

**From:** Bruce Stewart <bruce.stewart@aberdeenshire.gov.uk>  
**Sent:** 10 August 2022 17:01  
**To:** David  
**Cc:** Alistair Lawrie; Emma Storey  
**Subject:** SDCC Complaint re Traffic Management Review -Project Scope  
**Attachments:** SDCC Complaint re TMR.docx

Dear David

I write with reference to the complaint we have received regarding the response provided to Aberdeenshire Council concerning the Project Scope document prepared in relation to a forthcoming Traffic Review for Stonehaven.

Firstly thank you for your time to discuss this matter and also to ex Community Councillor Dawn Black for her co-operation when she was contacted by me.

Attached is a copy of my response to the complainer. You will see that I am comfortable that a correct process was carried out by Stonehaven & District Community Council (SDCC) to provide comments on the Project Scope document and that the process involved all Community Councillors who were able to both feed into the draft response prepared but ultimately agreed that the Draft response prepared be submitted to Aberdeenshire Council.

As we discussed when we met, it is easy in hindsight to look back at situations and whilst I am comfortable with the processes carried out, I would wish to make a couple of comments/suggestions which may assist should similar situations arise where responses are required to engagement/consultation documents.

It would appear in this instance that not having a public discussion, or at least the key points being outlined has contributed to this complaint. Whilst the Community Council meetings are public in this particular instance the public were not privy to the draft response prepared (it was sent to all Community Councillors) nor the finished document as it was not shared publicly in any way eg with the minutes, on facebook etc. Perhaps this is something that the Community Council would like to consider as it goes forward. It is appreciated that the agenda for the meeting on 9 November was very full and time was restricted but perhaps key points could have been outlined at the meeting.

As indicated above I am comfortable that an internal process was carried out to involve all Community Council members both in the preparation of the response to the Project Scope document and the decision making process.

For you information I intend to send a copy of my response to the complainer along with a cover email to Ward 18 Councillors for their information.

Should you wish to discuss the above or the response to the complainer please do not hesitation to contact me.

Regards

Bruce

Bruce Stewart  
Area Manager Kincardine & Mearns  
Aberdeenshire Council  
Viewmount  
Arduthie Road  
Stonehaven AB39 2DQ

Direct Dial: 01467 535796 (Internal: 761 5796)

Email: [bruce.stewart@aberdeenshire.gov.uk](mailto:bruce.stewart@aberdeenshire.gov.uk)

Viewmount Reception: 01569 690541

[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

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Thank you for your email dated 5 July 2022 concerning Stonehaven and District Community Council (SDCC) and the processes they followed when submitting their response to the Stonehaven Traffic Management Review – project scope. I have carried out an investigation into the matter and spoken with the Chair, David Lawman and ex Community Councillor Dawn Black. Below is a summary of my findings and a timeline of events.

A project brief was shared by Aberdeenshire Council with targeted stakeholder groups including Stonehaven & District Community Council on 18 October 2021. The purpose was to give them the opportunity to provide comments, suggestions and feedback on the document. The project scope provided the background to the Stonehaven Traffic Management Review and identified four key areas under consideration. A summary of the key considerations was provided in the description of the project section and at this stage Aberdeenshire Council was simply looking for any comments on the project scoping document and also asked if there were any specific matters they wished considered within the review. The deadline for responses to be received was 14 November 2021.

The project scoping document was sent to the Secretary of SDCC who in turn circulated the document to all members of SDCC. On 19 October 2021 an email was sent by a member of the Community Council (Dawn Black) to the Chair and Secretary offering to collate comments on the project scoping document and submit them to Aberdeenshire Council following agreement at a formal future Community Council meeting. The Chair, Bill Watson of the Community Council agreed this approach.

On 23 October 2021, Dawn Black emailed all Community Councillors asking for their suggestions and comments on the project scoping document by 1 November 2021. Dawn indicated that she would pull all the comments received together and prepare a draft response which would be put to the SDCC meeting on 9 November 2021 so it could then be submitted to Aberdeenshire Council. Comments were received from two members of the Community Council and following this a draft response was prepared and sent by Dawn Black to all Community Councillors on 6 November 2021. Following this, further comments were received from the Chair and a member of the Community Council.

At the Community Council meeting on 9 November 2021 the response to the project scoping document for the Traffic Management Review was discussed briefly and it was agreed that the draft response should be submitted. There was discussion around the need for barriers at Baird Park and taxis sitting with engines running whilst parked at Market Square. It is noted from the Minutes of the meeting and confirmed by the Chair of the Community Council, David Lawman, that there was limited discussion on the prepared draft response, however, it was agreed to be submitted on behalf of the Community Council. On 11 November 2021 an email was received by Aberdeenshire Council from Dawn Black providing the Community Council submission to the Traffic Management Review project scoping document. The email confirmed that the response was on behalf of the Community Council.

I am content with the above process that SDCC followed, Community Councils often elect one or two members to complete a response to a consultation and then seek approval at the next formal meeting. It is clear from the timeline outlined above that the Chair of the Community Council agreed that a member of the Community Council should take responsibility for preparing a draft response and that the Community Council as a whole would have to agree the submission. It was with the knowledge that the final response would be agreed at a Community Council meeting that Dawn contacted all Community Council members to ask for comments and feedback on the project scoping document with a view that she would prepare a draft response to be agreed at a later date by the Community Council.

As indicated above members of the Community Council provided comments to Dawn and she then prepared a draft response which was circulated to all members of the Community Council with the ask that they consider the draft response with a view to it being discussed and agreed at the Community Council meeting on 9 November 2021. The draft document was discussed at the Community Council meeting on 9 November 2021 although it does not appear that there was a great deal of discussion on the response prepared. However, the Community Council minutes confirm that the response was agreed and would be submitted to Aberdeenshire Council.

Subsequently SDCC had been contacted by residents from Carron Terrace regarding the suggestion of additional parking at Carron Terrace, Stonehaven which had formed part of the response from SDCC. On 12 April 2022, Carron Terrace residents attended the SDCC business meeting and SDCC agreed a motion that they did not support additional car parking at Carron Terrace. An email from the secretary of SDCC was submitted on 26 April 2022, advising Aberdeenshire Council that SDCC did not support parking at Carron Terrace, Stonehaven.

There has been several further emails exchanges between yourself, Bill Watson and Alastair Lawrie in trying to ascertain the origin of the submission of including Carron Terrace in the SDCC response. This remains unknown, however, what is important to note is that the SDCC response was circulated to all Community Councillors for comment and approved at the next formal meeting, this included the submission about Carron Terrace parking. It is unfortunate that the secretary responded saying it had not been discussed, I believe this may have been taken out of context. Whilst parking at Carron Terrace was not discussed at the SDCC meeting, the SDCC response was circulated to all members and then subsequently approved. We also asked for any further suggestion or comments to be submitted, therefore some suggestions fell out with the identified areas specified.

I am comfortable that the Community Council carried out an internal process to involve all Community Councillors in assisting with the preparation of a draft response and that the response received was the decision of the full Community Council. It may be that certain members did not provide comments but nevertheless they were given the opportunity to engage in the process.

Regards

Bruce

Bruce Stewart  
Area Manager Kincardine & Mearns  
Aberdeenshire Council  
Viewmount  
Arduthie Road  
Stonehaven AB39 2DQ