

## REPORT TO BUCHAN AREA COMMITTEE - 21 NOVEMBER 2017

### DRAFT DEVELOPMENT PLAN SCHEME 2018

#### 1 Recommendations

The Committee is recommended to:

**1.1 Consider and make comment on the Draft Development Plan Scheme 2018 for consideration by Infrastructure Services Committee on 25 January 2018.**

#### 2 Background / Discussion

- 2.1 The Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2016 (Section 20b), requires Aberdeenshire Council to publish a Development Plan Scheme (DPS) at least annually. The DPS sets out the Authority's programme for preparing and reviewing the Local Development Plan. It must contain information on proposed timetabling and details of what is likely to be required at each stage of the Plan preparation process, along with a 'Participation Statement' setting out when and with whom consultation is likely to take place, and its likely form.
- 2.2 **Appendix 2** contains the draft Development Plan Scheme 2018 (DPS 2018). The draft DPS 2018 makes reference to the current legislative requirement for such plans to be replaced at least every five years. Due to the timing of the adoption of the Aberdeenshire Local Development Plan 2017, and the scope of detail contained in the "*Places, People and Planning: Position Statement*" published by the Scottish Government in June 2017, it has not been possible to produce a second DPS 2017, as was advised in February 2017 when members agreed Development Plan Scheme 2017.
- 2.3 It should be noted that during the "How was it for you" exercise carried out following the adoption of Local Development Plan 2017 it was agreed that Area Committees should be more involved with the preparation of a development plan scheme rather than traditionally only Infrastructure Services Committee.
- 2.4 The draft DPS 2018 was considered by the Planning and Building Standards Member Officer Working Group on 13 September 2017. Minor changes were sought by Councillors to the key stakeholder lists. It is intended that DPS 2018 will be presented to ISC on 25 January 2018 seeking authority to publish it.

- 2.5 The draft DPS 2018 is focused on undertaking key actions over the course of the next 12 months, with an indicative timetable beyond this. Uncertainty resulting from the proposed Planning Bill and the reforms that this will introduce during the course of the next year make it imprudent to present a programme, with certainty, for any longer period. Work undertaken in the next 12 months ends with a Main Issues Report and draft Proposed Plan which can be used to inform community planning activity.
- 2.6 Engagement on the draft programme for next year has already started with Community Councils and Community Council Forums being advised of the likely timetable, and initial preparatory work taking place. Key committee dates have been agreed with Area Committee Clerks for next year. These include dates for initial discussions with Area Committees on the key policy issues that might arise, and the assessment of any development bids that are received. Area Committees should have sight of the Main Issues Report and the draft Proposed Local Development Plan in September 2018 for the document to be referred to Infrastructure Services Committee and authorised for publication in November 2018.
- 2.7 A draft DPS 2019 will also be presented to Area Committees in November 2018 for subsequent approval and publication.
- 2.8 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated and they are satisfied that the report complies with the Scheme of Governance and relevant legislation.

### **3 Scheme of Governance**

- 3.1 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 seeks comment on a recommendation being made to the Infrastructure Services Committee on a matter which impacts the Buchan Area.

### **4 Implications and Risk**

- 4.1 An Equality Impact Assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 1** and the following impacts have been identified which can be mitigated as described:

- Impacts on the young
- Impacts on people with reading difficulties or visual impairment

- 4.2 There are no staffing or financial implications arising as a direct consequence of this report.

- 4.3 The following Risks have been identified as relevant to this matter on a Corporate Level: *Budget Pressures* and *Working with Other Organisations* - Corporate Risk Register. The following Risks have been identified as relevant to this matter on a Strategic Level: *Balancing the Books* - Directorate Risk Registers. It should be noted however that there are no immediate risks at this time as the Committee is being asked to provide comment on the matter prior to it being reported to a future Committee for a decision.
- 4.4 There are no implications from this report on town centres.

**Stephen Archer,**  
**Director of Infrastructure Services**

Report prepared by Piers Blaxter, Policy Team Leader  
Date: 3 October 2017

APPENDIX 1



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure
Section	Planning and Building Standards
Title of the activity etc.	Aberdeenshire Local Development Plan Development Plan Scheme 2018
Aims of the activity	Set out the programme of engagement for 2018 for the Local Development Plan (A statutory requirement)
Author(s) & Title(s)	Planning Policy Team

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	No general evidence of discrimination against people with protected characteristics have been notified to the policy team during the course of the development of the previous Local Development Plan. Issues have been highlighted relating to people who may have sight difficulties or reading difficulties (for example Dyslexia).
Internal consultation with staff and other services affected.	None
External consultation (partner organisations, community groups, and councils).	None

<p>External data (census, available statistics).</p>	<p>Significant populations with protected characteristics are to be found in Aberdeenshire. The development plan impacts on a wide range of communities and it is likely that there is potential for discrimination against multiple protected characteristic groups. Scale of potential impacts is shown simply by the population census statistics relating to younger and older people (26% of the 2011 population were either under 16 or over 75), long term health (15.8% of 2001 residents had a long term limiting illness), ethnic group (Approximately 13900 residents in 2001 were non-white British) and creed (Approximately 2200 residents in 2001 were Hindu, Buddhist, Jewish, Muslim, Sikh or another non-Christian religion).</p>
<p>Other (general information as appropriate).</p>	<p>None</p>

<p>Stage 3: Evidence Gaps.</p>	
<p>Are there any gaps in the information you currently hold?</p>	<p>No.</p>

<p>Stage 4: Measures to fill the evidence gaps.</p>		
	<p>Measures:</p>	<p>Timescale:</p>
<p>What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.</p>	<p>None</p>	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger		Yes		
Age – Older			Yes	
Disability		Yes		
Race – (includes Gypsy Travellers)		Yes		
Religion or Belief			Yes	
Gender – Male/Female			Yes	
Pregnancy and Maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	All groups should be aware of the opportunities set out by the Development Plan Scheme 2018.	Reliance on printed material, public libraries and the internet as means of communication will discriminate against those who have reading difficulties, or for whom new technologies have not been adopted.
		Complex language used in the documents may discriminate against people for whom English is not their first language, or have difficulty reading English.
		The printed form of the documents and reliance on map based information will discriminate against those with sight difficulties.

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	No.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
	Mitigating Steps:	Timescale:
These should be included in any action plan at the back of this form.	All documentation will be prepared in Acrobat PDF format and made appropriate for the "Reader" software within that programme.	March 2018
	The availability of translation services will be highlighted on the document.	March 2018
	Continued use of the online notification will be used to engage with younger age groups, including direct marketing through Facebook.	March 2018

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Particular emphasis on welcoming the views of groups with protected characteristics will be made.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The Development Plan Scheme is an advisory document and does not directly result in decisions by the Authority. Loss of opportunity may result from lack of awareness of opportunities to engage with the process, requiring direct action to ensure that visually impaired members of the community, the young, and non-English speakers can be made aware of the process being implemented.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	None

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes.	1	No negative impacts have been identified – please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen.
Impacts on those with poor reading skills of who have language difficulties are likely. Steps are proposed to mitigate these but it is unlikely that full avoidance of discrimination will be achieved.		

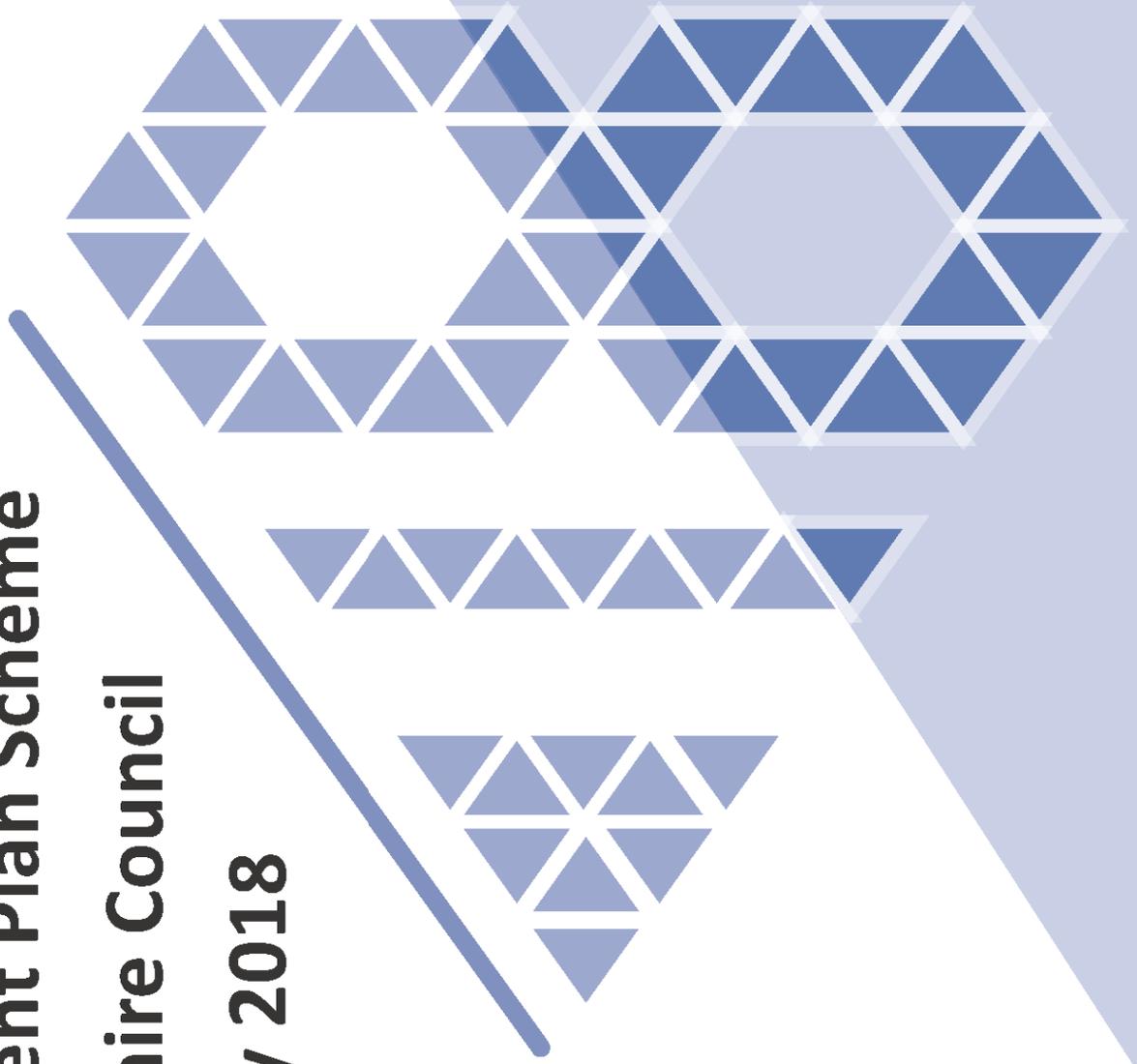
\* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Consultation with the whole of the population of Aberdeenshire Council Area is a demanding task. The Government specifically sets out consultation requirements which must be met. A law of diminishing returns begins to apply if every racial group or other protected community is to be targeted for consultation. A reasonable and realistic approach is promoted in the context of the resources available.

Stage 14: Sign off and authorisation.		
Sign off and authorisation.	Service and Team	Infrastructure Service, Planning and Building Standards
	Title of Policy/Activity	Consultation on Proposed Local Development Plan
	<b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Piers Blaxter Position: Policy Team Leader Date: 3 October 2018 Signature:
	Consultation with Service Manager	Name: Bruce Stewart Date: 3 October 2018
	Authorisation by Director or Head of Service	Name: Robert Gray Position: Head of Planning & Building Standards Date: 3 October 2015
	If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date: 24 October 2017
	EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk	Date: 24 October 2017
	(Equalities team to complete) Has the completed form been published on the website? YES/NO	Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Targeted Facebook advertising used to target young people.	25 January 2018	Spring 2015	Alison Hogge	Increased engagement from young people.	Advertising has financial costs subsumed into policy budget.
PDF documents to be assured with "reader" text for images.	1 October 2017	1 October 2017	Piers Blaxter	Increased response from protected groups.	Production of materials has a financial cost.
Availability of translation services to be printed on rear cover of the document.	25 January 2018	25 January 2018	Piers Blaxter	Increased response from protected groups.	None.

# **Local Development Plan Scheme Aberdeenshire Council January 2018**



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## Aberdeenshire Local Development Plan

## Development Plan Scheme 2018

### 1. Introduction

Every year each planning authority publishes a Development Plan Scheme setting out the timetable for development plan preparation. The Scheme includes a Participation Statement, which sets out how and when people can get involved in the plan preparation. The 2018 Development Plan Scheme (DPS) sets out the programme of work associated with the preparation of the Aberdeenshire Local Development Plan 2021, when this work is planned, what is likely to be involved at each stage and opportunities for communities and/or representatives to contribute to the plan making process. In preparing this DPS the Planning Authority also meets its obligations under 20B of the Planning etc. (Scotland) Act 2006.

The Development Plan for Aberdeenshire currently is made up of the Aberdeen City and Shire Strategic Development Plan 2014 and the Aberdeenshire Local Development Plan 2017.

The Aberdeen City and Shire Strategic Development Plan 2014 is the most recent statement on the direction that has been set by Aberdeen City Council and Aberdeenshire Council for the future development of the North East.

This Strategic Development Plan (SDP) will be reviewed and will likely be replaced by June 2019. The review of the Main Issues Stage for the 2019 SDP has already started.



The current Local Development Plan is the Aberdeenshire Local Development Plan, adopted in June 2017. It covers all of Aberdeenshire, except for that area which is within the Cairngorms National Park which has its own Local Development Plan. The 2017 Plan is supported by 9 elements of Supplementary Guidance (see Appendix 1).







## Aberdeenshire Local Development Plan

## Development Plan Scheme 2018

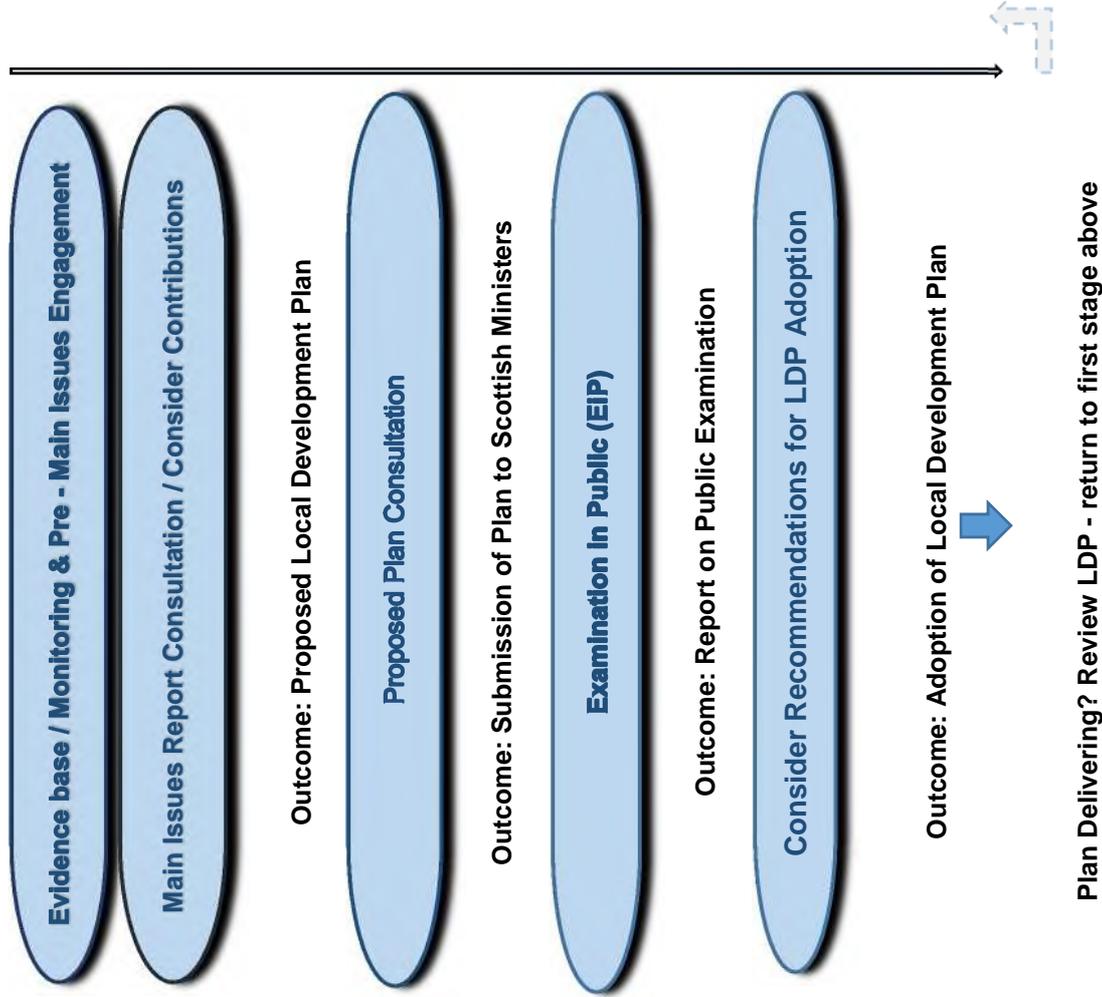
The Planning Authority is required to prepare a Development Plan at least within a year of the previous Development Plan Scheme. The 2017 Development Plan Scheme was approved by Infrastructure Services Committee on the 2 February 2017.

To ensure SDP strategies are implemented quickly, Scottish Ministers expect LDPs to be adopted within two years of the approval of the SDP. Thus to deliver the LDP to timescale a degree of twin-tracking in plan preparation is required and is set out in Figure 1. The proposed SDP timeframe shown in Figure 1 identifies a latest approval date for the SDP in June 2019. This therefore sets the requirement to have the Aberdeenshire LDP 2021 to be adopted by June 2021.

While Circular 6/2013 suggests that the LDP Main Issues Report (MIR) might be published on the basis of a Proposed SDP, it is better to allow time for consideration of responses before publishing the 2021 Main Issues Report for consultation. This will allow cross-cutting/common issues to be considered fully before publishing the Main Issues Report.

Figure 2 opposite sets out the key stages associated with the preparation of the Aberdeenshire Local Development Plan. In the early stages of 'Monitoring and Review' of the Adopted LDP early engagement is critical to both identifying and agreeing the key issues prior to publication of the Main Issues Report (MIR). When published, the MIR will then form the basis for wider public consultation.

Figure 2 - LDP Stages: Activity (and Outcomes)



### 3. How to get involved – Public Participation Statement

This Development Plan Scheme (DPS) will be published to libraries, on the internet and attention drawn to it through Twitter and via press releases.

The principles of community engagement will be benchmarked against “National Standards for Community Engagement” (see Appendix 2), and will take account of responses received through our ‘How was it for you?’ survey conducted in 2016. Groups invited to complete this survey were Community Councils, members of the public who previously engaged with LDP process, and developers. The Citizens Panel also gave views on our processes. Further, we have engaged with Area Committees to get their views on Development Plan preparation and related engagement processes.

A key finding was that **early** and **broad** engagement was very important to all surveyed.

Some of the suggestions gleaned from our ‘How was it for you?’ survey was that we should:

- Increase public awareness of the processes and its stages;
- Advertise more the opportunities for engagement;
- Use more simple language;
- Inform those who took a part on the outcome of their participation;
- Improve the Council website as it is difficult to navigate;
- Improve public awareness (potentially use different venues);
- Provide simpler explanation of the process, when, what, why?
- Drop-in session helpful, should be continued and expanded.

Earlier focus on settlement planning rather than policy has been requested by elected members when taking forward the future engagement process. This will contribute to our promotion of

the ‘Place Standard’ through our Community Planning engagement process.

Identifying and overcoming barriers to engagement will be a key challenge for the Planning Authority. We will identify opportunities with the assistance of our Community Planning partners and Elected Members. It is hoped that by working with Aberdeenshire schools we can better engage with young people.

**4. Key Work Programme tasks for 2017- 18**

Stage	Key Activity	Timing	Involved
Pre- Main Issues Engagement	Brief Community Councils of the forthcoming programme of plan development	September 2017	Planning Officers/ Community Planning
Pre- Main Issues Engagement	Scope Main Issues using the 'Place Standard' Tool at Community Council meetings	October and November 2017	Planning Officers/ Community Planning
Pre- Main Issues Engagement	Seek development site "bids" from the development industry and landowners	January – March 2018	Planning officers
Pre- Main Issues Engagement	Engage with Elected Members to identify their key issues through workshops and seminars	January - February 2018	Planning officers / Elected Members
Pre- Main Issues Engagement	Engagement with Key Agencies regarding emerging Opportunities/ Constrains	January – February 2018	Planning officers & Agencies
Pre- Main Issues Engagement	Workshops /Seminars with Elected Members and Community Councils (Area/Ward level)	May - June 2018	Elected Members & Community Councils
Pre- Main Issues Engagement	Present Main Issues Report and Draft Proposed Plan to Area Committees	August 2018	Elected Members
Pre- Main Issues Engagement	Presentation of Draft Proposed Plan to Infrastructure Services Committee	October 2018	Elected members
Post- Main Issues	Consultation on the Main Issues Report and Proposed Plan	November 2018 - December 2018	General Public

Stage	Key Activity	Timing	Involved
Post- Main Issues	Evaluate responses to the Main Issues Report	January - July 2019	Planning Officers
Post- Main Issues	Revise Draft Proposed Plan to produce Proposed Local Development Plan.	August - October 2019	Planning Officers / Elected members
Post- Main Issues	Consult on Proposed Local Development Plan and Main Issues Report	November 2018	Planning Officers

Early monitoring to gauge the effectiveness of the Development Plan and its delivery can contribute to, as well as facilitate, early engagement. Review of the evidence base that underpins the current Plan is also key to identifying changes that might affect delivery of the Plan.

These changes might be political, economic or environmental.

How well the Development Plan framework is delivering to earlier agreed outcomes within the Plan and related Action Programme will also help identify and agree future 'action' required. There will also be a need to consider fully the Council's Single Outcome Agreement and that the plan assists delivery.

Some review of baseline information can be anticipated from the review of the current SDP and the baseline underpinning this Plan and early stages in preparing the 2019 SDP.

## 5. Stakeholders and Consultees

In addition to those people who have previously advised that they wish to be advised on Development Plan preparation we will also ensure that information on Local Development Plan progress is sent to:

### **Community Groups**

- All Community Councils
- Barthol Chapel Community Association
- Buchan Development Partnership
- Formartine Partnership
- Garioch Partnership
- Kincardine Development Partnership
- Marr Area Partnership
- Scottish Youth Parliament

### **Key Agencies**

- Scottish Natural Heritage
- Scottish Environmental Protection Agency
- Scottish Water
- Scottish Enterprise
- NESTRANS
- Grampian Health Board
- Historic Environment Scotland
- Transport Scotland
- Forestry Commission Scotland
- Marine Scotland

### **Other stakeholders**

- Aberdeen City and Shire Strategic Planning Authority
- Aberdeen City Council
- Angus Council
- The Moray Council
- The Cairngorms National Park
- Aberdeen and Grampian Chamber of Commerce
- Aberdeen Design Forum
- Aberdeen Renewable Energy Group
- Aberdeenshire Environmental Forum
- British Telecom
- Centrica
- Federation of Small Businesses
- Fraserburgh Harbour Board
- Friends of the Earth
- Scottish Fire and Rescue Service
- Grampian House Builders Committee of Homes for Scotland
- Inverurie Business Association (We are Inverurie)
- National Farmers Union
- National Grid plc
- National Trust for Scotland
- North East Banffshire Tourism Trust
- North East Fisheries Development Board
- North East Forest Industries Group
- Peterhead Business Association
- River Dee Salmon Board
- Royal Institute of Chartered Surveyors, North East Branch
- Royal Society for the protection of Birds
- Royal Town Planning Institute
- Scottish Rural and Business Association
- Scottish Wildlife Trust
- SportScotland

## **Aberdeenshire Local Development Plan**

## **Development Plan Scheme 2018**

- Stonehaven Business Association
- UK Offshore Operators Association
- Visit Aberdeenshire

## Aberdeenshire Local Development Plan

### Appendix 1 - Existing Supplementary Guidance and Planning Advice to the 2012 Local Development Plan

All Supplementary Guidance in relation to the Local Development Plan 2012 is available at <http://www.aberdeenshire.gov.uk/planning/LDP>

#### **Supplementary Guidance:**

- [1 Affordable Housing](#)
- [2 The Regeneration Priority Area](#)
- [3 Energetica](#)
- [4 The Coastal Zone](#)
- 5 Local Nature Conservation Sites
- [6 Areas safeguarded or identified as areas of search for minerals development](#)
- [7 Developer Obligations](#)
- [8 Aberdeenshire Forestry and Woodland Strategy](#)
- [9 Special Landscape Areas](#)

#### **Planning Advice**

All current planning advice is available at [http://www.aberdeenshire.gov.uk/planning/plans\\_policies/planning\\_advice.asp](http://www.aberdeenshire.gov.uk/planning/plans_policies/planning_advice.asp)

- 1/2015 Protected Species Surveys
- 2/2015 The River Dee Special Area of Conservation
- 3/2015 Development affecting Natura Sites
- 4/2015 Biodiversity and Development
- 5/2015 Opportunities for Biodiversity enhancement
- 6/2015 Baseline Ecological survey
- 7/2015 Bats and Development
- 8/2015 Bat Survey Requirements
- 9/2015 Buffer Strips

## Development Plan Scheme 2018

- 10/2015 Outdoor Access and Development
- 11/2015 Trees and Development
- 12/2015 Protected trees Guidance
- 13/2015 Landscape Design Guidance
  
- 1 /2014 Strategic Landscape Capacity for Windfarms
- 2 /2014 Wind Turbines - Assessing Noise from Wind Turbine Developments
- 3 /2014 The sequential approach to retail site selection
  
- 5 /2012 Energetica
- 6 /2012 Design. A Technical Advice Note has also been produced.
- 7 /2012 Masterplanning
- 8 /2012 Settlement Character
- 12/2012 Landscape Character Advice for Small Scale Development
- 13/2012 Housing and business development in the countryside and greenbelt
  
- 1 /2010 Timber in construction: Using local timber in sustainable construction - Guidance for North Scotland
- 2 /2010 Microgeneration

Appendix 2 - Ten Standards of Community Engagement

<p>THE TEN STANDARDS OF COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"><li>● We will identify and involve the people and organisations with an interest in the focus of the engagement.</li><li>● We will identify and overcome any barriers to involvement.</li><li>● We will gather evidence of the needs and available resources and use this to agree the purpose, scope and timescale of the engagement and the actions to be taken.</li><li>● We will agree to use methods of engagement that are fit for purpose.</li><li>● We will agree and use clear procedures to enable the participants to work with one another efficiently and effectively.</li><li>● We will ensure necessary information is communicated between the participants.</li><li>● We will work effectively with others with an interest in the engagement.</li><li>● We will develop actively the skills, knowledge and confidence of all the participants.</li><li>● We will feedback the results of the engagement to the wider community and agencies affected.</li><li>● We will monitor and evaluate whether the engagement meets its purposes and the national standards for community engagement.</li></ul>
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Produced By Planning and Building Standards Service  
Aberdeenshire Council

For more information on the Aberdeenshire Local Development Plan see  
[www.aberdeenshire.gov.uk/LDP](http://www.aberdeenshire.gov.uk/LDP)

or contact

Aberdeenshire Local Development Plan  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB

Tel. 01224 664221  
Email: [LDP@aberdeenshire.gov.uk](mailto:LDP@aberdeenshire.gov.uk)

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