



# Planning Performance Framework 2015-16



## 1.0 BACKGROUND AND INTRODUCTION

- 1.1 This is the fourth Planning Performance Framework (PPF) and builds on the positive feedback contained in the third PPF where it was recognised that continued progress had been made towards improved performance and customer service. Since PPF2 there has been a major management restructuring exercise which saw Council Departments reducing from six to three new directorates and the period covered by PPF3 and PPF4 has seen consolidation of that change. Planning forms part of the Planning & Place Division which is one of four divisions sitting within the Communities Directorate. Planning and Place includes the Housing, Community Planning and Planning Service
- 1.2 The Planning Service, as part of the Communities Directorate, will focus on the Council's priorities to support the vision of Angus Council that:-
- Angus is a place where a first class quality of life can be enjoyed by all.
  - It will contribute to achievement of the Angus Community Planning Partnership priorities that our communities are:-
    - prosperous and fair;
    - learning and supportive;
    - safe and strong;
    - caring and healthy;
    - sustainable.
- 1.3 The modernisation of the planning system in Scotland has brought into sharper focus the performance of the planning system. Planning authorities now report annually across a range of performance and service quality measures. These measures provide an effective scorecard for scrutiny and assessment purposes.
- 1.4 The key component parts of the performance framework consist of:-
- **Part 1** – National Headline Indicators
  - **Part 2** – The performance assessment across areas of agreed activity – defining and measuring a high quality planning service
  - **Part 3** – Supporting evidence and links to related reports and studies
  - **Part 4** – Service improvements and timescales for the delivery of improvements
  - **Part 5** – Official Statistics
  - **Part 6** – Workforce and Financial Information

# PLANNING PERFORMANCE FRAMEWORK ANNUAL REPORT 2014-2015



## Part 1: National Headline Indicators (NHIs)

Key outcomes	2014-2015	2013-2014
<b>Development Planning:</b> <ul style="list-style-type: none"> <li>Age of local/strategic development plan(s) (years and months) at end of reporting period <i>Requirement: less than 5 years</i></li> <li>Will the local/strategic development plan(s) be replaced by their 5<sup>th</sup> anniversary according to the current development plan scheme? (Y/N)</li> <li>Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier /Y-later/N)</li> <li>Were development plan scheme engagement/consultation commitments met during the year? (Y/N)</li> </ul>	6 years 1 month 2 years 9 months  No LP/LDP Yes SDP  Y-later  Y	5 years 1 month 1 year 9 months
<b>Effective Land Supply and Delivery of Outputs</b> <ul style="list-style-type: none"> <li>Established housing land supply</li> <li>5-year effective housing land supply</li> <li>5-year housing supply target</li> <li>5-year effective housing land supply (<i>to one decimal place</i>)</li> <li>Housing approvals</li> <li>Housing completions over the last 5 years</li> <li>Marketable employment land supply</li> <li>Employment land take-up during reporting year</li> </ul>	3374 units 2363 units 1650 units 7.2 years  339 units 997 units  44.38 ha 5.57 ha	3374 units 2363 units 1650 units 7 years  197 units 919 units  49.58 ha 0.45 ha
<b>Development Management</b> <b>Project Planning</b> <ul style="list-style-type: none"> <li>Percentage of applications subject to pre-application advice</li> <li>Number of major applications subject to processing agreement or other project plan</li> <li>Percentage planned timescales met</li> </ul> <b>Decision-making</b> <ul style="list-style-type: none"> <li>Application approval rate</li> <li>Delegation rate</li> </ul>	29.0%  1  0%  94.4% 94.3%	27.4%  2  100%  96.3% 92.1%

<b>Decision-making timescales</b> Average number of weeks to decision: <ul style="list-style-type: none"> <li>• Major developments</li> <li>• Local developments (non-householder)</li> <li>• Householder developments</li> </ul>	34.1 10.9 6.3	30.1 9.7 6.4
<b>Legacy Cases</b> <ul style="list-style-type: none"> <li>• Number cleared during reporting period</li> <li>• Number remaining</li> </ul>	36 12	27 Not asked for
<b>Enforcement</b> <ul style="list-style-type: none"> <li>• Time since enforcement charter published / reviewed (months) Requirement: review every 2 years</li> <li>• Number of breaches identified / resolved</li> </ul>	Reviewed Jan/Feb 2015: Published March 2015 236/191	14 months  230/202

**Note:** Established housing land supply and 5 year effective housing land supply is based on position at 31 March 2014. As Housing Land Audit for 2015 is in draft, 5 year housing supply target is for 2015-2020.

## **Notes on National Headline Indicators**

The Angus Local Development Plan Main Issues Report (MIR), Environmental Report and associated background documents were approved by Council in October 2012 and published for consultation in early November 2012.

The Angus Development Plan Scheme 2014 approved by the Development and Enterprise Committee on 4 March 2014 set a challenging timescale in respect of plan preparation and adoption. The Angus DPS 2014 envisaged that a Proposed Plan and supporting documents would be published in October 2014 with an associated period for representations. To achieve the proposed timescale a more detailed project management approach was adopted. Whilst significant progress was made, a number of detailed drafting issues including the requirement to respond to the publication of the third National Planning Framework (NPF3), revised Scottish Planning Policy, preparation of the Strategic Transport Appraisal and continued engagement with elected members, partner organisations and bodies meant a slippage in the programme which was recognised in PPF4.

Angus Council approved the Proposed Angus Local Development Plan, draft Environmental Report and Transport Appraisal at their meeting of the 11 December 2014 and agreed to their publication for a period of representation. A subsequent meeting of the Development and Enterprise Committee on 20 January 2015 agreed a Draft Action Programme, Consultation Statement, Equalities Impact Statement, Strategic Flood Risk Assessment and Draft Habitats Regulations Appraisal Record to be published as supporting documents to the Proposed Angus LDP.

The Proposed Plan, Environmental Report, Draft Action Programme and range of supporting documents were formally published on 27 February 2015 with a 9 week period for representation extending to 30 April 2015. Copies of the documents were available to view and download from the Council's website and were also available for inspection at all Angus Council Libraries, ACCESS Offices, and at County Buildings and Angus House, Forfar.

Some 170 submissions were received to the Proposed ALDP, Environmental Report and Draft Action Programme by the end of the advertised period for representation (30 April 2015). It was agreed by Council that representations received until 29 May 2015 would be accepted.

The Angus Development Plan Scheme – 6<sup>th</sup> Annual Review was approved by the Development and Enterprise Committee on 3 March 2015, published and submitted to Ministers. The Angus DPS (March 2015) sets out a timetable for the assessment of representations and preparation of Schedule 4 statements for all unresolved objections for agreement by Angus Council at their meeting in September 2015. Work is on course to meet this timescale. Subject to Council agreement this would allow the Proposed Plan and Angus Council response to unresolved objections to be submitted to Scottish Ministers by the end of October 2015 with a subsequent Local Plan Hearing taking place between November 2015 and May 2016. The DPS envisages adoption of the Angus Local Development Plan in September / October 2016.

The approved TAYplan Strategic Development Plan (June 2012) is currently under review. The Proposed TAYplan SDP 2016 – 36, Environmental Report, Draft Action Programme were published for period of representation between May and July 2015 along with a range of supporting documents. When approved by Scottish Ministers the revised TAYplan will provide the strategic framework for future Local Development Plans for Angus. The Proposed Angus LDP has been prepared in the context of, and is consistent with, the current approved TAYplan SDP.

To date Angus Council has received a limited number of major planning applications with only 9 being determined in the last financial year. The Planning Service encourages the use of Processing Agreements however only 1 application has been determined in the current period that was subject to a Processing Agreement.

In respect of major applications if a pre-application enquiry is made an officer meeting is offered. When a PAN is submitted the applicant is offered the opportunity to enter into a Processing Agreement. The opportunity to enter into Processing Agreements is encouraged through the Council's website and the benefits of doing so have been raised with agents / developers through regular forum meetings.

For local developments the percentage of applications determined within two months has reduced considerably but this has corresponded with an increase in the average number of weeks to determine applications. The Council's performance in relation to average timescales for determination of applications compares well with the Scottish average. The Planning Service is undertaking a systematic approach to identify legacy applications with a view to their conclusion. In the last year 36 such applications have been concluded. Legacy applications have been defined for this purpose as having been validated more than one year ago. For the period to 2004, 12 such applications remain and their conclusion is being pursued.

## **PART 2 : ASSESSMENT**

### **PLANNING PERFORMANCE FRAMEWORK**

#### **Open for Business**

The Adopted Angus Local Plan Review (February 2009) is supported by a number of briefs, supplementary advice and provides clear and comprehensive advice in support of sustainable economic growth and social needs. Significant progress has been made towards the production of an up to date Local Development Plan with the publication of a Proposed Angus Local Development Plan, Draft Environmental Report and Draft Action Programme and a range of supporting documents in February 2015 with a 9 week period for representations.

The Council provides pre-application advice for all types of development proposal and also provides free advice on the need for planning permission. Planning 'surgeries' are held in a number of towns in order to increase accessibility to the service for the customer. For all planning applications a single point of contact of an appropriate authority to provide reliable advice is allocated for the duration of the application.

The structure in place ensures local applications are dealt with by specific officers on a geographical area basis. Major and more significant applications are dealt with by a separate team. A scheme is currently being piloted with an important multinational company whereby in respect of proposed developments the company contact with planning is via a named planning officer. In general, applicants / potential applicants have the opportunity for direct contact on a day to day basis with an officer dependent on availability. The importance of applicant contact is recognised as being core to Angus Council business and this has been confirmed as beneficial through agent forums which have been held.

Where 'major' development proposals with potential to create significant economic development benefits are involved the Council has processes and procedures in place to establish multi-disciplinary working groups in order to identify application requirements and to aid consideration of proposals. Examples of this include pre-application discussions with NHS Estates in respect of significant development proposals at Ashludie Hospital, Monifieth, Piperdam Leisure Resort and Sunnyside Hospital, Montrose. A similar approach has also been adopted in respect of a major employment proposal at Montrose Airfield. In respect of the development proposals at Ashludie Hospital, Monifieth, and the employment proposal at Montrose Airfield 'major' planning applications have been submitted. Where appropriate these multi-disciplinary groups include officers from the Council's Economic Development Service. For the 2014/15 period almost 74% of applications for business and industry were determined within two months. This figure is up from last year by approximately 8% and demonstrates the importance placed on this type of application.

The requirement for contributions to infrastructure etc. are set out within the adopted Angus Local Plan Review and procedures have been introduced with other Council services to allow early identification of contributions required in respect of planning applications. An inter-departmental officer group has been established to monitor the provision of such contributions and the procedures for identifying these requirements. The group meets on a regular basis and ensures that such requests are reasonable and proportionate and that the procedures in place ensure that Service Departments make requests for developer contributions early on in the application process. The Council has also published guidance in relation to affordable housing and will allow a relaxation on policy requirements where provision of the required affordable housing contribution would compromise development viability. It has been realised that further work is required in respect of clarification in respect of some infrastructure requirements such as Education. This is being addressed through the adoption of agreed interim measures prior to preparation of Supplementary Guidance through the Proposed Angus Local Development Plan. Householder applications are dealt with by specific officers.

The Council holds a meeting with agents / developers approximately 4 times a year to discuss matters of common interest which has included developer contributions. This has followed a “you said we did format” which has been well received.

### **High Quality Development on the Ground**

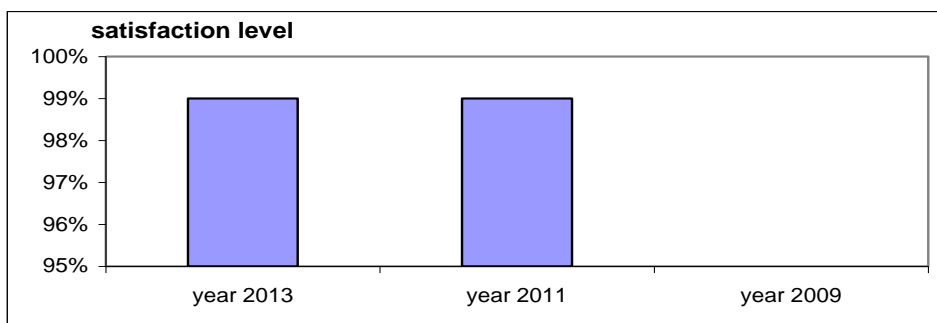
Angus Council commissions a biannual Citizen Survey. In 2013 this indicated that 99% of respondents were satisfied with the quality of life in their neighbourhood; 100% expressing satisfaction with the built environment in Angus; and 99% expressing satisfaction with the natural environment of Angus. These figures represent an increase in comparison to 2009 and 2011 results. In comparison to the 2009 results satisfaction with the built environment has risen from 94% as has satisfaction with the natural environment. The Council actively promotes the built environment through participation in a range of initiatives including Doors Open Day which was run in partnership with Economic Development as part of Heritage Week. Angus Council co-chairs the Design Skills Symposium which assists in bringing benefit to on the ground development in Angus through the sharing of skills and knowledge. A bid for funding for Kirriemuir through the Conservation Area Regeneration Scheme has been successful and the scheme was launched in September 2013. The Council continues to invest heavily in the provision of all ability access to the Angus countryside with priority being given to the development of the Angus Coastal Path, the establishment of path networks around all of the Angus burghs and works to enhance the Council adopted Core Paths Plan. The Council also considers the protection and enhancement of the natural environment as a priority. It is a partner in the Tayside Biodiversity Partnership and is an active member of the Tay Estuary Forum. It is also a signatory to Scotland's Climate Change Declaration and has adopted a Climate Change Strategy which contains actions for both climate change mitigation and adaption.



## Citizens Survey Findings

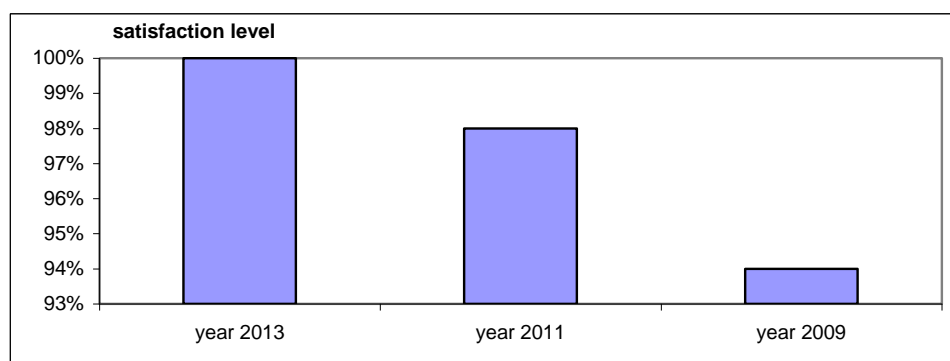
### Quality of life in neighbourhood

year 2013    year 2011    year 2009  
99%            99%



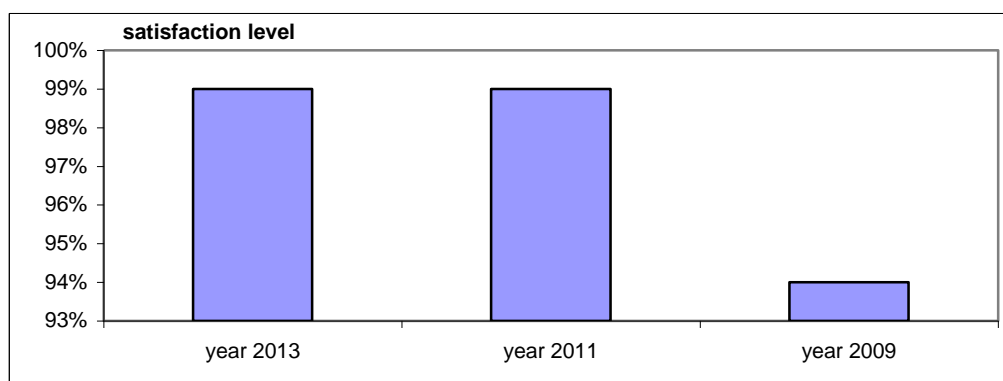
### Built environment

year 2013    year 2011    year 2009  
100%            98%            94%



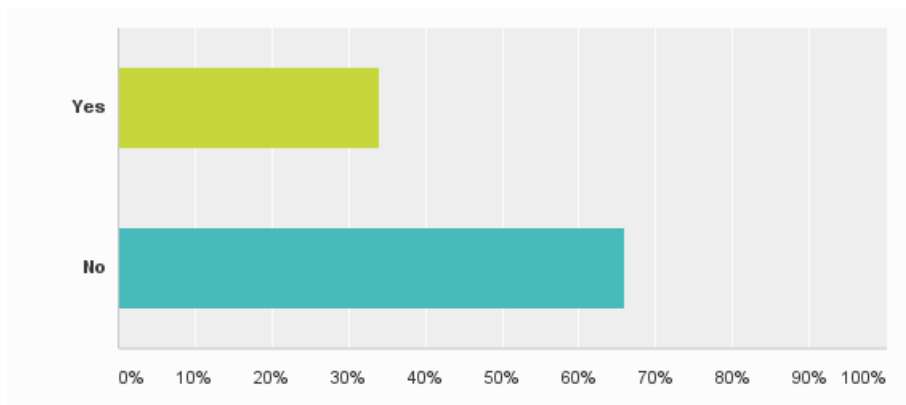
### Natural environment

year 2013    year 2011    year 2009  
99%            99%            94%

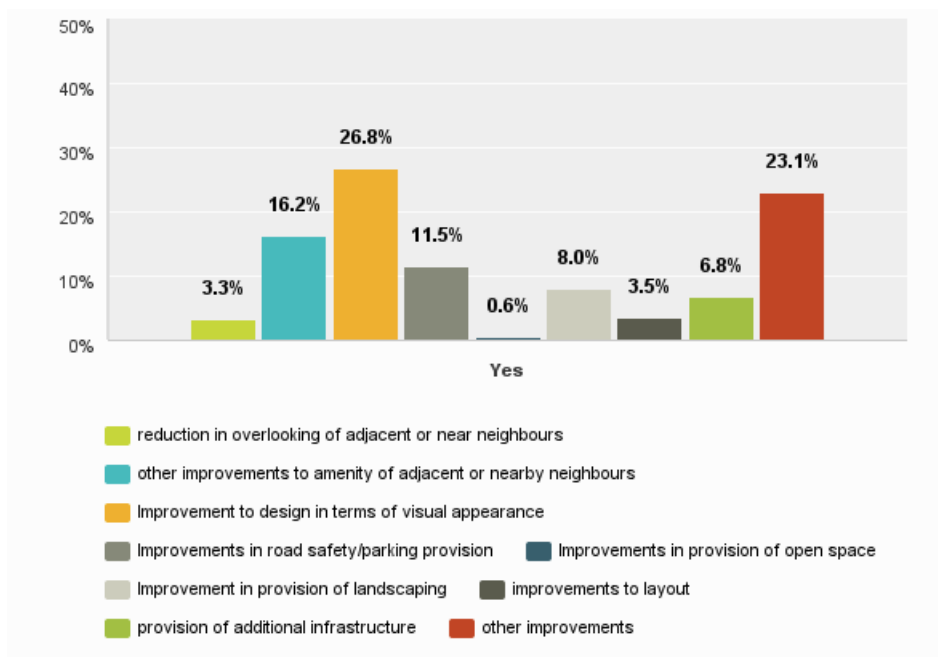


Approximately 35% of planning applications benefit from added value measured by negotiated amendments or other improvement during the planning process. Although this has decreased from last year's figure of 40% it is comparable with the previous year's figure of 33%. In respect of this year's figure the most frequent improvements were in relation to design at almost 27% and amenity of neighbours 16%.

## Added Value



## Added Value by Category



There are a number of developments on the ground as being completed that demonstrate examples of added value and high quality development. Examples include Denfield Steading, by Arbroath for the conversion of a brick built potato shed to a family dwelling with annexe accommodation. The proposal rounded off the group at Denfield in a physical and visual sense turning a derelict site into a functional, quality building of good contemporary design that will add to the architectural heritage of Angus. Other examples include a four house development at Kirkton of Craig, Montrose, a contemporary passivhaus development that contributes to the existing settlement but creates its own defined character whilst utilising low energy materials and having low running costs.



## Kirkton of Craig

Although only launched in September 2013 there have been a number of grant awards in respect of Kirriemuir CARS including the Glengate Hall which recently won the SURF Award for Best Practice in Community Regeneration. Glengate Hall was a derelict 19<sup>th</sup> century listed building on the Buildings at Risk Register which through collaboration between Angus Council, Historic Scotland and the private sector has been converted into 9 flats for affordable rented housing.





### **Glengate Hall – Front Elevation and Completed Front Elevation**

Within the Brechin THI there are a number of projects which contribute to the regeneration of the townscape in particular The Merchant's House. The Merchant's House, Brechin is a Grade 'A' listed building within the Brechin Conservation Area which was vacant and has been restored and altered to form two townhouses incorporating change of use of ground floor retail premises to residential use.





### **The Merchant's House, Brechin**

Developments within Angus are regularly nominated for the Dundee Institute of Architects Design Awards and in November 2013 winner in the Best Regeneration / Conservation Project Category was The Glebe Cottage, Farnell. Kirkton of Craig referred to above was commended. In December 2014 the award for best on the 'drawing board' was a contemporary new 4-bedroomed dwellinghouse in Lunanhead contained within a walled garden.

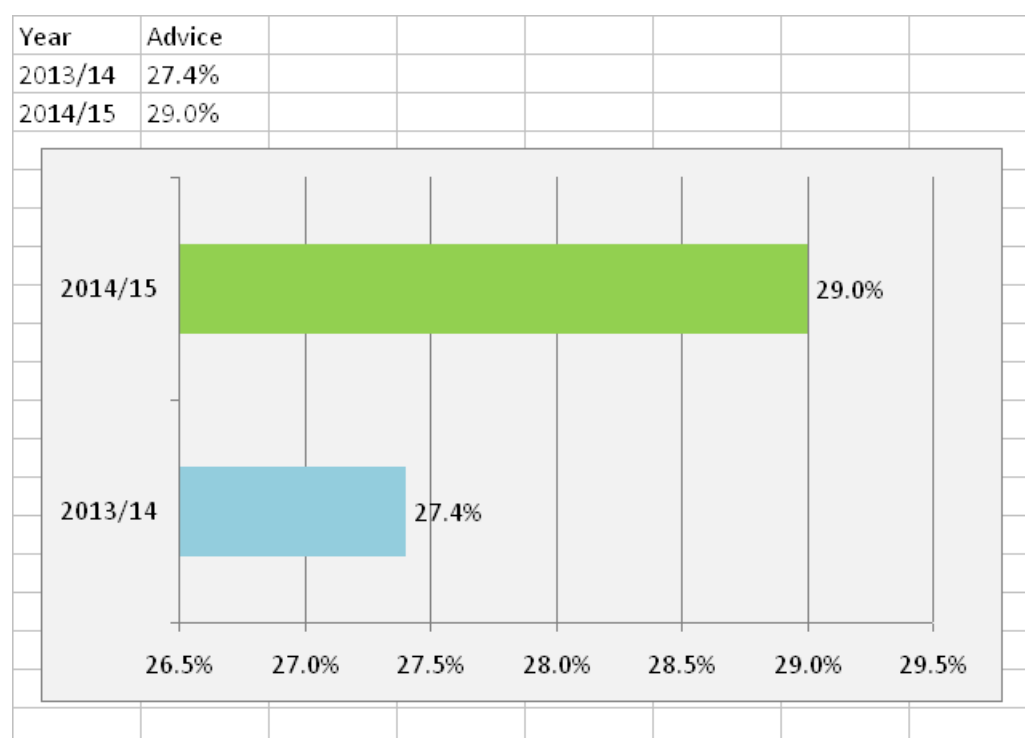
In respect of new homes, 188 units have been built over the period which although down from 2013/14 is an increase on the previous year. Given the substantial established and effective land supply across Angus detailed in Part 1, it is considered that the reduction in completions is a reflection of market conditions rather than the availability of housing land.

### **Certainty**

Angus Council benefits from an up to date strategic development plan and the adopted local plan which is supported by a number of development briefs and supplementary advice. The Proposed Angus Local Development Plan was published in February 2015 within a 9 week period for consultations. The Strategic Landscape Capacity Assessment for Wind Energy has been commissioned jointly with Scottish Natural Heritage and Aberdeenshire Council to inform the preparation of locational guidance for wind energy development, provide advice to the Renewable Energy Industry and assist in the determination of development proposals. The Council consistently determines more applications within the 2-month target determination period than the Scottish average. In the period 2014/15 more than 97% of

householder applications were approved within 2 months. For the same period performance within 2 months for local developments (non householder) and local housing developments was almost 70% and 73% respectively. For these categories of application this represents an improved performance of 10% and 12% respectively in comparison with the same period for 2013/14. In 2014/15 over 94% of applications were approved. Approximately 97% of applications are determined in accordance with officer recommendation and almost 99% of applications were determined in accordance with the development plan. In 2014/15, 80% of appeals to the Local Review Body and 66.7% of planning appeals to the DPEA were dismissed. The Council publishes clear guidance in terms of the standard of information required to support planning applications and provides a free of charge pre-application advice service. In 2014/15, 728 pre-application enquiries were responded to in writing with an average response time of 9.8 days. This is an increase of 45 from last year's figure and a decrease in the average number of days for last year which was 12.2. Approximately 29% of planning applications benefit from pre-application advice and again this represents an increase in comparison to the previous year's figure of 27.4%. Where appropriate, in respect of pre-application enquiries, guidance is given as to the likely level of information that will be required to accompany an application and suggestions made as to possible improvements. The information required is proportionate dependent upon the circumstances of the case. For major development proposals of significant economic development value the Council establishes multi-disciplinary working groups to assist in the processing of planning applications and where necessary facilitates review meetings with applicants and consultees in order to address outstanding issues.

### Pre-application Advice



### Communications, Engagement and Customer Service

Angus Council has a customer service strategy and customer service charters are in place for planning related services including Development Management, Planning Enforcement and Conservation. These documents are available in hard copy and

online and translation facilities are available. Within the context of the emerging Proposed Local Development Plan the Council has undertaken extensive stakeholder engagement across all sections of the community including responding positively to requests from agents / developers and landowners for meetings to assist engagement in the LDP process. Stakeholders engagement and the publicity and consultation arrangements undertaken during the various stages in the preparation of the Proposed Angus LDP have been consistent with the participation statement set out in the Angus Development Plan Scheme (March 2015).

There was considerable pre-MIR engagement with elected members. Member Officer Working Group meetings were held to consider various topic papers including Economy, Spatial Strategy and Planning Area Analysis. Member briefing sessions were also held in respect of the main options with regard to the main settlements. A series of Member Officer Working Groups have taken place to consider the responses to the MIR options following consultation on the MIR. The outcome from the Member Officer Working Group meetings confirmed the development approach and priorities to be developed in the LDP proposed plan. A further round of MOGs were held in mid 2014 during the process of drafting and finalising the Proposed Angus LDP. The most recent Member Officer Working Group is examining cross service issues in relation to seasonal workers' accommodation. The Council provides 'planning surgeries' in outlying areas where advice can be provided on a range of development management matters. Copies of planning applications are sent to Council offices in outlying areas and are also available to view and comment on through the Council's Online Public Access system. The Council also publishes planning application information on the 'Tellmescotland' website. The Council's planning webpages are reviewed at least annually. The Council encourages submission of planning applications online. Recently the Council's website was comprehensively reviewed on a "plain English" basis to make it more user friendly. All applicants, agents and interested third parties that have commented on planning applications are asked to provide comment on the level of service that is provided. The results of this survey are monitored by the Planning Service Management Team and where appropriate individual responses will be used to improve procedures. The Council has processes in place for regular meetings with planning agents and community councils in order to discuss emerging issues and identify best practice. In that regard planning agents' views have been taken into account and the Planning Service will continue to provide a free pre-application service and easy access to Development Management case officers. As a consequence of views expressed by agent's consultation response in respect of planning applications are placed on Public Access when received. Requests for additional information are also made as the requirement becomes apparent rather than waiting until all requirements are known.

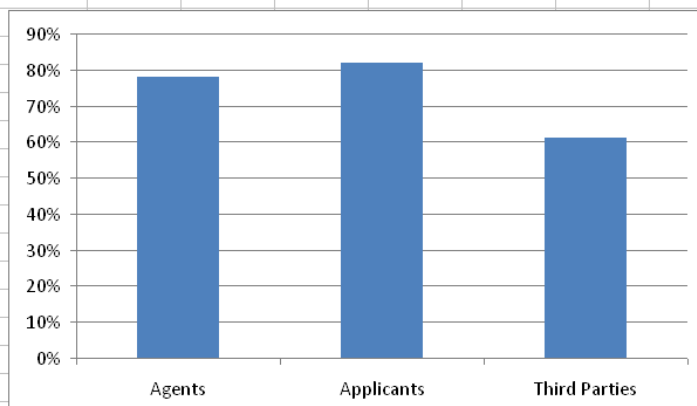
The Council has initiated Town Centre Charrettes in Carnoustie and Brechin. These were both intensive consultations that engaged local people in shaping the future of their town centres. The action plans will help inform future Angus Local Development Plans, Housing Plans, other significant policies and investment.

The Council has a two stage complaints procedure whereby initially the service officer responds to the complainant. If the complainant is not satisfied the second stage process involves an independent investigation by an appointed office. The process requires the assessment of lessons learned in order that processes can be amended when appropriate.

#### Customer Satisfaction - 01/04/14 to 31/03/15

##### Fairly or very satisfied

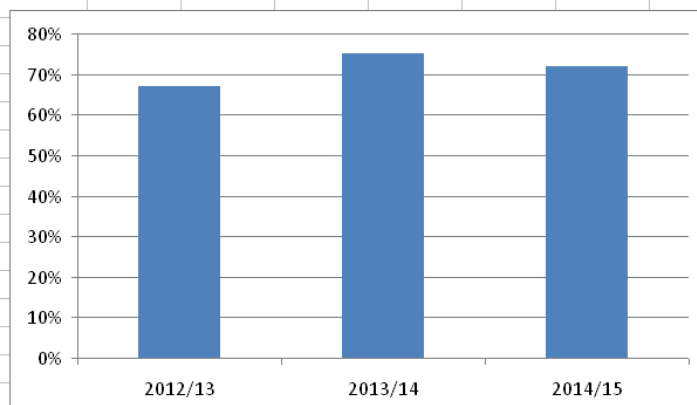
Agents	78%
Applicants	82%
Third Parties	61%



#### Customer Satisfaction - 01/04/12 to 31/03/15

##### Fairly or very satisfied

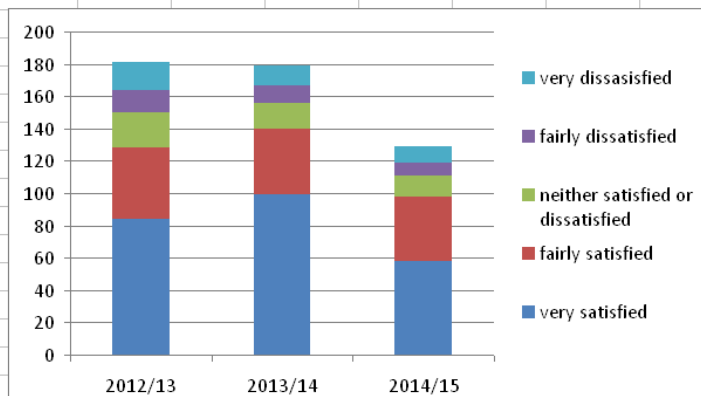
2012/13	67%
2013/14	75%
2014/15	72%



#### Customer Satisfaction - 01/04/12 to 31/03/15

##### All responses

	2012/13	2013/14	2014/15
very satisfied	84	99	58
fairly satisfied	44	41	40
neither satisfied or	22	16	13
fairly dissatisfied	14	11	8
very dissatisfied	17	12	10



The Council undertakes a continuous customer satisfaction survey in respect of every planning application. On determination of the application the agent, applicant and any individual who has made a representation is invited to complete a satisfaction survey in respect of the service that they have received. Satisfaction levels are high varying between 67% and 75% being fairly or very satisfied over the last 3 years. For the current year 2014/15 satisfaction levels for agents and applicants



was significantly higher than for third parties. Although the survey measures service inevitably the outcome or decision is reflected in response and as most third party responses are objecting to an application if the application is approved it is reflected in the overall satisfaction levels.

### **Efficiency and Effective Decision-making**

The Council's Scheme of Delegation which is regularly reviewed historically has resulted in over 90% of applications being delegated for determination by the Service Manager (Planning). The Development Standards Committee meets on a three-week cycle ensuring that determination of those applications that are not delegated are not unduly delayed. Training is provided to all members of the Development Standards Committee and in the past this has included urban design. Most recently training has been provided on Landscape Capacity in respect of windfarm proposals. In respect of dealing with planning applications officer responsibilities are clearly defined to ensure that decision-making is effective and efficient. Targets in respect of the administration of applications and their determination are established at the outset and monitored throughout the process. There is a formal monitoring scheme for planning applications and applications that are close to their target determination date are highlighted to the case officer. In addition, a commitment has been made to conclude 'legacy cases'. The Council consistently out-performs the Scottish average for applications determined within statutory timescales. The Planning Service Management Team meeting monitors performance information as part of its standing agenda and this information is also placed before the Communities Extended Senior Management Team.

### **Effective Management Structures**

As part of the Transforming Angus agenda a management restructuring has taken place which has resulted in a flatter management structure within the Council which has also impacted upon the Planning Service. The result of this being that more decisions are taken closer to the "coal face". There is an effective management and team structure in place whereby development priorities are established through the Departmental Service Plan / Divisional Operational Plan and delivered through the action plan of individual officers. There are regular Management Team meetings at senior management and team level and these meetings are used to monitor performance in respect of key indicators. The said meetings take place approximately every six weeks. Staff appraisals are undertaken annually and an Annual Training Plan is prepared to meet the training needs of individuals as identified through the annual training needs assessment. There are strong relationships between other business areas within the Council and other public agencies such as SEPA, SNH and the Cairngorms National Park Authority.

### **Financial Management and Local Governance**

Budgetary control and review is undertaken as part of the regular cycle of Management Team meetings with information provided as part of its standing agenda. The internal Scheme of Delegation identifies officer responsibilities for procurement and established procedures seek to ensure efficient / effective service delivery and spend. There is a protocol to ensure the appropriate consideration of applications prior to the making of a decision. There is a register of staff interest to ensure that any interest in a planning application by a member of staff is properly stated and recorded.

## **Culture of Continuous Improvement**

The Planning Service is at the forefront of a new approach that Angus Council are developing as part of a corporate improvement programme called Transforming Angus. The concept of utilising LEAN principles as part of continuous improvement has been utilised and the pre-application process was identified as an area for review. The review process focused on:-

- Rework and Delay
- Data Collection
- Process Mapping
- Stakeholder Analysis

The action plan following the LEAN review is in the process of implementation with changes to procedures having been adopted to improve the pre-application process in respect of major applications. This is being examined as to its use in respect of other applications. In particular a "reception" approach is being piloted whereby as part of an initial meeting the applicant has access to a range of officers from across services, e.g. Roads, Environmental Health etc as well as Planning to help identify issues and smooth the planning process.

As with other Council services reduction in budget items there has been a need to redesign planning services. However this has been done in a way to try to create new opportunities for staff and certainly within Planning. A redesign of services has taken place to combine the Natural and Built Environment and Development Plan teams. In addition the new Environment and Development Plan team will forge closer links with Housing and Community Planning to help build upon a corporate approach to the delivery of the Single Outcome Agreement and still maintain the planning relationship with Development Management. In addition, the Planning Service has delivered the majority of improvements set out in the Planning Performance Framework 2014/15 as submitted to the Scottish Government. Confirmation has been received through the Developers / Agents' Forum that the Review of the Development Management Structure in respect of major / significant applications has improved service delivery. Angus Council recognises the importance of staff development, for Planning this is provided through the Annual Training Plan and each member of staff has a personal development plan based upon annual performance appraisal. The Council, on a corporate basis a number of years ago was awarded liP status and this is reviewed on a rolling basis to assess departmental compliance with the most recent accreditation being January 2015. In addition all Councillors who require to determine planning applications, or consider planning reviews are given training. There is a well developed culture of sharing good practice, skills and knowledge with other authorities and organisations. There is regular attendance at HoPS, HoP Development Management and Development Planning Sub-Committees, Enforcement Officers Forum, Uniform Users' Group and Local Authority Design Forum. Angus participated in the Planning Fees Study and review of planning arrangements in respect of Cairngorms National Park. Performance management measures are in place and the Planning Service strives to achieve year on year improvement.

### **PART 3 : SUPPORTING EVIDENCE**

Part 2 of this report is compiled, drawing on evidence from the following sources:-

Angus Local Plan Review 2009:

[http://www.angus.gov.uk/info/20307/local\\_development\\_plan/399/existing\\_development\\_plan](http://www.angus.gov.uk/info/20307/local_development_plan/399/existing_development_plan)

Angus Local Development Plan Main Issues Report:

<http://archive.angus.gov.uk/LDPMainissuesreport/>

Angus Local Development Plan Proposed Plan:

[http://www.angus.gov.uk/info/20307/local\\_development\\_plan](http://www.angus.gov.uk/info/20307/local_development_plan)

Development Management Advice Notes, Development Briefs and Other Guidance:

[http://www.angus.gov.uk/info/20284/development\\_management/204/planning\\_-\\_government\\_policy\\_and\\_guidance](http://www.angus.gov.uk/info/20284/development_management/204/planning_-_government_policy_and_guidance)

Development Management Online Information:

[http://www.angus.gov.uk/info/20284/development\\_management](http://www.angus.gov.uk/info/20284/development_management)

Angus Council Citizen Survey 2013:

<http://archive.angus.gov.uk/BestValue/Consultation/AC-CitizensSurveyReport-2013.pdf>

Angus Council Conservation Online Information:

<http://www.angus.gov.uk/info/20283/conservation>

Angus Council Core Paths Plan:

<http://archive.angus.gov.uk/corepathsplan/>

Angus Council Climate Change Strategy Annual Report and Action Plan:

<http://www.angus.gov.uk/info/20334/sustainableangus/447/climatechange>

Angus Housing Land Audit:

<http://archive.angus.gov.uk/housinglandaudit2014/>

Angus Council Employment Land Review 2014:

[http://archive.angus.gov.uk/services/View\\_Service\\_Detail.cfm?serviceid=1219](http://archive.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1219)

Scottish Government Planning Authority Performance Statistics:

<http://www.gov.scot/Topics/Statistics/Browse/Planning/Publications>

Angus Council Customer Charter:

<http://www.angus.gov.uk/customercare/default.html>

Angus Council Scheme of Delegation:

[http://www.angus.gov.uk/downloads/file/362/scheme\\_of\\_delegation](http://www.angus.gov.uk/downloads/file/362/scheme_of_delegation)

Angus Community Plan and Single Outcome Agreement:

<http://www.angus.org.uk/pdfs/communityplans/AngusCommunityPlanandSingleOutcomeAgreement2013-2016-v2.pdf>

Angus Council Development Plan Scheme 2015:

[http://www.angus.gov.uk/downloads/file/1089/angus\\_development\\_plan\\_scheme\\_reviewed\\_march\\_2015](http://www.angus.gov.uk/downloads/file/1089/angus_development_plan_scheme_reviewed_march_2015)

#### **PART 4 : SERVICE IMPROVEMENTS 2015 – 2016**

In the coming year we will:

- Formalise our protocols for consultation with our Environmental Health, Economic Development, Education, Leisure, Recreation and Housing services
- Arrange a developers/agents forum to improve communication with the development industry as a part of the Transforming Angus agenda
- Arrange yearly presentation to agents / developers
- Update our Development Management Charter and our Local Plan Charter to provide a greater customer focus
- Achieve 70% satisfaction level (either satisfied or very satisfied) from the ongoing customer satisfaction surveys for planning applications
- Develop a renewable energy webpage
- Carry out appraisals of the conservation area boundaries in Glamis and Dunnichen and undertake public consultation on any proposed changes
- Submit the Proposed ALDP to Scottish Ministers
- Complete the Angus Retail Study
- Review and, where appropriate, prepare additional supplementary guidance in respect of the Council's requirement with regard to planning obligations necessitated as a consequence of developments
- Assist the implementation of the Carnoustie and Brechin Charettes Action Plans as appropriate
- Participate in three further Town Centre Charettes
- Review Housing site deliverability
- Participate in Community Locality Events
- Participate in the Planning and e-Building Standards Programme Update
- Participate in the development of an Open Space Strategy for Angus

## Delivery of our Service Improvement Actions in 2014-2015:

Commitment	Complete
<ul style="list-style-type: none"> <li>Formalise our protocol for consultation with Angus Council Roads Service in relation to discharge of the Council's Development Management functions. Protocol with Roads Service formalised.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Arrange yearly presentation to agents / developers.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Review Development Management Structure to improve service delivery in respect of major and significant applications.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Review our Enforcement Charter.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Review operational procedures in respect of Development Management Review Committee. Short Life Working Group formed and review completed.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Prepare guidance on how to make an application in respect of High Hedge legislation. Guidance prepared and available on Council's website.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Prepare Conservation Area Appraisal and Management Plan for Kirriemuir Conservation Area. Approved by Angus Council Communities Committee Report 416/14 September 2014.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Prepare guidance on the role of elected members in the pre-application process. Report 275/14 approved by Angus Council on 19 June 2014.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Undertake a "lean" pilot exercise to examine opportunities to streamline the planning application pre-enquiry process. Exercise undertaken between April 2014 and August 2014 with draft report prepared November 2014.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Reshape the Planning Service to provide better links with Community Planning and Strategic Housing Policy. Implemented Summer 2014.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Restructure Forward Planning and Natural &amp; Built Environment to provide a more integrated service. Sections combined summer 2014.</li> </ul>	Y
<ul style="list-style-type: none"> <li>Review our Scheme of Delegation. Review completed and approved by Development Standards Committee on 1 April 2014 report No 162/14.</li> </ul>	Y

Part 5: Official Statistics

A: Decision-making timescales (based on 'all applications' timescales)

Category	Total number of decisions 2014-2015	Average timescale (weeks)	
		2014-2015	2013-2014
<b>Major developments</b>	<b>9</b>	<b>34.1</b>	<b>30.1</b>
<b>Local developments (non-householder)</b>	<b>443</b>	10.9	9.7
• Local: less than 2 months	69.5%	6.7	6.5
• Local: more than 2 months	30.5%	20.4	14.5
<b>Householder developments</b>	<b>295</b>	6.3	6.4
• Local: less than 2 months	97.3%	6.2	6.2
• Local: more than 2 months	2.7%	12.7	11.1
<b>Housing Developments</b>			
<b>Major</b>	<b>5</b>	51.1	25.1
<b>Local housing developments</b>	248	10.3	9.4
• Local: less than 2 months	73.4%	6.7	6.2
• Local: more than 2 months	26.6%	20.2	14.4
<b>Business and industry</b>			
<b>Major</b>	2	12.9	0
<b>Local business and industry</b>	91	8.7	8.8
• Local: less than 2 months	73.6%	6.7	6.8
• Local: more than 2 months	26.4%	14.3	12.3
<b>EIA developments</b>	3	19.1	20.4
<b>Other consents *</b>	122	9.2	8.7

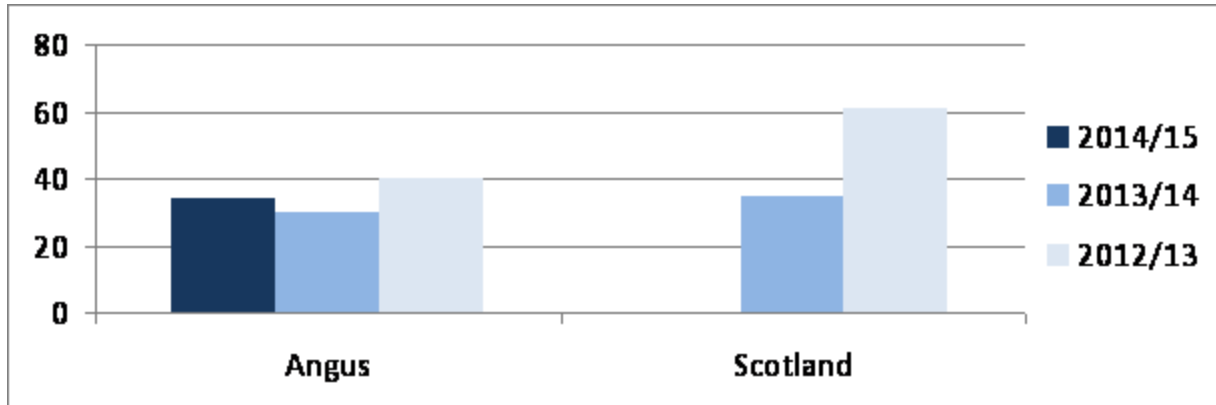
<b>Planning/legal agreements**</b>	10	64.8	37.4
• Major: average time	2	91.8	Not in last years summary
• Local: average time	8	58.0	
<b>Local reviews</b>	15	11.3	7.7

- Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 7 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

\*\* Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

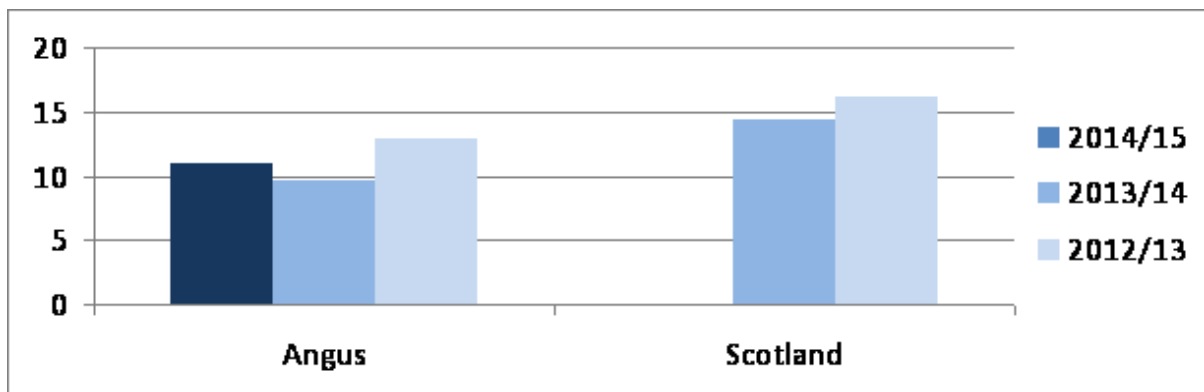
### Major planning applications - average time (weeks)

	2014/15	2013/14	2012/13
Angus	34.1	30.1	40.2
Scotland		34.6	61.1



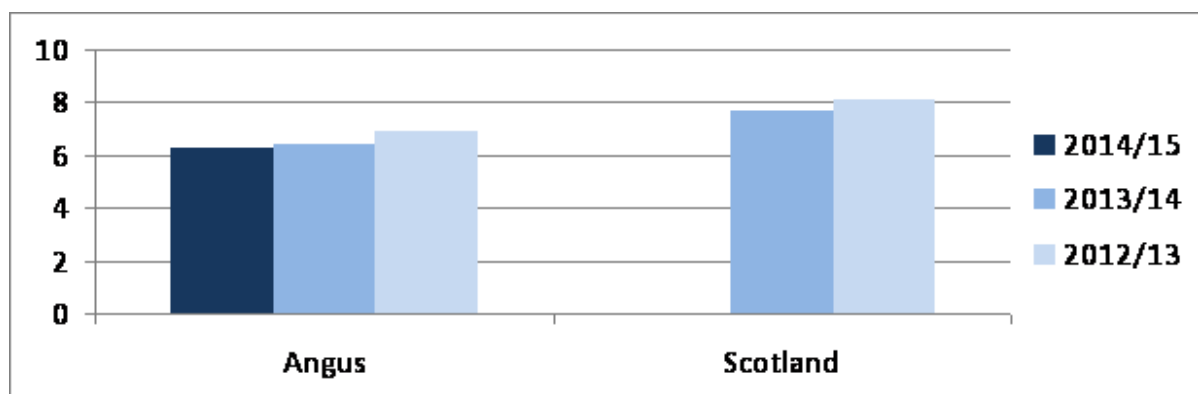
### Local developments (non-householder applications) - average time (weeks)

	2014/15	2013/14	2012/13
Angus	10.9	9.7	12.9
Scotland		14.3	16.1



### Householder developments - average time (weeks)

	2014/15	2013/14	2012/13
Angus	6.3	6.4	6.9
Scotland		7.7	8.1





## B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2014-2015 No.	%	2013-2014 No.	%
Local reviews	15	12	80%	16	80%
Appeals to Scottish Ministers	3	2	66.7%	4	66.7%

## C: Enforcement activity

	2014-2015	2013-2014
Cases taken up	236	230
Breaches identified	122	127
Cases resolved	191	202
Notices served***	11	11
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

\*\*\* Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices.

## D: Context

Performance in respect of the % age of applications determined within 2 months has improved across the board with the biggest increase in the local non householder, local housing developments and local business and industry categories. Overall determination of local developments (non householder) has improved by almost 10% in comparison to last year. These improvements can in part be attributed to the implementation of change to the Development Management Team structure with major and significant applications being determined by one team and local applications by another team. In addition delegation arrangements have been streamlined to enable a speedier decision making process in circumstances where applications are reasonably straight forward. Performance in respect of householder application performance within 2 months remains strong and has improved to 97.3%.

In general there has been a reduction of performance in respect of average timescales. This in part can be attributed to the increase in electricity generating applications (primarily wind turbines) which has increased from 24 last year to 45 this year with an average time increase from 137.29 days to 156.17 days. This category of application can often raise complex issues, be submitted without comprehensive information and be subject to representations. Performance within this category of application has also been adversely affected by the loss of specialist staff for which a replacement has been difficult to recruit. The difficulties within this category of application have had a knock on effect in respect of average time within other categories of applications.

With regard to local housing developments that have taken more than 2 months to determine, performance has been affected by a handful of legacy applications that were granted consent some of which had been submitted several years ago. These include proposals that had a decision notice issued some 4 years after submission and or more than 3 years after submission. Performance regarding major developments has been affected by one application that took 125.6 weeks and average timescales in respect of planning reviews has been affected by the decision to have a site inspection in respect of all wind turbine proposals.

## APPENDIX 2

### WORKFORCE AND FINANCIAL INFORMATION (as at 31 March 2015)

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service				1

		DM	DP	Enforcement	Other
Managers	No. Posts	1	1		
	Vacant				
Main grade posts	No. Posts	9	10		
	Vacant	1			0.5
Technician	No. Posts	1		2	
	Vacant	1			
Office Support/Clerical (Processing)	No. Post Vacant				7

Planning includes Development Management (including Enforcement), Environment and Development Planning, Building Standards and Processing. The main grade posts include 2 Seniors in Development Management and 2 Seniors in Environment and Development Planning. The above figures do not include Building Standards or Business Support. The Processing staff support Planning including Building Standards and Business Support serve the Communities Directorate of which Planning is part.

Staff Age Profile	Number
Under 30	2
30 – 39	11
40 – 49	9
50 and over	12

The above refers to Development Management, Environment and Development Planning and Processing

Committee & Site Visits	Number per Year
Full Council meetings	2
Planning Committees – Development Standards	16
Area Committees (where relevant)	-
Committee site visits	1 (Full Council 4 Applications)
LRB	15
LRB site visits	6

	Total Budget	Costs		Income
		Direct	Indirect	
Development Management	£773,738	£639,698	£134,040	£654,850
Development Planning	£442,529	£365,529	£77,000	
<b>TOTAL</b>	£1,216,267	£1,005,227	£211,040	£654.850

The above includes Development Management and Development Planning only. Enforcement is included within Development Management. Direct costs are staff costs, indirect costs are all other costs. The Development Planning costs are an estimate of costs within the Development Planning part of the Environment and Development Plan Section. (Figures are taken from budget reports by cost centres for Senior Service Manager). The Development Planning figure includes payment to TAYplan.