

REPORT TO INFRASTRUCTURE SERVICES COMMITTEE – 24 JANUARY 2019

ABERDEENSHIRE LOCAL DEVELOPMENT PLAN 2021 – DRAFT DEVELOPMENT PLAN SCHEME 2019

1 Recommendation

The Committee is recommended to:

1.1 Approve the draft Development Plan Scheme 2019, contained in Appendix 1 of this Report.

2 Background / Discussion

2.1 Under section 20B of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning (Scotland) Act 2006, Aberdeenshire Council is obliged to prepare and publish a Development Plan Scheme for the area at least annually. The obligation is to provide a programme for preparing a Local Development Plan including:

- a) Proposed timetabling.
- b) Details of what is likely to be involved at each stage of the Local Development Plan process.
- c) Details of when consultation is likely to take place and with whom, its likely form and also the steps taken to involve the public in the stages of Plan preparation and review (known as a “Participation Statement”).

The Development Plan Scheme requires to be sent to the Scottish Government and will be tested at any Local Development Plan Examination to ensure that Aberdeenshire Council have conformed with the Participation Statement current at the time when the proposed Local Development Plan was published. Future Development Plan Schemes in 2020 and 2021 are likely to be reviews of the document contained in **Appendix 1**.

2.2 The draft Development Plan Scheme 2019 shows how the obligations contained in the Town and Country Planning (Scotland) Act 1997 as amended by the Planning (Scotland) Act 2006. (Scotland) Act 2006 have been met. It contains:

- a) An introductory section which provides context for the Aberdeenshire Local Development Plan 2021.
- b) A statement on the Aberdeenshire Council’s commitment to engagement on the Plan, including reference to the National Standards for Community Engagement and the SP=EED evaluation technique.
- c) A Development Plan Programme.

- d) A Participation Statement that details what stakeholder engagement has already taken place and what is likely to follow in the remainder of the Plan preparation period. This element is likely to be reviewed to provide greater clarity for the calendar year in which the Development Plan Schemes 2020 and 2021 are published.
- 2.3 A list of existing Supplementary Guidance will remain part of the Development Plan Scheme. However it is not proposed to publish a schedule of those who it is intended to engage directly with. Members have previously commented on the list of consultees and for information the current list is contained in **Appendix 2**.
- 2.4 Members obviously have a key role in the preparation of the Local Development Plan and, in addition to the formal Committee comment and approval process, the Planning Service will look to ensure Members receive regular briefings on progress as well as opportunities to discuss matters with Planning staff as required.
- 2.5 Area Committees were consulted in November and December 2018 for their views on the content of the draft Development Plan Scheme. Clarification was provided on a range of matters although no substantive changes were required to be made to the document. A number of additional consultees were suggested to be added to the list of consultees to be contacted by the Planning Service. Where this is appropriate, these have been added to the consultation list.
- 2.6 Buchan Area Committee suggested that wording should be included to reflect efforts being made to engage specifically with Young People. Reference has been added to the Development Plan Scheme to note the Youth Engagement Pilot Project being undertaken during the Main Issues Report consultation period.
- 2.7 Marr Area Committee suggested that Braemar Community Council should also be added to the list. This Community Council is entirely outwith the Local Development Plan area and their inclusion risks confusing them over the status of their own Cairngorms Local Development Plan and the Aberdeenshire Local Development Plan. It has not been added to the list of consultees although they will receive notification of the various Plan stages as they progress.
- 2.8 Marr Area Committee also suggested that we should add School Parent Councils to the list of consultees. Acting as a consultee on land use planning matters is not identified in Section 8 of the Scottish Schools (Parental Involvement) Act 2006. For Data Protection reasons direct consultation with School Parent Councils is not possible as the Planning Service cannot use the list of contact details used by the Education Service for their own consultation purposes.
- 2.9 Banff and Buchan, Formartine, Garioch and Kincardine and Mearns Area Committees raised no issues that required changes to be made to the draft Development Plan Scheme prior to consideration by Infrastructure Services Committee.
- 2.10 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this Report and their comments are

incorporated within the Report. 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 this item in terms of Section F.1.1c of the List of Committee Powers in Part 2A of the Scheme of Governance. This power enables the Committee to decide all policy and resource issues in relation to Planning and Building Standards.

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 3** and the following impacts have been identified which can be mitigated as described:

- Impact on visually impaired resolved by using “reading” publication software (Adobe Acrobat)

The following impacts have been identified which cannot be fully mitigated as explained:

- Impact on members of the public with mental impairment

- 4.2 There are no staffing and financial implications.

- 4.3 The following Risks have been identified as relevant to this matter from the Corporate Risk Register.

- Reputation management on the basis of not publishing a Development Plan Scheme.
- Social risk through not putting in place a Development Plan Scheme to inform stakeholders of the consultation arrangements for the Local Development Plan 2021.
- Operational Risk Management on the basis of producing a Local Development Plan that does not comply with the obligations of legislation.

- 4.4 There are no risks arising from the Directorate Risk Registers.

- 4.5 The Town Centre First principles have been considered in the Local Development Plan development proposals for each settlement. There are no specific impacts anticipated on town centres.

Stephen Archer

Director of Infrastructure Service

Report prepared by Piers Blaxter, Policy Team Leader
Date 12 December 2018

APPENDIX 1

Aberdeenshire Council - Development Plan Scheme 2019

Introduction

Purpose of a Development Plan Scheme

The Aberdeenshire Council Development Plan Scheme sets out the programme for the preparation of the next Local Development Plan. Its purpose is to inform communities and participants of the programme for production of the Local Development Plan. Aberdeenshire Council is required to include a “Participation Statement” within the Development Plan Scheme that sets out who we will consult with, how, and when.

Review of the Development Plan Process

The Scottish Government is currently reviewing the legislation surrounding the preparation of Local Development Plans and a new Planning Act is anticipated in 2019. A number of changes are proposed to the current Town and Country Planning (Scotland) Act 1997. These include removing the need to produce a Main Issues Report and replacing it with a Draft Plan consultation, and increasing the timeframe of the Plan to 10 years. Supplementary Guidance could be removed and any such guidance could either be placed within the Plan or be produced as planning advice. There will also be an obligation to have regard to Local Place Plans to ensure stronger community engagement.

A list of existing Supplementary Guidance is attached as an Appendix for information.

Many of these changes are dependent on an additional new policy provided by the Scottish Government in the National Planning Framework and Scottish Planning Policy, or secondary legislation to be approved at a later date. It is anticipated that it will be a number of years before all of the outcomes from the revised Act can be implemented. Scottish Government will provide guidance through “transitional arrangements” on the changes from the system currently used to the new system proposed by the new Act. In the meantime, Aberdeenshire Council will continue to prepare a Local Development Plan under the legislative guidance which is current at the time.

What is a Local Development Plan?

The Aberdeenshire Local Development Plan 2017 is a place based land use planning document that contains the policies used by Aberdeenshire Council to determine planning applications and identifies the allocated sites on which development should take place. It covers the whole of the Aberdeenshire area, excluding the Cairngorms National Park, which has its own Local Development Plan.



Figure 1: Map showing Aberdeenshire, its six areas, and the extent of the Local Development Plan

The Local Development Plan is not a promotional strategy, and other documents, such as the Regional Economic Strategy and the proposed Aberdeen City and Shire Strategic Development Plan generally fulfil these functions.

The Aberdeenshire Local Development Plan 2021 will contain statements on the land use vision for the area. It will make recommendations for place based actions to deliver development, based on the overall spatial strategy set by the Aberdeen City and Shire Strategic Development Plan.

What Information is used to Prepare a Local Development Plan

The Local Development Plan reflects national priorities for development set out by the National Planning Framework and Scottish Planning Policy. Currently, the proposed Aberdeen City and Shire Strategic Development Plan sets out broad policy objectives that have to be co-ordinated between Aberdeen City and Aberdeenshire Councils. The Local Development Plan must be consistent with the Strategic Development Plan.

The Local Development Plan reflects and adopts the principles behind a wide range of other plans and strategies prepared by Aberdeenshire Council and our partners, including the Local Housing Strategy, Regional and Local Transport Strategies, Local Place Plans, and the Regional Economic Strategy.

The preparation of the Plan is supported by a number of formal information reviews. The final Plan has to be supported by an Environmental Report from a Strategic

Environmental Assessment. Full consultation has to take place on an interim Report to ensure that we can demonstrate that we have fully considered impacts on the environment from the Plan. An “appropriate assessment” of possible impacts on internationally important natural habitats and species also has to be undertaken.

An Action Programme requires to be drawn up to highlight the constraints to development allocations being taken forward, and to audit who is required to take action to see development delivered. This is published to inform the Proposed Local Development Plan and finalised after the approval of the Local Development Plan itself.

Aberdeenshire Council's Commitment to Engagement

Engagement and consultation are a key part of the Plan making process. As a place based document that is designed to meet local planning needs and aspirations, the Aberdeenshire Local Development Plan strives to reflect the land use changes that people would wish to see in their communities. This principally relates to new land for housing and business, and the protection of valued environmental features and areas.

Aberdeenshire Council has adopted the principles of the updated National Standards for Community Engagement. The seven standards provide a best practice approach to achieving influential community participation, ensuring that any barriers to engagement in the process are overcome based on the needs and available resources of those groups. Engagement methods will be fit for purpose and will enable participants to engage efficiently and effectively. We will ensure that those with an interest in the Local Development Plan understand the issues we are concerned with and are consulting on. We will also encourage them to work effectively with other consultees to provide useful information back to us. At the end of the process we will feed back how we have dealt with the information they have provided.



Conformity with the Participation Statement

To demonstrate how we have taken consultation on the Local Development Plan forward, a “Statement of Conformity with the Participation Statement” will be prepared for consideration by the Reporter at the Local Development Plan Examination stage.

In this we will compare what we said we would do, with what we did. We will use SP=EED[®] to evaluate each of the stages of consultation on the Plan to assess the depth of the consultation undertaken and evidence how we have performed in relation to:

- Whether the purpose of the engagement is clear and people can find out about it easily? Are opportunities to participate clearly explained and opportunities to express opinions publicised?
- Whether the timetable for the engagement process included opportunities for partners to develop their own ideas. Are partners involved in discussing how to co-ordinate their responses?
- Is the information used relevant and accurate? Is it communicated and shared, and is new information from partners sought?
- Is the engagement accessible and does it suit its intended audience? Does it fit the situation, and are there opportunities for discussion?
- Is relevant information made available and do the findings from the engagement processes allow change to be made to the Plan? Are there opportunities for new ideas to be presented and discussed?
- Are relevant groups engaged with, and does this include “hard to reach” groups, possibly with assistance and advice?
- Is the feedback received analysed? Does evaluation of the process take place on an on-going basis?
- Is there a means for lessons from the engagement to be identified, and shared with stakeholders?
- The evaluation will assess our performance in relation to whether we have been informing, consulting, and working in partnership with stakeholders at each stage of the process.

The Development Plan Programme

Purpose of the Development Plan Programme

Within the Development Plan Programme we are obliged to set out Aberdeenshire Council's proposals for reviewing the current Aberdeenshire Local Development Plan 2017 and for preparing the next Aberdeenshire Local Development Plan 2021.

This is a process that moves through the development of key documents and stages of Plan production in a cyclical way. No sooner has one Plan been adopted than we start preparing the next one.

Timescale

We will have until April 2022 to publish the new Local Development Plan under the current legislation, but would wish to adopt the new Plan by the end of 2021. This involves formal stages associated with the Main Issues Report, Proposed Local Development Plan, Examination by Scottish Ministers and, finally adoption of the Plan.

Table 1: Stages of Plan production

Action Proposed	Year / Month												
	2018												
	J	F	M	A	M	J	J	A	S	O	N	D	
Pre Main Issues consultation.													
Prepare Strategic Environmental Assessment (SEA) Scoping Report.													
<i>Prepare SEA report</i>													
<i>Prepare Main Issues Report</i>													
<i>Prepare Draft Proposed Plan</i>													
	2019												
	J	F	M	A	M	J	J	A	S	O	N	D	
Publish Main Issues Report for consultation.													
Publish Draft Proposed Local Development Plan as an online resource to accompany the Main Issues Report.													
Publish Interim Environmental Report for the Strategic Environmental Assessment.													
<i>Evaluate submissions to MIR</i>													
<i>Prepare the Proposed Plan</i>													
Publish Proposed Local Development Plan.													
Publish Environmental Report of the Strategic Environmental Assessment.													
Publish Appropriate Assessment of the Habitats Regulations.													

How to get involved - The Participation Statement

Who we will Consult With

We have identified six main user groups of the Local Development Plan with whom we would like to engage with during its preparation. These groups are:

- Community Councils and other established Community Groups who have a key interest in the wider future of their communities.
- Land development and building interests have a key role in ensuring that an appropriate scale of development is delivered in appropriate locations. This group broadly comprises developers, landowners and agents.
- Key agencies have a role to monitor and contribute to the content of the Local Development Plan to ensure that their interests are appropriately represented. This group includes Government Agencies such as Scottish Natural Heritage and the Scottish Environment Protection Agency.
- Special interest groups designed to promote specific topics within Aberdeenshire, e.g. Friends of the Earth, and The Ballies of Bennachie and, who will be keen to see their specific interests protected.
- Other individuals may have a specific issue that they wish to conserve or see developed. Consultation should be open to all within the community.
- Finally significant engagement is required within Aberdeenshire Council, and with organisations such as Transport Scotland, Scottish Water, and NHS Grampian to ensure that the contents of the Plan are deliverable.

Statement of Methods to be Used

A number of consultation methods will be used to ensure the above groups all have a voice in the preparation of the Aberdeenshire Local Development Plan 2021.

From late 2017 and in 2018 we have already undertaken the following actions:

- Pre-engagement has taken place with Community Councils, land development and building interests, key agencies and special interest groups to ensure that any issues that they have with the existing Local Development Plan are recorded, and where possible addressed. Generally this has been done through stakeholder seminars where an overview of the content and the intent of the current Plan has been presented and options sought for improvements that could be made.
- All 68 Community Councils were offered a “Place Planning” seminar with planning staff. Organised jointly with Community Planning staff, all but two Community Councils took up this invitation. These sessions sought to identify what the local issues were within their community so as to inform the shared vision that we have for settlements and those features that should be protected or enhanced.
- Early engagement has taken place with Elected Members of Aberdeenshire Council with regard to the policies within the existing Local Development Plan 2017 and with regards to the Bids for development received. This has been

carried out to capture Members' comments at an early stage in order that they can be reflected in the Main Issues Report.

- A draft of the Bids to be included in the Main Issues Report Appendices has been made available to Community Councils.
- A programme for the possible consideration of comments by Community Councils has been made, to co-ordinate gathering their views on the Main Issues Report.

The Main Issues Report

There are a number of actions that we propose to take in order to facilitate engagement on the Main Issues Report:

January 2019

- We will introduce clear and distinctive branding on the Local Development Plan documents to make it easily identifiable.
- We will publish statutory notices in the Press and Journal newspaper and place other notices in local newspapers, giving 12 weeks for comments to be made.
- Copies of the Main Issues Report will be published on our website and made available through all public libraries in Aberdeenshire. Copies of supporting information, including a draft Proposed Local Development Plan, will be made available on our website.
- A response pro-forma will be placed on the website.
- We will contact all Community Councils to provide a copy of the formal notice and advise them of the availability of the Main Issues Report along with a response form. An offer of receiving a hard copy of the Main Issues Report will be made. Attention will be drawn to a copy of the draft Proposed Local Development Plan published on the website. Each Community Council will be offered a second visit from a Planning Officer to answer questions and provide advice on the preparation of any submissions.
- We will write to all other stakeholders advising them that the Main Issues Report and a draft Proposed Plan have been published.
- We will publish a short film to assist consultation on the Main Issues Report. This will be available to view on our website.
- We will develop the website to provide information on the Local Development Plan and the process that we are using to consult upon it. The website will be developed to promote the Main Issues Report and encourage on-line submission of representations.

January - March 2019

- The January, February, and March issues of the newsletter will be published which will each focus on key elements of the Main Issues Report.
- We will host drop in events across the major towns in Aberdeenshire to give developers an opportunity to present their development visions to communities. We will visit at least 16 venues across the Local Development Plan area to invite participation in submitting comments on the Main Issues Report.
- We will write to all stakeholders advising them of dates, times and venues for each of the drop-in sessions and publicise them via the newsletter, and the website.
- We will undertake a Youth Engagement Pilot Project to engage young people in the Main Issues Report consultation. A tailored approach for both primary and secondary schools will be developed and will deliver outcomes in the Curriculum for Excellence.

By August 2019

- All representations received will have been catalogued and reviewed. An “Issues and Actions” Report will be produced to identify all comments made and published on the website.
- The Monitoring Report will be updated.

Engagement on the Proposed Aberdeenshire Local Development Plan

The Proposed Plan is the Plan that Aberdeenshire Council would like to see taken forward to adoption, and will be the Plan debated in the Local Development Plan Examination.

December 2019

- We will publish statutory notices in the Press and Journal newspaper, and other notices in local newspapers, allowing at least 6 weeks for people to give us their views.
- We will provide appropriate updates in our newsletter.
- We will place a copy of the proposed Plan and any associated Supplementary Guidance on our website and distribute copies to the Area Offices and all libraries within Aberdeenshire. A response pro-forma will also be placed on the website.
- We will write to all Community Councils with a copy of the statutory notice, a copy of the proposed Plan and a pro-forma and will encourage and offer to help them make representations.
- We will write to all those who engaged with us on the Main Issues Report with a copy of the statutory notice, direction as to where the proposed Plan can be viewed and a pro-forma to help them make representations along with a copy of a Report on how we took account of representations made on the Main Issues Report.

- We will write to all occupiers and neighbours of new development sites, advising them of our inclusion of nearby land within the proposed Plan.
- We will write to all statutory undertakers and adjoining Local Authorities with a copy of the statutory notice, a copy of the proposed Plan and a pro-forma to help them make representations.

By September 2020

- We will acknowledge all responses made to the Proposed Local Development Plan and any Supplementary Guidance, and advise stakeholders on whether any submissions that have been made should result in a change to Aberdeenshire Councils adopted position going into an Examination.
- Summaries of the submissions made to the Proposed Local Development Plan will be prepared. These will be in the form provided by Schedule 4 of the Town and Country Planning (Development Planning) (Scotland) Regulations 2008.
- We will submit to the Scottish Ministers:
 - The Development Plan Scheme 2020.
 - The Proposed Local Development Plan.
 - Any Supplementary Guidance proposed to be published with the Local Development Plan.
 - The Schedule 4 documents.
 - The statement of conformity with the Participation Statement taken from the 2020 Development Plan Scheme.
 - The Monitoring Report (as amended in summer 2019).
 - Copies of the unresolved representations.
 - The Environmental Report from the Strategic Environmental Assessment.
 - The proposed Action Programme.
 - The Habitats Regulations Appraisal Record and associated correspondence from SNH.
- We will submit a notice in the Press and Journal newspaper stating when the Plan was submitted for Examination, making copies available in all main libraries in Aberdeenshire and publishing it on the Aberdeenshire Council website.
- We will defend the Proposed Plan at an Examination in Public, taking into account any changes deemed necessary following receipt of submissions.

Following the Local Development Plan Examination

On receipt of the Local Development Plan Examination Reporter's recommendations:

- We will amend the Plan as instructed, unless there are overriding matters that Aberdeenshire Council cannot accept.
- We will advertise our intention to adopt the Local Development Plan in the Press and Journal.

- We will print the Local Development Plan and lodge it in libraries across Aberdeenshire.
- We will publish the Local Development Plan and any Supplementary Guidance on our website.
- We will advise the Scottish Government of our intent to adopt the Local Development, as modified.
- We will publish the Action Programme.

In the next 12 months we will...

Over the course of 2019 we will report on stakeholders' views on the Main Issues Report and will prepare a Proposed Local Development Plan for formal consultation.

The Local Development Plan newsletter will be a key vehicle that we will use to keep people engaged in the preparation of the Local Development Plan. This is a self-subscribing electronic document published approximately every 4 weeks and with a disclosure check in April of each year. Currently there are 228 subscribers to this facility.

Methods of Monitoring Performance

Full records will be kept of engagement activities to inform the Monitoring Statement on conformity with the current Participation Statement that is required to be submitted to the Examination in 2020. It is unlikely that the Development Plan Scheme to be published in 2020 will vary significantly from the 2019 edition, but an update of the consultation actions undertaken during the calendar year will be provided to support the Proposed Local Development Plan at Examination.

APPENDIX 2

Proposed Consultees

Aberdeen and Grampian Chamber of Commerce
Aberdeen City and Shire Design Review Panel
Aberdeen City and Shire Strategic Planning Authority
Aberdeen City Council
Aberdeen Renewable Energy Group
Aberdeenshire Council Housing Forum
Aberdeenshire Environmental Forum
Aberdeenshire Future Infrastructure Requirements for Services
Aberdeenshire Health and Social Care Partnership/ IJB
Aberdeenshire North Access Panel
Aberdeenshire South Access Panel
Aberdeenshire Voluntary Action
Aberdeenshire Youth Forum
Alvah and Forglan Community Council
Angus Council
Arbuthnott Community Council
Auchterless and Inverkeithney and Fisherford Community Council
Ballater and Crathie Community Council
Ballater Business Association
Banchory Community Council
Banchory Business Association
Banff and Macduff Community Council
Banffshire Partnership
Banff Safety Group
Belhelvie Community Council
Benholm and Johnshaven Community Council
Bennachie Community Council
Birse and Ballogie Community Council
Boddam and District Community Council
British Telecom
Buchan Development Partnership
Buchan East Community Council
Buchanhaven Heritage Trust
Cairngorms National Park Authority
Catterline, Kinneff and Dunnottar Community Council
Cluny, Midmar and Monymusk Community Council
Cornhill and Ordiquhuill Community Council
Crathes, Drumoak and Durris Community Council
Crimond Area Tenants & Residents Association
Crimond Community Association
Cromar Community Council
Cruden Community Council
Cruden Bay Community Association
Dee District Salmon Fishery Board and River Dee Trust
Deer Community Council
Defence Infrastructure Organisation
Deveron, Bogie and Isla Rivers Charitable Trust
Deveron River Board Trust
Don River Board Trust
Donside Community Council
Echt and Skene Community Council
Edzell Woods Owners Group
Ellon Community Council
Ellon Traders Association
Fetterangus Community Association
Feughdee West Community Council
Fintray Community Council
Finzean Community Council
Fisherford Amenities Association
Fordyce and Sandend Community Council
Forestry Commission Scotland
Foveran Community Council
Fraserburgh and District Community Safety Group
Fraserburgh Community Council
Fraserburgh Development Trust
Fraserburgh Harbour Board
Friends of the Earth
Fyvie and District Amenities Committee
Fyvie, Rothie, Monquhitter Community Council
Glenbervie and District Community Association
Gourdon Community Council
Grampian Health Board
Grampian House Builders Committee of Homes for Scotland
Gypsy / Traveller Youth Assembly
Hatton Area Residents Association
Historic Environment Scotland
Huntly Community Council
Huntly and District Development Trust
Invercairn Community Council
Inverurie Community Council

Inverurie Business Association (We are Inverurie)
 Inverurie Business Improvement District Group
 Kemnay Community Council
 Kincardine Development Partnership
 Kincardine O'Neil Community Association
 King Edward and Gamrie Community Council
 Kintore and District Community Council
 Laurencekirk Development Trust
 Longside and District Community Council
 Lumphanan Community Council
 Luthermuir Village Improvement Group
 Marine Scotland
 Marr Area Partnership
 Maud Community Association
 Mearns Community Council
 Meldrum and Bourtie Community Council
 Methlick Community Council
 Mid Deeside Community Council
 Mintlaw and District Community Council
 Monquhitter Amenities Association
 Moray Council
 Moss of Cruden Community Association
 National Farmers Union (Scotland)
 National Grid plc
 National Trust for Scotland
 NESTRANS
 New Aberdour, Tyrie and Pennan Community Council
 New Deer Community Association
 New Machar Community Council
 New Pitsligo Community Council
 Newtonhill, Muchalls, Cammachmore Community Council
 North East Forest Industries Group
 North Kincardine Community Council
 Old Deer Community Association
 Opportunity North East
 Our Mearns Tourism Association
 Peterhead Community Council
 Peterhead BID Group
 Police Scotland
 Portlethen and District Community Council
 Peterhead Port Authority
 Portsoy and District Community Council
 Portsoy Community Enterprise
 Rathen Memsie and Area Community Council
 Rora Community Association
 Rothienorman Community Association
 Rosehearty Community Council
 Royal Burgh of Inverbervie Community Council
 Royal Society for the Protection of Birds
 Royal Town Planning Institute
 Scottish Enterprise
 Scottish Environment Protection Agency
 Scottish Fire and Rescue
 Scottish Government
 Scottish Land and Estates
 Scottish Natural Heritage
 Scottish Water
 Scottish Whitefish Producers Association
 Scottish Wildlife Trust
 Scottish Youth Parliament
 Slains and Collieston Community Council
 SportScotland
 St. Combs and Charleston Community Association
 St. Fergus Community Association
 Stonehaven and District Community Council
 Stonehaven Business Association
 Stonehaven Town Partnership
 Stagecoach
 Strathbogie Community Council
 Strichen and District Community Council
 Stuartfield and District Community Association
 Tap'O'Noth Community Council
 Tarland Development Group
 Tarves Community Council
 The Bailies of Bennachie
 The Boyndie Trust Ltd
 The Federation of Small Businesses
 The Garioch Partnership
 The Scottish Seafood Association
 Torphins Community Council
 Transport Scotland
 Turriff and District Community Council
 Turriff Business Association
 Udney Community Council
 UK Offshore Operators Association
 Visit Aberdeenshire
 Visit Scotland

Westhill and Elrick Community Council
Whitehills and District Community
Council
Ythan Community Council
Ythan Community Sports Hub
Ythanbank Residents Association

APPENDIX 3
EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Planning and Building Standards
Title of the activity etc.	Development Plan Scheme 2019
Aims of the activity	Identify timetable and consultation methods to be used in preparation of the Aberdeenshire Local Development Plan 2021.
Author(s) & Title(s)	Piers Blaxter, Policy Team Leader

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Assessment of performance of Aberdeenshire Local Development Plan 2017 (ALDP 2017)
Internal consultation with staff and other services affected.	None.
External consultation (partner organisations, community groups, and councils).	Review of other Planning Authorities Development Plan Schemes.
External data (census, available statistics).	Use of statistics relating to past engagement with previous Development Plan Schemes.
Other (general information as appropriate).	None.

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

Stage 4: Measures to fill the evidence gaps.		
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.	Measures:	Timescale:
	None	

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?		
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.		Impact on visually impaired members of the public, including those with a disability. They are unable to read the maps.
		Impact on some members of the public with mental impairment, including those with a disability. In some cases they may be unable to understand either the time-series of the Local Development Plan or the consultation events at which they could make a difference.

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?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	Attention will be drawn to the facility in Adobe Acrobat Reader to read documents aloud as required.	In the final document

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	None.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
There are no issues associated with equalities in the document.

Stage 11: What equality monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal	
These should be included in any action plan (for example customer satisfaction questionnaires).	Complaints made against the Local Development Plan 2021 Development Plan Scheme will be logged and assessed for disability discrimination issues.

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.
	Negative impacts will be mitigated through the use of a PDF reader facility.	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

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

Planning is a very visual subject, requiring reference to maps and plans which are not easily translatable for people with a visual impairment. Actions are proposed to minimise these impacts. Other disabled groups, particularly those with cognitive disabilities are also hard to engage with, but with no obvious solution at this time.

Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team	Piers Blaxter		
	2) Title of Policy/Activity	Aberdeenshire Local Development Plan 2021 Main Issues Report		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Piers Blaxter Position: Team Leader Date: 18 October 2018 Signature: Piers Blaxter	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Bruce Stewart Date: 19 October 2018		
	5) Authorisation by Director or Head of Service	Name: Robert Gray Position: Head of Service Date: 5 November 2018	Name: Position: Date:	
	6) 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. Communities Committee.			Date:
	7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	