



Strategic Environmental Assessment - Scoping Proforma

**Scottish Enterprise Grampian
Aberdeenshire Council
Aberdeen City Council**



document three

Table of Contents

Title Page i

Table of Contents ii

Introduction 1

Part 1: General Overview of the Scoping Report. 2

 A – Preparing the Scoping Report 3

 1. Introduction 4

 2. Key facts 4

 3. Plan Context. 4

 4. The scope and the level of detail proposed for the SEA. 4

 5. Next Steps 5

 B - Send the scoping report to the consultation authorities 6

 C - Consultation authorities respond 6

 D - Take account of the consultation opinion 7

 E - Advise the Scottish Ministers about the consultation period 8

 F - Scottish Ministers Respond 8

Part 2: Cover Note for Scoping Report 10

Part 3: SEA Scoping Report Template. 13

Part 4: Covering Letter for Consultation Period under Section 17(3) .30

 Further information 31



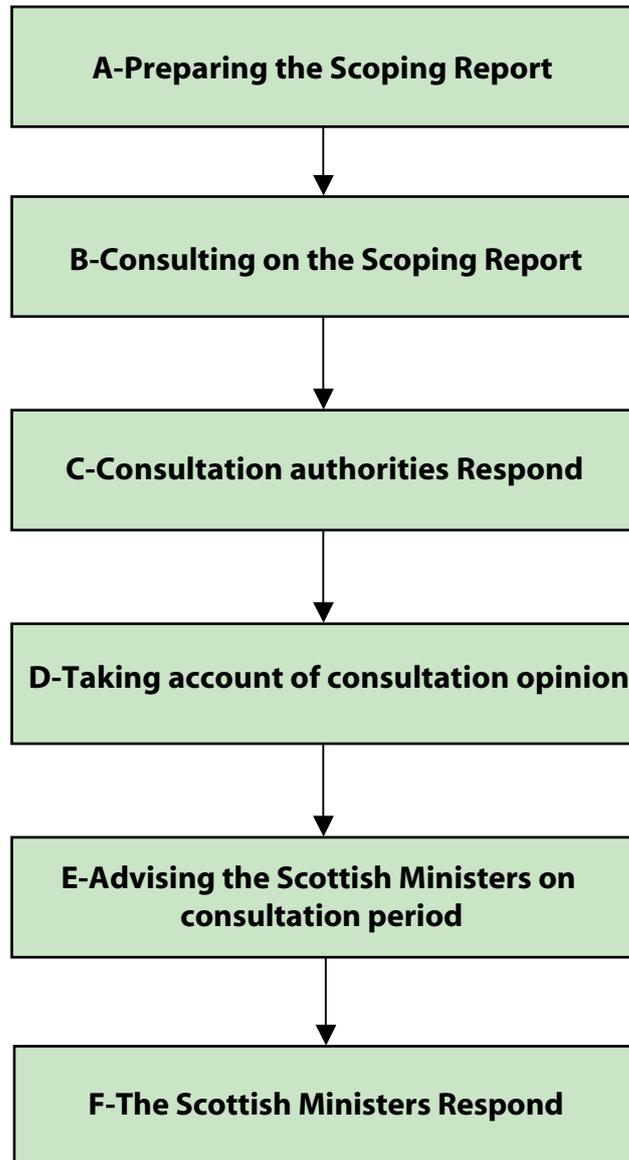
Introduction

A Strategic Environmental Assessment (SEA) is the environmental assessment of policies, plans, strategies and programmes. The SEA process requires the preparation of an environmental report on which consultations take place. The level of detail to consider in the environmental report as well as the duration of consultations must be stated in the scoping report. This is to enable the consultation authorities (Section B) to express an early and effective opinion on the proposed report. Part 1 of this guidance explains the scoping process while Part 2 provides templates that can be adapted for different plans or programmes.

Part 1: General Overview of the Scoping Report

The following flow chart numbered A – F explains the general overview of the scoping process and shows how the scoping process is administered.

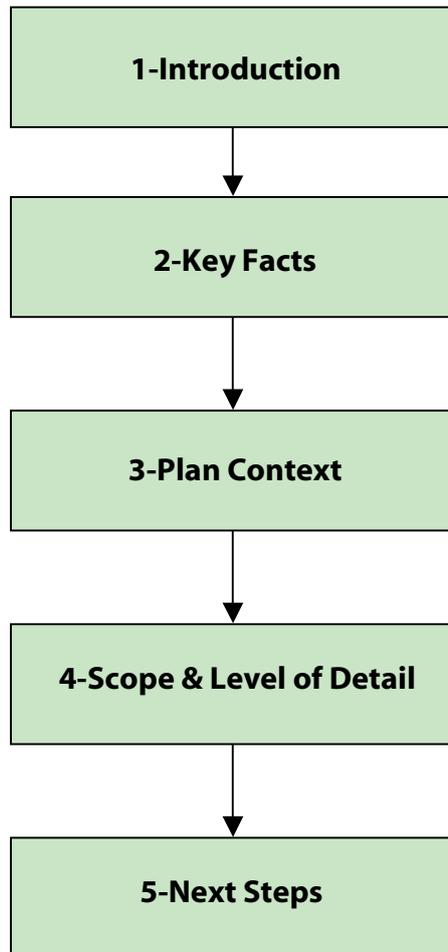
Figure 1: The Administration of the Scoping Process



A – Preparing the Scoping Report

It is the responsibility of your Service to prepare the scoping report, specifying the level of detail and the consultation period. The flow chart at Figure 2 below shows the content/steps of the scoping report. The items are further discussed below.

Figure 2: Content of the Scoping



1. Introduction

This is the general introduction to the scoping report stating the purpose of the scoping report (i.e. to decide on the level of detail and the consultation periods for the proposed environmental report). The introduction also states that the scoping report is being prepared under Regulation 17(1)¹. It also summarises the outline of the report.

2. Key facts

In order that the consultation authorities come to a judgement on the adequacy of the level of detail and the consultation period proposed, sufficient information should be provided in the scoping report about the relevant plan to which the environmental report relates. These facts should cover the following:

- a) name of authority;
- b) title of the plan;
- c) the basis of the plan (such as legal, regulatory or administrative provisions);
- d) the subject of the plan such as transport or land use;
- e) the period covered by the plan (e.g. 2006 – 2010);
- f) frequency of updates (e.g. every three years);
- g) plan area and purpose and objectives of the plan; and
- h) contact person or point.

3. Plan Context

A number of issues set the framework for plans. Three of these issues are: -
 a.the relationship between your plan and other plans, programmes and environmental protection objectives that exist;
 b.the environmental baseline; and
 c.the environmental problems and issues in

¹ It is under Section 15(1) of the Environmental Assessment (Scotland) Act 2005.

the area to which the plan relates.

These issues are treated in detail in the SEA handbook (See Section A1-A3).

4. The scope and the level of detail proposed for the SEA

This section of the report would normally address alternatives, environmental issues and the assessment methods or framework to be adopted.

Alternatives: The SEA Directive requires environmental report to identify, describe and evaluate likely significant effects on the environment and the alternatives. It is therefore important to consider alternatives at this stage using the hierarchy of alternatives discussed in the Section B2 of the SEA handbook.

- a) You could specify the alternatives you would like to consider in the environmental report and explain why you choose those particular alternatives for consideration.
- b) You could specify the alternatives you would like to discard and explain why you wish to discard them.
- c) At the time of preparing the scoping report, you may not be in the position to choose any alternative for consideration. If this is your case, say how you would choose alternatives in the future.

Environmental issues: The environmental issues you should consider include air, water, soil, biodiversity (including flora and fauna), climatic factors, population and human health, cultural heritage (including architectural and archaeological heritage), material assets and landscape. Not every plan will have an impact on all of these environmental issues. If this is your view, 'scope out' the environmental issues your plan will have no effect on. 'Scope in' the environmental issues your plan will have an effect on and for each of your decision, provide your reason(s). Once you scope out an environmental issue, the corresponding SEA objectives and Indicators, which can be found at page 20, should also be deleted. Although the use of SEA Objectives and



Indicators is not a legal requirement, their usefulness has evolved through practice. A number of SEA Objectives and Indicators have been suggested in the UK-wide SEA Guidance (2005, pages 65-66).

Assessment Framework: When assessing the environmental effects of your plan, you should choose only one of the following frameworks against which the plan objectives/strategies will be assessed.

1. SEA objectives and indicators
2. Schedule 1 Criteria²
3. Schedule 2 Criteria³

Thus if a Service chooses to use SEA objectives as an assessment framework, it should stick to the use of SEA objectives consistently throughout the report. If on the other hand it decides to use “environmental issues” under schedule 1 or 2 criteria against which the plan objectives/strategies would be appraised, it should delete SEA objectives from the report. This manual recommends the use of SEA objectives and indicators rather than environmental issues in the assessment.

It is also important to indicate how significant environmental effects will be addressed (mitigated) and monitored at this stage of the scoping report. For detailed discussion on these items, please, see Sections B5-B6 of the SEA handbook.

² The criteria for determining the likely significant effects on the environment are provided for at Schedule 1 of the Regulations. Under the Environmental Assessment (Scotland) Act 2005, this corresponds to Schedule 2 Criteria. These also refer to Part 2 (a-g) in our screening manual.

³ These criteria include environmental issues – air, water, soil, population, human health, climatic factors, biodiversity, cultural heritage, landscape and material assets. They also include duration – long-term, short-term, reversible and irreversible. Also, they address the nature of effects –including temporary, permanent, cumulative impacts. Under the Environmental Assessment (Scotland) Act 2005, this corresponds with Schedule 3 Criteria.

5. Next Steps

The next steps should cover the consultation period with the consultation authorities and the public. It should also list all the steps remaining for the plan, strategy and programme to be adopted and published.



B - Send the scoping report to the consultation authorities

At the scoping stage, you are required to consult with the consultation authorities on your scoping report. It may however be useful if you could informally consult other people or organisations as well. As soon as the scoping report is completed, it should be sent to the consultation authorities, which include Historic Scotland (HS), Scottish Environmental Protection Agency (SEPA) and Scottish Natural Heritage (SNH). In practice an email or post should be sent to the Scottish Executive SEA Gateway who administers the consultation process. The preferred mode of transmission of the scoping report is by e-mail. The contact address of the SEA Gateway is:

SEgateway@scotland.gsi.gov.uk
or
William Carlin
SEA gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh
EH6 6QQ



C - Consultation authorities respond

Within 5 weeks of receiving the scoping report, the consultation authorities will respond to your report. The consultation authorities have expertise on different aspects of the environmental issues addressed in the report and will be able to advise you on what you need to add or delete from the report.

D - Take account of the consultation opinion

The opinion expressed by the consultation authorities and other persons or bodies you consult can be very useful in improving the plan being drawn. For this reason it should be reasonable to consider within the scoping report what changes you would consider making during the next stage of the SEA process – i.e. when you prepare the environmental report. The starting point is to record the opinion; and Table 1 is a useful framework.

Table 1: Analysis of Comments

Organisation	Issue	Concern/Comments	How addressed in the SEA Process	Page of SEA Report
e.g. Historic Scotland	Cultural Heritage	Consider splitting Cultural heritage and material assets in your report	Cultural heritage and material assets have been split	See 24

E - Advise the Scottish Ministers about the consultation period

After receiving the consultation authorities' comments, the Act also requires your authority to advise the Scottish Ministers about the consultation period you wish to specify in your environmental report. This includes the period you will consult with the consultation authorities and the public. A suggested period of about 8 weeks for plans that skip the screening process is reasonable. For other lower level plans a minimum of 7 weeks would be reasonable. An advisory letter to the Scottish Ministers should be sent to the SEA – Gateway (See Section B for contact details). Template 3 at page 28 is a sample letter that could be used. An e-mail to the SEA-Gateway will fulfil that obligation.

F - Scottish Ministers Respond

The Act requires you to give an early and effective opportunity to the consultation authorities and the public to express their opinion on the environmental report and the plan, programme or strategy. Once the period specified is reasonable, there will be no response from the Scottish Ministers. However, where the time specified is too short, the Scottish Ministers will respond within 7 days to determine a reasonable time to be specified. In practice, since this advice to the Scottish Ministers comes after your consultation with the consultation authorities, comments from the consultation authorities would give you an early indication of the adequacy of your specified time.



Part 2: Cover Note for Scoping Template

Please take note that the explanation part of the document is completed.

The following document is a cover note. It should accompany the main scoping report (part 3).



document three

Cover Note for Scoping Report

SEA SCOPING TEMPLATE COVER NOTE – SECTION 1

To: SEA.gateway@scotland.gsi.gov.uk
or
William Carlin
SEA gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh
EH6 6QQ

SEA SCOPING TEMPLATE COVER NOTE – SECTION 2

An SEA scoping is attached for

The Responsible Authority is: -

ABERDEENSHIRE/CITY COUNCIL

SEA SCOPING TEMPLATE COVER NOTE – SECTION 3

COVER NOTE – SECTION 3

Please tick either box 1 or 2

1

Information on the scope of the environmental report is required by the Environmental Assessment (Scotland) Regulations 2004

Or

2

The plan/programme does not require an SEA under the regulations. However, we wish to carry out an SEA on a voluntary basis. We accept that, because this SEA is voluntary, the statutory 5-week timescale for views from the Consultation Authorities cannot be guaranteed.

SEA SCOPING TEMPLATE – COVER NOTE

SEA SCOPING TEMPLATE – COVER NOTE – SECTION 4

Contact Name

Job Title

Contact address

Contact tel no

Contact email

SEA SCOPING TEMPLATE – COVER NOTE – SECTION 5

Signature
(electronic
Signature
is acceptable)

Date



document three



Part 3
Templates and Appendices to follow.

The following template is a self-contained document which can be adapted as a Scoping Report.



document three



Part 3

SEA Scoping Report Template

Scottish Enterprise Grampian

Aberdeenshire Council

Aberdeen City Council



document three

Table of Contents

Title Page 13

Table of Contents 14

Introduction 15

Key Facts about the Strategic Action 15

Plan Context 17

Relationship with other plans and programmes (Task A1) 17

The Environmental Baseline (TaskA2) 18

Environmental Problems (TaskA3) 18

Scope and Level of Detail Proposed for the SEA 20

Alternatives 20

Scope in/out of SEA Issues 20

Assessment Framework – SEA Objectives & Indicators (Task A4) 21

Cumulative Effect Assessment 24

Assessment of compatibility of plan options 24

Proposed Mitigation Measures 24

Monitoring Framework 25

Next Steps 26

Proposed Consultation Timescale & Anticipated Milestone 26

Framework for Analysing Consultees & their Comments 26

Appendices 27

Covering Letter for Consultation Period under Section 17(3) 30

Further information 31

1. The Scoping Report

1.1 Introduction

1.2 The [named service] of Aberdeenshire/Aberdeen City Council/SEG have prepared this Scoping Report for the [named strategic action]. According to Regulation 17 of Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004, the responsible authority are required to send to the consultation authorities sufficient details of the plan or programme in respect of which an environmental assessment is being prepared to enable them to form a view on those matters before deciding on the consultation period and the level of detail of the information that must be included in the environmental report. This report is being prepared for consultations with Scottish Environmental Protection Agency (SEPA), Scottish Natural Heritage (SNH) and Historic Scotland (HS).

1.3 Section 1 provides some key facts about the plan/programme/strategy including the overview, name of authority, plan title, the reason why the plan is being drawn, plan subject, period covered, area coverage and frequency of future plan updates. Section 2 discusses the requirements of strategic environmental assessment (SEA) and how this report meets those requirements. These are the requirements covered during the early (pre-assessment) stages of the SEA process. Section 3 looks at how the SEA process including alternatives, scoping in/out issues, assessment framework, mitigation and monitoring frameworks will be handled. In Section 4 the concluding stages proposed for the environmental report are outlined.

Key Facts about the Strategic Action

Provide an overview of the plan/programme/strategy including the name of authority, title of plan, what prompted the plan, plan subject, period covered, plan area and frequency of updates

1.4 The Aberdeenshire/Aberdeen City Council/SEG is preparing this [specify the name of the plan or programme] as a legal requirement under Act/Regulation [specify the legal provision] or as an administrative requirement [Delete as appropriate]. The [named strategic action] is a [named sector or issue- e.g. transport] plan/programme/strategy covering the period 200X to 20XX. This plan/programme/strategy is subject to review every XX years or a soon as it has become necessary to do so.

You should provide an overview of the plan/programme/strategy here including its purpose and objectives

1.5 The key elements of the plan/strategy/programme include [vision, strategy, employment land, housing requirement, wildlife, landscape and land resources; communications network; and monitoring and review or something similar]. The plan/programme/strategy covers the [whole/part] of the [City/Shire/Region]. Essentially the plan seeks [to promote economic growth, integrates effective neighbourhood regeneration; incorporates viable accessibility and infrastructure proposals]/ develop a new transport strategy for the City/Region/Shire.

1.6 The plan/programme/strategy aims to [now state aim or purpose – an example is as follows: the optimise accessibility to jobs and services for all in an efficient, comfortable and safe manner whilst maintaining or enhancing environmental conditions in the City/Shire/Region].

1.7 The plan/programme/strategy objectives include the following:

- List the plan/programme/strategy objectives here. An example will be 'to create a long-term sustainable frameworks of settlements'
- To integrate land use and transportation
- Etc and etc.

2. Plan Context

2.1 The issues that set the context for the plan have been addressed in SEA templates developed by Scottish Executive covering the following topics: -

- A1: Identify the relevant plans, programmes and environmental protection objectives
- A2: Collect baseline information
- A3: Identify environmental problems

2.2 Similar UK-wide Guidance (2005) further recommends that these early SEA stages, such as describing the baseline, identifying environmental problems and analysing links to other policies, should be carried out concurrently, and that they should inform each other. This is the approach adopted in this Scoping Report. The following section provides detailed analysis for this context.

2.3 Relationship with other plans and programmes (Task A1)

Table 1.1 below lists other plans, programmes and environmental objectives (A1) relevant to the [named strategic action]. Detailed analysis of how they apply to the plan/ programme/strategy and SEA issues are shown at Appendix 1. [The shake up by the replacement of NPPGs with SPPs is resulting in many planning guidance updates]. OR [Changes in legislation, regulations, policies and guidelines continue to influence planning in this Sector/Service]. Consequently, any changes in policies will be tracked throughout the SEA process, keeping the process iterative and current.

The following is an example of how other relevant plans; programmes and environmental objectives can be listed.

Table 1.1: Other Plans, Programmes and Environmental Protection Objectives

International Level	
5	EC Habitat Directive
6	Water Framework Directive 2000/60/EC
7	EC Birds Directive 79/409/EEC
8	Kyoto Protocol (1992)
National Level	
10	Securing the future – UK Government sustainability development strategy (2005)
11	Sustainable Communities Plan
17	NPPG1 - The Planning System (Revised June 2000)
57	Road Traffic Reduction Act 1997
58	UK Sustainable Development Strategy
Regional level	
61	North East Scotland Together – Structure Plan
62	Economic Growth Strategy for North East Scotland

69	North East Scotland Local Biodiversity Action Plan
70	Grampian Police Road Safety Plan
71	Grampian Health Strategy

Local level	
74	Development Plan
75	SPGs – List them
97	Sustainability charter
98	Local Agenda 21

From the bullet points at Column 2 of Appendix 5.1, you can summarise the key points of the relevant plans, programmes and environmental protection objectives here. This section will look like the following:

From the analysis of the relevant plans, programmes and environmental protection objectives, we observe that the plan should emphasise the following: -

- Promotion of quality of life issues
- Ensuring more coherence and cost effectiveness in policy-making
- Supporting economic sustainability consistent with social progress and the environment

2.4 The Environmental Baseline (Task A2)

The existing environmental baseline data have been collected from a wide range of sources, including national government/agency websites, consultation authorities, NESBReC, the 2001 census and from primary surveys. Environmental issues such as air, water, soil, climatic factors, landscape, cultural heritage, biodiversity and material asset set the context for the collection of the baseline data. The data is then presented in a table covering;

- The latest data for Aberdeen City/Aberdeenshire Council/Scottish Enterprise Grampian
- Comparators: regional or national data against which Aberdeenshire /Aberdeen City/ Scottish Enterprise Grampian’s status are compared
- Target where they exist;
- Trends where they exists
- Environmental problems – where the City is doing badly compared with the comparators or targets
- The sources of data

2.5 The detailed analysis of the baseline data is at Appendix 2.

2.6 Environmental Problems (TaskA3)

Environmental problems affecting the plan/programme/strategy were identified through [list the process – such as discussions with planning officers, member officer working groups, informal consultations, and an analysis of the baseline data]. They are summarised in Table 2.1 on the page opposite.

Use the following table to list the problems relevant to the plan, programme or strategy. It might be useful to use the “environmental issues” as guidance for listing issues and problems in the area. As already explained, the UK-wide guidance recommends that ‘SEA objectives and indicators’, ‘describing the baseline’, ‘identifying environmental problems’ and analysing links to ‘other policies’ should be carried out concurrently. It might therefore be useful to use the problems identified to promote policies and to devise key indicators. In the example below, two environmental problems have been identified based on “air” and “biodiversity” under “environmental issues.”

Table 2.1: Environmental Problems in Aberdeen City/Aberdeenshire/Region

Environmental Issues	Environmental Problems	Supporting Data	Key Indicator	Policy Measures Required
Air	Traffic congestion is seriously affecting the air quality		Air quality	Develop policies that limit traffic congestion.
Biodiversity	Some woodlands are being fragmented	30 % of Aberdeen City/Aberdeenshire/the Region’s BAP priority habitats and species have action plans.	Condition of SSSIs	Implementation of the BAPs shows what has been done, rather than the outcome. Concentrate on checking the condition of the SSSIs

⁴ The term “environmental issues” is the name collectively given to air, water, soil, biodiversity, climatic factors, landscape, material assets, population and human health as well as cultural heritage (including architectural and archaeological heritage) in the EU Directive 2001/42/EC. In practice they are referred to as “SEA topics.”

3. Scope and Level of Detail Proposed for the SEA

3.1 Alternatives

3.2 The following shows how alternatives are identified and preferred alternatives chosen. In addition to the options developed in the plan/programme/strategy additional strategic alternatives/options were developed through the analysis of:

- the environmental problems identified;
- comments from informal consultation;
- the sustainable 'hierarchy of alternatives' involving demand reduction/obviation, mode/type, location and implementation/timing;
- pricing measures; and
- management measures.

3.3 An initial assessment of [specify the appropriate number] alternatives has been undertaken against SEA objectives. Consideration has been given to the alternatives that have significant environmental effects in relation to SEA objectives, as well as technical, environmental, social, or financially feasibility of

the process. Those alternatives that have significant environmental effects and are feasible are taken forward for further assessment and evaluation. The following table shows the strategic alternatives taken forward for further assessment in the environmental report with justifications.

3.4 The following table shows the strategic alternatives not taken forward for further assessment. They are not technically, environmentally, socially, or financially feasible. Some of them have already been incorporated in the plan as a result of the Scoping process. Others appear not to have any significant effects on the plan. Table 3.2 shows the discarded alternatives with the corresponding justification.

3.5 **Scope in/out of SEA Issues**
From the initial appraisal, the environmental issues on which the plan is not likely to have any significant environmental effects have been scoped out of the assessment process. The environmental issues which have positive and negative significant environmental effects are scoped in for further consideration (See Tables 3.3 & 3.4 for details and

Table 3.1: Plans & Alternatives Taken Forward & Justification

Plan & Strategic alternatives taken forward	Justification

Table 3.2: Plans & Alternatives Discarded & Justification

Plan & Strategic alternatives discarded	Justification

justification). As a result of discarding some environmental issues, the corresponding SEA objectives and indicators have also been deleted.

3.6 Assessment Framework – SEA Objectives & Indicators (Task A4)

Neither the SEA Directive nor the Scottish regulation specifically requires the use of objectives or indicators in the SEA, but they are very useful in describing, analysing and comparing environmental effects. SEA objectives state the broad intention while the indicators become a benchmark against which the **plan/strategy/programme's** performance is measured.

3.7 The SEA objectives are separate from the plan or programme objectives although they can influence each

other and even overlap. To fulfil the requirements of the SEA Directive, they must cover environmental issues including biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage, landscape and the interrelationship between them.

3.8 Table 3.5 lists the SEA objectives against which the Aberdeen City/ Aberdeenshire/Scottish Enterprise Grampian's **plan/programme/strategy** will be assessed. In order to finalise the objectives and indicators, environmental problems, baseline data as well as other relevant plans, programmes and environmental protection objectives inform the final choice of SEA Objectives. They are not conclusive but subject to consultation outcomes.

Table 3.3: Environmental Issues Scoped in

Environmental Issues	Scoped in	Justification
Air		
Climatic Factors		
Water		
Soil		
Population & Human Health		
Biodiversity (Fauna & Flora)		
Landscape		
Cultural Heritage (including archaeological and architectural heritage)		
Material Assets		

Table 3.4: Environmental Issues Scoped Out

Environmental Issues	Scoped Out	Justification
Air		
Climatic Factors		
Water		
Soil		
Population & Human Health		
Biodiversity (Fauna & Flora)		
Landscape		
Cultural Heritage (including archaeological and architectural heritage)		
Material Assets		

The following table of objectives and indicators are for illustration purposes only. The objectives will change depending on the type of plan being drawn up.

Table 3.5: SEA objectives & indicators

SEA Topics	Possible Objectives	Possible SEA Indicators
Biodiversity, fauna and flora	<ul style="list-style-type: none"> Avoid damage to designated wildlife and geological sites and protected species Maintain biodiversity, avoiding irreversible losses 	<ul style="list-style-type: none"> Reported levels of damage to designated sites/species Achievement of Biodiversity Action Plan targets
Population and human health	<ul style="list-style-type: none"> Reduce and prevent crime, reduce the fear of crime Decrease noise and vibration Increase opportunities for indoor recreation and exercise 	<ul style="list-style-type: none"> Fear of crime surveys Number of people affected by ambient noise levels General resident perception surveys
Water and soil	<ul style="list-style-type: none"> Limit water pollution that do not damage natural systems Reduce contamination, and safeguard soil quality and quantity 	<ul style="list-style-type: none"> Quality (biology and chemistry) of rivers Waste disposal of in landfill Contaminated land
Air	<ul style="list-style-type: none"> Limit air pollution to levels that do not damage natural systems Reduce respiratory illness 	<ul style="list-style-type: none"> Number of days of air pollution Levels of key air pollutants/per sector and per capita Achievement of Air Quality Management Area
Climatic factors	<ul style="list-style-type: none"> Reduce greenhouse gas emissions Reduce vulnerability to the effects of climate change e.g. flooding, disruption to travel by extreme weather, etc 	<ul style="list-style-type: none"> Electricity generated from renewable energy sources and CHP located in the area Flood risk
Cultural heritage	<ul style="list-style-type: none"> Preserve historic buildings, archaeological sites and other culturally important features Value and protect diversity and local distinctiveness 	<ul style="list-style-type: none"> Percentage of listed buildings and archaeological sites at risk Building impact: form and materials, internal environment, urban and social integration, character and innovation
Landscape	<ul style="list-style-type: none"> Improve the quality and quantity of publicly accessible open spaces 	<ul style="list-style-type: none"> Proportion of population within 200m of parks and open spaces
Material assets	<ul style="list-style-type: none"> Promote creation of fixed assets Enhance and promote commercial and industrial assets Protect residential, commercial and industrial properties 	<ul style="list-style-type: none"> New developments No of existing buildings reused Flood defences Residential properties Industry properties Commercial properties

3.9 The plan's objectives, policies and strategies as well as the alternatives brought forward for further assessment will be assessed against SEA objectives to be agreed through this scoping process. Significant environmental effects of the plan will be predicted to determine whether the plan has negative, positive, uncertain or neutral effects.

In addition, the effects will further be evaluated to determine damage or otherwise to the receptors in relation reversibility or irreversibility of effects, risks, duration (permanent, temporary, long-term, short-term and medium-term) and cumulative (direct, indirect, secondary and synergistic). Table 3.6 shows the framework that will be used to assess effects of the plan/programme/strategy.

Table 3.6: Framework for assessing the [named strategic action].

The Plan	SEA Objective 1	SEA Objective 2	SEA Objective 3	...	Nth SEA Objective	Overall effect	Comments
Objective 1							
Objective 2							
Objective 3							
...							
Nth Objective							
Alternative Objective 1							
Alternative Objective 2							
Alternative Objective 3							
...							
Nth Alternative Objective							
Policy 1							
Policy 2							
Policy 3							
...							
Nth Policy							
Alternative Policy 1							
Alternative Policy 2							
Alternative Policy 3							
...							
Nth Alternative Policy							
Overall Effects							
Key	++=very positive	+= positive			+/- = mixed		? = uncertain
	-- = very negative	- = negative			0 = neutral		

3.10 Cumulative Effect Assessment

A further framework for assessing cumulative and synergistic effects of the plan/programme/strategy is shown in Table 3.7 below

3.11 Assessment of compatibility of plan options

In order to determine the consistency and compatibility of the plan/strategy/programme’s objectives to each other, an internal compatibility assessment of the plan /strategy/programme’s objectives will be undertaken using a framework shown in Appendix 5.3

3.12 Proposed Mitigation Measures

The SEA Directive requires that through mitigation measures, recommendations will be made to prevent, reduce or compensate for the negative effects of implementing the plan/programme/strategy. It also seeks to ensure that positive effects identified are enhanced. The proposed framework for mitigating significant environmental effects is shown in Table 3.8

Table 3.7: Cumulative & Synergistic Effects of Plan and Options

Policies	Policy/ Option 1	Policy/ Option 2	Policy/ Option 3	Policy/ Option 4	Cumulative impacts
SEA Objective					
Biodiversity (Habitat frag- mentation)					
Climate (Climate change)					
Water (Flooding)					
Landscape (Tranquillity)					
Key: + positive, - negative, 0 = neutral =? = uncertain					

Table 3.8: Mitigation Framework

SEA Issue	Existing problem	Plan Impact	Mitigation Measures
Air			
Water			
Soil			
Climatic factors			
Biodiversity (flora and fauna)			
Population and Health			

3.13 Monitoring Framework

The Aberdeenshire/Aberdeen City Council/SEG is required to monitor the significant environmental effects arising from the plan implementation. A monitoring report will therefore be integrated into the adopted plan to constantly monitor the significant environmental effects and the proposed framework for monitoring significant environmental effects of the implementation of the plan is shown in Table 3.9 below.

Table 3.9: Monitoring Plan

What needs to be monitored? (effects)	What sort of information is required? (Indicators)	Where can the information be obtained?	Are there gaps in the existing information and how can it be resolved?	When should the remedial action be considered?	Who is responsible for undertaking the monitoring?	How should the results be presented?	What remedial actions could be taken?



4. Next Steps

4.1 Proposed Consultation Timescale & Anticipated Milestone

Table 4.1 shows the remaining steps needed for the SEA of Aberdeenshire/ Aberdeen City/Scottish Enterprise Grampian and how these steps would be carried out and described in the Final SEA Report. From the proposed consultation timescale, the consultation period is a minimum of (6/8/10 or 12 weeks).

4.2 Framework for Analysing Consultees & their Comments

In order to track and analyse comments and suggestions from the consultation process, a framework for analysis is provided in Tables 4.2 and 4.3 below.

Table 4.1: Proposed Consultation Timescale and Methods

Expected date	Milestone	Comments
5 weeks	Consulting on the Scoping Report	
4 weeks	Collating views on the Consultation	
4 weeks	Take the appropriate action on the Scoping report and the plan as the result of the consultations	
4 weeks	Finalise the environmental report	
8 weeks	Consulting on the Environmental Report and the Plan	
2 weeks	Collating views on the Consultation	
5-8 weeks	Take the appropriate action on the environmental report and the plan as the result of the consultations	
2 weeks	Finalise the environmental report	
4 weeks	Take post-adoption measures	

Table 4.2: People Consulted on the initial draft of the report

Source	List names

Table 4.3: Analysis of Comments

Organisation	Issue	Concern/ Comments	How addressed in SEA Process	SEA Report page [specify number]

5. Appendices.

5.1 Below are the appendices, which have been referred to throughout this scoping report.

Appendix 5.1: Analysis of Relevant Plans, Programmes and Environmental Objectives

Document	Requirements of the Plan	Implication for SEA	Relationship to plan
International European Strategy on sustainable development 2001	<ul style="list-style-type: none"> Secure a better quality of life for present and future generations Ensure future policy making is more coherent and costs effective, as well as promote technological innovation and stronger involvement of civil society and business in policy formulation Strategies for sustainable economic growth should support social progress and respect the local environment Contains target that the deterioration of EU's biodiversity should be stopped by 2010 	Applies to all SEA objectives	
National			
Regional			
Local			



Appendix 5.2: Baseline data

SEA Topic	Indicator	Quantified information (For RAs)	Comparators and targets	Trend	Issues/ Constraints
Population & Human Health	% describing health as not good	5.8% 2001	England & Wales 9.2% in 2001	6.4% in 1999 getting better	Favourable situation. Lower than national average and getting better
Air					
Water					
Soil					
Biodiversity, fauna & flora					
Climatic factors					
Material assets					
Cultural heritage					
landscape					
Interrelationship between them					

Appendix 5.3: Internal Compatibility Assessment

1	?																					
2																						
3	X																					
4	√	√																				
5			√																			
6		√																				
7	?																					
8		√																				
9	X																					
10	√		?		√																	
11						?		?														
12			X		√																	
13			√			X		X														
14				√	√	√		√														
15	?																					
16		√			?		?		√		?											
17	X																		?			
18	√	√			X		X		√	X												
19				√		√				√									X			
20		√																	√			
21																						

?	Uncertain
	No impact on each other
X	Potentially incompatible
√	compatible



Part 4
Covering Letter to follow



document three

Letter to Scottish Ministers for Consultation Period under Section 17(3)

The Scottish Ministers
Via
SEA.gateway@scotland.gsi.gov.uk
or
William Carlin
SEA gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh
EH6 6QQ

Dear Scottish Ministers

Consultation Period under Sections 16(1)(b) & 16(2)(a)(iv)
Aberdeen City Council/Aberdeenshire Council/SEG's [Named Plan]
The Environmental Assessment (Scotland) Act 2005

[Aberdeen City Council/Aberdeenshire Council/SEG] have received the views of the consultation authorities on the scoping report for the [named strategic action]. In accordance with Section 15(3) of the Environmental Assessment (Scotland) Act 2005, the [Aberdeen City Council/Aberdeenshire Council/Scottish Enterprise Grampian] would like to advise the Scottish Ministers that the period they intend to specify under Section 16(1)(b) and notify under Section 16(2)(a)(iv) is a minimum of weeks [specify the duration e.g. 8 weeks].

If you require any further information, please contact [named officer] as per the above address.

Yours faithfully,

.....
[Named officer]
TITLE, SERVICE



Further information

For further information, please contact
The Strategic Environmental Assessment Officer

Planning & Environmental Services
Aberdeenshire Council,
Woodhill House,
Westburn Road
Aberdeen AB16 5GB
Phone: 01224664369
joseph.somevi@aberdeenshire.gov.uk

Economic & Environmental Sustainability
Strategic Leadership Services
Aberdeen City Council
Balgownie One, AECC
Conference Way
Bridge of Don,
Aberdeen AB23 8AQ
Tel: 01224 814585
jsomevi@aberdeencity.gov.uk