

Annual Report 2009/10

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1. Foreword



I have great pleasure in introducing the second annual report of the Aberdeen City and Shire Strategic Development Planning Authority (SDPA).

This has been a good year for the SDPA, one that has seen the approval of our structure plan by Scottish Ministers as well as receiving a commendation at the Scottish Awards for Quality in Planning. You will find more in relation to both of these later in this document.

I would like to take this opportunity once again to thank all those who participated in the preparation of the structure plan. The plan is bold in its ambition for the future of the area; only through close partnership working will we be able to turn that vision into reality. The nature and scale of engagement in the preparation of the plan was critical to its success and I trust that we can build on that solid foundation in the years to come – both in the implementation of the plan and in the preparation of the first strategic development plan over the next few years.

The last year has been a challenging one for the development sector across the country. Aberdeen City and Shire has not been immune but has weathered the storm better than most. I trust that 2010/11 will be a year when we can make good progress to achieve our shared aspirations for the future ... “an excellent place to live, visit and do business”.

The last year has also seen a number of changes to the membership of the SDPA and I would like to thank Councillors Cassie, Jaffrey and Milne for their input over the first year of the life of the SDPA. I would like to thank Councillor Scott Cassie in particular as chair of the SDPA until September 2009. His commitment was critical to laying a successful foundation for the future.

I trust that you find this report of interest and commend it to you.

Councillor Peter Argyle
Chair, Aberdeen City and Shire Strategic Development Planning Authority

2. Introduction

This is the second annual report of the Aberdeen City and Shire Strategic Development Planning Authority (SDPA). This report covers the period 1 April 2009 to 31 March 2010. The SDPA's accounts for 2009/10 will be published separately and made available on the SDPA's website later in the year.

This has been an eventful year for the SDPA, building on the foundation set in its first year. This annual report provides the opportunity to both review the achievements of the past year and look forward to the year ahead. It follows a similar structure to the first annual report but provides less by way of context, a key element of that document.

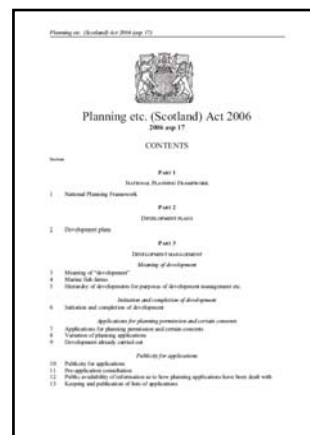
Section 3 provides a background to and governance of the SDPA, while section 4 covers the SDP Team. Section 5 provides a review of the year, with the funding and expenditure of the SDPA addressed in section 6. The monitoring and performance framework is set out in section 7 and the year ahead considered in section 8. Two appendices present the aims and objectives of the SDPA and the performance indicators for 2009/10.

3. Governance of the SDPA

Background

Since the abolition of Regional Councils in 1996, planning authorities in Scotland were required (either individually or jointly) to prepare structure plans – documents which set out a strategic framework for the use of land in an area. In the case of North East Scotland, Aberdeen City and Aberdeenshire Councils were required to jointly prepare a plan.

The Scottish Executive announced its intention to conduct a review of arrangements for strategic planning in November 2000. Following a series of consultations on the reform of the planning system in general and arrangements for strategic planning in particular, the Planning etc. (Scotland) Act 2006 gave Scottish Ministers the power to create Strategic Development Planning Authorities (SDPAs). On 25 June 2008, four designation orders came into force, one of which (No. 2) covered Aberdeen City and Aberdeenshire.



The image shows the Table of Contents for the Planning etc. (Scotland) Act 2006. It lists various sections of the Act, including National Planning Frameworks, Development plans, and provisions for SDPAs.

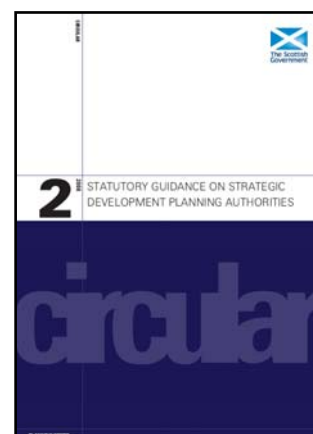
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2	Part 2
3	Part 3
4	Part 4
5	Part 5
6	Part 6
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11	Part 11
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99	Part 99
100	Part 100

The principal purpose for the establishment of SDPAs was to provide a vital forum for planning authorities to jointly establish a common approach to matters that extend beyond an individual authority's boundaries. In particular, the 2006 Act places a duty on SDPAs to prepare and keep under review a strategic development plan (SDP).

Governance

Scottish Government Circular 2/2008 (April 2008) sets out the Scottish Government's statutory guidance on SDPAs. Among other things it identified the need to establish a joint committee of members and a dedicated team of officers.

A minute of agreement between Aberdeen City and Aberdeenshire Councils and a set of standing orders currently govern the operation of the SDPA. These documents were agreed by Aberdeen City Council's Policy and Strategy Committee and Aberdeenshire Council's Infrastructure Services Committee in 2008. Appendix 1 sets out the aims and objectives of the SDPA.



The Aberdeen City and Shire SDPA consists of 12 members, with six being appointed by each council. This is in line with Circular 2/2008 and its recognition of the need for flexibility in the number of members from each planning authority. The Chair and Vice-Chair are from different Councils and they hold office for a period of two years. At the end of the Chair's term of office the Vice-Chair will automatically assume the role of Chair and a new Vice-Chair will be elected.

Meetings of the SDPA take place in public at least four times a year and more regularly when required. Meetings are held on an alternating basis at the Town House (Aberdeen City) and Woodhill House (Aberdeenshire) in Aberdeen and the administration and responsibility for clerking the meetings rotates accordingly.

Four meetings of the SDPA took place during the year as follows:

- 17 June 2009
- 18 September 2009
- 4 December 2009
- 26 March 2010

Membership

The membership of the SDPA changed during 2009/10, with three new members joining, all from Aberdeen City Council. Membership at the end of the year is set out in figure 1 below.

Figure 1: Members of the SDPA (as at 31 March 2010)

ABERDEEN CITY COUNCIL	ABERDEENSHIRE COUNCIL
Councillor Marie Boulton (Ind)	Councillor Peter Argyle (Lib Dem)
Councillor Bill Cormie (SNP)	Councillor John Cox (Ind)
Councillor Kate Dean (Lib Dem)	Councillor Rob Merson (SNP)
Councillor James Hunter (Labour)	Councillor Stuart Pratt (SNP)
Councillor Callum McCaig (SNP)	Councillor Mike Sullivan (Lib Dem)
Councillor John Stewart (Lib Dem)	Councillor Jill Webster (Conservative)

Aberdeen City Council replaced Cllr Scott Cassie with Cllr John Stewart on 1 September 2009. As a consequence of Cllr Cassie having the position of chair of the SDPA, Cllr Peter Argyle (the then vice-chair) assumed the position of chair on 2 September in accordance with the SDPA's standing orders. Cllr Kate Dean was appointed the new vice-chair at the subsequent meeting of the SDPA on 18 September 2009.

In accordance with the standing orders of the SDPA, the current chair and vice-chair will retain their positions until September 2012, at which point the current vice-chair will assume the position of chair and a vice-chair (from Aberdeenshire Council) will be appointed.

Aberdeen City Council also replaced Cllr Muriel Jaffrey with Cllr Callum McCaig and Cllr Alan Milne with Cllr Marie Boulton on 30 September 2009.

In addition to the twelve members of the Authority there are also twelve named substitute members as set out in figure 2 below:

Figure 2: Substitute Members of the SDPA (as at 31 March 2010)

ABERDEEN CITY COUNCIL	ABERDEENSHIRE COUNCIL
Councillor Alan Donnelly (Conservative)	Councillor Graeme Clark (SNP)
Councillor Neil Fletcher (Lib Dem)	Councillor Bill Howatson (Lib Dem)
Councillor George Penny (Lib Dem)	Councillor Albert Howie (Independent)
Councillor Muriel Jaffrey (SNP)	Councillor Ron McKail (Conservative)
Councillor John West (SNP)	Councillor Fiona McRae (SNP)
Councillor Willie Young (Labour)	Councillor Alastair Ross (Lib Dem)

Councillor Jaffrey replaced Cllr Wendy Stuart on 30 September 2009 as a substitute member of the SDPA. Just for the meeting of 18 September 2009, Cllr Cassie replaced Cllr Young as a substitute member.

Attendance at the meetings of the SDPA is set out in figure 3 below.

Figure 3: Member attendance at meetings of the SDPA in 2009/10

	17 June 2009	18 September 2009	4 December 2009	26 March 2010	Total
MEMBERS					
Councillor Peter Argyle (Chair)	✓	✓	✓	✓	4
Councillor Marie Boulton			✓		1
Councillor Scott Cassie					0
Councillor Bill Cormie	✓	✓	✓	✓	4
Councillor John Cox	✓		✓		2
Councillor Kate Dean (Vice Chair)		✓	✓	✓	3
Councillor James Hunter	✓		✓	✓	3
Councillor Muriel Jaffrey	✓	✓			2
Councillor Alan Milne		✓			1
Councillor Callum McCaig			✓	✓	2
Councillor Rob Merson	✓	✓	✓	✓	4
Councillor Stuart Pratt	✓			✓	2
Councillor John Stewart		✓			1
Councillor Mike Sullivan	✓	✓	✓	✓	4
Councillor Jill Webster	✓	✓	✓	✓	4
SUBSTITUTE MEMBERS					
Councillor Scott Cassie*		✓			1
Councillor Graeme Clark		✓	✓		2
Councillor Alan Donnelly	✓				1
Councillor Neil Fletcher	✓				1
Councillor Bill Howatson					0
Councillor Albert Howie					0
Councillor Muriel Jaffrey*					0
Councillor Ron McKail					0
Councillor Fiona McRae					0
Councillor George Penny	✓		✓	✓	3
Councillor Alastair Ross					0
Councillor Wendy Stuart					0
Councillor John West					0
Councillor Willie Young					0
Total	12	11	12	10	

Note: Substitute Members are only entitled to attend meetings of the SDPA when substantive members are unable to attend.

*** Councillors Cassie and Jaffrey were both substantive members of the SDPA at different times during the year.**

All meetings of the SDPA were well attended in 2009/10, with between 10 and 12 Members in attendance. The average attendance rate for full members of the SDPA was 77%, with five Members attending all four meetings. In addition, 5 of the 14 substitute Members attended at least one of the meetings.

4. Strategic Development Plan Team

The Strategic Development Plan Team consists of five permanent members of staff and a temporary part-time (0.4) Clerical Assistant.

The Strategic Development Plan Manager reports to the Head of Planning and Sustainable Development (Aberdeen City Council) and the Head of Planning Policy and Environment (Aberdeenshire Council). Together they form the Strategic Development Plan Management Group who meet on a regular basis to prepare and monitor work programmes as well as consider appropriate consultations and reports to be presented to the SDPA.

Two changes to the team took place in 2009/10. Laura Robertson (Senior Planner) took a secondment with Aberdeen City Council where she worked principally on establishing a design review panel and co-ordinating the local input to the Scottish Sustainable Communities Initiative charrette for the Grandhome and Whitestripes site. In addition, our part-time Clerical Assistant left in September 2009 and wasn't replaced until November 2009. These changes are highlighted in figures 4 and 5 below.

Figure 4: Staff complement in Strategic Development Plan Team (2009/10)

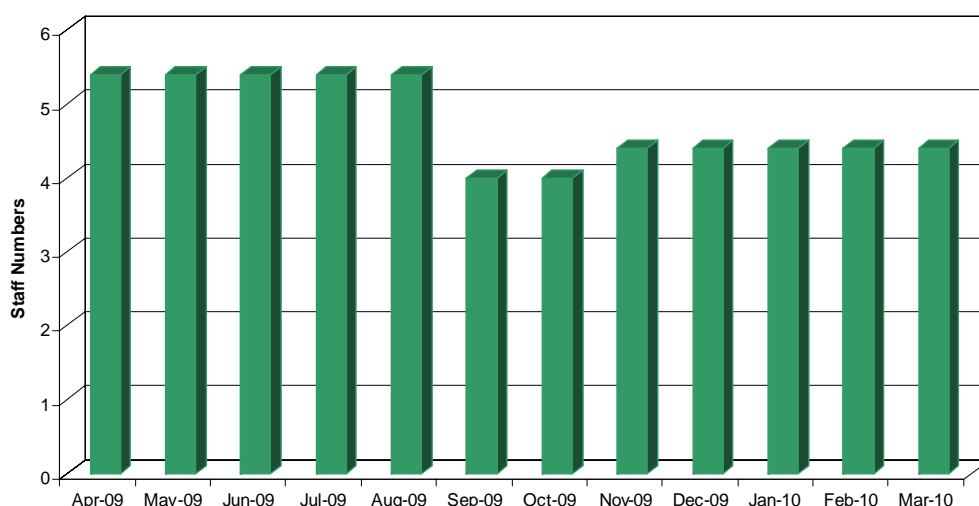


Figure 5: Strategic Development Plan Team

Position	
Strategic Development Plan Manager	David Jennings
Senior Planner	Laura Robertson (on secondment to Aberdeen City Council 21/9/2009 – 31/3/2010)
Senior Planner	Bruce Strachan
Planner	Alanna Lyle
Planner	Peter Shannon
Clerical Assistant (part time, temporary)	Morag Macdonald (until 11/9/2009)
	Dalia Taeima (from 2/11/2009)

Also of note during the year was the membership of the Royal Town Planning Institute gained by Alanna Lyle in January 2009.

The team are located in offices at Archibald Simpson House, 27 – 29 King Street, Aberdeen, AB24 5AA. Nestrans (the regional transport partnership) and ACSEF (the regional economic development partnership) are located at the same address.

5. Review of the year

Although primarily established to prepare and keep under review a strategic development plan for the area, the SDPA was initially tasked with continuing work on a structure plan which had formally begun in February 2007. Work relating to the structure plan occupied much of the year.

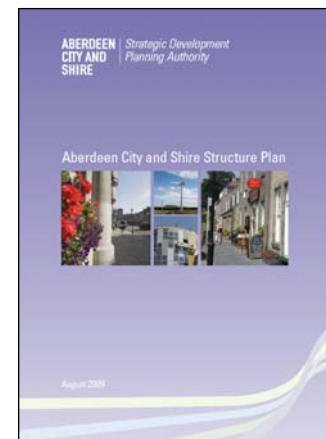
A) Structure Plan Approval

At the time of publication of last annual report, the representations on the Finalised Structure Plan were with Scottish Ministers for consideration. However, the Aberdeen City and Shire Structure Plan was approved by Scottish Minister on 14 August 2009. The plan was approved without any modification and without the need for an examination in public.

This was a significant achievement for the SDPA, both in terms of the speed with which the Scottish Government approved the plan as well as the fact that they approve it without modification. The decision letter noted that *“the plan is a positive response to the Scottish Ministers’ desire for succinct development plans and the plan’s aspirations and vision for the future of the area are endorsed.”* Also of note was the high level of support for the plan during the statutory consultation phase.

Commenting on the work of the SDPA to prepare the plan in an accessible format, the Plain English Campaign were quoted as being *“proud of the efforts made by the Aberdeen City and Shire Strategic Development Planning Authority in achieving the first, and only, Crystal Mark for a Structure Plan. This improves accessibility and understanding of the document for a diverse public audience, supplemented by the use of plain language in audio files.”*

This is an excellent example of local government working in partnership with external expertise - considering the needs of local people and doing their best to serve the community with information that can be read, understood and dealt with responsibly, first time round.”



The final statutory stage in the preparation of the structure plan was the publication of a strategic environmental assessment 'Post-Adoption Statement'. This was published in October 2009.

The swift approval of the plan enabled Aberdeen City and Aberdeenshire councils to move forward with their local development plans and the important job of implementation to begin.

B) Structure Plan Monitoring

The structure plan was written with monitoring in mind, based around broad policy related themes and with between three and six targets for each theme. In order to measure progress over time, an early task during 2009-10 was to produce an indication of where we were with specific indicators (the baseline).

From this point, monitoring sources could be identified and arrangements could be established to update data when it becomes available. This culminated in a report to the

SDPA on 26 March 2010 and a commitment to submit a future monitoring report within two years. Due to the ongoing collection of data, the monitoring report is available as an electronic only publication from the SDPA website.

C) Structure Plan Implementation

Another key stage of the post-approval period of the structure plan was the publication of the action programme. This document is a fundamental component of the renewed focus on action-orientated and delivery focused development plans. Again, using the targets and the regionally significant projects in the plan, a framework was devised that identified the partners within and outside the councils, the key milestones and the ultimate outcomes or deliverables anticipated. The proposed action programme was agreed by the SDPA at its meeting of 4 December 2009.

It was clear that the emerging local development plans in both Aberdeen City and Aberdeenshire were key mechanisms for delivering the structure plan targets and that progress with these was critical. However, there were a number of actions where the SDPA is identified as having a lead role, or where a proposal is of such cross-boundary significance that SDPA involvement is beneficial.

SDPA officers have been particularly active in the production of Aberdeen City and Shire's first housing need and demand assessment. This significant project commenced in 2008 and involved housing and planning officers from both councils. By the end of March 2010, a draft assessment had been circulated to partners for comment prior to expected submission to the Scottish Government by the end of April 2010.

The structure plan has water-related targets and a position paper is being produced along with Scottish Water, SEPA and SNH on current and future abstraction issues on the River Dee. Meanwhile, the SDPA has established a project team and commenced the preparation of strategic supplementary planning guidance on waste management facilities. The creation of a design review process was identified in the structure plan and the SDPA was involved in initial discussions on the establishment of the emerging panel to review masterplans and important planning applications across both councils.

The SDPA also participated and helped fund (with Nestrans, the Regional Transport Partnership) a study to look at the cumulative impacts of proposals in the two emerging local development plans. This work will help inform the infrastructure requirements resulting from LDP allocations and will be complete early in 2010/11.

Discussions have also taken place with a range of infrastructure providers and others over the implementation of aspects of the plan.

In terms of proposals in the structure plan; the SDPA sits on the Aberdeen Airport Masterplan Steering Group and has attended one meeting to date. The upgrade of the electricity grid is a development of national significance and officers have produced a briefing paper that informed Aberdeenshire Council of the context and likely issues around this proposal.

Progress on all these targets will be captured and incorporated in action programme updates and will inform the strategic development plan.

D) Scottish Awards for Quality in Planning 2009



The date of 14 August 2009, as well as marking the approval of the structure plan, was the closing date for the Scottish Award for Quality in Planning 2009.

The SDPA made a submission in the development plan category, highlighting the inclusive method of plan preparation, its accessibility (in terms of its use of plain English and availability in audio format) and its format, designed to meet Scottish Ministers' desires for strategic development plans.

At an awards ceremony in March 2010 the SDPA received a commendation, with the judges noting that they "were impressed with the document which represent the new breed of development plans, prepared in the spirit of the new legislation."

Cllr Dean, Vice-Chair of the SDPA accepted the commendation on behalf of the SDPA.

E) Development Plan Scheme

The publication of a development plan scheme is a statutory requirement placed on the SDPA by the Planning etc. (Scotland) Act 2006.

The development plan scheme sets out the authority's programme for preparing and reviewing its strategic development plan and what is likely to be involved at each stage. It also includes a participation statement, stating when, how and with whom consultation on the plan will take place, as well as the authority's proposals for public involvement in the plan preparation process. The scheme must be regularly monitored and reviewed at least annually.

The SDPA's second statutory development plan scheme was agreed by the SDPA on 26 March 2010 and subsequently submitted to Scottish Ministers and published both electronically and in hard-copy.



The development plan scheme received a 'Crystal Mark' from the Plain English Campaign, a recognition of the efforts made to present information in a clear way for all members of the community.

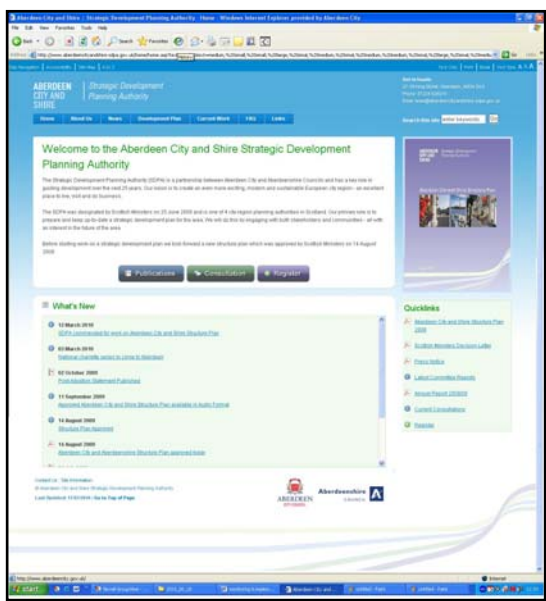
The development plan scheme continues to give an estimated submission date to Scottish Ministers for the Proposed Strategic Development Plan of December 2012.

F) SDPA website

The ethos behind the website design was to make the site as informative, accessible and interactive as possible, while keeping the site simple. In concordance with the ethos, the site is regularly updated (including 11 news items during 2009/10) to make it an invaluable communication tool with stakeholders and the public which reflects e-government aspirations and increasing user expectations. The SDP Team maintains ownership and editing rights for the site.

The website was primarily designed to facilitate access to information about the SDPA and the emerging structure plan but also has the capability to allow for interactive features – enabling people to register online to be kept up to date on progress on plan preparation, ongoing work and wider SDPA matters in an efficient manner.

A review of the site was completed in September 2009, with a series of recommendations made to improve navigation around the site, some of its accessibility features, its visual presentation, web monitoring and set out procedures to govern how the site is kept up-to-date.



Changes to the site have now been completed, with the most recognisable being greater prominence being given to the SDP Team's address, easier access to the SDPA's publications from the homepage, use of the 'ribbon' motif at the bottom of each page and improved navigation following approval of the structure plan.

The website continues to be an invaluable means of communication with the public and stakeholders. Since the introduction of new website monitoring software at the start of October 2009, the site has averaged over 580 unique visits per month from over 2,000 unique visitors and a total of 14,600 page views.

The number of people registered on the website rose during the year from 108 in March 2009 to 151 in March 2010. Registered users received 4 e-updates during the year. Feedback since the changes have been implemented have been limited but one positive response has been received, indicating that the site is "*professional, informative and easy to navigate*".

G) Raising our profile

The activities to raise the profile of the SDPA and strategic planning issues in the area during the year have been many and varied, including speaking to stakeholder groups on a range of strategic planning issues. Some of these are outlined below.

Presentations were given to the Scottish Natural Heritage Strategic Direction Unit in October 2009 and to a group of approximately 20 Norwegian planners in November 2009. The opportunity was also taken in March 2010 to speak to a joint Royal Town Planning Institute / Chartered Institute of Waste Management conference on the topic of strategic planning for waste management.

The opportunity arose in March 2010 to have a joint session with the Scottish Government's Directorate of Planning and Environmental Appeals. Three of the four SDPAs were represented along with almost all the Reporters, with the event being useful in sharing expectations of the new examination process for strategic development plans.

The SDP Team contributed to a number of publications and websites over the year. Alanna Lyle wrote an article for 'Scottish Planning Extra' on her experiences of planning reform, while Laura Robertson contributed to the Scottish Government's website on a

similar topic. An article was also written for the October 2009 edition of the Scottish Property Federation Bulletin.

The SDPA was represented by the chair at the Convenors of Planning meeting in St Andrews in November 2009.

The team also contributed to the publication of a new leaflet called "Strategic Development Plans: The Way Forward". This is being used by all four SDPAs in the early engagement on their main issues reports.

However, undoubtedly the thing that stands out during the year was the commendation received for the structure plan at the Scottish Awards for Quality in Planning in March 2010 (considered in more detail above).

H) Consultation Responses

Formal responses were made to a number of consultations during the year, including to the Scottish Government in relation to Scottish Planning Policy, Public Information Notices, the Zero Waste Plan and the Climate Change Adaptation Framework.

The SDPA were also represented at a pre-consultation event in March 2010 on the emerging Scottish Land Use Strategy.

Considerable engagement also took place throughout the year with both councils on their local development plan main issues reports and their soon to be published proposed plans.

I) Governance

The need to update the Minute of Agreement between Aberdeen City and Aberdeenshire councils was highlighted in the last Annual Report. Proposed amendments were agreed by the SDPA on 26 March 2010.

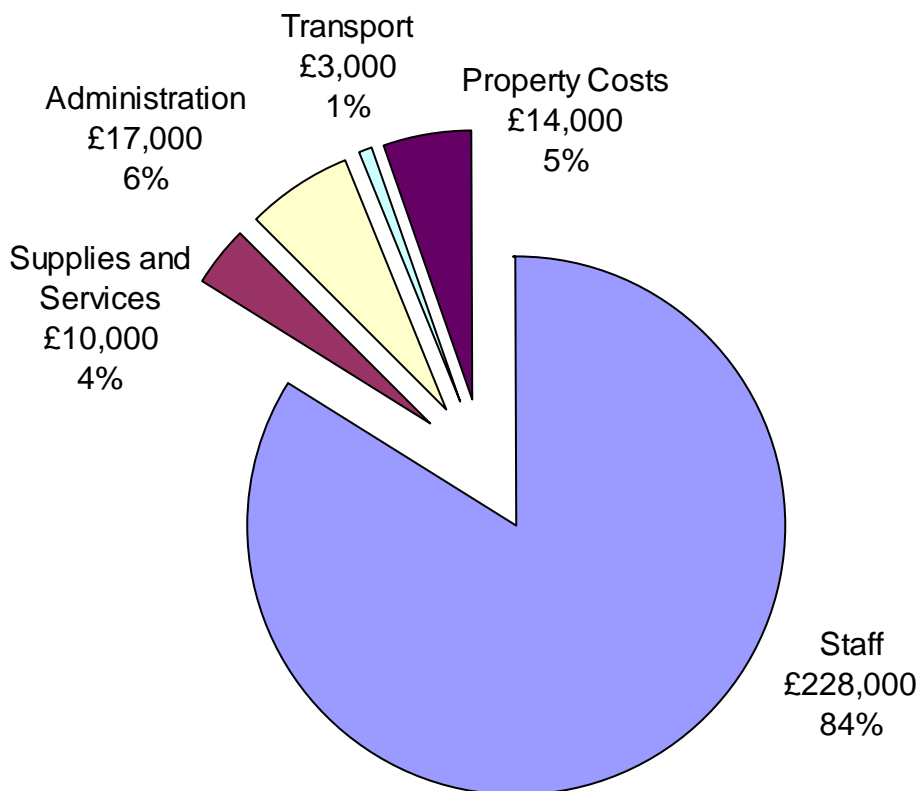
6. Funding and Expenditure

Aberdeen City and Aberdeenshire Councils jointly fund the SDPA on a 50:50 basis. In 2009/10, this amounted to a total contribution of £248,000, with £124,000 coming from each Council. The secondment of staff to Aberdeen City Council meant an additional element of income of £24,000 up to the end of March 2010. This covered the annual expenditure of £272,000.

The SDPA's accounts are audited by Audit Scotland on an annual basis. Their first report to the SDPA was published in October 2009 and the financial statements for 2009/10 received an unqualified opinion. Four action points were identified in the report and each of these has been addressed.

Draft accounts for 2009/10 have been submitted and it is anticipated that these will be approved later in 2010 and will subsequently be published. However, figure 9 shows a breakdown of costs for 2009/10 and clearly identifies the significance of staff costs to the SDPA's expenditure.

Figure 9: SDPA Expenditure in 2009/10



7. Monitoring framework and performance indicators

It is important that monitoring takes place in relation to outcomes, outputs and impacts. In light of this, there are three elements to the SDPA's monitoring activity

The structure plan

The structure plan established a monitoring framework against which the performance of the plan can be measured. A baseline monitoring report was prepared in early 2010 and will form the benchmark for future monitoring activity. This work will be supplemented by working towards the preparation of a Monitoring Statement required by the Planning etc. (Scotland) Act 2006 – the monitoring statement must be published alongside the main issues report which is due in May 2011.

The action programme and development plan scheme

The structure plan action programme was agreed by the SDPA in December 2009. It was agreed that the action programme, as well as the SDPA actions arising from National Planning Framework 2 would be monitored every six months and reported to the June and December meetings of the SDPA. From the start of 2010/11, monitoring will also take place against the development plan scheme as work commences on the preparation of a strategic development plan.

Performance indicators

A set of performance indicators were established and agreed by the SDPA during 2009/10 and are presented for the first time in Appendix 2. These focus on the outputs of the SDPA and also cover its performance against commitments to transparency, accountability, plain English, equalities and human rights and environmental responsibility found in the development plan scheme.

Most of the indicators monitor performance for the whole year, although in one case data is only available for part of the year. Two indicators have no current data because monitoring only began at the start of 2010/11.

The indicators provide a baseline against which future performance can be monitored as well as providing an opportunity to compare performance with the other three SDPAs.

8. The year ahead

While work in 2009/10 was largely focused on the preparation of a finalised structure plan for submission to Scottish Ministers, 2010/11 is likely to be focused on the preparation of a main issues report and the associated background work required.

Strategic Development Plan

The primary focus of the work of the SDPA during 2010/11 will be the preparatory work required to enable a Main Issues Report to be published in May 2011

This will involve a number of meetings with Key Agencies (Nestrans, NHS Grampian, Scottish Enterprise, Scottish Environmental Protection Agency, Scottish Natural Heritage, Scottish Water, Health and Safety Executive, Historic Scotland and Transport Scotland) as well as a range of other stakeholders. Active engagement will be sought throughout the process, including to inform the various studies and assessments required as part of the process.

Briefings for Councillors and Community Councils will be carried out as well as a wider public-awareness campaign to help people get involved. More details of the process to be followed can be found in the Development Plan Scheme.

Housing Need and Demand Assessment

An early priorities for 2010/11 will be the submission of a Housing Need and Demand Assessment to the Scottish Government's Centre for Housing Market Analysis for assessment. The preparation of the study has taken a significant period of time to prepare and the assessment is now reaching its final stages. The primary purpose of the study will be to inform the local development plans being prepared by the two councils.

However, an updated assessment will be prepared during 2010/11 to inform the strategic development plan and the local housing strategies to be prepared by the two councils.

Structure Plan Action Programme

The SDPA will continue to work with partners to deliver the policies and proposals set out in the structure plan, monitoring progress on these every six months.

SDPA Liaison

The Strategic Development Plan Managers for the four SDPAs (along with the Scottish Government) will continue to meet on a quarterly basis to share challenges and experiences as well as co-operate in joint pieces of work where appropriate. This will continue to be an important forum for discussing the implementation of the new legislation and regulations on strategic development plans and sharing good practice.

Communications Strategy

Work on joining up the communications strategies of the SDPA, Nestrans and ACSEF commenced in 2009/10 and will be taken forward in 2010/11 to enable a more joined-up presentation of the future of the area.

Meetings of the SDPA

Four meetings of the SDPA have been agreed to date for 2010/11, although additional meetings could be inserted if necessary. At the current time, issues around the preparation of the main issues report for the strategic development plan are those most likely to trigger the need for additional meetings.

SDPA Meetings 2010/11

- 18 June 2010
- 10 September 2010
- 3 December 2010
- 25 March 2011

Appendix 1: Aims and Objectives of the SDPA

1. To prepare a “strategic development plan” for an area known as a “strategic development plan area” and to keep under review the plan so prepared.
2. Prepare and keep under review a plan, for submission to Scottish Ministers, showing the boundary which the authority propose as the boundary of the strategic development plan area.
3. To complete the structure plan which is being prepared under the 1997 Town and Country Planning (Scotland) Act pending the preparation of the “strategic development plan”.
4. Set out in the strategic development plan a vision statement, a spatial strategy, and an analysis of the relationship between the vision statement, the spatial strategy and general development land use proposals in the plan area.
5. To monitor changes in the principal physical, economic, social, and environmental characteristics of the strategic development plan area.
6. To monitor the principal purposes for which land is to be used in the area.
7. To monitor the size and distribution of the population of the area.
8. To monitor the infrastructure of the area (including communications, transport and drainage systems and systems for the supply of water and energy) and to monitor how that infrastructure is used.
9. To monitor the impact of the policies and proposals contained within the strategic development plan.
10. To comment on nationally and regionally significantly planning applications.
11. To provide appropriate input to the Regional Transport Strategy, the Aberdeen City and Shire Economic Forum Strategies, the Local Development Plans and any other significant issues which may arise from time to time and have a bearing on the Strategic Development Plan.
12. To prepare an implementation programme for action.
13. Prepare such maps, diagrams, illustrations and descriptive matter as may be prescribed by Government or thought appropriate by the SDPA.
14. From time to time, and when main issues and other principal reports are prepared, publish a statement as to the carrying out of those documents and make such documents available by various means including electronic means such as by means of the internet.
15. Other matters as may be prescribed by Government
16. Any other matter which the SDPA consider it appropriate to include.

Note: At its meeting of 26 March 2010, the SDPA agreed to recommend to both councils that two changes be made to the aims and objectives of the SDPA – the deletion of objective 3 and replacing ‘Forum’ with ‘Future’ in objective 11.

Extract from the Minute of Agreement between the two Councils

Appendix 2: Performance Monitoring

Statutory Targets

1. Development Plan Scheme published within the last 12 months

	Achieved	Date
Development Plan Scheme Publication	Yes	31/3/2010

2. Strategic Development Plan submitted to Scottish Ministers within 4 years of approval of last plan

	Target	On Track?
Strategic Development Plan Submission	August 2013	Yes

3. Action Programme published within the last two years

	Achieved	Date
Action Programme Publication	Yes	4/12/2009

Staffing / Personnel

4. Days lost (Sickness, Vacancies, Secondment, Special Leave)

	Sickness	Vacancies	Secondment	Special Leave	Total
Days (fte)	14	14	134	13	175
Percentage	1.1%	1.1%	11.0%	1.1%	14.4%

Transparency and Accountability

5. Invoices processed for payment

	Number	Percentage
Invoices processed for payment within 21 days	77	97.5%

6. Freedom of Information requests received (and response within deadline)

	Number	Response within deadline	Percentage
Fol requests received	5	5	100%

7. Complaints received (and upheld)

	Number	Upheld	Percentage
Complaints received	1	1 (partially)	N/A

8. SDPA reports to Clerk 10 days and on website 4 days prior to meeting¹

	Number	Percentage
Reports to Clerk 10 days prior to meeting	N/A	N/A
Reports on website 4 days prior to meeting	N/A	N/A

9. Press releases issued and website news items placed

	Number
Press Releases	4
Website News Items	11

¹ Monitoring against this indicator began in April 2010 and will be reported next year.

10. Unique website visitors and visits²

	Number
Unique visitors	2,082
Unique visits	3,483

Plain English / Equalities and Human Rights

11. Use of Plain English

	Current Crystal Marks	New Crystal Marks	New Reviews
Plain English	2	2	1

12. Equalities and Human Rights

	Number	Percentage
Equalities and Human Rights Impact Assessments	0	N/A

13. Accessible event venues

	Number	Percentage
Accessible Event Venues	0	N/A

Environmental Responsibility

14. Recycled composition of paper used in publications

Publication	Copies	Pages	Recycled Composition
Approved Structure Plan	3,000	16	100%
Annual Report	300	12	100%
Development Plan Scheme	500	3	80%

15. Office Paper used (and recycled composition)³

	Sheets	Recycled Composition
Office Paper Used	N/A	N/A

16. Modal split of transport (trips, distance, cost and CO₂)

	Trips	%	Miles	%	Cost	%	CO ₂ (kg)	%
Air	1	0.6%	1,160	11.5%	£275.60	12.1%	319	25.6%
Car	36	21.3%	1,014	10.0%	£416.75	18.4%	243	19.5%
Passenger	9	5.3%	327	3.2%	£10.90	0.5%	0	0.0%
Train	31	18.3%	7,188	71.3%	£1,387.56	61.1%	668	53.6%
Bus	66	39.1%	362	3.6%	£179.95	7.9%	17	1.4%
Cycle	0	0.0%	0	0.0%	£0.00	0.0%	0	0.0%
Walk	26	15.4%	38	0.4%	£0.00	0.0%	0	0.0%
Total	169		10,087		£2,270.76		1,248	

² Monitoring covers the second half of the year (October 2009 – March 2010).

³ Monitoring against this indicator began in April 2010 and will be reported next year.