

Planning Performance Framework



sustainable thriving achieving

East Dunbartonshire Council

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Annual Report 2014-2015

Introduction

Welcome to East Dunbartonshire Council's 2014/15 Planning Performance Framework (PPF) Report. Over the course of the year the Council has continued to provide a high quality planning service, build on the achievements recognised from our 2013/14 PPF and address areas for improvement. This is within the context of the continuing challenging financial climate which all local authorities across Scotland are facing, in particular this has had an impact on staff resources.

It is recognised that decision making timescales for major applications have risen from last year. This reflects the complexity of the applications and enhanced level of community interest. In addition, staff resources have put pressure on the Service's ability to progress major applications within the statutory deadlines. While the Strategic Development and Regeneration Team was back to full complement in December 2014, it is recognised that it will take time to recover our statistics as the team works to clear a small backlog and assess current applications. Decision-making timescales for householder and local development have in general seen an improvement from last year, with the average time for decisions on local non-householder applications decreasing by just over a week.

Significant progress has been made with the approval of the Proposed Local Development Plan in January 2015 and its subsequent publication on 1 April 2015 for an eight week representation period. The Council's Planning Service has continued to strive to make up time where possible and stick to the agreed milestones set out in the Council's published Development Plan Scheme. This has been achieved through robust project planning and engagement with key agencies and the Government during drafting of the Proposed Plan.

There is of course always room for improvement and the Council is committed to the effective use of this framework as a key tool in driving service improvement. This commitment to continuous improvement is reflected again in this year's improvement actions for 2015-16. The plan underpins our local performance management tools for the service, teams and individual team members.



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**Part 1:
National Headline Indicators
(NHIs)**



Key outcomes	2014-2015	2013-2014
Development Planning: <ul style="list-style-type: none"> Age of local/strategic development plan(s) (years and months full years) <i>Requirement: less than five years</i> Will the local/development plan(s) be replaced within their 5th anniversary according to the current development plan scheme? (Y/N) 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) Were development plan scheme engagement/consultation commitments met during the year? (Y/N) 	LDP – 3 years 5 months SDP – 2 years, 10 months Yes No Yes	LDP – 2 years 5 months SDP – 1 year 10 months Yes No Yes
Effective Land Supply and Delivery of Outputs <ul style="list-style-type: none"> Established housing land supply 5-year effective housing land supply 5-year housing land supply target 5-year effective housing land supply (<i>to one decimal place</i>) Housing approvals Housing completions over the last five years Marketable employment land supply**** Employment land take-up during reporting year 	3,032 units/** 2,215 units/** 1,578 units/** 7.0 years/** 26 units** 1,593 units** 33.31ha 0.37ha	2,377 units** 1,796 units** New Indicator New Indicator 275 units** 1,354 units** 33.59ha 0.1ha
Development Management Project Planning <ul style="list-style-type: none"> Percentage of applications subject to pre-application advice Number of major applications subject to processing agreement or other project plan Percentage planned timescales met Decision-making <ul style="list-style-type: none"> Application approval rate Delegation rate 	8%**** 2**** 100% 93.9% 96.1%	14%**** 0**** N/A 89% 94%



Key outcomes	2014-2015	2013-2014
Decision-making timescales Average number of weeks to decision: <ul style="list-style-type: none"> Major developments Local developments (non-householder) Householder developments 	32.3 13.7 7.4	19.4 14.8 7.5
Legacy Cases <ul style="list-style-type: none"> Number cleared during reporting period Number remaining 	5 8	4 9
Enforcement <ul style="list-style-type: none"> Time since enforcement charter published / reviewed (months) <i>Requirement: review every 2 years</i> Number of breaches identified / resolved 	4 Months (January 2015) 113/60	9 Months (August 2013) 182/77

* This is a draft figure, as Housing Land Audit 2015 has not yet been finalised.

** For sites of 4 units or more.

*** Employment land data sourced from Industry, Business and Office Annual Survey updates 2014-15

**** This is the proportion for all applications and this figure reflects the percentage of householder and minor local applications received by East Dunbartonshire.

All major and significant local applications receive pre-application advice.

***** All major and significant local applications are offered processing agreements.

Comments

Development Planning

The figures show that whilst the age of the local and strategic development plan has increased work continues to ensure replacement plans are adopted. Part 2 sets out steps that the Land Planning Policy team is continuing to take to ensure the Local Development Plan is delivered efficiently.

Effective Land Supply and Delivery of Outputs

Housing land supply has increased reflecting the publication of the Proposed Local Development Plan. Completions show a rise. Approvals have decreased significantly reflecting staff shortages in the Strategic Development and Regeneration Team that deals with major and locally significant planning applications. Employment land supply shows minimal change.

Development Management and Enforcement

Decision making timescales have seen a general improvement from last year (with the exception of major applications). Both the approval and delegation rate has increased and householder and local timescales have decreased. Major applications have seen an increase in decision making mainly due to staff shortages in the Strategic Development and Regeneration Team that deals with major and locally significant planning applications. As of December 2014 the SD&R Team were fully staffed.

There has been a slight reduction in the number of enforcement breaches reflecting a more proactive approach with developers during construction.



Part 2: Defining and measuring a high- quality planning service

Planning Performance Framework - Annual Report 2014-2015



Open for business

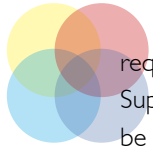


Developer Contributions Policy, Guidance and Implementation

Accompanying Local Plan 2 is a Guidance Note on Developer Contributions, which was adopted in 2011. LP2 sets out clear policy on when developer obligations will be expected and the Guidance Note provides detailed guidance on the nature of these contributions. In addition there is an additional guidance note on Affordable Housing which sets out detailed and clear requirements. Since 2011 updates have been made to these guidance notes to reflect detailed, clear new Government policy and other requirements, for example a requirement for broadband infrastructure to be incorporated into new developments. In making these updates the Guidance Notes have been widely consulted on.

The policy and guidance on planning obligations will be updated during 2015/16 and 2016/17 as part of adopting a Local Development Plan. Work to date has included setting out the planning obligations required by the Plan within the Plan's policies and key





requirements for specific sites. The programme and contents of Planning Obligations Supplementary Guidance is also set out in the LDP Action Programme. This work will be taken forward through the examination and by producing the Planning Obligations Supplementary Guidance.

Both of the Council's Development Management teams promote the Council's Developer Contributions Guidance Note within the adopted Local Plan 2. Case Officers engaging with developers communicate the level of developer contributions required for a development at the earliest possible stage, usually at the first pre-application stage where there is sufficient information. The initial advice gives a high level indication of what contributions may be required and developers are directed to the Developer Contributions Guidance. This is also incorporated into any processing agreements entered into. As the pre-application discussions go on and more information is gathered the required developers contributions is firmed up, either before the submission of the application or shortly afterwards. To ensure that developers' contributions are proportionate to the development Case Officers and key consultees use the formulas



within the guidance note to form the contributions to ensure that they are fair and reasonable. Where a developer considers that contributions would make the project unviable the Case Officer will request a viability statement, which will be assessed by the Council's Quantity Surveyors, and if found to have an impact on the project viability there will be a negotiation to reduce or void the requirement as proportionate to the level of viability impact.

All planning applications that are presented to the Planning Board recommending approval or refusal include an outline of what developer obligations are required if Elected Members are minded to grant the application. This assessment of required planning obligations is set against the context of Planning Circular 3/2012: Planning Obligations and Good Neighbour Agreements. The Case Officer works with the developer and relevant internal and external consultees to detail the contributions required and a memo, outlining requirements, is presented to Legal Services, often before the application is presented to the planning board. The Case Officer then liaises with the Legal Services Officer responsible for the legal agreement, and where necessary, meets with the developer and Legal Services, to ensure that the processing of the agreement is on track. Once a legal agreement is in place the Case Officer monitors the site and the requirements using a central S75 database.

Additionally our Development Applications Team has developed a small applications developer obligations crib-sheet for officers for when undertaking pre-application advice so that officers are aware of the levels of obligations required and can raise at an early stage. It is based on the policies and guidance notes of the Local Plan 2.

Implementation of the Economic Development Strategy and Local Transport Strategy (LTS) for East Dunbartonshire

The Service has an integrated Land Planning Policy Team which leads on the development of strategies and policies. It is within this context that the Council adopted its Economic Development Strategy and Local Transport Strategy in August 2013. The Economic Development Strategy and Local Transport Strategy are fully integrated with the wider suite of Land Planning documents and in particular the emerging Local Development Plan.

The Economic Development Strategy has the following strategic priorities:

- Support the growth of East Dunbartonshire's competitive and diverse business base.
- Support the development, diversification and growth of the town and village centres within East Dunbartonshire and capitalise on the area's tourist, leisure and natural attractions.
- Ensure that the key enablers of the economy are in place to support business to aid economic recovery and growth and economic prosperity, providing access to employment opportunities for East Dunbartonshire's workforce, particularly our young people.

Work on implementing the Strategy with internal delivery teams and with the Local Outcome Group from the Community Planning Partnership responsible for economic development, which includes representatives from Scottish Enterprise, Skills Development Scotland and the third sector amongst others, is on-going. This includes town centre initiatives to make improvements to the public realm, utilise vacant units and promote the town centre first policy. It also includes work to bring forward key economic development sites for development – see Kirkintilloch Gateway Masterplan below. This work is essential in ensuring that East Dunbartonshire continues to attract new business and development.

The Local Transport Strategy (LTS) has the following objectives:

- Delivering a safe transport network across all modes
- Improving the health and wellbeing of the community through promoting sustainable travel, attractive well designed streets and active travel routes throughout East Dunbartonshire
- Enhancing the accessibility of services, facilities and businesses in East Dunbartonshire, which promotes social inclusion

- Delivering reliable and efficient public transport services through close working with key transport partners and providers in order to achieve modal shift
- Ensuring that existing roads and footways are maintained incorporating high environmental and design standards
- Developing a transport network that supports both the local and wider region through delivering sustainable economic growth and travel, while conserving and enhancing the natural and historic environment where possible
- Ensuring that the impacts from transportation on the environment and air quality are mitigated in order to work towards the targets set out in the Climate Change Act 2008

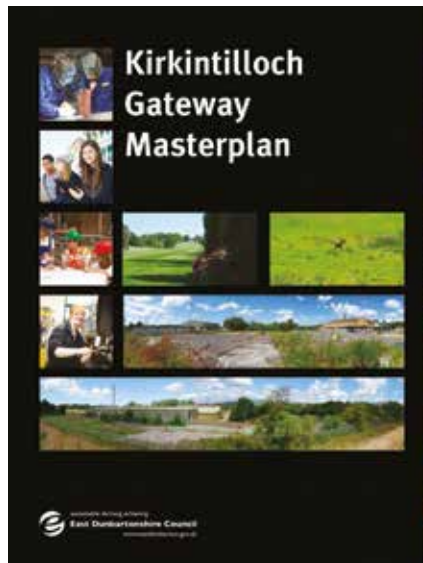
Work has now begun to deliver the Strategy with internal delivery teams across the Council as well as with external partners including Strathclyde Partnership for Transport, Sustrans and Cycling Scotland. This work includes physical infrastructure works to enhance connectivity and active travel, such as new or improved cycle and walking routes, and continued progress on the Bishopbriggs Relief Road. This work ensures that East Dunbartonshire's towns and villages are well connected to each other and the adjacent Glasgow city region. In addition, a LTS action to progress the evidence base for potential new rail stations has been taken forward through producing Route Corridor Studies for the A803/806 and A81. These studies have provided further evidence on transport interventions along the corridor and will be analysed and taken further forward during 2015/16. At present they provide information to support the safeguarding of land in the LDP.





Kirkintilloch Gateway Masterplan

The Planning Service and wider Development and Regeneration Directorate work to facilitate and promote key employment sites. Kirkintilloch Gateway is such a site, lying on the Kirkintilloch Link Road with direct access to the M80 and Kirkintilloch town centre. A Masterplan has been produced for the site and was published as Guidance to Local Plan 2 in December 2014. It was produced to support Local Plan 2 and was consulted on during its preparation. Its design and content aims to sell the site to potential investors and therefore as well as including site and infrastructure information including required use classes, it includes information on transport links, the local workforce and attractiveness of the area as a place to invest.



Facilitating Development – Proactive, Early Engagement with Developers

The Planning Service also encourages all developers of large scale developments to engage with the Planning Service early on in the process. In particular when a Proposal of Application Notice (PoAN) is submitted the Planning Service responds with information on what supporting information would be required with any future applications and the case officer invites the developer to engage in pre-application engagement. All pre-application engagement on major and locally significant applications includes gathering information from and discussion with key consultees for the application, especially if there are highlighted issues for example relating to flooding or biodiversity impact and setting out early on the contributions that will be required. In addition, processing agreements are offered early on in the pre-application discussions, usually around the first or second meeting. The processing agreements and pre-application discussions not only identify key dates but also what supporting information is required and also what contributions are likely to be required in line with Local Plan 2 Developer Contribution Guidance. Examples of applications where there have been extensive pre-application discussions which were decided within this reporting period include:

- TP/ED/13/0514 McGavigan's Field, Lenzie
- TP/ED/13/0734 Lillyburn, Milton of Campsie
- TP/ED/13/0568 Saddlers Brae, Kirkintilloch
- TP/ED/13/0906 Brae O Yetts, Kirkintilloch
- TP/ED/14/061 Kilmardinny AMSIC, Bearsden
- TP/ED/13/0918, TP/ED/13/0921, TP/ED/13/0922 Boclair House, Bearsden
- TP/ED/14/0679 Lennoxton Hub, Lennoxton
- TP/ED/14/0708 (local application) Bishopbriggs East, Bishopbriggs
- TP/ED/14/0801 (major application) Bishopbriggs East, Bishopbriggs
- TP/ED/13/0929 Colquhoun Park, Bearsden
- TP/ED/14/0198 Kirkintilloch Community Sports Centre, Kirkintilloch

In addition to providing early pre-application consultation the Strategic Development & Regeneration Team offer all developers the option to enter into a processing agreement and encourage the use of processing agreements on our website. Over the 2014/15 period several processing agreements were offered to all developers and two processing

agreements were agreed before McGavigan's Field (TP/ED/13/0514) and Lillyburn (TP/ED/13/0734). Processing agreements were also taken up for applications that were submitted in this reporting period, but not decided within the period and for applications that commenced pre-application discussions, in particular applications for: TP/ED/14/0602 Kessington, Bearsden and TP/ED/14/0673 Craigton Road, Milngavie. Additionally our Development Applications Team (who deal with small to medium scale applications) has offered two processing agreements this year, though neither were taken forward by the relevant agents or applicants.

Facilitating Development – Development Management Teams and cross Service and Council working

The Development Management teams work collaboratively across the key Council services and external agencies at all stages – pre-application, assessment and during site monitoring during construction. Protocols regarding timescales to respond to consultation (10 working days) are used to ensure that responses are timely and effective early on in the application process. SMART working and e-planning also enable earlier and more efficient discussion between council services with less physical barriers between teams and closer working relationships between teams. The structure of the service has been amended this year to include dedicated specialist validation officers to provide support for planning applications and building standards warrants. This provides dedicated support in terms of ensuring early information and consultee requests are issued.

In addition, once an application has been validated and consultations have been sent,





Planning Officers review the full application to assess what amendments and further supporting information may be required. This process is undertaken in the early stages of the application and is also informed by consultees who are aware of the need to frontload the application process to request any additional information and changes as early as possible to ensure efficient handling of applications. This in turn allows developers to respond sooner and for applications to be progressed more quickly which assists customers, with this often aiding the promotion of positive and sustainable development. As well as working with key services the Strategic Development & Regeneration Team keep Elected Members up to date with key development through the Development and Regeneration Convenor and Vice Convenor update notes and meetings which are provided monthly. In addition, when required, the Strategic Development & Regeneration Team hold drop in session for members of the Planning Board in advance of applications being presented to the Planning Board in order to answer any questions and to provide an opportunity to talk through the proposals. Examples of this include:

- TP/ED/I3/0568 Saddlers Brae, Kirkintilloch
- TP/ED/I3/0906 Brae O Yetts, Kirkintilloch
- TP/ED/I4/0610 Kilmardinny, Bearsden



LDP Action Programme

The East Dunbartonshire LDP Action Programme explains how the various objectives, spatial strategy and policies within the Local Development Plan can be successfully implemented and delivered. The Action Programme was published on 1 April 2015 with the Proposed Plan and was consulted on in advance with lead delivery partners. Actions have begun to be delivered and will shape the Land Planning Policy team work programme going forward.

For example, for business and employment the action relating to the 'Supportive Business and Employment Environment' policy (Action 19) requires the Council to monitor employment land through a new Employment Land Audit during the LDP period, to ensure there is a minimum 5 year supply of effective land for employment uses. The Council has sought to ensure a sufficient supply of employment land by designating a number of new sites through the Proposed LDP. Notably, a strategically important 55 hectare site at Badenheath, close to the M80, has been released from the green belt for storage and distribution uses. Also, a new site at Garscadden, to the west of Milngavie, has been designated for a depot facility, or a conforming green belt use in line with the Proposed LDP. In addition to these business and employment specific actions, the Action Programme also aims to ensure the creation of quality places, spaces and buildings through its 'Design and Placemaking' policy action (Action 8). The purpose for this is to create a more attractive and accessible environment for future investment, including business and employment generators, throughout the LDP period.

High quality development on the ground

Design of the Proposed Local Development Plan

The design of the Proposed LDP was seen as critical in supporting high quality development on the ground. The positive colours and use of a range of photographs showcasing excellent design from across East Dunbartonshire was decided on in order to set the tone of what the Council expects. This includes images from conservation areas, other historic and natural designated areas and more recent architectural designs. The aim is that development management planners can use the Plan to demonstrate ideas to developers.



Implementing the Council's Design Guidance and Design Streets

The Council's design guidance, Designing Streets and Designing Places are highlighted as key documents for all major and locally significant developments and this is communicated to developers early in the pre-application process. The Strategic Development and Regeneration Team also provide support to the Development Application Team in terms of design by providing design advice on applications of more than one house. This Guidance and Policy is accompanied by a high level of standard practice for all applications, including at pre-application stage, where case officers will identify and liaise with key stakeholders involved with facilitating and creating place-led development. This is followed by a meeting, involving key stakeholders to highlight the important issues to emphasise placemaking is at the heart of developments in line with the aims of Designing Streets.

At all stages of the process, including the assessment of applications, the Planning Service works closely with key stakeholders across the Council, within Government Agencies, with developers and with the local community. This ensures that Designing Streets principles are implemented in a harmonious manner alongside other considerations for the Planning Service and key stakeholders such as sustainable drainage treatment as these will often overlap in the course of defining a development and place.

For all applications the team endeavours to achieve the principles of Designing Streets to ensure that we create a place that is distinctive, safe and pleasant, easy to move around, welcoming, adaptable and resource efficient. Since the introduction of Designing Streets 2010 the planning service has taken steps to train other key stakeholders in the Council and Elected Members on the policy and guidance through seminars. This has led to good quality developments progressing through the planning application process and being constructed on the ground. One such development that has a good quality development which is in line with Designing Streets is application TP/ED/13/0514 McGavigan's Field in Lenzie. The development sits alongside a stopped up road that is now a pathway, a bypass route that forms the main access to Kirkintilloch and existing residential properties. The Cases Officer worked hard with the developer to ensure that the development was designed in a way that provided a well-connected internal layout and a layout that



connected to key aspects of the active travel network, encouraged active frontages, highlighted key aspects of landscape character such as a significant TPO Oak tree which was safeguarded by the development, created a centralised play facility and created streets and vistas of strong visual interest. This development is now being built and the ethos of Designing Streets and the aims of the approved plan are being realised.



Continued Delivery of the Kirkintilloch Town Centre Masterplan

The Kirkintilloch Town Centre Masterplan has had a communities approach in the preparation of the masterplan document and the projects that have been/are being delivered. The consultation for the masterplan begun in November 2011 with initial data gathering through workshops, roadshows and questionnaires. In 2012, the team presented concept ideas and indicative projects through roadshows in popular town centre locations. At this time the Kirkintilloch Town Centre Masterplan Champions was set up and is attended by representatives of local community groups. During the formal consultation period for this supplementary guidance in 2013, further consultation roadshows were held in popular town centre locations. The masterplan was adopted in November 2013, however community engagement continues through the Champions group, social media and through the collaborative, community engagement approach to developing projects.

Following the completion of projects such as West High Street Pedestrian Link and the adoption of the Masterplan document in 2013/4, 2014/15 saw the following Masterplan projects completed or progressed:

- **Barleybank Public Square:** A project to link the Scheduled Monument of the Canal to the listed St Mary's Church and Old Eagle lodge. The aim of the project was to create a useable and pleasant public space that made the most of the surrounding historical assets and improved access to the Canal and the town centre. As part of the project Scheduled Monument Consent and Listed Building Consent. The project manager worked to ensure that the plans were implemented in line with the consultation carried out as part of the Masterplan and in line with the relevant consents.
- **Test Town:** In July 2014 East Dunbartonshire Council teamed up with the Carnegie Trust to host Test Town in Kirkintilloch. Test Town is a project to promote the high street by giving young entrepreneurs the opportunity to trade in vacant units in the town centre. This activity promoted the diversification of town centre uses as set out in the Kirkintilloch Town Centre Masterplan and the Scottish Government's Town Centre Action Plan.

- **Old Co-op Townhead:** To support the town centre the derelict Old Coop building was acquired by the Council using grant funding from the Scottish Governments Town Centre Housing Fund which was secured in 2013/14. In 2014/15 the Council took possession of the building and progressed with the procurement of a contractor to demolish the building and held pre-application discussions with the planning service. This site will be redeveloped to create residential properties in the heart of the town centre.
- **Cowgate Street Design:** A central project of the Kirkintilloch Town Centre Masterplan is the Cowgate Street Design Project. This project commenced in 2012 however in 2014 the project gathered pace with funding being secured from Sustrans for 2014/15 and 2015/16 and from SPT for 2015/16. The project aims to create a shared space. In creating a shared space it is proposed that traffic lights at key junctions are removed. In August 2014 the Catherine Street Trial was undertaken to remove the lights, create tighter junctions and courtesy crossing points. During this time the team carried out consultation with members of the community through a questionnaire. In December 2014 further consultation was undertaken to refine the concepts and inform the design. The final design will be completed in summer 2015 with implementation autumn 2015.
- **Kirkintilloch Town Centre Masterplan Project Officer planning application consultation responses:** The Project Officer works with Case Officers to ensure that developments within Kirkintilloch are in line with the Masterplan
- **Town Hall:** Progress continues on consented works relating to the Town Hall. Further project to bring the Town Hall back to community use have also been progressed with pre-application discussions being undertaken with planning officers and a representative of Historic Scotland.





Enhancing our Scheduled Ancient Monuments – the Antonine Wall and Forth and Clyde Canal

The Antonine Wall is a World Heritage site and the Council has been continuing work throughout 2014/15 to enhance this monument. The Management Plan for the Frontiers of the Roman Empire (Antonine Wall) World Heritage Site Management Plan 2014-19 reiterates the long term aim of safeguarding and enhancing the outstanding universal value of the World Heritage Site. Training for development management staff in using the guidance and plan was carried out in April 2014 by Thomas Rees, Rathmell Archaeology to ensure the translation to high quality development on the ground. The East Dunbartonshire Local Development Plan, Proposed Plan, approved in January 2015 contains a Policy 10 - Valuing the Historic Environment. This includes a link to Supplementary Guidance on the World Heritage Site, therefore giving it statutory status once the Proposed Plan is adopted.

The Canal is a crucial part of the East Dunbartonshire's landscape and has a multitude of purposes including for biodiversity and as a transport and leisure corridor. Extensive work has been carried out in recent years to improve the canal, including new footpaths, pontoons and new development with associated landscaping. In addition, the Council has worked with Scottish Canals on implementing houseboat moorings at Cadder, Bishopbriggs and Southbank Marina, Kirkintilloch in order to bring 15 houseboats and therefore an active community to the canal side. Initial joint work with Scottish Canals and North Lanarkshire Council has started on the potential of a charrette approach for the Auchinstarry-Twechar-Kirkintilloch section of the canal in order to build on leisure facilities in the area.



City Deal

As per report DR-070-14-TG in August 2014 and report DR-101-14-TG in December 2014, the Planning Service (both development management and development planning) has worked in partnership with colleagues in Economic Development to work on a potential infrastructure project for East Dunbartonshire Council based around the Westerhill site in Bishopbriggs and the surrounding area.

The project is built around the Westerhill area whilst also seeking to improve transport infrastructure and mitigate any potential impact on Bishopbriggs town centre. The two key principles upon which the project are based are:

1. Enabling economic and transport infrastructure to support economic growth in East Dunbartonshire, increasing the business base and job opportunities
2. Improving accessibility of jobs in other parts of the city region through improved connectivity to existing transport and travel infrastructure.

This work in developing the strategic business case has been built upon the following areas:

1. Review of Westerhill masterplan and business/retail opportunities
2. Engagement with landowners re development plans and growth opportunities
3. Commissioning of financial and technical feasibility study for possible Bishopbriggs Relief Road phase 5
4. Site investigations for 3 above
5. Transport assessment linked to current ongoing route corridor study
6. Development of outline business case based on all of above
7. Economic modelling to assess Gross Value Added (GVA) impact and job creation opportunities.



Based on the work to date officers have developed a strategic business case for an infrastructure project that is focused on 6 key elements, and includes:

- A. Completion of Bishopbriggs Relief Road phase 5 and a range of transport related improvements
- B. Enabling Westerhill masterplan at former Shell site and unlocking further development through a new Bishopbriggs Relief Road phase 5 boundary
- C. Facilitating development and potential expansion at Strathkelvin Retail Park
- D. Improved Bishopbriggs town centre infrastructure, connectivity and public realm.





Ensuring an up to date Local Development Plan (LDP)

The publication of the Local Development Plan Main Issues Report was delayed in September 2012 to allow the Council the opportunity to challenge circumstances relating to the affordable housing shortfall in the area, through a meeting with the Minister which took place at the end of January 2013. Whilst this continues to be a challenging policy area for the Council to resolve, the Council published its Local Development Plan Main Issues Report in September 2013 and Proposed Plan in April 2015 (following its approval by Council in January 2015). This process has allowed the Council to consider the potential for variation from the Strategic Development Plan's indicative all tenure housing figures and consult widely on the Plan's housing policy.

Despite this early delay the current Development Plan Scheme states that the Local Development Plan will be published in 2016, 5 years from the publication of Local Plan 2 in 2011. Throughout the Proposed Plan and Examination processes all efforts are being and will be put into identifying and making any time savings in the programme set out in the Development Plan Scheme. However it is recognised that it is crucial that the LDP content is of a high standard, the allocation of greenbelt land will continue to be challenging for the Council and elements such as the Examination timescale are largely outwith the Council's control. Throughout this process the Council remains committed to a very strong engagement programme

In addition, additional sites submitted during the MIR consultation provided an additional challenge to the team. Despite Circular 6/2013 Development Planning promoting early submission of sites, more than 20 sites were submitted and therefore a further consultation process was needed in May and June 2014. More than 1,000 responses were received to this consultation and this took additional time to analyse. Despite this additional process the Plan has been published in line with the Development Plan Scheme.

As an example, one area of efficiency that the team has used during 2014/15 is to engage with the Scottish Government and key agencies during the drafting of the Proposed Plan.



It is anticipated by taking on board comments on the Plan's policies prior to publication less representations will be received which will help to speed the Examination process. The team has also extensively consulted with internal colleagues during the drafting of the Proposed Local Development Plan in order to ensure agreement and a deliverable plan. This has involved circulating drafts, individual meetings and seminars.

The team has also developed and published comprehensive background information including a housing evidence report, site assessments for each site submitted throughout the process, a retail capacity study and wind energy framework. By front-loading this work early in the process, it has been available for all stakeholders to consider during consultation periods but it will also benefit the delivery of the Examination as detailed evidence is readily available to inform the Schedule 4s and the team aims to minimise further information requests during the Examination period. Publishing this information for the Proposed Plan representation period also ensured transparency in the development of the Local Development Plan.

This work is supported through the use of project management techniques and detailed Gantt charts. The Directorate has rolled out PRINCE2 training for team leaders and these systems are used by the Policy Team Leader to ensure realistic and achievable project plans which are kept up to date and revised on a regular basis. This work informs the publication of the Development Plan Scheme which the Council is currently on track with. As such the Land Planning Policy Team Leader was invited to speak on project management at the national development planning forum in December 2014. Work has continued to manage risks and submitting the Plan to Council for early approval in January 2015 allowed work to publish the Plan proceed with confidence, this included design work and setting up the representation period.

Looking forward to work in 2015/16, electronic systems for consultations in order to speed up the registering and analysis of responses will be used. In addition, dependent on the number of representations received and Council approval, it is hoped that the team can produce Schedule 4s and submit these to the DPEA in a shorter time period than indicated in the Development Plan Scheme in order to minimise risks (such as the Examination taking longer than average) to adoption in 2016.



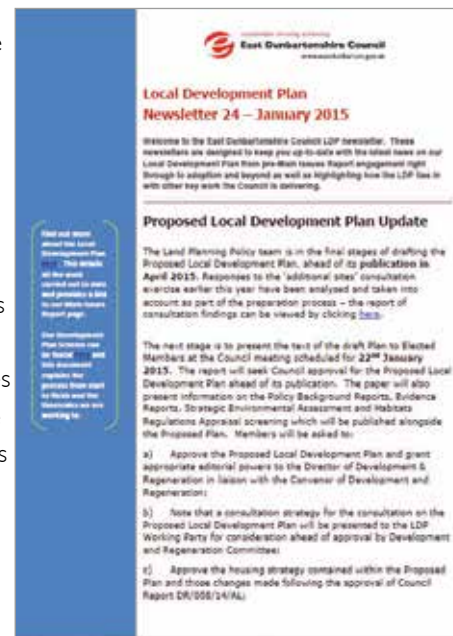


Clearly defined timescales and delivery partners set out in Action Programme

The LDP Action Programme contains specific actions for each of the 19 policies, together with nine separate actions for the individual statutory and non-statutory guidance notes. The actions were developed following targeted engagement in February/March 2015 with each of the named delivery partners, in terms of the deliverability of each policy as well as projected timescales and potential funding sources. In this respect they provide an appropriate level of certainty not only in terms of what is required to implement each policy, but also who will be the key partners and the indicative timescales.

A number of required actions have already been taken forward, such as the preparation of a 'Flood and Drainage Document for Developers', which was approved by the Council's Development & Regeneration Committee in December 2014. This will contribute towards planning guidance on flood risk in support of Policy 9 of the LDP. In support of Policy 4 – 'Sustainable Transport', the Council commissioned two separate Route Corridor Studies in September 2014, which were published in May 2015 and made available on the Council's website. The outcomes of these studies will be a key consideration in the implementation of this policy 4.

The Action Programme also contains a section focusing on specific development sites that will require additional work if they are to become 'effective' prior to 2021. This provides certainty for interested parties – including the promoter, key agencies and local communities – in terms of clarifying the required actions that should be addressed to justify each sites continued inclusion within the LDP.



Contributing to a Strategic Development Plan for the city region

Throughout 2014/15 the Land Planning Policy team contributed to the delivery of the Clydeplan Strategic Development Plan MIR in January 2015 through carrying out the following pieces of work:

- Housing Land Audit
- Input into producing HNDA2
- Urban Capacity Study
- Vacant and Derelict Land Annual Survey
- Industrial, Business and Office Land Annual Survey
- Attendance at Topic Groups, Sub-Groups, Heads of Policy and Steering Group
- Input into Clydeplan MIR Background Papers on Green Network, Climate Change, Wind Energy
- Drafting and approval of the MIR
- Promoting the MIR through the LDP newsletter and attending a Community Council meeting.

Whilst this results in a substantial workload for the team, close working with the Strategic Development Planning Authority ensures that the Strategic Development Plan itself can be delivered on schedule and that the Local Development Plan is closely linked and reflecting the most up to date emerging evidence produced through the collective power of the Strategic Development Planning Authority.



Providing clear advice and guidance on planning applications through use of departmental protocols

Our Strategic Development & Regeneration Team provides clear advice and guidance through the pre-application stage of any development. The case officer circulates indicative plans/details of the development to key consultees and collates information back from the key consultees to be able to effectively engage with the developer. The developer is given one point of contact in the council who coordinates information gathering, interpretation and sharing which ensure consistency of advice and clarity on roles and responsibilities within the Council. The case officer will also assess what additional information is required early in the pre-application process and ensure that the developer is made aware of these requirements prior to progressing to the application stage. During the application process, protocols are in place to ensure that internal consultees provide responses timeously within 10 working days of the request, with this level of service is also seen as best practice for pre-application requests as well. The case officer acts as project manager to ensure key milestones such as these are met.

The teams works closely with other services to ensure that decisions made on applications can also be achieved under other relevant legislation; for example ensuring that renewable energy sources are in line with Air Quality and Building Standard regulations, roads design is compliant and acceptable for the Roads Construction Consent process. The team particularly work closely with Neighbourhood Services to ensure that designs are in line with Roads Construction Consent (RCC) requirements and although the two processes are not run in parallel, RCC is often achieved within a short time after planning consent is achieved. This also illustrates how the Planning Service's proactive approach to engaging with other teams and organizations responsible for other statutory issues helps speed up a developer's timescale for achieving these other consents given many issues are resolved during the planning process. Ultimately this ensures the Planning Service plays a positive role in assisting to provide effective delivery of development on the ground.'

The Planning Service use 'work in progress' meetings to review workloads on a weekly basis. In addition each case officer monitors the condition fulfilment and construction

of sites using a Microsoft Excel Tracker which details key milestones of the project. The team has expanded upon it's post application tracker by moving to using the uniform database that is used in the assessment of the application. This is beneficial as now all of the information for the application is held in the same place.

In 2014/15 the Strategic Development and Regeneration prepared a Developers Guide to formalise the pre-application process and give developers certainty in what they should expect from the pre-application process. The Guide is currently a draft. An important part of the Developers Guide is to ensure that key Council services are signed up to deliver pre-application consultations. As Neighbourhood Services, the service with the greatest number of Council consultees has recently been restructured, it was considered premature to adopt the guide prior to the approval and bedding in of their structure. It is envisaged that this will be done in 2015/16. The Council has in place an internal Procedure Note for the Planning Service which helps to ensure all Council Planning Officers have certainty in what they are doing as well as providing consistency across the teams and directorates.

Appeal Decisions

Over the past year, planning appeal decisions have been 100% concurrent with the recommendations and decisions of the Planning Service.





Communications, engagement and customer service

East Dunbartonshire Proposed Local Development Plan Design

East Dunbartonshire Council's Local Development Plan Main Issues Report was shortlisted for a Scottish Award for Quality in Planning in November 2014 for its design. The Council recognised the need for the document to be engaging, visually appealing, accessible and place-based. This approach, as well as an emphasis on use of graphics and photographs whilst also avoiding jargon, was carried forward to the Proposed Plan. Again the Proposed Plan was the main focus of this design work but it was accompanied by a suite of associated documents sharing the same branding.

Through story-boarding and a design workshop it was agreed that the Proposed Plan would be split into an introductory section, policies and then four communities strategies. Each community was represented by a colour and each policy by a symbol and this branding was carried throughout the document. As with the MIR, the communities sections allow a place focused approach to development in the area. Photographs were also used to create a sense of place and highlight the quality of design the Council seeks in East Dunbartonshire. In addition, this branding coding was reflected in the mapping, background reports and in consultation tools.

In order to deliver this work the team worked closely with colleagues in Corporate Communications and the GIS Team to deliver consistent branding in each of our documents and communities based mapping. This work has resulted in a place-based, well-designed, engaging document.



Proposed Local Development Plan consultation preparation

Whilst the Proposed Plan representation period commenced on 1 April outwith the 14/15 PPF reporting period, during February and March 2015 the Planning Service undertook the preparation for the significant awareness raising and engagement which the Council planned to undertake during April to May 2015. The key components of this preparation were as follows:

1. A community group liaison event was hosted by the Land Planning Policy where all East Dunbartonshire's Community Councils and Residents Associations were invited to provide input to a draft Consultation Strategy. Eight different groups attended representing a range of different communities. The Council was pleased with the generally positive feedback, however some changes and additions were suggested. Many points were noted and informed the Strategy; illustrating the meaningful nature of this engagement which was important as local communities were a key stakeholder in this process. For example, in response to feedback, the Service drafted a list of examples of commonly submitted material and non-material points to inform those seeking to submit representations and included this in its 'How To Guide'.
2. Following this, the finalised Consultation Strategy was drafted and approved by Development & Regeneration (D&R) Committee on 24th March 2015. This process allowed the involvement of all of East Dunbartonshire's Councillors in the Strategy. An example of input provided by Councillors was the addition of a further drop-in surgery date (more detail on these 'drop-ins' is provided below) that was requested by a Councillor during a pre-agenda meeting ahead of the D&R Committee.
3. The Consultation Strategy of the Planning Authority more generally sought to take many measures to both raise awareness of the Proposed Plan, as well as undertake the most productive engagement possible to promote understanding of the Proposed Plan. Further details of the main components of the strategy are as follows:

- i. Eight 'drop-in' surgeries were booked across East Dunbartonshire to ensure the Proposed Plan and all supporting documents are made available for stakeholders. These events were booked to run from 3pm to 8pm for anyone to come to. This embodied the 'communities approach' taken in preparing for the representation period by bringing the Proposed Plan to the communities and seeking to maximise attendance regardless of stakeholder's background or where they lived. Planning Staff were scheduled for attendance to assist visitors with understanding the plan and answer questions. These 'drop-ins' were specifically intended to be informal and accessible to involve those less familiar with the Planning process and explain this implications of the Proposed Plan for them.
- ii. The Land Planning Policy Team has continued to grow the subscription base to its eNewsletter; so that its newsletter sent early in 2015 was received by approximately 1,000 stakeholders. It advised that the Proposed Plan was approved and raised early awareness of the upcoming representation period. Further newsletters were scheduled for during the representation period to maximise awareness and provide further details on how to find out more about the Proposed Plan and become involved. As part of a collaborative process of aiming to engage with communities, community groups were encouraged to forward newsletters to those on their mailing lists and also sent batches of posters to place in their areas.
- iii. Two press releases, as well as a series of social media postings (utilising the Council's Facebook and Twitter accounts), have been finalised and scheduled for release throughout the representation period. This recognised that minimum statutory requirements for newspaper advertisements may not be seen by as many stakeholders, with the benefit that the tailored media releases provided greater detail on the role of the Proposed Plan and why stakeholders may wish to find out more.



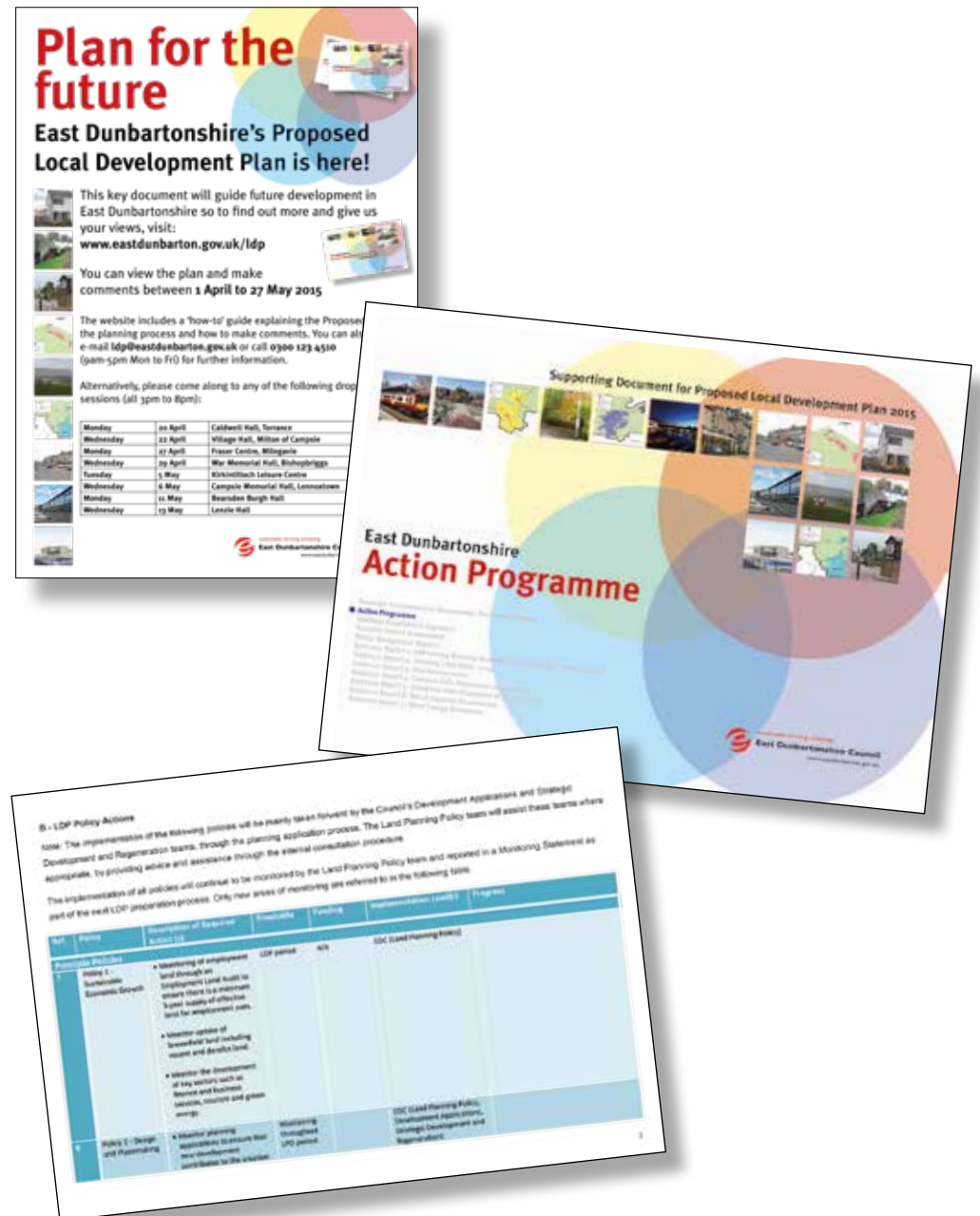


iv. Bespoke posters were placed around East Dunbartonshire in many public locations to promote awareness make clear how stakeholders could find out more. The posters were boldly designed, with superfluous information kept to a minimum to allow a focus on directing stakeholders to how they could find out more – for example prominently noting the dates of ‘drop-in’ events. This followed a wider aim which sought to minimise the time stakeholders needed to spend to get involved in the Proposed Plan to encourage involvement, especially amongst those with limited past experience of planning. In this case a stakeholder could go from seeing a poster and attending their local ‘drop-in’ and finding out about the Plan without any additional time being spent before or after.

v. ‘How-to guides’ have been prepared that answer many commonly asked questions, such as ‘what is the Proposed Plan?’, with the wider goal of involving a full range of stakeholders by making the Plan and planning process more accessible. They also aimed to provide a more efficient service for customers who could consult the guides – tailored for them - at any time online at their convenience.

vi. A representation form was specifically created for responses to the Proposed Plan. This served many benefits, including that it ensured representations contained all the relevant information to avoid the Planning Service having invalidate to submissions or to infer aspects of otherwise incomplete representations. By creating an electronic word form with ‘drop-down’ boxes to click the form is also more quickly completed. This aspect shall also have the added benefit of allowing the Planning Service to process representations more efficiently by being able to search and analyse these using the standardised options that representors can select from (for example, what specified policy or site a representation may relate to).

vii. Finally, a dedicated Proposed LDP webpage ‘hub’ was ready to go ‘live’ on 1 April 2015. This hub contained every document and plan relating to the Proposed LDP, including Evidence Reports informing the plan, as part of a simplified and accessible method of making information available in one place.



Bespoke engagement for Town Centre Masterplan

The Kirkintilloch Town Centre Masterplan continues to use engagement strategies which plot out which key stakeholders should be engaged and when. Additionally these strategies also set out which other Council services we can work in partnership with to deliver our objectives. The Service continues to work Colleagues in Corporate Communications who, on behalf of the service post tweets/facebook updates detailing key service messages. In 2014/15 we have worked closely with our partners in delivering projects (Sustrans, Carnegie Trust) to promote the projects to a wider audience and benefit from their experience of consultation.

Kirkintilloch Town Centre Masterplan



Community Council Liaison, Equalities Group and Access Forum

The Land Planning Policy Team and Strategic Development & Regeneration Team regularly attend the meetings of these groups to communicate important consultations and key stages of policy/project development as well as to receive feedback on both the consultation methods used and the content and detail of policies and projects. The Community Council Liaison forum was used during the reporting period to discuss the Planning Service's approach to unconventional gas extraction as well as the forthcoming consultation period for the Proposed Plan. It was an opportunity to explain Council policy and take questions and to provide advance warning of consultation periods to allow members to plan their time to get involved.

The Kirkintilloch Town Centre Masterplan Champions Group, made up of local community groups, businesses and residents, meets on a regular basis to ensure that there is a 'sounding board' for projects and that the nominated person from each group can disseminate information. In August 2014, the project team engaged with the East Dunbartonshire Visually Impaired Peoples Forum and with key national groups such as Guide Dogs UK due to concerns raised about the Cowgate Street Design Project. The project team have been working with these groups to learn about their experience of using the town centre and learn from groups that have raised concerns about shared space schemes that have been implemented elsewhere. The team carried out a Walking Audit of the town centre where a site visit was conducted in the town centre to learn about key issues this group face in the town centre. In March 2015 the Cowgate Street Design was presented to the Development and Regeneration Committee with a recommendation to engage with equalities groups through the creation of the Equality Design Forum to ensure that key groups had input into the design. As the decision was deferred to the full Council the forum only had its first meeting in late May 2015.





Individual Community Council Meetings

All areas of the Service regularly attend such meetings and meetings of other community groups to offer briefings on key processes such as the forthcoming Local Development Plan and/or the status of planning applications.

An example of this is the Land Planning Policy Team attending several Community Group meetings in connection the Proposed Local Development Plan, including one hosted by Bishopbriggs Community Council during which Planning Officers provided a presentation on the Planning Process and the Proposed Plan. An open discussion followed the presentation and this type of format highlights the benefit of the Planning Service's attendance of these events and instead insert 'as it allows those who are not specifically involved in planning to engage with the Planning Process.

A further key benefit of this form of in stakeholder's own environment and at more accessible evening times, is that allows the Service to invite stakeholder engagement amongst non-planning professionals, as well as encourages these stakeholders to be more comfortable becoming involved in the process and ask questions they may otherwise be less confident in doing so.

Most importantly however this engagement encourages the awareness of communities that the Service is there to serve them in many forms beyond minimum procedural and technical duties and that customer engagement is a responsibility that is of paramount significance amongst more general technical duties. In this respect the Service also feels that it significantly helps in building long term relationships with the community to allow people to have face-to-face contact with the officers within the Authority.

Charters

The Council has recently updated its Planning Enforcement Charter. The most recent update to the Planning Enforcement Charter was published in January 2015 and has been made available on the Council's Website.

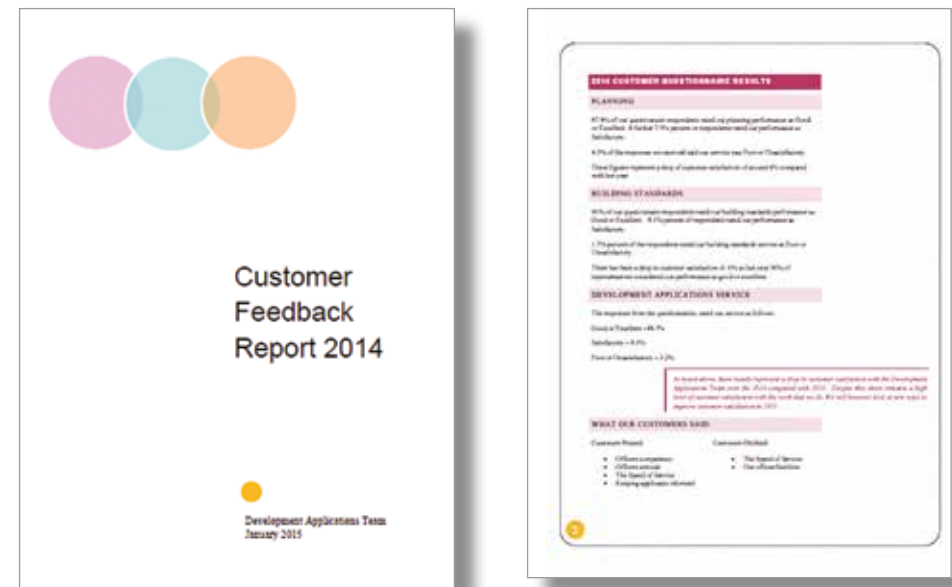
The Council has a corporate Customer Services Charter; which each of the Council's Planning Teams uphold.

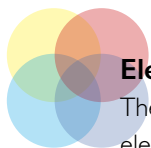
Customer Feedback

The Development Applications Team produced its annual customer feedback report 2014 in January 2015 setting out feedback received in the previous calendar year and publishing this on the Council's Website.

The publication of Customer Feedback is a requirement in the team's Team Action Plan. It demonstrated that customer satisfaction has remained high, continuing the good performance ratings received over recent years. 87.8% of questionnaire respondents rated the development applications planning team performance as good or excellent. This compares with 87% in 2012 and 92% in 2013. The Development Applications Team action plan also sets out qualitative measures and is published online.

The customer feedback response also sets out complaints and compliments received by the Development Applications Team throughout the year. The Council issue questionnaires with all planning consents to encourage stakeholder feedback. The Development Applications Team is then responsible for collating this and annually publishes the findings online.

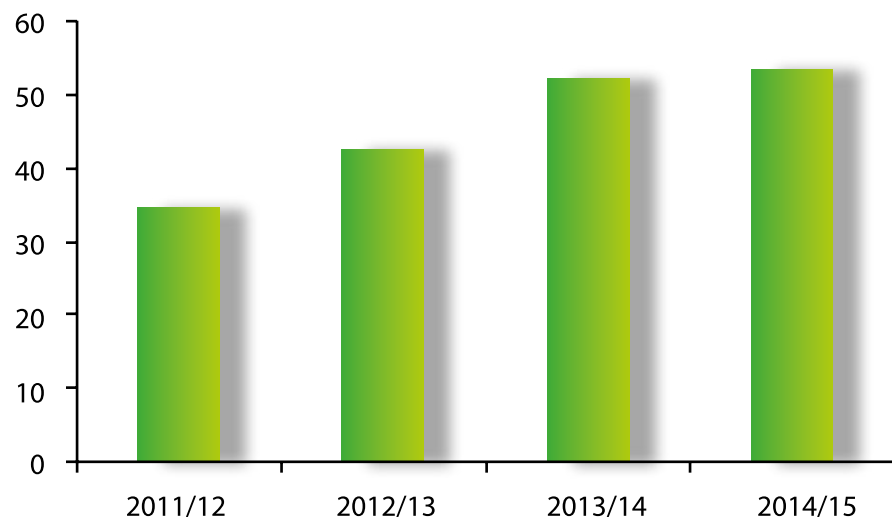




Electronic Planning

The use of the ePlanning portal to submit applications has maintained the level of electronically submitted applications from last year with 54% of applications being submitted this reporting period. Whilst the Service maintains its focus on increasing levels of planning applications electronically, this year's figures indicate that the significant increases in electronic submissions seen previously from years 2011 to 2013 are not a short term trend and instead represent a genuine long term change in behaviour with year on year rises.

Percentage of applications submitted electronically



In addition, the Council has encouraged the use of technology during the consultation on the Proposed Plan with the use of electronic representation forms, including a survey monkey version, interactive mapping of the proposals map and a dedicated shortened URL website address for easy access to all documents in an electronic format.



Efficient and effective decision-making

Legacy Cases

In 2014/15 5 legacy cases were closed. The following list sets out a the Council's outstanding' legacy cases at 31 March 2015. The Planning Service continuously works to minimise the number of legacy cases in the system through monthly reviews and on-going liaison with developers.

1. TP/ED/11/0081 is for the conversion of hotel accommodation, lodges and restaurant to dwellings at 274-280 Colston Rd, Bishopbriggs. An issue regarding an affordable housing contribution is being resolved between the developer and Housing Service.
2. TP/ED/12/0912 is for planning permission in principle for a mixed use development at the former Shell-Mex and BP Facility in Bishopbriggs. Officers are currently working with the developer to conclude the legal agreement.
3. TP/ED/13/0034 is for the creation of a drainage ditch at Lennox Castle Hospital. The Planning Service is currently undertaking a technical assessment of drainage matters and is expected to determine the application in late summer 2015.
4. TP/ED/13/0334 is for a store extension at ASDA on Kirkintilloch Rd, Bishopbriggs. This application's legal agreement has been receipted by the Land Registry and the Service is awaiting the payment of legal fees prior to issuing planning permission.
5. TP/ED/13/0382 is an application for the residential conversion of farm buildings at Lochmill Farm, Milton of Campsie. This application is awaiting the conclusion of a legal agreement.
6. TP/ED/14/0068 is for the erection of dwelling units at Parkburn Avenue, Kirkintilloch. This application deals with complex drainage issues necessitating comprehensive technical assessment that is currently on-going. The developer has not provided the required additional information and have been asked to withdraw the application. If this is not done the application will be refused.
7. TP/ED/13/0382 is for the extension of a hotel at 10 Rochdale Place, Kirkintilloch. The developer has been requested to make design changes and reduce the scale of the proposal.
8. TP/ED/14/0080 is for five dwellinghouses at the former Baldoran House, Campsie Road, Milton of Campsie. This application is awaiting the conclusion of a legal agreement, with this expected to be resolved imminently.



Stalled sites

During discussion at pre-application and application stage the Planning Service works with the developers to ensure that plans are viable and achievable. The team works with developers and consultees to ensure that relevant information is submitted before the application is decided to ensure that the use of conditions is minimised and developers are able to commence work on site timeously.

In addition to the above the Strategic Development and Regeneration team has secured funding from Architecture and Design Scotland's Stalled Spaces project which will support the regeneration of stalled and vacant/derelict sites through temporary community projects. This process was commenced in 2014/15 and community groups will be awarded funding in 2015/16.

Speed of processing local applications

The Planning Services have worked to improve the average number of time deal with local planning applications. In 2012/13, 84.1% of local planning applications were determined within two months in an average time of 10.1 weeks. In 2013/14 this had improved to 90.3% within two months and an average time of 8.7 weeks. In 2015, this has improved again and now 92.3% of local and householder applications are determined within the 2 month period. The information below in the following pages, shows some of the key mechanisms used by planning services in order to achieve this improvement.

Relationships with Key Agencies

The Planning Service works with key agencies across development management and development planning.

When there pre-application discussions are being progressed for a site where there are particular issues that relate to a statutory consultee or other external agencies, the team engages with the agency to understand issues early on in the process either at pre-application discussions or early in the planning process. For example, pre-application consultation was undertaken with Historic Scotland for listed building the Town Hall, Kilmardinny Arts Centre and in the post application work for Woodilee Admin Building

and SEPA have been critical in the discussions regarding ongoing assessment of Broomhill which was submitted in September 2014. The Council engaged with key agencies during the production of the Local Development Plan Proposed Plan in order to ensure that the Plan met the requirements of these national bodies and in order to reduce the likelihood of representations and therefore create efficiencies with regard the Examination. The team therefore sent drafts of the Proposed Plan to key agencies inviting comments and the Plan was updated as a result. Follow up conversations also took place and agencies were kept updated as work progressed. The Proposed Plan was also sent to all key agencies for the representation period as required by the regulations.





Scheme of Delegation

The Scheme of Delegation is less than 2 years old, however remains under review to ensure it is fit for purpose and allow appropriate involvement of Councillors on the most relevant applications.

Effective management structures

Reorganisation of Directorates within the Council

During the reporting period 2014/15 the Council has underwent a restructure. The reorganisation of the Council's Directorates has resulted in the Development Applications Team being moved from a Governance & Regulation Directorate to the same directorate as the other parts of Development Planning and Development Management. This has enabled the service to provide a more integrated approach under a unified Service which ensures more intuitive interaction between these teams. In particular this allows more informal and formal collaboration between these teams on aspects of their work which benefit from this on-going cross-team engagement. An instance of this has been where Development Management was able to provide examples of development recently constructed in 2014/15 which could feed into the preparation of the Proposed Plan that took place in later 2014/15.

The addition of the Development Applications team into the same directorate as the other planning teams within the Authority also ensures a better cohesion between relevant associated teams in how they can assist the Service's overall planning function, this includes:

- Transport and Access
- Economic Development
- Biodiversity
- Climate Change and Sustainability

- Culture, Leisure and Sport

This further integrated approach continues to provide opportunities for creating greater smarter working. In addition, this combination of the above functions continues to deliver a robust and integrated suite of policy documents that ensures a plan-led system, for example with liaison between the Land Planning Policy and Sustainability Policy teams. This contributes to ensuring best value and use of resources for the Council and its partners as well as developer and community certainty and thus sustainable economic growth.



Adaptable, balanced and future-proofed Workforce

The Planning Service, as part of a wider re-organisation of the directorate and Council, adopted a 'shared service' model during the reporting period with respect to how with a range administrative functions take place. This meant that the Service no longer had a dedicated administrative service, but instead shared a collectively pooled administrative resource that served many different services across the Council.

This has improved efficiency – not only across the Council – but also of the Planning Service. In particular it is noted that this approach has been more responsive to the varying needs of the Planning Service which have been transient during the year. Not only does this mean that the exact resources have been made available from the shared pool without wasted additional capacity, but it also means that - when required - specific expertise can be provided utilizing individuals with particular experience and skills sets.

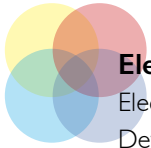
Finally this model also represents an improvement compared to previous dedicated resource models given that – when exceptional short term need arises - significant volumes of administrative work can be tackled with a greater level of resources resulting in shorter time frames for dealing with these larger types of work. For example, approximately 4,000 stakeholders needed to be notified by letter of the Proposed Local Development Plan. This required a large volume of time to be spent packaging envelopes which had to be done within a short timescale given the need for this to be done in a small window in the lead-in to the consultation period. Consequently a large number of administrative officers packaged these letters within a two day period and ensured that all of letters were sent in the timescales required.

Creation of dedicated validation team

As noted previously, the structure of the Service has been amended this year to include dedicated specialist validation officers to provide support for planning applications and Building Standards warrants. This dedicated support has ensured a higher degree of expertise amongst the officers who are specialising in the registration of planning applications. This means that consultation requests and additional information sought developers are sent earlier and are more responsive to the needs of the application,

and ultimately the planning officers who are assessing applications. This frontloading of the process contributes to a broader aim of improving the efficiency of the Service and has resulted in less uncertainty for developers regarding the later stages in the planning application process.





Elected Member involvement in the Development Plan process

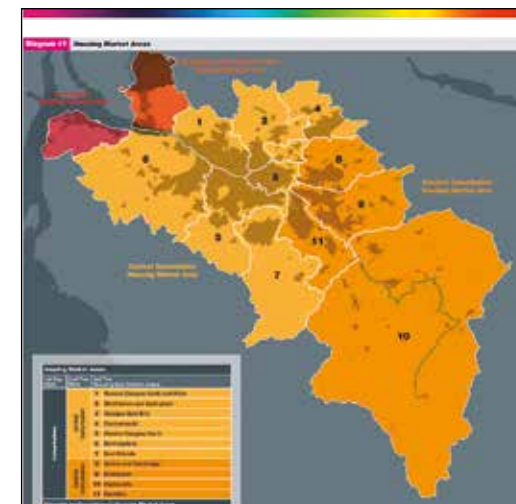
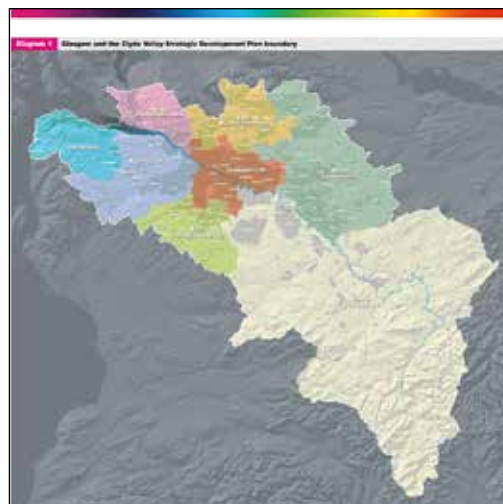
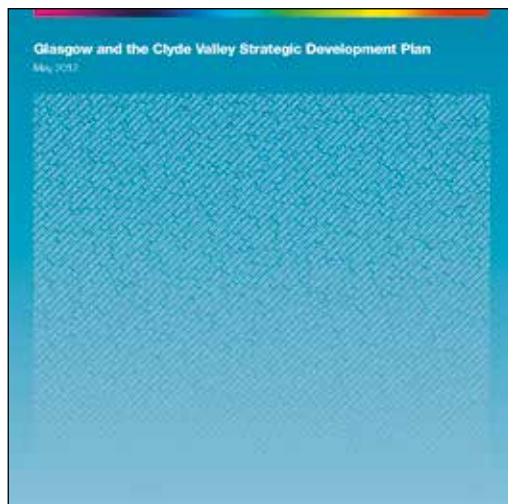
Elected Members are highly involved in the Strategic Development Plan and Local Development Plan processes, recognising that both set a strategy for land use and shapes development across the area. Prior to publishing the Local Development Plan Proposed Plan Elected Members were involved in the following ways:

- Attending a regular Local Development Plan Working Party. During the reporting period there have been 4 meetings of the working party. Although the working party is a cross party group, it does not have decision making powers and is used to shape the Local Development Plan in advance of Committee or Council.
- Providing written monthly updates to the Convenor and Vice Convenor on both the development of the Local Development Plan (and Strategic Development Plan) followed by monthly meetings.
- Attending Council. During the reporting period two reports were heard by Council in June 2014 and January 2015. The purpose of the June 2014 report was to seek Council approval to continue with work on the Local Development Plan (LDP) Proposed Plan following the Main Issues Report consultation. This ensured that the

team had certainty on the content of the Plan relating to housing land supply and ensured that when the Proposed Plan was submitted to Council for approval in January 2015 Members were already aware of the housing land strategy to be taken into account and this contributed towards the Council approving the Plan. The January 2015 report also set out detailed information on the Proposed Plan, timetabling of the process to adoption and risks associated with various elements of the process. Again this ensured that Members were fully informed in their decision to approve the Plan.

- Attending Development and Regeneration Committee. Reports were presented to Committee in March 2015 on the Proposed Plan representation period arrangements, Action Programme and Supplementary Guidance. These were agreed by the Committee.
- Attending Elected Member Briefings in advance of key Committee and Council Papers and providing technical notes on key updates for all members.

In addition, Joint Committee Members for the Strategic Development Plan are provided with technical briefing notes on its development and briefings in advance of Board meetings.

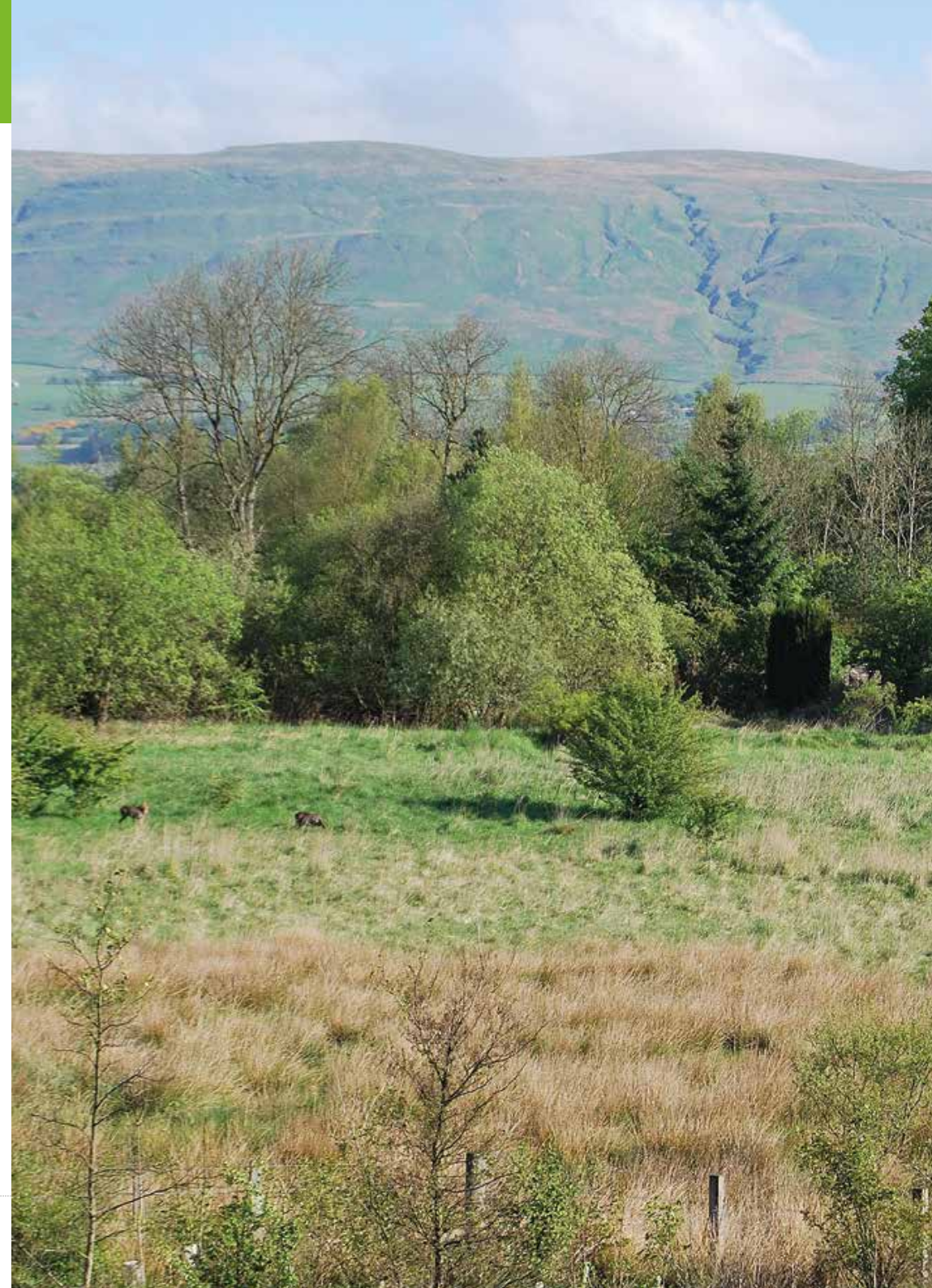


Team and Project Management

The Land Planning Policy Team and the Strategic Development & Regeneration Teams currently use Prince2 project management tools to effectively deliver each of their processes.

The Strategic Development & Regeneration Team have developed an action plan for the overall team which is then split into the individual functions of the team – planning, regeneration, town centres and funding. This is reviewed on a regular basis through one to ones with team members to ensure work is on track. Issues are then highlighted to managers at management team meetings and Councillors through Convenor and Vice Convenor briefing notes and meetings. In addition, as more processing agreements have been used to manage the planning process there is more of a project management focus for applications, with key deadlines for the developer, consultees and case officers being set out early on in the process. As the Developers Guide used more formally in 2015 we will continue to improve upon the management of the application process.

The Land Planning Policy Team use project management techniques and detailed Excel spreadsheets charts to ensure effective management of work. The Directorate has rolled out PRINCE2 training for team leaders and these systems are used by the Policy Team Leader to ensure realistic and achievable project plans which are kept up to date and revised on a regular basis. This work informs updates to senior management and elected members and allows for any issues to be highlighted early. During 2014/15 the team has particularly focused on using Project Initiation Documents (PIDs) to project plan pieces of work, for example individual pieces of work that form part of the LDP. This includes the Statement of Importance for the Campsie Fells where the PID was shared with other relevant internal teams and SNH to ensure that the project plan was agreed by all participants. As a result the project was delivered to a high standard and on time. Going forward into 2015/16 this approach will be developed further.





Benchmarking and Supporting National Initiatives

The Council is a member of two benchmarking groups, the West of Scotland Group and an Improvement Service/Heads of Planning/Scottish Government benchmarking group as well as being represented on the Heads of Planning Performance and Practice sub group. It is also part of the Glasgow and Clyde Valley LDP Forum. These provide opportunities for sharing best practice, discuss performance and new legislation.

The West of Scotland Benchmarking Group consists of participants from the following Councils: East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire & West Dunbartonshire. The Group normally meets every 3 - 4 months and met three times between 1st April 2014 and 31st March 2015: 29th May 2014 (at East Renfrewshire); 23 September 2014 (at North Ayrshire) and 27th January 2015 (at Inverclyde). The meetings are minuted, with the host council and chairperson rotating around the councils.



A wide range of topics were discussed at these meetings:-

1. Planning Performance Framework
2. Scottish Minister call-in of applications
3. Decision Notice contents
4. High Hedges Act and DPEA appeal interpretation
5. Restoration Bonds
6. Electric car charging points in new developments
7. Pre-application briefings & guidance for councillors
8. Legal Agreement procedures
9. Retention of planning registers procedures
10. Charging for pre-application enquiries
11. Certificates of Lawful Use or Development
12. Charging for street naming and numbering
13. Costing the planning service
14. Local Review Body procedures & judicial review
15. Processing agreements
16. Staffing levels
17. Review of quarries and landfill sites
18. Validation standards guidance note
19. EPlanning and EBuilding Standards portal and agency agreement
20. Content of reports of handling
21. Hearings procedures
22. Section 42 applications
23. Advertisement Stop Notices
24. Policy on houses in the countryside
25. Obtaining archaeological expert advice
26. Pay-day loan government consultation
27. Format of EIA screening opinions
28. Procedures for Rights of Way diversion orders

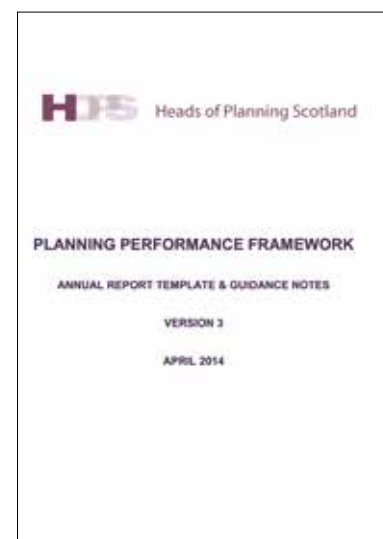
- **The Planning Performance Framework**, where the Councils' submissions and feedback reports were discussed, with the Council's learning from each-other's reports.
- **The High Hedges Act**, where policy and practice was shared, leading to a better understanding of the legislation, and experiences shared of the approaches which can be taken on a range of issues on this new subject.
- **Pre-application councillor briefings**, allowing the authorities to share how they are implementing government advice.
- **Staffing levels within the authorities**, looking at how each authority's service is staffed, allowing comparisons with performance statistics.
- **Archaeological advice** and how the authorities purchase this service through either the West of Scotland Archaeological Service or from private consultants, and whether value-for-money is obtained.

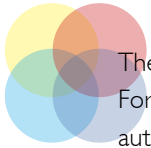
This group concentrates on development management issues. Development plans teams benchmark extensively with the eight Councils who prepare the Glasgow & Clyde Valley Strategic Development Plan (including sub-groups); as well as through Heads of Planning and the national Development Plans Forum. Benchmarking also takes place supporting environmental and technical functions, including through the Glasgow and Clyde Valley Green Network Partnership; the Scottish Outdoor Access Forum; the Scottish Strategic Environmental Assessment Forum; the Local Authorities Historic Environment Forum; the Corporate Address Gazeteer Forum; the One-Scotland Mapping Agreement Group; and the Ordnance Survey User Group.

The Heads of Planning Performance and Practice sub-committee is made up of representatives from eight authorities, plus representatives from COSLA, RTPI Scotland and Improvement Service. Its role is to:

- Provide support, guidance and advice to the Executive Committee in respect of all relevant matters which are not within the role or remit of the Development Planning or Development Management sub-committees. This includes performance management; training, education and development; and planning finance and resources
- Influence and develop opportunities to work collaboratively to make a positive contribution to planning reforms and improvements by identifying good practice, benchmarking across member authorities, and representing the views of Scottish planning authorities
- Act as an initiator of change and improvement by consulting, lobbying, leading and challenging on behalf of the Executive Committee.

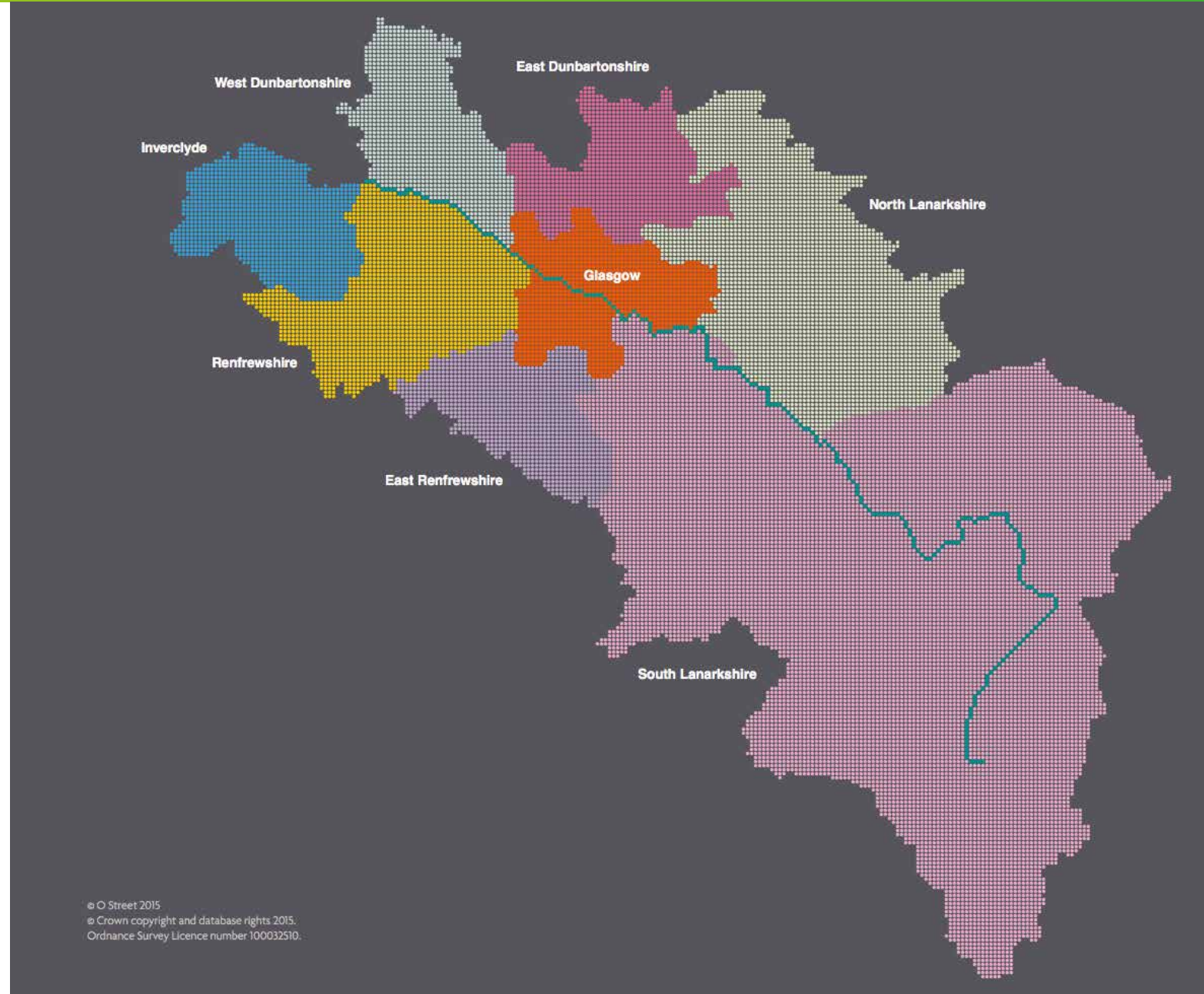
Items addressed by the sub-committee during the reporting period include the penalty clause process, costing the planning service project phase 2, the planning development programme and the development and refinement of the Planning Performance Framework process itself.

[illegible]



The Glasgow and Clyde Valley LDP Forum consists of the eight Clyde Valley authorities and the SDP Core Team. It meets on every 6 months and in 2014/15 was hosted by East Dunbartonshire Council in February 2015. Its principle purpose is to share and exchange best practice in respect of LDP and SDP development and implementation. During the meeting the following items were discussed:

- Supplementary Guidance - Approaches and procedures - Authorities discussed what Guidance they had/will produce and reflected on recent guidance from the Scottish Government. As a result research on all the topics to be covered was collated with a view to discuss consistency and best practice at the next Forum.
- Examinations - Report findings and procedures - Where applicable authorities discussed key recommendations from their LDP Examination and discussion on key themes across the authorities were discussed. The administration of Examinations was also discussed in order to share best practice.
- MIRs - Consideration of approach to MIR and types of issue to include following adoption of up to date LDP - Authorities are now beginning to consider their next MIR and approaches were considered.



Financial management and local governance

Financial Structures

The Directorate budget is discussed regularly at management team meetings. The accounts and finances are a standing item on the agenda where areas of concern are addressed. In addition, monthly meetings are held with the accountants to ensure that estimates of fee income and spend are being actively monitored and maintained, with under/over spend/recovery being highlighted at an early stage. The Planning Service was delivered for 89% of the projected budget this reporting period as set out in Part 5.

The Planning Service ensures that appropriate procurement processes are followed in conjunction with colleagues in Procurement to make sure that best value is achieved. On areas where specialist professional consultancy assistance is required, the service ensure that the standard cost to quality ratio is favoured towards quality to reflect the importance of accurate and up to date evidence based on best practice is available on which to make informed decisions. This works out as better value for the Council compared with having this resource in house based on the number and types of applications and size of the authority. Examples of contracts established within the reporting period include the appointment of ecological consultants to inform the emerging Local Development Plan. Where possible the Council will procure work in partnership with others such as the Strategic Development Planning Authority to benefit from the combined resources of more than one local authority working individually. In this respect the Planning Service has benefitted from the services of the Glasgow and Clyde Valley Green Network Partnership in developing a green network strategy as a key early action from the emerging Local development Plan Section Programme.

Delivery of projects

The Strategic Development and Regeneration Team has secured funding, in conjunction with other Council services, to support projects such as those identified as part of the Kirkintilloch Town Centre Masterplan. Projects include:

- £200,000 Sustrans Community Links funding for Cowgate Street Design Project.
- £15,000 from Architecture and Design Scotland was secured in October 2014 for the Stalled Spaces Scotland which will see vacant and stalled sited temporarily developed by community groups over 2015 and 2016.
- £15,000 from Sport Scotland Legacy Fund was secured to facilitate the delivery of a young children's skatepark to compliment a teenagers' skatepark at Luggie Park, Kirkintilloch.





Culture of continuous improvement

Seminars

To respond to the recruitment of new staff, new council structures and reducing training budgets, lunch time seminars have been organised by the service to encourage continual professional development, sharing of knowledge and techniques and relationship building across teams and directorates. They have mainly been delivered by Council employees but consultancies have also delivered free training such as by IDOX. Invites have been extended across the Council. Topics this reporting period have included:

- Antonine Wall World Heritage Site Supplementary Guidance
- Air Quality, Noise and Environmental Protection
- LDP Policy Structure
- Idox Information Service
- LDP Proposals Map Preview and Review
- LDP Proposed Plan and Representation Period Briefing

The seminars have helped to raise awareness of the role that planning plays as well as the often competing priorities that require consideration. In addition they have played a key role in internal consultation during the drafting of the Proposed Local Development Plan.

Training and Development

In addition to the seminars noted above, additional activities have also taken place in 2014/15 to ensure continuous improvement in the Service's knowledge and implementation of high quality development on the ground:

- Officers have been sent on several Trevor Roberts Associates workshops, including those relating to enforcement, negotiating skills and advertisements. In addition to providing knowledge to the officers who attended, these workshops also facilitated informal opportunities for networking between the Council's officers and other attendees of the events. This in turn allowed the sharing of good practice and further expand the knowledge of the Service's officers, as well as technical communication skills.

- Members of the service also attended the Improvement Service's Customer Engagement training, with this particularly focusing on good examples of engagement and consultation in relation to the Local Development Plan process as well as the evolving use of Social Media to expand reach of Planning Authorities - especially beyond non-standard demographics. An officer from the Service also undertook a presentation at this event and this contributed to the public speaking skills of the officer in question too.
- High Hedges training hosted by the Improvement Service was attended in the reporting period, with this providing valuable knowledge given the recent nature of the legislation in question and the Authority's dealings with High Hedge applications.
- SPEL undertook an event providing training on legal issues relating to planning. As per the other examples of external training attended by officers, this also represented a situation where knowledge gained at the training was disseminated the wider teams in question so they could also gain from the knowledge provided at the event.
- Local Authority Urban Design Forum – A representative of the planning authority is a member of the steering group of the LAUDF and planners are encouraged to attend the events where relevant. If planners are not able to attend the follow up newsletters are circulated throughout the teams and planners are encouraged to join the Knowledge Hub forum.
- Architecture and Design Scotland Design Symposium Update in November 2014 – Members of the Strategic Development and Regeneration Team who deal with major planning applications and the Kirkintilloch Town Centre Masterplan attended the update to the symposium which was focused on the SPP and included a site visit to two key regeneration sites in Glasgow. On return shared their learning with the team.
- A member of Strategic Development and Regeneration team attended the RTP1 conference on Planning for Legacy: Sustainability and Resilience for Long Term Benefit and learning shared their knowledge gained on their return.
- All officers, team leaders and managers record their continuing professional development work and have training requirements identified as a key requirement of their Personal Development Records.

On-going and future development

The Council, including the Planning Service, remains committed to the development of its staff, directed by the Performance Development Review process of all staff carried out annually and reviewed biannually.

The Planning Service use Management, Directorate and Corporate Management team meetings to communicate and inform work and decisions as and when required. Work of the Planning Service is promoted corporately through the Leadership Forum which is attended by all those with management responsibility across the Council. During this reporting period, the Planning Service presented on the importance of cross team and directorate working in the production of the Local Development Plan. It also presented an

opportunity to further the knowledge of Members on matters of planning procedure to improve their development on a wider level with respect to the planning process.

The Council's Leadership coalition have regular Leadership Group meetings which the Planning Service use to liaise with the Leadership Group on work streams, particularly in advance of Committees and Councils in order to offer briefings and take direction. In addition this often results in all member briefings being offered which receive a good uptake. For example, a briefing was held on the LDP representation period and the Cowgate Street Design Paper ahead of the March 2015 D&R Committee, and briefings were held ahead of Planning Board for applications that had significant implications for the emerging LDP, e.g. TP/ED/13/0568 Saddlers Brae and TP/ED/13/0906 Braes O Yetts.



The Kirkintilloch Town Centre Masterplan is formally adopted and through its implementation by the Council and other stakeholders it will regenerate Kirkintilloch town centre - breathing new life into shopping areas, parking and pedestrian links.

The vision is to create "a reinvigorated heart for Kirkintilloch that is vibrant, welcoming, and attractive" - providing a balance of leisure, civic, retail, business and tourism facilities.

Improvements to date include:

- Works to improve pedestrian links at West High Street - completed in October - which dramatically improved the link between West High Street and East High Street, revamping the pedestrian link, lighting and junction linking the town centre with Eastside
- New and improved parking behind the Community Hub and Tantra-
- Parking and access work at Barleybank car park which improved the layout of the car park, created more bays and better disabled parking provision. The car park is now accessed from New Lairdsland Road-
- A range of work on properties in Cowgate - from 21-75 - including canopies which were refurbished using high quality materials

Improvements which are on-going at the moment:

- Townhead improvements - A range of works to improve footways and create on-street parking are underway - due for completion in Feb 2016, with a break over December.
- Kirkintilloch Town Hall - temporary holding works. Work to stabilise the building - including the removal of asbestos which finished in November. Efforts continue to secure funding from external bodies in a bid to bring the building back into some form of operational use.

Improved car parking in Kirkintilloch

"a reinvigorated heart for Kirkintilloch that is vibrant, welcoming, and attractive"

Improvement due to commence in 2014 include:

- **Barleybank:**
Work in Barleybank will commence in mid January and will continue to approximately late spring. The improvements to the public space will include creating a square between St Marys Church, Cowgate and the Forth and Clyde Canal. Improvements will also include improving accessibility of the canal towpath by making the access ramp less steep, creating a stepped area, and creating a decked area overlooking the Canal.
- **David Donnelly Place and Broadcroft:**
Work in David Donnelly Place and Broadcroft will take place in mid January and will continue to mid spring. The improvements include widening the pavement to improve pedestrian accessibility from David Donnelly Place to Cowgate, resurfacing Broadcroft, an improved public area on David Donnelly Place, and improved landscaping on the pedestrian link between David Donnelly Place and New Lairdsland Road, at Smiths Hotel. To carry out this work Broadcroft will be closed from the Monday the 6th of January until 28th of February. Pedestrian access to the businesses and residential properties on Broadcroft will be maintained at all time.



Part 3: Supporting evidence



Part 3: Supporting evidence

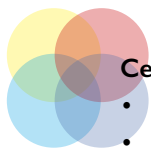
Part 2 of this report was compiled, drawing on evidence from the following sources:

Open for business

- LP2 and Guidance Notes: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_policies/adopted_local_plan_2.aspx
- Proposed Local Development Plan and LDP Action Programme: <http://www.eastdunbarton.gov.uk/LDP>
- Economic Development Strategy: http://www.eastdunbarton.gov.uk/content/council_and_government/regeneration.aspx
- Kirkintilloch Gateway Masterplan: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_policies/planning_-_economy.aspx
- Local Transport Strategy: http://www.eastdunbarton.gov.uk/content/transport_and_streets/transport_policies/local_transport_strategy_13_17.aspx
- Route Corridor Studies for the A803/806 and A81: http://www.eastdunbarton.gov.uk/content/transport_and_streets/transport_policies/a81_milngavie_%e2%80%93_bearsden__corr.aspx
http://www.eastdunbarton.gov.uk/content/transport_and_streets/transport_policies/a803_806_corridor_study.aspx
http://www.eastdunbarton.gov.uk/content/transport_and_streets/transport_policies.aspx
- Publication of availability of processing agreements: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_applications/submit_a_planning_application.aspx

High quality development on the ground

- LP2 and Guidance Notes: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_policies/adopted_local_plan_2.aspx
- Proposed Local Development Plan: <http://www.eastdunbarton.gov.uk/LDP>
- Kirkintilloch Town Centre Masterplan: http://www.eastdunbarton.gov.uk/content/council_and_government/regeneration.aspx
- Planning Applications: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_applications/view_comment_on_applications.aspx
- Frontiers of the Roman Empire (Antonine Wall) World Heritage Site Management Plan 2014-19: <http://www.historic-scotland.gov.uk/antonine-wall-management-plan-2014-19.pdf>
- Canal development sites: http://www.livingonwater.co.uk/index.php/locations/show_location/31
- Minute of Council Meeting on City Deal: http://www.eastdunbarton.gov.uk/system_pages/current_committee_docs_search.aspx



Certainty

- Proposed Local Development Plan, Background Information and Action Programme: <http://www.eastdunbarton.gov.uk/LDP>
- Development Plan Scheme: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_policies/development_plan_scheme.aspx
- Land Planning Policy project management documents.
- Route Corridor Studies for the A803/806 and A81: http://www.eastdunbarton.gov.uk/content/transport_and_streets/transport_policies/a81_milngavie_%e2%80%93_bearsden__corr.aspx
http://www.eastdunbarton.gov.uk/content/transport_and_streets/transport_policies/a803_806_corridor_study.aspx
- Strategic Development Plan MIR and background reports: <http://www.clydeplan-sdpa.gov.uk/sdp/main-issues-report-january-2015>
- Strategic Development Plan 2012: <http://www.clydeplan-sdpa.gov.uk/sdp/approved-strategic-development-plan-may-2012>

Communications, engagement and customer service

- Strategic Development Plan 2012: <http://www.clydeplan-sdpa.gov.uk/sdp/approved-strategic-development-plan-may-2012>
- Main Issues Report: <http://www.eastdunbarton.gov.uk/MIR>
- Proposed Local Development Plan including information on representation period, How To Guide, representation form: <http://www.eastdunbarton.gov.uk/LDP>
- D&R Committee Report – 24 March 2015: http://www.eastdunbarton.gov.uk/system_pages/archive_committee_docs_search.aspx
- Local Development Plan progress updates and newsletters: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_policies/emerging_local_dev_plan.aspx
- Facebook: <https://www.facebook.com/edunbartonshirecouncil>
- Twitter: <https://twitter.com/EDCouncil>
- Kirkintilloch Town Centre Masterplan and Cowgate Report of Consultation: http://www.eastdunbarton.gov.uk/content/council_and_government/regeneration.aspx
- Planning Enforcement Charter: http://www.eastdunbarton.gov.uk/PDF/DE_Planning/DE-P_Planning_Enforcement_Charter_2015.pdf
- Development Applications Team Customer Feedback Report 2014: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_performance_and_gover/development_applications_perfo.aspx
- Development Applications Team Action Plan 2014: http://www.eastdunbarton.gov.uk/PDF/DE_Planning/DE-P_ACTION_PLAN_2014-15_S.pdf
- Council complaints procedure: <http://www.eastdunbarton.gov.uk/default.aspx?page=14585>
- Local Development Plan Interactive Proposals Map: <http://www.maps.eastdunbarton.gov.uk/LocalViewext/Sites/LDP2/#>

**Efficient and effective decision-making**

- Planning performance and governance page: http://www.eastdunbarton.gov.uk/content/planning__building_standards/planning/planning_performance_and_gover.aspx
- Development & Regeneration Committee: http://www.eastdunbarton.gov.uk/content/council_and_government/councillors_politics_elections/committees_and_decision_making/development_and_regeneration.aspx
- Scheme of Delegation: <http://www.eastdunbarton.gov.uk/PDF/DE%20Planning/DE-P%20Scheme%20of%20Delegation%20to%20Officers%20Planning%20&%20Building%20Standards%20Amendments.pdf>

Effective management structures

- Proposed Local Development Plan: www.eastdunbarton.gov.uk/ldp
- Business Improvement Plans: <http://www.eastdunbarton.gov.uk/default.aspx?page=20939>
- Organisational structure, Chief Executive and Senior Management: http://www.eastdunbarton.gov.uk/content/council_and_government/council_general_information/organisational_structure_chie.aspx
- Council Report – June 2014 and January 2015, D&R Committee Report – March 2015: http://www.eastdunbarton.gov.uk/system_pages/archive_committee_docs_search.aspx
- SDP Joint Committee papers – available on request from SDP Authority.
- Strategic Development Plan 2012: <http://www.clydeplan-sdpa.gov.uk/sdp/approved-strategic-development-plan-may-2012>

Financial management and local governance

- Kirkintilloch masterplan: http://www.eastdunbarton.gov.uk/content/business_and_trade/shopping_and_markets/town_centres/kirkintilloch_town_centre/kirkintilloch_town_centre_mast.aspx
- Proposed Local Development Plan: www.eastdunbarton.gov.uk/ldp

Culture of continuous improvement

- Development Applications Team Action Plan 2014: [http://www.eastdunbarton.gov.uk/PDF/DE Planning/DE-P ACTION PLAN 2014-15 S.pdf](http://www.eastdunbarton.gov.uk/PDF/DE%20Planning/DE-P%20ACTION%20PLAN%202014-15%20S.pdf)



Part 4: Service Improvements 2014-15


Planning Performance Framework - Annual Report 2014-2015

Part 4: Service Improvements 2014-15

In the coming year we will:

- Maintain the current momentum on the Local Development Plan and submit the LDP to the DPEA in line with Development Plan Scheme.
- Publish Supplementary Guidance on Planning Obligations and Design and Placemaking.
- Develop project management tools using PRINCE templates to further improve project planning of policy work.
- More comprehensively monitor decisions made that are not in accordance with the Development Plan.
- Publish the Developers Guide and formalise internal protocols for internal Council services engaging in the pre-application planning process to reflect current protocols for live planning applications.
- Provide guidance for Council Services receiving developers contributions on how they should be used to meet the terms of the obligation and Circular.
- Continue to invest in employee knowledge, skills and abilities in the face of continuing budget challenges.

Delivery of our service improvement actions in 2013-14:



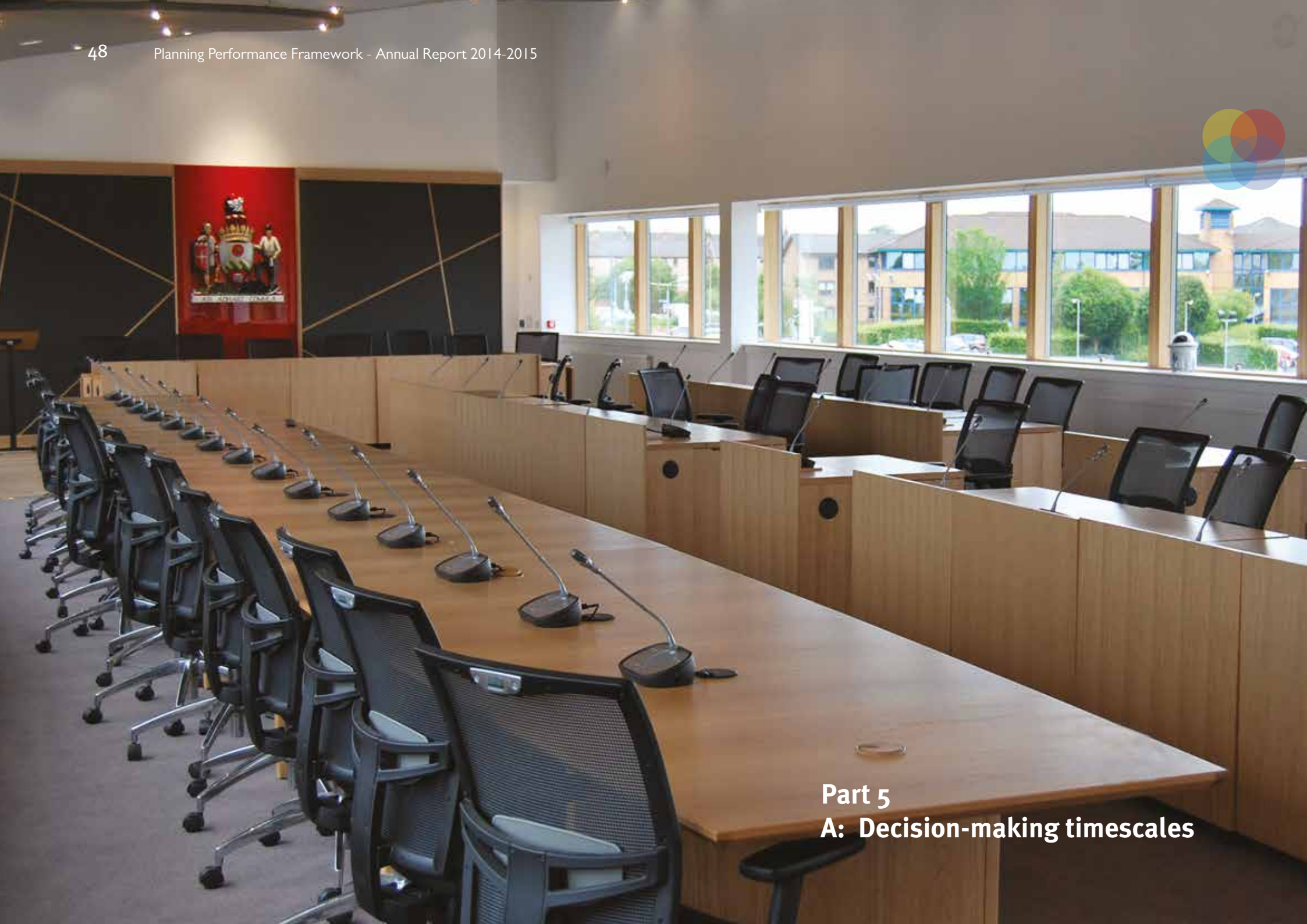
Committed improvements and actions	Complete?
Monitor the condition fulfilment and construction of sites using a Microsoft Excel Tracker which details key milestones of the project. This is seen as an opportunity for further development by moving to using UNIFORM <ul style="list-style-type: none"> • <i>Officers have been trained in using UNIFORM to monitor conditions.</i> 	Yes
Maintain the current momentum on the Local Development Plan and publish the Proposed Plan in line with Development Plan Scheme. <ul style="list-style-type: none"> • <i>Proposed Plan published on 1 April 2015 following extensive work during 2014/15.</i> 	Yes
Engage internal partners and key agencies in the production of the Proposed Plan policies and Action Programme to ensure agreement and a deliverable plan. <ul style="list-style-type: none"> • <i>Wide range of internal and external engagement carried out in developing the Proposed Plan and Action Programme, this is reflected in text changes to the final documents.</i> 	Yes
Adopt a Kirkintilloch Business Gateway Masterplan in order to facilitate business development at a strategic site. <ul style="list-style-type: none"> • <i>Masterplan adopted in December 2014.</i> 	Yes
Publish the Developers' Guide, including raising awareness of processing agreements and introduction of pre-application charging protocols <ul style="list-style-type: none"> • <i>A draft of the Developers' Guide was prepared in 2014/15 however it was felt that, to ensure that the Developers' Guide is a usable document with the support of consultees it was important to wait until the structure of Neighbourhood Services, the biggest concentration of internal consultees, was approved. This will now be taken forward in 2015/16 given the finalizing of the relevant organizational structures.</i> 	No



Committed improvements and actions

Formalise internal protocols for internal Council services engaging in the pre-application planning process to reflect current protocols for live planning applications. <ul style="list-style-type: none"> <i>This action was not completed in this period given that key organizational structures have only recently been finalized. Now that the Planning Service knows the structures in which key consultees are located then this action can be progressed.</i> 	No
Explore new ways of engaging with a wider range of the local community in relation to planning applications e.g. Facebook, Twitter, improved webpage. <ul style="list-style-type: none"> <i>Social media has been used to promote projects relating to the Kirkintilloch Town Centre Masterplan.</i> <i>In addition social media was used extensively during LDP consultation periods.</i> <i>Twitter has been used to publicise the weekly list and key applications.</i> 	Yes
Continue to invest in employee knowledge, skills and abilities in the face of continuing budget challenges. <ul style="list-style-type: none"> <i>A range of seminars and training opportunities have been undertaken by staff over the course of 2014/15 as set out in this PPF.</i> 	Yes
Continue to implement an on-going project to improve the veracity of our data and statistics. <ul style="list-style-type: none"> <i>The planning authority is now satisfied with the veracity of its data.</i> 	Yes





Part 5

A: Decision-making timescales



A: Decision-making timescales

Category	Total number of decisions 2014-2015	Average timescale (weeks)	
		2014-2015	2013-2014
Major developments	6	32.3	19.4
Local developments (non-householder)	116		
• Local: less than 2 months	72%	7.6	7.3
• Local: more than 2 months	28%	29.5	33.3
Householder developments	507		
• Local: less than 2 months	97%	7.3	7.1
• Local: more than 2 months	3%	11.2	14.6
Housing developments			
Major	5	35.2	9.1
Local housing developments	21	13.6	25.3
• Local: less than 2 months	62%	7.9	8.2
• Local: more than 2 months	38%	22.8	50.9
Business and industry			
Major	0	n/a	35.3
Local business and industry	4	14.5	15.6
• Local: less than 2 months	2	7.9	7
• Local: more than 2 months	2	21.1	41.1
EIA developments	0	0	0
Other consents*	81	10.5	7.8
Planning/legal agreements**			
• Major: average time	2	42	49.3***
• Local: average time	5	67.7	49.3***
Local reviews	9	11	11.7

* 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 & 8 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

***The only data recorded for 2013/4 in respect to the average time to determine applications subject to legal agreements related to all planning applications rather than being divided into Major and Local categories.



B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2014-2015		2013-2014	
		No.	%	No.	%
Local reviews	8	6	66.7%	4	57%
Appeals to Scottish Ministers	9	5	62.5%	1	16.7%

C: Enforcement activity

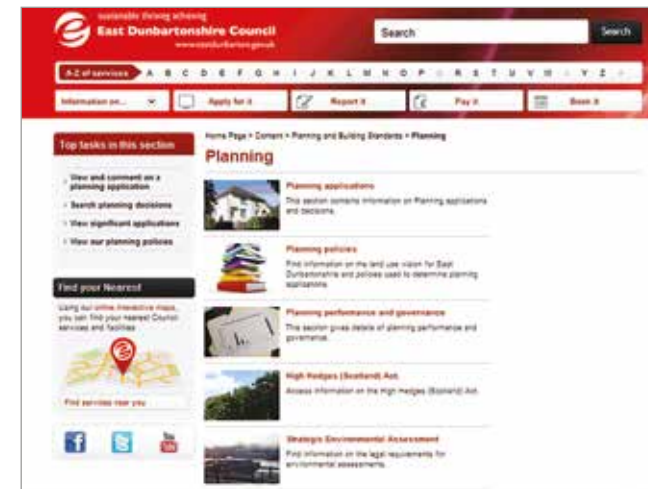
	2014-2015	2013-2014
Cases taken up	94	182
Breaches identified	113	134
Cases resolved	92	77
Notices served***	4	13
Notices served***	4	13
Prosecutions	0	0

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

D: Context

Decision making timescales have in general seen an improvement from last year, (with the exception of major applications). Both the approval and delegation rate has increased, whilst householder and local decision making timescales have decreased. 97% of householder applications were decided in less than two months which is the significant majority of the applications dealt with by East Dunbartonshire Council. Factors have included changes to Committee site visits, revised delegation procedures and closer management of applications.

It is recognised that several local housing developments are taking over two months however this reflects the complexity of many of the applications which although are not 'major' are of strategic in nature to the Council relative to its size and community interest. However it is noted that the average length of time scale for determining these applications taking over two months has decreased significantly. There is a relatively small



number of these applications received each year which results in a greater degree of variance. The time taken to deal with local business and industry applications over two months has halved.

2014/15 was a particularly challenging year for the Planning Service as staff resources were severely depleted which had an impact on the planning application timescales, particularly for major applications. While the Strategic Development & Regeneration team is now fully staffed, it will take time to improve statistics as there are a number of legacy cases to be progressed in 2015/16 however the team are now using more project management tools such as stop the clock and processing agreements to manage applications.

There has been an improvement in the percentage of original decisions being upheld by the Local Review Body however a decrease in those upheld by Scottish Ministers. There requires a degree of caution in interpreting these figures based on the small number of appeals received.

There has been a slight reduction in the number of enforcement breaches reflecting a more proactive approach with developers during construction.



Part 6: Workforce and Financial Information

Planning Performance Framework - Annual Report 2014-2015

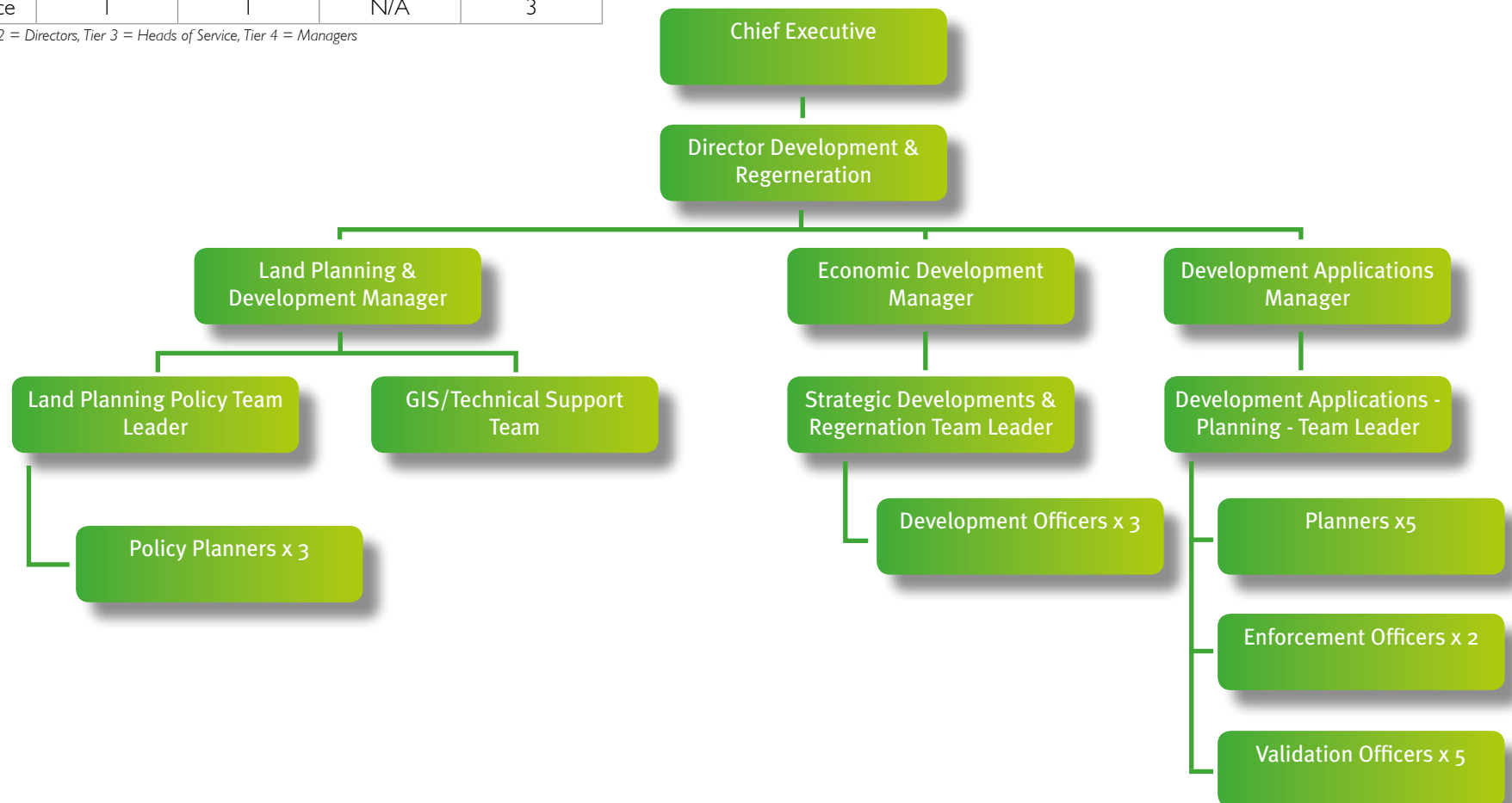


Workforce and Financial Information

The information requested in this section is an integral part of providing the context for the information in parts 1-5. Staffing information should be a snapshot of the position on 31 March. Financial information should relate to the full financial year.

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service	1	1	N/A	3

Note: Tier 1 = Chief Executive, Tier 2 = Directors, Tier 3 = Heads of Service, Tier 4 = Managers





		DM	DP	Enforce- ment	Other
Managers	No. Posts	4*	2**	0	1***
	Vacant	0	0	0	0
Main grade posts	No. Posts	8	3	2	4
	Vacant	2	0	1	1
Technician	No. Posts	5****	0	0	0
	Vacant	0.5	0	0	0
Office Support/ Clerical	No. Posts	0	0	0	0
	Vacant	0	0	0	0
TOTAL		17	5	2	5

Note: Managers are those staff responsible for the operational management of a team/division. They are not necessarily line managers.

*Includes 2 Managers and 2 Team Leaders.

**Includes 1 Manager and 1 Team Leader.

*** 1 Team Leader with a wider remit than just planning

**** Cover a wider remit than planning, including building standards.

Staff Age Profile	Number
Under 30	4
30-39	17
40-49	4
50 and over	4

Committee & Site Visits*	Number per year
Full council meetings	2
Development and Regeneration Committee	1
Planning committees	9
Planning Committee site visits	2
LRB**	4
LRB site visits	3

Notes:

*References to committees also include National Park Authority Boards. Number of site visits is those cases where visits were carried out by committees/boards.

**this relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.

	Total Budget	Costs		Income***	Actual Cost of Service
		Direct*	Indirect**		
Development management (including Enforcement)	£417,000	£372,500	£28,000	£365,000	£35,500
Development planning	£242,000	£127,000	£96,000	0	£223,000
Other	£96,000	£367,000	£54,000	£7,500	£413,500
TOTAL	£755,000	£866,500	£178,000	£372,500	£672,000

Notes:

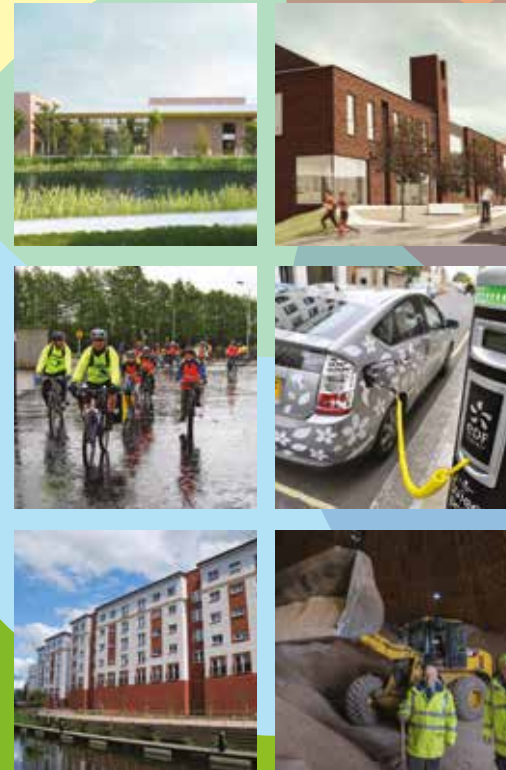
* Direct staff costs covers gross pay (including overtime, national insurance and superannuation contribution). The appropriate proportion of the direct cost of any staff member within the planning authority spending 30% or more of their time on planning should be included in costs, irrespective of what department they are allocated to (for example, legal advice, administration, typing). Exclude staff spending less than 30% of their time on planning.

**Indirect costs include all other costs attributable to the planning service. Examples (not exhaustive) include accommodation, IT, stationery, office equipment, telephone charges, printing, advertising, travel & subsistence, apportionment of support service costs.

*** Include fees from planning applications and deemed applications, and recharges for advertising costs etc. Exclude income from property and planning searches.



Planning Performance Framework



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

Other formats

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:

East Dunbartonshire Council, 12 Strathkelvin Place, Southbank,
Kirkintilloch, G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا ترجمہ اردو میں کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਨੰਬਰ ਕਰੋ।

Gabhadh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुप्रास करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

Annual Report 2014-2015