Inverclyde
council

PLANNING PERFORMANCE FRAMEWORK
2015

Loch Thom, Greenock

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Part 1: National Headline Indicators (NHIs) - Position at 31 March 2015

Key Outcomes	2014 - 2015	2013 - 2014
Development Planning		
• Age of local/strategic development plan(s)	LDP 0yr 7m SDP 2yr 10m	8yr 2m 1yr 10m
• Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme?	YES	N/A
• Has the expected date of submission of the plan to the Scottish Ministers in the development plan scheme changed over the past year?	NO	NO
• Were development plan scheme engagement /consultation commitments met during the last year?	YES	YES
Effective Land Supply and Delivery of Outputs		
• Established housing land supply	4900 units	4800 units
• 5 year effective housing land supply	1370 units	1075 units
• 5 year housing supply target	1370 units	1340 units
• 5 year effective housing land supply	5 years	4 years
• Housing approvals	330 units	250 units
• Housing completions over last 5 years	1180 units	1495 units
• Marketable employment land supply	28.17 ha	27.08 ha
• Employment land take-up during reporting year	0 ha	3.11 ha
Development Management		
Project Planning		
• Percentage of applications subject to pre-application advice	44%	38%
• Number of major applications subject to processing agreement or other project plan	1	0
• Percentage planned timescales met	100%	N/A
Decision-making		
• Application approval rate	93%	93%
• Delegation rate	96%	92%
Decision-making timescales		
Average number of weeks to decision:		
• Major developments	12.1	N/A
• Local developments (non-householder)	7.9	8.0
• Householder developments	6.0	6.0
Legacy Cases		
• Number cleared during reporting period	14	35
• Number remaining	19	34
Enforcement		
• Time since enforcement charter published / reviewed	0yr 2m	1yr 8m
• Number of breaches identified / resolved	34/46	25/35

National Headline Indicators: Contextual Statement

Key Outcome: Development Planning

- The Inverclyde Local Development Plan was adopted on 29th August 2014. In line with the Development Plan Scheme and Participation Statement 2015, a review will begin in early 2016, with a Main Issues Report to due to be published for consultation in March 2017.
- The Glasgow and the Clyde Valley Strategic Development Plan was approved on 29th May 2012. A review of the Plan is underway, with consultation on the Main Issues Report completed in March 2015 and the Proposed Plan due to be published in January 2016.

Key Outcome: Land Supply and Delivery of Outputs

- Private (owner-occupied) house completions have fallen considerably from an annual average of over 200 per annum pre-recession to a low of only 76 units in 2013-14. Encouragingly there has been a rise in 2014/15 to 117 units. Between 2009 and 2012 the total (all tenure) completions were boosted by the re-provisioning strategy with social rented and low cost home ownership completions numbering well over 200 per annum.
- The effective total (all-tenure) housing land supply (5 years) is 1370 units including 846 owner occupation. This is based on the draft 2015 Housing Land Supply and may change following review in conjunction with Homes for Scotland. Expectations are for owner-occupied completions to slowly return to around 150-180 per annum, while the 'affordable sector' is unlikely to reach 100 per annum in the next 5 years.
- The housing approvals comprise 12 sites of five or more units and 14 approvals of 4 or less houses. Applications for planning permission in principle and for the substitution of house type are excluded.
- Completion data is for sites of 4 units or more.
- There was a net increase of 1.09 ha in the marketable employment land supply for 2014/15. This was due to three new sites (1.32ha) being added after the adoption of the LDP in August 2014, and the construction of a Civic Amenity site (0.23ha) and its subsequent removal from the marketable supply. The development of this site is not regarded as 'take-up of employment land' as the Civic Amenity site is not within Use Classes 4, 5 or 6.

Key Outcome: Project Planning

- Pre-application consultation has continued to increase and the only major application determined in 2014-15 was the subject of a processing agreement.

Key Outcome: Decision Making

- 2014-15 is the first full accounting year to benefit from the revised Scheme of Delegation introduced in October 2013. The revised scheme, which includes Council interest applications, has based on full year data resulted in a 13% increase in the rate of planning applications being delegated to officers for decision making.

Key Outcome: Decision Making Timescales

- The average time taken to determine planning applications in Inverclyde continues to fall. The overall average time is down from 7.1 to 7.0 weeks.
- 88.7% of all applications were determined within 2 months, an improvement on the 86.8% figure for 2013-14.

Key Outcome: Legacy Cases

- The number of legacy cases has dropped by 44%. The number of applications cleared represents those applications that were more than one year old on 1 April 2014 and were cleared during 2014-15.

Key Outcome: Enforcement

- The Council's most recent Planning Enforcement Charter was adopted in January 2015.

Part 2: Defining and Measuring a High Quality Planning Service

OPEN FOR BUSINESS

WHAT WE DID IN 2014-15_____

- Planning and Economic Development worked closely to facilitate the needs of the business sector under the same Head of Service. The letting of Council commercial property and development planning is under the same service manager.

- Worked closely with Riverside Inverclyde to secure the long term economic growth of Inverclyde.

- Worked closely with River Clyde Homes to encourage and facilitate area renewal.

- Worked closely with the Council's Strategic Housing team on the Glasgow and Clyde Valley Housing Need and Demand Assessment, the Local Housing Strategy and the Strategic Local Programme/Strategic Housing Investment Plan.

- Made a significant contribution to the Glasgow and the Clyde Valley Strategic Development Plan process, including the ongoing review of the Plan through active participation in all supporting officer/technical groups.

- Published an Action Programme which sets out how the Council proposes to implement the adopted Local Development Plan.

- Provided a prompt and efficient development management service. We offer processing agreements for all major planning applications, encouraged pre planning application discussion publicising availability online, offered meetings with other Council services as appropriate and typically including roads and

building standards officers, allocated a case officer to take development through from pre-application to completion and kept the applicant informed.

- Weekly in house planning application conferences ensured the early identification of policy and design issues.

- Only required information essential to the determination of a planning application; the Council's Development Management Charter explains what and when supplementary information may be requested.

- The circumstances in which developer contributions may be required to facilitate new development were clearly set out in the Local Development Plan. Further detailed information on the methodology and processes for calculating and securing contributions was provided in non-statutory Planning Guidance on Developer Contributions. Information on developer contributions is also provided on the Council's Development Management Charter.

- Worked collaboratively with Local Authorities in the Glasgow and Clyde Valley area to establish a City Deal commited to delivering economic growth.

EXAMPLES FROM 2014-15_____

- The Council's Commercial Property and Development Management officers have continued to liaise closely to facilitate the smooth implementation of more shopfront improvement projects in 2014-15 including at Port Glasgow town centre.

- The Inverclyde Local Development Plan was adopted on 29th August 2014.

- Close working with the Economic Development Team in preparing and submitting bids for funding projects and initiatives (e.g. European Union Leader programme and the Community Engagement initiative); monitoring and reviewing the business and industrial land and property supply, and on the promotion of Inverclyde as a tourist destination.

- Joint working with Riverside Inverclyde and Riverclyde Homes on regeneration and area renewal at Broomhill, Greenock.

- Joint working with Riverside Inverclyde has included advising on house plots in Kilmacolm, industrial infrastructure projects in Port Glasgow and Greenock and on Gourock waterfront regeneration.

- The processing agreement entered into for the Corlic Hill windfarm application ensured that the planning application was determined in accordance with agreed timescales.

- Achieved City Deal status for 3 infrastructure projects: Inchgreen National Renewables site, Inverclyde Ocean Terminal tourism facilities and Inverkip A78 residential site access works.

- Planning applications subject to pre-application discussion increased by 6%

John Wood Street, Port Glasgow

THE GROUND

WHAT WE DID IN 2014-15_____

- Have in place masterplans for all key development sites, supported by Supplementary Guidance on Local Development Frameworks and Plan policies; plans are in place for all key mixed use development sites at the Greenock Harbours, James Watt Dock, Port Glasgow Town Centre extension, Woodhall and Gourock Town Centre, and a draft plan is prepared for the former Inverkip Power Station site.

- Have in place Supplementary Guidance on Green Network and Planning Application Advice Notes to support the Local Development Plan and encourage considered and appropriate design.

- Worked with Riverside Inverclyde and Riverclyde Homes in master planning Broomhill, Greenock.

- Worked towards the designation of three new conservation areas and an amendment to an existing conservation area boundary.

- Added value as part of the planning application process through design refinement.

EXAMPLES FROM 2014-15_____

- Building Warrant submissions to the value of £49m were approved in 2014-15, up £5m on 2013-14.

Cloch Road, Gourock

- Through the pre application consultation process significant design changes were negotiated.

- Town centre regeneration projects at Port Glasgow, Greenock and Gourock are ongoing and include public realm and public art works, and improvements to public open spaces and shop fronts.

- Completion of phase 2 Kelburn Business Park, which provides high quality business and industrial units.

Design evolution, Eldon Street, Greenock

Mearns Centre, Greenock

CERTAINTY

WHAT WE DID IN 2014-15_____

- Adopted the Inverclyde Local Development Plan and accompanying Supplementary Guidance, which provides an up to date policy framework and gives the development industry greater certainty.

- Published the Local Development Plan Action Programme, which sets out the actions needed to deliver the Plan's policies and proposals. It identifies those responsible for carrying out the action and the timescale for doing so, and was developed in consultation with the Key Agencies, and bodies identified as being responsible for the delivery of the specified actions.

- Published the Development Plan Scheme and Participation Statement 2015, which sets out the timetable and process for reviewing the existing Local Development Plan.

- Set out in the Local Development Plan the circumstances in which developer contributions may be required to facilitate new development, and provided further detailed information on the methodologies and processes for calculating and securing contributions in non-statutory Planning Guidance. Information on developer contributions is also provided on the Council's Development Management Charter.

- Offered processing agreements for all major planning applications, with availability advertised online.

- Used internal work protocols and checklists to ensure consistency in processing planning applications. All pre-application meetings are recorded and logged on the case file on receipt of an application.

- The Management team vetted each planning application report for consistency in interpretation and decision.

- Only required information that is essential to determine a planning application; the Council's Development Management Charter explains what and when supplementary information may be requested.

EXAMPLES FROM 2014-15_____

- The Inverclyde Local Development Plan was adopted within 2 months of the timeframe set out in the first Development Plan Scheme in March 2009.

- Planning applications were consistently determined in accordance with officer advice. Only 1 application in 2014-15 was determined contrary to officer recommendation.

- The primacy of the Development Plan was evident in the determination of planning applications. No applications were approved contrary to the Plan in 2014-15.

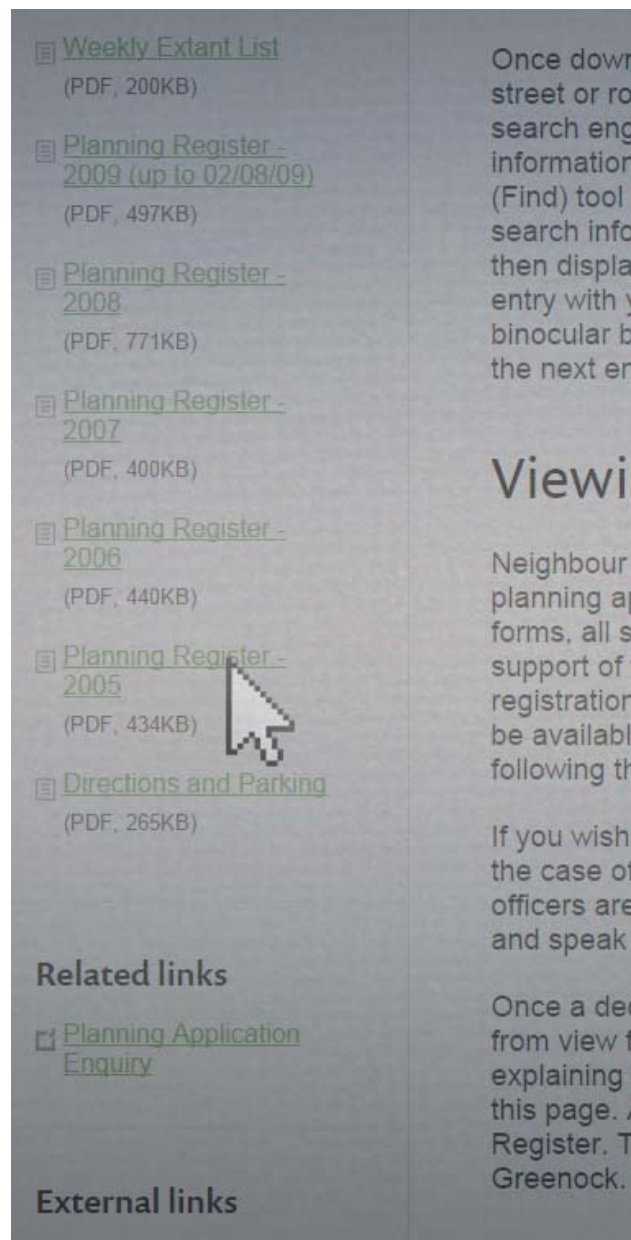- The Enforcement and Customer Charters were reviewed and updated.

Inverclyde council
LOCAL DEVELOPMENT PLAN

DEVELOPMENT PLAN SCHEME
& PARTICIPATION STATEMENT
MARCH 2015

COMMUNICATIONS, ENGAGEMENT AND CUSTOMER SERVICE

WHAT WE DID IN 2014-15_____

- Provided easy access to Planning staff:

  - The names and contact details of all staff are posted online and all staff may be contacted by direct telephone number and by e-mail.

  - Appointments are not necessary – a Planner is available at all times during office hours to assist office visitors.

  - Each planning application has a dedicated case officer, with details provided in all correspondence and online.

- Reviewed the effectiveness of the participation methods used during the preparation of the current Local Development Plan and those utilised by other Planning Authorities. A number of opportunities to enhance our approach were identified and included in the 2015 Development Plan Scheme and Participation Statement.

- Published the 2015 Development Plan Scheme and Participation Statement, which sets out the timetable, process and consultation methods for reviewing the existing Local Development Plan.

- Maintained and updated a 'contacts list' of people, groups and organisations who or which will be directly notified of Local Development Plan related consultations, including new Guidance and key stages in the preparation of the next Local Development Plan.

Weekly Extant List
(PDF, 200KB)

Planning Register - 2009 (up to 02/08/09)
(PDF, 497KB)

Planning Register - 2008
(PDF, 771KB)

Planning Register - 2007
(PDF, 400KB)

Planning Register - 2006
(PDF, 440KB)

Planning Register - 2005
(PDF, 434KB)

Directions and Parking
(PDF, 265KB)

Related links

Planning Application Enquiry

External links

- Published the first Inverclyde Biodiversity Duty Report to publicly report upon the actions which the Council has taken to further the conservation of biodiversity when carrying out their responsibilities.

- Encouraged the use of electronic communication in the Local Development Plan and planning application process and promoted submission of planning applications by ePlanning on our website.

- Welcomed the views of customers.

EXAMPLES FROM 2014-15_____

- Utilised the Local Development Plan contacts database and electronic communication during the consultations on two Supplementary Guidance documents and a proposed conservation area.

- Reported the results of consultation exercises to the Environment and Regeneration Committee, with reports and minutes published on the Council's website.

- No complaints against the conduct or process in planning matters via the Council's "Inform" customer comments system or to the Scottish Public Services Ombudsman were upheld in 2014-15.

- 69.4% of planning applications were submitted online in 2014-15, up from 52.6% in 2013-14.

- All email correspondence now invites recipients to participate in an online customer satisfaction survey and an online survey of planning applicants was undertaken.

- 75% of customer survey respondents were very satisfied that the Development Management Service delivered what it said it would.

EFFICIENT AND EFFECTIVE DECISION-MAKING

WHAT WE DID IN 2014-15_____

- The Planning Board and Local Review Body were timetabled to meet monthly.

- In-house time management training was available to all staff.

- Each planning application was given a target decision date following registration.

- Weekly planning application progress meetings were held to ensure that targets were met.

- There was an "open door" management approach to ensure quick resolution when issues covering development details and interpretation of policy, legislation and procedures arose with planning applications.

- Reasons for planning application delays were recorded.

- All Member briefings were provided for all major planning applications prior to Planning Board consideration.

- Sped the development process by providing published guidance on the information required with planning applications and by limiting the circumstances where applicants were required to enter into or submit legal agreements and bonds.

- Advised all members in advance of the publication of all consultative documents related to the Local Development Plan, and provided briefings where appropriate.

EXAMPLES FROM 2014-15_____

- In 2014-15, only 5 planning applications that took over 2 months to determine were attributable to officer delays. This amounts to only 1.4% of all decisions.

- Over the year, a 44% reduction in the number of stalled cases was achieved.

- An all-member briefing was held on the proposed Supplementary Guidance on Enabling Development.

Greenock West End Conservation Area

EFFECTIVE MANAGEMENT STRUCTURES

WHAT WE DID IN 2014-15_____

- The management structure provided for close linkage between Planning Policy, Development Management, Building Standards, Commercial Property Letting and Economic Development.

- Ensured that we had the right people for the job; our professional staff has extensive experience in a wide range of planning functions.

- Building Standards and Development Management staff took a flexible approach, providing cover and working collaboratively to facilitate enforcement inspections and the administration of applications.

- The Development Management team actively participated in the Local Development Plan process by providing practical advice/ consultation on the preparation of detailed Supplementary and Planning Guidance, and through their use of the Local Development Plan policies in the determination of planning applications. The latter tests the practical application of policies and will assist in the review of the Plan.

- Held two weekly management meetings and monthly team meetings ensuring a flow and exchange of information.

- Benchmarked quarterly with East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils.

- Worked collaboratively with other bodies including Riverside Inverclyde Urban Regeneration Company, River Clyde Homes, Glasgow and the Clyde Valley Green Network Partnership, the Council's Strategic Housing Team and all government Key Agencies in delivering joint objectives.

EXAMPLES FROM 2014-15_____

- Working together, the Planning Policy and Development Management teams fine-tuned Supplementary Guidance documents on Enabling Development and Renewable Energy, and Planning Guidance on Developer Contributions.

- Worked with the Glasgow and the Clyde Valley Green Network Partnership and the Central Scotland Green Network Trust on the Strategic Delivery Areas to be identified in the forthcoming SDP.

- Benchmarking compared and examined best practice on 28 issues including processing agreements, application validation and policy on houses in the countryside.

- The Planning Policy and Strategic Housing Teams held regular two-monthly meetings.

Inverkip Marina

FINANCIAL MANAGEMENT AND LOCAL GOVERNANCE

WHAT WE DID IN 2014-15_____

- Fee income was monitored monthly to ensure appropriate budget balances were maintained.

- Budgets were adjusted to ensure additional funding to facilitate cyclical preparation of the Local Development Plan.

- Sought value for money in funded projects by using procurement processes.

- Participated in Costing the Planning Service.

EXAMPLES FROM 2014-15_____

- Open and competitive procurement processes were used in commissioning additional phases of the Heritage Inverclyde Coastal Trail and a Phase 2 feasibility study for Heritage Inverclyde.

CULTURE OF CONTINUOUS IMPROVEMENT

WHAT WE DID IN 2014-15_____

- Officer participation in both national and Glasgow and Clyde Valley Local Development Plan forums, in Heads of Planning Scotland, in Strategic Environmental Assessment and Vacant and Derelict Land national forums and in benchmarking, all in order to share, learn and benefit from best practice and issues.

- All staff received annual performance appraisals.

- Maintained a common queries compendium based on case law.

- Encouraged member training in all aspects of planning.

- Facilitated staff training and continuing professional development.

- Welcomed ideas; staff are encouraged to promote improvements in how we work.

EXAMPLES FROM 2014-15_____

- Planning applications continued to be delivered quickly in 2014-15. The average time of 7.1 weeks is the same as for 2013-14.

- Officers attended training events on environmental impact assessments, renewable energy, enforcement, trees, discharge of planning obligations, retail impact assessment, project planning Local Development Plans, heat mapping, gypsy/traveller needs, Glasgow and the Clyde Valley Landscape Capacity, Scotland's Greenspace Map and Quantum GIS.

Quarriers Village Conservation Area

Part 3: Supporting Evidence

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

1. Inverclyde Local Development Plan 2014
    http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp

2. Clydeplan
    http://www.clydeplan-sdpa.gov.uk/

3. Scottish Government Planning Authority Performance Statistics.
    www.gov.scot/Topics/Statistics/Browse/Planning/Publications/planapps2015annual

4. Housing and business and industrial land supply data.
    http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/land-surveys

5. Inverclyde Local Housing Strategy 2011-16.
    http://www.inverclyde.gov.uk/housing/local-housing-strategy

6. Planning Register.
    http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/how-to-view-planning-applications

7. Inverclyde Council advice on submitting planning applications.
    http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission

8. Riverside Inverclyde: Town centre regeneration.
    http://www.riversideinverclyde.co/town-centres/

9. Riverside Inverclyde: Developments
    http://riversideinverclyde.org/kelburn/custom/

10. Corlic Hill Windfarm: Processing Agreement
    https://planning.inverclyde.gov.uk/Online/   (refer to application 13/0199/IC)

11. Inverclyde Council Development Management Charter
    http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/development-management-how-we-perform

12. Inverclyde Council Planning Enforcement Charter
    http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-enforcement

The following is a summary of the West of Scotland Planning Benchmarking Group's activities during 2014-2015

The Benchmarking Group consists of participants from the following Councils: East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire and West Dunbartonshire. The Group 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.

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 Directorate of Planning and Environmental Appeals 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 Environmental Impact Assessment screening opinions
28.   Procedures for Rights of Way diversion orders

The meetings allow for the sharing of experiences and of best practice. This does not necessarily lead to standardisation of practice, but allows for legislative interpretation and practice to be shared. Of particular note this year has been discussions on:

- **The Planning Performance Framework:** the Councils' submissions and feedback reports were discussed, with the Councils learning from each other's reports.

- **The High Hedges Act:** 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 the government advice.

- **Staffing levels:** looking at how each authority's service is staffed, allowing comparisons with performance statistics.

- **Archaeological advice:** 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.

In addition to the formal meetings, the participants also use the email list as a 'forum' for quickly asking questions on areas of uncertainty.

This group concentrates on development management issues. Development plans teams benchmark extensively with the eight Councils who prepare the Glasgow and Clyde Valley Strategic Development Plan (including sub-groups); as well as through Heads of Planning and the National Development Planning Forum. Benchmarking also takes place supporting environmental and technical functions, including through the Glasgow and Clyde Valley Green Network Partnership; the National Strategic Environmental Assessment Forum; the Sustainable Scotland Network; the Scottish Energy Officers Network; the One Scotland Gazetteer Group; and the One Scotland Mapping Agreement Group.

The Glasgow and Clyde Valley Local Development Plan Forum consists of the eight Clyde Valley authorities including the Strategic Development Plan Core Team. It met once throughout 2014/15, although meetings are scheduled every 6 months, its principle purpose being to share and exchange best practice in respect of plan development and implementation.

In 2014/15 it was hosted by East Dunbartonshire Council and at its meeting in February 2015 the following matters 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 plan Examination and discussion on key themes across the authorities took place. The administration of Examinations was also discussed in order to share best practice.

- **Main Issues Reports** – Consideration of approaches and types of issues to include following adoption of an up to date plan – Authorities are now beginning to consider their next Main Issues Report and approaches were considered.

Part 4: Service Improvements: 2015-16

IN THE COMING YEAR WE WILL...

- Begin pre Main Issues Report engagement with stakeholders as part of the review of the LDP.

- Start a review of the Core Paths Plan.

- Complete an Open Space Quality Audit.

- Publish for consultation Article 4 Directions for the Conservation Areas, where required.

- Investigate the preparation of Conservation Area Appraisals.

- Investigate methods for establishing and improving links between the Council and private developers.

Cardwell Bay, Gourock

DELIVERY OF OUR SERVICE IMPROVEMENT ACTIONS IN 2014-15:

- **Review the Enforcement Charter.** DELIVERED: Planning Enforcement Charter updated and published in January 2015.

- **Review all planning application processes to maximise efficiency.** DELIVERED: Updated and revised case officer application check-in list.

- **Produce a new Development Management Charter.** DELIVERED: Development Management Charter updated and published in January 2015.

- **Engage further with stakeholders to overcome applicant delays in the planning application process.** DELIVERED: Consistently emphasised the importance of pre-application discussion resulting in a 6% increase.

- **Publish our first Action Programme within three months of adoption of the Local Development Plan (to support implementation of the Plan).** DELIVERED: The Plan was adopted in August 2014, and the Action Programme published in November 2014.

- **Publish for consultation a refreshed Supplementary Guidance on 'Renewable Energy', to incorporate changes in national policy (Scottish Planning Policy 2014)** DELIVERED: The Supplementary Guidance was published for consultation in January 2015.

- **Publish for consultation Supplementary Guidance on 'Enabling Development', following the Reporter's recommended modification to policy in the Local Development Plan and the recommendation that supplementary guidance be prepared to support the policy's implementation.** DELIVERED: The Supplementary Guidance was published for consultation in October 2014.

- **Review and refresh where appropriate, the level of detailed advice required in supplementary guidance, to assist in the implementation of Local Development Plan policies.** DELIVERED: One new and one refreshed Supplementary Guidance published (see above). All other Supplementary Guidance reviewed and no change required.

- **Prepare and publish (non-statutory) Supplementary Guidance on 'Developer Contributions', to assist developers when submitting planning applications what obligations are expected of them, under each of its different parts.** PARTLY DELIVERED: While Planning Guidance was prepared by the 20 March 2015, it could not be published prior to Committee approval on 30 April 2015.

PART 5: Official Statistics			A: Decision-making Timescales

Category	Total number of decisions 2014-15	Average timescale (weeks) 2014-15	Average timescale (weeks) 2013-14
Major developments	1	12.1	n/a
Local developments (non- householder) • Local: less than 2 months • Local: more than 2 months	138 120 (87%) 18 (13%)	 6.2 19.0	 6.2 14.7
Householder developments • Local: less than 2 months • Local: more than 2 months	132 128(97%) 4(3%)	 5.9 11.5	 5.9 11.5
Housing developments **Major** **Local housing developments** • Local: less than 2 months • Local: more than 2 months	 0 25 20(80%) 5(20%)	 n/a 6.5 37.6	 n/a 6.0 16.7
Business and industry **Major** **Local business and industry** • Local: less than 2 months • Local: more than 2 months	0 0 0 0 0	 n/a n/a n/a n/a	 n/a 8.8 5.6 12.0
EIA developments	0	n/a	n/a
Other consents*	82	6.8	7.0
Planning/legal agreements**	0	n/a	n/a
Local reviews	8	13.6	13.7

Notes

* 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 & 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

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2014-15		2013-14	
		No.	%	No.	%
Local Reviews	8	4	50	4	44
Appeals to Scottish Ministers	2	1	50	2	40

C: Enforcement activity

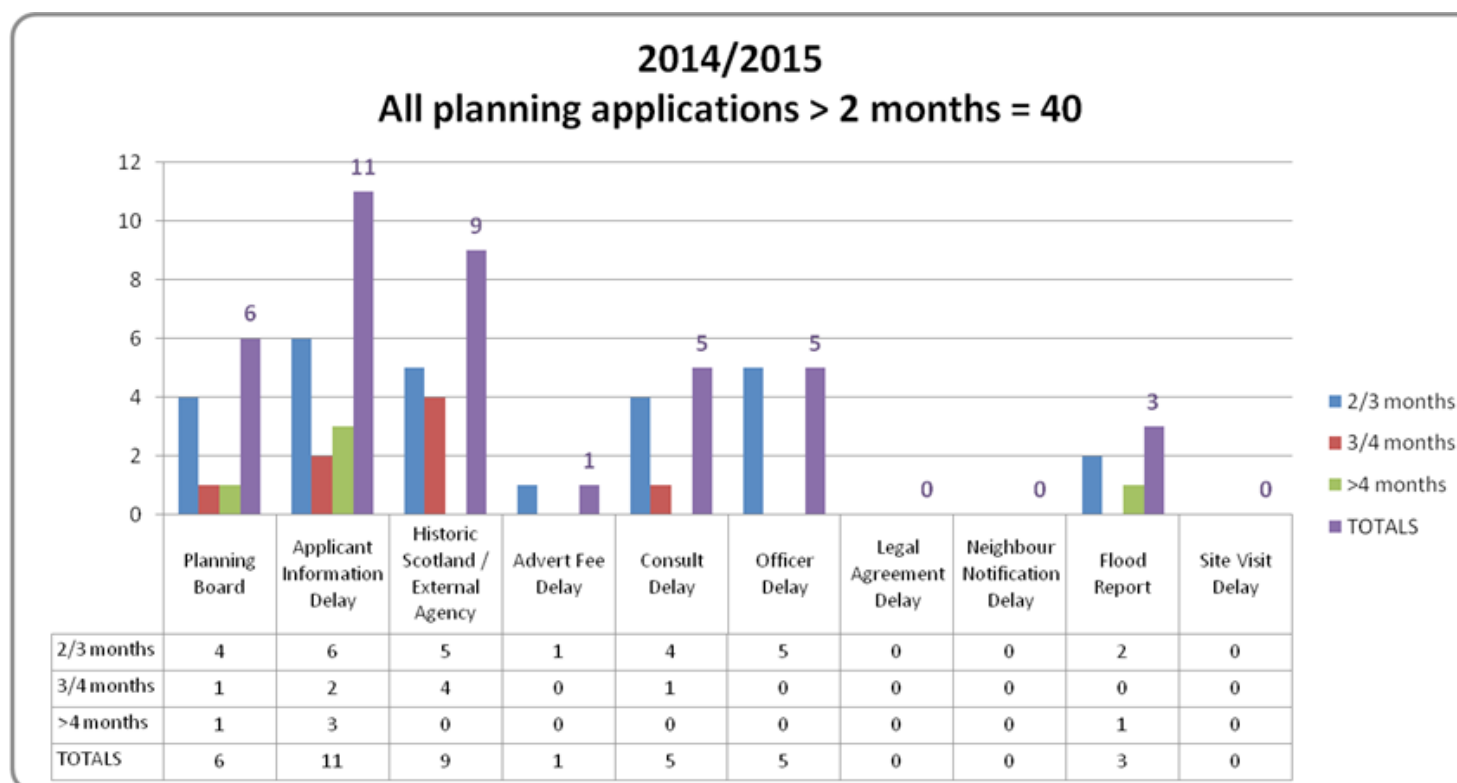| Type	2014-15	2013-14
Cases taken up	34	25
Breaches Identified	34	25
Cases resolved	46	35
Notices served***	8	1
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

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

D: Context

Planning application performance in Inverclyde has, for a number of years, been consistently well above the Scottish average. This has continued in 2014-15, with 89% of all applications being determined in 2 months, up from 87% in 2013-14, 81% in 2012-13 and 77% in 2011-12.

When planning applications were determined in more than 2 months it is noted that 60% of delays were not attributable to Inverclyde Council. These delays were as a result of amendments, additional information or outstanding fees being awaited from applicants, or consultation response delays from Government agencies. The requirement for determination by the Planning Board accounted for 15% of delays, consultation response delays for 12%, and officer delays for 12%.

2014/2015
All planning applications > 2 months = 40

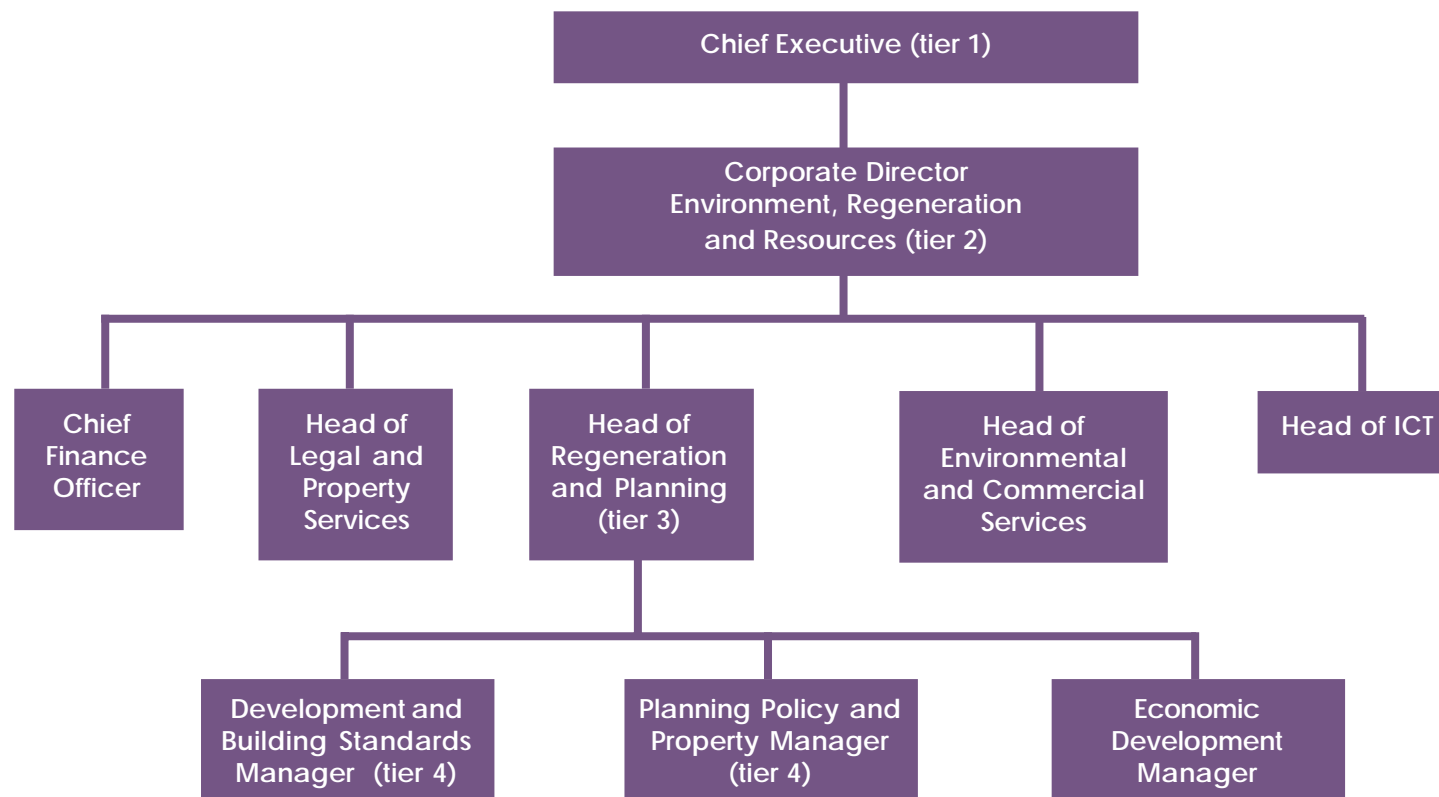|	Planning Board	Applicant Information Delay	Historic Scotland / External Agency	Advert Fee Delay	Consult Delay	Officer Delay	Legal Agreement Delay	Neighbour Notification Delay	Flood Report	Site Visit Delay
2/3 months	4	6	5	1	4	5	0	0	2	0
3/4 months	1	2	4	0	1	0	0	0	0	0
>4 months	1	3	0	0	0	0	0	0	1	0
TOTALS	6	11	9	1	5	5	0	0	3	0

PART 6: Workforce and Financial Information

The Planning function operates within the Regeneration and Planning Service of the Environment, Regeneration and Resources Directorate.

In 2014-15 day-to-day management of planning applications, planning enforcement, tree preservation and conservation/design rested with the Development and Building Standards Manager, who also had responsibility for building standards verification, enforcement and licensing advice.

The Planning Policy and Property Manager was responsible for the Development Plan (the Glasgow and the Clyde Valley Strategic Development Plan and the Inverclyde Local Development Plan), Lower Clyde Greenspace, access, the green charter and carbon management, as well as the Council's commercial property lets.

Data provided is as was on 31 March 2015. On 11 June 2014 the vacant post of Planner in the Planning Policy Team was filled by Ashley Hamilton.

SENIOR MANAGEMENT STRUCTURE

```
                        Chief Executive (tier 1)
                                 |
                        Corporate Director
                     Environment, Regeneration
                       and Resources (tier 2)
                                 |
    ┌──────────┬─────────────┬───────────────┬──────────────┐
  Chief      Head of        Head of         Head of       Head of ICT
  Finance    Legal and    Regeneration    Environmental
  Officer    Property      and Planning   and Commercial
             Services       (tier 3)         Services
                                 |
         ┌──────────────────────┼──────────────────────┐
   Development and       Planning Policy and        Economic
   Building Standards    Property Manager          Development
   Manager (tier 4)         (tier 4)                Manager
```

PLANNING POLICY STRUCTURE
(31 March 2015)
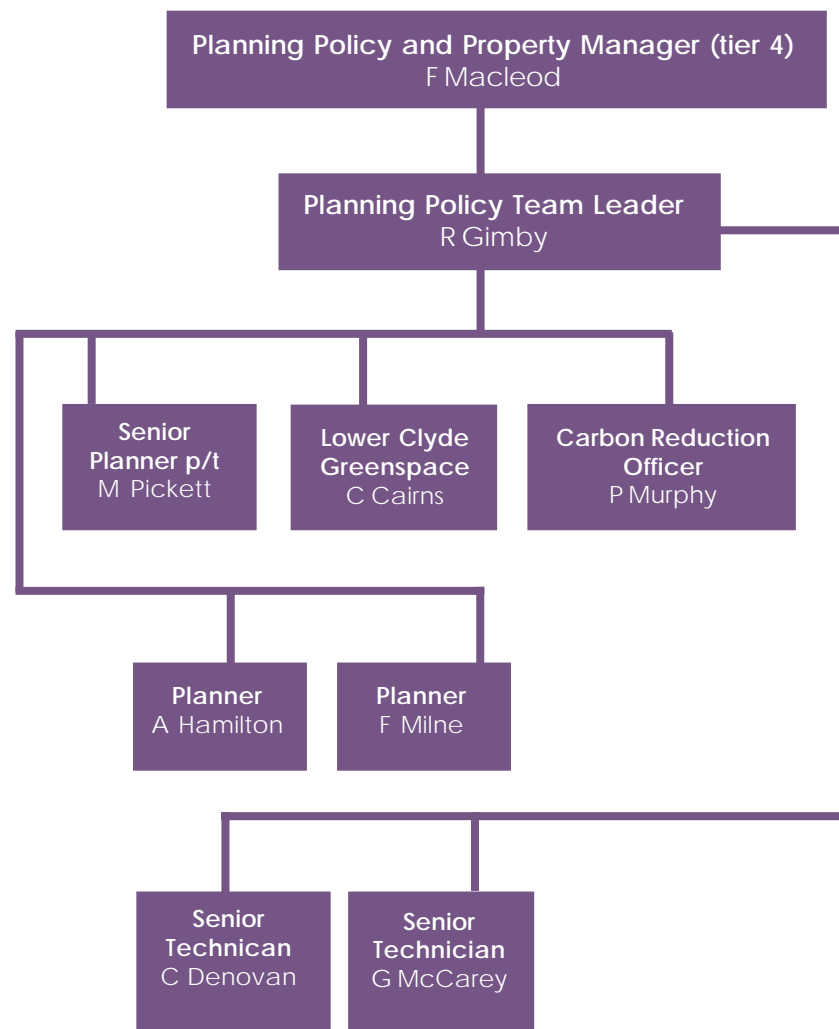
DEVELOPMENT MANAGEMENT STRUCTURE
(31 March 2015)

Planning Policy and Property Manager (tier 4)
F Macleod

Planning Policy Team Leader
R Gimby

Senior Planner p/t
M Pickett

Lower Clyde Greenspace
C Cairns

Carbon Reduction Officer
P Murphy

Planner
A Hamilton

Planner
F Milne

Senior Technican
C Denovan

Senior Technician
G McCarey

Development and Building Standards Manager (tier 4)
N McLaren

Development Management Team Leader
D Ashman

Senior Planner
G Phillips

Senior Planner
M Martin

Planner
J McColl

System Supervisor
A Lever

System Supervisor
L Dewar

Senior Technician
J Lynn

Senior Technician
G Kennedy

Clerical Officer
L Graham

Clerical Officer (job share)
S McLellan / M Carson

PROFESSIONAL STAFF: QUALIFICATIONS AND EXPERIENCE (31 March 2015)

Officer	Membership of Professional Bodies	Qualifications	Experience to Date
Development and Building Standards Manager	MRTPI	BSc. (Hons) in Town Planning	19 years Local Govt. managerial experience. 34 years in Local Govt. Planning (Development Management, Subject Planning, Planning Policy and Implementation).
Planning Policy and Property Manager	MRTPI	BA (Hons.) in Geography Postgraduate Studies: Historical Urban Geography	23 years Local Govt. managerial experience. 36 years in Public Sector Planning (Regional Planning, Structure Planning, Local Planning and Planning Policy).
Development Management Team Leader	MRTPI	BSc. (Hons.) in Geography Diploma in Urban and Regional Planning	13 years Local Govt. supervisory/team leader experience. 28 years in Local Govt. Planning (Development Management, Planning Policy)
Planning Policy Team Leader	MRTPI	BA in Town and Country Planning	13 years Local Govt. supervisory/team leader experience. 36 years in Public Sector Planning (Planning Policy and Implementation).
Senior Planner	MRTPI	BA (Hons.) in Psychology and Geography Diploma in Town and Country Planning	24 years in Local Govt. Planning (Planning Policy and Implementation).

Officer	Membership of Professional Bodies	Qualifications	Experience to Date
Senior Planner	MRTPI	BA (Hons.) in Town and Country Planning	31 years in Local Govt. Planning (Development Management).
Senior Planner	MRTPI	BSc. in Town and Regional Planning	36 years Local Govt. Planning (Development Management, Planning Policy and Implementation).
Planner	MRTPI	BSc. in Town and Regional Planning	13 years in Public Sector Planning (Development Management, Planning Policy and Implementation).
Planner	MRTPI	MA (Hons.) in Geography and Sociology Masters in Urban and Regional Planning	10 years in Local Govt. Planning (Planning Policy).
Planner	Associate member of RTPI	BA (Hons) in Sociology and Social Policy Msc. in Sustainable Rural Development and Environmental Management	3 years in Local Govt. Planning (Planning Policy).

EMPLOYEE NUMBERS AND PROFILE (31 March 2015)

Head of Regeneration and Planning Service: Tier 3

	Managers		Main Grade Posts		Technician Posts		Office Support / Clerical		Totals
	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	
Development Management	1	0	4	0	2	0	4	0	11
Development Planning	1	0	4	0	2	0	0	0	7
Enforcement Staff	0	0	0	0	0	0	0	0	0
Cross Service / Other Planning	0	0	2	0	0	0	0	0	2

Staffing Profile	Number
Under 30	0
30 - 39	6
40 - 49	6
50 and over	9

(Note: Total posts = 20, total staff includes job share = 21)

COMMITTEES AND SITE VISITS

The Council's Environment and Regeneration Committee considers planning policy matters, while the Planning Board determines planning applications. The Environment and Regeneration Committee meets on an 8 week cycle, and the Planning Board sits on the first Wednesday of each month when there are cases to consider. There is a summer recess, with no meeting taking place in July. Site visits may be requested and agreed at Planning Board meetings, with the site visit occurring in advance of the next timetabled Board meeting. The Local Review Body is timetabled to meet immediately after each Planning Board meeting, although it will only sit when there are cases to be considered.

Full Council Meetings	7
Environment and Regeneration Committee meetings	8
Planning Board meetings	7
Planning Board site visits	2
Local Review Body	7
Local Review Body site visits	3

Port Glasgow

BUDGET 2014-15

Budgets	Budget	Costs		Income
Planning Service	£642,630	Direct	Indirect	£264,730
Development Management	£196,460	£341,220	£110,740	£255,500
Development Planning	£446,170	£336,580	£118,820	£9,230
Enforcement	-	-	-	-

Notes:

- Direct staff costs cover gross pay, including overtime, national insurance and the superannuation contribution.

- Indirect costs include all other costs attributable to operating the service.

- Income include planning fees for applications and deemed applications and deed plan fees.

- No income is received from property and planning searches.

- Enforcement resources are included in the Development Management budget.

- 2013-14 LFR return is not submitted until November 2015. The above figures are based on the 2014-15 budget at April 2014 and will vary from the March 2015 figures included in the LFR return.

Inverkip Conservation Area

BUDGET 2015-16

EMPLOYEE COSTS	**£591,800**		**ADMINISTRATION COSTS**	**£13,020**
Salaries	£457,500		Conferences etc.	£540
Salaries – Turnover Savings	(£13,900)		Insurance	£4,790
Salaries – Basic	£345,710		Postage, Printing, Stationary	£6,830
Salaries – National Insurance	£35,270		Telephones	£560
Salaries – Superannuation	£89,920		Sundries	£300
Other Employee Costs	£22,510			
			SPECIAL PROJECTS	**£8,080**
PROPERTY COSTS	**£77,840**			
			Local Development Plan	£8,080
Furniture and Fittings	£200			
Office Accommodation	£77,640		**OTHER EXPENDITURE**	**£123,140**
SUPPLIES AND SERVICES	**£7,480**		Payments to other Bodies	£106,320
			Other Subscriptions	£16,820
Books and Publications	£390			
Office Equipment	£730		**INCOME**	**(£264,730)**
Lease Payments	£2,340			
Materials	£1,120		Deed Plan Fees	(£9,230)
Protective Clothing	£230		Application Fees and Charges	(£255,500)
Technical Equipment	£470			
Transport and Plant costs	£2,200		**NET EXPENDITURE**	**£556,630**

DRIVING IMPROVED PERFORMANCE

Performance Marker	Measure	Source / Evidence
Decision making: continuous evidence of reducing average timescales for all development types.	Evidence of continuous improvement.	The overall average time to determine an application in 2014-15 was 7.1 weeks 88.7% of all applications are determined within 2 months, up from 86.8% in 2013-14. *Source:* www.gov.scot/Topics/Statistics/Browse/Planning/Publications/planapps2015annual
Project management: offer of processing agreements made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	Yes/No	Two major applications were determined in 2014-15: Processing agreement entered into (reference 13/0155/IC, Inverclyde Windfarm). No agreement for 14/0402/IC, retail and commercial development, Port Glasgow as the application determined within 4 months and a processing agreement was not considered necessary. Processing agreements are publicised on page 2 of The Development Management Charter, online at http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission (document link to 'Development Management Charter')
Early collaboration with applicants and consultees on planning applications: - availability and promotion of pre-application discussions - clear and proportionate requests for supporting information.	Yes/No Examples	Availability of pre application advice publicised online at http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission (document link to 'Development Management Charter') Planning applications subject to pre-application discussion increased by 6%. Requirements for supporting information and developer contributions are provided on pages 2, 3, 4 and 5 of the Development Management Charter (see link above)
Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant'	Reducing no. of live applications more than 6 mths after resolution to grant.	There are no live applications awaiting the conclusion of legal agreements.
Enforcement charter updated / re-published	Within 2 years	Enforcement Charter updated January 2013 (linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement).
Continuous improvement: - show progress / improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report	Progress on all commitments	The Local Development Plan was adopted in August 2014 (linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning) Effective land supply is 1370 units (5 years) and 2050 (7 years). Pre-application advice increased in 2014-15 as did the delegate rate, application decision times reduced, and the Council's Enforcement Charter is up to date (linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/development-management-how-we-perform.)

PROMOTING THE PLAN-LED SYSTEM

Performance Marker	Measure	Source / Evidence
LDP (or LP) less than 5 years since adoption	Yes/No	The Local Development Plan was adopted in August 2014 (Linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning)
Development plan scheme demonstrates next LDP: - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale	Yes/No	The Local Development Plan was adopted in August 2014 and an updated Action Programme was published in November 2014. The Development Plan Scheme and Participation Statement was published in March 2015. (Linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp)
Elected members engaged early (pre-MIR) in development plan preparation	Evidence of activity	N/A – The Local Development Plan was not at the pre Main Issues Report stage during 2014-15.
Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	Evidence of activity	N/A – The Local Development Plan was not at the pre Main Issues Report stage during 2014-15.
Production of regular and proportionate policy advice, for example through SPGs, on (i) information required to support applications and (ii) expected developer contributions	Evidence of activity	Requirements for supporting information are provided in the Council's Development Management Charter. (Linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures) Five Supplementary Guidance documents were adopted with the Local Development Plan. These cover Renewable Energy, the Green Network, Affordable Housing, Local Development Frameworks and Planning Application Advice Notes. (Linked documents available at http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp) The Supplementary Guidance on Renewable Energy is currently being reviewed in light of the updated Scottish Planning Policy and subsequent changes to the Spatial Framework. New Supplementary Guidance on Enabling Development to support the implementation of Local Development Plan Policy HER6 in the Plan was consulted upon and now awaits approval from the Scottish Government. New Planning Guidance on Developer Contributions has been adopted in order to provide detailed information on the methodology and processes for calculating and securing contributions. (Linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp)

SIMPLIFYING AND STREAMLINING

Performance Marker	Measure	Source / Evidence
Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Examples from the year	Cross function working with the Council's Strategic Housing Team and Economic Development Team in the delivery of housing and business opportunities, and with roads and building standards officers pre-application. Close working with Riverside Inverclyde and River Clyde Homes in bringing forward and enhancing urban regeneration projects. *Source: Inverclyde Council website.*
Sharing good practice, skills and knowledge between authorities	Evidence of activity to pass on and adopt good practice	Benchmark with East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils; examined best practice on issues including neighbour notification, restoration and landscaping bonds, archaeology advice and high hedges. Source: Benchmarking Group minutes, summary position pages 14 and 15.

DELIVERING DEVELOPMENT

Performance Marker	Measure	Source / Evidence
Stalled sites/legacy cases: conclusion/ withdrawal of planning applications more than one year old	Reducing number of applications more than one year old.	Applicants in "stalled cases" were contacted resulting in 35 planning applications being withdrawn. *Sources:* www.gov.scot/Topics/Statistics/Browse/Planning/Publications/planapps2015annual
Developer contributions: clear and proportionate expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	Yes/No Examples	The circumstances in which developer contributions may be required to facilitate new development are clearly set out in Local Development Plan Policies RES 4, TRA4 and ENV5, and associated Supplementary Guidance on Planning Application Advice Notes and the Green Network. Further detailed information on the methodology and processes for calculating and securing contributions are provided in non-statutory Planning Guidance on Developer Contributions. The above policy framework ensures that the requirements for developer contributions are clear, appropriate and proportionate by fully aligning with Scottish Planning Policy and Circular 3/2012 Planning Obligations and Good Neighbour Agreements. In addition, The Development Management Charter highlights the importance of pre-application discussions in identifying developer contribution requirements. (Linked documents on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp and http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/development-management-how-we-perform)

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Inverclyde
council

Regeneration and Planning
Inverclyde Council
Municipal Buildings
Clyde Square
Greenock
PA15 1LY

Tel: 01475 717171

E-mail: ldp@inverclyde.gov.uk

Web: www.inverclyde.gov.uk/ldp