

**ABERDEEN
CITY AND
SHIRE**

*Strategic Development
Planning Authority*

To: Councillor Milne, Chairperson; Councillor Peter Argyle, Vice Chairperson; and Councillors Bellarby, Corall, Cox, Finlayson, Grant, Merson, Smith, Thomson, Topping and Yuill.

Aberdeen City Council Substitute Members: Councillors Boulton, Cormie, Delaney, Donnelly, Graham and Taylor.

Aberdeenshire Council Substitute Members: Councillors Clark, Gardiner, Gray, Kitts-Hayes, Owen and Stephen Smith.

Please note that a substitute member may only participate in the meeting when a substantive member is absent.

STRATEGIC DEVELOPMENT PLANNING AUTHORITY

FRIDAY, 22 MARCH 2013 at 2.00 pm
Committee Room 2 - Town House

Your attendance is required at a meeting of the **STRATEGIC DEVELOPMENT PLANNING AUTHORITY** to be held on **FRIDAY, 22 MARCH 2013** at **2.00 pm** at the above address.

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES
ABERDEEN CITY COUNCIL

BUSINESS

- 1 Apologies
- 2 Minute of Previous Meeting of 14 December 2012 (Pages 1 - 4)
- 3 Development Plan Scheme 2013/14 (Pages 5 - 14)
- 4 SDPA Budget Monitoring (Pages 15 - 18)
- 5 SDPA Budget 2013/18 (Pages 19 - 22)

6 SDPA Bulletin (Pages 23 - 26)

7 Date of Next Meeting - 19 June 2013

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Rebecka Coull (tel (01224) 522869 or email rcoull@aberdeencity.gov.uk)

STRATEGIC DEVELOPMENT PLANNING AUTHORITY 14 December, 2012

Present:- Councillors R Milne (Chair), P J Argyle, P W Bellarby, B Cornie (Substituting for J Corall), J B Cox, I W Gray (Substituting for B A Topping), A Finlayson, R J Merson, N J Smith, R Thomson and I Yuill

Apologies:- Councillors J Corall, R Grant and B A Topping

Officers:- **Strategic Development Planning Authority:** Strategic Development Plan Manager.
Aberdeen City Council: Head of Planning and Infrastructure Services
Aberdeenshire Council: Head of Planning and Building Standards, Principal Accountant and Committee Officer (F Brown).

MINUTE OF MEETING OF 9 NOVEMBER, 2012

1. The Authority had before them the Minute of the Meeting of 9 November, 2012.

The Authority resolved:-

(i) To approve the minute as a correct record.

SHAPING THE FUTURE OF YOUR WATER AND WATER WASTE SERVICES – CONSULTATION RESPONSE

2. The Authority had before it a report by the Strategic Development Plan Manager which sought consideration of a proposed Authority response to the Scottish Water consultation on shaping the future of water and waste water services. The Authority were advised that the consultation document published on 14 November, 2012 as contained in Appendix 1 of the report had set out what Scottish Water thought were the key challenges and opportunities facing Scotland's Water Industry in the years to come and also its long term strategy to address those issues.

The Strategic Development Plan Manager advised the Authority that the opportunity to comment on the future of water and waste water services in Scotland was welcomed by the SDPA as it had long had an interest in water supply issues on a strategic scale, particularly in light of the River Dee's economic, social and environmental importance to the area.

The Authority were advised that the proposed SDPA response had focused on three key strategic planning issues relevant to Aberdeen City and Shire which included (i) responding to demographic changes; (ii) improving the resilience of water supplies and (iii) significant improvements to water efficiency.

The Authority were further advised that the closing date for formal responses to be submitted was 12 February, 2013 and if members were happy with the content of the report, this would form the Authorities formal response.

The Authority resolved:-

(i) To agree to submit the report as presented as the Authorities response to the Scottish Water Consultation.

NATIONAL PLANNING FRAMEWORK 3 AND SCOTTISH PLANNING POLICY – CONSULTATION RESPONSE

3. There had been circulated a report by the Strategic Development Plan Manager which sought consideration of an Authority response to two Scottish Government consultations on National Planning Framework 3 and Scottish Planning Policy.

The Strategic Development Plan Manager introduced the report and advised the Authority that following the last meeting, officers had worked with interested parties to bring forward four potential national developments which were consistent with the proposed Strategic Development Plan as provided in Appendix 3 of the report:-

- Carbon Capture and Storage
- Aberdeen and Peterhead Harbours
- Electricity Transmission Upgrade
- Completion of A96 Aberdeen-Inverness Dual Carriageway

The Strategic Development Plan Manager highlighted that the SDPA at their last meeting had also requested consideration of a further national development for a regional food park. The Authority were advised that discussions had been undertaken with Scottish Enterprise and while there was merit in exploring this in greater detail there was insufficient information at the current time to allow a national development proposal to be submitted. The SDPA Manager agreed to facilitate a meeting between interested parties.

The Authority recognised the merit in exploring the proposals for a regional food retail park with Scottish Enterprise who were considered to be key to any proposals going forward to fit in well with their focus on the food and drink industries. More clarity would be required to focus on very clear objectives for this proposal and while it may not currently be considered as a National Development it was still very important.

The Authority resolved:-

(i) To agree an SDPA response to two Scottish Government consultations on National Planning Framework 3 and Scottish Planning Policy.

SDPA BUDGET MONITORING POSITION AS AT 30 NOVEMBER, 2012

4. There had been circulated a report by the Treasurer of the SDPA which provided the Authority with the budget outturn position as at 30 November, 2012 as provided in Appendix 1 of the report.

The Principal Accountant introduced the report and advised the Authority that the outturn position had shown an under spend for 2012/13, however, it was noted this had been largely attributed to staff vacancies throughout the year. The Authority were then advised that as contributions from partner councils received to-date were in excess of the forecast expenditure, therefore consideration should be given to limiting contributions for the current year to £55,000 each.

The Authority were then advised that discussions were still ongoing with partner councils with regards to the proposed SDPA budget for 2013/14 and it was envisaged that a full report would be presented to the next meeting of the SDPA.

The Authority resolved:-

- (i) To note the budget monitoring position and forecast outturn as at 30 November, 2012;
- (ii) To note that partner Council contributions will be limited to no more than £55,000 each this financial year; and
- (iii) to agree to receive a budget proposal at the next SDPA meeting in March, 2013.

SDPA BULLETIN – DECEMBER 2012

5. The Authority had before them an information bulletin prepared by the Strategic Development Plan Manager which was designed to keep members informed on key issues relating to the work of the Authority where no decisions were currently required.

Details contained in the information bulletin included:-

- Strategic Development Plan Update
- Local Development Plans Update
- Scottish Awards for Quality in Planning
- Local of Skene Update
- Scottish Marine Regions and National Marine Plan
- Carbon Capture and Storage (CCS)
- Good Growth and Wellbeing
- Structure Plan Proposals
- Housing Market Activity
- SDPA Website Statistics (October 2011 – September 2012)

The Authority resolved:-

- (i) to thank the officers involved in preparing the bulletin; and
- (ii) to note the updates contained within.

PROPOSED MEETING DATES 2013/2014

6. The Authority were provided with a list of proposed meeting dates for future SDPA meeting for 2013/14 by the Clerk. The Clerk advised the Authority that all meetings would be scheduled for a Wednesday afternoon with pre meetings for each authority being scheduled prior to the formal meetings:-

The proposed meeting dates were:-

19 June, 2013

11 September, 2013

11 December, 2013

12 March, 2014

The Authority resolved:-

- (i) To agree the meeting dates for 2013/14; and
- (ii) To request that the Clerk notify all Strategic Development Planning Authority members and Officers of the agreed dates, times and locations of all meetings to ensure each member had those dates in their diaries.

DATE OF NEXT MEETING

7. The Authority were advised that the next scheduled meeting of the Strategic Development Planning Authority would be on Friday 22 March, 2013 at 2.00pm in Committee Room 2, Town House, Aberdeen.

- COUNCILLOR MILNE; Convener

ABERDEEN CITY & SHIRE STRATEGIC DEVELOPMENT PLANNING AUTHORITY

Date: 22 March 2013

Title: Development Plan Scheme 2013/14

1 Purpose of Report

- 1.1 The purpose of this report is to seek approval from the Strategic Development Planning Authority (SDPA) for a replacement development plan scheme.

2 Background

- 2.1 Under s20B of the Town and Country Planning (Scotland) Act 1997, the SDPA is required to prepare a development plan scheme (DPS) at least annually. The DPS needs to set out the programme for preparing and reviewing the strategic development plan and what is likely to be involved at each stage.
- 2.2 The current DPS was agreed by the SDPA in March 2012. A new DPS must therefore be published and submitted to Scottish Ministers by 31 March 2013.

3 Review of 2012/13

- 3.1 Scottish Government policy is that the DPS should focus on actions that have to be taken to ensure that an up to date development plan is in place as swiftly as possible. The current structure plan was approved in August 2009 and the two local development plans (LDPs) during 2012 so the development plan is already up-to-date. The main driver for preparing a strategic development plan has been the need to submit a proposed plan to Scottish Ministers by August 2013 (four years after the approval of the structure plan).
- 3.2 The focus of the current DPS for 2012/13 was on responding to representations received to the Main Issues Report (MIR) in early 2012 and the preparation, publication and consultation on the proposed strategic development plan and associated documents.
- 3.4 A draft of the proposed plan was presented to the SDPA at its meeting of 21 September 2012 but the decision was taken to defer consideration pending further consideration by the two councils. This took place with the six Area Committees in Aberdeenshire (9 October, 30 October and 6 November 2012) and the Enterprise, Planning and Infrastructure Committee of Aberdeen City Council (6 November 2012). The SDPA met again on 9 November 2012 and agreed a proposed plan to recommend to the two councils for ratification.
- 3.5 The proposed plan was subsequently ratified by Aberdeenshire Council on 22 November 2012 and Aberdeen City Council on 19 December 2012.

- 3.6 The consequence of the above (as well as a range of technical challenges) is that the proposed plan was published on 22 February 2013 and the period for representations extends to 12 April 2013. This is some 3 months later than anticipated in the DPS. However, it is not anticipated that this will lead to any overall delay in the submission of the proposed plan to Scottish Ministers.
- 3.7 All other actions were carried out as specified in the DPS.

4 Good Practice

- 4.1 The Scottish Government provided general best practice feedback in relation to previous rounds of DPSs. The DPSs of all four SDPAs were commended as good – being short, simple, well laid out and clear. The Scottish Government has identified that DPSs should:
- be short, simple and clearly laid out;
 - provide a brief context;
 - present timetables only showing key stages;
 - use a table format to combine key information;
 - use diagrams and images; and
 - print off well from the web.
- 4.2 The current DPS meets the requirements of legislation and the above criteria, along with having a 'Crystal Mark' from the Plain English Campaign.

5 Areas for Amendment

- 5.1 The timetable for the strategic development plan was initially set out in the first statutory DPS in March 2009. Timings were amended in March 2011 to take account of the local government elections moved to May 2012.
- 5.2 The development plan context for the area has been amended to reflect the adoption of the Aberdeenshire Local Development Plan during 2012 and the development plan schemes published setting out timetables for the review of both LDPs.
- 5.3 The only other substantial amendments comprise an update on activity over the last year (highlighted above). It is anticipated that representations to the proposed plan will still be reported to the SDPA at its next meeting (19 June 2013) and thereafter submitted to the Scottish Government for examination.
- 5.4 The current DPS suggests approval of the plan by Scottish Ministers in June 2014. This was based on the timings set out by the Scottish Government in Circular 1/2009. However, the experience of examinations in the two other areas to have gone through the process suggests that approval is more likely in late 2013 or early 2014. In light of this, it is proposed to amend the timetable to indicate a January - March 2014 approval date. However, this timing will not be in control of the SDPA but the Directorate for Planning and Environmental Appeals and Scottish Ministers.
- 5.5 Appendix 1 contains the proposed 'Development Plan Scheme 2013/14' setting out a structure and dates for the preparation of the Aberdeen City and Shire

Strategic Development Plan. The revised DPS will continue to have a 'Crystal Mark' from the Plain English Campaign.

6 Next Steps

- 6.1 The agreed DPS will be submitted to Scottish Ministers by 31 March 2013.
- 6.2 In line with a commitment to environmental responsibility and resource efficiency, the preferred means of distribution of the DPS will be through the website. However, there will be a limited circulation of hard copies as follows:
- Scottish Ministers (2 copies);
 - All public libraries in Aberdeen City and Aberdeenshire;
 - All Key Agencies (2 copies each);
 - All Community Councils in Aberdeen City and Aberdeenshire; and
 - On request from the Strategic Development Plan Team.
- 6.3 In line with the decision of the SDPA in previous years, all Councillors will receive electronic rather than hard copies of the DPS.
- 6.4 This meets the statutory requirements for publication set out in s20B of the Town and Country Planning (Scotland) Act 1997.
- 6.5 A new DPS needs to be prepared at least annually, with the next scheme required by 31 March 2014. By that time, Scottish Ministers may have approved the strategic development plan, in which case the DPS will focus on its review and the preparation of a revised plan for submission by early 2018.

7 Financial Implications

- 7.1 The costs associated with the publication and distribution of the DPS are likely to be around £600. This will be met from the SDPA's existing resources.

8 Recommendations

- 8.1 It is recommended that the SDPA:
- a) agree the content of the DPS 2013/14 (Appendix 1) and its submission to Scottish Ministers by 31 March 2013; and
 - b) agree the publication and circulation of the DPS as set out in paragraphs 6.2 and 6.3 above.

David Jennings
Aberdeen City & Shire Strategic Development Plan Manager

Dr Margaret Bochel
Head of Planning & Sustainable Development
Aberdeen City Council

Robert Gray
Head of Planning & Building Standards
Aberdeenshire Council



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**ABERDEEN
CITY AND
SHIRE** | *Strategic Development
Planning Authority*

Development Plan Scheme 2013/2014



March 2013

Purpose

This development plan scheme sets out our programme for preparing and reviewing our strategic development plan. We have written it to promote openness and help people get involved as we prepare the plan. It is also written to make sure we meet people's expectations.

Background

We, the Aberdeen City and Shire Strategic Development Planning Authority, were set up on 25 June 2008 as part of the Scottish Government's reform of the planning system. We are one of four strategic development planning authorities in Scotland, responsible for preparing and reviewing a strategic development plan in their area.

The strategic development plan area is the area for which we will prepare our plan (see figure 1). This is made up of the administrative areas of Aberdeen City and Aberdeenshire councils, but does not include the part of Aberdeenshire in the Cairngorms National Park.

The development plan system in Scotland

The development plan system in Scotland is made up of three main documents.

The National Planning Framework for Scotland.

This is produced by the Scottish Government and sets out their strategy for the development of different areas of Scotland, including national developments and priorities.

Strategic development plans. These are prepared by the strategic development planning authorities and set out a long-term (20 years or more) development strategy showing where future development will be and what is needed to deliver it. Scottish Ministers approve these plans.

Local development plans. These are prepared by local authorities and set out more detailed policies and proposals to identify land for development. The plans must be consistent with the approved strategic development plan.

Other guidance on a specific planning topic may be prepared and become part of the development plan; this is called supplementary guidance.

Current development plan

As at 1 April 2013, the development plan for the area is made up of the Aberdeen City and Shire Structure Plan (2009), the Aberdeen Local Development Plan (2012) and the Aberdeenshire Local Development Plan 2012.

The development plan also includes a range of supplementary guidance adopted by the two councils. The Scottish Government is in the process of preparing National Planning Framework 3, with a main issues report due to be published in April 2013.

Figure 1: Strategic development plan area



What is a development plan scheme?

Under the Planning etc (Scotland) Act 2006, all strategic development planning authorities must prepare development plan schemes. The scheme sets out our programme for preparing and reviewing our strategic development plan and what is likely to be involved at each stage. It also includes a participation statement, saying who we will consult on the plan and when and how this will take place.

This development plan scheme only covers the strategic part of the development plan. Aberdeen City and Aberdeenshire councils have written their own development plan schemes to prepare local development plans and you can find more information on these from both councils.

The strategic development plan

The strategic development plan will be a short document which will contain a clear vision and spatial strategy for development over a period of at least 20 years. It will target important spatial issues and will focus on delivery and results. It will also affect decisions about strategic infrastructure investment.

Once it has been approved by Scottish Ministers, the strategic development plan will replace the Aberdeen City and Shire Structure Plan (2009).

We propose to adopt supplementary guidance alongside the strategic development plan. This will include the delivery of projects through a strategic transport fund, but may cover other topics as well.

Project plan

Scottish Government policy is that the development plan scheme should focus on what we need to do to make sure that an up-to-date development plan is in place as quickly as possible.

The area's planning framework is now up-to-date, with all three plans less than four years old.

The main reason for preparing the strategic development plan is the Planning etc (Scotland) Act 2006. This suggests that, as the structure plan was approved in 2009, a proposed strategic development plan should be sent to Scottish Ministers by August 2013. The proposal set out below would see a proposed strategic development plan sent to Scottish Ministers by June 2013, and approved by them in early 2014. We will also make sure other regional plans and strategies, such as the regional transport strategy and the economic action programme, are in line with the strategic development plan.

There are a number of stages in the process of preparing the strategic development plan. Some of these were carried out over the last two year, although this year we will submit a proposed plan for examination and approval by Scottish Ministers. We show the key stages and a timescale we aim to work to, in figure 2 below.

Figure 2: Project plan





Period	Description	Comments
April 2011	We will publish the development plan scheme 2011/2012.	This was sent to various groups and made available from all local libraries and our website.
	We will prepare the main issues report which takes into account any research and studies done, as well as the monitoring statement.	We completed supporting documents and published them with the main issues report; <ul style="list-style-type: none"> • a housing need and demand assessment; • a monitoring statement; • a risk assessment of the structure plan; • a transport assessment; • a climate-change study; • an equalities and human rights impact assessment; • a habitats regulations assessment; and • a strategic environmental assessment and interim environmental report. We spoke to stakeholders (including the key agencies) about the plan and the issues and options we had. We took these discussions into account when preparing the main issues report.
September 2011	We will publish the main issues report and related documents.	The main issues report was published on 7 October 2011. This was followed by a 13 week consultation period and a review of responses. A consultation report was published which showed the consultation steps taken and comments received.
	We will prepare the proposed plan.	We updated the various assessments and prepare a proposed plan and proposed action programme.
February 2013	We will publish the proposed strategic development plan for representations.	This included the strategic environmental assessment, habitats regulations assessment, equalities and human rights impact assessment and proposed action programme. This was followed by a formal 7 week period for representations, closing on 12 April 2013.
	We will look at responses made during the consultation period.	This will focus on identifying the issues raised during the consultation and responding to them.

Figure 2: Project plan (continued)

Period	Description	Comments
June 2013	We will send our proposed strategic development plan to Scottish Ministers.	This will include our proposed action programme, report of conformity with the participation statement and the issues raised in representations and how we have taken them into account.
	Examination of proposed strategic development plan by Scottish Ministers.	The examination of the plan will be carried out by the Scottish Government Directorate of Planning and Environmental Appeals.
January-March 2014	Our strategic development plan will be approved by Scottish Ministers.	We will publish the action programme and post-adoption statement within three months of the plan being approved.

Participation Statement

We want the strategic development plan to be prepared in an open way which recognises the contribution different people and groups can make. We need to involve people in the plan preparation process in ways tailored to the needs of each group. The five main groups are:

- **councillors;**
- **key agencies (Scottish Natural Heritage, Scottish Environment Protection Agency, Scottish Water, Scottish Enterprise, Nestrans and NHS Grampian);**
- **public-and private-sector stakeholders (groups with a particular interest in our work);**
- **community councils; and**
- **the general public.**

Figure 3, below, sets out the time periods for when you can get involved.

Figure 3: Participation statement

Period	Which part of the plan?	Who is involved?	How?
March 2011 and every year after that	The development plan scheme		We will publish it on the strategic development planning authority website, send an email to everyone registered on our database and send copies to the Scottish Ministers, key agencies, community councils and councillors. You will be able to get a copy from all local libraries and the address below.
From April 2011 to August 2011	We will prepare the main issues report	Councillors, community councils, key agencies, stakeholders and the general public.	<p>Councillors and community councils - We spoke to both local councils and community councils in 2011 about what we were doing and how they could get involved in preparing the strategic development plan. We responded to individual requests for information.</p> <p>Key agencies - We encouraged the involvement of key agencies, as well as Transport Scotland and Historic Scotland. This included two workshop sessions as well as individual meetings, focusing on preparing the monitoring statement, identifying issues and developing options.</p> <p>Stakeholders – We involved relevant stakeholders (including key agencies) when we prepare the various studies needed for the main issues report.</p> <p>All - We organised a public-awareness campaign and provided information leaflets to help people get involved. We sent a copy of the development plan scheme for 2011/2012 to all our contacts so they could get involved with the consultation on the main issues report three weeks before it starts. We kept our website up-to-date.</p>
From September 2010 to December 2011	We will speak to you about the main issues report	All of our contacts	We sent copies to all of our contacts and we used press notices, press releases and our website to reach everyone else. We organised sessions in Aberdeen and Aberdeenshire so people could get involved.

Figure 3: Participation statement (continued)

Period	Which part of the plan?	Who is involved?	How?
From January 2012 to January 2013	We will prepare the proposed plan	Councillors, community councils, key agencies and stakeholders	We spoke to relevant groups about particular issues when preparing the proposed plan.
From February 2013 to April 2013	We will speak to you about the proposed plan	All of our contacts	We sent copies to all of our contacts and used press notices and press releases to reach the wider public. We asked for comments by post, email or on our website.
From January 2013 to June 2013	We will respond to comments we receive and send the proposed strategic development plan to Scottish Ministers	All of our contacts	We will advertise in the newspapers and tell everyone registered on our database. Information will be held on the Directorate of Planning and Environmental Appeals website.
From July 2013 to December 2013	The Directorate for Planning and Environmental Appeals will examine all unresolved objections to the plan on behalf of Scottish Ministers	Those who made representations to the proposed plan.	The Reporters will decide if they require further information from objectors to the plan or the Strategic Development Planning Authority in order to make recommendations on the plan to Scottish Ministers.

Keeping you informed

We will keep you up-to-date about what we are doing and all opportunities for you to get involved.

We have a database of contacts which we will keep up-to-date for key agencies, councillors and community councils, although other groups and individuals will be responsible for telling us about any changes to their contact details.

We will let all people with an interest in our work know about important stages of the process. The internet allows us to provide regular updates and we will send an email to everyone who registers their email address with us on our website.

We will send all press releases to every local newspaper (as well as some national media organisations) and put them on our website.

How we will work

Being open and responsible for what we do

We will prepare the strategic development plan in a clear and open way. We will make all relevant information available on our website and our progress will be monitored. We will produce a conformity report along with the proposed plan which shows how much we have kept to the commitments we made in the development plan scheme.

Plain English

We will try to make sure all our documents are as easy to understand as possible. Not all the documents we produce will meet the Plain English Campaign's 'Crystal Mark' standard, but we will check what we produce to make sure that our information is at the right level for the audience.

Equalities and human rights

The Planning etc (Scotland) Act 2006 requires us to encourage equal opportunities. As part of our commitment to this, we will carry out an equalities and human rights impact assessment of the proposed plan. We will make every effort to make sure that event venues are accessible to all and will provide documents in other formats or languages if needed. We will also provide an audio version of the proposed plan.

Environmental responsibility

Under the Planning etc (Scotland) Act 2006, we must contribute to sustainable development. This will mean thinking about the environmental, social and economic effect (both locally and worldwide) of what we do and the strategic development plan we prepare. Our staff will use public transport where possible, and we will try to reduce the environmental effect of our work.

Monitoring and review

We will check this development plan scheme regularly through the year, and we will update it every year. We will publish the next development plan scheme before April 2014.

Getting Informed

If you would like to know more about the work of the SDPA you can register your details on our website or contact us in one of the following ways.

Phone: 01224 628210

Email: team@aberdeencityandshire-sdpa.gov.uk

Write to us at: Strategic Development Plan Team
Archibald Simpson House
27-29 King Street
Aberdeen
AB24 5AA

Website: www.aberdeencityandshire-sdpa.gov.uk



**ABERDEEN CITY & SHIRE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

Date : 22 March 2013

Title : SDPA Budget Monitoring position as at 31 January 2013

1 Purpose of Report

1.1 The purpose of this report is for the Strategic Development Planning Authority (SDPA) to note the budget monitoring and forecast position for 2012/13 as at 31 January 2013.

2 Background

2.1 The budget for the SDPA was considered at the meeting on 9 March 2012.

3 Proposal

3.1 The budget monitoring report and forecast outturn is attached as Appendix 1 to this report for Members consideration.

3.2 The Board will note that there has been little expenditure other than staff costs so far this year but this is in line with expectations and there is nothing untoward indicated in the monitoring to date. Members will already be aware of the recent appointment of an additional member of staff to the Authority and the forecast for the remainder of the year has included appropriate costs for this.

3.3 The forecast indicates an underspend which is largely as a result of the staff vacancies throughout the year and Members will note that the contributions received to date are already in excess of the forecast expenditure. It is not considered appropriate to draw down budgeted contributions in full from the partner Councils at this time until a clearer indication of the likely forecast cost is determined. The forecast indicates that a contribution of £55,000 per partner would be adequate for this year and it is expected that the draw down from Councils will not exceed this amount.

3.4 Members will recall that the Authority has reserves of £104,000 which are available in the event that expenditure exceeds the contributions drawn down from partner Councils.

4 Recommendations

4.1 It is recommended that the Authority:

- a) notes the budget monitoring position and forecast outturn as at 31 January 2013
- b) notes that partner Council contributions be limited to no more than £55,000 each this financial year.

Alan Wood
Treasurer
4 March 2013

APPENDIX 1

		REVISED	ACTUAL		REVISED	
	ACTUAL	BUDGET	TO		FORECAST	NOTES
	2011/12	2012/13	31-Jan-2013	%	2012/13	
STRATEGIC DEVELOPMENT PLANNING AUTHORITY	£'000	£'000	£'000		£'000	
Staff Costs						
1 Salaries & Wages	67	87	45	51.7%	57	1
2 Superannuation	13	17	9	52.9%	11	
3 National Insurance	6	7	4	57.1%	5	
4 Other Staff Costs	0	0	0	0.0%	0	
	86	111	58	52.3%	73	
Premises Costs						
5 Other Property Costs	8	6	0	0.0%	6	
	8	6	0	0.0%	6	
Administration Costs						
6 Printing, Stationery & Postages	8	12	0	0.0%	8	
7 Telephone Costs	0	1	0	0.0%	1	
8 Course Expenses	0	2	0	0.0%	1	
9 Advertising & Promotions	6	6	4	66.7%	6	
10 Other Administration Costs	4	1	0	0.0%	1	
	18	22	4	18.2%	17	
Transport Costs						
11 Travel & Subsistence	1	2	1	50.0%	1	
	1	2	1	50.0%	1	
Supplies & Services						
12 Purchase of Equipment	0	1	0	0.0%	1	
13 Purchase of Materials	0	1	0	0.0%	1	
14 Other Supplies & Services	1	2	0	0.0%	1	
15 Consultant Fees	0	5	0	0.0%	5	
16 Work Done by Outside Contractor	3	10	0	0.0%	15	2
	4	19	0	0.0%	23	
Gross Expenditure	117	160	63	39.4%	120	
Income						
17 Aberdeen City Council	-58	-80	-60	75.0%	-60	3
18 Aberdeenshire Council	-58	-80	-60	75.0%	-59	3
19 Other Income	-1	0	-1	0.0%	-1	
Total Income	-117	-160	-121	75.6%	-120	
Net Expenditure	0	0	-58	0.0%	0	
Budget Agreed February 2012						
Projected Budget Pressure						

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ABERDEEN CITY & SHIRE STRATEGIC DEVELOPMENT PLANNING AUTHORITY

Date : 22 March 2013

Title : SDPA Budget 2013/2018

1 Purpose of Report

1.1 The purpose of this report is for the Strategic Development Planning Authority (SDPA) to agree a Budget for 2013/14 and to note the draft budgets for 2014/15 to 2017/18.

2 Background

2.1 The budget for the SDPA was initially considered as part of the Aberdeenshire and Aberdeen City Council overall budget proposal with a contribution of 50% of the costs to be made by each partner Council.

3 Proposal

3.1 The budget proposal for 2013/18 is attached as Appendix 1 to this report for Members' consideration.

3.2 For the purpose of the budget it has been assumed that the complement of dedicated staff will remain at the current position of one Manager and one Planner for the period.

3.3 The budget for Work Done by Outside Contractors includes a provision for a development plan examination anticipated in 2013/14, and the completion of a retail study which will have started by the end of 2012/13.

3.4 The budget lines for Printing, Stationery & Postage and Advertising & Promotions have been pared back slightly.

3.5 Budgets for four further years are also provided but these give only indicative figures at this time.

4 Recommendations

4.1 It is recommended that the Authority:

- a) agrees the Budget for 2013/14; and
- b) notes the indicative budgets for 2014/15 to 2017/18.

Alan Wood
Treasurer
4 March 2013

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APPENDIX 1

	BASE	BASE	BASE	BASE	BASE
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	2013/14	2014/15	2015/16	2016/17	2017/18
STRATEGIC DEVELOPMENT PLANNING AUTHORITY	£'000	£'000	£'000	£'000	£'000
Staff Costs					
1 Salaries & Wages	73	74	75	77	79
2 Superannuation	14	14	14	14	14
3 National Insurance	6	6	6	6	6
4 Other Staff Costs	0	0	0	0	0
	93	94	95	97	99
Premises Costs					
5 Other Property Costs	6	6	6	6	6
	6	6	6	6	6
Administration Costs					
6 Printing, Stationery & Postages	10	10	10	10	10
7 Telephone Costs	1	1	1	1	1
8 Course Expenses	2	2	2	2	2
9 Advertising & Promotions	4	4	4	4	4
10 Other Administration Costs	1	1	1	1	1
	18	18	18	18	18
Transport Costs					
11 Travel & Subsistence	2	2	2	2	2
	2	2	2	2	2
Supplies & Services					
12 Purchase of Equipment	1	1	1	1	1
13 Purchase of Materials	1	1	1	1	1
14 Other Supplies & Services	2	2	2	2	2
15 Consultant Fees	5	5	5	5	5
16 Work Done by Outside Contractor	78	8	8	8	8
	87	17	17	17	17
Gross Expenditure	206	137	138	140	142
Income					
17 Aberdeen City Council	-103	-69	-69	-70	-71
18 Aberdeenshire Council	-103	-68	-69	-70	-71
19 Other Income	0	0	0	0	0
Total Income	-206	-137	-138	-140	-142
Net Expenditure	0	0	0	0	0
Budget Agreed February 2012	0	0			
Projected Budget Pressure	0	0			

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SDPA Bulletin – March 2013

1 Local Development Plans Update

- 1.1 Local development plans (LDPs) were adopted by both Aberdeen City Council and Aberdeenshire Council during 2012. Both councils have now published timetables for the preparation of replacement plans over the next four years in line with the new strategic development plan.

Aberdeen City

- 1.2 Aberdeen City Council published their new development plan scheme (DPS) in January 2013, which outlines their participation statement including commitments to when, how and with whom consultation will take place. The DPS also provides an overview of the upcoming phases of the emerging LDP (<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=47980&slID=9484>).
- 1.3 Aberdeen City Council is currently at the stage in their development plan process where they are processing and assessing pre- main issues report comments and submissions. They are in the early stages of addressing what the main issues will be in terms of preparing the next local development plan. A series of 9 workshops are due to take place during April to inform this process.

Aberdeenshire

- 1.4 Aberdeenshire Council also published their most recent DPS in January 2013, outlining their programme for the LDP process. Between February and May 2013 Aberdeenshire Council will be exploring potential main issues through initial engagement with Community Council Forums and internal stakeholder groups. They will also be undertaking an initial evaluation of the results of their policy monitoring (http://www.aberdeenshire.gov.uk/planning/plans_policies/DEVPLANScheme2013final.pdf).

Figure 1: Local Development Plan Timetables

Stage of LDP process	Aberdeen City	Aberdeenshire
Main Issues Report	January 2014	October 2013
Proposed Plan	February 2015	October 2014
Submission to Scottish Ministers	November 2015	June 2015
Adoption	November/ December 2016	April 2016

2 Cities Outlook 2013

- 2.1 At the March 2011 and 2012 meetings of the SDPA it was reported that the Centre for Cities, an independent think tank for urban policy, had outlined Aberdeen's economic position within the context of the other major British Cities.
- 2.2 Cities Outlook 2013 came out in January and identifies that Aberdeen is still ranking highly (out of the 64 cities assessed) in terms of the economic performance of the private sector. The full report can be found online (http://www.centreforcities.org.uk/assets/files/2013/CITIES_OUTLOOK_2013_FINAL.pdf).
- 2.3 Aberdeen had the second highest rate of business start-ups in 2011 and was ranked highly (sixth) in terms of business stock. Within the top six ranking cities, along with Reading, Aberdeen was the only other city in which business stock increased between 2010 and 2011.
- 2.4 Aberdeen was ranked as having the second highest employment rate as well as having the second highest increase in employment between 2011 and 2012. Aberdeen had the second highest rise in house prices between 2001 and 2011, rising from £79,300 to £184,700. However, Aberdeen was ranked as having the third lowest high speed broadband penetration rate in the country.

3 Aberdeen International Airport Masterplan

- 3.1 Aberdeen International Airport (AIA) published the final version of their masterplan at the start of the year. The SDPA agreed a number of comments during the consultation period for the draft plan (which ran from April – June 2012) some of which resulted in amendments to the document. The final masterplan has now been published online (<http://www.aberdeenairport.com/static/Aberdeen/Downloads/PDF/AIAL-Final-Master-Plan-2013.pdf>).
- 3.2 The SDPA response highlighted the importance of engaging with all the relevant stakeholders at the earliest possible stage should the need for a further runway extension arise in the period from 2020 to 2040. This was something which was picked up in the final masterplan (an addition to chapter 8), although additional clarity around the period to 2020 was not provided.
- 3.3 The 'Surface Access' chapter of the masterplan has been updated and amended to reflect the AWPR in terms of timescales and delivery of key infrastructure projects. It was highlighted that coordination is key to meeting the forecast growth of the region and the airport.
- 3.4 The SDPA also made comment on the environmental implications of the proposed development of the airport, as outlined in the chapter, 'Sustainable Development and the Environment' which deals with the environmental commitments of the AIA masterplan. Particular points were highlighted in relation to mitigation and endeavouring to address and reduce environmental impacts which are under the airports control (as opposed to the airlines control).

There were no additional points in the final masterplan which reflected these comments.

4. Regional Transport Strategy Refresh

- 4.1 The Regional Transport Strategy (RTS) prepared by Nestrans was approved by Scottish Ministers and published in 2008 and a separate delivery plan published in 2010.
- 4.2 Since its initial publication in 2008 there have been a number of changes to the policy and economic context within which the RTS sits, as well as progress with a range of transport infrastructure projects. Significant among these changes has been the growth aspirations of the current structure plan and proposed strategic development plan. Close partnership working has taken place with Nestrans since the formation of the SDPA which has included joint transport modelling (informing the SDP and the RTS refresh) as well as the preparation and implementation of the 'Strategic Transport Fund'.
- 4.3 The Scottish Government indicated a preference to Regional Transport Partnerships for a focus on delivery rather than another round of strategy preparation. As a consequence, Nestrans have taken the opportunity to do a light-touch refresh and extend the RTS to cover the same period as the strategic development plan (to 2035).
- 4.4 Consultation has already taken place on an issues report and, subject to approval by the Nestrans Board, it is proposed that the draft addendum to the RTS be made available to stakeholders and the public for a further period of consultation. A Strategic Environmental Assessment (Environmental Report) and Equality Impact Assessment which will also be formally consulted upon alongside the draft RTS Re-refresh.
- 4.5 The 8-week consultation period is likely to start in April. The proposed final re-refresh will be reported back to the Nestrans Board for approval in June and the expected timescale for submission to Scottish Ministers is summer 2013. This mirrors the timetable for the submission of the strategic development plan to Scottish Ministers.

5. SDPA Annual Report 2012/13

- 5.1 In previous years, the SDPA has published an annual report which has followed a standard format each year. The preparation of an annual report is a requirement of the minute of agreement which established the SDPA. The Scottish Government and Heads of Planning Scotland have worked over recent years on a common framework for the preparation of 'Planning Performance Frameworks' across Scotland's 32 local planning authorities, 4 strategic development planning authorities and 2 national park authorities (<http://www.scotland.gov.uk/Resource/0039/00390612.pdf>). This framework will be used to structure the annual report for 2012/13 which will be reported to the SDPA later in the year for approval.

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