

REPORT TO INFRASTRUCTURE SERVICES COMMITTEE – 14 MAY 2020

ABERDEENSHIRE LOCAL DEVELOPMENT PLAN 2021 – REVISED DEVELOPMENT PLAN SCHEME 2020

1. Reason for Report / Summary

- 1.1 To consider the revised Development Plan Scheme prepared to support the preparation of the Aberdeenshire Local Development Plan 2021 (**Appendix 1**).

2. Recommendation

The Committee is recommended to:

- 2.1 Approve the revised Development Plan Scheme 2020.**

3. Purpose and Decision-Making Route

- 3.1 The preparation of a Local Development Plan is a statutory process and Aberdeenshire Council is required to submit a “Proposed Local Development Plan” to Scottish Ministers for Examination. This represents the settled view of the Council as to the form and content of the Local Development Plan 2021 and was agreed by Aberdeenshire Council on 5 March 2020.
- 3.2 On at least an annual basis, a “Development Plan Scheme” must be prepared to inform stakeholders of the stage that the development plan is currently at and to identify the nature of the consultation being undertaken to inform its content. In light of ongoing restrictions associated with the Covid-19 outbreak and the impact this has had on the participation statement previously agreed, we believe it prudent to publish a revised Development Plan Scheme for 2020.

4. Discussion

- 4.1 The revised Development Plan Scheme 2020 continues to present the principles established in the 2019 Scheme, and the initial Development Plan Scheme 2020 agreed by the Council’s Infrastructure Services Committee on 12 March 2020 following consideration by Area Committees.
- 4.2 The Coronavirus (Scotland) Act which received Royal Assent on 6 April 2020 includes provision to allow Planning Authorities to undertake public consultation without the need to make physical documents available for inspection, for example in libraries or planning offices. A recent letter issued by the Chief Planner states: “Planning has a crucial part to play within and beyond the immediate emergency. A high performing planning system will have a critical role in supporting our future economic and societal recovery, and our future health and wellbeing” it also encourages Planning Authorities to continue with the Plan-making process throughout this period of uncertainty.

- 4.3 Given the impact of social distancing measures and changes introduced through the emergency legislation, we have considered it appropriate to publish a revised Development Plan Scheme for 2020 with a new participation statement outlining the engagement to be undertaken associated with the Proposed Local Development Plan 2020. Changes to the Development Plan Scheme previously considered by Infrastructure Services Committee on 12 March are highlighted in yellow in **Appendix 1**.
- 4.4 **Appendix 1** details the engagement being promoted for 2020 following publication of the Proposed Local Development Plan. As a change from the initial Development Plan Scheme, we now propose to pursue a consultation that is largely focused towards online means of engagement. Emergency legislation means that at this time we are not required to place a copy of the Proposed Local Development Plan in libraries or planning offices for inspection. Instead, the Proposed Local Development Plan will only be available to view online. In place of the 9 drop-in events, we now propose to engage with stakeholders, including Community Councils, utilising electronic means such as virtual drop-ins and Q&A sessions delivered via a webinar format.
- 4.5 We also propose to bolster our existing online presence by increasing the frequency of the Local Development Plan e-newsletter in the lead up to and during the eight-week consultation period. We will utilise social media platforms to publicise the Proposed Local Development Plan as well as promoting the production of three short films on the Plan-making process.
- 4.6 Changes brought about by the current circumstances present an opportunity for Aberdeenshire Council to embrace engagement through alternative means than purely relying on face-to-face interaction. Innovative ways of communicating with, and meeting customers and stakeholders 'virtually' will be adopted, where possible. This provides an opportunity to also learn for future engagement and consultation undertaken by the Council. Whilst it is recognised that the lack of engagement through the provision of physical documents and face to face communication throughout the consultation period will not suit everyone, it is hoped that this pragmatic approach will reach as wide an audience as possible in the circumstances. Continuing the consultation in this way will ensure the next stages towards the adoption of the Local Development Plan are not further delayed.
- 4.7 As per the initial Development Plan Scheme, we will notify all neighbouring properties to proposed development sites and views will be sought on the proposals.
- 4.8 Likewise, all those who made comments on the Main Issues Report will be contacted and expressly invited to examine the outcomes of the Council's deliberations on the issues identified during the Main Issues Report stage. All Community Councils will be contacted and invited to make comment. Comments will also be sought from "Key Agencies" as defined in Circular 6/2013 "Development Planning" (paragraphs 151 to 155) and neighbouring Planning Authorities. Where there are no Community Councils within an area, the Service will liaise with Community Planners to identify appropriate community and 'hard to reach' groups. Likewise, other social media mechanisms will be used to engage with as broad an audience as possible.

- 4.9 The revised Development Plan Scheme also continues to outline the draft programme for Examination and Adoption of the new Aberdeenshire Local Development Plan by the end of 2021.
- 4.10 In order to allow these revised consultation methods to be put in place, we anticipate that there will be a short delay to the publication of the Proposed Local Development Plan 2020 and launch of the formal consultation period. The consultation period previously agreed by Aberdeenshire Council of 27 April 2020 to 19 June 2020 is now proposed to commence on 25 May 2020 and close on 17 July 2020.
- 4.11 Following approval, the revised Development Plan Scheme 2020 will be published on the Council's website and two copies sent to Scottish Ministers. Copies will be placed in each library within Aberdeenshire once this service have been fully reinstated.

5. Council Priorities, Implications and Risk

- 5.1 This Report helps deliver **Council Priority 1 - Support a strong, sustainable, diverse and successful economy**, through promoting debate on the multiple opportunities for the safeguarding and development of land for business, protecting town centres, and promoting special employment use.
- 5.2 This Report helps deliver **Council Priority 2 - Have the best possible transport and digital links across our communities**, by promoting a settlement strategy which is based on our main road network, rail routes and public transport opportunities, and by promoting future development of digital telecoms.
- 5.3 This Report helps deliver **Council Priority 6 - Have the right mix of housing across all Aberdeenshire**, by promoting debate on diversity of the house types and tenures in all new developments in Aberdeenshire.
- 5.4 This Report supports **Council Priority 8 - Work to reduce poverty and inequalities within our communities**, through providing debate on the obligations on new development to meet affordable housing needs.
- 5.5 The table below shows whether risks and implications apply if the recommendations are agreed. Risks and implications have been assessed in relation to the Local Development Plan which is prepared in the context of the Development Plan Scheme.

Table 1 Risks and Implications

Subject	Yes	No	N/A
<i>Financial</i>	✓		
<i>Staffing</i>	✓		
<i>Equalities</i>	✓		
<i>Fairer Scotland Duty</i>	✓		
<i>Town Centre First</i>	✓		
<i>Sustainability</i>	✓		

Children and Young People's Rights and Wellbeing	✓		
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Financial & Staffing

- 5.6 The financial and staffing implications in producing and implementing the Development Plan Scheme are covered within existing budget.

Equalities

- 5.7 Equalities represents an important legal obligation in preparing the Proposed Local Development Plan. The general Equalities Statement is contained within the Development Plan Scheme 2019, considered by Infrastructure Services Committee on 24 January 2019 and previously in the January 2018 Development Plan Scheme, when the project was started. An Equality Impact Assessment (EqIA) has been prepared (**Appendix 2**). Changes have been incorporated from comments received following consideration by the Area Committees during January 2020. It should be noted that **Appendix 2** provides the EqIA minus **Annex 1 - Equality Impact Assessment of proposed policies and land allocations on 'Protected Groups'**. The entire EqIA with **Annex 1** is available on the [E Committee Pages](#).

Reference is made to the Equalities Impact Assessment, which does not result in a differential impact on any of the protected characteristics of stakeholders. Where impacts have been identified then steps are also identified to remove inequality.

The Fairer Scotland Duty

- 5.8 The Fairer Scotland Duty places a legal responsibility on Aberdeenshire Council to actively consider ('pay due regard to') how they can reduce inequalities of outcome caused by socioeconomic disadvantage. Consultation on the Proposed Local Development Plan is available to all social groups. It is consistent with ensuring that the principle of "the right development in the right place", as required by Scottish Planning Policy, is addressed.

Town Centres

- 5.9 The Proposed Local Development Plan seeks to promote and conserve existing town centres. Previously a Town Centre First Principle Impact Assessment, had been considered by this Committee on 3 October 2019 (Item 7, Appendix 4) and has demonstrated positive outcomes.

Sustainability

- 5.10 The Climate Change (Scotland) Act 2009, as amended by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, introduces a legal obligation for public bodies to address climate change through the Public Bodies Climate Change Duties. Consideration has been given to the consultation process and the choice and accessibility of chosen venues. All drop-in events identified in the Development Plan

Scheme are to be held in central locations with good public transport links, and generally within walking distance for a number of customers. Elements of the process have reduced the use of paper and printing. The use of links to webpages and the use of social media has increased to reduce the impact of producing and disseminating documents.

Wellbeing and Children’s Rights

- 5.11 The Local Development Plan can have a significant effect on child wellbeing. Principal aspects of the Plan that may affect children and young people include the proposals for future housing (including affordable housing), open space and education provision. All children would be affected by these matters but are not excluded by the consultation methods suggested. Likewise, while the Plan supports a number of Children’s Rights (UNCRC), the Development Plan Scheme is only relevant to Article 12 Engagement and consultation with children and young people.
- 5.12 The following impacts on Children’s Rights are supported by the Local Development Plan. These are also linked to the Fairer Scotland Duty:

Table 3 Impact on Children’s Rights

Children’s Rights (UNCRC)	Provisions
<p>Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.</p> <p>Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child’s day to day home life.</p> <p>Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.</p>	<ul style="list-style-type: none"> • Provision of active play spaces contributes to Article 3 – the best interests of the child. • Engagement and consultation with children and young people informed the recommendations in this Report. This contributes to Article 12 – respect for the views of the child. • Provision of active play spaces contributes to Article 24 – health and safety services. • Provision of land for homes and jobs contributes to Article 27 – adequate standard of living. • Provision of active play spaces contributes to Article 31 – Leisure, play, and culture.

<p>Article 27 (adequate standard of living) Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.</p> <p>Article 31 (leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.</p>	
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Risks

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

- ACORP005: Working with other organisations (e.g. supply chains, outsourcing, partnership working and commercialisation). A wide range of partner organisations are dependent on the Local Development Plan to achieve our common objectives.
- ACORP006: Reputation management (including social media). Development management is a key element of the interface between many thousands of households and Aberdeenshire Council on an annual basis. It is important that the Proposed Local Development Plan is seen to be a robust and credible document to maintain the Council's high reputation.
- ACORP007: Social risk (e.g. population changes, poverty & social inequality, demographic changes, crime, antisocial behavior). The Proposed Local Development Plan is intrinsically associated with meeting the needs of a future population and responding to demographic changes.
- ACORP010: Environmental challenges e.g. extreme weather events, climate change (this includes localised risks around flooding and air pollution and the need for communities to display resilience). Climate change is a key theme in the Proposed Local Development Plan.

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

- BSSR004 Community Empowerment: The Proposed Local Development Plan has been the subject of extensive discussions with Community Councils and other Community Groups. However, not all decisions may support their viewpoint and there may be disappointment that some views have not been adopted.
- ISSR001 Active Travel: All drop-in events identified in the Development Plan Scheme are to be held in central locations with good public transport links, and generally within walking distance for a number of customers. It is not feasible to

either increase the number of drop-in events being held during the eight-week formal consultation period or substitute in favour of other locations.

6. Scheme of Governance

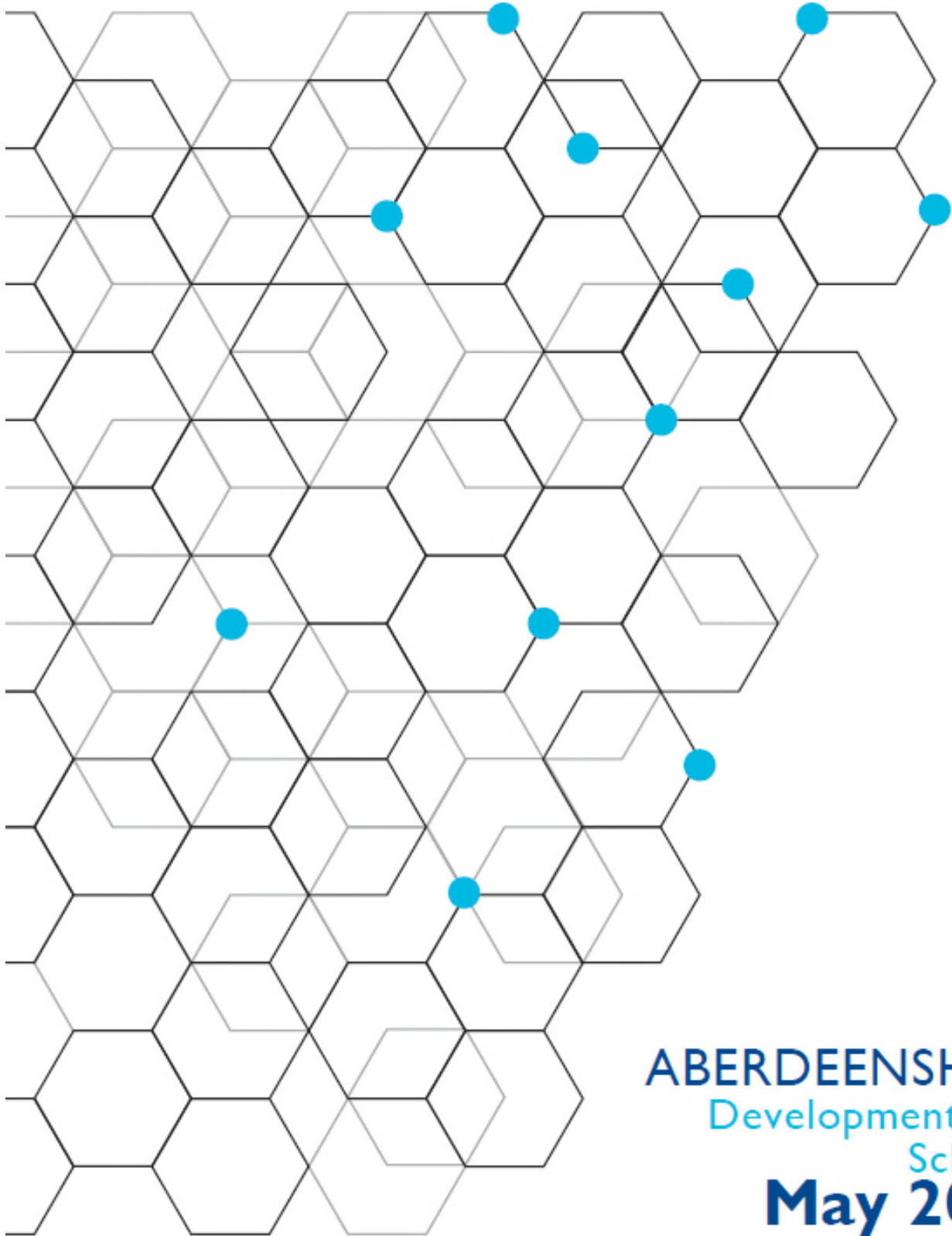
- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this Report and their comments are incorporated within the Report. They are satisfied that the Report complies with the Aberdeenshire Council's Scheme of Governance and relevant legislation.
- 6.2 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 Environment.

Stephen Archer Director of Infrastructure Services

Report prepared by Ailsa Anderson, Senior Policy Planner
Date 9 April 2020

List of Appendices:

- Appendix 1** Aberdeenshire Local Development Plan Revised Development Plan Scheme 2020
- Appendix 2** Equality Impact Assessment (EIA)



ABERDEENSHIRE
Development Plan
Scheme
May 2020

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Aberdeenshire Local Development Plan

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Introduction

This forms the second Development Plan Scheme prepared by Aberdeenshire Council in 2020. The initial Development Plan Scheme 2020 was agreed by Aberdeenshire Council on 12 March 2020 however, this was prior to the UK entering virtual 'lockdown' in response to the Covid-19 pandemic.

The Coronavirus (Scotland) Act received Royal Assent on 6 April 2020 and includes provision to allow Planning Authorities to undertake public consultation without the need to make physical documents available for inspection, for example in libraries or planning offices. A letter issued by the Chief Planner on 3 April echoed this and encouraged Planning Authorities to continue progress on delivering new Local Development Plans.

Given the impact of social distancing measures and changes introduced through the emergency legislation, we have considered it appropriate to publish a revised Development Plan Scheme for 2020 with a new participation statement for engagement associated with the Proposed Local Development Plan 2020.

Purpose of a Development Plan Scheme

This Development Plan Scheme sets out the current programme for preparing the Aberdeenshire Local Development Plan 2021. It is designed to inform stakeholders of the programme of work that will deliver a new Local Development Plan for the Aberdeenshire Council area by the end of 2021.

It contains a "Participation Statement" that sets out the programme of consultation and scrutiny of the emerging Local Development Plan.

The Planning (Scotland) Act 2019 which received royal assent in July 2019 is continuing to come into effect section by section. Many of the good things promoted by the Act will be included in future Development Plan Schemes once regulations relevant to development planning come forward. We anticipate that changes introduced through the Act for development planning will not result in fundamental changes to the emerging Plan, due to the current stage we are at in its preparation.

What is a Local Development Plan?

In Scotland the development plan system sets out the framework within which development management decisions should be taken on the use of land. It identifies both policies and allocations of land where development should be allowed or prohibited. It covers the whole of the Aberdeenshire Council area, apart from the Cairngorms National Park which has its own Local Development Plan.

Figure 1 Aberdeenshire Local Development Plan Area



Engagement and participation on the production of the Plan is of great importance, as it is an accessible and public element of the Council's business and has a great influence on the places where people live and work. The Plan draws on other public strategies of Aberdeenshire Council and reflects the transport, housing, and economic development strategies that we currently use, all influenced by the Aberdeen City and Shire Strategic Development Plan, National Planning Framework, and Scottish Planning Policy, amongst others. It sets out a land use vision for the area to complement these other strategies.

To achieve full and comprehensive engagement we ensure that the Local Development Plan 2021 adopts the One Aberdeenshire principles and seeks to deliver the National Standards for Community Engagement as a principle on which consultation takes place.

Checks and Controls

In delivering the Plan there are a number of checks and balances in place. These include the Strategic Environmental Assessment of the Plan, which sets out in an Environmental Report, the potential adverse impact of the Plan's content on wide environmental criteria. We use this to test sustainable development delivery through the Plan, seeking to avoid adverse environmental impacts on a very wide range of criteria.

Likewise, an assessment under the Habitats Regulations is undertaken, which identifies unavoidable environmental impacts on sites of European natural conservation interest from development in the Plan area.

Equalities represents an important legal obligation in preparing the Local Development Plan. An Equality Impact Assessment will be prepared to accompany the Proposed Local Development Plan to assess the potential impact of policies and proposals on protected groups covered by the equality duty, and to assess socio-economic disadvantage as per the Fairer Scotland duty.

Furthermore, the Plan is subject to an independent public Examination by a person appointed by the Scottish Ministers. This Local Development Plan Examination will consider any unresolved matters arising from the publication of the Proposed Local Development Plan, seeking to ensure the process is understandable and transparent to members of the public, and to identify deficiencies there may be in the Plan.

A Delivery Programme (formerly known as an Action Programme) will be drawn up to highlight any constraints to development allocations being taken forward, and to identify who is required to take action in order for development to be delivered.

[Aberdeenshire Council's Commitment to Engagement](#)

Ultimately engagement and consultation remain 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 reflects the land use changes that people would wish to see in their communities.

Aberdeenshire Council has adopted the principles of the updated National Standards for Community Engagement. These 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 as far as it is practical to do so. 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 encourage them to work effectively with other consultees to provide useful feedback to us. Particular emphasis will be placed on engagement through the education system. At the end of the process, we will feedback how we have dealt with the information they have provided.



We demonstrate consultation on the Local Development Plan through the publication of a “Statement of Conformity with the Participation Statement” for consideration by the Reporter to the Examination. We will use SP=EEED[®] to evaluate all the stages of the Local Development Plan, to assess the depth of consultation we have undertaken and how well we have performed in relation to:

- Are we clear regarding the purpose of the engagement?
- Is the timescale provided appropriate?
- Is the information used relevant and accurate?
- Is the engagement process accessible?
- Do the relevant findings from the engagement process allow changes to be made to the Plan?
- Are relevant and “hard to reach” groups engaged with?
- Is the feedback received analysed?
- Is there a means for lessons from the engagement to be identified and shared with stakeholders?

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, an Examination by Scottish Ministers, and finally adoption of the Plan.

Stages of Plan Production

Stage	Strategic Environmental Assessment ('SEA') stage	Proposed Date
1. Pre Main Issues consultations	Prepare SEA Scoping Report	Until January 2019
2. Publish Main Issues Report for consultation. Publish Draft Proposed Local Development Plan for consultation	Publish Interim Environmental Report for the Strategic Environmental Assessment	From 14 January to 8 April 2019
3. Publish (electronically) Proposed Local Development Plan for consultation	Publish (electronically) Strategic Environmental Assessment (SEA) - Environmental Report of the Proposed Local Development Plan	May to July 2020
4. Submit Proposed Local Development Plan to Scottish Ministers for Examination	Publish Strategic Environmental Assessment (SEA) - Environmental Report of the Proposed Local Development Plan consultation responses	December 2020 for Examination from January 2021
5. Adopt the Local Development Plan		June to September 2021 for adoption by 31 December 2021
6. Publish Delivery Programme	Prepare Strategic Environmental Assessment (SEA) post adoption statement	January 2022

How to Get Involved – The Participation Statement

Who we will Consult

We have identified six main user groups of the Development Plan with whom we would like to engage with on its production:

- Community Councils and other Community Groups are formal gatherings of interested local parties with 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 places. This group broadly comprises developers, landowners, and agents.
- Key agencies have a role to monitor and police 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 formed to promote specific topics within Aberdeenshire, such as Friends of the Earth, The Bailies of Bennachie, and the Scottish Association of Young Farmers Clubs 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 Transport Scotland, Scottish Water, and NHS Grampian to ensure that any Plan is deliverable.

A database of consultees is maintained by the Planning and Environment Service and updated regularly. Non-statutory stakeholders have the opportunity to withdraw from receiving notifications sent regarding the progress of the Plan.

Statement of Methods to be Used

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

From late 2017 and throughout 2018 and 2019 we have already undertaken the following actions:

- Distinctive branding on the Local Development Plan documents has been implemented to provide a clear identity.
- Pre-engagement took 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 actioned. 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 undertaken.

- Likewise, all Community Councils were offered a “Place Planning” seminar with planning staff. Run with Community Planning staff, we had a very high level of participation from the Community Councils. These sessions sought to identify what the local issues were within a community so as to inform the shared vision that we have for the settlement and identify those features that should be protected or enhanced. The Place Standard Tool was used in this engagement process.
- Engagement was undertaken with Elected Members and representatives of Community Councils during the bid assessment process such that comments on policies and proposals could be captured at an early stage and reflected in the Main Issues Report.
- The Main Issues Report was published on 14 January 2019. Statutory notices were published in the Press and Journal Newspaper giving 12 weeks for people to give us their views.
- Copies of the Main Issues Report were made available through all public libraries in Aberdeenshire. The Main Issues Report was also made available online alongside a Draft Proposed Local Development Plan as a tool to aid with interpretation of the Main Issues Report.
- A response pro-forma was placed on the website.
- We wrote to all Community Councils providing formal notice of the publication of the Main Issues Report and advising them that the Main Issues Report together with a Draft Proposed Local Development Plan, the response form and all related documents were available online. Each Community Council was offered additional visits from a Planning Officer to answer any questions and support their submission.
- We wrote to all other stakeholders advising them that the Main Issues Report and a Draft Proposed Plan had been published, and to invite responses.
- We developed the website to provide information on the Local Development Plan and the process that we are using to consult upon it. The website has been developed to promote the Main Issues Report and encourage electronic submission of representations.
- We visited 17 community venues across the Local Development Plan area at drop-in sessions to invite public participation by submitting comments on the Main Issues Report.
- We undertook a Youth Engagement Pilot project which saw Planning Officers engage with 14 primary schools and 2 secondary schools across Aberdeenshire. This equated to approximately 450 young people. The project was shortlisted for a Scottish Award for Quality in Planning 2019.
- All representations received were catalogued and reviewed. An ‘Issues and Actions’ Report was produced to summarise all comments made, to establish the issues raised, and identify if and what actions are required.
- Special Area Committee meetings were held during August and September 2019 for the purpose of presenting and discussing the Issues and Actions concerning policies and proposals for each of the six Administrative areas. Recommendations and comments received from the Area Committees were subsequently reported to and considered by the Council’s Infrastructure Services Committee in October 2019.
- The Monitoring Report has been updated.

Engagement on the Proposed Aberdeenshire Local Development Plan

The Proposed Local Development Plan 2020 is the Plan that Aberdeenshire Council would like to see taken forward to Adoption and will be the Plan debated at Examination. Following approval by Aberdeenshire Council on 5 March 2020, the Proposed Local Development Plan became known as “the settled view of the Council”.

In amendment to the previously agreed consultation period, the Proposed Local Development Plan consultation is now scheduled to commence on 25 May 2020, closing on 17 July 2020.

During May to July 2020:

- We will publish statutory notices in the Press and Journal newspaper, and other notices in local papers, including how people can engage via electronic means, allowing eight weeks for people to give us their views.
- We will provide appropriate updates to our e-newsletter and use a range of social media to keep people informed.
- We will place a copy of the Proposed Local Development Plan on our website. This will include a downloadable PDF version as well as an interactive online Proposed LDP.
- A response pro-forma will also be placed on the website. Hard copy response forms will be distributed upon request.
- We will upload to the website short films about the Proposed Plan and how to submit a representation.
- We will undertake engagement with stakeholders, including Community Councils, via electronic means, whether this be via virtual drop-ins/ opportunity for question and answer sessions delivered via a webinar format.
- We will write to all Community Councils to provide formal notice of the publication of the Proposed Local Development Plan, advising them that the Plan, the response pro-forma, and all related documents will be available online with hard copies available on request, and inviting them to make representations.
- We will write to all those who engaged with us on the Main Issues Report notifying them that the Proposed Local Development Plan has been published and directing them to where the document can be viewed and pro-forma to help them make representations.
- We will notify in writing, the owners, lessees or occupiers of land neighbouring (i.e. within 20 metres of) proposed allocations identified in Proposed Local Development Plan.
- We will write to all statutory undertakers including the Scottish Government and adjoining Local Authorities with a copy of the statutory notice, a link to the Proposed Local Development Plan and response form to help them make representations.
- We will liaise with Community Planners and representatives of ‘hard to reach’ groups to identify engagement methods suitable for these particular groups.

- We will refer to the Children's Charter in order to link with young people and write to all schools in Aberdeenshire advising them of the publication of the Proposed Local Development Plan and invite pupils to make comments.

By December 2020

- We will acknowledge all responses made to the Proposed Local Development Plan and advise stakeholders on whether any submissions that have been made should result in a change to Aberdeenshire Council's 'settled view' going into an Examination. The Examination will consider any unresolved matters raised by respondents.
- 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 Proposed Local Development Plan;
 - Appendices proposed to be published with the Local Development Plan;
 - the Schedule 4 documents;
 - the Development Plan Scheme 2020;
 - the Statement of Conformity with the Participation Statement taken from the 2020 Development Plan Scheme;
 - the Monitoring Report (2019);
 - copies of the unresolved representations;
 - the Environmental Report from the Strategic Environmental Assessment;
 - the Equality Impact Assessment;
 - the Proposed Delivery Programme; and
 - the Habitats Regulations Appraisal Record and associated correspondence from Scottish Natural Heritage (SNH).
- We will submit a notice in the Aberdeenshire edition of the Press and Journal newspaper stating when the Proposed Local Development Plan was submitted for Examination, and where and when the Plan may be viewed.
- We will defend the Proposed Plan at a Local Development Plan Examination, taking into account any changes deemed necessary following receipt of submissions.

Following the Local Development Plan Examination

On receipt of the Local Development Plan Inquiry 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 advise the Scottish Government of our intent to adopt the Local Development, as modified.

- We will print the Local Development Plan and lodge it in libraries across Aberdeenshire.
- We will publish the Local Development Plan on our website.
- We will publish the Delivery Programme.

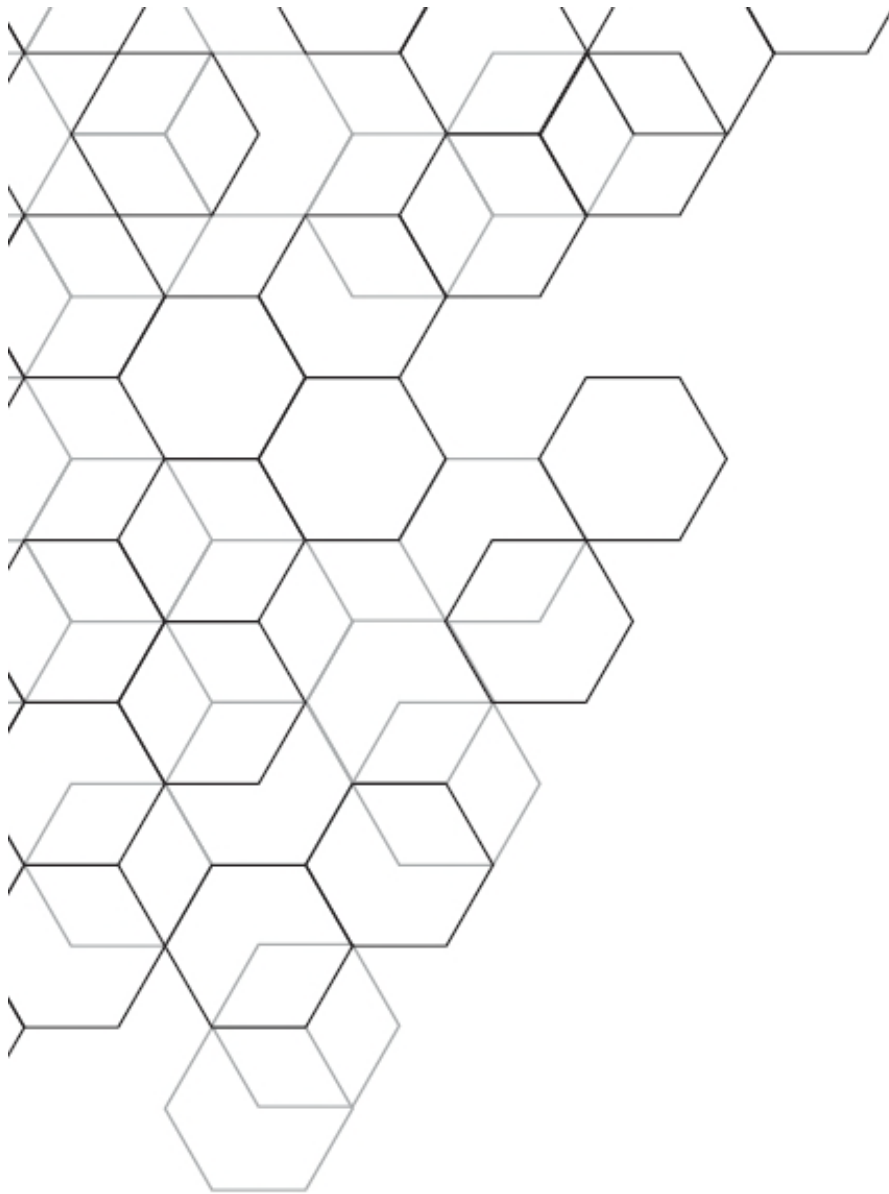
In the Next 12 Months we will

Over the course of 2020 we will publish the Proposed Local Development Plan for formal consultation, evaluate the representations made to us and submit the Plan for Examination.

The Local Development Plan e-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. There have been over 500 subscribers to this facility.

Methods of Monitoring Performance

Full records will be kept of engagement activities to inform the Monitoring Statement on conformity into 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 2021 will vary significantly from the 2020 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

EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
1	17/10/2019	Katherine Southwell	
2	26/10/2019	Piers Blaxter	Minor spelling mistakes
3	22/01/2020	Katherine Southwell	Minor amendments and sites updated in assessment tables
4	09/04/2020	Katherine Southwell	Minor amendment under 'Stage 4'.

Stage 1: Title and aims of the activity ("activity" is an umbrella term covering policies, procedures, guidance and decisions including those that affect services the council delivers).	
Service	Infrastructure
Section	Planning and Environment
Title of the activity etc.	Aberdeenshire Local Development Plan 2021 – Proposed Local Development Plan 2020 (LDP/The Plan)

<p>Aims and desired outcomes of the activity.</p>	<p>The preparation of a Local Development Plan (LDP) is a statutory process. Planning Circular 6/2013 Development Planning contains guidance on the preparation of the LDP. Aberdeenshire Council is required to submit a “Proposed Local Development Plan” to Scottish Ministers for Examination. This represents the settled view of the Council as to the form and content of the Local Development Plan 2021 that the Planning Authority wish to adopt.</p> <p>This is a 10-year Plan that will be reviewed mid-term or at other intervals in accordance with the Planning (Scotland) Act 2019 when relevant sections come into effect (post 2021).</p> <p>The LDP directs decision-making on all land use planning issues and planning applications in Aberdeenshire. The Plan comprises policies and land allocations. With reference to Annex 1 appended to this document, individual policies and land allocations provided by the Plan are considered to have positive, or at worst neutral impacts. These impacts are summarised as follows.</p> <p><u>Policy Topic Areas (number referenced as per the Proposed LDP 2020):</u></p> <p>Vision for the Plan: Paragraph 3.2 of the Proposed LDP supports creating opportunities for all, eradicating poverty, and links in with topics identified under the National Performance Framework (NPF) in particular Communities, Economy and Environment.</p> <p>Paragraph 3.3 aims to ensure that all people/communities including older people will benefit from sustainable planning and transport, sustainable economy, high quality design and housing.</p> <p>Paragraphs 3.4 and 3.5 support sustainable economic growth and regeneration (including reducing inequalities).</p> <p>Paragraph 3.6 promotes the efficient use of land to deliver long term public benefits.</p> <p>Local Vision: Paragraph 3.12 promotes “sustainable” development that reduces the need to travel.</p> <p>Purpose of Plan and its Outcomes: Paragraphs 3.13-3.20 promote sustainable, mixed communities, increasing and diversifying economy (choice and range of employment sites), sustainable locations; right development, right place.</p> <p style="text-align: right;">.../Cont'd:</p>
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Cont'd:

Aims and desired outcomes of the activity.

4 Spatial Strategy

Paragraph 4.1 seeks to spread economic success across the whole of Aberdeenshire including the Regeneration Towns (Banff, Macduff, Fraserburgh and Peterhead).

Paragraph 4.2 identifies a 5 year housing and employment land supply that is free of development constraints.

Paragraph 4.8 promotes expansion around settlements in a sustainable pattern, taking into consideration schools and other infrastructure e.g. roads.

5 Shaping Business Development

Policy B1 promotes a mix of uses for town centre development, conveniently accessible by public transport and footpaths.

Policy B2 approves new employment uses on land identified for this use. Also promotes 'home/work' proposals and employment uses in accessible locations.

Policy B4 identifies Regeneration Priority Areas where start-up businesses are promoted; development must be for the wider public benefit.

6 Shaping Development in the Countryside

Policy R2 promotes retirement succession on agricultural holdings.

7 Shaping Homes and Housing

Policy H1 permits the use of housing land for co-housing or other ways of providing a mix of community uses within housing developments.

Policy H2 establishes the minimum requirement for Affordable Housing as 25% for all housing development of four homes or more.

Policy H3 supports specialist housing developments for people with disabilities or for the elderly, including continuing care retirement communities.

Policy H5 supports Gypsy/Travellers by making provision for sites to meet identified needs.

8 Shaping Places

Policy P1 promotes layout, siting and design that is adaptable to meet future needs including housing for people on modest incomes; flexibility to adapt to changing circumstances of occupants (inclusive design); energy/resource efficient homes; and well connected.

Policy P2 promotes open space which is safe, welcoming, well connected and accessible; provision for community food growing areas.

Policy P3 allows for 'infill' development, making provision for house extension/ancillary development and working from home proposals.

12 Climate Change

Policy C1 requires all developments to be designed to reduce energy costs.

.../Cont'd:

Cont'd:

Aims and desired outcomes of the activity.

13 Responsibilities of Developers

Policy RD1 requires new development to be accessible to public transport services if available or deliver improvements to public transport services. In addition, footway connections must be provided with provision for wheelchair users/sensory disabilities/elderly/those with small children and other less mobile groups and providing safe routes to school.

Policy RD2 requires new development to help sustain/expand/provide for schools, sports, the community, health and care facilities.

All other policies are considered neutral as they neither advantage or disadvantage specific protected/vulnerable groups.

Housing and Employment Land allocations (see Annex 1)

The following impacts are expected:

For the protected groups identified as ‘Religion or Belief’, ‘Sex’, ‘Pregnancy and maternity’, ‘Sexual orientation’, ‘Gender reassignment’, ‘Marriage and Civil Partnership’ the housing allocations in the Proposed LDP are considered as having a neutral impact overall as the Plan will neither advantage or disadvantage these groups. It is considered that mainstream housing development may advantage some people e.g. through increased housing choice, whilst disadvantaging others e.g. affordability. Therefore, on balance, housing allocations are deemed as having a neutral effect overall, with the exception of affordable housing and other specialist housing as these proactively advantage certain groups, notably those with a socio-economic disadvantage, older people and/or those with a disability. Where there is provision of business/employment land, this is considered as having a positive impact for all people/all protected groups as this is a proactive step in creating opportunities through jobs and economic prosperity to advantage all people. Similarly, mixed use developments and those developments providing community facilities are also considered as having a positive impact on all people.

It should be noted that all land allocations included in the Plan are considered ‘deliverable’, with a degree of certainty that proposals will be developed. As such, for the purpose of this Equality Impact Assessment it is considered there are no ‘unknown’ impacts.

Positive impacts are highlighted for the following protected groups:

Age - Younger: positive impacts are expected where housing allocations include additional provision for education and sports facilities particularly targeted at younger people although these are generally as part of a mixed-use development that would have a positive impact on all people.

Age – Older and Disability: positive impacts for older people as well as those with a disability are expected where housing allocations or other designations are provided for supported accommodation/ continuing care housing and/or care/support facilities in the following settlements: Maud; Mintlaw; Inchmarlo; Inverurie; Peterhead and Tarland.

.../Cont'd:

<p>Cont'd:</p> <p>Aims and desired outcomes of the activity.</p>	<p>Race (includes Gypsy/Travellers): dedicated sites are being allocated at Blackdog (transit site); Ellon; Chapelton (halting site); and Inverurie (halting site).</p> <p>Fairer Scotland Duty/Socio-economic disadvantage: In addition to the policy provision for 25% affordable housing as a minimum requirement for all housing development of four houses or more, there are sites allocated with a higher percentage of affordable housing including sites providing 100% affordable housing – notably sites located in Portsoy; Kintore; Westhill and Huntly.</p> <p>Following the period of consultation for the Proposed LDP if any negative impacts in relation to equalities are highlighted or raised through the consultation process, we will review this assessment. This could result in changes/modifications to the LDP in order to mitigate the negative impacts.</p>
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Stage 2: List the evidence that has been used in this assessment and explain what it means in relation to the activity you are assessing.

Evidence	What does it say?	What does it mean?
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Not applicable.	Not applicable.

<p>Internal consultation with staff and other services affected.</p>	<p>Early consultation through seminars and ongoing engagement with key services, namely:</p> <ul style="list-style-type: none"> • Development Management; • Education and Children’s Service; • Economic Development; • Environment (Built Heritage, Natural Heritage and Archaeology); • Housing; Health and Social Care Partnership; • Transportation. 	<p>The content of the Proposed LDP has been shaped using the technical knowledge, expertise and views of internal stakeholders to ensure the policies will be fit for purpose, and that the identified development sites (housing and employment land allocations) are deliverable, meet housing need, conform with the Proposed Aberdeen City and Shire Strategic Development Plan 2018, and align with Scottish Planning Policy.</p>
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<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Early consultation:</p> <ul style="list-style-type: none"> • ‘Place Standard’ seminars held with Community Councils. • Consultation with the Citizens Panel. • Seminars held with external stakeholders e.g. Housebuilders; Developers and Agents; Scottish Natural Heritage, Historic Environment Scotland. • ‘Call for sites’ process invited bids for development sites. <p>‘Main Issues Report 2019’ consultation:</p> <ul style="list-style-type: none"> • Public consultation process (12-week consultation period), facilitated by drop-in sessions: views gathered on proposed policy changes and proposed land allocations sought through the sessions and Policy Team attendance. • Attendance at Community Council meetings took place on request. • A schools’ project also took place to engage young people in the process and obtain their views. 	<p>Community aspirations were added to ‘Vision’ statements within the LDP Settlement Statements.</p> <p>Policies were reviewed and amended taking into account the views of both internal and external stakeholders.</p> <p>Land allocations were proposed following assessment of 600 bids received for sites, and following consultation with local Elected Members, subsequent public consultation, and ongoing engagement with internal and external stakeholders.</p> <p>Public views were sought on proposed policy changes and development sites through the ‘Main Issues Report 2019’ https://www.aberdeenshire.gov.uk/planning/plans-and-policies/ldp-2021/main-issues-report/</p> <p>In addition, a DRAFT Proposed LDP 2021 was published to help communicate potential policy changes, and visualise any resulting changes to settlements across Aberdeenshire: http://publications.aberdeenshire.gov.uk/dataset/draft-proposed-local-development-plan</p> <p>The consultation resulted in 1085 responses. These were evaluated and published as ‘Issues and Actions’ papers.</p> <p>Issues and Actions have been agreed through special Area Committee meetings, subject to contested issues that were taken forward to Infrastructure Services Committee (3/10/2019).</p> <p>Consultation barriers were recognised:</p> <ul style="list-style-type: none"> • Visually impaired customer groups may not be able to read the documents prepared. • Learning disabilities customers may not be able to understand the processes we are working through.
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		<ul style="list-style-type: none"> Youth groups may be disadvantaged by the language and processes used.
<p>External data (census, available statistics).</p>	<p>Key changes in the principal physical, economic, social and environmental characteristics of the area and the impacts of the policies and the proposals of the existing Plan (LDP 2017) are identified in the Monitoring Statement for the existing LDP.</p>	<p>A Monitoring Statement¹ provided contextual information with regard to the physical, social, economic and environmental characteristics of Aberdeenshire. Baseline profiles for the policies are in place for further monitoring as the Plan progresses, allowing for the identification of emerging trends to be identified and addressed.</p> <p>In particular, the Monitoring Statement identified the following trends in Aberdeenshire: housing affordability remains a key issue; there is an ageing population; there is continued need for planning policies to be in place to assist with the regeneration of areas of deprivation and disadvantage (based on data zone geographies provided by the Scottish Index of Multiple Deprivation).</p>

¹ <https://www.aberdeenshire.gov.uk/media/24029/aldp2017monitoringstatementseptember2018v7.pdf>

<p>Other (general information as appropriate).</p>	<p>We also use the Local Housing Strategy², the Local Transport Strategy³ and the Economic Development Strategy⁴, all of which have influenced the content of this Plan.</p> <p>Scottish Government policies, notably Creating Places and Designing Streets⁵.</p> <p>Also, the Action Programme⁶, the Housing Needs and Demand Assessment⁷, the Housing Land Audit⁸, and the Employment Land Audit⁹ have all provided important sources of information we have used.</p>	<p>This information establishes the context for the Proposed LDP, identifying housing needs and demand; transport strategies and projects; and key priorities for creating the conditions for sustainable economic growth, diversification and regeneration within Aberdeenshire.</p>
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Stage 3: Evidence Gaps.	
<p>Are there any gaps in the information you currently hold?</p>	<p>The Proposed LDP 2020 is yet to be published for public consultation. If any negative impacts in relation to equalities are highlighted or raised, we will review this assessment which could result in changes/modifications to the LDP in order to mitigate for this.</p> <p>The Local Development Plan requires detailed knowledge of the planning system and an ability to weigh up competing interests. Not all customers will have these skills e.g. learning disabilities groups. Barriers to meaningful engagement need to be addressed where it is practical to do so.</p> <p>Generic information regarding user groups and customers from socio-economic disadvantage as it relates to Development Planning is not immediately available.</p>

² <https://www.aberdeenshire.gov.uk/housing/housing-policies-and-strategies/>

³ <https://www.aberdeenshire.gov.uk/roads-and-travel/transportation/transport-strategies-projects/>

⁴ <https://www.aberdeenshire.gov.uk/business/support-and-advice/publications/>

⁵ All Scottish Government planning policy documents, and their inter-relationship are shown at <https://www.gov.scot/publications/scottish-planning-policy/pages/1/>

⁶ <https://www.aberdeenshire.gov.uk/planning/plans-and-policies/delivering-development/>

⁷ <https://www.aberdeencity.gov.uk/sites/default/files/2018-09/Local%20Housing%20Strategy%20Appendix%207%20Housing%20Need%20and%20Demand%20Assessment.pdf>

⁸ <https://www.aberdeenshire.gov.uk/council-and-democracy/statistics/housing-market/>

⁹ <https://www.aberdeenshire.gov.uk/council-and-democracy/statistics/economy/>

Stage 4: Measures to fill the evidence gaps.

	Measures:	Timescale:
<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>To be more pro-active in overcoming barriers to engagement by working directly with advocates and representatives of vulnerable/'hard to reach' groups to ensure we are taking all practical steps possible to encourage participation during public consultation of the Proposed LDP 2020, taking into account the impact of social distancing measures and changes required through emergency legislation introduced in response to the Covid-19 pandemic. This will include liaison with Community Planners to identify hard to reach groups to prioritise, and to engage with representatives of these groups. This will include engaging with schools.</p> <p>All practical steps shall be taken to ensure documentation can be accessed in print as well as electronic form, and that documents have 'read out loud' capabilities for the visually impaired. Guidance will also be sought from advisory bodies such as the RNIB.</p> <p>Overall, we aim to be clear, open and transparent to all people throughout our consultation with an emphasis on fact-based analysis of the issues being raised. There will be use of complete and extensive internet resources to facilitate engagement, from both homes and public libraries. Direct neighbour notification of those housed in proximity to development proposals will take place in line with Planning Regulations and this will be irrespective of age, disability, race, religion, gender, socio-economic background or any other protected characteristic. The owners/occupiers will be notified of the type of development e.g. housing, how it is referred to in the Proposed Plan e.g. 'OP1', and how to make a representation, should they wish to do so.</p>	<p>January 2020 – June 2020</p>

Stage 5: What steps can be taken to promote good relations between various groups/areas?

<p>These should be included in the action plan.</p>	<p>The Plan aims to ensure that:</p> <ul style="list-style-type: none"> • development is located in sustainable locations that reduce the need to travel and is in close proximity to existing facilities and services; • policies and allocations allow communities to come together; and • mixed communities are promoted, increasing and diversifying the economy by providing a choice and range of employment sites.
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Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?

The Proposed LDP incorporates policies potentially advancing equality of opportunity, for example by focussing on specific geographic areas e.g. policy provision for the Regeneration Priority Areas, or focussing on socio-economic disadvantage e.g. affordable housing, or focussing on removing barriers to disability groups e.g. 'inclusive design' of the physical environment.

Stage 7a:

Are there potential impacts on protected groups?

The protected groups covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Who is affected by the activity or who is intended to benefit from the proposed activity and how? Complete the table below 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	
Sex			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 7b: Do you have evidence or reason to believe that this policy, activity etc. will or may impact on socio-economic inequalities?

This is about trying to be fair to everyone. Part of that is realising that not everyone may be starting at the same place. Some individuals and families may have low income, may have very little or no savings which means they are living from month to month therefore changes to Council policies/services may have a greater adverse impact on them.

On this basis you should consider potential impacts on individuals/families by:

- Place: on specific vulnerable areas or communities (SIMD, regeneration, rural) e.g. housing, transport.
- Pockets: household resources, (Income, benefits, outgoings) ability to access a service
- Prospects: peoples' life chances e.g. access to, or ability to access: employment, training, services (such as Council or health) or support.

Groups of people who may be impacted include, but not limited to:

<ul style="list-style-type: none"> • Unemployed • Single parents and vulnerable families • People on benefits • Those involved in the criminal justice system • People in the most deprived communities • People who live in rural areas 	<ul style="list-style-type: none"> • Pensioners • Looked after children • Carers including young carers • Veterans • Students • Single adult households • People who have experienced the asylum system 	<ul style="list-style-type: none"> • Those leaving the care setting including children and young people and those with illness • Homeless people • People with low literacy/numeracy • People with lower educational qualifications • People in low paid work • People with one or more protected characteristic
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Please complete by inserting "yes" in the applicable box/boxes below.

Socio-economic disadvantage	Positive	Negative	Neutral	Unknown
Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing	Yes			

<p>Pockets: Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future</p>	<p>Yes</p>			
<p>Pockets: Material deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies</p>	<p>Yes</p>			
<p>Place: Area deprivation – where you live, where you work</p>	<p>Yes</p>			
<p>Prospects: Socio-economic background – social class i.e. parents, education, employment and income, educational achievement.</p>	<p>Yes</p>			

Stage 8: 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)
<p>Please detail the potential positive and/or negative impacts you have highlighted above. Detail the impacts and describe those affected.</p>	<p>The Proposed LDP 2020 aims to create opportunities for all people and therefore for all vulnerable community groups and those subject to socio-economic disadvantage, and those disadvantaged by remoteness to services e.g. in remote rural areas.</p> <p>The LDP attempts to address inequalities affecting Aberdeenshire through sustainable economic growth (with a choice and range of employment sites and a spread of economic opportunity) and by promoting development in sustainable locations and/or sustaining/expanding/providing: schools, sports, community, health and care facilities; by promoting regeneration, high quality, accessible, adaptable and 'inclusive' design, affordable housing and housing with reduced energy costs; and by making provision for special needs housing, and provision for Gypsy/Travellers.</p>	

Stage 9: Have any of the affected groups/areas been involved, engaged with or 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?	Not applicable (Proposed LDP 2020 yet to be published).

Stage 10: 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
	Not applicable (no negative impacts identified)	

Stage 11: What 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).	<ul style="list-style-type: none"> Policy monitoring through the Monitoring Statement. Outcomes of the Proposed LDP 2020 public consultation will be used to review and shape the final Plan.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	No negative impacts have been identified in relation to the impact of the content of the Proposed LDP 2020 (see separate Equality Impact Assessment of policies and land allocations in Annex 1).	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
No negative impacts identified in relation to impact of the content of the Proposed LDP 2020.		

	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	No negative impacts identified in relation to impact of the content of the Proposed LDP 2020.	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
Not Applicable (no negative impacts identified).

Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team	Planning and Environment Service – Policy Team		
	2) Title of Policy/Activity	Aberdeenshire Local Development Plan 2021 - Proposed Local Development Plan 2020		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Katherine Southwell	Name: Piers Blaxter	
		Position: Planning Officer	Position: Policy Team Leader	
		Date: 22/01/2020	Date: 26/10/2019	
		Signature: <i>Katherine Southwell</i>	Signature: <i>Piers Blaxter</i>	
	Name:	Name:		
	Position:	Position:		
	Date:	Date:		
	Signature:	Signature:		
4) Consultation with Service Manager	Name: Mairi Stewart	Date: 16 December 2019		
5) Authorisation by Director or Head of Service	Name: Stephen Archer	Position: Director Infrastructure Services	Date: 17 December 2019	
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.			Date: 27/01/2020	

	7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk	Date:
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