conservation Areas."

- 1.2 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

2. Background and Proposal

- 2.1 This application is seeking full planning permission for installation of solar panels to the dwellinghouse at 18 West Street, Johnshaven.
- 2.2 The property is located within the settlement boundaries and in the Conservation Area of Johnshaven. The dwellinghouse is a single-storey traditional cottage with sandstone walls and blue slate roof.
- 2.3 The principal elevation of the property faces south directly onto West Street. The large garden is adjacent directly to the dwellinghouse from the north. There are residential properties to the east, south and north sides of the dwellinghouse. West Street comprises of a mixture of traditional cottages and more modern residential houses.
- 2.4 Twelve photovoltaic (PV) solar panels, each measuring approximately 1.2 by 1.7 meters, are proposed to be installed on the south-facing front elevation roof plane of the dwellinghouse.

3. Representations

- 3.1 No valid letters of representation have been received.

4. Consultations

- 4.1 **Environment and Infrastructure Services (Environment – Built Heritage)** has objected to the proposal due to solar panels being installed on the principal elevation of the property. This will cause a detrimental visual impact on the Conservation Area. This will be discussed further in Section 6.

5. Relevant Planning Policies

5.1 National Planning Framework 4 (NPF4)

Scotland's fourth National Planning Framework (NPF4) is a long term plan looking to 2045 that guides spatial development, sets out national planning policies, designates national developments and highlights regional spatial priorities. It is part of the development plan, and so influences planning decisions across Scotland.

On 13 February 2023 (0900am) Scottish Ministers adopted and published National Planning Framework 4 (NPF4), meaning that it is in force and National Planning Framework 3 and Scottish Planning Policy are superseded from that date and time. This will also have the effect that all strategic development plans and any supplementary guidance issued in connection with them cease to have effect on that date. As such the Aberdeen City and Shire Strategic Development Plan 2020 has now ceased to have effect. The NPF4 now forms part of the development plan along with the Aberdeenshire Local Development Plan 2023.

The Policies relevant to this proposal includes;

Policy 7 Historic assets and places
Policy 11 Energy
Policy 14 Design, quality and place
Policy 16 Quality homes

5.2 Aberdeenshire Local Development Plan 2023

On 13 January 2023 the Aberdeenshire Local Development Plan 2023 was adopted.

The Policies relevant to this proposal includes;

Policy P1 Layout, Siting and Design
Policy P3 Infill Developments within Settlements and Householders Developments (including home and work proposals)
Policy HE2 Protecting Historic, Cultural and Conservation Areas (applicable in CA or other designation)
Policy C2 Renewable Energy

5.3 Other Material Considerations

Johnshaven Conservation Area Review

6. Discussion

6.1 This application seeks full planning permission for the installation of twelve solar panels, each measuring approximately 1.2 by 1.7 metres, along the south facing front elevation roof plane of the dwellinghouse.

- 6.2 The main planning considerations are the layout, siting and design of the proposal and its impact on the character of the existing dwelling and neighbouring amenity. Additionally planning consideration would be to determine whether the benefits of the installation of the solar PV panels at this location outweigh their visual impact on the character of the Johnshaven Conservation Area.
- 6.3 The principle of development is accepted under Policy 16 of NPF4 and Policy P3 of the LDP which both support house alterations. However, this is subject to appropriate layout, siting and design which respects the character of the existing dwelling and has no adverse impact on neighbouring amenity.
- 6.4 Since the installation of the solar panels is confined within the boundaries of the roof's surface, it is anticipated that the proposal will have no impact on the residential amenity of the neighbouring buildings.
- 6.5 Due to the proposed solar panel installation, renewable energy is another important factor to consider when determining this application. According to Policy 11 of NPF4 and Policy C2 of the ALDP 2023, renewable energy proposals will be supported, but not at the expense of other policies related to Natural Heritage, the Historic Environment, and Protecting Resources. Policy 7 of NPF4 and HE2 of the ALDP 2023 outline that developments that have a negative impact on a conservation area and historic environment will be resisted.
- 6.6 It is recognised that the Environment and Infrastructure Services (Built Heritage) Service has objected to this application on the grounds of solar panels installation causing an adverse impact on the visual amenity of the Johnshaven Conservation Area. The panels would be highly visible from West Street. It is considered that the panels will be highly prominent in the location proposed and that there are other alternative siting options available within the wider property curtilage. The Environment Team advised that the Applicant explore solar panels on any outbuildings within the garden ground, ground mounted panels or the use of solar slates on the roof.
- 6.7 It is acknowledged that the applicant submitted a revised layout scheme proposing an alternative positioning of the solar panels, on the same roof plane, which would offer improved balance and some symmetry on the principal elevation, it is considered that given the context of the site and availability of alternative siting locations that would have a significantly lesser impact on the character of the conservation area, the proposal remains unacceptable. The Planning Authority sought a compromise by suggesting the relocation of the solar panels from the street-facing side, noting the potential for placement in the spacious rear garden or on outbuildings as a viable alternative. The applicant has indicated that they do not wish to amend the proposals in line with this advice.

- 6.8 The proposed placement of the solar panels in its current form would have a detrimental impact on the character and integrity of the Johnshaven Conservation Area and would set an undesirable precedent. It is considered that the negative visual impact would outweigh the benefits of the installation of the solar panels at this location. As such, it is considered that the proposal fails to comply with ALDP 2023 Policies HE2 and C2 and NPF4 Policies 7 and 11 and cannot be supported.
- 6.9 This proposal is not considered to be an appropriate alteration to the existing dwelling, the number and location of the solar panels as currently proposed would pose a detrimental impact on the Johnshaven Conservation Area. The proposal is considered to not be compliant with Policies 7 and 11 within National Planning Framework 4 and Policies HE2 and C2 within the Aberdeenshire LDP 2023. The application is therefore recommended for refusal.

7. Area Implications

- 7.1 In the specific circumstances of this application there is no direct connection with the currently specified objectives and identified actions of the Local Community Plan.

8. Implications and Risk

- 8.1 An integrated impact assessment is not required because the granting or refusing of the application will not have a differential impact on the protected characteristics of the applicant or any third parties.
- 8.2 There are no staffing and financial implications.
- 8.3 There are no risks identified in respect of this matter in terms of the Corporate and Directorate Risk Registers as the Committee is considering the application as the planning authority in a quasi-judicial role and must determine the application on its own merits in accordance with the Development Plan unless material considerations justify a departure.
- 8.4 No separate consideration of the current proposal's degree of sustainability is required as the concept is implicit to and wholly integral with the planning process against the policies of which it has been measured.

9. Departures, Notifications and Referrals

9.1 Development Plan Departures

National Planning Framework 4
Policy 7 Historic assets and place
Policy 11 Energy

Aberdeenshire Local Development Plan 2023
Policy HE2 Protecting historic, Cultural and Conservation Areas
Policy C2 Renewable Energy

- 9.2 The application is a Departure from the valid Development Plan and has been advertised as such. Any representations received have been circulated as part of the agenda and taken into account in recommending a decision. The period for receiving representations has expired.
- 9.3 The application does not fall within any of the categories contained in the Schedule of the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 and the application is not required to be notified to the Scottish Ministers prior to determination.
- 9.4 The application would not have to be referred to Infrastructure Services Committee in the event of the Area Committee wishing to grant permission for the application.

10. Recommendation

10.1 REFUSE for the following reason:-

01. The planning authority considers that the application is for a development that is not in accordance with the Development Plan, both National Planning Framework 4 and Aberdeenshire Local Development Plan 2023. As a result of the scale of development and siting on the principle elevation of the dwellinghouse, the solar panels proposed will have a negative visual impact on the character of the Conservation Area. The application therefore fails to comply with Policies 7 Historic assets and place and 11 Energy of National Planning Framework 4 and Policies HE2 Protecting historic, Cultural and Conservation Areas and C2 Renewable Energy of the Aberdeenshire Local Development Plan 2023.

Alan Wood
Director of Environment and Infrastructure Services
Author of Report: Anna Edovina
Report Date: 3 April 2024



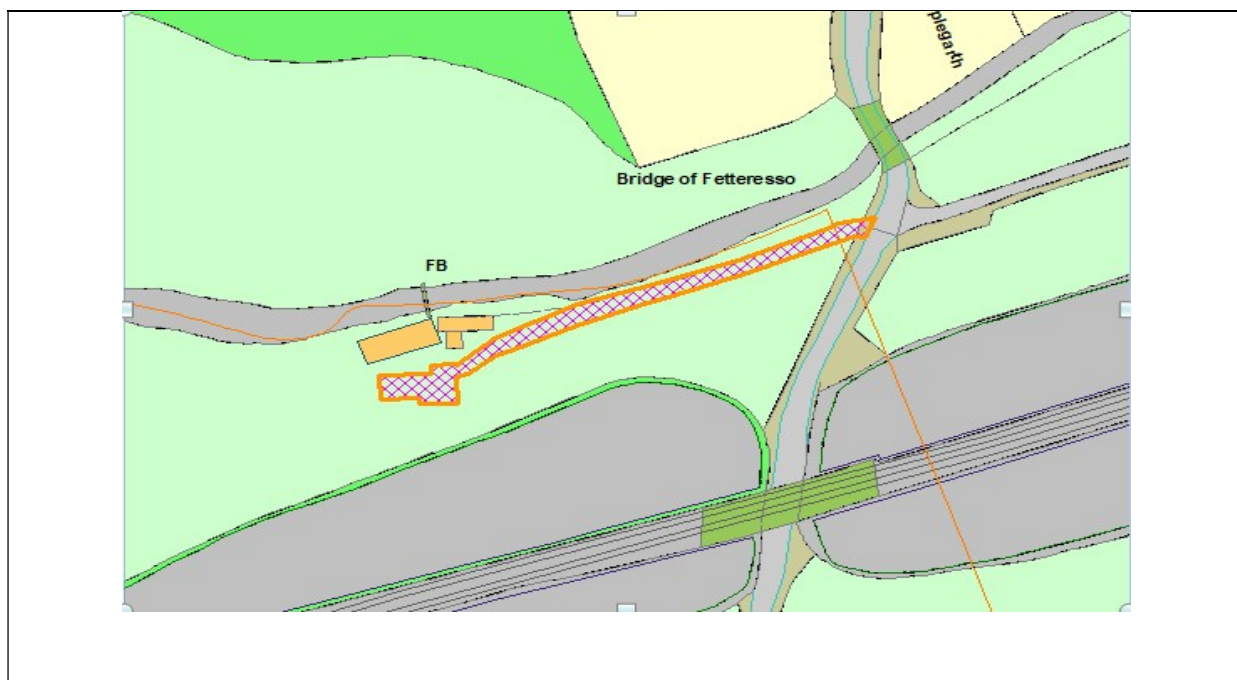
Kincardine & Mearns Area Committee Report 30 April 2024

Reference No: [APP/2024/0218](#)

Full Planning Permission For Erection of Potato Store and Chicken Coop (Retrospective) at Land to the South West of Carronlea, Kirkton of Fetteresso, Stonehaven, Aberdeenshire, AB39 3UP

Applicant: Mr Alan & Mrs Paula Donald, 6 Burns Terrace,
Stonehaven, AB39 2NA
Agent: MacGillivray Architects Limited, 7 Ink Bottle Way,
Stonehaven, AB39 2PD

Grid Ref: E:385228 N:785528
Ward No. and Name: W18 - Stonehaven And Lower Deeside
Application Type: Full Planning Permission
Representations: 0
Consultations: 3
Relevant Proposals Map: Aberdeenshire Local Development Plan 2023
Designations: Kirkton Of Fetteresso Conservation Area
Complies with:
Development Plans: No
Main Recommendation: Refuse



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1. Reason for Report

- 1.1 The Committee is able to consider and take a decision on this item in terms of Section B.8.1 of Part 2A List of Committee Powers and Section C.3.1h of Part 2C Planning Delegations of the Scheme of Governance as the application is recommended for refusal but 50% or a majority of responding Local Ward Members in the Ward in which the development is proposed have requested that the application be referred to the Area Committee.

Cllr Dawn Black: 'It states in the application that the outbuilding was erected to replace an existing shed that was run down. The application warrants further discussion at committee as statutory consultees at Built Heritage and Natural Environment have no objections, contrary to planning recommendation to refuse.'

Cllr Wendy Agnew: 'Further discussion required concerning Policy 9 and Policy 7 of NPF4 and Policy R2 and Policy HE2 of the ALDP 2023.'

- 1.2 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

2. Background and Proposal

- 2.1 This application is seeking retrospective full planning permission to erect a potato store and chicken coop on land to the southwest of Carronlea, Kirktown of Fetteresso, Stonehaven.
- 2.2 The application site is located within the boundaries of Fetteresso Conservation Area, approximately 100m to the southwest of the closest residential property, on the opposite side of the Carron Water. The site is accessed from the public road via a private gated access track running east to west along the south bank of the Carron Water.
- 2.3 The building is a single pitch timber structure measuring 10.2m wide x 5.7m deep x 3.5m high at the apex. The building includes a total of 8 windows split between the south (4), north (3) and east (1) elevations. The finishing materials include vertical timber cladding, profile metal cladding and brown upvc windows and doors.
- 2.4 The application was submitted following a complaint relating to the unauthorised erection of a building.

3. Representations

- 3.1 No valid letters of representation have been received.

4. Consultations

- 4.1 **Environment and Infrastructure Services (Built Environment)** has commented that although the building is domestic in its appearance, its design, scale and materials are not considered to have a detrimental impact on the character and appearance of the conservation area.
- 4.2 **Environment and Infrastructure Services (Flood Risk and Coast Protection)** does not object to the application.
- 4.3 **Environment and Infrastructure Services (Roads Development)** has no comments to make of the application.

5. Relevant Planning Policies

5.1 National Planning Framework 4 (NPF4)

Scotland's fourth National Planning Framework (NPF4) is a long term plan looking to 2045 that guides spatial development, sets out national planning policies, designates national developments and highlights regional spatial priorities. It is part of the development plan, and so influences planning decisions across Scotland.

On 13 February 2023 (0900am) Scottish Ministers adopted and published National Planning Framework 4 (NPF4), meaning that it is in force and National Planning Framework 3 and Scottish Planning Policy are superseded from that date and time. This will also have the effect that all strategic development plans and any supplementary guidance issued in connection with them cease to have effect on that date. As such the Aberdeen City and Shire Strategic Development Plan 2020 has now ceased to have effect. The NPF4 now forms part of the development plan along with the Aberdeenshire Local Development Plan 2023.

Policy 7: Historic assets and places

Policy 9: Brownfield, vacant and derelict land and empty buildings

5.2 Aberdeenshire Local Development Plan 2023

On 13 January 2023, The Aberdeenshire Local Development Plan 2023 was adopted.

Policy R2: Development Proposals Elsewhere in the Countryside

Policy HE2 Protecting Historic, Cultural and Conservation Areas

5.3 Other Material Considerations

Kirkton of Fetteresso - Proposed Conservation Area Appraisal (Aberdeenshire Council)

Kirkton of Fetteresso Conservation Area Management Plan (Aberdeenshire Council)

6. Discussion

The key issues relating to the determination of this application are:

- Development principle
- Layout siting and design

Development principle

- 6.1 Although Policy 9 of NPF4 and Policy R2 of the ALDP 2023 support the redevelopment of brownfield site for housing and employment proposals, this does not extend to domestic outbuildings located outwith established domestic curtilages, especially when such property is, like in this instance, located more than 1km from the application site. As such the principle of the development cannot be supported. Although the application refers to the erection of a potato shed and chicken coop, it is evident that the design is very domestic having the distinct appearance of a residential garden building normally found within domestic curtilages. Furthermore, it is understood that potatoes must be stored in a dark, cool and well-ventilated space, which the building does not appear to provide.
- 6.2 Although the applicant has provided a CPH (County Parish Holding) number, which serves as a way for the Scottish Government to precisely identify the location of land and buildings used for keeping livestock (including pets) to help authorities trace livestock to prevent and control diseases, no map has been provided to identify the land associated with the keeping of livestock. The title deeds submitted by the applicant only demonstrates ownership and not that the land is used for the rearing of livestock. When visiting the site, the only livestock that could be seen (a few goats, sheep and chickens) were located immediately adjacent to the 'potato shed.' This information does not demonstrate that the land is part of a viable agricultural holding.

Impact on the conservation area

- 6.3 The shed is located within the boundaries of Kirkton of Fetteresso Conservation Area where the key historical and architectural interest devolves from its distinctive character as a small traditional kirk town defined by the kirk and kirkyard, informal group of traditional houses and its low-lying position in a rolling agricultural and tree covered landscape contained by the Carron Water and the railway line.
- 6.4 Except for Mansfield cottage, all the residential properties are concentrated around the kirk and kirkyard, to the north of the Carron Water. Although in itself, the building would have no adverse impact on the conservation area, the erection of a new and obviously domestic building with the appearance of a residential annex to the south of the Carron Water would contribute to the incremental erosion of its setting and character which is not only created by

the buildings themselves, but also by the interface between the built-up area and the adjoining countryside. This was highlighted as a key issue in the conservation appraisal in which it is stated that *'there is a danger that, over time, the character of the settlement will be changed by gradual additions and alterations more appropriate to a modern settlement, and potentially harmful to the long-term conservation of the village.'* As such, the development fails to meet Policy 7 of NPF 4 and Policy HE2 of the ALDP 2023.

Conclusion

- 6.5 It is evident that the building that has been erected on the site is domestic in nature and not considered to be appropriate for the intended use of storing potatoes or other similar crops in terms of its appearance or function. The building has the appearance of a residential garden building/annexe but is located outwith the boundaries of the applicant's dwelling house in Stonehaven and would contribute to the incremental erosion of the setting and character of the Conservation Area, which is not only created by the buildings themselves, but also by the interface between the built-up area and the adjoining countryside. As such, the development fails to meet Policy 9 and Policy 7 of NPF4 and Policy R2 and Policy HE2 of the ALDP 2023 and the application is therefore recommended for refusal.

7. Area Implications

- 7.1 In the specific circumstances of this application there is no direct connection with the currently specified objectives and identified actions of the Local Community Plan.

8. Implications and Risk

- 8.1 An integrated impact assessment is not required because the granting or refusing of the application will not have a differential impact on the protected characteristics of the applicant or any third parties.
- 8.2 There are no staffing and financial implications.
- 8.3 There are no risks identified in respect of this matter in terms of the Corporate and Directorate Risk Registers as the Committee is considering the application as the planning authority in a quasi-judicial role and must determine the application on its own merits in accordance with the Development Plan unless material considerations justify a departure.
- 8.4 No separate consideration of the current proposal's degree of sustainability is required as the concept is implicit to and wholly integral with the planning process against the policies of which it has been measured.

9. Departures, Notifications and Referrals

9.1 Development Plan Departures

Policy R2: Development Proposals Elsewhere in the Countryside

9.2 The application is a Departure from the valid Development Plan and has been advertised as such. Any representations received have been circulated as part of the agenda and taken into account in recommending a decision. The period for receiving representations has expired.

9.3 The application does not fall within any of the categories contained in the Schedule of the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 and the application is not required to be notified to the Scottish Ministers prior to determination.

9.4 The application would not have to be referred to Infrastructure Services Committee in the event of the Area Committee wishing to grant permission for the application.

10. Recommendation

10.1 **REFUSE for the following reasons:-**

01. The planning authority considers that the application is for a development that is not in accordance with the Development Plan.

The building is considered to be of a domestic nature and appearance and is located within the designated countryside and a significant distance from applicant's dwelling house. As such the application fails to comply with Policy R2: Development Proposals Elsewhere in the Countryside of the Aberdeenshire Local Development Plan 2023.

02. The development will contribute to the incremental erosion of the setting and character of the Kirktown of Fetteresso Conservation Area and as such, the application fails to meet Policy 7: Historic assets and places of National Planning Framework 4 and Policy HE2 Protecting Historic, Cultural and Conservation Areas of the Aberdeenshire Local Development Plan 2023.

Alan Wood
Director of Environment and Infrastructure Services
Author of Report: Aude Chaiban
Report Date: 15 April 2024

REPORT TO KINCARDINE & MEARN'S AREA COMMITTEE – 30 APRIL 2024

DRAFT HEATING POLICY

1 Executive Summary

- 1.1 This report provides an update to the Area Committee on progress with the development and implementation of Aberdeenshire Council's new Heating Policy. It contains the latest version of the policy document, with comments incorporated from the recently completed consultation exercise, as well as an implementation programme.

2 Recommendations

The Committee is recommended to:

- 2.1 **Consider and comment on the progress with development and implementation of the proposed Aberdeenshire Council Heating Policy; and**
- 2.2 **Provide comments on the draft Heating Policy document for Business Services Committee.**

3 Decision Making Route

- 3.1 On 29 September 2022 the Aberdeenshire Council Route Map to 2030 and Beyond was approved by Full Council ([Item 14](#)). In order to meet a 75% reduction in emissions by 2030, this Route Map committed Officers to reporting against an annual Carbon Budget, with a Carbon Reduction Target for each Service. For the 2024/25 Carbon Budget, which was approved on 22 February 2024 ([Item 6](#)), Business Services were informed their Carbon Reduction Target would be 1,600 tCO₂e (tonnes of carbon dioxide equivalent)
- 3.2 In December 2023, when debating what to include for their Service in the 2024/25 Carbon Budget, Officers in Property and Facilities Management (P&FM) decided to explore the concept of a Council-wide Heating Policy.
- 3.3 The draft Policy was developed initially by the Engineering team in P&FM and issued for comments to the Sustainability and Climate Change team and P&FM Service Managers in late January 2024. Comments were incorporated, and the final Heating Policy document was issued for consultation to the Trade Union Joint Secretaries on 19 February 2024. The results of this consultation were received on 22 March 2024 and incorporated into the latest version of the proposed Heating Policy document which is attached as **Appendix 1**.
- 3.4 The development, governance, and implementation of this Heating Policy follows the 'Scheme of Governance Part 4B - Policy Development and

Review Framework’ document. This means the proposed Policy will need to go to the six Area Committees and then Business Services Committee for final approval. In February 2024, a programme was prepared to reflect this route – see **Appendix 2**.

- 3.5 The programme in **Appendix 2** states an intention to go to the Sustainability Committee in May 2024 but this meeting has now been cancelled. Bringing this Policy before Sustainability Committee was always an optional measure, but not required as part of the Policy Development and Review Framework process noted in paragraph 3.4 above. Therefore, no additional changes or delays are needed to the programme – the overall timeline will not be affected.

4 Discussion

- 4.1 In line with other Local Authorities, the creation and implementation of a formal Heating Policy by Aberdeenshire Council should unlock significant savings through the prevention of energy waste. Services will be supported on this focus with tools and advice, but ultimately empowered at a site level to take direct action and apply best practice.
- 4.2 Ensuring heating is being operated within the most appropriate schedules and setpoints to meet operational needs, and identifying and tackling persistent overheating, should mean the release of cost and carbon savings with minimal investment.
- 4.3 The Policy is intended to be ready for communication in June 2024 after passing appropriate approvals. The Policy will however need support from all leadership levels to deliver the forecast benefits.
- 4.4 The Energy team in P&FM have calculated the Heating Policy will provide estimated Carbon Savings of 923 tCO₂e (tonnes of carbon dioxide equivalent) in both 2024/25 and 2025/26, making it a key component of the Carbon Budget for Business Services in these years. This ties-in with the estimated timescales for development and implementation of the Heating Policy. It is likely to take until June 2024 for full approval and launch. There will then be an 18-month period for the behaviour change it formalises to take effect, which would fall equally between the two financial years.

5 Council Priorities, Implications and Risk

5.1

Pillar	Priority
Our People	<ul style="list-style-type: none"> • Learning for Life • Health & Wellbeing
Our Environment	<ul style="list-style-type: none"> • Climate Change • Resilient Communities
Our Economy	<ul style="list-style-type: none"> • Economic Growth • Infrastructure and public assets

5.2 The table below shows whether risks and implications apply if the recommendations are agreed.

Subject	Yes	No	N/A
Financial	X		
Staffing			X
Equalities and Fairer Duty Scotland			X
Children and Young People's Rights and Wellbeing			X
Climate Change and Sustainability	X		
Health and Wellbeing			X
Town Centre First			X

5.3 As reported in the Carbon Budget paper to Full Council [2024 02 22](#) , the estimated Annual Cost Saving for this Heating Policy is £700,000.

5.4 There are no direct staffing implications arising from this Heating Policy,

5.5 As there is an impact on Sustainability and Climate Change with this Heating Policy, an Integrated Impact Assessment (IIA) has been carried-out, reviewed and approved. Refer **Appendix 3**. There are positive impacts from this Heating Policy in the following areas:

- Reduces energy consumption;
- Improves energy efficiency;
- Reduces amount of carbon being used by the specific building and Council as a whole;
- Reduces consumption of physical resources; and
- Reduces waste.

5.6 The following Risks in the [Corporate Risk Register](#) have been identified as relevant to this matter on a Corporate Level. However, it is acknowledged that working towards a 75% reduction in Council owned emissions has the potential to impact upon any number of areas across the Council risk portfolio.

- Risk ID ACORP010 as it relates to environmental challenges;
- Risk ID ACORP006 as it relates to reputation management; and
- Risk ID ACORP001 as it relates to budget pressure.

The following Risk in the [Directorate Risk Registers](#) has been identified as relevant to this matter on a Strategic Level:

- Risk ID ISSR010 as it relates to Climate Change.

The above risks could be mitigated against with sufficient communication and engagement on the progress Aberdeenshire Council is making with regards to this Heating Policy and how it relates to wider objectives on climate change mitigation and the Carbon Budget.

6 Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee is able to consider this item in terms of Section B 11.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to considering and commenting on proposals to amend Council policy and/or develop Council policy in line with the Policy Development and Review Framework and make recommendations to the relevant Policy Committee.

Rob Simpson
Director of Business Services

Report prepared by Iain Wylie, Engineering Services Manager
27 March 2024

List of Appendices –

Appendix 1 - Draft Heating Policy
Appendix 2 - Programme for implementation of Heating Policy
Appendix 3 - Integrated Impact Assessment (IIA)

Appendix 1 – Draft Heating Policy

HEATING POLICY: GUIDANCE FOR THE APPROPRIATE USE OF HEATING AND VENTILATION IN ABERDEENSHIRE COUNCIL PROPERTIES

1 Introduction

- 1.1 Although guidance around energy use in Aberdeenshire Council properties has existed for a number of years, this Heating Policy document formalises this earlier work by providing a set of clear limits for the use of heating, to ensure overheating and energy waste is minimised, while at the same time maintaining appropriate comfort levels.
- 1.2 By 2045 Aberdeenshire Council aims to be Net Zero, and by 2030 is targeting a 75% reduction in emissions (from the baseline in 2010). A successful implementation of this Heating Policy is an important part of the Council's strategy towards meeting these targets.

2 Heating – Regulatory Framework

- 2.1 The Health and Safety Executive recommends a minimum indoor working temperature of 16°C if office based, or 13°C if work involves rigorous physical effort.
- 2.2 For most aspects of the working environment, the Workplace (Health, Safety and Welfare) Regulations 1992 lay down certain requirements. Regulation 7 deals specifically with the temperature in indoor workplaces and states that: *During working hours, the temperature in all workplaces inside buildings shall be reasonable.* The application of the regulation is dependent on the nature of the workplace, e.g. school, office, or warehouse.
- 2.3 Minimum temperatures in Education buildings are outlined in School Premises (General Requirements and Standards) (Scotland) Regulations 1967. It states teaching spaces should have a minimum temperature of 17°C.
- 2.4 While excess temperature can be as uncomfortable as low temperature there is no legal upper limit, however, for schools there is some guidance on overheating in Building Bulletin 101 (BB101): Guidelines on ventilation, thermal comfort and indoor air quality in schools, 2018.

3 Temperature Levels

- 3.1 Table 1 defines the proposed heating levels for various building types found throughout the Council's non-domestic estate. These temperatures are in accordance with legislation and are based on guidance from the Carbon Trust, the Chartered Institute of Building Services Engineers (CIBSE), and the Health and Safety Executive (HSE).

Table 1: Heat levels by building type.

Building Type	Temperature
Office Space	18°C - 21°C
School Classroom / Office / Dining	18°C - 21°C
School Corridor / Gymnasium*	16°C - 18°C
Nursery School	20°C - 23°C
Additional Support for Learning School	20°C - 23°C
Toilets/Cloakrooms	18 - 20°C
Enclosed Industrial Depot/Workshop	16°C
Store	16°C
Library	20°C - 22°C
Sports Centre – Changing Room	21°C - 25°C
Sports Centre – Sports Hall	16°C - 18°C
Sports Centre – Pool Area	28°C - 30°C
Museum	20°C - 22°C
Care Home / Sheltered Housing	21°C - 23°C
Halls	18°C - 21°C
Community Centre	18°C - 22°C

* When being used for physical activity. Space may be temporarily redefined as a classroom, e.g. during exams.

- 3.2 Heating shall not normally be provided to the temperature levels stated in Table 1 where the building is solely in use by cleaners, tradespeople, and caretaking staff working outside of core hours (HSE guidance states that if work involves rigorous physical effort, the temperature should be at least 13°C).
- 3.3 It is recognised that there may at times be a requirement for some buildings, or particular zones within buildings, where specific heating or cooling requirements means temperatures are set outwith agreed ranges. When such a requirement is identified, prior engagement and approval is required with the Head of Property Services and Engineering Services Manager, in advance of altering setpoints or time schedules. Any applied variation requires definition of new settings, areas in scope, and justification, and for this detail to be recorded for future reference.
- 3.4 Table 1 indicates the range of operational temperatures during the heating season for specific categories of building. These will be applied unless subject to contractual or operational necessity. The lower temperatures defined are likely to be experienced only occasionally, particularly around opening and closing hours of buildings. Normal temperatures should be maintained around the average of the upper and lower figures.
- 3.5 If the lower limit of these temperatures is not being achieved during non-heating season, the heating may be turned on until the lower limit is achieved.

- 3.6 If a building has exceeded the upper limit of any parameter listed above and heating is still on, steps should be taken to adjust setpoint and schedules. It is not appropriate to leave heating on and solely manage high temperature through increased ventilation, such as opening windows / doors.
- 3.7 Where individual air conditioning units are installed as an addition to a building's heating and ventilation system, the lower end set point, controlling the air conditioning, should be no less than 5°C above the heating parameters in Table 1 - to ensure that both heating and cooling systems do not run in conflict.

4 Implementation

- 4.1 A building with an operational heating system should be able to achieve the parameters outlined in Table 1. Ultimate responsibility for ensuring adherence to these limits is with the Head of Service controlling the financial code which pays for the heating for the site. This is delegated to the Responsible Premises Officer (RPO) for each property, with the individual nominated by the relevant Service.
- 4.2 Although the RPO is expected to ensure the heating operates within the limits in Table 1, it does not mean that person is responsible for "pushing the buttons", rather ensuring that buttons are pushed.
- 4.3 RPOs must develop a record of standard settings and schedules – i.e. a list of instructions to enable others to make changes in their absence (format to be agreed).
- 4.4 Where Building Management Systems (BMS) / Heating systems are operated remotely by the Energy Management Team, responsibility for identifying and reporting over- or under-heating primarily sits with the RPO at each site.
- 4.5 The Property & Facility Management (P&FM) team will provide support where required to help identify issues that can be addressed by building occupants, as well as those requiring specialist input.
- 4.6 Where operational considerations conflict with this policy, such as allowing children access to outside space in nurseries, sites should take steps to minimise energy wastage as much as possible.

5 Heating Times and Season

- 5.1 Core heating hours are typically Monday to Friday 08:00 to 16:00 for educational buildings and Monday to Friday 08:00 to 17:00 hours for offices. Heating systems shall operate to attain temperature values as stated in Table 1 during these core heating hours.
- 5.2 Additional schedules before occupation are not required in BMS controlled sites as they automatically compensate and should come on earlier if required

No schedule should continue once building occupancy ends. N.B. When unoccupied, systems should be left in "Auto" to ensure frost protection remains active.

- 5.3 For other facilities with non-standard operating patterns, e.g. Depots, Halls, and Community Centres, or parts of schools with community access, the RPO for that premises shall advise the Head of Service for P&FM and Engineering Services Manager of exceptions to core hours by emailing a completed Change Request form (format to be agreed). Where required, heating times shall reflect operational requirements. To help minimise energy wastage wherever possible a new Change Request form is required for every time an exception is requested, although a single notification can cover multiple incidences for one building or cluster.
- 5.4 Heating Season currently runs from the second Monday in September to the second Monday in May. If there is a subsequent announcement of different dates for Heating Season, this policy will apply to the new dates.
- 5.5 If the internal temperature is too high at any time during Heating Season, the site's heating may be turned off or reduced. This is particularly relevant up until the October break. And in the weeks at the end of Heating Season, the site's heating may be turned off early, or reduced if internal temperatures are above the range in Table 1.
- 5.6 Out with Heating Season, where the minimum temperature is below those in Table 1, heating may be turned on, but the Energy Management Team must be informed.
- 5.7 While operation of Hot Water systems is not covered by this Heating Policy, they should follow the same principles of minimising waste contained herein. If water is needed outside or normal occupancy (e.g. for cleaning) tanks should only be heated when water is required, or for Legionella control.

6 Portable Heaters

- 6.1 Portable heaters confuse building heating control systems and usually result in colder overall temperatures as the main systems will be held-off. The use of portable heating is not permitted, unless maintenance teams have identified a system failure that prevents target temperatures being reached – see Item 6.2. Use of unauthorised localised space heating shall be reported to the Energy Team (method of reporting to be agreed).
- 6.2 Aberdeenshire Council's maintenance partners have business continuity provisions to make appropriate full or temporary repairs. Where there is a partial or total system failure during Heating Season, this should be reported as a matter of urgency via the standard reporting channels. Where heating cannot be restored, portable heating shall be provided, based on advice from technical teams.

- 6.3 In cases where additional ventilation is required to maintain CO₂ limits, but this prevents target temperatures being reached, sites must actively manage the balance between ventilation and temperature. Guidance and procedures are available here: <https://www.gov.scot/publications/coronavirus-covid-19-ventilation-guidance/>

7 Exclusions

- 7.1 While recommended swimming pool temperatures are identified in Table 1, these are site-specific buildings. As such, it is not appropriate to tie them to overly restrictive parameters beyond stating that attempts should be made to operate them as efficiently as possible, in line with current industry guidelines. In order to reduce the amount of energy being consumed by swimming pools, pool covers must be used at the end of each day and at weekends or holiday periods where the pool is not in use.
- 7.2 Council properties being used as emergency refuge centres should operate systems as efficiently as circumstances allow.
- 7.3 Some Council buildings, such as libraries, may get utilised as “Warm Spaces”. In these the guidance to prevent overheating and waste should still be followed for whatever target temperature range is agreed. Heating schedules should be checked and updated regularly to ensure that they remain appropriate to Service needs. If no specific target has been agreed, the values in Table 1 – libraries are 20°C - 22°C – shall apply.
- 7.4 Maintenance activities (e.g. new flooring, post-leak drying) require abnormal setpoints and schedules. These should be applied for the shortest possible period before reverting to standard settings.
- 7.5 ICT shall manage heating and cooling in areas containing their equipment in line with their technical requirements. Where possible any heating or cooling they require shall not impact beyond their spaces.

8 Severe Weather

- 8.1 Severely cold weather presents a significant risk to buildings’ operational abilities and frozen water pipes can lead to bursts, forcing sites to be closed. Therefore, it is important to maintain an appropriate level of frost protection in all buildings.
- 8.2 Where a site does not have frost protection, this needs to be identified and it may be deemed necessary to turn the heating on to manual control to override the timeclock and ensure the heating is running.

9 Logging and Reporting

- 9.1 Heating setpoints and times as detailed in Table 1 will be agreed and recorded for each property (refer Item 4.3). An estate-wide database of settings will be created and maintained as a reference point in future reviews

and assessments. Any authorised deviations will be updated to ensure an auditable record of heating times and settings exists demonstrating the appropriate level of authorisation.

- 9.2 When deviations from the levels in Table 1 are identified, and no authorisation is in place, resetting will be undertaken automatically by P&FM and/or Contractors.

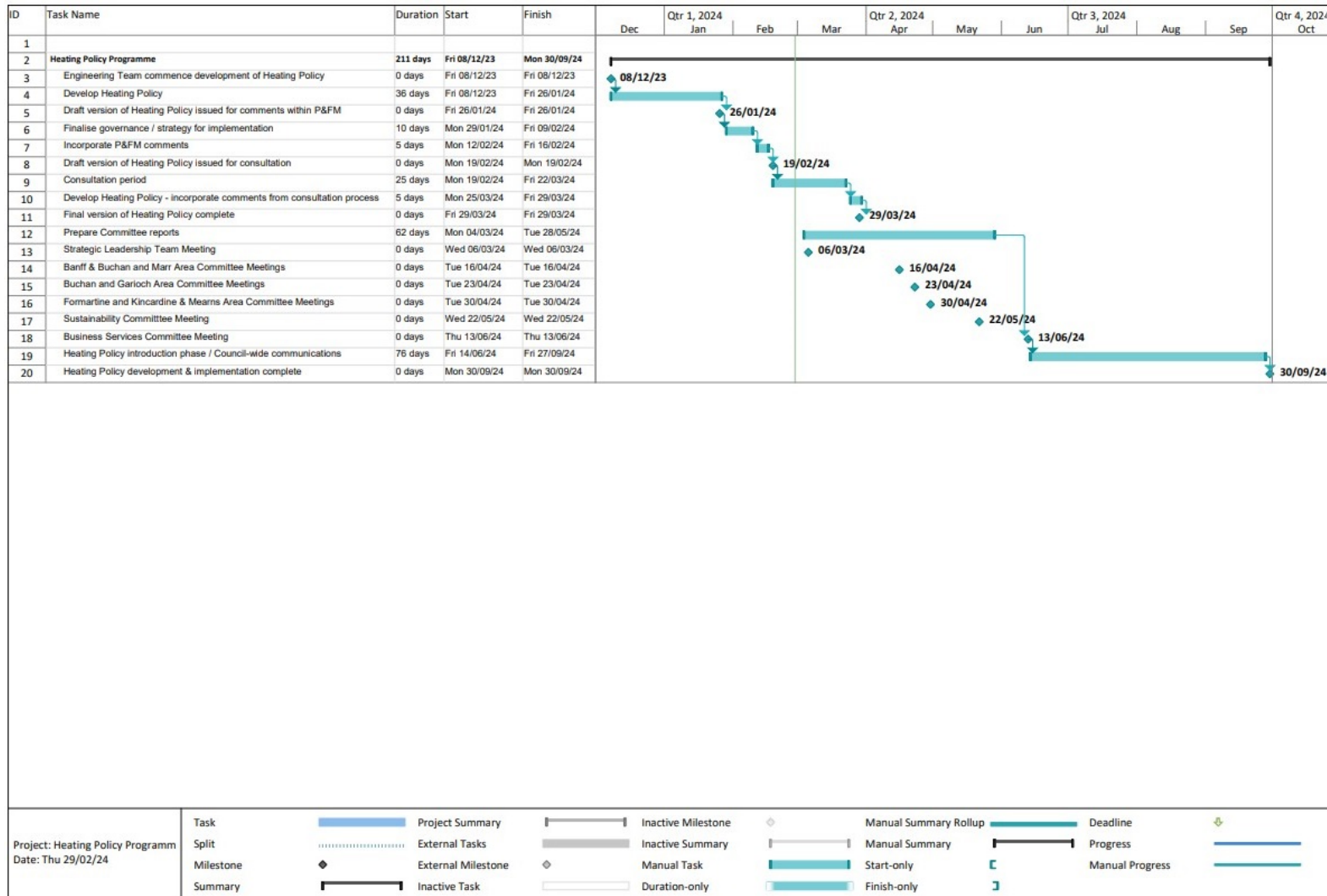
10 Roles & Responsibilities

- 10.1 In order to embed the proposed Heating Policy across the Council it is important that roles and responsibilities are clearly defined. Table 2 sets out the responsibilities identified to date, along with the suggested responsible parties for each action.

10.2 Table 2: Roles and Responsibilities

Title	Roles & Responsibilities
Property & Facilities Management (P&FM)	<ul style="list-style-type: none"> • Overall responsibility for implementation and oversight of the Heating Policy • Approving changes to core hours or temperatures • Provision of support for RPO • Implementation of projects to improve energy efficiency
Energy Management Team	<ul style="list-style-type: none"> • Record changes to core hours or temperatures • Monitoring compliance with Heating Policy with associated reporting • Conducting energy audits as required with identification and development of projects to improve energy efficiency
Heads of Service (All Directorates)	<ul style="list-style-type: none"> • Ensuring that Heating Policy is being followed
Responsible Premises Officer (RPO)	<ul style="list-style-type: none"> • Local monitoring to ensure guidance being followed. • Verifying that pool covers are being used overnight and at weekends / holidays • Assisting in identifying energy efficiency opportunities • Ensuring record of heating set points and times is kept for that property
Facility Management / Janitorial Staff / Duty Officers	<ul style="list-style-type: none"> • Recording heating set points and times • Ensuring pool covers are in place • Assisting in identifying energy efficiency opportunities
All staff	<ul style="list-style-type: none"> • Following the Heating Policy and only requesting changes where absolutely necessary • Closing doors and windows at the end of the day • Not adjusting locally set thermostats unnecessarily • Reporting over- or under-heating to RPOs

Appendix 2 - Programme for implementation of Heating Policy



Aberdeenshire Council

Integrated Impact Assessment

Heating Policy

Assessment ID	IIA-002089
Lead Author	Iain Wylie
Service Reviewers	Emma Plunkett
Subject Matter Experts	Claudia Cowie
Approved By	Allan Whyte
Approved On	Tuesday April 09, 2024
Publication Date	Tuesday April 09, 2024

1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

Understand the impact of the Council's proposed Heating Policy

During screening 1 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 1 out of 5 detailed impact assessments being completed. The assessments required are:

- Sustainability and Climate Change

In total there are 5 positive impacts as part of this activity. There are 0 negative impacts, all impacts have been mitigated.

A detailed action plan with 1 points has been provided.

This assessment has been approved by allan.whyte@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	Yes
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	No
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	No
Is this activity / proposal / policy of strategic importance for the council?	No
Does this activity / proposal / policy impact on inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	Not Required
Health Inequalities	Not Required
Town Centre's First	Not Required

4. Sustainability and Climate Change Impact Assessment

4.1. Emissions and Resources

Indicator	Positive	Neutral	Negative	Unknown
Consumption of energy	Yes			
Energy efficiency	Yes			
Energy source		Yes		
Low carbon transition	Yes			
Consumption of physical resources	Yes			
Waste and circularity	Yes			
Circular economy transition		Yes		
Economic and social transition		Yes		

4.2. Biodiversity and Resilience

Indicator	Positive	Neutral	Negative	Unknown
Quality of environment		Yes		
Quantity of environment		Yes		
Wildlife and biodiversity		Yes		
Infrastructure resilience		Yes		
Council resilience		Yes		
Community resilience		Yes		
Adaptation		Yes		

4.3. Positive Impacts

Impact Area	Impact
Consumption of energy	Reduces energy consumption
Energy efficiency	Improves energy efficiency.
Low carbon transition	Reduces amount of carbon being used by the specific building and Council as a whole.
Consumption of physical resources	Reduces consumption of physical resources
Waste and circularity	Reduces waste

4.4. Evidence

Type	Source	It says?	It Means?
Internal Consultation	Trade Unions Joint Secretaries	No comment	No objection from Unions to this Policy
External Consultation	Highland Council	Estimated 5% saving through introduction of their Heating Policy	Similar will be expected with Aberdeenshire Council

4.5. Overall Outcome

No Negative Impacts Identified.

There are only positive impacts from this proposed Heating Policy - reduction in energy use, lower utility bills, lower carbon emissions.

5. Action Plan

Planned Action	Details
Implement policy across Council once approved	<p>Lead Officer Iain Wylie</p> <p>Repeating Activity No</p> <p>Planned Start Friday June 14, 2024</p> <p>Planned Finish Friday September 27, 2024</p> <p>Expected Outcome Successful implementation</p> <p>Resource Implications None</p>

REPORT TO KINCARDINE AND MEARNIS AREA COMMITTEE – 30 APRIL 2024

DONATIONS POLICY

1 Executive Summary/Recommendations

1.1 Internal Audit has conducted a review of Trusts and Common Good Funds with a final report being published on 28 February 2023, and presented to the Audit Committee on 22 March 2023 ([Item 6 - Appendix F](#)). The Chief Internal Auditor advised that the report provided a positive outcome and that substantial assurance had been provided over what was classed as a minor risk area. The report identified 2 recommendations, 1 of which related to donations as follows:

- Strategic Finance should review and update briefing note on donations in order to ensure consistent and transparent treatment, as part of the ongoing work on Financial Regulations.

1.2 In response to Internal Audit's recommendations, a Donations Policy, and accompanying procedures, have been developed to ensure consistent and transparent treatment of donations across the Council.

2 The Committee is recommended to:

- **Consider and comment on the draft Donations Policy, as set out in Appendix 1**
- **Note the accompanying Donations Operational Procedures, as set out in Appendix 2.**

3 Decision Making Route

3.1 The report sets out the draft Donations Policy for Area Committee consideration and comment. In accordance with the Policy Development and Review Framework, the Area Committee is asked to consider and comment, following which the final Policy will be presented to the Business Services Committee for approval.

3.2 The report was shared with the Director of Business Services and the Head of Finance for comment and feedback.

3.3 In line with the Scheme of Governance, reports will be presented to Business Services Committee on an annual basis, confirming the policies delegated to the Committee. The next update will incorporate the Donations Policy.

4 Discussion

- 4.1 The Donations Policy has been developed, with input from colleagues in finance, legal and Live Life Aberdeenshire (LLA) to ensure that a consistent and transparent approach is in place.
- 4.2 Within LLA, there are already policies in place for managing heritage materials as part of the Council's collections within Museum Services. The Donations Policy has been developed to complement this and does not replace this, but instead sets out a specific policy for dealing with cash donations.
- 4.3 A donation may take various forms and can be received through a number of methods including online, in person, regular "giving" or "gifting" or as a legacy. The timing of donations and amount received can also vary, therefore it is important to have a clear policy, supported by operational procedures, to ensure all are accounted for on a consistent and comparable basis, whilst managing any potential risks to the Council.
- 4.4 Detailed operational procedures have been developed, which incorporate the need for a Donations Register and annual reporting on donations received and how they have been spent.

5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver all six of the Council's Strategic Priorities and the underlying principle of "right people, right places, right time".

Pillar	Priority
Our People	Learning for Life Health & Wellbeing
Our Environment	Climate Change Resilient Communities
Our Economy	Economic Growth Infrastructure and public assets

- 5.2 The table below shows whether risks and implications apply if the recommendation is agreed.

Subject	Yes	No	N/A
Financial			X
Staffing			X
Equalities and Fairer Duty Scotland		X	
Children and Young People's Rights and Wellbeing		X	
Climate Change and Sustainability		X	
Health & Wellbeing		X	
Town Centre First		X	

- 5.3 There are no direct financial or staffing implications arising from this report.

- 5.4 The screening section as part of Stage One of the Integrated Impact Assessment process has not identified the requirement for any further detailed assessments to be undertaken. This report is for Committee to discuss and approve the Donations Policy. There will be no direct impact as a result of this report.
- 5.5 The following Risk has been identified as relevant to this matter on a Corporate Level: Budget Pressures (Corporate Risk Register).
- ACORP005 Working with other organisations (e.g. supply chains, outsourcing and partnership working)
 - ACORP006 Reputation management (including social media)
- 5.6 There are no risks that have been identified as relevant to this matter on a Strategic Level.

6. Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services has been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the [Scheme of Governance](#) and relevant legislation.
- 6.2 The Committee is able to consider and comment on this item in terms of Section B.1.2 of the List of Committee Powers in Part 2A of the Scheme of Governance, to consider, comment on, make recommendations to the Policy Committee on any policy which impacts its Area.

Rob Simpson, Director of Business Services

Prepared by: Karlyn Watt, Strategic Finance Manager
Date: April 2024

List of Appendices

Appendix 1: Draft Donations Policy

Appendix 2: Draft Donations Procedures

Business Services

Donations Received Policy

DRAFT

Document

Version	Status	Date
1.0	DRAFT	

1. Purpose and scope

- 1.1 The Council may from time to time be offered donations from individuals or organisations. The purpose of this policy is to provide guidance on the acceptance and oversight of such donations.
- 1.2 The scope of the policy is monetary donations.
- 1.3 Donations of objects and other heritage material to the Council's Museum Service and Archives do not fall within the scope of this policy and are instead covered by the Collections Development Policy.

2. Definitions

- 2.1 A "donation" is a gift for which no direct benefit is sought. A donation may take various forms and can be received through several methods – online, in person, regular "giving" or "gifting" or as a legacy.

3. Legal Framework

- 3.1 Section 85 (Acceptance of gifts of property) of the Local Government Act states:

'A Local Authority may accept, hold, and administer –

- a *For the purpose of discharging any of their functions, gifts of property, whether heritable or moveable, made for that purpose; or*
- b *For the benefit of the inhabitants of their area or of some part of it, gifts made for that purpose.*

And may execute any work (including works of maintenance or improvement) incidental to or consequential on the exercise of the powers conferred by this section.'

4. General Donations Principles

- 4.1. The Council will only accept donations that benefit the community. All donations received are only used to enhance the services of Aberdeenshire Council, and do not replace statutory responsibilities.
- 4.2. The Council will not take donations if they could be seen to interfere with regulatory duties.
- 4.3. Donation agreements will not restrict the Councils ability to carry out its duties fairly and ethically.
- 4.4. Donations will be accepted from those that are consistent with the Councils strategic priorities as set out within the Council Plan. The Council may seek advice to ensure donors support mutual goals.
- 4.5. Council representatives (officers and elected members) will not personally benefit from donations, and any benefits, pecuniary or otherwise, should help the community, not individuals. Officers must declare conflicts of interest.
- 4.6. Donations will be recorded under the donor's name.
- 4.7. It will for the Council to decide if donors will be acknowledged in its publicity. The donor reserves the right to remain anonymous.
- 4.8. Donations are not subject to VAT as this is income which is freely given with no strings attached and treated by the Council as a gift.

5. Acceptance of Donations

- 5.1. The Council has the discretion to decline donations from any organisation or individual.
- 5.2. The final decision for declining donations up to the value of £10,000 is delegated to the Head of Finance. Any donations over £10,000 which are declined should be approved by the Head of Finance, in consultation with the Chief Executive and the Leader.

- 5.3. The Council may refuse a donation if the donor's activities or proposals do not align with the Council's strategic priorities or could harm the community.
- 5.4. Potential donation arrangements will be assessed by the Service contacted about the donation for real or perceived conflicts of interest and offers may be declined if the donor's involvement could compromise the Council's role, image, or if the donor were to gain or be perceived to gain undue advantages from Council decisions.
- 5.5. Donations cannot be solicited or accepted from political parties or used for political purposes.
- 5.6. The Council will not make agreements with donors facing regulatory actions from the Council.
- 5.7. Donations will not be accepted for services that are the Council's statutory obligation and can only be used to enhance the services that the Council provides, and not replace statutory responsibilities.
- 5.8. Donations that must be refused include:
 - Those that come from an illegal source or with an illegal condition (for example where the donation has come from terrorist or other criminal activity)
 - Is from a donor who does not have the mental ability to decide to donate. This is sometimes called lack of capacity.
- 5.9. Regardless of whether a declaration has been made or not, donations will not be accepted from individuals where the Council has reason to believe that a donor may be experiencing vulnerable circumstances and that accepting the donation would be ethically wrong and/ or harmful to the donor.
- 5.10. Donations that may need to be refused:
 - Is for purposes that fall outside the Council's purpose.
 - Would result in a valid legal claim or risk of claim against the Council if it was accepted.
 - Would result in additional costs to the Council.
 - Has features or conditions that may undermine the Council's independence.
 - Would bring unacceptable burdens that outweigh its benefit to the Council.
 - May involve unacceptable private benefit to an individual or organisation.

- 5.11. If the donor expects benefits, like marketing opportunities, this will be treated as a business arrangement under the Councils Commercial Sponsorship Policy.
- 5.12. Donations may be directed to specific services or events at the Councils discretion, considering the donor's intended purpose.
- 5.13. Where cash donations are received, for example in collection boxes, these should be clearly signposted as such within the venue, including how these donations plan to be spent.
- 5.14. Donated income is freely given with no strings attached and as such is treated as a gift.
- 5.15. The Council's Policy is to include a 14 day "cooling off" period to allow the donor to change their mind. After such time, the donation is considered complete and non-returnable.
- 5.16. It is solely for the Council to determine how the donation is to be administered, and what expenditure is permitted, providing that all decisions are consistent with this Policy.
- 5.17. The Council will maintain a register of all Donations received.
- 5.18. Strategic Finance will provide quarterly briefing note to Members for inclusion on ward pages and a full report annually to the Policy Committee on the donations received and how these have been used.

Business Services

Donations Received Operational Procedures

DRAFT

Document

Version	Status	Date
1.0		

1. Introduction

- 1.1 These procedures should be read in conjunction with the Council’s Donations Policy.
- 1.2 These procedures fall within the general delegations to Chief Executive, Directors, Chief Officers of the Integration Joint Board, Areas Managers and the Heads of Services (“the Chief Officers”) – subject to the General Provisions and Limitations, the Chief Officers are authorised to “Apply for, acknowledge receipt of, accept, administer and properly allocate and account for grants and monies received by the Council from external bodies” (para A26 of Scheme of Governance).

2. Procedures for Donations

- 2.1 If a potential donor approaches the Council, the following procedure should be followed:
- An assessment of the donation should be carried out in accordance with Donations Policy to determine whether the donation should be accepted, in accordance with the Checklist at Appendix A. This should be completed via the Online Form available on the Finance Hub [LINK TO BE PROVIDED IN FINAL VERSION]
 - If it is assessed that the donation should be accepted, authorisation for accepting the donation must be as follows:

Value of Donation	Authorised to Approve
<£1,000	Responsible Officer/ Budget Holder
£1,001 - £10,000	Chief Officer of the Service, in consultation with the Finance Business Partner
£10,001 - £50,000	Head of Finance
>£50,001	Policy Committee/Council

- 2.2 Where a decision is made to decline a donation, the completed form should be forwarded by the Service to the Head of Finance, and approved as follows:

Value of Donation	Authorised to Approve
< £10,000	Head of Finance
> £10,000	Head of Finance, in consultation with the Chief Executive and the Leader

- 2.3 Where cash donations are received, for example in collection boxes, these should be separately identified as a group of donations within the donations register and financial ledger cost centre to be separately identified.
- 2.4 Where donations are sought for the acquisition and purchase of items and are collected for this purposes, these should be separately identified within the donations register and financial ledger cost centre to be separately identified.
- 2.5 The Donation should be recorded on the Councils Donation Register with a discrete Reference No.
- 2.6 The Donations Register will include the following information:
- The value of the donation;
 - The source of the donation;
 - Any scheduled reporting requirements;
 - The purpose of the donation (if any);
 - The Responsible Person/ Budget Holder for the Administration of the donation;
 - The financial code that the donation is received to (this should be the relevant service cost centre and subjective **6405**).

Appendix A – Checklist for Assessment of Donations

	Response
Details of the Donation	
1.1 Name on donor	
1.2 Value of donation	
1.3 Source of the donation	
1.4 Contact details of donor <ul style="list-style-type: none"> • E-mail address • Telephone number • Address 	
1.5 Does the donor want to remain anonymous? (if so, the name will only be used to process payment)	
1.6 What specific service/ activity does the donor which the money to be allocated to (if any)?	
1.7 Are there any specific reporting requirements?	
1.8 Name of Responsible Person/ Budget Holder and Job Title	
1.9 Financial code that the donation is to be received to?	Xxxxxxx 6405
Assessment of the Donation	
2.1 How will the donation benefit the community?	
2.2 How will the donation enhance the services of Aberdeenshire Council?	
2.3 Have you confirmed that the donation is not replacing the Council's statutory responsibilities?	
2.4 Have you confirmed that the donation does not restrict the Council's ability to carry out its duties fairly and ethically?	
2.5 Which of the Council's strategic priorities does the donation align to?	
2.6 Perform a check against the individuals involved to confirm there is no known illegal activities, corruption or money laundering. Refer to attached guidance "Know your donor – key questions" Tool 6.pdf (publishing.service.gov.uk)	

2.7	Are you aware of any circumstances that would indicate that the Donor is experiencing vulnerable circumstances? Refer to attached guidance "Responding to the needs of people in vulnerable circumstances" Chartered Institute of Fundraising - Treating donors fairly (ciof.org.uk)	
2.8	Does any Officer directly involved with the donation or service in receipt of the donation have any potential conflict of interest? If so, has this been recorded on the Donations Register.	
Conclusion		
3.1	Should the Council accept the donation?	Yes/ No
3.2	If Yes, obtain the required authority in accordance with Para 2.1	
3.3	If Yes, record details on Donations Register.	
3.4	If No, obtain the required authority in accordance with Para 2.2	
3.4	If No, respond to Donor with reasons for rejection in line with Policy.	

Signed as Approved

Date of Approval

REPORT TO KINCARDINE AND MEARNS AREA COMMITTEE 30TH APRIL 2024

DRAFT ABERDEENSHIRE COMMUNITY RESILIENCE FRAMEWORK

1 Executive Summary/Recommendations

1.1 Following the Winter Storms of 2021/22 and other emergency responses which have followed, the resulting debriefing exercises recommended that Aberdeenshire Council develop a Community Resilience Strategy that sets out the need for individual, household, family, and community resilience, and what can be expected of the Council, Communities and other Emergency Responders. A draft Aberdeenshire Community Resilience Framework has been developed to provide this clarity. It is this draft Framework which is before Committee today for consideration and comment.

1.2 The Committee is recommended to:

1.2.1 Consider, discuss and provide comments on the draft Aberdeenshire Community Resilience Framework at Appendix 1 to the Communities Committee.

2 Decision Making Route

2.1 Following the winter storms of 21/22 a key recommendation which came out of the debrief and Community Engagement Report was as follows:
'It is recommended that Aberdeenshire Council develop a Community Resilience Strategy that sets out the need for individual, household, family, and community resilience, what can be expected of the Council and Communities'.

2.2 The proposal for the development of a Community Resilience Framework went to Full Council on 29th September 2022 and was accepted. The draft Aberdeenshire Community Resilience Framework is the resulting document.

2.3 The draft Aberdeenshire Council Resilience Framework is the product of extensive engagement with community resilience groups in Aberdeenshire, input from a cross-service working group that encompassed representatives from emergency responders, feedback from the Community Resilience Conference which took place on 2nd October 2023 and best practice identified elsewhere.

2.4 The draft Framework went to Communities Committee on [8th February 2024](#) where it was agreed that the document could go forward to Area Committees for consultation, along with consultation with Community Councils led by Area Teams.

3 Discussion

- 3.1 Committee is invited to consider and comment on the draft Aberdeenshire Community Resilience Framework which is attached as Appendix 1 to this Report.
- 3.2 Area Officers will consult with Community Councils for their views on the draft Framework, as per minute of Communities Committee [8th February 2024](#) . Their responses will also be fed back to the Communities Committee.
- 3.3 It is proposed that the draft Aberdeenshire Community Resilience Framework is then taken back to the Communities Committee, where consultation comments will be brought back to Committee for consideration and approval.
- 3.4 The purpose of the draft Aberdeenshire Council Community Resilience Framework is to collectively enhance resilience by:
- Defining the role of Aberdeenshire Council and Responders before, during and after an emergency.
 - Developing a strategic set of objectives to enhance community resilience.
 - Fostering stronger partnerships between community groups, practitioners and responders.
 - Developing the capability and capacity of individuals, households, families and communities to be more resilient.
 - Increase connectedness between individuals, households, neighbours and families.
 - Guiding future resilience-thinking and practice for Aberdeenshire.
- 3.5 When the draft Framework has been finalised and approved it will be supported with Advice and Guidance Notes which are accessible to Council staff, responders and communities including:
- Community Councils – Insurance FAQ's
 - Community Resilience Plan Advice Note and Template
 - Emergency Household Plan Advice Note and Template
 - Funding
 - Generators
 - Telecoms Resilience Document
 - Individual Preparedness
 - Setting up a resilience Group
 - Ideas for resilience activities
 - How to set up a community hub
 - Supporting vulnerable people
 - Flooding – roles and responsibilities.

4 Council Priorities, Implications and Risk

4.1 This report helps deliver the Strategic Priority ‘Resilient Communities’ within the Pillar ‘Our Environment’

Pillar	Priority
Our People	Learning for Life Health & Wellbeing
Our Environment	Climate Change Resilient Communities
Our Economy	Economic Growth Infrastructure and public assets

4.2 The table below shows whether risks and implications apply if the recommendation(s) is (are) agreed.

Subject	Yes	No	N/A
Financial			x
Staffing			x
Equalities and Fairer Duty Scotland			x
Children and Young People’s Rights and Wellbeing			x
Climate Change and Sustainability	IIA attached as Appendix 2		
Health and Wellbeing			x
Town Centre First			x

4.3 There are no staffing or financial implications.

4.4 An integrated impact assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 2** and there are two positive impacts (Community and Council Resilience).

4.5 The following Risks have been identified as relevant to this matter on a Corporate Level:

- [ACORP010](#) Environmental challenges e.g. extreme weather events, climate change – The Aberdeenshire Community Resilience Framework helps to mitigate the impacts to this risk on communities by increasing individual and community resilience.

The following Risks have been identified as relevant to this matter on a Strategic Level:

- [BSSR002](#) Communities are confident, resilient and inclusive. Individuals feel secure and in control of their circumstances.

5 Scheme of Governance

- 5.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 5.2 The Committee is able to consider and take a decision on this item in terms of Section B.1.2 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to considering and providing comments to Services and any other appropriate Committee on any matter or policy which impacts its Area.

Rob Simpson Director of Business Services

Report prepared by Aimi Blueman, Community Resilience Project Officer and Neil Cameron, Emergency Planning Officer
Date: 20th March 2024

List of Appendices

Appendix 1 – Draft Aberdeenshire Community Resilience Framework
Appendix 2 – Integrated Impact Assessment

Aberdeenshire Community Resilience Framework



Aberdeenshire in common with many communities across the country has faced several significant crisis events over the last decade where our collective response has been challenged; Storms Desmond and Frank in late 2015 and early 2016, our response to significant global events such as COVID-19, the tragic train derailment in August 2020 and most recently the winter storms of 2022/2023.

While each event is different, they all share common factors, which can happen with or without warning, Emergency services, and the Council can be stretched with competing demands for resources and a willingness by many people, be they volunteers or responders to step forward to help is vital.

This Framework document is designed to set out how we can collectively enhance resilience in Aberdeenshire over the next five years.



WHAT IS RESILIENCE?

Following the winter storms of 2022/23 there were excellent examples of resilience across Aberdeenshire both at an individual level and at a community level. There were examples where individuals or communities may have wanted to do more but weren't sure how they could best contribute.

Traditionally resilience has been viewed through the lens of services that the council, other responders, or community groups can provide.

However, the winter storms of 2021/2022 taught us that responders can also be affected by an emergency and as individuals and households we may need to be resilient ourselves.

Reflecting on those emergency events we recognise that across Aberdeenshire we need to collectively enhance resilience at Individual, Household, Family and Community levels.

Resilience can be thought of as the rungs of a ladder. The bottom rung is having individuals who are resilient, who have the basics skills and knowledge to manage on their own until help arrives, or the emergency is resolved. Those who live together can use their shared skills to make their home more resilient and using networks of friends and families to help each other manage. Finally, resilient individuals, households and families can come together with others to be resilient communities.

The Scottish Government¹ define resilience as:

“ Communities and individuals harnessing resources and expertise to help themselves prepare for, respond to and recover from emergencies, in a way that complements the work of the emergency responders”.



PURPOSE

The purpose of the Aberdeenshire Council Community Resilience Framework is to collectively enhance resilience by:

- Defining the role of Aberdeenshire Council and Responders before, during and after an emergency
- developing a strategic set of objectives to enhance community resilience
- fostering stronger partnerships between community groups, practitioners and responders
- developing the capability and capacity of individuals, households, families and communities to be more resilient
- increasing connectedness between individuals, households, neighbours and families
- guiding future resilience thinking and practice for Aberdeenshire.

BENEFITS

By having a Community Resilience Framework for Aberdeenshire, we will be able to:

- clarify the role of responders and their scope in developing resilience activities
- having a clear set of engagement principles for the Council
- develop policies and programmes that specifically enhance resilience activities in Aberdeenshire, offering opportunities for communities to influence emergency related outcomes
- lay the groundwork for an effective response and a strong and rapid recovery after an emergency event.

LINKS TO EXISTING PLANS OR FRAMEWORKS

Improving resilience is already identified by partners across Aberdeenshire as a key area of concern.

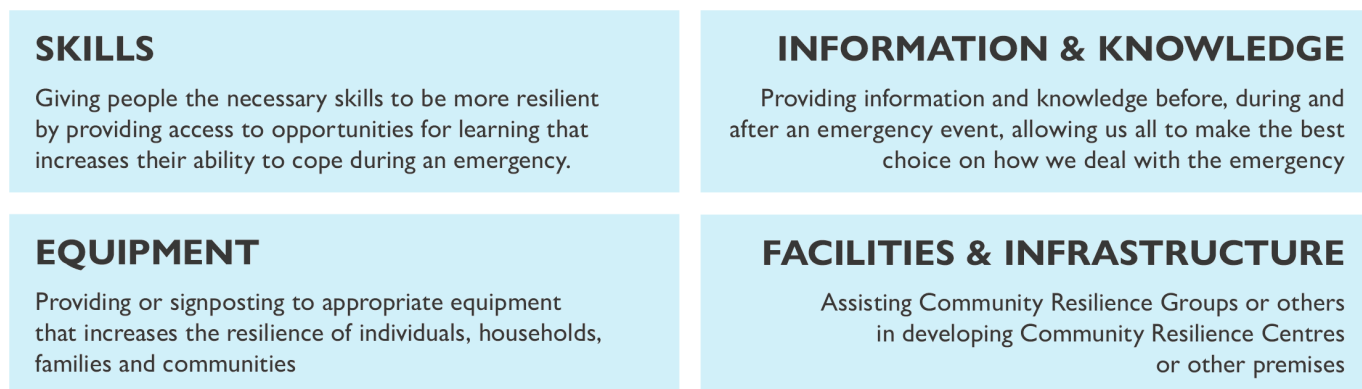
- Aberdeenshire Council Plan
 - Resilient Communities
 - Health & Wellbeing
 - Climate Change
- Aberdeenshire Local Policing Plan 2020/23
- Community Planning Partnership
 - Connected and cohesive communities
- SFRS Aberdeenshire Local Plan 2021
- NHS Grampian Strategic Plan 2022-2023
- Aberdeenshire H&SCP Strategic Plan 2020 to 2025
- Your area | Scottish Fire and Rescue Service (firescotland.gov.uk)

OUR PRINCIPLES

We recognise that in most emergencies Community Resilience is delivered by those closest to the event and our role as responders is to give individuals and groups the tools, they need to be most effective and operate as enablers. We will do this by:



We will deliver this across Aberdeenshire by focusing on Skills, Information & Knowledge, Equipment, Facilities & Infrastructure



ONE SIZE DOESN'T SUIT ALL

A CONTINUUM OF ENGAGEMENT

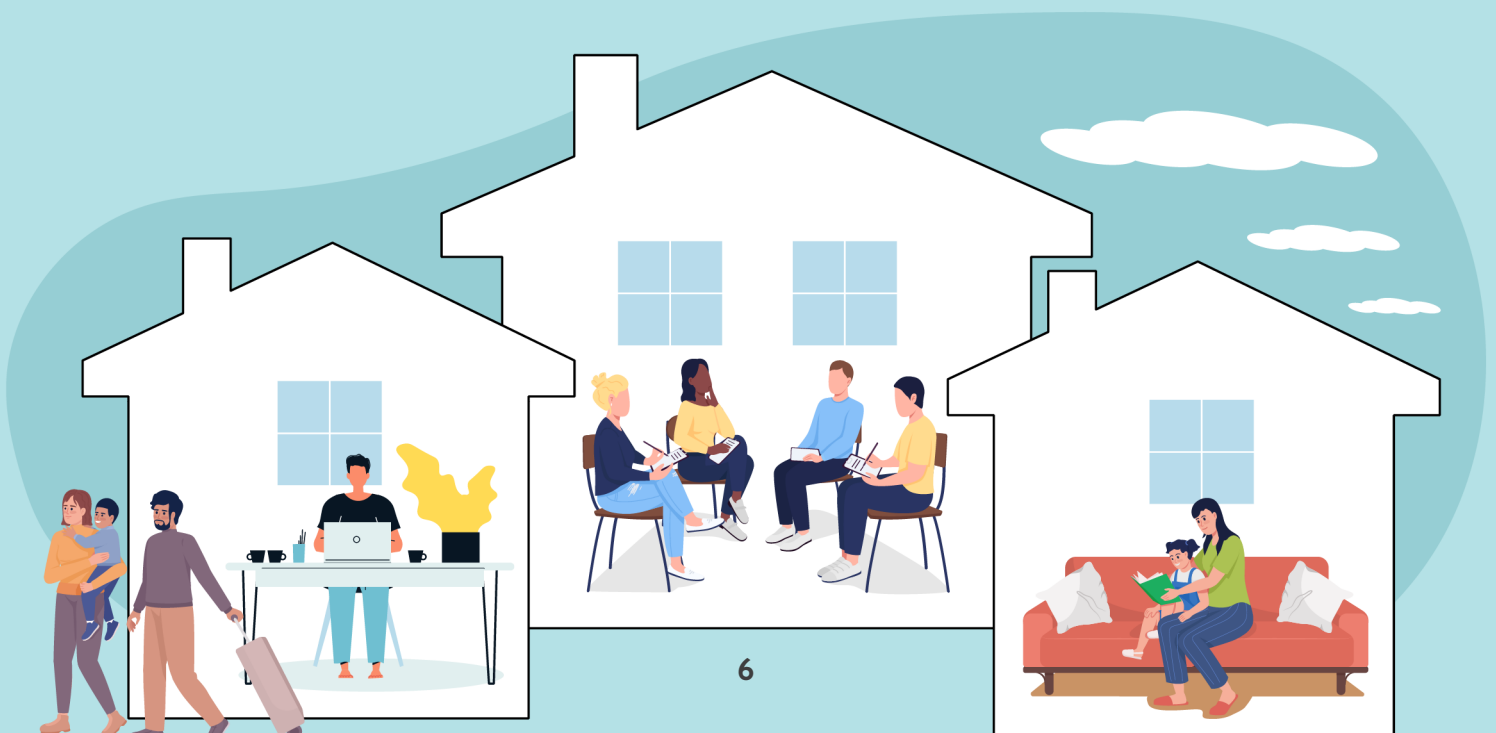
Individuals, Households, Families and Communities have competing priorities for their time, money, and energy and planning for something that may never happen isn't high on most people's list of personal priorities. Families also have differing levels of financial resources.

Consequently, one of the principles behind this Strategy is to enable individuals, households, families, and communities undertake as much preparation and preparedness as they are comfortable with. It will support everyone to take small steps towards preparedness. As people become increasingly engaged, they can access many other opportunities to connect with their community and enhance their resilience.

By facilitating a range of opportunities, some of which are entirely driven by the community, Aberdeenshire Council can connect with diverse interests and build resilience with different individuals and groups at different levels. By enabling individuals and organisations to decide what resilience solution is best for them, greater ownership of the outcome is produced. To achieve this, we will use existing networks as well as seeking out new partnerships.

Some people will have an affinity towards preparedness and will engage in activities that require significant time or money such as joining a Community Resilience Group or investing in strengthening their home. Others, perhaps the majority, will have minimal interest in preparedness and simply follow social media pages or sign up for warning alerts.

Volunteer time is precious, and this strategy is designed to support each person's preferred level of engagement as being right for them. The responsibility of Aberdeenshire Council and our partners is to provide a way for everyone to engage in a way that is appropriate for their interest and needs.



COMMUNITY RESILIENCE TOOLS

WHAT WE ARE ALREADY DOING

TOOLS FOR BUILDING CAPABILITY

When starting their resilience journey individuals, households, families and groups often feel overwhelmed. There can be many challenges and difficulties. In Aberdeenshire we have begun work to simplify the approach to resilience by producing a suite of documents that make it easy to develop resilience arrangements at any level. In addition to accessing information, we will instigate the following:



Household Emergency Packs for distribution in an emergency



Community Resilience Packs for use by Council and Community Responders



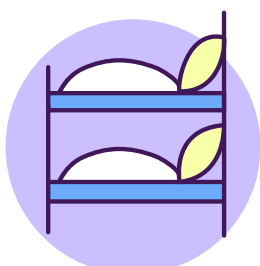
Develop Technical Communications Solutions



An example of already established resilience projects is the Publicly Accessible Defibrillator Scheme which is supported by Aberdeenshire Council. These devices are commonplace on Council buildings across Aberdeenshire and allow the public access to life saving equipment in an emergency.



Develop a series of guidance documents to help Community Groups set themselves up to be Resilient



Review our approach to the provision of council Rest Centres



Explore a Facilities Improvement Project to improve resilience infrastructure across Aberdeenshire

TOOLS FOR BUILDING CAPACITY

Building Capacity is about supporting anything that increases the knowledge, skills, resources and abilities of individuals and groups to develop resilience activities. In partnership with SSEN, Aberdeenshire Council has earmarked funding to allow Community Groups to bid for funds to establish resilience projects. Following Community Feedback, we are establishing a Skills Development Project as individuals may be more resilient during an emergency if they had basic skills in the following:



Digital skills for
Community Groups



Winter Driving



First Aid



Interpreting weather
warnings



Flood Prevention
Workshops



Basic Household
Maintenance



Sharing information
on other training
opportunities, which
would improve resilience

TOOLS FOR INCREASING CONNECTEDNESS & CO-OPERATION

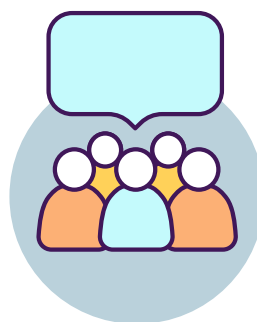
Through our post 2021 and 2022 Winter Storms engagement we established that while there was lots of good resilience practice many groups were unaware the experiences of their neighbours. We know that volunteer time is precious so we will:



Develop ways of sharing good resilience practice on a regular basis



Develop a dedicated resilience website for Aberdeenshire



Host an annual Resilience Conference to make it easier for individuals and groups to be active.

Increasing level of engagement

	Informed	Involved	Collaborative	Shared Leadership
Increasing Capability	Sign up to your local Community Resilience Social Media Page	Attend a skills development course e.g. winter driving	Set up a Community Resilience Group	
Increasing Capacity	Seek Emergency Preparedness Info Sign up for emergency text alerts	Purchase an Emergency Kit	Work with neighbouring community groups to increase the reach of projects	
Increasing Connectedness and Co-operation		Attend Resilience Briefing Conference	Groups have established Welfare Hubs	Present at a Resilience Conference

WHAT CAN YOU EXPECT FROM ABERDEENSHIRE COUNCIL?

When an emergency occurs help will first be provided to those who need it most. Most of us will be prepared and able to cope on our own for some time. The better prepared we are as individuals, households, and families the greater the opportunity we will have to help others that do not have the same ability to cope.

Before an emergency we will:

- Provide consistent, easily accessible guidance on how to prepare for and be more resilient during an emergency
- Suggest reasonable ways where you can take steps to protect your home
- Work with Community Groups to help them develop their Resilience Plans for local areas
- Where possible provide information in advance of an emergency occurring particularly in relation to weather events
- Publish our Plans

During an emergency we will:

- Warn and inform those affected by the emergency
- Focus our response on the most vulnerable
- With partners prioritise where resources will go
- Establish Rest Centres for individuals displaced by an emergency
- Support Community Resilience Groups who choose to assist in the response
- Support the Emergency Services

Following and emergency we will:

- Learn from the collective experiences of all those involved
- Share the learning
- Promote recovery



THE EMERGENCY SERVICES (Police Scotland, Scottish Fire & Rescue Service, Scottish Ambulance Service) WILL

Roles and Responsibilities – Police

- Protect life
- Co-ordinate the multi-agency response in the absence of alternative co-ordination arrangements being agreed
- Protect and preserve the scene and investigate the incident
- Prevent crime and disorder
- Collate and disseminate casualty information

Roles and Responsibilities – Fire

- Save Life
- Protect the Environment
- Provide assistance in support of local communities
- Render humanitarian aid

Roles and Responsibilities – Ambulance

- Save Life and prevent further suffering
- Facilitate Patient Triage
- Provide casualty treatment and transport to the most appropriate facility
- Co-ordinate all health resources supporting the incident



WHAT CAN I EXPECT FROM UTILITY COMPANIES

All utility companies have arrangements in place to support communities when disruption occurs. Like other responders it can take time for supplies to be restored or help to arrive. We strongly suggest that those who consider themselves vulnerable register as 'Priority Services Customers' with SSEN, Scottish Water and SGN.

You can register for all three PSR Schemes at one place 'Psrsotland.com'. Individuals can, households can, families can, communities can:

- Sign up for alerts from the Met Office, SEPA and Aberdeenshire Council
- Prepare a basic household resilience kit
- Improve your understanding of resilience
- Prepare a Home Emergency Plan
- Learn new skills to aid you in an emergency
- Prepare a Community Resilience Plan



WHERE CAN I FIND OUT MORE?

Fire Safety Advice – including how what to do in a power cut

Register as a Priority Services Customer with your utility companies

Developing an Emergency Plan

SEPA Flood Advice

Aberdeenshire Council

Integrated Impact Assessment

Community Resilience Framework

Assessment ID	IIA-001793
Lead Author	Aimi Blueman
Additional Authors	Neil Cameron, Vicky Morris
Service Reviewers	Susan Donald
Subject Matter Experts	Claudia Cowie
Approved By	Mary Beattie
Approved On	Wednesday April 03, 2024
Publication Date	Thursday April 04, 2024

1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

Assess Aberdeenshire Council Community Resilience Framework which is designed to collectively enhance resilience by:

- Defining the role of Aberdeenshire Council and Responders before, during and after an emergency
- developing a strategic set of objectives to enhance community resilience
- fostering stronger partnerships between community groups practitioners and responders
- developing the capability and capacity of individuals, households, families and communities to be more resilient
- increasing connectedness between individuals, households, neighbours and families
- guiding future resilience thinking and practice for Aberdeenshire

During screening 1 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 1 out of 5 detailed impact assessments being completed. The assessments required are:

- Sustainability and Climate Change

In total there are 2 positive impacts as part of this activity. There are 0 negative impacts, all impacts have been mitigated.

A detailed action plan with 0 points has been provided.

This assessment has been approved by mary.beattie@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	No
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	Yes
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	No
Is this activity / proposal / policy of strategic importance for the council?	No
Does this activity / proposal / policy impact on inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	Not Required
Health Inequalities	Not Required
Town Centre's First	Not Required

4. Sustainability and Climate Change Impact Assessment

4.1. Emissions and Resources

Indicator	Positive	Neutral	Negative	Unknown
Consumption of energy		Yes		
Energy efficiency		Yes		
Energy source		Yes		
Low carbon transition		Yes		
Consumption of physical resources		Yes		
Waste and circularity		Yes		
Circular economy transition		Yes		
Economic and social transition		Yes		

4.2. Biodiversity and Resilience

Indicator	Positive	Neutral	Negative	Unknown
Quality of environment		Yes		
Quantity of environment		Yes		
Wildlife and biodiversity		Yes		
Infrastructure resilience		Yes		
Council resilience	Yes			
Community resilience	Yes			
Adaptation		Yes		

4.3. Positive Impacts

Impact Area	Impact
Council resilience	Council Resilience improves as Community Resilience increases, More resilient communities reduce the impact on Council Resources enabling more effective resilience where needed and enabling cost efficiencies
Community resilience	Aberdeenshire Community Resilience Framework is designed to improve personal and community resilience. It offers support and advice on resilience structures and how community resilience fits into this bigger picture. The Supporting documents offer Community Groups advice on how to improve community resilience

4.4. Evidence

Type	Source	It says?	It Means?
Internal Consultation	Working Group	How to improve clarity on roles and responsibilities	Role and responsibilities are clarified which improves resilience overall

Type	Source	It says?	It Means?
External Consultation	Consultation with Community Groups	Clarity needed on Roles and Responsibilities; support/training/advice needed on improving community resilience	Framework and supporting documents developed clarifies roles and responsibilities, supporting documents will help improve community (and individual) resilience.

4.5. Overall Outcome

No Negative Impacts Identified.

All outcomes are either neutral or positive

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted