

**Aberdeenshire**  
COUNCIL



**BUCHAN AREA COMMITTEE**

**TUESDAY, 23 APRIL 2024 at 10.00 am**

Your attendance is requested at a meeting of the **BUCHAN AREA COMMITTEE** to be held in **BUCHAN HOUSE, ST PETER STREET, PETERHEAD, AB42 1QF**, on **TUESDAY, 23 APRIL 2024, at 10.00 am**

A recording of the public part of the meeting will be made available at a later date.

Amanda Roe  
Buchan Area Manager  
16<sup>th</sup> April 2024

To: Councillors D Beagrie (Chair), M James (Vice-Chair), A Buchan, G Crowson, G Hall, D Mair, L McWhinnie, H Powell, A Simpson, C Simpson and S Smith

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## **B U S I N E S S**

1	Sederunt and Declaration of Members' Interests	
2(A)	Public Sector Equality Duty - Guidance for Members (attached) Consider, and if so desired, adopt the following resolution:-	4
	(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.	
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4	Planning Application Reference No APP/2023/1776 - Erection of Dwellinghouse and Garage At Land to the South of Penrith, A952, Mintlaw	11 - 24
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## **PUBLIC SECTOR EQUALITY DUTY – GUIDANCE FOR MEMBERS**

### **What is the duty?**

In making decisions on the attached reports, Members are reminded of their legal duty under section 149 of the Equality Act 2010 to have due regard to the need to:-

- (i) eliminate discrimination, harassment and victimisation;
- (ii) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
- (iii) foster good relations between those who share a protected characteristic and persons who do not share it.

The “protected characteristics” under the legislation are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; and (in relation to point (i) above only) marriage and civil partnership.

### **How can Members discharge the duty?**

To ‘have due regard’ means that in making decisions, Members must consciously consider the need to do the three things set out above. This requires a conscious approach and state of mind. The duty must influence the final decision.

However, it is not a duty to achieve a particular result (e.g. to eliminate unlawful racial discrimination or to promote good relations between persons of different racial groups). It is a duty to have due regard to the need to achieve these goals.

How much regard is ‘due’ will depend upon the circumstances and in particular on the relevance of the needs to the decision in question. The greater the relevance and potential impact that a decision may have on people with protected characteristics, the higher the regard required by the duty.

### **What does this mean for Committee/Full Council decisions?**

Members are directed to the section in reports headed ‘Council Priorities, Implications and Risk’. This will indicate whether or not an Integrated Impact Assessment (IIA) has been carried out as part of the development of the proposals and, if so, what the outcome of that assessment is.

An IIA will be appended to a report where it is likely, amongst other things, that the action recommended in the report could have a differential impact (either positive or negative) upon people from different protected groups. The report author will have assessed whether or not an IIA is required. If one is not required, the report author will explain why that is.

Where an IIA is provided, Members should consider its contents and take those into account when reaching their decision. Members should also be satisfied that the assessment is sufficiently robust and that they have enough of an understanding of the issues to be able to discharge their legal duty satisfactorily.

For more detailed guidance please refer to the following link:-

[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.equalityhumanrights.com%2Fsites%2Fdefault%2Ffiles%2Ftechnical\\_guidance\\_psed\\_scotland.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.equalityhumanrights.com%2Fsites%2Fdefault%2Ffiles%2Ftechnical_guidance_psed_scotland.docx&wdOrigin=BROWSELINK)

## BUCHAN AREA COMMITTEE

TUESDAY, 19TH MARCH, 2024

- Present: Councillors D Beagrie (Chair), M James (Vice-Chair), G Crowson, G Hall, D Mair, L McWhinnie, H Powell, A Simpson, C Simpson and S Smith
- Apology: Councillor A Buchan
- Officers: Amanda Roe, Buchan Area Manager; Suzanne Ward, Solicitor; Sally Wood, Senior Planner; Ross Bennett, Roads Development and Transportation Principal Engineer; and Theresa Wood, Area Committee Officer

### **BUCHAN'S GOOD NEWS STORIES**

Before proceeding, the Chair read out the following two announcements –

#### “Boddam School Nursery

The Care Inspectorate undertook an unannounced inspection at Boddam School Nursery on 30<sup>th</sup> January and 1<sup>st</sup> February 2024.

The key messages taken from the visit were –

- Children were supported with kindness, care, and nurturing approaches that supported their overall wellbeing.
- Children experienced positive mealtimes which were unhurried, relaxed, and well supervised.
- Children's play and learning experiences were excellent. Children were excited and engaged learners who had fun.
- The outdoor learning environments were well considered and fully supported children's stages of development.
- The service was well led and quality assurance, including self-evaluation and improvement plans, were in place to support continuous improvement of the service.

In evaluating quality, a six point scale is used where 1 is unsatisfactory and 6 is excellent – in each of the four categories the Nursery Scored 5 – Very Good.

#### The Taste of Buchan

Congratulations to the pupils and staff from Peterhead Academy. The team worked really hard to put on the event ‘The Taste of Buchan’. The Taste of Buchan was an exciting new event that they brought to Peterhead that celebrated the wonderful food and drink industry that Buchan has to offer. This event was free to attend and it was great to see so many of our community come along and support it. Delighted to hear this will be a yearly event.”

The Committee **agreed** that a letter of congratulations be sent to the pupils and staff at Boddam School Nursery and Peterhead Academy.

## 1 DECLARATION OF MEMBERS' INTERESTS

In accordance with the Councillors' Code of Conduct the following statement was made -

Cllr D Beagrie made a transparency statement in respect of Item 5 given she is Chair of PACT; having concluded that the report is reflective and not decision making Councillor Beagrie stayed and took part in the discussion of this particular item

## 2 PUBLIC SECTOR EQUALITY DUTY - GUIDANCE FOR MEMBERS

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

## 3 DRAFT MINUTE OF MEETING OF 27TH FEBRUARY 2024

There had been circulated and was **approved** as a correct record the Minute of the Meeting of the Buchan Area Committee of 27<sup>th</sup> February 2024.

## 4 PLANNING APPLICATION REFERENCE NO APP/2023/1866 – ERECTION OF 2 DRIVE-THRU RESTAURANTS (CLASS 3/SUI GENERIS) WITH ASSOCIATED WORKS AT SITE ADJACENT TO BURNSIDE BUSINESS CENTRE, BURNSIDE ROAD, PETERHEAD

Following a discussion whereby local Members stated their concerns in relation to recent traffic congestion being experienced on the A90 trunk road network close to Invernettie roundabout, the Committee **agreed** to Grant Full Planning Permission 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 individual building hereby approved shall be erected unless an Energy Statement applicable to that building has been submitted to and approved in

writing by the planning authority. The Energy Statement shall include the following items:

- a) Full details of the proposed energy efficiency measures and/or renewable technologies to be incorporated into the development;
- b) Calculations using the SAP or SBEM methods, which demonstrate that the reduction in carbon dioxide emissions rates for the development, arising from the measures proposed, will enable the development to comply with Policy C1 of the Aberdeenshire Local Development Plan 2023.

The development shall not be occupied unless it has been constructed in full accordance with the approved details in the Energy Statement. The carbon reduction measures shall be retained in place and fully operational thereafter.

Reason: To ensure this development complies with the on-site carbon reductions required by Policy C1 of the Aberdeenshire Local Development Plan 2023.

03. No works in connection with the development hereby approved shall commence unless a scheme of hard and soft landscaping works has been submitted to and approved in writing by the planning authority.

Details of the scheme shall include:

- a) Existing landscape features and vegetation to be retained;
- b) Protection measures for the landscape features to be retained;
- c) Existing and proposed finished levels;
- d) The location of new trees, shrubs, hedges, grassed areas and water features;
- e) A schedule of planting to comprise species, plant sizes and proposed numbers and density;
- f) Biodiversity enhancement measures to be undertaken (for advice see Nature Scot document "Developing with Nature")
- g) The location, design and materials of all hard landscaping works including walls, fences, gates, street furniture and play equipment;
- h) An indication of existing trees, shrubs and hedges to be removed;
- i) A programme for the implementation, completion and subsequent management of the proposed landscaping.

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.

04. The proposed development shall be connected to the public water supply as indicated in the submitted application and shall not be connected to a private water supply without the separate express grant of planning permission by the planning authority.

Reason: To ensure the long term sustainability of the development and the safety and welfare of the occupants and visitors to the site.

05. Waste water from the proposed development shall be disposed of via the public sewer as indicated in the submitted application and shall not be disposed of via private means without the separate express grant of planning permission by the planning authority.

Reason: To ensure the long term sustainability of the development and the safety and welfare of the occupants and visitors to the site.

06. The buildings hereby granted shall not be brought into use unless the proposed surface water drainage systems have been provided in accordance with the approved plans and the Drainage Impact Assessment, by DCF Design Consultants, received 6 February 2024. The surface water drainage systems shall be permanently retained thereafter in accordance with the approved maintenance scheme.

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

07. The development shall be served in accordance with the approved drawings and the following details, which following implementation shall thereafter be retained in perpetuity:
- a) Prior to the first occupancy of the development hereby granted off-street parking for 44 cars, surfaced in hard standing materials must be provided within the site, unless otherwise agreed in writing by the Planning Authority in respect of phasing of the implementation of the parking as a non-material variation;
  - b) Prior to the first occupancy of the development hereby granted, unless otherwise agreed in writing by the Planning Authority in respect of phasing of the implementation of the loading bays as a non-material variation, 2 Loading / Servicing Bays (one outside each building), shall be provided within the site in accordance with the Council's Car Parking Standards, details of which shall be first submitted to and approved in writing by the Planning Service;
  - c) Prior to the first occupancy of the development hereby granted, unless otherwise agreed in writing by the Planning Authority in respect of phasing of the implementation of the following parking requirements, 3 disabled parking spaces, 8 cycle racks and 2 motorcycle/moped spaces shall be provided within the site, details of which shall be first submitted to and approved in writing by the Planning Service;
  - d) Electric Vehicle charging points, and ducting for future charging points, are to be provided in line with the Building (Scotland) Regulations, as per standard 7.2 (Electric vehicle charging) from the June 2023 Technical Handbooks, or the regulations applicable at that time, and for the avoidance of any doubt shall include a minimum of four electric vehicle charging points.

Reason: In order to ensure that the development is served by an appropriate standard of access and associated servicing in the interests of road safety.

08. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 or the Town and Country Planning (Use Classes) (Scotland) Order 1997 or any order amending, revoking or re-enacting these Orders, the buildings hereby granted shall be used only for the purpose hereby granted and shall not be used for any other purpose without the express grant of planning permission from the planning authority.

Reason: To enable the planning authority to consider the implications of any subsequent change of use on the amenities of the area, servicing, and on the town centre.

A Reason for departing from the Aberdeenshire Local Development Plan 2023 Policy PR1 -

The proposed development is acceptable in principle in that there is an extant planning permission for commercial and retail uses on the site. The proposal is a departure from Policy PR1 Protecting Important Resources, as the site is protected within the Peterhead Settlement Statement as site P2. However, as the principle of development is established, there are no other overriding material considerations why the development could not be supported. The proposed siting and design is acceptable, and there is no significant impact on the character or amenity of the area.

In assessing the proposed development against the wider policies of National Planning Framework 4 and the Aberdeenshire Local Development Plan 2023 and any other material planning considerations, there were no adverse impacts which would significantly and demonstrably outweigh the benefits of the proposal.

## **5 DEVELOPING EXCELLENCE IN OUR NORTH COAST COMMUNITIES: FINAL PROGRAMME REPORT FOR PETERHEAD**

A report by the Director of Environment and Infrastructure Services had been circulated providing the Committee with a final report on the regeneration strategy: Developing Excellence in our North Coast Communities for Peterhead, summarising the achievements throughout the programme.

Having heard from the representing Officer, the Committee **agreed** to welcome and thank Officers for their hard work in seeing the programme through a challenging few years, and in relation to the report for Peterhead, to request that following the Infrastructure Service's Committee's consideration of the report, that the opportunity be taken to issue a press release highlighting all of the successful outcomes identified within the report and, as part of that exercise, that comments from Town/Community Champions be included and that Champions be encouraged to continue to highlight the achievements and ongoing projects within Peterhead.

## **6 STATEMENT OF OUTSTANDING BUSINESS AS AT 8TH MARCH 2024**

Having heard from the Area Manager, the Committee **agreed** –

- (1) Action 2 – to remove,



- (2) Action 11 – Decision 3 - to note that an update was provided to Members, via email on 18<sup>th</sup> March 2024, in relation to the requested crossings for Longside and New Pitsligo, and that this issue be included in the next Ward 4 Members Agenda,
- (3) Action 11 – Decision 4 – to remove,
- (4) Action 12 – Decision 4 – to note that an email has recently been received providing an update and will be circulated to Members,
- (5) that the following issues be added to the Statement –
  - (a) Playparks within Buchan – update sought in relation to those playparks which have been pushed back from initial Workplan provided, and
  - (b) Clerkhill Primary School Initiative – update sought

## Buchan Area Committee Report 23 April 2024

Reference No: [APP/2023/1776](#)

**Planning Permission in Principle for Erection of Dwellinghouse and Garage at Land to the South of Penrith, A952, Mintlaw, AB42 4HP**

**Applicant:** E & J Scott Per Agent  
**Agent:** Baxter Design Company, 1 The Square, Mintlaw, Peterhead, AB42 5EH

Grid Ref: E:399954 N:851740  
Ward No. and Name: W04 - Central Buchan  
Application Type: Planning Permission in Principle  
Representations: 0  
Consultations: 6  
Relevant Proposals Map: Aberdeenshire Local Development Plan 2023  
Designations: Accessible Rural 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. Anne Simpson - To discuss further with regard to Policy R2 of LDP 2023 / Policy 17 of NPF4.

Cllr. Hannah Powell - To discuss with reference to policy R2, succession home.

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

## 2. Background and Proposal

- 2.1 Planning permission in principle is sought for the erection of a dwellinghouse and change of use of agricultural land in the countryside, on land to the south of Penrith, A952, Mintlaw (Appendix 1).

- 2.2 The application site lies in the countryside approximately 2 km (as the crow flies) from the main farm hub at Mains of Kindrought ,and approximately 0.8 miles (as the crow flies) to the northeast of Fetterangus and covers an area of 0.5 hectares. The site is on a south facing slope and is on a piece of land, forming an area set within the southern portion of an existing field and would be accessed off an unclassified road to the east of the main Mintlaw to Fraserburgh A952. The boundary to the northwest, northeast and southeast of the application site would be with the existing grass field. The boundary to the southwest faces onto both the 'C' class road. The nearest houses to the application site are to the northwest at a distance of approximately 170 metres, with another house to the east at a distance of approximately 210 metres with fields separating the application site from both properties.

- 2.3 The farm hub itself, some 2 km (as the crow files) and not visible from the application site, contains the existing farmhouse, and 7 sheds all of varying sizes and ages. There are also two semi-detached workers cottages immediately to the east of the main farm hub which according to the Land Register is still within the ownership of the applicant and there is nothing to indicate that they have been separated from the main farm holding.

- 2.4 It is not clear to the Planning Service whether the application is made on the basis of it being succession housing for the son (Mr William Scott) of the owner (Mr Eric Scott) of Mains of Kindrought Farm who intends to retire, or as stated in the submitted sequential assessment that it is to provide a new dwellinghouse for an essential worker on a viable farm holding.

- 2.5 The son (Mr William Scott) currently works Offshore and works on the farm when at home on leave and currently lives approximately 6 miles from Mains of Kindrought Farm. The overall farm of Mains of Kindrought consists of 83.40ha and extends to a distance of approximately 2 km from the farm hub.
- 2.6 It is understood that Mr William Scott will resign from his current full time job, working offshore. At present the farm is being managed on a part-time basis by both Eric and William, with Eric also running a haulage business based on the farm. However with Eric of retiring age it is proposed that William will take on the daily running of the farm on a full-time basis. Although the sequential statement suggests the farmhouse is for an essential worker on a viable land holding.

The farm currently supports two enterprises:

1. Arable enterprise – producing spring barley, grass for grazing and silage
  2. A beef finishing enterprise
- 2.7 As the proposal is for planning permission in principle, the layout, siting and design of the dwellinghouse is not known at this time. However, an indicative layout for a dwellinghouse and garage on the site has been provided in order to demonstrate how it could be accommodated.
- 2.8 Access to the proposed site would be taken off the existing single track field access from the main unclassified access road.
- 2.9 The applicant has proposed to connect to the public water supply and be served by private surface and foul water drainage.
- 2.10 The following is the relevant planning history:-

APP/2005/1702 Outline Planning Permission for Erection of Dwellinghouse and Workshop at Land at Sandhole, Mintlaw. Refused, 23 December 2005.

- 2.11 In support of the application the following has been submitted:-
- Drainage Report, Recommendations and Associated Test Certificates by Ferguson Geotechnical dated 6 March 2023
  - Farm Policy & Labour Requirement Calculation by Buchan Farm Consultancy Ltd dated March 2023
  - Sequential Assessment by Baxter Design dated October 2023

### **3. Representations**

- 3.1 No valid letters of representation have been received.

## 4. Consultations

### Internal

- 4.1 **Business Services (Developer Obligations)** in this instance, no contributions are required.
- 4.2 **Infrastructure Services (Contaminated Land)** initially sought further information, on receipt confirmed no indication of contamination from the sand pit, which ceased to exist prior to the 1890s. Recommended an informative appended to decision notice relating to adjacent sand pit.
- 4.3 **Infrastructure Services (Roads Development)** do not object subject to conditions, including parking, access, and visibility splays.

### External

- 4.4 **Scottish Gas Network** state that there should be no mechanical excavations taking place above or within 0.5m of a low/medium pressure system.
- 4.5 **Scottish Water** has no objection. They have advised that they cannot currently confirm capacity. There is no public Scottish Water, Wastewater infrastructure within the vicinity of this proposed development therefore would advise applicant to investigate private treatment options.
- 4.6 **SSE** has provided guidance.

## 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 14 Design, quality and places  
Policy 16 Quality homes  
Policy 17 Rural homes  
Policy 22 Flood risk and water management

## 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 P1 Layout, Siting and Design  
Policy E2 Landscape  
Policy C1 Using Resources in Buildings  
Policy RD1 Providing Suitable Services  
Policy RD2 Developer Obligations

## 5.3 Other Material Considerations

Aberdeenshire Council Planning Advice Note PA2023-11 – Development in the Countryside Policies R1 and R2 including Organic Growth of Settlements

## 6. Discussion

- 6.1 The main issues for consideration with regards this application are whether the principle of development is acceptable on the site, the layout and siting, and whether there would be an impact on the surrounding landscape, any impact on the amenity of the neighbours, and whether it can be satisfactorily serviced both in terms of drainage and access.

### Principle of the Development

- 6.2 In considering this development NPF4 Policy 17 (Rural Homes) and Policy R2 (Development proposals elsewhere in the countryside) of the Aberdeenshire Local Development Plan 2023 are applicable.

Policy R2 supports the following types of development within the Accessible Rural Areas:

- Accommodation for primary industry workers (essential workers)
- Redevelopment of rural brownfield sites;
- Organic growth of identified settlements;
- Single homes associated with retirement succession of an agricultural holding; and
- Employment proposals on brownfield sites.

- 6.3 Small-scale development that would be compatible with the location being in the green belt would also be permitted, as specified under Policy R1, which includes accommodation within the immediate vicinity of the place of employment required for a worker in a primary industry, where the presence of a worker is essential to the efficient operation of the enterprise, and there is no suitable alternative residential accommodation available;

- 6.4 The Sequential Assessment submitted in support of the application states that “the proposal is to provide a new dwellinghouse for an essential worker on a viable farm holding on land belonging to Mains of Kindrought Farm”. The applicant has stated on Page 5, “unfortunately there is no opportunity within the farm hub for brownfield development. That all of the agricultural buildings are well maintained and are in use either for cattle or storage of all sundries in connection with the farm business” or the related haulage business.
- 6.5 The Sequential Assessment indicates that the applicant was keen to build the essential workers house at the farm hub as this is, as stated, where the cattle are housed and where the main farmer owner (Mr Eric Scott) lives as well as the majority of the grazing land.
- 6.6 However in assessing the submitted information, there are clearly options for the location of an ‘essential’ workers accommodation.
- 6.7 There are two workers cottages located at the access to the main farm hub. The applicant has advised that these are no longer within their ownership, however this is contrary to the Land Register which implies otherwise. Without evidence that these cottages have been disposed or sold off then there is existing accommodation at the farm hub which could be utilised to provide the accommodation sought. Indeed at the time of the site visit these two housing units were not occupied.
- 6.8 Much emphasis has been placed on the importance of accommodation at the farm hub which is as described where the farm operates from (Appendix 2 and Appendix 3– extracts from supporting statement showing application site and wider farm holding). This would therefore be the most obvious and preferred place to propose an ‘essential’ workers accommodation. However, the proposed location for the house is 2km away as the crow flies, and further by road, and is not within visual site from the farm. Furthermore, the site for the proposed house is at the remote part of the farm, and fails to facilitate the essential worker house sought to support the farm and animal husbandry, which is done at the farm hub on the adjacent fields and within the neighbouring farm buildings.
- 6.9 There is some confusion within the overall application, as there is reference to the proposed dwellinghouse being for an ‘essential worker’, however there is also reference to the farmer (Mr Eric Scott) retiring and handing over the reins to his son (Mr William Scott), which indicates that the proposed house would be for a retirement succession, however, it has been intimated that the proposed new house would be for the son (Mr William Scott). If the son (Mr William Scott) was to be taking over the farm then he would be expected to be moving into the farmhouse located at the farm hub in order to tend to his stock at Mains of Kindrought, Sandhole.
- 6.10 Unfortunately, there appears to be some confusion with the applicant as to whether they wish to have a dwellinghouse for an ‘essential worker’ or

whether the applicant wishes to have a single home associated with retirement succession. The Planning Service has sought clarification. Notwithstanding, the location of the proposed dwellinghouse does not comply with planning policy for the following reasons:

1. If the proposal is for a single home associated with retirement succession then this should be in the immediate vicinity to, the main farm hub. The meaning of "Immediate vicinity" is expected to be at or adjacent to the farm hub (within walking distance) and not 1.2 remotely sited. Policy also states that this includes where there is no suitable alternative accommodation available, however there are three residential dwellings attached to the farm.
  2. If the proposal is for an essential worker then the policy, and the planning advice, clearly states that justification is required to demonstrate the need for a permanent presence on site to operate the enterprise associated with that business, and that all alternative options under other policy provisions have been considered, including other dwellings, brownfield sites, and other planning permissions.
- 6.11 Furtherstill, the submitted calculation, in support of the application, states that "due to the limited contact time that Billy [William] Scott has on the farm and the number and type of livestock kept, it is important that he is residing on the farm. The livestock on the farm alone accounts for 1.09 labour units and it is important to have sufficient labour on the farm at all times, all year round." This statement along with the fact that the cattle are kept on the farm hub reiterates the importance of having an 'essential worker' at source and not 2 km away on a piece of ground completely detached from the main farm hub. At 1.09 labour unit requirements, there is no demonstrable need for an essential worker, as there is only one labour unit required. In terms of succession it has not been demonstrated to the Planning Service that the farm holding is financially viable.
- 6.12 There is no justification for a dwellinghouse on the application site. Out of the overall land take of 83.4ha only 8.4ha is located on the eastern side of the A952. Furthermore, some of the supporting information states that it is hoped to erect further agricultural buildings on this area of ground in order to create a secondary farm hub. Effectively it would be creating a new farm and therefore would have to be assessed accordingly and not under the auspices of either a retirement house or as a dwellinghouse for an 'essential worker'. Creating a new or additional farm hub on the eastern side of the A952 would also create brownfield opportunities around the existing farm hub, which should be the preference to erect houses on should they become vacant and/or redundant. There are no buildings on the eastern side of the A952, and the proposed house site is sited towards the base of slope of the field.
- 6.13 According to the information submitted all the buildings located at the farm hub are used for the farm enterprises, and there are no unoccupied or



abandoned farm buildings owned by the business that could be converted. It would appear that there has been no consideration given to locating the single home retirement succession / essential workers dwellinghouse immediately adjacent to the farm hub. According to Scotland's Soils, the land immediately adjacent to the farm hub and the area proposed for the dwellinghouse are classified as 3.2 and these areas are therefore not classified as prime agricultural land, and the Planning Service would in terms of location support a house adjacent to the farm hub subject to there being no other opportunities such as the two farm cottages or brownfield land, and the need in terms of either succession or essential worker being clearly demonstrated.

- 6.14 Given the above considerations, the application is in conflict with Policy 17 Rural Homes of NPF4 and Policy R2 Development Proposals Elsewhere in the Countryside of the Aberdeenshire Local Development Plan 2023.

#### Landscape Impact

- 6.15 The dwellinghouse would be remote not just from the main farm hub but also from other neighbouring dwellinghouses. The application site is such that a dwellinghouse would not be positioned to fit into the existing landscape, appearing remote from other buildings, and introducing a new building on a slope, visually close to the A952.
- 6.16 There are other suitable locations for the proposed dwellinghouse within the field that are located immediately adjacent to existing the dwellinghouses located to the north west of the application site. However, as previously mentioned the most suitable location would be immediately adjacent to the farm hub at Mains of Kindrought, which not only would be visually of greater benefit, but also would tie into the management of the farm. The proposed site would remove an area of 0.5 ha from agricultural use.
- 6.17 Due to the distance from the neighbouring dwellinghouses there would be no impact on residential amenity.
- 6.18 The dwellinghouse as proposed would have a negative impact on the surrounding landscape due to its position within the field and its detachment from the neighbouring properties. The proposal therefore does not comply with Policy E2 Landscape of the Aberdeenshire Local Development Plan 2023, and as such is also in conflict with P1 Layout, Siting and Design, and Policy 14 Design, quality and places.

#### Carbon Neutrality

- 6.19 The energy efficiency of the dwellinghouse is not yet known, however, there is no reason to suspect that the dwellinghouse could not be constructed to meet the Council's energy efficiency and sustainability requirements. An Energy Statement would be required to be secured by condition.

### Servicing

- 6.20 The development would connect to the public water supply and an available connection point is located within the vicinity of the site. Private foul and surface water drainage are proposed within the site and are supported by the necessary ground investigations and designs.
- 6.21 The site includes sufficient parking spaces and Roads Development has no objection to the access arrangements subject to conditions. Accordingly, the proposal is, subject to conditions, deemed to comply with Policy RD1 of the Aberdeenshire Local Development Plan 2023 and Policy 22 of NPF4.

### Developer Obligations

- 6.22 It has been agreed that no contributions are required in this instance, therefore the application is not in conflict with Policy RD2 of the Aberdeenshire Local Development Plan 2023.

### Conclusion

- 6.23 This proposal has been assessed in accordance with both the National Planning Framework 4 and the Aberdeenshire Local Development Plan 2023. The overall proposal does not accord with Policy R2 Development Proposals Elsewhere in the Countryside of the 2023 Aberdeenshire Local Development Plan or with Policy 17 Rural Homes of the National Planning Framework 4, as the proposal does not meet the requirements for either a single dwelling for retirement succession or for a dwellinghouse for an essential worker.
- 2.24 The dwellinghouse as proposed would have a negative impact on the surrounding landscape due to its position within the field and its detachment from the neighbouring properties. The proposal therefore does not comply with Policy E2 Landscape, Policy P1 Layout, Siting and Design, and Policy 14 Design, quality and places.
- 2.25 The proposal is therefore being 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  
Policy 17 Rural homes  
Policy P1 Layout, Siting and Design  
Policy 14 Design, quality and places  
Policy E2 Landscape

- 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 Planning Permission in Principle for the following reasons:-**

01. The planning authority considers that the application is for a development that is not in accordance with National Planning Framework 4 and Aberdeenshire Local Development Plan 2023.

Overall the proposal does not accord with Policy R2 Development Proposals Elsewhere in the Countryside of the 2023 Aberdeenshire Local Development Plan or with Policy 17 Rural Homes of the National Planning Framework 4, as the proposal fails to meet the requirements for either a single dwelling for retirement succession or for a dwellinghouse for an essential worker.

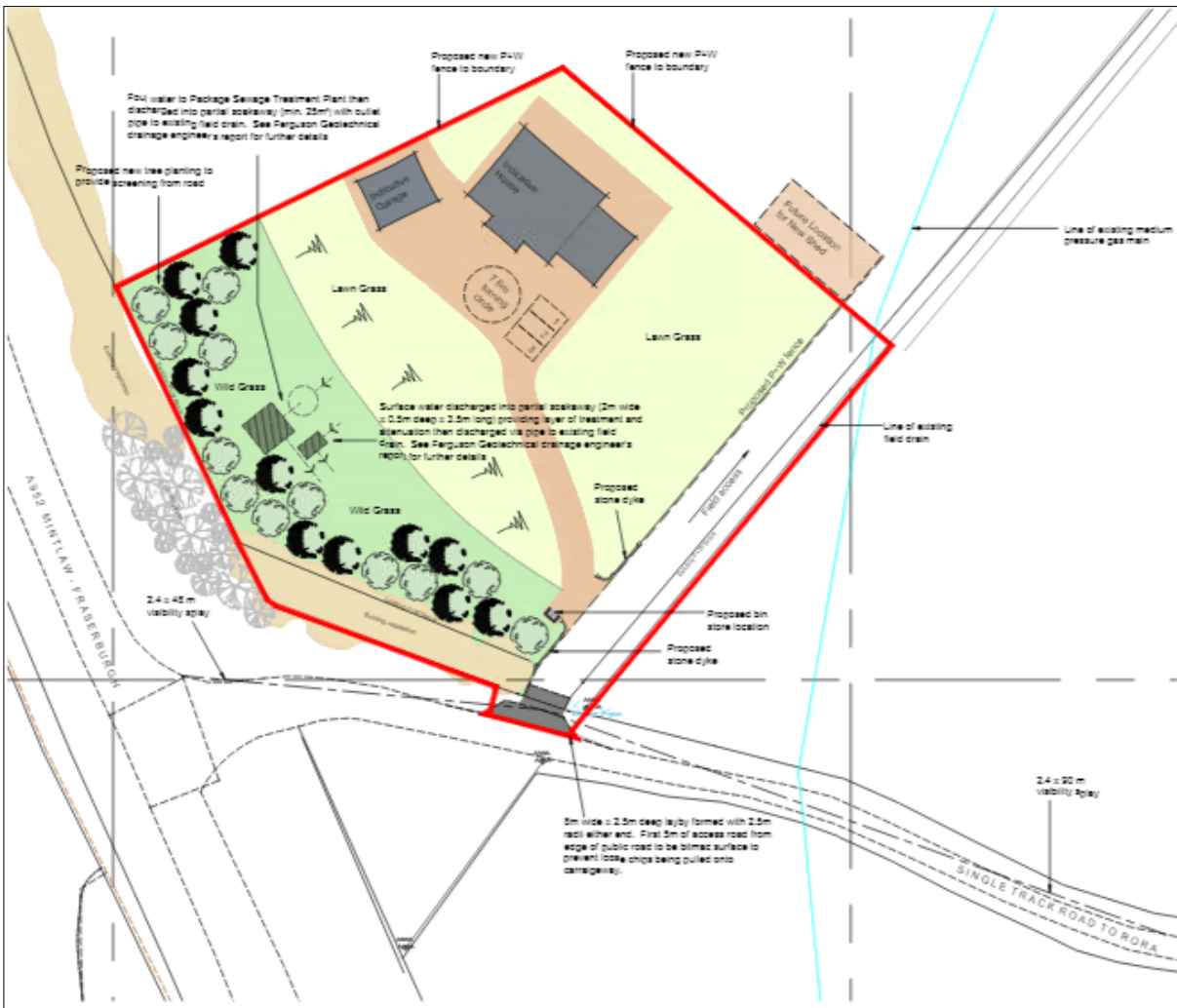
02. The dwellinghouse would have a negative impact on the surrounding landscape due to its position within the field and its detachment from any neighbouring features either built or natural, and due to its proximity to the

A952. The proposal therefore fails to comply with Policy E2 Landscape, Policy P1 Layout, Siting and Design, and Policy 14 Design, quality and places.

Alan Wood  
Director of Environment and Infrastructure Services  
Author of Report: Jennifer Chalmers  
Report Date: 20 March 2024

APP/2023/1776

Appendix 1



APP/2023/1776

Appendix 2



APP/2023/1776

Appendix 3





## REPORT TO BUCHAN AREA COMMITTEE – 23 APRIL 2024

### ENQ/2023/1335 - MINTLAW (SITE OP1) MASTERPLAN (ADDENDUM)

#### 1 Executive Summary/Recommendations

- 1.1 The preparation of a Masterplan is a requirement under Policy P1 Layout, Siting and Design of the Aberdeenshire Local Development Plan 2023 (ALDP 2023). Policy P1 requires that all major housing developments (over 50 homes) are required to prepare a Masterplan, which has been subject to public consultation, and agreed by the Local Area Committee. The Masterplan requires to be agreed in advance of the submission of a planning application, which should then adhere to the agreed Masterplan. The aim of the masterplanning process is to promote good place-making, and ensure future developments are designed to the highest standard, encompassing social, environmental, and economic requirements to create the sustainable communities of the future. Once agreed a Masterplan shall remain valid for a period of 5 years, unless planning permission for the development has been granted and implemented.
- 1.2 In this case, a Masterplan for the wider site was agreed by the Buchan Area Committee at its meeting on 05 July 2017 (ENQ/2015/1691 refers) following the processes at the time (including public consultation) and works have commenced on site. The agreed site plan is appended to this report as **Appendix 1**.
- 1.3 The general ethos of the agreed Masterplan remains as previous, the sole significant change being the removal of the site reserved for a new primary school now being allocated for employment use. Part of the previous employment land will now be earmarked for a neighbourhood centre.
- 1.4 **The Committee is recommended to:**
  - 1.4.1 **Agree the Masterplan Addendum for Site OP1 Mintlaw as the context for the general layout and approach for subsequent planning applications, and**
  - 1.4.2 **Agree the Masterplan Addendum for Site OP1 Mintlaw to be used as a material consideration in the determination of any subsequent planning applications.**

#### 2 Decision Making Route

- 2.1 Masterplans are to be considered by the relevant Area Committee under terms of Section B.8.1 of Part 2A List of Committee Powers and Section C.5.3 of Part 2C Planning Delegations of the Scheme of Governance. The



Masterplan is directly linked to the Aberdeenshire Local Development Plan 2023 (ALDP 2023) as a requirement stipulated through the Mintlaw Settlement Statement contained within Appendix 7b Settlement Statements - Buchan.

### 3 Discussion

#### Background

- 3.1 This report provides an overview of the amended Masterplan which has been prepared for site OP1 in Mintlaw. The Masterplan site plan is appended to this report as **Appendix 2** and the whole document is appended to this report as **Appendix 3**. The purpose of a Masterplan document is to set out a clear idea for the future, and demonstrate an integrated approach to community participation, site planning, transport, servicing, community facilities, design, ecology and landscaping. The exact content of a Masterplan will vary on a site-by-site basis, but broadly they are intended to be succinct documents to convey key principles that future development will need to incorporate. That is not to say they should not be supported by detailed supporting information, but that information should sit in the background and inform.
- 3.2 The requirement for a Masterplan for site OP1 is outlined within the settlement statement for Mintlaw in the ALDP2023. The form of the Masterplan is guided by the ALDP2023 Planning Advice PA2023-09 'Masterplanning' and the Scottish Government's Planning Advice Note 83: Masterplanning and Designing Streets. NPF4 Policies 14 (Design, quality and place) and 15 (Local living and 20 minute neighbourhoods) are relevant to design, but do not specifically require masterplans to be prepared. Masterplans should be prepared in line with the principles of the six qualities of successful places, and 20 minute neighbourhoods.
- 3.3 Site OP1 is allocated in the ALDP 2023 for 500 homes, business, community, services for the elderly, neighbourhood retail and 5ha of employment land. Construction has started on the site. Planning history is as follows:

ENQ/2015/1691- Masterplan. Agreed September 2015.

APP/2017/2547- Planning Permission in Principle for the Erection of 500 Dwellinghouse, Business, Community, Services for the Elderly, Retail and 5Ha of Employment Land. Granted April 2019.

APP/2019/0769- Matters Specified in Conditions 1 (Site Wide MSC), 2 (Phased MSC), 4 (Toll of Birness (Short Term)), 7 (Water Features Protection), 8 (Construction Environmental Management Plan), 9 (Protection Plan) and 10 (Carbon Neutrality) of Planning Permission Reference APP/2017/2547 for Mixed Use Development - Erection of 500 Dwellinghouse, Business, Community, Services for the Elderly, Retail and 5Ha of Employment Land. Granted October 2019.

APP/2020/1671- Erection of 19 Dwellinghouses (Part Variation to Planning Permission Reference APP/2019/0769). Granted November 2020.

APP/2021/1368 Change of House Types for 10 Plots. Granted August 2021.

APP/2022/2282- Erection of 33 Houses. Granted March 2023.

### Background

- 3.4 Site OP3 is located to the south of Mintlaw, bounded to the east by the A952, to the north by residential use and to the south and west by agricultural land. Development has started towards the east of the site. The character of the site consists of agricultural fields, separated by mature tree belts.

### Process

- 3.5 In relation to the approach to the amended Masterplan, the applicant engaged early with the Planning Service, and discussion took place with the relevant consultees in relation to the amendments. Education & Children's Services confirmed that there is now no requirement for a new primary school in Mintlaw. All requirements in relation to public engagement were carried out for the original masterplan.
- 3.6 The Masterplanning Advice outlines a suggested content masterplans should follow, which this Masterplan generally adheres to. In this case, the Masterplan document is split into three sections, 1 – Background information, 2 - Masterplan Evolution and 3 - Proposed Masterplan.

### Background Information

- 3.7 The document provides a history of the site as stated in Paragraph 3.4 above and the planning context in terms of the Development Plan (National Planning Framework 4 and the Aberdeenshire Local Development Plan 2023).

### Masterplan Evolution

- 3.8 The overarching concept of the Masterplan aligns with what was previously agreed:

Retention of the tree belts;  
New areas of open space;  
A new access from the A952 (completed).

- 3.9 The document provides details of Phases 1A to 1E, establishing that the initial residential grouping is either complete or under construction.

### Proposed Masterplan

- 3.10 The document advises that there is no requirement for a school to accommodate the development. This is confirmed by Education & Children's Services who advises that there are no plans to build a school in Mintlaw as there continues to be capacity in both primary schools for the foreseeable future. As a result, there is no requirement for land to be set aside for this purpose. It can be pointed out that the document confirms that there is a trigger at 342 completed housing units for financial contributions towards education in the Legal Agreement for the site.

- 3.11 By removing the school site from the Masterplan, it is now proposed to locate the business/industrial land on the site instead. This will link onto the already agreed business land to the immediate south, to create a large single area of employment land. However, some of the agreed employment land will become the neighbourhood centre (see page 10 of the Masterplan).
- 3.12 The document confirms that there will be no change to the landscape, road/access strategies and that affordable housing provision will remain as previously agreed.
- 3.13 The agreement of this masterplan does not alter the requirements of the Settlement Statement for Mintlaw in the ALDP2023 for a school on the site. Until such time that the Settlement Statement is amended through the Local Plan process, any employment use on the site will be deemed a departure from the Local Plan. Any subsequent application will be assessed against the policies and material considerations applicable at the time.

#### Summary

- 3.14 In conclusion, the Planning Service is satisfied with the structure, detail and content of the amended Masterplan, acknowledging the similarities to the agreed masterplan and accepting the relatively minor changes proposed. The Masterplan provides a suitable context for the continued progression of site OP1. Masterplans should set the overall context and not go into too much detail. As future planning application(s) come forward, they will be required to comply with the principles set out in the Masterplan, in order to accord with Policy P1 of the ALDP 2023 and all other relevant policies.

## **4 Council Priorities, Implications and Risk**

- 4.1 The Masterplan will help to deliver an allocated site in the Aberdeenshire Local Development Plan 2023, which will ultimately help to deliver the Strategic Priorities 'Our Environment' in contributing to resilient communities, and 'Our Economy' in contributing to Economic Growth.
- 4.2 The table below shows whether risks and implications apply if the recommendation is agreed.

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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

- 4.3 The financial and staffing implications in assessing masterplans are covered within the existing Planning and Economy budget. No risks or implications are anticipated as no exceptional cost are anticipated.
- 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 4 and no impact has been identified.
- 4.5 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 Masterplan as the Planning Authority in a quasi-judicial role as the Masterplan has been identified as a requirement through the Aberdeenshire Local Development Plan 2023.

## **5 Scheme of Governance**

- 5.1 The Monitoring Officer within Business Services has been consulted in the preparation of this report and had no comments to make and is satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 5.2 The Committee is able to consider this item in terms of Section B.8.1 of Part 2A List of Committee Powers and Section C.5.3 of Part 2C Planning Delegations of the Scheme of Governance.

**Alan Wood**  
**Director of Environment & Infrastructure Services**  
**Author of Report: Alan Davidson**  
**Report Date: 21 February 2024**

## **List of Appendices**

**Appendix 1** – Previously Agreed Masterplan Site Plan  
**Appendix 2** – Masterplan Site Plan  
**Appendix 3** – Masterplan Report  
**Appendix 4** – Integrated Impact Assessment



Fig 7 - Masterplan



Proposed masterplan diagram.



# OP1: NETHER ADEN MASTERPLAN ADDENDUM JANUARY 2024

BHMLW-BHL-XX-XX-RP-A-0001

**Bancon Homes**



## DOCUMENT HISTORY

Revision	Date	Description
-	31.01.2024	Initial Issue



# Contents

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- 1.1 Introduction
- 1.2 Planning Context

## 2.0 Masterplan Evolution

- 2.1 Masterplan Concept & Layout
- 2.2 Masterplan Land-use Zoning
- 2.3 Phases 1A—1D
- 2.4 Phase 1E

## 3.0 Proposed Masterplan

- 3.1 Proposed Amendment
- 3.2 Revised Masterplan
- 3.3 Proposed Strategic Open Space
- 3.4 Proposed Street Hierarchy
- 3.5 Proposed Land Zoning / Mixed Use
- 3.6 Affordable Housing
- 3.7 Conclusion

## Appendix 1: Masterplan and Proposed Masterplan

# 1.0 Background Information

## 1.0 Introduction

A Masterplan for the site was previously approved in 2019. This addendum has been prepared to update the land zoning of the development.

This document has been prepared by Bancon Homes in consultation with Aberdeenshire Council. The purpose of this document is not to re-iterate the detailed site analysis and design aspirations of the previous documents, rather illustrate how the phasing has been amended within the design parameters previously established.

OP1 Nether Aden is located in the settlement of Mintlaw. Mintlaw, strategically located at the crossroads of the A952 and A950, serves both as a commuter village for Aberdeen, Peterhead and Fraserburgh, and also a service centre for the surrounding rural area. Set within two landscape character areas, the surrounding land is low undulating agricultural land interspersed with very small pockets of trees to the east and larger areas of woodland to the west, including Aden Country Park, which acts as a natural barrier to development and a significant amenity for the town. It has a varied economic base which is centred on the industrial estate located at the western edge of the settlement. There is a wide range of shops and services in the village including a library, doctor's surgery, secondary school and two primary schools.



Extract from approved Mintlaw M1/EH3 Masterplan.



Extract from approved Mintlaw M1/EH3 Masterplan showing site aerial view.

# 1.0 Background Information

## 1.1 Planning Context

All development must accord with the Development Plan unless material considerations indicate otherwise. The Development Plan for Aberdeenshire comprises: National Planning Framework 4 (NPF4) and the Aberdeenshire Local Development Plan 2023 (LDP).

The site at OP1 Nether Aden is allocated in the Aberdeenshire Local Development Plan 2023 for 500 homes, business, community, services for the elderly, neighbourhood retail centre and 5ha employment land.

Policies that are relevant in the determination of any planning applications include:

- Policy B2 Employment/Business Land
- Policy H1 Housing Land
- Policy H2 Affordable Housing
- Policy P1 Layout, Siting and Design

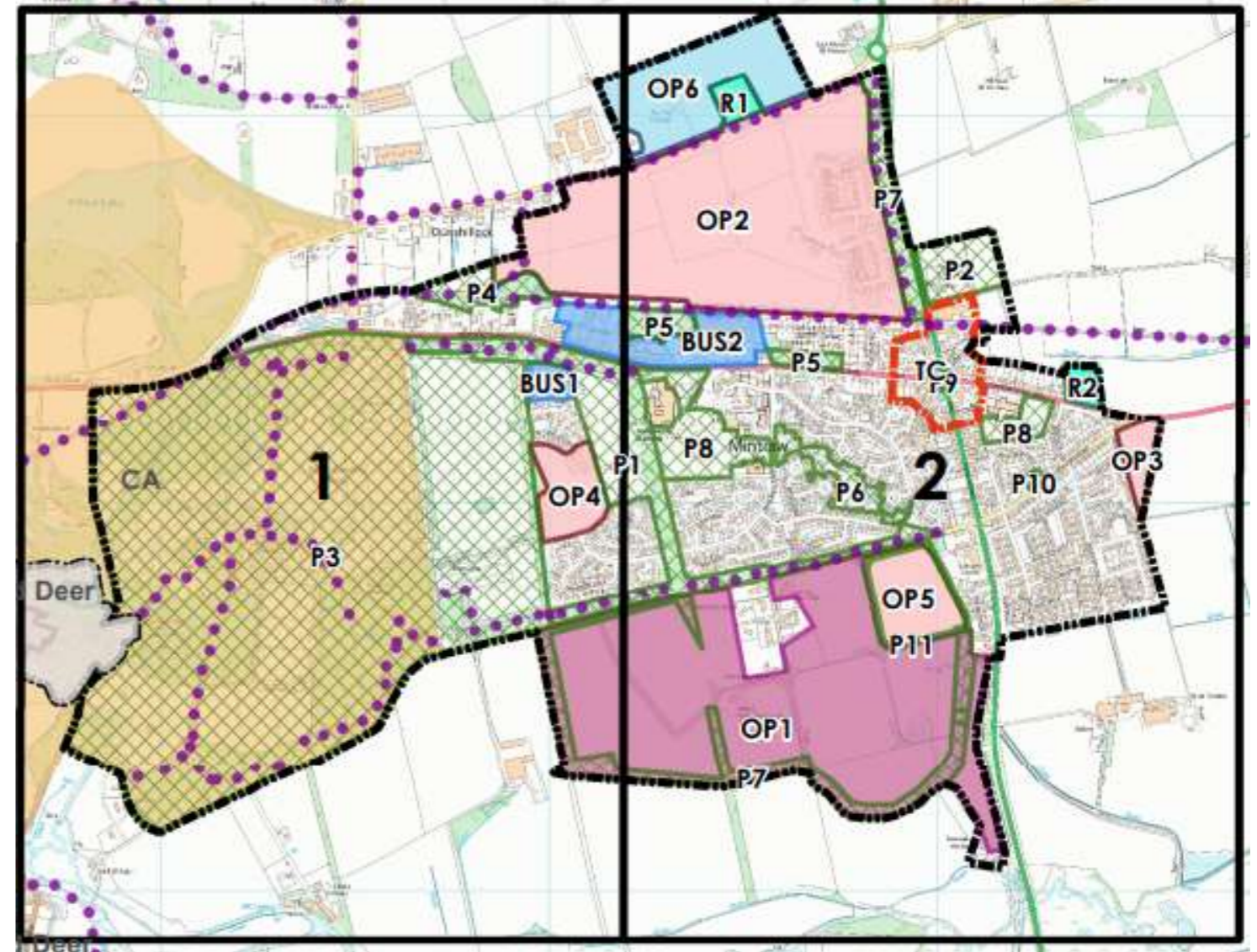
The site benefits from Planning Permission in Principle for the development of 500 Dwellinghouse, Business, Community, Services for the Elderly, Retail and 5Ha of Employment (reference APP/2017/2547). The site has a signed Section 75 legal agreement.

Since the PPIP was approved there have been 3 applications for Matters Specified in Conditions approved on the site:

Application reference APP/2019/0769 was approved in October 2019 for 100 homes. This application approved the access strategy for the site which is a ghost island as opposed to a roundabout.

Application reference APP/2020/1761 was approved in November 2020 to change house types previously approved under application reference APP/2019/0769.

Application reference APP/2022/2282 was approved in March 2023 for 33 homes.



Extract from Aberdeenshire Local Development Plan 2023

## 2.0 Masterplan Evolution

### 2.1 Masterplan Concept & Layout

The vision of the adopted Masterplan is to create a development which maintains the existing landscape framework as well as utilising the southerly aspect afforded by the site.

As noted in the approved document, the retention of the tree belts across the site aims to ensure an immediate landscape fit for the development. This included areas of existing planting such as along Nether Aden Road to the north of the site, and alongside the old road to the east of the site.

To support the retention of the existing landscaping, new areas of open space are proposed to enhance the amenity of the site. The primary area of open space being a central green space which runs east-west and connects the site entrance to the to the areas further west within the masterplan.

The west portion of the site also includes green open space which allows the southerly aspect beyond the site boundary to transition deeper into the site.

The principle entrance to the site was agreed to be from a new junction on the A952 to the east which will transition through the mature trees to create a welcoming, landscaped entrance to the site.



Fig 7 - Masterplan

Extract from approved Mintlaw M1/EH3 Masterplan showing site layout.

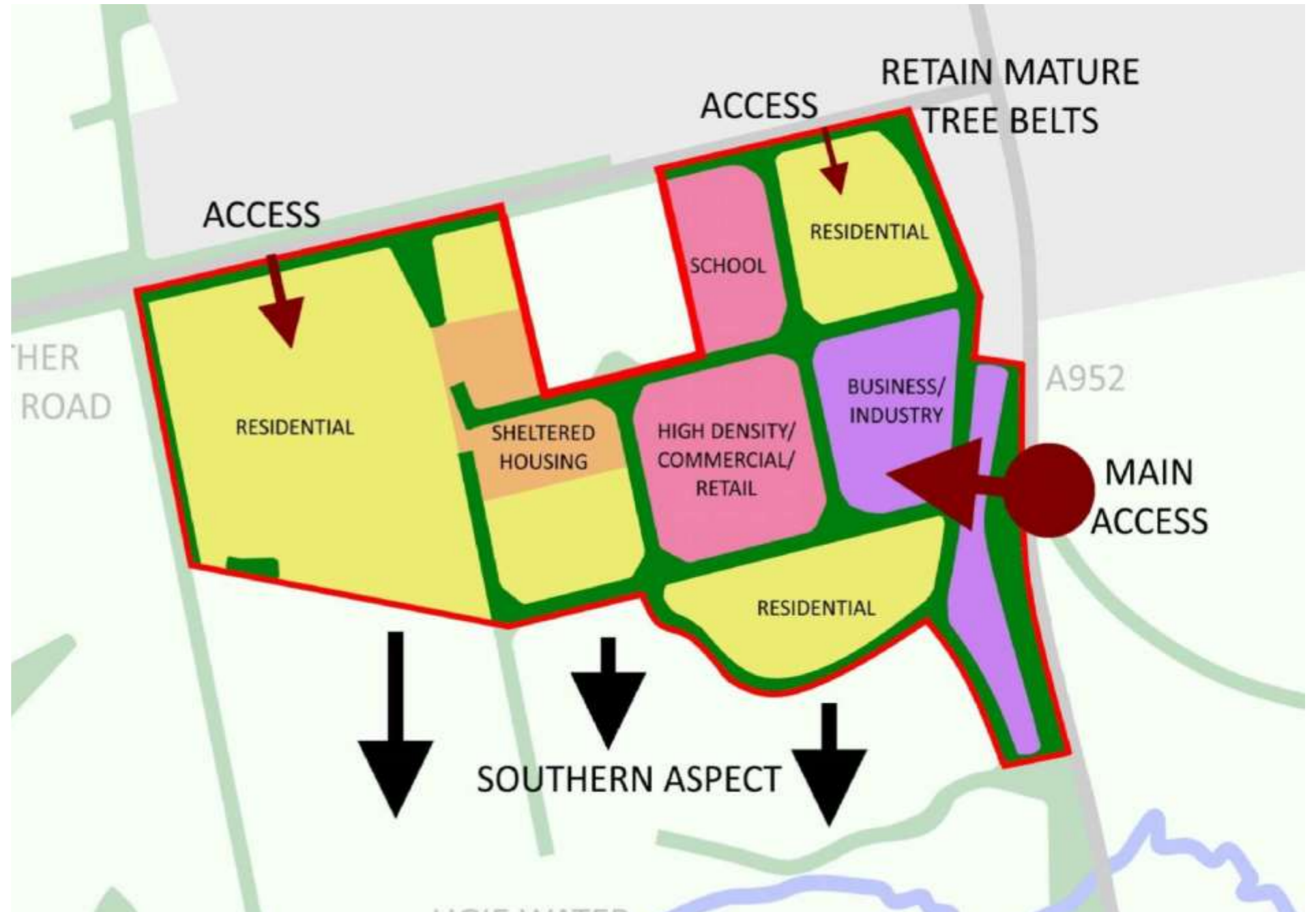
## 2.0 Masterplan Evolution

### 2.2 Masterplan Land-use Zoning

The adopted Masterplan discussed the requirement for different land uses within the site on page 9-10 of the approved document. An extract is shown opposite. As can be seen, it proposed commercial uses to the north east, a neighbourhood centre in the eastern half of the site and education uses to the north.

The approved masterplan promoted that non-residential uses should be concentrated to the east of the site as they have the potential to generate larger volumes of traffic, and would also reduce the potential for industrial traffic travelling further into the site and compromising the residential amenity. It was also important that any retail opportunities are located so they are accessible to the existing population and are not positioned to cater for the new masterplan only.

As can be seen in the diagram (right), the existing landscape framework is used to define the land zoning with the existing tree planting forming the boundaries of different uses within the site. The tree belts allow for natural breaks within the development pattern and also provide the opportunity for attractive pedestrian routes throughout the site.



Extract from approved Mintlaw M1/EH3 Masterplan. Masterplan land use / zoning diagram.

## 2.0 Masterplan Evolution

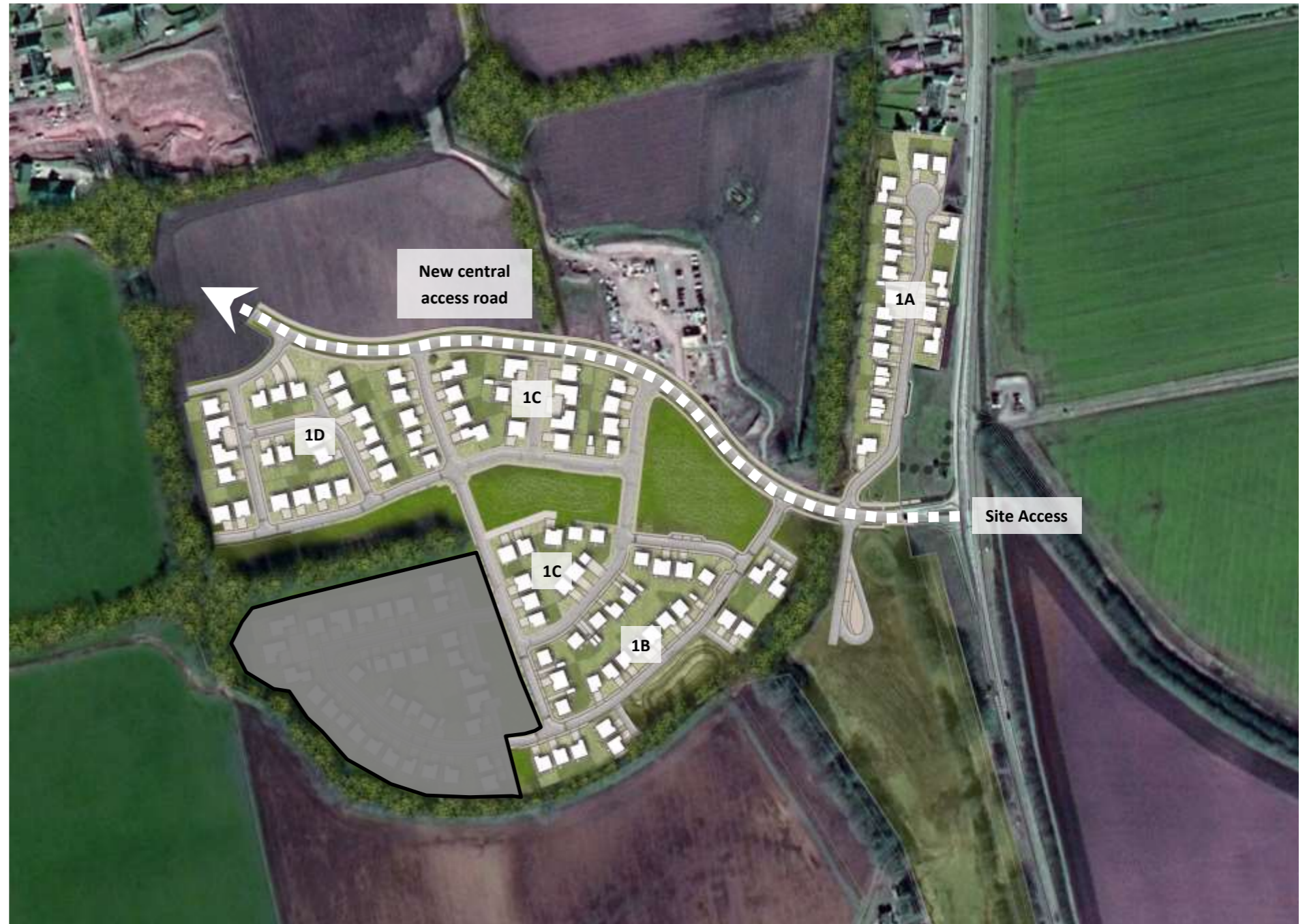
### 2.3 Phases 1A—1D

As noted in section 1.1 of this addendum, three applications for Matters Specified in Conditions have been approved on the site.

The first application (reference APP/2019/0769) was approved in October 2019 for 100 homes and can be seen in the image right. This application allowed housing to come forward adjacent to the A952 as well as towards the south east of the masterplan boundary.

As part of the detailed design and approval process for this application, the access strategy was developed to allow a central road to join onto the existing A952 in the form of a new junction with ghost island as opposed to a roundabout as previously indicated on the Masterplan. The new central road would adopt design standard of a distributor road which allowed connectivity to a series of looped core / housing roads which would provide access to the residential areas within the masterplan. In capacity terms, this access strategy would allow the development to be accessed from the new junction on the A952.

This application introduced a central open space to retain the existing landscaping where possible. The residential areas were designed to create positive street frontage to the housing roads.



Phase 1A—1D proposed site layout plan (NTS)

## 2.0 Masterplan Evolution

### 2.4 Phase 1E

The application for Matters Specified in Conditions for phase 1E was approved in March 2023 which allowed a further 33 homes to be delivered in this part of the site.

This application benefited from the existing infrastructure which was established as part of phases 1A-1D. The delivery of these 33 homes will complete this pocket of residential development which is contained by the central distributor road and the existing landscaped boundaries.

Phase 1E introduced linear area of open space between phases 1B/1C to connect the open space established within the previous phases to the wider open space to the south.



Phase 1E proposed site layout plan (NTS)



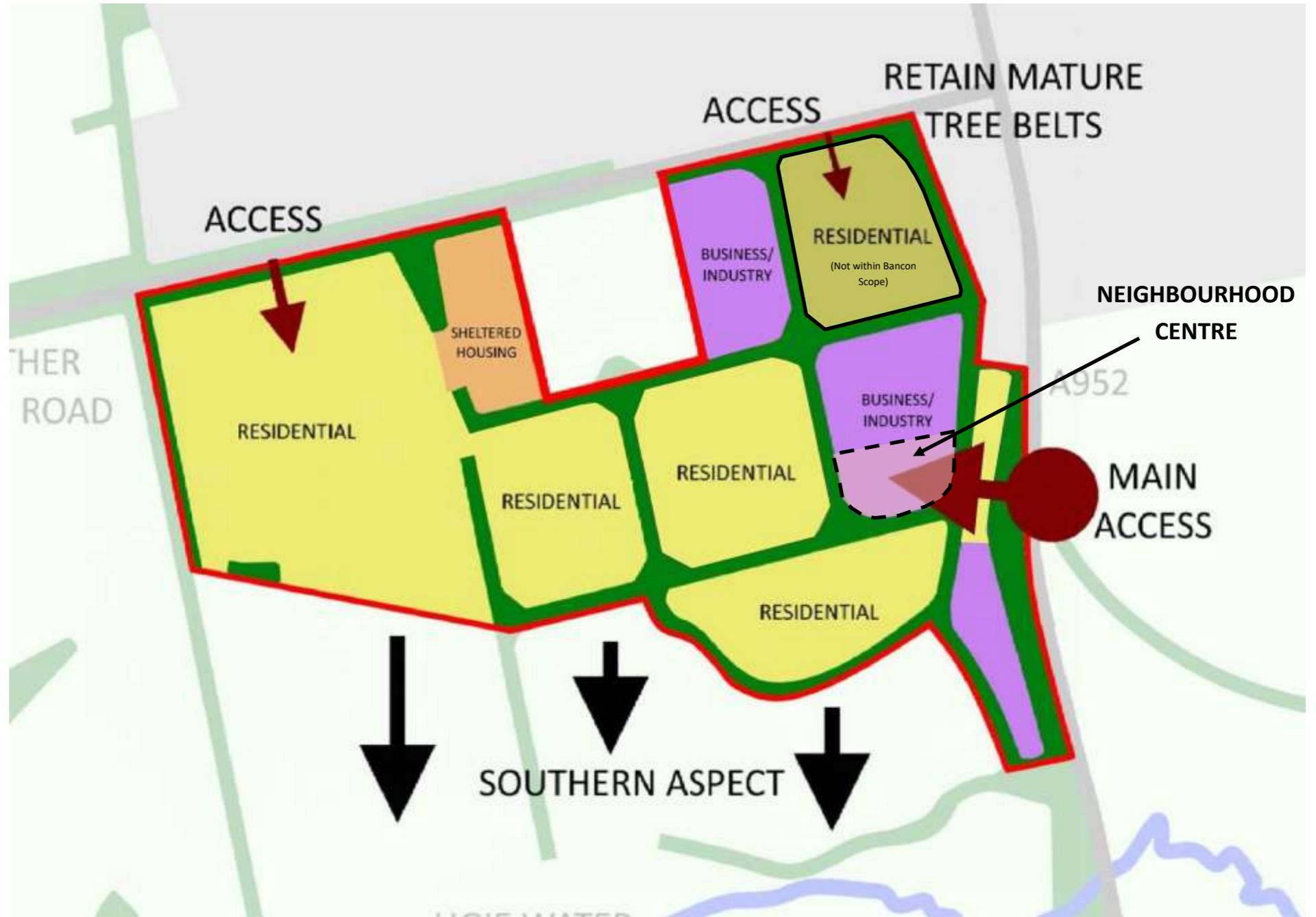
# 3.0 Proposed Masterplan

## 3.1 Proposed Amendment

This addendum to the Masterplan proposes to amend the Masterplan land zoning as noted in Section 2.2 of this statement. Since the Masterplan was adopted, it has been established that there is no requirement for a new school to accommodate the development. Developer contributions towards primary education are secured in the S75 agreement; which equates to £6733.13 (indexed) per housing unit. It directs that contributions be used to provide either a new school or additional capacity at other education facilities that will serve the development. The trigger for making education contributions is agreed at 342 homes. In order to maintain the allocated and approved housing numbers this land previously identified for a new school can instead be used to deliver housing whilst keeping within the unit numbers approved by both the LDP and the PPIP.

This addendum continues to direct business/ industrial uses to the east of the site. However, it is contended that the neighbourhood centre should be located in closer proximity to those uses. As such, it is proposed that the two uses sit together harmoniously.

Whilst the Masterplan continues to provide design principles for land to the north-east, this land is outwith Bancon Homes control. It is allocated within the LDP 2023 as OP5 South of Nether Aden Road for 50 homes. Any application for development will need to demonstrate compliance with the design principles contained therein and also provide a Transport Assessment.



Proposed land use / zoning diagram.





# 3.0 Proposed Masterplan

## 3.2 Revised Masterplan

The proposed Masterplan maintains the principles established throughout the previously approved masterplan by integrating the proposed development within the existing tree belts. To enhance the landscape framework, a central belt of open space is proposed connecting the site access on the A952 to Nether Aden Road. This create a green corridor through the site and allows the existing landscaping on Nether Aden Road to be extended into the proposals.

The amended Masterplan retains the business / industry uses to the east which are contained within the tree belts.

Whilst the key principles have been retained, as noted in Section 2 of this statement, the Masterplan has evolved from the initial concept layout due to the approval of 3 detailed planning applications. This evolution has seen the introduction of a central distributor road, which along with the existing landscaping, forms a natural break within the development areas.

The proposed masterplan aims to utilise the separation afforded by the new distributor road and the existing landscaping to create a robust development framework which is used to define the different land uses in the Masterplan.



Proposed masterplan concept diagram.



# 3.0 Proposed Masterplan

## 3.3 Proposed Strategic Open Space

The approved Masterplan adopts a landscape-lead approach and which promotes the protection the existing features, as well as enhancing them by introducing new open space to strengthen blue green networks and biodiversity.

The proposed Masterplan does not propose any material change to the landscape strategy and provision suggested in the approved masterplan. LDP Policy P2 Open Space and Access in New Development generally expects 40% good quality open space and the overall Masterplan is compliant with this. As noted in section 3.2, the strategic open space is focused around a central belt of green space which connects the various development parcels.

Open space is also provided around the periphery of the development blocks to ensure the proposals are integrated into the existing landscaping.

Greenspace is provided throughout the site, in the form of planted buffers, SuDS measures, wetland, woodland, and open space. This creates a place with a strong green network within the site which also connects to the wider context.

The proposals also utilise the wider landscape setting by



Proposed open space diagram.



# 3.0 Proposed Masterplan

## 3.4 Proposed Street Hierarchy

The access to the site takes the form of a junction onto the A952 which leads onto a central distributor road providing the primary access for the development. A series of core/ housing roads can be accessed from the central distributor road creating well connected streets which form loops within the site.

The transportation analysis, and discussions with Aberdeenshire Roads department confirmed that the proposed internal road structure provides adequate access provision, and a secondary access / emergency onto Nether Aden Road is not a requirement from an access and safety perspective. However, a link onto Nether Aden Road was recommended by the Roads department to benefit the amenity of the houses and enhance permeability within the site.

As per the previous approvals, a Safe Routes to School is provided allowing safe pedestrian connectivity from the central distributor road towards the north.

A notional bus route is proposed along the central road and extends to a loop in the western phases of the masterplan that is accommodated within the core road structure.

The diagram (right) identifies the different street types proposed in the development to create an appropriated street hierarchy.



Proposed street hierarchy diagram.



# 3.0 Proposed Masterplan

## 3.4 Proposed Street Hierarchy

The movement hierarchy within the site provides a well connected place, creating easily accessible routes within the development, and connecting to the existing settlement.

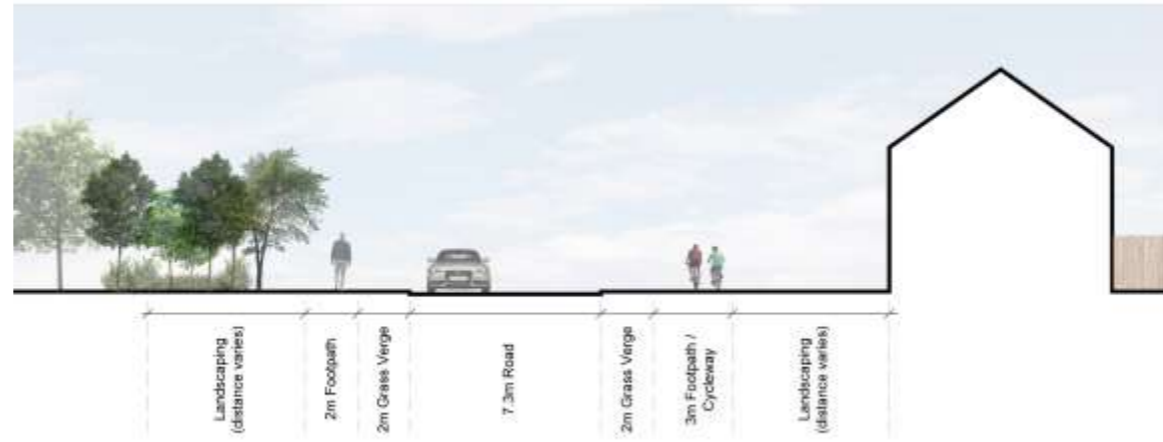
The proposal creates streets which are well connected, forming loops within the site. These streets offer clear and safe routes for existing residents to access the new amenities within the site, as well as creating alternative routes to existing routes within Mintlaw.

The adjacent sections provide indicative composition of some of the different street types proposed.

The proposed street sections will provide variation that will enhance the character within the proposal and will provide a quality of place. Streets will be designed for people, with the opportunity to create small areas of public realm, that can encourage interaction and a sense of community.

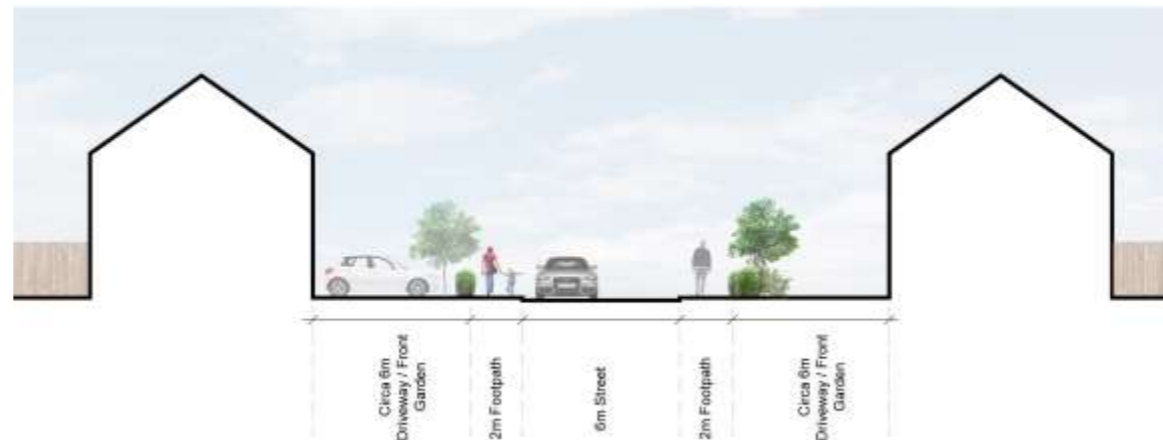
Tighter distances between frontages and other properties can be provided in the housing roads which are more informal in nature. This will help define the street structure in the development and create a movement hierarchy that prioritises pedestrian movement.

Private driveways will also be promoted to allow houses to front onto areas of open space as and when required.



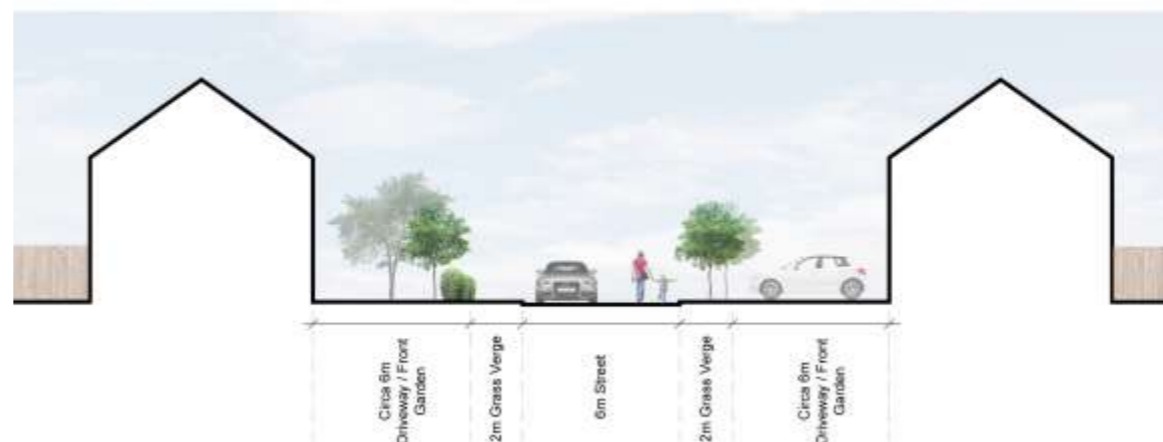
### Street type 1 - ■

- 7.3m wide carriageway
- 2m grass verge to both sides
- 3m footway /cycleway to one side
- 2m footpath to one side
- No frontage access to housing



### Street type 2 - ■

- 5.5m / 6m wide carriageway
- 2m footpath to both side
- Frontage access to housing



### Street type 3 - ■

- 5.5m / 6m wide carriageway
- 2m grass verge to both sides
- Frontage access to housing
- Shared surface streets

Typical Street Sections.



# 3.0 Proposed Masterplan

## 3.5 Proposed Land-use zoning / Mixed Use

The site at OP1 Nether Aden is allocated in the Aberdeenshire Local Development Plan 2023 for 500 homes, business, community, services for the elderly, neighbourhood retail centre and 5ha employment land. In addition to this the site has PPIP for development of 500 Dwellinghouse, Business, Community, Services for the Elderly, Retail and 5Ha of Employment (reference APP/2017/2547). The previously approved Masterplan set aside land for the provision of a new Primary School and playing fields however, this element is no longer considered necessary as there is sufficient capacity in the local schools to accommodate the development.

As such, the Masterplan focuses on the delivery of dwellings, business, retail, community use and services for the elderly. The locations of these uses are important and are shown opposite.

Residential areas are accessed from core roads taken from the main spine road. This road provides access to the area of business/ employment.

Retail provision is delivered to the east of the site adjacent to employment use which allows it to be accessible to residents via sustainable transport choices.

Services for the elderly is provided to the north which allows for access to both services within the site but also outwith in the existing settlement of Mintlaw.

Business/ employment use is still located to the east of the site and is in accordance with the 5Ha noted in the PPIp.

Should the delivery of education uses be considered necessary in the future the Masterplan has been designed to be flexible and can accommodate this.



Proposed land-use diagram.



# 3.0 Proposed Masterplan

## 3.6 Affordable Housing

The section 75 confirms the requirement to provide no more than 25% of the development as Affordable Housing. On the basis that 500 housing units are to be constructed on the development site this equates to 125 affordable housing units. The S75 directs that this will comprise;

- (i) the provision of 3 serviced plots capable of providing 102 social rented affordable housing units;
- (ii) 16 affordable housing units for either (a) LCSE or (b) such other tenure of affordable housing as may be agreed in writing with the council and
- (iii) the affordable housing contribution instalment for each of the 7 remaining affordable housing units.

The S75 goes on to direct that each phase shall be capable of accommodating a 34 social rented affordable housing units consisting of 1,2,3 & 4 bedroom units. The Low Cost Shared Equity units (16 units) consist of 2 & 3 bedroom properties are also expected to be delivered throughout the site.

The initial affordable housing area is are shown opposite in red. The remainder of the affordable requirement will be delivered within the western area of the Masterplan in accordance with the agreed trigger points. The Masterplan allows flexibility for the affordable housing to be positioned at other locations throughout the site if required.



Affordable housing zoning.



# 3.0 Proposed Masterplan

## 3.7 Conclusion

The proposal to update the existing Masterplan for the development of 500 Dwellinghouse, Business, Community, Services for the Elderly, Retail and 5Ha of Employment (reference APP/2017/2547) will deliver a healthy and enjoyable place to live.

The Masterplan ensures that the development creates a place which is distinctive through the alignment of streets, working with the contours of the site and the existing natural features. A street hierarchy creates a place which is easy to move around and connects to the settlement of Mintlaw, ensuring direct routes, prioritising pedestrians and active travel methods.

Amenity open space is close to all new homes, whilst also providing green connections through the site and the wider area.

A variety of new homes, in regard to size, form and tenure, will be offered within the site.

The amendment noted in this statement is promoting a refinement to the land use zoning to reflect the current evolution of the layout and market conditions; however is proposing to retain all key design principles established in the previously approved document.



Proposed masterplan diagram.



# Appendix 1: Masterplan and Proposed Masterplan



Previously approved Masterplan diagram.



Proposed Masterplan diagram.





# Aberdeenshire Council

## Integrated Impact Assessment

### Masterplan for Mintlaw OP2

Assessment ID	IIA-002060
Lead Author	Alan Davidson
Additional Authors	Sally Wood
Service Reviewers	Darren Ross
Subject Matter Experts	Christine McLennan
Approved By	Mairi Stewart
Approved On	Wednesday March 13, 2024
Publication Date	Monday April 01, 2024

# 1. Overview

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

Planning document showing long term development proposals for the south of Mintlaw.

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:

- Childrens' Rights and Wellbeing

In total there are 0 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 [mairi.stewart@aberdeenshire.gov.uk](mailto:mairi.stewart@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?	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?	Yes

## 3. Impact Assessments

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

## 4. Childrens' Rights and Wellbeing Impact Assessment

### 4.1. Wellbeing Indicators

Indicator	Positive	Neutral	Negative	Unknown
Safe		Yes		
Healthy		Yes		
Achieving		Yes		
Nurtured		Yes		
Active		Yes		
Respected		Yes		
Responsible		Yes		
Included		Yes		

### 4.2. Rights Indicators

UNCRC Indicators upheld by this activity / proposal / policy	Article 28 - Right to education
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### 4.3. Evidence

Type	Source	It says?	It Means?
Internal Consultation	Education and Children's Services	No requirement for 3rd School in Mintlaw	Sufficient capacity in both schools

### 4.4. Accounting for the Views of Children and Young People

he decision to not build a new school has already been made.T

### 4.5. Promoting the Wellbeing of Children and Young People

The removal of the proposed site for a new school will not impact on the provision of education in Mintlaw . which is already at an acceptable level, and will in the future.

### 4.6. Upholding Children and Young People's Rights

It has been demonstrated through the School Roll estimates that there will be sufficient capacity in Mintlaw in the foreseeable future. Furthermore, the Developer Obligations contributions from Bancon will allow an improved service.

### 4.7. Overall Outcome

No Negative Impacts Identified.

Sufficient educational capacity in Mintlaw

## REPORT TO BUCHAN AREA COMMITTEE – 23<sup>rd</sup> APRIL 2024

### SOUTH STREET MINTLAW SPEED LIMIT REVIEW

#### 1 Executive Summary/Recommendations

1.1 This report is to advise the Buchan Area Committee of the recommendations resulting from the petition received requesting the council reduce traffic speeds on South Street, Mintlaw.

#### 1.2 The Committee is recommended to:

1.2.1 **Consider 20mph limit and associated issues contained in the petition with respect to Aberdeenshire Council’s existing Speed Limits Policy, Transport (Scotland) Act 2019, and Road Traffic Act 1988. It is recommended that no further action is taken.**

1.2.2 **Note that Aberdeenshire Council will be working to implement Scottish Government’s national 20mph programme by 2025. Specific proposals are still being developed.**

#### 2 Decision Making Route

2.1 Petition dated 31<sup>st</sup> August 2022 was received and deemed competent by the chair of Buchan Area Committee.

2.2 A Report went to committee on 1<sup>st</sup> November 2022 to note the contents of the petition and the committee took the decision to instruct a report from the Head of Roads and Infrastructure on the subject matter of the petition in terms of Standing Order 6.4. This is the resultant end Report for Committee’s information and noting.

#### 3 Discussion

3.1 The subject matter of the petition is a request to reduce traffic speeds on South Street, Mintlaw. The petition states –

“We observe each day how dangerous most of the roads are in our village, especially South Street, Mintlaw. As residents, we deserve better road safety. We want to walk and cycle on our streets without fearing speeding cars. To reduce the risk of collisions, to make the road feel safer to improve the attractiveness of walking and cycling to and from shops/schools etc. We encourage safe walking and cycling to school, as this is better for the health of children and public, this will also reduce congestion and pollution. The two things come hand in hand. South Street is fortunate to have a traffic light controlled crossing, however, cars are often travelling extremely fast approaching the crossing, that people are scared to cross as they do not feel

the traffic will stop in time, and on occasions a car has gone through the red light, even when the crossing lady has been in the middle of the road, assisting school children across the road.

We desperately need a 20mph speed limit for South Street and other main roads within Mintlaw. Please can our local Councillors act and set reduced road speeds, we believe this is one of the most important and life changing powers you have as our elected representatives.

We have concerns with traffic parking on pavements and blocking private drives on South Street. The volume of traffic on South Street has risen considerably over the years, this is partially due to the volume of new housing developments, and the need for people to travel to work in Aberdeen. The road is not built for the volume of traffic using it, especially when vehicles are parked on the road, causing an obstruction. This causes an increased risk to people walking, and trying to cross the road. The number of lorries parking just past the entrance to the garage is an accident waiting to happen. The view cars have trying to exit the garage is severely impeded and many near misses have been witnessed by residents of South Street. Any parking so close to the roundabout should be reconsidered with the request for double yellow lines to be extended.

To be absolutely clear, with this petition we are NOT asking for humps, bumps or other expensive traffic calming measures, but ONLY for speed signs and road markings.

South Street residents feel that most of the village's residential main streets are not safe enough to walk and cycle. If you are hit by a car travelling at 30mph, you are up to five times more likely to be killed than if you were hit at 20mph.

With very small resources and time available, we have collected the names of almost 100 Mintlaw area and South Street neighbours – most of these are concerned parents, like me – people genuinely fearing for their children's or grandchildren's safety. Please listen to them. Do not wait for a fatality to occur to improve road safety.

With this petition we ask the Council to carry out a public consultation to evaluate which streets may benefit from the new, reduced speed limit, and the method of implementation.

I hope I have provided you with all the information necessary to seriously consider my petition. I welcome any questions.

Many thanks in advance for your time and attention.”

- 3.2 Aberdeenshire Council's Speed Limit Policy, approved by Infrastructure Services Committee in November 2020, and subsequent Speed Limit Manual from June 2022 sets out the guidelines for speed limits throughout the Aberdeenshire Road network. Table 3.4 of the Speed Limit Manual outlines the Aberdeenshire Standard Speed Limits for Single Carriageways.

- 3.3 Whilst Mintlaw does not meet the criteria to be classed as an urban area, it does meet the density criteria to be deemed a village. The policy stipulates that non-strategic village routes shall have a default 20mph limit, however South Street is a strategic A class route. As per Table 3.4 of the Speed Limit Manual, A class roads within village settlements, such as South Street, Mintlaw, are to remain as 30mph speed limits.
- 3.4 The Speed Limit Manual also stipulates that advisory 20mph limits should no longer be used in Aberdeenshire.
- 3.5 The data available for the site indicates that the average traffic speed for the whole length of South Street in Mintlaw is 34.33mph. This can be broken down further to show 38.22mph at the access to the new housing development, which is within a 40mph limit, this then changes to 35.31mph at the 30mph limit signs and reduces further to 29.41mph throughout the remainder of the 30mph section.
- 3.6 There is commitment from Scottish Government to introduce 20mph limits on all appropriate roads by the end of 2025. In the context of the national strategy for 20mph speed limits, an appropriate road is generally considered to be all 30mph roads, unless following assessment, there is a valid reason as to why they should remain at a speed limit of 30mph.
- 3.7 As part of this process, we have recently conducted a significant exercise of assessment of our roads which are currently subject to 20mph and 30mph limits. The findings from this have been submitted to Transport Scotland to analyse the data.
- 3.8 We are currently awaiting further information regarding implementation of the national programme.
- 3.9 Under Section 50 of the Transport (Scotland) Act 2019 it is illegal for a person to park a motor vehicle on a pavement. The Pavement Parking Prohibition is enforceable by local authorities who can issue a penalty charge notice (PCN) to the registered keeper of a vehicle parked in contravention of the prohibition.
- 3.10 Further Road markings are proposed by the petition to discourage parking at junctions and driveways. These issues are encompassed already within Section 22 of the Road Traffic Act 1988 and Rule 243 of the Highway Code, therefore no further restrictions are deemed necessary.

#### 4 Council Priorities, Implications and Risk

- 4.1 This report relates to the following council priorities:

Our Environment	Resilient Communities
Our Environment	Infrastructure and public assets

4.2 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

4.3 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 at this stage because of the issues outlined in stage one; Aberdeenshire Council's Speed Limits Manual (June 2022) states that 20mph advisory speed limits should no longer be used. At the current time this location does not meet the criteria for a mandatory 20mph limit.

- *no impact has been identified.*

4.4 There are no identified risks at this time.

## 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 had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

5.2 The Committee is able to consider 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 the information placed before them herein as this matter impacts on its Area.

**Alan Wood**

**Director of Business Services**

Report prepared by Garden Campbell, Roads Engineer

26<sup>th</sup> March 2024

## List of Appendices

Appendix 1 – Integrated Impact Assessment -002079



# Aberdeenshire Council

## Integrated Impact Assessment

### A952 South Street Mintlaw speed limit review

Assessment ID	IIA-002079
Lead Author	Garden Campbell
Additional Authors	Jonathan Sharp
Service Reviewers	Natalie Wood
Approved By	Philip McKay
Approved On	Wednesday March 27, 2024
Publication Date	Wednesday March 27, 2024

# 1. Overview

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

Consideration of the reduction of the speed limit at this location from 30mph to advisory 20mph.

During screening 0 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 0 out of 5 detailed impact assessments being completed. The assessments required are:

In total there are 0 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 philip.mckay@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?	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	Not Required
Equalities and Fairer Scotland Duty	Not Required
Health Inequalities	Not Required
Town Centre's First	Not Required

## 4. Justification

Aberdeenshire Council's manual for speed limits from June 2022 states that 20mph advisory speed limits should no longer be used. At the current time this location does not meet the criteria for a mandatory 20mph limit.



## **REPORT TO BUCHAN AREA COMMITTEE – 23<sup>rd</sup> April 2024**

### **BUCHAN AREA COMMITTEE BUDGET 2024/2025**

#### **1. Reason for Report/Summary**

- 1.1 To agree the allocation process of the Buchan Area Committee Budget for 2024/2025 amounting to £71,200.

#### **2. Recommendations**

**The Committee is recommended to agree the disbursement of the Buchan Area Committee Budget, totalling £71,200, in the financial year 2024/2025 as follows:-**

- 2.1 that the Brighter Buchan Initiative be set at a maximum of £1,000 per village/town with the exception of Peterhead to be set at a maximum of £1,500 and that £17,500 be ring-fenced for this initiative; with determination of the applications being delegated to the Area Manager and that any monies remaining available as at 30<sup>th</sup> November 2024 automatically transfer back into the Buchan Area Committee Project Grant Scheme for disbursement,
- 2.2 that £3,000 is allocated to provide grants of up to £500 to assist community groups with the preparation of Local Place Plans; with determination of the applications being delegated to the Area Manager and that any monies remaining available as at 30<sup>th</sup> November 2024 automatically transfer back into the Buchan Area Committee Project Grant Scheme for disbursement,
- 2.3 that a contingency budget of £2,000 is retained to cover hospitality and any unforeseen events, and that this sum be delegated to the Area Manager to disburse appropriately,
- 2.4 that £1,000 be allocated to Buchan Development Partnership to deliver the “Buchan in Bloom” scheme, and
- 2.5 that the remaining £47,700 from the Area Committee Budget is allocated as follows –
- (a) that £40,000 is devoted to the Buchan Area Committee Project Grant Scheme to be publicised and developed in tandem with the Buchan Development Partnership, and

- (b) that £7,700 is put towards a Buchan Area Small Grants Fund with the fund being set at a maximum grant of £500 per application, and that authority to approve grants be delegated to the Area Manager in consultation with local Ward Members**

3. Purpose and Decision-Making Route

- 3.1 At the start of each financial year the Area Committee is asked to agree the process for allocating the Area Committee Budget, which amounts to £71,200 for 2024/25.
- 3.2 As in previous years it is the intention to fund projects that will help deliver towards the Council's priorities and to help groups attract match-funding where possible.

**4 Discussion**

Brighter Buchan Initiative

- 4.1 The Brighter Buchan Initiative was again successful and well received by the large majority of our local communities last year. The grant award allows local groups to carry out environmental and greening projects in their local villages and towns. The list of groups is as below –

Boddam & District Community Council  
Crimond Community Centre  
Cruden Bay Horticultural Society  
Fetterangus Community Association  
Hatton in Bloom  
Longside Community Council  
Maud Village Trust  
Mintlaw & District Community Council  
New Deer Community Association  
New Pitsligo Community Council  
Old Deer Community Association  
Peterhead Community Council  
St Combs Community Hall Management Committee  
St Fergus Community Association  
Strichen Community Council  
Stuartfield & District Community Association

- 4.2 As previously confirmed by Committee, the award can be used for employment and provision of materials or plants; to allow groups to move towards being sustainable, they will be encouraged to purchase a combination of annual and perennial plants. In addition, each year the groups are advised that, where appropriate, public liability insurance must be in-place.
- 4.3 It is proposed that each group can apply for a maximum of £1,000, with the exception of Peterhead who can apply for a maximum allocation of £1,500 to be

split between town centre planting (£500) and 'Peterhead Greening Grants' (£1,000). The Peterhead Greening Grants will allow neighbourhood groups to apply for a grant of up to £200, again groups will be encouraged to move towards being sustainable by purchasing a combination of annual and perennial plants.

- 4.4 This grant is provided to groups upfront on the condition that they sign an Agreement confirming that they will provide evidence of spend (ie copy receipts or copy bank statements). In the past, some of the groups have been very slow in claiming their grants, therefore, this year it is proposed that the onus be put over to the groups to apply for the funding in the first instance. They will be required to complete an application form outlining how they intend spending the grant, and – as previously – they will have to sign an Agreement confirming that they will provide evidence of spend.
- 4.5 Determination of the applications will be delegated to the Area Manager and to ensure that the allocation of £17,500 is fully utilised, groups will have until 30<sup>th</sup> November 2024 to claim their Brighter Buchan Grant and provide evidence of spend; thereafter, any unclaimed funds (from the ringfenced £17,500) will transfer back into the Buchan Area Committee Project Grant Scheme for disbursement before the end of the financial year.

#### Local Place Plans Grants

- 4.6 It is proposed that £3,000 is allocated to provide grants of up to £500 to support community groups to develop Local Place Plans. This could support, for example, venue hire, software, advertising, printing, information boards, event materials, or consultant fees. The allocation could be reviewed if demand exceeded the allocation.
- 4.7 Determination of the applications will be delegated to the Area Manager and to ensure that the allocation of £3,000 is fully utilised, groups will have until 30<sup>th</sup> November 2024 to make an application; thereafter any remaining funds (from the ringfenced £3,000) will transfer back into the Buchan Area Committee Project Grant Scheme for disbursement before the end of the financial year.

#### Contingency Budget

- 4.8 It is proposed to reserve the sum of £2,000 to cover unforeseen costs that occur at area level, and, as in previous years, that this sum be delegated to the Area Manager to disburse appropriately.

#### Buchan in Bloom

- 4.9 Buchan Development Partnership (BDP) reintroduced the "Buchan in Bloom" competition in 23/24, and it continues to be very popular. This initiative allows BDP to award prizes for the best floral displays throughout the towns and villages of Buchan.

- 4.10 The improvements in the floral displays throughout Buchan are a tribute to the hard work of all the volunteers involved.
- 4.11 It is therefore proposed to allocate £1,000 to Buchan Development Partnership towards the cost of the prizes for the successful villages and to cover volunteer expenses incurred.

#### Buchan Area Committee Project Grant Scheme

- 4.12 The remaining £47,700 will be split between the Buchan Area Committee Project Grant Scheme (£40,000) and a Small Grants Scheme (£7,700).
- 4.13 Based on previous years' success, it is proposed that the Buchan Area Committee Project Grant Scheme be organised in tandem with the Buchan Development Partnership.
- 4.14 As in previous years, communities across Buchan can apply for up to 80% of the total cost of a project or £5,000, whichever is the lesser –  
  
Up to a maximum of £5,000 will be available for projects that can demonstrate wide community benefit and can enhance their local area. The funding can be used to support a range of improvements such as boosting the appearance of towns and villages, supporting the health and wellbeing of residents, reducing social isolation, and supporting community businesses and social enterprises.
- 4.15 Area Committee will continue to have the discretion to allocate funds accordingly should a project of exceptional merit be received. It is a usual requirement that projects that are awarded funding need to be completed and copy receipts/bank statements provided before the end of the financial year. However, in the event of a group finding it difficult to make upfront payments, the grant may be paid out on receipt of a copy invoice (subject to evidence of spend being provided as soon as is available) or interim grant payments may be made; such financial agreements to be at the discretion of the Area Manager.
- 4.16 Buchan Development Partnership will work with applicants to identify funding streams that will deliver partnership projects and improved outcomes for our communities. In particular, prioritisation will be given to new groups coming forward who have not previously made a bid under this initiative.
- 4.17 If required, informal meetings can be scheduled for Buchan Members and representatives of Buchan Development Partnership to consider the applications received prior to reporting formally to Area Committee.
- 4.18 The scheme will be advertised widely by the Buchan Development Partnership. The first round of applications will be requested by Sunday, 26<sup>th</sup> May 2024, with remaining funds being subject to a second call and a deadline for applications of Sunday, 18<sup>th</sup> August 2024; with the opportunity for any urgent applications to be considered outwith these times should the situation arise.



- 4.19 To ensure that the grant fund is fully utilised, groups will be advised that by 30<sup>th</sup> November 2024 they must be able to demonstrate their ability to complete their project and draw down their grant award by 12<sup>th</sup> January 2025. In the event of a group advising that they will be unable to draw down their grant award, the unclaimed funds will transfer back into the Area Committee Grant Scheme for Committee to redistribute.

### Small Grants Scheme

- 4.20 In recognising that there are times when community groups may need a helping-hand to undertake a fairly small project, it is proposed to introduce a Small Grants Scheme. A total allocation of £7,700 has been ringfenced for this Scheme, with a maximum grant of £500 per application.
- 4.21 Determination of the applications will be delegated to the Area Manager in consultation with local Ward Members. The usual requirements will apply in that projects that are awarded funding need to be completed and copy receipts/bank statements provided before the end of the financial year. The scheme will be advertised widely by the Area Team, with a closing date of Sunday, 2<sup>nd</sup> February 2025, allowing any remaining funds to be reported to the Buchan Area Committee on 25<sup>th</sup> February 2025 for redistribution.
- 4.22 It is hoped that these two funds will assist community groups in finding a sustainable way forward in the light of the current economic climate. There may also be an opportunity for some schemes to lever additional support through other funding streams and agencies.

## **5. Council Priorities, Implications and Risk**

- 5.1 This report helps deliver on the Council's priorities -

<b>People</b>	<b>Environment</b>	<b>Economy</b>
Learning for Life	Resilient Communities	Economic Growth
Health and Wellbeing	Climate Change	Infrastructure and Public Assets

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

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Financial	X		
Staffing		X	
Equalities and Fairer Duty Scotland			X
Children and Young People's Rights and			X

Wellbeing			
Climate Change and Sustainability			X
Health and Wellbeing			X
Town Centre First			X

5.3 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. Each application received for Area Committee budget funding will be assessed and reported to the Area Committee.

5.4 There are no particular staffing implications arising from this report. The management of this budget will be undertaken within existing area management resources. The proposals outlined in this report are in line with the allocation of financial resources as contained in the 2024/25 Revenue Budget for Area Managers.

5.5 The following risks have been identified as relevant to this matter on a Corporate Level - [Corporate Risk Register 2021 \(aberdeenshire.gov.uk\)](#) –

ACORP001 – Budget Pressures and  
ACORP005 – Working with other organisations

5.6 No risks have been identified as relevant to these matters on a Strategic Level - [Plans and reports - Aberdeenshire Council](#).

## 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 can consider and take a decision on this item in terms of Section B.6.3 of the List of Committee Powers in Part 2A of the Scheme of Governance - [List of Committee Powers \(aberdeenshire.gov.uk\)](#) - as it relates to the authorisation of expenditure from the Area Committee Budget.

Rob Simpson  
Director of Business Services

Report by Theresa Wood  
Area Committee Officer  
25<sup>th</sup> March 2024

## REPORT TO BUCHAN AREA COMMITTEE – 23 APRIL 2024

### CROWN ESTATE SCOTLAND FUND – BUCHAN COASTAL COMMUNITIES COMMISSIONING STRATEGY (2022-2027) UPDATE AND YEAR 3

#### **1 Executive Summary/Recommendations**

1.1 This report updates Buchan Area Committee on the Crown Estate Scotland Fund for Aberdeenshire Council. It requests the Committee note the projects commissioned in year two of the strategy (2023-2024) and the funding available for year three (2024-2025). The Committee is asked to agree the recommended priority commissions for year three and to continue to delegate the award of further commissions.

#### **1.2 The Committee is recommended to:**

**1.2.1 Note the additional funding allocation of £94,404 for 2023-2024 from the Scottish Crown Estate (Marine) Coastal Communities Fund and the agreed option provided by Scottish Government to extend the spend of this allocation to 2024-2025; and**

**1.2.2 Note the report (Appendix 1) of projects commissioned in year two of the Buchan Coastal Communities Commissioning Strategy 2022-2027 (Appendix 3)**

**1.2.3 Discuss and agree the priority projects for year three of the strategy (Appendix 2); and**

**1.2.4 Agree to delegate the allocation of £5000 to the Area Manager to support events in coastal communities**

**1.2.5 Agree to continue to delegate award of further individual commissions, with the exception of those supported under recommendation 1.2.4, to the Buchan Area Manager following consultation with the Chair and Vice Chair of Buchan Area Committee**

#### **2 Decision Making Route**

2.1 On 11 March 2021 Infrastructure Services Committee agreed a framework for the future use of Crown Estate Scotland funding allocated to Aberdeenshire Council - [Aberdeenshire Council - Committees and Meetings](#) (Item 12). This agreement followed a consultation process with Area Committees and Buchan Area Committee considered the proposed framework on 1 December 2020 - [Aberdeenshire Council - Committees and Meetings](#) (Item 9).

- 2.2 On 19<sup>th</sup> April 2022 the Buchan Coastal Communities Commissioning Strategy 2022-2027 was agreed along with recommended projects for year one of the strategy and the delegation of individual commissioning decisions to the Area Manager in consultation with the Chair and Vice Chair of Buchan Area Committee.
- 2.3 On 9<sup>th</sup> May 2023 committee agreed priority projects for year two of the strategy and continued the delegation of further individual commissioning decisions to the Area Manager in consultation with the Chair and Vice Chair of Buchan Area Committee.
- 2.4 On 30 November 2023 Aberdeenshire Council received the latest tranche of funding (£755,232) from the Scottish Crown Estate (Marine) Coastal Communities Fund for 2023-2024.

### **3 Discussion**

- 3.1 Crown Estate Scotland generates income from a range of marine assets (aquaculture, offshore renewables, moorings, and other coastal income). Aberdeenshire Council receives a proportion of this income annually to be used for coastal community benefit such as support for local projects or initiatives.
- 3.2 A framework agreed by Infrastructure Services Committee in March 2021 establishes priorities, eligibility criteria, processes and arrangements for monitoring, evaluation and reporting. Since the adoption of the framework, the following allocations of funding have been received  
  
Allocation 3 (2021/22) – £716,469.98  
  
Allocation 4 (2022/23) – £669,136.11  
  
Total - £1,385,606.09
- 3.3 Notification of Allocation 5 (2023/24) - £755,232 was received from the Scottish Government on 30 November 2023, indicating a preference for spend by 31 March 2024. However, an option to defer the allocation for spend in 2024-2025 has been exercised in order to maximise the time for delivery and ensure best value in the use of the funds.
- 3.4 Buchan Area Committee agreed a strategy for commissioning projects to fulfil the criteria of the fund from 2022 – 2027. The strategy (Appendix 3) sets out the priorities, criteria and eligible locations.
- 3.5 Commissioning may involve delivery through Council Services and/or the procurement of goods, works or services in line with the Council's procurement procedures. Commissioning may also involve the awarding of grants. Areas may also choose to work collaboratively and jointly commission activity which crosses Area boundaries.
- 3.6 In year 2 of the strategy the Buchan Area was initially allocated £71,402.93 to distribute from the 2022-23 allocation by Marine Scotland. In December 2023

the Area Manager for Buchan was advised that an additional £11,121.59 has been allocated for distribution in Buchan.

- 3.7 Funding in year two of the strategy was fully committed to a total of 14 projects.
- 3.8 A report of the funding awards made from the Buchan 2022-2023 allocation, year two of the strategy, is attached at Appendix 1 of this report.
- 3.9 Buchan Area Committee agreed six priority projects on 9<sup>th</sup> May 2023. Three of these projects, Longhaven Play Equipment, Peterhead Place Vision and Peterhead Sustainable Tourism and Economic Development - Town Centre redesign, were continued from year one of the strategy. Three additional priority projects, Peterhead Interchange Mural, Scotstown Beach Environmental Improvements and Seasonal Access Ranger – Buchan were also agreed for year two.
- 3.10 Eight additional projects were identified during year three and brought forward under the agreed delegation to the Area Manager, in consultation with the Chair and Vice-chair, to support the delivery of the strategy outcomes. Of these, five projects were led by community or third sector groups in Buchan and three were led by Aberdeenshire Council services. A summary of all year two projects can be found in Appendix 1 of this report.
- 3.11 In year three Buchan Area Committee has £94,404 to commission projects that meet the aims of the strategy.
- 3.12 The Area Manager's Team through discussions with community groups and Council Services continue to identify a range of projects that meet the criteria of the strategy to 2027. An Expression of Interest form and guidance has been developed to help inform this process.
- 3.13 Six priority commissions for year three of the strategy have been identified and are summarised in Appendix 2 to this report. Allocations of funding to the priority projects total £18,000.
- 3.14 Two priority commissions complete a project started in year two. These are the Cruden Bay Community Assets project and Scotstown Beach Environmental Improvements.
- 3.15 Three commissions are additional phases of projects that have been previously supported. These are East Buchan Beaches – Interpretation, Peterhead Reform Tower Scoping or Condition Report, Seasonal Access Ranger – Buchan.
- 3.16 The Seasonal Access Ranger – Buchan commission is subject to match funding being agreed and the proportionate cost to Buchan will be determined once match funding is known. The minimum realistic post to progress is 0.6 full time equivalent (FTE). However, not all costs will be pro-rata, for example vehicle hire. Particular outcomes for this commission will be monitoring impact of works to Scotstown Beach access car park.

- 3.17 The Peterhead Reform Tower Scoping or Condition Report commission will be subject to discussion with community groups and subject to an Expression of Interest being agreed.
- 3.18 Events in coastal communities can be important drivers of economic development and sustainable tourism. In order to support this a commission of £5000 has been included to be awarded as small grants (up to £1000) by the Area Manager in support of events in Buchan’s coastal settlements.
- 3.19 £76,404 remains to be allocated within the 2024 -2025 financial year.
- 3.20 The Buchan Area Manger expects to receive an Expression of Interest from the Peterhead Cultural Quarter project team where the is alignment between the strategy aims and the project’s objectives. This may be commissioned in partnership with Banff and Buchan if there is alignment with the wider aims of the Cultural Tides project across both Peterhead and Macduff.

#### 4 Council Priorities, Implications and Risk

- 4.1 Subject to the commissions agreed in year three of the strategy, this report may help to deliver the following Council priorities:

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

- 4.2 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 [IIA attached as Appendix 4]		
Children and Young People’s Rights and Wellbeing	x [IIA attached as Appendix 4]		
Climate Change and Sustainability	x [IIA attached as Appendix 4]		
Health and Wellbeing	x [IIA attached as Appendix 4]		
Town Centre First	x [IIA attached as Appendix 4]		

- 4.4 The financial implications of this Report are that there would be an element of financial risk to the Council in commissioning services from external organisations. This would be mitigated by following the Scheme of Governance Part 3 Financial Regulations.
- 4.5 The staffing implications are that, if agreed, one of the proposed commissions makes a contribution to staffing costs with outcomes that align to the strategy.
- 4.6 An integrated impact assessment was carried out as part of the development of the strategy referenced above. There has been no change to the impact assessment as the strategy is unchanged. The integrated impact assessment for the strategy is included as Appendix 4 and no negative impacts have been identified. Depending on the projects finally commissioned the following positive impacts are possible:
- Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities. This potential positive impact is relevant to: Children's Rights to be active; people with the protected characteristics of Age (younger and older) and Disability; and health inequality by supporting exercise and physical activity.
  - Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities which may increase physical activeness and promote positive mental wellbeing. This potential positive impact is relevant to: Children's Rights to be healthy and mental health.
  - Children's right to be included may be supported by the ability to support projects focused on young people and arising from feedback from young people.
  - Area deprivation and low income may be positively impacted because some coastal areas of Buchan (particularly Peterhead Harbour intermediate zone) experience less favourable outcomes relative to the rest of Buchan, Aberdeenshire and Scotland, in these terms. These areas are included in a Locality Plan and are eligible for this fund under the geographical criteria. In addition, the commissions funded may increase/enhance social and recreational facilities in coastal communities. There may be increased employment and local spend.
  - There are also potential environmental impacts that may be positive in coastal communities. Commission may support: identifying and adapting to alternative sources of energy for physical assets or increasing energy efficiency and reducing consumption of energy; safeguard, restoring or enhancing the coastal environment; increasing community resilience; developing the coastal economy/ sustainable tourism; and creating or enhancing community, leisure and recreational facilities in terms in terms of social, economic and low carbon transition.

- 4.7 The following Risks have been identified as relevant to this matter on a [Corporate Level](#):

ACORP001 – Budget Pressures

ACORP005 - Working with other organisations (e.g., supply chains, outsourcing and partnership working)

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

BSSR003 - New ring-fenced funding restricts flexibility. Crown Estate funds are restricted. Proper use of funds is enabled by taking appropriate advice and following guidance. [Business Services Risk Register](#).

## 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 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 agreeing outcomes and areas of focus for the funding of projects which will result in recommendations to services and organisations on matters impacting the Buchan area.

**Rob Simpson, Director of Business Services**

Report prepared by Eleanor Morris, Area Project Officer

**28 March 2024**

### List of Appendices –

Appendix 1 – Impact report year two commissions

Appendix 2 – Summary of recommended projects year three

Appendix 3 – Coastal Commissioning Strategy Buchan 2022 - 2027

Appendix 4 – Integrated Impact Assessment





From mountain to sea

# Coastal Communities Buchan

## Progress Report

Year 2 - 2023-2024

16 April 2024



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## 1 About Coastal Communities Buchan

Crown Estate Scotland generates income from a range of marine assets (aquaculture, offshore renewables, moorings, and other coastal income). Aberdeenshire Council receives a proportion of this income and allocates Buchan Area Committee a percentage of the overall allocation annually to be used for coastal community benefit such as support for local projects or initiatives.

A five-year commissioning strategy (2022 – 2027) has been agreed by Buchan Area Committee for the locally decided distribution of Crown Estate funds within the Buchan area. This complements the North East Scotland Fisheries Local Action Group (NESFLAG) Challenge Fund. Both funds are in line with Aberdeenshire Council's overall approach to distributing funds to support our Coastal Communities.

In line with the Aberdeenshire Council Crown Estate Scotland Framework, Buchan Area Committee has prioritised:

- Supporting the development of active travel routes along, to and from the coastline
- Developing the coastal economy and sustainable tourism
- Creating or enhancing community, leisure, and recreational facilities
- Safeguarding, restoring, or enhancing the coastal environment

Eligible locations are based on the Aberdeenshire's Coastal Zone, as defined in the Local Development Plan, and any settlement which borders this zone. Projects taking place outside of this area and up to two miles from the coastline may be considered where they can demonstrate a strong and tangible link with the coast or sea. Buchan settlements within or on the edge of the coastal zone are:

- Boddam
  - Crimond
  - Cruden Bay
  - Longhaven
  - Peterhead
  - St Combs
  - St Fergus
-

## 2 Year Two Projects (2023-2024)

Fourteen projects were supported through the Buchan Coastal Commissioning Strategy in year two. One project focussed on Buchan-wide activity in coastal communities, others were specific to a location or settlement. This section sets out the projects supported in year two of the strategy organised by place.

### 2.1 Buchan Coast

This project was delivered across the whole of coastal Buchan.

#### 2.1.1 *Seasonal Access Countryside Ranger – Buchan Coast*

During the 2023 season the Seasonal Access Countryside Rangers undertook patrols in key Buchan locations. These included Cruden Bay and Scotstown Beach.

Positive feedback on the support provided by the Seasonal Access Countryside Rangers was provided by landowners and land managers, including Harbour Trustees. Particular attention was paid to Scotstown Beach in order to develop a more robust understanding of visitor use.

During the season there were 15 patrols of Scotstown beach, directly welcoming and engaging with 60 visitors to promote responsible access and raise awareness of the Scottish Outdoor Access Code (SOAC). During these patrols there were four litter picks undertaken removing six bags of litter from the site as well as larger items such as clothing, nets and tyres. One fire scar was dismantled and repaired.

During the period of the project, the Seasonal Access Rangers made a specific focus to engage with and, where necessary educate, those visiting the Scotstown site with dogs. This included raising awareness and understanding on responsible dog ownership, proper dog control at countryside sites, the impacts of reckless disturbance of wildlife and the potential consequences of dogs worrying livestock.

### 2.2 Longhaven

One project was commissioned in Longhaven. The lead for this project was Aberdeenshire Council's Landscape Service.

#### 2.2.1 *Longhaven Playpark Equipment Replacement*

One community facility was improved through the purchase of replacement play equipment. Due to an issue with the availability of the installation contractor the completion of this project had been delayed from year one. The final element of installation was completed in year two.

### 2.3 Cruden Bay

There were two projects supported in Cruden Bay.

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### 2.3.1 Cruden Bay former Congregational Church Building – transfer of ownership

This grant-based commission was led by Cruden Bay Community Association and will see the transfer of the former Church into the ownership and management of the association. The Coastal Communities Buchan grant contributed to the conveyancing costs of both organisations to enable the transfer, although the transfer will not complete within the 2023-24 year it has made significant progress. The transfer is phase one and longer-term project to bring the building into new community use is likely to extend over a number of future phases.

### 2.3.2 Port Errol Harbour - Safety improvements to ladders

This project led by the Port Errol Harbour Trustees has replaced several harbour ladders with new galvanised units and added top handrail section to all ladder to ensure users can safely access the quayside from berths. This project is part of an ongoing programme of works planned and being undertaken by the Harbour Trustees to improve this community run facility for berth holders and other Harbour users.

## 2.4 Peterhead

There were seven project commissions focussed on Peterhead.

### 2.4.1 Peterhead Transport Interchange Mural

Led by the Passenger Transportation Unit in partnership with the Buchan Area Manger's Team this project led to the commissioning of a vibrant mural to enhance the redevelopment of the transport interchange.

The successful artist was selected through a process involving Peterhead Academy pupils, Peterhead Community Council, Nestrans, Stagecoach and Brewtoon, as well as Aberdeenshire Council.

In addition to painting the eye-catching work the artist, Plague Fisher delivered workshop sessions with young people at The Space in Drummers Corner and in partnership with Peterhead Academy.

### 2.4.2 Seafest – Event Equipment Hire

Led by SURF this grant based commission secured event equipment to support the participation of community groups at the first SeaFest event held in Peterhead in September 2023. SURF's Alliance for Action Community Facilitator played an integral role as part of the event team. Many local community groups participated in an event which saw over 9000 people attend.



#### *2.4.3 Field Marshal Keith Monument - Re-lettering of inscription*

Led by the Historic Environment Team at Aberdeenshire Council this project restored the inscription on this prominent Town Centre monument.

#### *2.4.4 Peterhead Reform Tower – Access and safety works*

Led by the Historic Environment Team at Aberdeenshire Council this project will install a secure access door for inspection. It will secure the interior of the structure with heavy gauge mesh in window openings to prevent birds from nesting and roosting. Extensive cleaning has also been commissioned to make the structure safer for inspection. Works are being undertaken at the time of writing and as a result this project has not yet submitted monitoring information.

#### *2.4.5 Peterhead Prison Museum Roofing Project*

A grant-based commission this project is led by Admiralty Gateway the charity operating Peterhead Prison Museum. As well as undertaking repairs the project will allow access for detailed survey work. This work will inform plans to invest in this historic asset and prepare bids for specialist funding. At the time of writing the work is underway and the project is yet to compete and submit monitoring information.

#### *2.4.6 Peterhead Sustainable Tourism and Economic Development - Town Centre redesign*

A landscaping study was commissioned by the Roads Infrastructure Service to inform Member Officer Working Group deliberations for the future pedestrianisation of Marischal Street. This study is a preliminary step that will support a robust process to cost an outline design option. It should also support alignment with landscaping of the wider townscape which will be impacted by projects such as the Peterhead Cultural Quarter. The project was supported under the coastal economy and sustainable tourism criteria. The outline design represents the first stage of a potentially lengthy process, the ambition of which is to provide high quality landscaping solution that supports the economic and social wellbeing of the Town. It was completed across years one and two of the Strategy.

#### *2.4.7 Peterhead Place Vision*

Lead by the Buchan Area Team and the Planning Delivery and Information Team this project was supported in years one and two with dedicated staff time and the delivery of engagement events in February 2024. The project was supported under the coastal economy criteria, but its wide scope means it is relevant to most of the priorities.

### **2.5 St Fergus**

There were two projects in St Fergus.

#### *2.5.1 Scotstown Beach - Amenity improvements*

Led by the Outdoor Access & Countryside Team at Aberdeenshire Council this project is the first phase of a refurbishment of this important access point to the Buchan Coast.

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As part of a shifting dune landscape and with traffic compacting the surface over time this car park required significant repair and refurbishment including drainage works. The project once completed will also realign the parking pays and create bunds to provide more protection to livestock fields in constant use. Future phases should also see interpretation installed and some road repairs undertaken. At the time of writing the work is underway and the project is yet to complete and submit monitoring information.

### 2.5.2 *St Fergus Community Pitch – Drainage and fencing works*

Led by the St Fergus Community Pitch Group this grant based commission saw drainage works completed which should extend the playing season and capacity of the pitch. Fencing works have also improved the amenity of this important community facility.



## 2.6 St Combs

There was one project in St Combs.

### 2.6.1 *St Combs - Play equipment*

Led by Landscape Services working in partnership with local community groups and additional piece of play equipment was selected and installed to improve the playpark beside the community hall in the village.

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### 3 Priorities, outcomes and outputs

The following summary highlights the relevant Coastal Communities and Buchan Community Plan priorities for each project. It also includes project outcomes and outputs including North East Scotland Fisheries Local Action Group indicators where applicable.

Project Title	Organisation	Summary	Coastal Communities Priority	Buchan Priority	Outcome	Output indicator (NESFLAG)	Number
Seasonal Access Ranger - Buchan	Aberdeenshire Council	0.2 of Seasonal Access Ranger Service post to be dedicated to Buchan 2023	4) Safeguarding, restoring or enhancing the coastal environment	2.2) Explore and develop initiatives to reduce social isolation including through physical activities	Provision of information to visitors including Scotland's Outdoor Access Code.  Regular monitoring of sites.	Number of jobs created	0.2
Peterhead Transport Interchange Mural	Aberdeenshire Council	Delivery of a welcoming mural at Peterhead Transport incorporating coastal themes.	2) Developing the coastal economy and sustainable tourism	4.3) Support projects and initiatives for regeneration of our communities	Key town gateway enhanced for public transport users.  Community participation in decision making.  Creative learning opportunity for young people.	Number of existing facilities enhanced	1
Scotstown Beach Car Park	Aberdeenshire Council	Amenity improvements to coastal access car park	4) Safeguarding, restoring or enhancing the coastal environment	2.2) Explore and develop initiatives to reduce social isolation including	Important outdoor access point improved for outdoor recreation by local people and visitors	Number of existing facilities enhanced	1



				through physical activities			
St Fergus Community Park Improvements	St Fergus Community Park Group	Drainage improvements and fencing at community managed facility	3) Creating or enhancing community, leisure and recreational facilities	2.2) Explore and develop initiatives to reduce social isolation including through physical activities	Community run facility improved to increase capacity	Number of existing facilities enhanced	1
Port Errol Harbour Facility Improvements	Port Errol Harbour Trustees	Safety improvements to Harbour ladders	3) Creating or enhancing community, leisure and recreational facilities	2.2) Explore and develop initiatives to reduce social isolation including through physical activities	Community run facility improved to increase user safety	Number of existing facilities enhanced	1
SeaFest	SURF Alliance for Action	Event equipment hire for community participation	2) Developing the coastal economy and sustainable tourism	4.2) Develop a Community Wealth Building approach	Significant participation by Community groups in successful SeaFest event	Number of new products/services created	1
St Combs Play Equipment	Aberdeenshire Council	Enhanced community facilities for St Combs	3) Creating or enhancing community, leisure and recreational facilities	2.2) Explore and develop initiatives to reduce social isolation including	Facility enhanced with new equipment and safety surfacing.	Number of existing facilities enhanced	1

				through physical activities	Community participation in decision making.	
Cruden Bay Community Facilities	Cruden Bay Community Association	Supporting the transfer of community asset to CBCA	3) Creating or enhancing community, leisure and recreational facilities	4.2) Develop a Community Wealth Building approach	N/A – project has yet to complete this phase.	
Peterhead Prison Museum Roofing Project	Admiralty Gateway	Roof repairs and access for detailed condition survey	2) Developing the coastal economy and sustainable tourism	4.3) Support projects and initiatives for regeneration of our communities	N/A – project has yet to complete this phase.	
Field Marshall Keith Monument Re-lettering	Aberdeenshire Council	Re-lettering of inscription on historic town centre monument in Peterhead	2) Developing the coastal economy and sustainable tourism	4.3) Support projects and initiatives for regeneration of our communities	Protection of historic townscape and its features	n/a
Peterhead Reform Tower Access, cleaning and security	Aberdeenshire Council	Installation of secure door. Treatment of accumulated waste, removal and washing down of interior. Fitting of heavy gauge mesh.	4) Safeguarding, restoring or enhancing the coastal environment	1.1) Support the delivery of projects and initiatives which are important to communities	N/A – project has yet to complete this phase.	n/a

Peterhead Sustainable Tourism and Economic Development - Town Centre redesign	Aberdeenshire Council	High level concept design for landscaping Marschial Street	2) Developing the coastal economy and sustainable tourism	4.3) Support projects and initiatives for regeneration of our communities	A final high-level concept design has been provided. Continued from year 1.		n/a concept stage
Peterhead Place Vision	Aberdeenshire Council	Dedicated staffing resource to develop visual materials for engagement (revenue)	2) Developing the coastal economy and sustainable tourism	4.3) Support projects and initiatives for regeneration of our communities	Stakeholder engagement workshops undertaken. Continued from year 1.	Number of new products/services created	N/A – recorded year 1
Longhaven Play Equipment	Aberdeenshire Council	Landscape Services - enhanced community facilities for Longhaven	3) Creating or enhancing community, leisure and recreational facilities	2.2) Explore and develop initiatives to reduce social isolation including through physical activities	Facility enhanced with new equipment and safety surfacing. Continued from year 1.	Number of existing facilities enhanced	N/A – recorded year 1

<b>Project Title</b>	<b>Organisation</b>	<b>Summary</b>	<b>Indicative Allocation £</b>	<b>Coastal Communities Priority</b>	<b>Buchan Community Priority</b>
Coastal Events Support Fund	Aberdeenshire Council	A small fund to support events in Coastal Buchan. To be managed by the Buchan Area Manager	<b>£5000</b>	2) Developing the coastal economy and sustainable tourism	1.2) Development of a Community Wealth Building approach in Buchan
Seasonal Access Ranger – Buchan*	Aberdeenshire Council	0.2 of Seasonal Access Ranger Service post to be dedicated to Buchan (2024)	<b>£7,500**</b>	4) Safeguarding, restoring or enhancing the coastal environment	2.2) Explore and develop initiatives to reduce social isolation including through physical activities
Peterhead Reform Tower Scoping or Condition Report	TBC	Survey and/ or scoping report(s) to investigate condition and options for the Reform Tower in Peterhead.	<b>TBC</b>	2) Developing the coastal economy and sustainable tourism	1.1) Support the delivery of projects and initiatives which are important to communities
Scotstown Beach Environmental Improvements*	Aberdeenshire Council	Phase two access improvements to complement car park refurbishment and increase amenity to leisure visitors	<b>£3,000</b>	4) Safeguarding, restoring or enhancing the coastal environment	2.2) Explore and develop initiatives to reduce social isolation including through physical activities
East Buchan Beaches – Interpretation	Aberdeenshire Council	Installation and improvement of interpretation at Scotstown Beach and Rattray Head	<b>£1500</b>	4) Safeguarding, restoring or enhancing the coastal environment	2.2) Explore and develop initiatives to reduce social isolation including through physical activities
Cruden Bay Community Assets	Cruden Bay Community Association	Completion of transfer to community ownership of former Congregational Church	<b>£1000</b>	3) Creating or enhancing community, leisure and recreational facilities	1.1) Support the delivery of projects and initiatives which are important to communities
<b>Total committed</b>			<b>£18,000</b>	<i>* Dependent on match funding</i>	
<b>Available Balance</b>			<b>£76.404</b>	<i>**Final cost dependent on on-costs such as vehicle hire which may not be pro-rata.</i>	

## **Buchan Coastal Communities Commissioning Strategy 2022-2027**

*An annual allocation will be made to each coastal Administrative Area. Each Area will develop a plan or commissioning strategy to identify specific projects or initiatives which they would like to see taken forward, with Area Committees approving this. Commissioning may involve delivery through Council Services and/or the procurement of goods or services in line with the Council's procurement procedures. Areas may also jointly commission activity which crosses Area boundaries.*

### **1 STRATEGIC FRAMEWORK**

#### **1.1 Introduction**

Crown Estate Scotland generates income from a range of marine assets (aquaculture, offshore renewables, moorings, and other coastal income). Aberdeenshire Council receives a proportion of this income and allocates Buchan Area Committee approximately £90,000 annually to be used for coastal community benefit such as support for local projects or initiatives.

This framework aims to set out principles and outline processes for the use of this funding for the period 2022-2027.

#### **1.2 Eligible Buchan Localities**

The eligible area is based on the Aberdeenshire's [Coastal Zone](#), as defined in the Local Development Plan, and any settlement which borders this. Projects taking place outside of this area and up to two miles from the coastline may be considered where they can demonstrate a strong and tangible link with the coast or sea. Within Buchan, the eligible area is identified in Appendix 1 using maps 14-19 from supplementary guidance section 4 of the Aberdeenshire Local Development Plan 2017. Settlements within or on the edge of the coastal zone include:

- Boddam
- Crimond
- Cruden Bay
- Longhaven
- Peterhead
- St Combs
- St Fergus

#### **1.3 Outcomes to Be Delivered**

Through a commissioning approach, Buchan Area Committee is seeking to achieve the following outcomes in line with the Coastal Communities programme:

- People will have access to active travel routes along, to and from the coastline will be developed
- The coastal economy and sustainable tourism will be improved
- Community, leisure, and recreational facilities will be created or enhanced to provide more opportunities
- The coastal environment will be safeguarded, restored, or enhanced

Projects must demonstrate a tangible link to the coast (either by location or theme).

#### **1.4 Buchan Priorities**

In line with the Aberdeenshire Council Crown Estate Scotland Framework, Buchan Area Committee has prioritised:

- Supporting the development of active travel routes along, to and from the coastline
- Developing the coastal economy and sustainable tourism
- Creating or enhancing community, leisure, and recreational facilities
- Safeguarding, restoring, or enhancing the coastal environment

In addition, Buchan Area Committee is seeking to support relevant priorities within the Buchan Community Plan, including but not limited to:

- Priority 1.2 Support teenagers to build confidence and self-esteem to improve their outcomes and reduce social isolation
- Priority 1.3 Support the development of activities for families and young people, including sporting activities
- Priority 2.1 Identify initiatives and tools to raise awareness of the support that is available to help improve mental wellbeing
- Priority 2.2 Explore and develop initiatives to reduce social isolation including through physical activities
- Priority 2.3 Work to ensure there is affordable and reliable transport available in our communities
- Priority 2.4 Work to ensure there is secure access to food and the skills needed to maintain a healthy diet
- Priority 3.1 Support safety initiatives in our communities
- Priority 3.3 To reduce vandalism and anti-social behaviour through developing initiatives or activities
- Priority 3.5 Support Active Travel
- Priority 4.2 Develop a Community Wealth Building approach
- Priority 4.3 Support projects and initiatives for regeneration of our communities

## 1.5 Links to Other Areas

Projects that incorporate the boundaries of other coastal Aberdeenshire Areas (Banff & Buchan, Formartine, Kincardine & Mearns) in whole or part may be considered for funding.

## 1.6 Eligibility

Any of the following organisations will be considered as potential commissioning partners:

- SMEs (limited companies, partnerships, or sole traders)
- Public sector organisations
- Co-operatives
- Charities registered in Scotland
- Constituted community groups

## 2 COMMISSIONING PLAN - DELIVERING OUR PRIORITIES

### 2.1 Funding

The budget available annually is approximately £90,000 (based on 25% of the Area allocation – 50% of the total Crown Estate Scotland Aberdeenshire Council allocation).

The budget may be subject to change in years 2022/23 onwards.

Funding may be awarded on a non-recurring basis (one off grant) or recurring over a maximum of 3 financial years, subject to funding settlements in future years.

### 2.2 Criteria

The following criteria will be considered when determining commissioning arrangements:

- 1) **Strategic Fit** – To what extent does the project align with the priorities of the framework, Buchan Area Plan (Council), Buchan Community Plan (Partnership), or Buchan Community Action Plans (Community)
- 2) **Cross-Cutting Themes** – Can the project demonstrate a neutral or positive contribution to the following themes?
  - a. Equalities
  - b. Fairer Scotland Duty
  - c. Town Centre First Principle

- d. Sustainability
  - e. Children and Young People's Rights and Wellbeing
- 3) **Legacy and Sustainability** – Will the project deliver a legacy beyond its lifetime and be sustainable once grant funding has ended?
  - 4) **Project Need and Demand** – Is there sufficient evidence that the project will meet an unmet demand?

### 2.3 Commissioning

Both capital and revenue projects may be supported. Commissions will be negotiated individually, and appropriate commissioning mechanism will be utilised in line with Financial Regulations.

Commissions will be authorised by the Buchan Area Manager following consultation with the Chair, Vice Chair and Opposition spokesperson.

This multi-year commissioning strategy offers the opportunity to use a degree of flexibility in approving commissions reflecting the uncertainty and risks in developing and delivering projects across multiple years. Projects may, therefore, be accelerated or deferred as necessary within the five-year plan while ensuring that the overall strategy meets the programme aims.

### 2.4 Year One Focus

Year one of the commissioning strategy project plan (Appendix 2) includes projects that will deliver against all four priorities, but the following are areas of specific focus:

- Supporting the development of active travel routes along, to and from the coastline
- Creating or enhancing community, leisure, and recreational facilities

With an emphasis placed on projects that support the wellbeing, including mental well-being of Buchan's Coastal communities.

In addition, year one includes support for events promoting sustainable tourism and the coastal economy and safeguarding the natural environment of Buchan's extensive beaches.

### 2.5 Year Two Onwards

To be agreed by Buchan Area Committee. It is noted that feasibility studies funded in year one could enable further projects and future years of the Fund may be used to further develop and deliver those projects.



## 2.6 Governance / Decision Making Process

Buchan Area Committee will agree the outcomes and areas of focus for the Coastal Communities Fund on an annual basis.

Services/Organisations will deliver the outcomes and areas of focus will be identified by the Buchan Area Management Team (in collaboration with other Areas as appropriate).

An appropriate procurement process will be used (if external supplier) to commission the activity and a partnership agreement, service level agreement or equivalent will be used to monitor and evaluate delivery. All commissioning will be in accordance with Aberdeenshire Scheme of Governance [Part 3 Financial Regulations](#).

An annual report will be presented to Buchan Area Committee.

## 2.7 Monitoring and Evaluation

The following outputs and outcomes will be monitored:

- Number of new facilities created
- Number of existing facilities enhanced
- Number of jobs created (in Full Time Equivalent @ 37 hours)
- Number of new products/services created
- Number of volunteer opportunities created
- Length of active travel routes enhanced or created
- Reduction in greenhouse gas emissions
- Increase in biodiversity
- Increase in revenue to sustain and grow the organisation

Any assets funded by the project grant must be maintained in good condition, adequately insured, and used for the purposes set out in the grant agreement for a minimum of 5 years after the project end date

### Appendix 1 Coastal Zone, Buchan



# Aberdeenshire Council

## Integrated Impact Assessment

### Crown Estate Scotland Funding - Buchan

Assessment ID	IIA-000558
Lead Author	Eleanor Morris
Additional Authors	Amanda Roe
Service Reviewers	Theresa Wood
Subject Matter Experts	Suzanne Rhind, Susan Forbes, Claudia Cowie, Jane Wilkinson, Christine McLennan
Approved By	Amanda Roe
Approved On	Wednesday April 06, 2022
Publication Date	Wednesday April 06, 2022

# 1. Overview

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

Impact of Crown Estate Scotland Funding within Buchan Area

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

- Childrens' Rights and Wellbeing
- Equalities and Fairer Scotland Duty
- Health Inequalities
- Sustainability and Climate Change
- Town Centres First

In total there are 27 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 amanda.roe@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?	Yes
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	Yes
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?	Yes
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	Yes
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	Yes
Is this activity / proposal / policy of strategic importance for the council?	Yes
Does this activity / proposal / policy reduce inequality of outcome?	Yes
Does this activity / proposal / policy have an impact on children / young people's rights?	Yes
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	Yes

## 3. Impact Assessments

Children's Rights and Wellbeing	No Negative Impacts Identified
Climate Change and Sustainability	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	No Negative Impacts Identified
Health Inequalities	No Negative Impacts Identified
Town Centre's First	No Negative Impacts Identified

## 4. Childrens' Rights and Wellbeing Impact Assessment

### 4.1. Wellbeing Indicators

Indicator	Positive	Neutral	Negative	Unknown
Safe		Yes		
Healthy	Yes			
Achieving		Yes		
Nurtured		Yes		
Active	Yes			
Respected		Yes		
Responsible		Yes		
Included	Yes			

### 4.2. Rights Indicators

UNCRC Indicators upheld by this activity / proposal / policy	Article 12 - Respect for the views of the child Article 31 - Leisure, play and culture
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### 4.3. Positive Impacts

Impact Area	Impact
Active	Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities which may increase physical activeness
Healthy	Exercise and physical activity: Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities
Included	Many projects that secured funding previously focused on young people and arose from feedback from young people.

### 4.4. Evidence

Type	Source	It says?	It Means?
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Type	Source	It says?	It Means?
Other Evidence	Reducing poverty/Child Poverty Action Plan	Evidence highlights that children living in deprived areas have poorer outcomes and wellbeing levels in comparison to their non-deprived peers. The data shows that not all families living in poverty live in deprived areas. A number of children and young people experiencing poverty, with a level of unmet need will be living in coastal communities.	Using funding to deliver positive outcomes in coastal communities will help support wellbeing and improved socio-economic outcomes

#### 4.5. Accounting for the Views of Children and Young People

Young people form part of our 'Local Voices' lived experience forum and contribute to discussion about service improvement. Young people also participated in the community impact assessment.

#### 4.6. Promoting the Wellbeing of Children and Young People

It is recognised that a rights based approach embedded into the commissioning strategy will ensure any services commissioned support the wellbeing of young people and the wider community.

#### 4.7. Upholding Children and Young People's Rights

By embedding a rights based approach into our commissioning strategy we provide support and promotion of inclusion and the importance of participation.

#### 4.8. Overall Outcome

No Negative Impacts Identified.

The children and young peoples' rights and wellbeing implications are likely to close the inequalities gap and support improved quality of life.

## 5. Equalities and Fairer Scotland Duty Impact Assessment

### 5.1. Protected Groups

Indicator	Positive	Neutral	Negative	Unknown
Age (Younger)	Yes			
Age (Older)	Yes			
Disability	Yes			
Race		Yes		
Religion or Belief		Yes		
Sex		Yes		
Pregnancy and Maternity		Yes		
Sexual Orientation		Yes		
Gender Reassignment		Yes		
Marriage or Civil Partnership		Yes		

### 5.2. Socio-economic Groups

Indicator	Positive	Neutral	Negative	Unknown
Low income	Yes			
Low wealth		Yes		
Material deprivation		Yes		
Area deprivation	Yes			
Socioeconomic background	Yes			

### 5.3. Positive Impacts

Impact Area	Impact
Age (Older)	Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities
Age (Younger)	Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities.
Disability	Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities
Area deprivation	The funding uses a range of set criteria and information supplied to identify opportunities for advancing equality of opportunity. Some coastal areas of Buchan (particularly Peterhead Harbour intermediate zone) experience less favourable outcomes relative to the rest of Buchan, Aberdeenshire and Scotland. These areas are included in a Locality Plan and are eligible for this fund under the geographical criteria.



Impact Area	Impact
Low income	The funding uses a range of set criteria and information supplied to identify opportunities for advancing equality of opportunity. Some coastal areas of Buchan (particularly Peterhead Harbour intermediate zone) experience less favourable outcomes relative to the rest of Buchan, Aberdeenshire and Scotland. These areas are included in a Locality Plan and are eligible for this fund under the geographical criteria.
Socioeconomic background	The funding may increase/enhance social and recreational facilities in coastal communities (including deprived areas), many of which would be free to use. There may be increased employment and local spend.

## 5.4. Evidence

Type	Source	It says?	It Means?
External Consultation	Community Impact Assessment	It identifies the impact of Covid and gives information on what is important to communities as they recover and where improvements could be focused	It highlights where investment such as Crown Estate Funding can be invested.
Internal Consultation	Area Committee	When developing the framework for dispersing the Crown Estate Funding , consultation was undertaken with Area Committees. No specific equalities issues were identified through this input.	Focusing the funding on the priorities is not anticipated to have a negative effect on any of the protected characteristics.
External Consultation	Online workshops	When developing the framework for the Crown Estates Funding, a stakeholder survey and online workshops were undertaken. From an equalities perspective, both age (younger and older) and disability were highlighted in the input.	There is potential to advance equality of opportunity through the funding for protected characteristics related to age and disability. Specifically, this would be to ensure that the funding can be used to support projects which benefit different age groups and improve the safety and accessibility of coastal facilities including active travel routes.

## 5.5. Engagement with affected groups

Community Impact Assessment, Online stakeholder engagement, Lived Experience Forum

## **5.6. Ensuring engagement with protected groups**

Through partnership work with those who support marginalised groups and through community champions supporting these communities.

## **5.7. Evidence of engagement**

When developing the Crown Estates Funding framework priorities accessibility has been reflected in the priorities, particularly around active travel and enhancing community, leisure and recreational facilities

## **5.8. Overall Outcome**

No Negative Impacts Identified.

The proposal is anticipated to have a neutral impact for most protected characteristics and a positive one for disability and age-related protected characteristics.

## **5.9. Improving Relations**

Empowerment of coastal communities to develop/deliver projects that meet the priorities within the commissioning strategy and supported by the funding.

## **5.10. Opportunities of Equality**

The Crown Estate funding provides an opportunity to provide direct resourcing to projects which support people with protected characteristics.

## 6. Health Inequalities Impact Assessment

### 6.1. Health Behaviours

Indicator	Positive	Neutral	Negative	Unknown
Healthy eating		Yes		
Exercise and physical activity	Yes			
Substance use – tobacco		Yes		
Substance use – alcohol		Yes		
Substance use – drugs		Yes		
Mental health	Yes			

### 6.2. Positive Impacts

Impact Area	Impact
Exercise and physical activity	Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities
Mental health	Communities, partners and services can seek funding to develop projects that encourage active travel or create or enhance community, leisure and recreational facilities which in turn can promote positive mental wellbeing.

### 6.3. Evidence

Type	Source	It says?	It Means?
External Consultation	Community Impact Assessment	Over one third of respondents noted that the COVID-19 pandemic had impacted their mental wellbeing. Around one third (35%) of all respondents indicated that their physical wellbeing had been impacted in a negative way although 12% stated that it had a positive impact.	Focusing the funding on priorities that include creating or enhancing community, leisure and recreational facilities could have a positive impact on reducing health inequality.

### 6.4. Overall Outcome

No Negative Impacts Identified.

The funding can support projects that improve physical and mental wellbeing

## 7. Sustainability and Climate Change Impact Assessment

### 7.1. 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			

### 7.2. 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			

### 7.3. Positive Impacts

Impact Area	Impact
Adaptation	The funding can be used to support communities identify and adapt to alternative sources of energy for physical assets or improve the material of an asset to increase energy efficiency and reduce consumption of energy
Quality of environment	Funding can be sought for projects that safeguard, restore or enhance the coastal environment
Community resilience	The funding is designed to enable communities to develop and deliver projects within their locality. As part of developing projects support is available to community groups to help ensure the projects and the groups are resilient and the outcomes of the project have a wider socio-economic impact.
Wildlife and biodiversity	The funding can support projects developed by communities, partners or services that safeguard, restore or enhance the coastal environment

Impact Area	Impact
Consumption of energy	The funding can be used to support communities identify alternative sources of energy for physical assets or improve the material of an asset to increase energy efficiency and reduce consumption of energy
Energy efficiency	The funding can be used to support communities identify alternative sources of energy for physical assets or improve the material of an asset to increase energy efficiency and reduce consumption of energy
Energy source	The funding can be used to support communities identify alternative sources of energy for physical assets or improve the material of an asset to increase energy efficiency and reduce consumption of energy
Economic and social transition	Communities, partners or services can seek funding in support of delivery of projects that developing the coastal economy/ sustainable tourism and/ or create or enhance community, leisure and recreational facilities
Low carbon transition	The funding can support communities, partners or services transition to low carbon by supporting appropriate projects
Consumption of physical resources	The funding can be used to support communities identify alternative sources of energy for physical assets or improve the material of an asset to increase energy efficiency and reduce consumption of energy

## 7.4. Evidence

Type	Source	It says?	It Means?
External Consultation	Community Impact Assessment	Community cohesion remains strong and desire for social participation and increased community empowerment seems to be increasing	Community groups may see increase in participation and have ideas for projects to strengthen local cohesion.
External Consultation	Community Impact Assessment	When asked about changes in their local area 28% of respondents had noticed environmental improvements such as better air quality and reduction in noise	Individuals are connecting with their local environment and positive changes are noticed
Other Evidence	Previous applications for funding	Previous grant allocations from the Buchan Coastal Communities Funding was oversubscribed	Communities are looking to develop projects that fit with the priorities of the funding.

## 7.5. Overall Outcome

No Negative Impacts Identified.

Funding support for communities, partners and services to take forward environmental, coastal activity will have positive impact on socio and economic outcomes

## 8. Town Centre's First Impact Assessment

### 8.1. Local Factors

Indicator	Positive	Neutral	Negative	Unknown
Town centre assets	Yes			
Footfall		Yes		
Changes to road layouts		Yes		
Parking		Yes		
Infrastructure changes		Yes		
Aesthetics of the town centre	Yes			
Tourism	Yes			
Public safety		Yes		
Town centre business	Yes			
Cultural heritage and identity	Yes			
Social and cultural aspects	Yes			

### 8.2. Positive Impacts

Impact Area	Impact
Aesthetics of the town centre	The funding could be used to develop cultural/heritage projects which may enhance the town centre, within the applicable geographic boundaries. Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors
Cultural heritage and identity	The funding could be used to develop cultural/heritage projects which may enhance the town centre, within the applicable geographic boundaries. Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors
Social and cultural aspects	The funding could be used to develop cultural/heritage projects which may enhance the town centre, within the applicable geographic boundaries. Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors
Town centre assets	The funding could be used to improve town centre assets, within the applicable geographic boundaries. Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors
Town centre business	Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors
Tourism	Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors

### 8.3. Evidence

Type	Source	It says?	It Means?
External Consultation	Community engagement	A range of engagement has taken place over a number of years which confirms the coastal links within the town and a desire to see the culture and heritage of a coastal town being reflected within the town centre	The funding could support projects in the town centre that demonstrate a tangible link to the coast and sea.

## 8.4. Overall Outcome

No Negative Impacts Identified.

The funding could be used to develop cultural/heritage projects which may enhance the town centre, within the applicable geographic boundaries. Additional investment in coastal town, creating additional economic and recreational opportunities for locals and visitors

## 9. Action Plan

Planned Action	Details
<p>The Coastal Communities Buchan Commissioning Plan will capture and summarize information on inclusion and participation annually, through an annual report to Buchan Area Committee.</p>	<p><b>Lead Officer</b> Eleanor Morris</p> <p><b>Repeating Activity</b> No</p> <p><b>Planned Start</b> Wednesday April 20, 2022</p> <p><b>Planned Finish</b> Friday March 31, 2023</p> <p><b>Expected Outcome</b> Each commission will highlight applicable cross-cutting themes, inclusion and participation, and links to Buchan Community Plan priorities.</p> <p><b>Resource Implications</b> None - the Annual Report will be completed as part of the work plan.</p>



## REPORT TO BUCHAN AREA COMMITTEE 23RD 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 29<sup>th</sup> 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 2<sup>nd</sup> October 2023 and best practice identified elsewhere.

2.4 The draft Framework went to Communities Committee on [8<sup>th</sup> 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 [8<sup>th</sup> 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: 20<sup>th</sup> 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 Government<sup>1</sup> 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](https://firescotland.gov.uk))

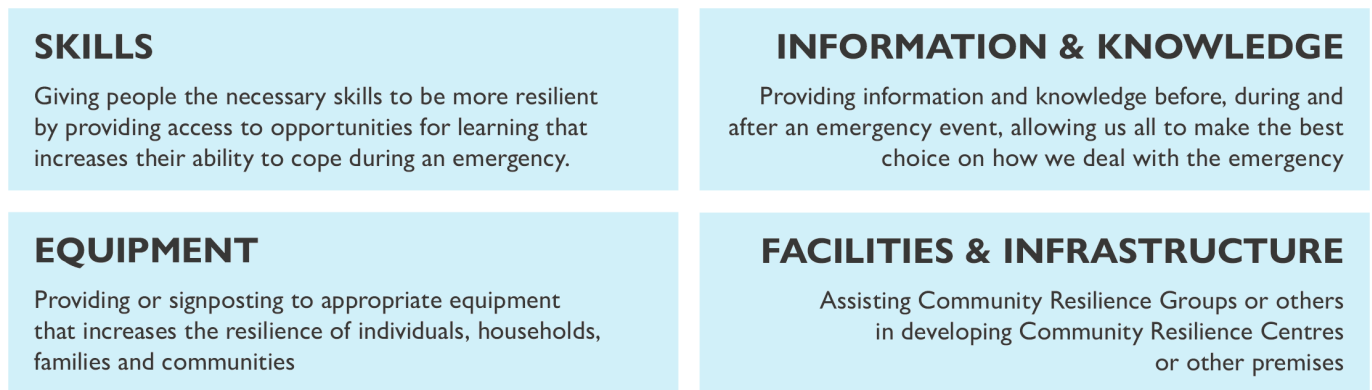


# OUR PRINCIPLES

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

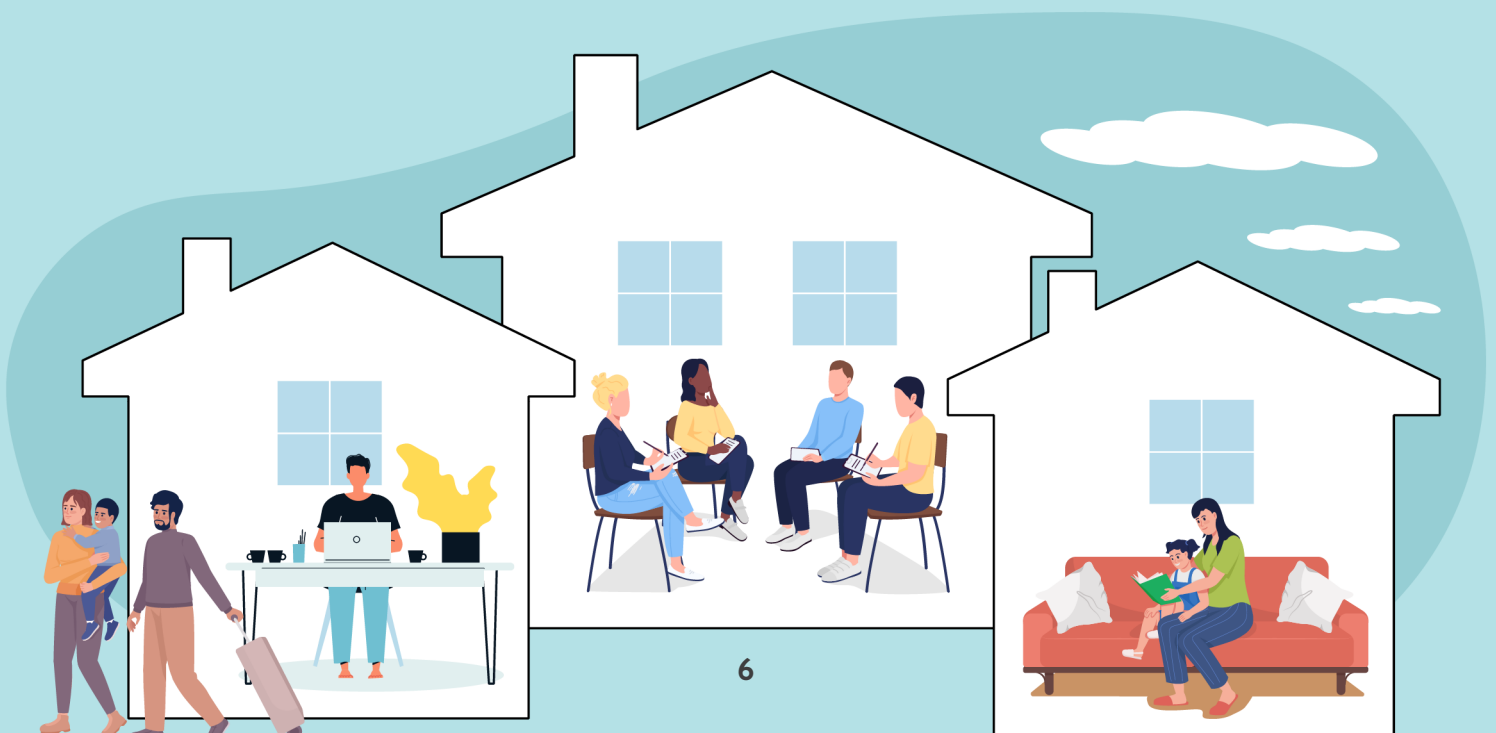
Individuals, Households, Families and Communities have competing priorities for their time, money, and energy and planning for something that may never happen isn't high on most people's list of personal priorities. Families also have differing levels of financial resources.

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.

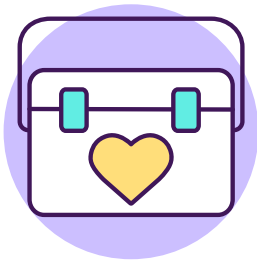


# COMMUNITY RESILIENCE TOOLS

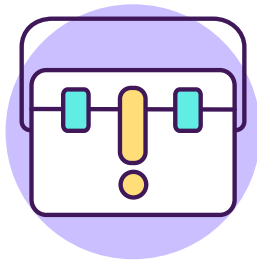
## WHAT WE ARE ALREADY DOING

### 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



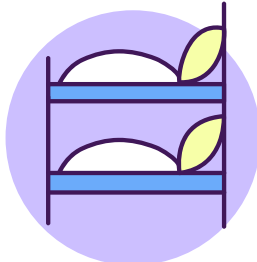
Develop Technical Communications Solutions



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

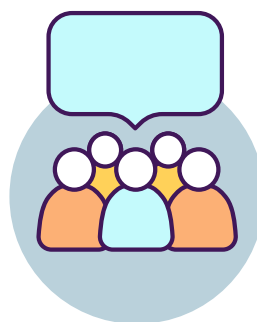
Through our post 2021 and 2022 Winter Storms engagement we established that while there was lots of good resilience practice many groups were unaware the experiences of their neighbours. We know that volunteer time is precious so we will:



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](mailto: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

## REPORT TO BUCHAN AREA COMMITTEE – 23 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:

<b>Value of Donation</b>	<b>Authorised to Approve</b>
<£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:

<b>Value of Donation</b>	<b>Authorised to Approve</b>
< £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
<b>Details of the Donation</b>	
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"> <li>• E-mail address</li> <li>• Telephone number</li> <li>• Address</li> </ul>	
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 <b>6405</b>
<b>Assessment of the Donation</b>	
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" <a href="#">Tool 6.pdf (publishing.service.gov.uk)</a>	

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" <a href="http://ciof.org.uk">Chartered Institute of Fundraising - Treating donors fairly (ciof.org.uk)</a>	
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.	
<b>Conclusion</b>		
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	
3.5	If No, respond to Donor with reasons for rejection in line with Policy.	

Signed as Approved

Date of Approval

## REPORT TO BUCHAN AREA COMMITTEE – 23 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 tCO<sub>2</sub>e (tonnes of carbon dioxide equivalent)
- 3.2 In December 2023, when considering 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 tCO<sub>2</sub>e (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"> <li>• Learning for Life</li> <li>• Health &amp; Wellbeing</li> </ul>
Our Environment	<ul style="list-style-type: none"> <li>• Climate Change</li> <li>• Resilient Communities</li> </ul>
Our Economy	<ul style="list-style-type: none"> <li>• Economic Growth</li> <li>• Infrastructure and public assets</li> </ul>

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 have 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 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 Service Engineers (CIBSE), and the Health and Safety Executive (HSE).

Table 1: Heat levels by building type.

<b>Building Type</b>	<b>Temperature</b>
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 CO<sub>2</sub> 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.

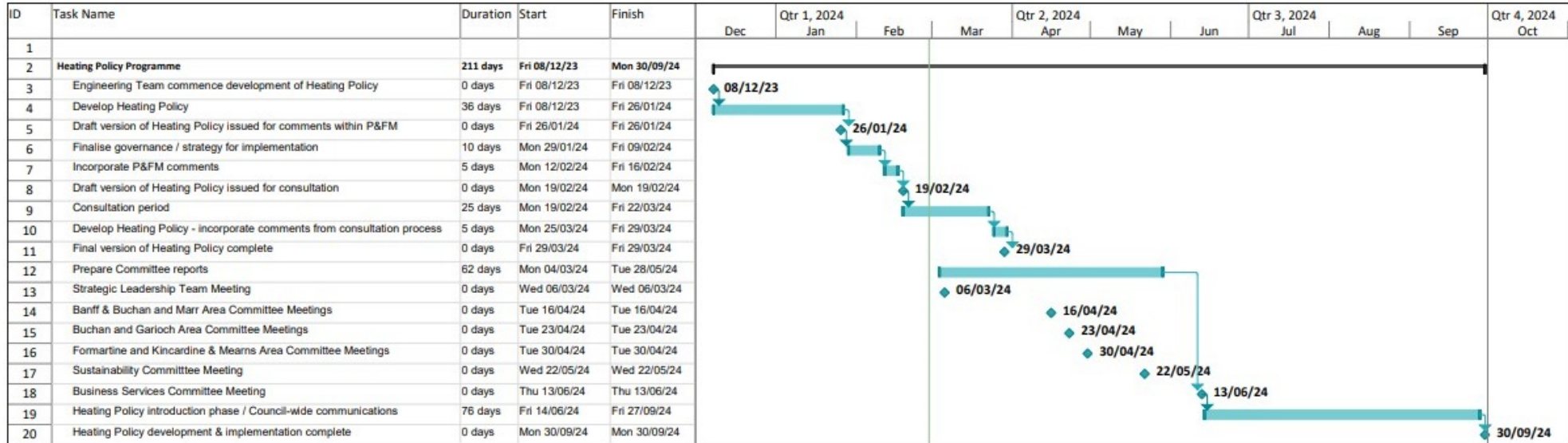
## 10 Roles & Responsibilities

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

## Appendix 2 - Programme for implementation of Heating Policy



Project: Heating Policy Programm Date: Thu 29/02/24	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

# 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](mailto: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><b>Lead Officer</b>      Iain Wylie</p> <p><b>Repeating Activity</b>   No</p> <p><b>Planned Start</b>      Friday June 14, 2024</p> <p><b>Planned Finish</b>      Friday September 27, 2024</p> <p><b>Expected Outcome</b>      Successful implementation</p> <p><b>Resource Implications</b>      None</p>

**Buchan's Statement of Outstanding Business  
as at 12<sup>th</sup> April 2024**

	<b>Report Title</b>	<b>Date of Meeting</b>	<b>Action Agreed</b>	<b>Responsible Officer(s)</b>	<b>Progress To Date</b>	<b>Timeline</b>
1.	Environment & Sustainability Works Programme 2023/24	30/05/23	(2) to request that the pedestrian crossing on Balmoor Terrace, Peterhead, be considered for ped-ex standard (see Action 11 below also) (4) to ask how the proposal to include participatory budgeting within Landscape Services is progressing	Ewan Wallace / Amanda Roe	(2) Update via email from Gavin King, dated 23/2/24, forwarded to Members	June 2024
2.	Education & Children's Services Year-End Performance Monitoring Report – October 2022 to March 2023 (Council Priorities)	30/05/23	Agreed to request that Officers look at a sample number of students where performance could be improved and a sample number of those exceeding performance and provide feedback in terms of what support the School is providing	Laurence Findlay	Theresa Wood to arrange an opportunity for Members to meet with HTs	Date proposed to meet with HTs for 2/7/2024

	<b>Report Title</b>	<b>Date of Meeting</b>	<b>Action Agreed</b>	<b>Responsible Officer(s)</b>	<b>Progress To Date</b>	<b>Timeline</b>
3.	Review of Common Good Policy	20/06/23	To request that Buchan's Funding Page on the Council's Website be updated and publicised	Theresa Wood	Buchan's Funding Page has been updated and will be revised again after BAC of 23/4/24 (Area Committee Budget Report)	BAC 23/4/24
4.	Scrutiny Report – 1st April 2022 to 31st March 2023	29/8/23	A report will come back to BAC in due course in line with the Petitions Procedure (see para 3.5)	Natalie Wood/ Jonathan Sharp (Roads Network Management)	To be reported to BAC of 23/4/24	BAC 23/4/24
5.	Buchan Area Plan 2021-2023 – Progress on Projects/Actions	29/8/23	To note that the Area Manager will report back on the transition arrangements for reporting on area activity	Amanda Roe/ Theresa Wood	It is anticipated that the Council's Place Policy and Strategy will be presented to Aberdeenshire Council in June 2024 following consultation with Area Committees. The approval of the Policy and associated strategy will allow for new arrangements for area based reporting to be agreed. Timeline updated.	July 2024
6.	Business Services Directorate Supplementary Procurement Plan 23-24	29/8/23	To request that Officers provide a progress update on the Mintlaw Depots Programme for Waste Services, by way of a briefing note	Raymond Terris	Members received an email from Raymond Terris on 30/1/24 provided an update and anticipated completion date of 30/6/24	July 2024

7.	Outstanding Statement of Business – Welfare Upgrade for Landscape and Waste Services (BAC 13/12/22)	14/11/23	Having received a timeline of May 2024 in relation to the Welfare Upgrade at the Ugie Street Depot - to request that this project be added to the Outstanding Statement to allow Members to monitor progress	Raymond Terris	Members received an email from Raymond Terris on 30/1/24 providing an update, which concludes stating that a further update will be provided in 3 months	May 2024
8.	Education and Children's Services Mid-Year Performance Monitoring Report - April to September 2023 (Council Priorities)	5/12/23	Agreed (1) in recognising the benefits of Foundation Apprenticeships, to request a breakdown of attainment between Foundation Apprenticeships and SQA's, and how the success rates are going to be evidenced, and (2) having raised concerns in relation to continuing Teacher vacancies, to welcome the opportunity to hear from the DYW Team as to what alternative opportunities might exist for the future	Andrew Ritchie		Members met with Andrew Ritchie on 26/3/24 – Recommend removal

9.	Statement of Outstanding Business	16/01/24	To request that the issue of lack of communication from Services be raised at the next monthly meeting with the Area Manager again	Amanda Roe	This is being highlighted regularly at Area Management Team and other officer discussion forums	Referred to Area Managers Meeting – 26/03/24 - Completed Recommend Removal
10.	Environment & Infrastructure Services 2024/25 Procurement Plan	06/02/24	(3) to request that Officers provide an update on the requested crossings for Longside, New Pitsligo and Balmoor Terrace, Peterhead (see Action 1 above also) (5) to request clarification on the timelines for delivery of the projects	Gavin King	(3) Update via email from Gavin King, dated 23/2/24, forwarded to Members – to be included in next Ward 4 Meeting Agenda (16/04/24)	
11.	Business Services' Directorate Annual Procurement Plan 2024/25 - Procurement Approval	06/02/24	(4) to request an update in relation to the soft landscaping previously proposed for Catto Drive, (5) to request clarification on the timelines for delivery of the projects	Raymond Terris / Jenn Askildsen	Responses provided to Members from Raymond Terris dated 15/04/23	Recommend Removal

12.	Statement	19/3/24	Playparks within Buchan which have now been pushed back from initial Workplan provided	Alan Anderson	Update requested	
13.	Statement	19/3/24	Update sought on Clerkhill Primary School Initiative			