



PERTH &
KINROSS
COUNCIL



Perth and Kinross Council
Planning Performance Framework
2014/15

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Perth and Kinross Council is pleased to publish their fourth Planning Performance Framework covering the 2014-15 reporting period. We have built upon the feedback received on our PPF3 to strive towards improving our performance throughout the wider Planning and Development Division. Our performance on decision-making timescales has improved, wider service improvements delivered and we believe all fifteen Performance Markers have been achieved.

We are continuously seeking to establish new methods to engage with our customers and provide an excellent service. Our Planning and Development Twitter account conveys this and features highly throughout PPF4, alongside our commitment to achieving Customer Service Excellence.

We remain committed to working collaboratively with stakeholders to provide a joined-up service to our customers, whilst ensuring sustainable economic growth throughout Perth and Kinross.

Whilst celebrating our achievements, we continue to identify areas that we are committed to improving and have identified ambitious, yet pragmatic, service improvements to work towards in the coming year.

“Our area is highly valued for the beauty of its natural and built environment and is a great place to live, work and visit, and should be developed in a way that does not detract from its attractiveness nor place an unsustainable burden on future generations”

Perth and Kinross Local Development Plan 2014

Key Outcomes	2014-2015	2013-2014
Development Planning - age of local/strategic development plan(s) (years and months) at end of reporting period <i>Requirement: less than 5 years</i> - Will the local/strategic development plan(s) be replaced by 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)	1yr 2 mnths Y N Y	2 months Y N Y
Effective Land Supply and Delivery of Outputs¹ - Established housing land supply 5-year effective housing land supply 5-year housing supply target 5-year effective housing land supply (to one decimal place) - Housing approvals - Housing completions over the last 5 years - Marketable employment land supply - Employment land take-up during reporting year	15869 units 4004 units 4036 units 4.96 years 593 units 1935 units 302 ha 2.25 ha	16149 units 3885 units 4036 units 4.8 years 717 units 1865 units 260 ha 1.76 ha
Development Management Project Planning - 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 - Application approval rate - Delegation rate	11.6% 0 n/a 90.6% 96.0%	11.8% 0 n/a 89.9% 94.6%
Decision-making timescales Average number of weeks to decision: - Major developments - Local developments (non-householder) - Householder developments	 42.2 11.8 6.8	 55.4 12.5 7.8

¹Information from published 2014 Housing Land Audit – 2015 draft info not available yet but the final submission in July will be updated to include the 2015 data.

The 5 year housing supply target includes small scale and windfall assumptions and the reallocation of 10% from Kinross HMA to Perth HMA.

Housing approvals cover Full applications for new units (that do not already have consent) on sites of 5 or more units over the period April 2013 to March 2014.

Legacy Cases		
• Number cleared during reporting period	49	88
• Number remaining	38	79
Enforcement		
• time since enforcement charter published / reviewed (months) Requirement: review every 2 years	9/15	48/3
• number of breaches identified / resolved	361/212	219/115

Commentary on National Headline Indicators

Development Planning

As the [Local Development Plan](#) (LDP) was adopted only 2 months before the end of the last reporting period, as would be expected, little has changed in relation to the LDP itself. Work has focused on preparation of the project plan for the review to ensure that it is delivered within the planned timescale. All stakeholders are actively engaged in delivering the LDP action programme.

Development Plan Scheme

The [Development Plan Scheme](#) (DPS) is up to date and was agreed by the Enterprise and Infrastructure Committee on 25 March 2015 and published thereafter. The DPS follows the same outline as the previous one adopted in 2014. It has been updated to reflect the progress of the LDP.

Effective Land Supply

The Council's [Housing and Employment Land Audits](#) provide a factual statement on the amount of housing and employment land available in our area. There is sufficient land identified to provide an effective supply of housing land for the next 5 years amounting to 4036 units. In addition, there is an effective employment land supply of 302 hectares.

Pre-application advice

We are able to monitor the percentage of applications received which were subject to pre-application advice, which was 11.6% last year. This represents a small decrease (0.2%) compared to the previous year. We promote our [pre-application service](#) to prospective applicants on our website and an increasing number of customers who are intending to carry out householder developments make use of our popular 'permitted development' [questionnaires](#). The majority of formal pre-application enquiries tend therefore to involve the more complex proposals.

Project Planning

[Processing agreements](#) have been offered from the beginning of April 2013 and are routinely offered at the pre-application stage to all prospective applicants for major developments and also now for more complex local applications, particularly where these are likely to require a planning obligation. Advice on Processing Agreements is provided on the Council's website together with a [guidance note](#) which includes a template.

During 2014/15 no processing agreements were concluded with applicants, despite being proactively promoted. We will continue to offer agreements where appropriate and emphasise the positive benefits for the applicant. Pre-application discussions on a range of major sites soon to be submitted have identified the proposed use of a Processing Agreement. It is envisaged the take-up will consequently improve during 2015/16.

Decision-making timescales

Both the application approval rate and the delegation rate increased in 2014/15. Major application performance has improved from an average of 55.4 to 42.2 weeks. Although this is partly a reflection of determining legacy applications during 2013/14; better project planning and better monitoring of cases has also helped, together with the improved management of the planning obligation process. Local development (non-householder) applications took less time to determine on average (by 0.7 weeks) compared to 2013/14. This improvement was in part achieved for reasons similar to those for major applications. There was, however, a decrease in the percentage of (non-householder) local applications being determined within 2 months (59.5% compared to 62.4%). This was mainly due to staff resourcing caused by vacancies which have now been filled.

Tighter timescales for dealing with all applications involving planning obligations were introduced in 2013 and further improvements in performance were consequently achieved during 2014/15. Last year the average number of weeks for these applications improved from 66.9 to 53.2 weeks. Performance for householder applications has again improved, this time from 7.8 to 6.8 weeks with the percentage being determined within 8 weeks also improving from 91.0% to 85.2%. This is largely because of our improved workload management and a fully resourced and efficient team.

Legacy Applications

In 2013/14, 88 of the applications determined were over one year old. For the year 2014/15 that figure dropped to 49. The number of stalled and legacy cases continues to be monitored and actioned in accordance with the [protocol](#) introduced in 2013. There is a single point of contact for the duration of an application. In addition, it is recognised that the time taken to negotiate legal agreements is a significant factor affecting application determination times. A working group has been set up which includes representatives from Development Management, Strategy & Policy and Legal Services. This group is reviewing the use of legal agreements and investigating options to streamline the process. It is anticipated that the outcomes of this group will improve application determination times where legal agreements are required.

Enforcement

The [Enforcement Charter](#) was reviewed in late 2013 with only minor changes being made. Committee approval was then obtained and the Charter was subsequently re-published in June 2014 on our [planning enforcement](#) webpages. [Enforcement activity](#) was notably higher during 2014/15 than in the previous year with a significant increase in cases being both identified and resolved. The number of formal notices served increased from 29 to 37.

Open for business

In 2012 the Council established an [Invest in Perth](#) team with two primary objectives:

- Raise the profile of the Perth city region as a credible business and investment location to local, national and international audiences;
- Attract new businesses and investment to the area leading to job creation and sustainable economic development.

The project to date has been very successful and in a short time has established an inward investment presence and profile to match or better the rest of Scotland's cities. Although focussing primarily on establishing robust investment enquiry handling procedures and raising brand profile in the first two years, as per the Invest in Perth Marketing Strategy, the project has already generated 42 inward investment enquiries. Eight of these enquiries have been successfully completed bringing approximately 210 jobs and with a value of just over £30 million. Fifteen of these enquiries are still active and being managed by the Invest in Perth team.

The Invest in Perth team has also played a key role in the delivery of several key indigenous investment projects such as the Lamberkine Trust office investment at Broxden Business Park and the Perth Racecourse stable and hotel development – projects totalling around £5 million in initial investment.

The Invest in Perth team also offer a comprehensive investor support programme tailored to each individual business which offers:

- Help with identifying and accessing funding and advising on business proposals and plans;
- Identifying suitable land and property and liaison with agents to organise visits;
- Prioritising key sector business planning applications and providing subsequent economic development advice on planning applications as part of the planning process;
- Introductions to key contacts locally whether potential customers, suppliers or business support organisations;
- Access to our innovative Soft Landing Scheme which allows free advice from local professional services firms;
- Liaison with relevant regulatory agencies;
- Help with recruitment and accessing employability initiatives.

The team tracks business enquiries through a customer relationship management system to help assess demand for business services, property and land and any constraints barriers to investment to inform support for development through planning and economic development.

Ultimately the support of the Invest In Perth Team contributes to targets within the Community Planning Partnership (CPP) and Single Outcome Agreement (SOA) to increase employment in key business sectors by 0.2% and the increase in the delivery of business and industrial land referred to previously.

Development Management

Planning staff are available from 0900 until 1700 Monday to Friday with a duty officer available to give planning advice, without an appointment. We also have a dedicated officer to publish information and deal with queries on our Twitter account. In addition, the planning service is always available through our website which provides:

- advice on [what requires planning permission](#);
- information on the [submission of planning applications](#);
- a facility to submit and [view applications](#) (through ePlanning and PublicAccess);
- advice on and a means of [making representations](#) about planning applications;
- the ability to view the [Local Development Plan](#) and [Supplementary Guidance](#); and
- a facility to view [Enforcement Notices](#) and to make enforcement complaints online.

As noted above, the Development Management section has a dedicated case officer to deal with applications identified as being a priority in terms of assisting the development of businesses and/or being important to the local economy.

Developer Contributions

We ensure that our approach to developer contributions towards infrastructure costs is reasonable and proportionate and that developers are clear about what they will have to contribute at an early stage in the process. Where applicable, the customer is advised about [developer contributions](#) at the pre-application stage or soon after a planning application has been submitted.

Contribution to Performance Markers: 3, 6, 7,11,12, 15

High quality development on the ground

Development Management

We continue to encourage applicants and agents to provide a satisfactory planning application at the initial submission stage using the [pre-application service](#) where possible and by promoting our [specific guidance](#) on making a valid application. For example, one of our customers who recently took the time to thank us for the pre-application advice they received said “What a fabulously thorough response!”

We continue to promote a high standard of [design quality](#) through our website, during pre-application discussions and, if still necessary, during the application process. We have a monitoring and reporting system using the appropriate section in our UNI-form database to record where we have added value to the planning application process. Some examples of where we have pro-actively sought to influence the quality of development on the ground during 2014/15 are listed below:

[14/02165/IPL](#) – This application is within the Kinnesswood Conservation Area and illustrates a successful design outcome through discussions between the case officer, conservation officer, agent and applicant. This followed several previous submissions which failed to meet appropriate standards of design and adequacy of supporting information in the context of a conservation area.

[14/01941/FLL](#) – This application concerned a sensitive site adjacent to two neighbouring listed buildings in the centre of Perth Conservation Area. Effective discussions involving the case officer, conservation officer and transport officer prior to re-submission of a previously rejected proposal resulted in a better considered development which was more sensitive to its context and more robust in addressing site specific issues.

[14/00317/FLL](#) – This case concerned an application for a farm workers house within the environmentally sensitive Loch Leven catchment area. Following an earlier refusal and subsequent discussion with the applicant, a site was found which could support a dwelling which met the relevant policy requirements, whilst enabling the applicant to reside sufficiently close to the farm unit.

[14/01112/FLL](#) – An application for change of use, extension and garage in a National Scenic Area was refused. However, following constructive dialogue an application for an amended proposal with enhanced landscaping to contain the development and protect the setting of the NSA was approved.

Development Plan

The Perth and Kinross [Local Development Plan](#) (LDP) provides a clear policy context for placemaking and quality design. We also have [Sustainable Design and Zero Carbon Development Supplementary Guidance](#) and Checklist. This Supplementary Guidance expands on policies set out within the LDP and provides additional guidance on the integration of sustainable design and construction measures in new and existing developments.

Green Infrastructure Supplementary Guidance

This [Supplementary Guidance](#) expands on policy NE4 Green Infrastructure set out in the Perth and Kinross LDP and provides additional guidance on how development can comply with the policy. It requires all new development to contribute to the creation, protection, enhancement and management of green infrastructure.

See case study on page 22 for further details.

Contribution to Performance Markers: 3, 6, 7

Certainty

Development Management

There is comprehensive [advice](#) on the Council's website as regards what a developer needs to consider before submitting an application. The advice includes a [guidance note](#) which assists applicants in seeking pre-application advice from the Council and sets out the form and extent of the advice which will normally be provided.

The use of case conferences, when a PAN has been submitted for a major planning application, has ensured the applicant is aware of consultee issues and requirements at a very early stage in the process. The availability of [Processing Agreements](#) also gives prospective applicants the opportunity of obtaining clarity about timescales and the extent of supporting information which is expected from them.

Unfortunately the take up of processing agreements by developers has so far been disappointing. The number of applications which were approved as a departure from the Development Plan decreased from 19 in 2013/14 to 12 during 2014/15. This reflects the fact that the new Perth and Kinross LDP was approved in February 2014 and therefore the Development Plan was more up to date than had been the case for most of the previous year.

In 2013/14 seven applications were determined by the Development Management Committee contrary to the case officer's recommendation (representing 6.7% of the applications decided by the committee). In 2014/15 the corresponding figures were ten and 13.3%. Given that only 4% of all applications are decided by committee, this represents a relatively small proportion of the total application determined. There is no readily identifiable reason for the increase in the proportion of overturned recommendations last year.

Collaborative Working

All major development schemes involve collaborative working across various departments within the Council and with key stakeholders. Case conferences continue to be used for major development proposals and have proven to be beneficial for all involved.

Examples of developments where case conferences have been successfully used include the '[T in the Park](#)' music festival which involved collaborative working between a variety of internal consultees and external bodies including SNH, SEPA, Scottish Government, Transport Scotland and Historic Scotland.

Another good example of an application which featured successful collaborative working was the A9/A85 upgrade. This was a strategically significant application concerning junction improvements to the A9 and A85 trunk roads with effective collaboration with SNH, SEPA and Transport Scotland enabling an early determination of a complex proposal.

A further example concerns the project to introduce superfast broadband to our area. Spanning both the pre-application and application stages, it has involved close working between the Scottish Government, BT, BT Openreach, Morrison's and other external parties. Within the Council, transportation, infrastructure management, estates, development management and economic development have all participated. As a consequence, a satisfactory standard of submission and proposals which have benefitted from pre-application feedback, has allowed the validation and determination of the planning applications to take place effectively and efficiently.

Assisting the Delivery of TAYplan

In terms of milestones achieved during this PPF reporting period, TAYplan's focus was consulting on the Main Issues Report, analysis of the comments, and preparing the Proposed Plan through to Joint Committee approval in February 2015. TAYplan officers led this work whilst officers from Perth and Kinross Council have informed and assisted. As part of this assistance Perth and Kinross Council officers contributed to the consultation and engagement programme that won a Scottish Quality in Planning Award in November 2014 assisting and helping facilitate sessions within the Council area. This included school sessions in Kinross High School, Perth High School, Perth Grammar School, and general public exhibitions in Crieff and Perth. Perth and Kinross Council officers also reported the TAYplan Proposed Plan to Perth and Kinross full Council where it was ratified on the 25 February 2015.

In terms of informing the TAYplan Proposed Plan there were some important contributions made by Perth and Kinross officers including the formation of the housing land strategy for Perth and Kinross, ensuring that the unique issues within Highland Perthshire were reflected in the TAYplan strategy.

Also to assist delivery of the new TAYplan strategy Perth and Kinross Council has initiated a charrette and preparation of a [Masterplan Framework for Perth West](#) (led and funded jointly by Scottish Government, Perth and Kinross Council and some of the developers) to provide a framework for this multi landowner site with the first part of the charrette held in March this year.

Development Planning

All [Supplementary Guidance](#) is available on the Perth & Kinross Council website and promoted through our Twitter account.

The [Action Programme](#) has been prepared to support the delivery of the Perth and Kinross LDP. It sets out the actions, timescales and partnerships required to implement the policies, proposals and strategies contained within the LDP through to 2024. In preparing the Action Programme we have undertaken extensive engagement with the Key Agencies to ensure co-ordination of their actions and activities in order to provide certainty to developers. The intention is to build on the content of the Action Programme updating it regularly with information from site owners and developers in relation to their programme for development. This will give confidence to the providers and funders of the required infrastructure and services to commence early planning and implementation. Legislation states that Action Programmes should be regularly reviewed and updated at least every 2 years. Perth & Kinross Council maintain the Action Programme as a working document and re-publish an updated version every 6 months to ensure that it remains a robust and effective document that will aid delivery of development. The Action Programme was first published in April 2014, updated in October 2014 and April 2015 following input from landowners and developers.

“We are eminently placed to say that Perth and Kinross Council are by far the best Local Authority to deal with. The main reason for this is that your Department very much encourage development. The Planning Case Officers have a positive attitude and actively assist Agents like ourselves in adapting design proposals into acceptable developments. Response time is good and stipulated timescales adhered to. Due to an easy to understand and well-constructed Local Development Plan and Policy Guidelines, the Council’s view on the Planning Policy is easy to understand and any interpretations are usually made in a positive light. We would therefore, take this opportunity to congratulate you on the service provided to Architectural Agents like ourselves.”

Architectural Agent, Dundee

Contribution to Performance Markers: 1, 2, 3, 7, 10, 11, 12

Communications, engagement and customer service

Social Media

We launched our Planning and Development Twitter account on 5 February 2015 and currently have approximately 200 followers.

See case study on page 20 for further details.

Three members of staff are actively involved in the Planning Engagement Scotland Group on the Knowledge Hub. This forum is used to discuss different engagement techniques used by planning authorities and a platform to share good practice to learn from one another. It has a particular focus on using social media to engage with communities better.

Carse of Gowrie Community Mapping Project

This project has gained a [commendation in the 2014 Scottish Awards for Quality in Planning](#) since it was last discussed in the 2013/14 PPF. It continues to engage and empower the local community to record and visualise what matters to them to help inform and shape decisions about their local environment and community.

Planning and Development Marketing and Communications Group

The Planning and Development department have recently created a Marketing and Communications Group where each team is represented at regular meetings by one contact. The group is in place to provide a forum through which we can discuss all projects and activities to ensure they are all being promoted effectively and consistently where appropriate. It ensures the whole section is working together as one team. We now have a forum to identify where activity could be supported more fully by the whole section and ensure that all external communication is pushing the same overall messaging where possible.

Purpose of the group:

- Positively promote the work of Planning and Development to internal and external audiences;
- Improve communication between the sections of Planning and Development enabling the whole section to provide a well-informed service to all customers;
- Foster stronger collaboration between teams and achieve uniformity of messaging.

Customer Service Excellence (CSE)

We have established a working group and key individuals within each team are currently working towards achieving CSE. Further development has been made to the customer service improvement program with additional improvements both put forward and some already implemented. Our key aim in this exercise is to identify the improvements that will ensure we are meeting the needs of customers fully.

Some areas identified as requiring improvements are such things as the processing of Major, EIA and significant applications, website improvements to enable the use of e-forms for such things as the reporting of unauthorised development and a complete review of our internal procedures to ensure that our commitments to our customers are met timeously.

We are evermore committed to completing the CSE requirements and a finish date has been set for August 2016. During the next year we will be closely observing our Building Standards team and their first submission. We will then be working with them to achieve a subsequent joint submission in 2016.

Planning Users Forum and Community Council Training Workshops

We continue to run our [Planning User Forum](#) to communicate with a wide range of our customers to ensure we are providing a quality planning service for our customers. The Planning Users Forum meets twice a year and aims to look at Development Management procedures, Development Planning and Conservation issues. The forum brings forward and considers proposed improvements to the Planning Service.

Due to successful workshops during the last reporting period, we rolled out our [Community Council Training Workshops](#) which will now become an annual occurrence. These events allow officers and community councillors to meet one another whilst the latter are informed and updated on planning progress.

"Thanks to the team from PKC for the organisation of the event and for their openness in discussion. I thought it was an excellent workshop and very informative".

Representative from Blairgowrie and Rattray Community Council

Pre MIR Consultation

Consultation in the form of a [Call for Issues and Sites](#) was undertaken from 20 January until 31 March 2015. This consultation was advertised through the local press, community newsletters and information was made available on social media. Letters were issued to stakeholders, key agencies and contacts on our consultation database. Information regarding the consultation was available online, including interactive call for sites and issues representation forms. In addition, drop in surgery sessions for the Community Councils were held at the end of February and the beginning of March to discuss their views. We also held online surgeries through our Twitter account to increase the audience we reach. The representations received through this consultation will contribute towards the content of the [Main Issues Report](#).

Contribution to Performance Markers: 3, 6, 7, 10, 13

Efficient and effective decision-making

Improving Performance

Active monitoring of the [Local Development Plan](#) and planning application performance is embedded into the ethos of the service through the Planning and Development Service Plan. During 2013/14 we developed a protocol to reduce the number of legacy cases and the length of time it takes for applications requiring planning obligations to be dealt with. The protocol continued to be successfully operated during 2014/15 with the number of legacy cases dropping from 88 to 49. The Development Management team leaders monitor performance, including the holding of regular team meetings, and proactively deal with any potential delays in determining planning applications.

In particular, case officers are required to visit the site of a proposed development within 14 days of an application being received and to come to a view on that application no later than 5 weeks from the date of validation. Unless an application is straightforward, case officers should agree a recommendation or further course of action within the first 5 weeks. This achieves more certainty and consistency, assists in meeting targets, and helps to deliver efficient and effective decision-making.

Development Management Performance

Against the background of a changing approach to performance measurement and the introduction of the PPF there has been a continued drive to improve performance in development management. There has been an improvement in the average time taken to determine major and local applications (both householder and non-householder). The average time taken to determine applications which are subject to a planning obligation has also improved during 2014/15. The only area where there has been a drop in performance has been the percentage of non-householder local applications determined within 2 months. However, in relation to the same type of indicator, householder applications saw a significant further improvement in performance.

Our scheme of delegation remains effective with the percentage of delegated decisions rising from 94.6% in 2013/14 to 96.0% in 2014/15. Both the Development Management Committee and the Local Review Body (LRB) meet once a month which helps to minimise delays in determining applications and reviews referred to them.

Enforcement

The [Enforcement Charter](#) was reviewed in late 2013 with only minor changes being made. Committee approval was obtained and in June 2014 the Charter was subsequently re-published in electronic format on the Council's [website](#). Enforcement activity significantly increased compared to the previous year, including the number of [formal notices](#) issued.

Local Review Body

During 2014/15 the [Local Review Body](#) upheld 69% of the decisions originally taken by planning officials which was an improvement on the previous year's figure of 51.8%. However, the average time taken to determine reviews increased from 16.2 to 18.5 weeks. This was due to a resourcing issue. A Senior Planner continues to observe all LRB meetings and prepares a feedback summary note of the decisions that were taken and any specific issues which arose from that. This note is circulated to all relevant officers and, where appropriate, discussed at team meetings. This provides a useful understanding of areas where a review of policy or procedure needs to be addressed and in turn assists in a more responsive approach to dealing with planning applications.

Delivering the ecological recovery of Loch Leven through the planning system

This project has been developed with SNH and SEPA to improve the water quality of Loch Leven through the planning system whilst reducing the lengthy timescale of securing phosphorous mitigation through legal agreements. Collaborative working with public sector bodies has allowed a streamlined process to be developed. This process has achieved a Perth and Kinross Council 'Securing the Future Award', a commendation in the 2014 'Scottish Award for Quality in Planning' and is currently a Finalist for the RTPI 'Planning for Excellence Award' 2015.

See case study on page 19 for further details.

Contribution to Performance Markers: 1, 4, 5, 6, 10, 13, 14

Effective management structures

Development Management

We have effective decision making structures in and this is supported by flexible approaches to the workforce to enable us to respond to priorities. This is achieved by regularly monitoring and reviewing the workload of each team through weekly meetings and allocating new applications to the team which has any spare capacity. This may mean that in practice some major applications will be dealt with by a suitably experienced member of the local applications team and some, usually more complex, local applications may be dealt with by the major applications team. A similar arrangement exists between the (local) non-householder and householder teams.

Planning and Development

The Development Plan Scheme provides the general time frame for preparation of the LDP and an update was approved by the Enterprise and Infrastructure Committee on [25 March 2015](#). This is supported by a more detailed project plan which is regularly monitored at the weekly Development Plan Team meeting enabling workload to be reviewed and managed effectively.

There is also a Team Plan in place covering the wider remit of the team which is reviewed and updated on a quarterly basis. This includes the local and strategic development plan, supporting internal and external initiatives, masterplans and development briefs, and supplementary guidance. An annual report is also prepared to monitor the progress of the supplementary guidance and to review the priorities for the following year.

Contribution to Performance Markers: 1, 8

Financial management and local governance

Procuring services and spending effectively

Managers are responsible for ongoing budget monitoring to ensure that we are efficient and effective in procuring services and in spending. Monthly meetings are held with the Corporate Finance Team to monitor income and expenditure whilst also ensuring budgets are on target. This allows any budget variances to be dealt with as the year progresses. The Council uses the Pecos system for procurement and purchasing.

Contribution to Performance Markers: 6, 12

Culture of continuous improvement

Learning and Improving

We have a strong commitment to staff development comprising of the Employee Review and Development appraisals, an annual target of five days staff development per officer and bespoke monthly training workshops. The appraisals also allow staff to express their areas of interest and can facilitate team moves.

Members' decisions are important to investor confidence and a full programme of training is delivered throughout the year to support Planning Committee members. Staff, management and Elected Members have been well trained and contribute to a clear sense of priorities. This is evidenced through staff having received a range of training covering over 50 topic areas; existing and aspiring managers being encouraged to develop their leadership skills; and a rolling programme of both Planning and separate LRB training having been carried out to ensure all Elected Members on the relevant Committees are trained. Elected Member training has included sessions on Gypsy Travellers, Local Development Plan Update, [Perth West Masterplan Framework Charrette](#), Almond Valley, T in the Park, Landscape Designations and Parking in Perth.

The Council has its own training programme including over 16 online bespoke courses, and over 1000 tutorials available through an online portal which all staff can access. Staff are encouraged to pursue continuous learning by attending external seminars, workshops and conferences or applying for further or higher educational courses. This is discussed through Employee Review and Development appraisals which are linked to our planning service priorities as set out in our annual Service Plan. The first Thursday morning of each month is dedicated to learning and further development for each employee through our Delayed Office Opening scheme.

Full staff workshops are held annually which focus on service priorities, culture and continuous improvement – led by the Head of Service. Service and Team Plans are developed with staff involvement and these set out clear priorities.

Perth and Kinross Council run Securing the Future Awards annually where employee recognition is celebrated as a key element in the approach to achieving excellence through people. Planning and Development had 2 projects shortlisted for 2014/15: 'Delivering the Ecological Recovery of Loch Leven through the Planning System' and 'Supporting Perth City Centre with a Digital Strategy'.

The Loch Leven project was also shortlisted for the Scottish Awards for Quality in Planning and our 'Carse of Gowrie Community Mapping Project' received a commendation at the awards.

Graduate Opportunities

We continue to offer opportunities to Graduate Planners and trainees in addition to offering short term placements to students and paid employment over the summer. This allows the Strategy and Policy Section to undertake short life projects within Development Plans and assists with fluctuations in the Development Management caseload.

Sharing good practice

This authority is currently in the SOLACE Group 2 Benchmarking group which is being coordinated by Heads of Planning Scotland and the Improvement Service. PPF4 will be peer reviewed by the benchmarking group after formal submission to Scottish Government. We actively participate with Scottish Government in 2 main strands of “Planning Reform: the next Steps”.

Contribution to Performance Markers: 6, 9, 13

This document has been produced using evidence from the following documents:

Perth and Kinross Council

- [Community Plan / SOA 2013-2023](#)
- [Communication and consultation toolkits](#)
- [Complaints Policy](#)
- [State of the Environment Report](#)
- [Integrated Appraisal Toolkit](#)
- [The Council website which includes a range of guidance notes](#)
- [Local Review Body](#)
- [Customer Service Charter](#)

The Environment Service

- [The Environment Service Business Management and Improvement Plan](#)

Planning and Regeneration

- [Perth City Plan](#)
- [The Strategic Development Plan](#)
- [Planning User Forum](#)
- [Invest In Perth](#)
- [City Investment Plan](#)
- [Planning Performance Framework](#)

Development Plan

- [Enterprise and Infrastructure Committee](#)
- [Consultation and engagement events](#)
- [Developer Contributions](#)
- [Affordable Housing](#)
- [Local Development Plan Scheme](#)
- [Adopted Local Development Plan](#)
- [Supplementary Guidance](#)
- [Local Development Plan 2](#)
- [Development briefs](#)
- [Background information and studies](#)
- [Community Council Portal](#)

Development Management

- [Development Management Committee](#)
- [Guide to the Use of Processing Agreements](#)
- [Planning Processing Agreement Template](#)
- [Scheme of Delegation](#)
- [Planning Application Checklist](#)
- [Permitted Development Rights](#)
- [Planning Enforcement Charter](#)



Case Study

Delivering the ecological recovery of Loch Leven through the planning system

Finalist for RTPI Excellence Award 2015, in the [‘Excellence in Planning for the Natural Environment’](#) category.

[SAQP 2014 Commendation winner](#)

Over the last 150 years Loch Leven has been degraded by the addition of nutrients such as phosphorus and nitrogen entering the loch from manmade sources. This has caused problems with water quality and resulted in a negative impact on the conservation, economic, recreational and social interests of the loch and local area.

The use of the planning system to improve the ecological recovery of the Loch stems back to the 1999 Loch Leven Catchment Management Plan. This required developments with a new private waste water discharge in the loch catchment to contribute through mitigation to a 125% net reduction in the amount of phosphorus entering the loch. While this approach discharged the competent authority’s duty under the Habitats Directive to avoid “the deterioration of natural habitats and the habitats of species” associated with the Loch. It resulted in the preparation of expensive and time consuming planning obligation. It also resulted in continued meetings between PKC Planning and Legal Service, Scottish Natural Heritage and Scottish Environment Protection Agency to monitor complexities of control and mitigation on a regular basis.



A revised planning procedure was appraised and agreed with Scottish Natural Heritage and Scottish Environment Protection Agency and came into effect in August 2013. Liaison meetings between Perth and Kinross Council Planning, Scottish Natural Heritage and Scottish Environment Protection Agency resulted in an increased understanding of each Authority’s role and their respective legislation. This platform allowed the use of planning conditions to deliver phosphorus mitigation to be explored rather than using legal agreements. This resulted in a combination of negative suspensive conditions also known as a pre-start conditions being used to control development and secure the mitigation.

This allows applications to be assessed faster and enables the decision notice to be released without the burden and expense of securing phosphorus mitigation via legal agreements. This reduces risk in the development process and allows development on site to proceed quickly.



Case Study

@PKCplanning



Perth and Kinross Councils Planning and Development department launched their Twitter account on 5 February 2015 in an attempt to increase our interactions and engagement with all of our stakeholders, particularly PKC residents and generate more interest in the planning process. The Twitter account is used a two way communication channel and particularly useful for us to follow community groups to understand local issues and work collaboratively to resolve these. We are striving towards Customer Service Excellence and having a vibrant presence on social media is key to achieving this.

Launching our account in February was timely as we began preparation for our second LDP. We want to increase participation with this LDP and using social media as an additional platform should ensure this. We have already hosted two LDP online surgeries during our Pre-MIR process which was welcomed. We intend to host these regularly throughout the LDP process as an alternative for those unable to attend LDP consultation events.

Using social media as an additional communication method is helping us to engage with hard to reach groups, provide general planning information, generate interest in events and positively promote planning within Perth and Kinross.



Some recent Tweets from @PKCplanning



Case Study

Green Infrastructure Supplementary Guidance

Our [Green Infrastructure Supplementary Guidance](#) was approved by the Enterprise and Infrastructure Committee on 12 November 2014. It is statutory supplementary guidance and forms part of the LDP. The purpose of the guidance is to assist in the preparation of planning applications and is therefore aimed primarily at developers, agents and others involved in the preparation of applications. It requires all new development to contribute to the creation, protection, enhancement and management of green infrastructure.

The guidance explains the functions and benefits, and the importance of creating multifunctional and connected green infrastructure. The strategy section identifies the main strategic level opportunities for improving green infrastructure, specifically those areas where there is an opportunity to strengthen it through proposed development. The guidance then goes on to set out the issues relating to green infrastructure which should be taken into account when starting to formulate development proposals and the additional information which may be requested alongside the submission of a planning application depending on the scale and nature of the proposed development. This aims to increase the level of certainty for developers at an early stage as to the Planning Authority's requirements

The guidance also encourages developers to think about green infrastructure alongside other 'grey' infrastructure requirements at the very start of the development process and advises how it can be incorporated into development giving examples of the potential green infrastructure contribution which can be made in different scales of development. This aims to help improve the quality of development proposals being submitted.



North Inch, Perth

It is hoped that the guidance will help increase awareness of the importance of green infrastructure within the development industry and help ensure that proper account is taken in the development process. Ultimately this should result in high quality developments on the ground which recognise and reflect the many social, economic and environmental benefits of green infrastructure which will in turn help meet a number of Perth & Kinross Council's strategic objectives.

Given that it has only been in place less than a year, there is little in the way of results which can be directly attributed to the guidance as yet. However a series of key indicators have been identified and these will be monitored to assess how effective the guidance is in achieving its key aims. This will also help inform the revision of the guidance, and the policy to which it relates, through the next review of the LDP.

"SEPA welcome the identification that Green infrastructure should be considered right at the start of the planning of a new development."



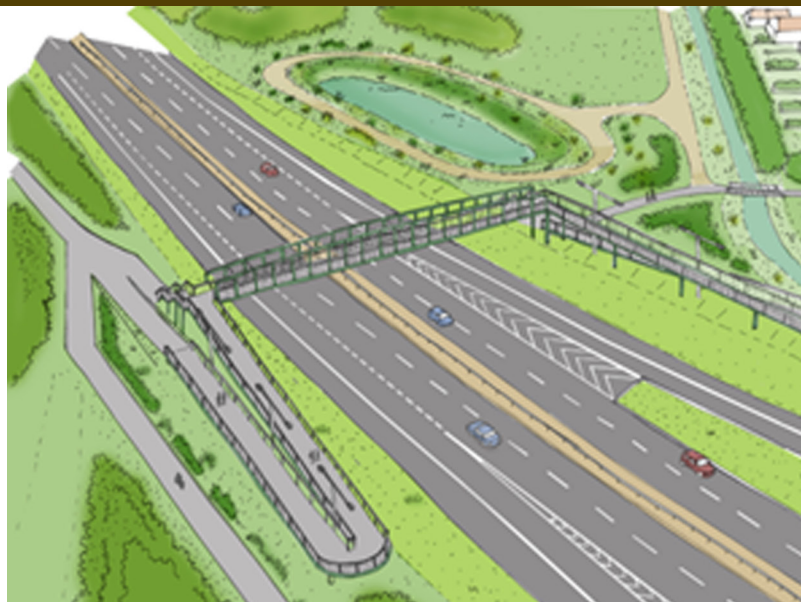
Case Study

Transport Infrastructure Supplementary Guidance

Our Transport Infrastructure Supplementary Guidance was approved by Enterprise and Infrastructure Committee on 02 April 2014. It is statutory supplementary guidance and forms part of the LDP. The purpose of the guidance is to facilitate development through securing contributions from developments in and around Perth towards the cost of delivering the transport infrastructure improvements which are required for the release of all development sites.

The guidance explains that the biggest single constraint facing Perth and Kinross is the capacity of the roads infrastructure in and around Perth. A Transport Strategy for Perth and the wider region has been developed providing an overarching strategy to support the future growth of Perth and Kinross. The full package of measures is projected to cost £130 million but the Council is only seeking contributions toward the package of measures which are essential to support the delivery of the LDP, projected at £109 million. The guidance does not seek to recoup all of the costs of the Transport Strategy but seeks a fair and reasonable contribution related to the scale and nature of any proposed development. In developing the guidance, detailed traffic modelling was carried out which identified that 61% of future traffic growth in and around Perth is associated with new development sites in the LDP. The guidance therefore attributes 61% of the total package costs (£66.49 million) to new development with the remainder (£55.59 million) being funded by the Council through other funding mechanisms.

The guidance sets out that a graduated approach has been taken in determining the contribution boundary with two contribution levels being applied reflecting the projected impact on the new transport infrastructure from these areas.



Proposed footbridge over A9

The contribution levels have been calculated and projected over a 30 year period to spread the burden across a wide range of developments.

The guidance applies to all new development from the date of adoption. It does not apply retrospectively to existing consented sites. Proposals for change of use which do not seek to extend the existing property or create more than 5 residential units are also exempt from making a contribution. Residential proposals are calculated per unit with a reduced rate applied to affordable units. Non-residential developments are calculated on the Gross Internal Area (GIA) of new buildings with a contribution per m² being applied. The contribution per m² is set based on a range of uses relating to the impact of that type of development on the road network. Where replacement buildings are sought the GIA of the existing buildings are taken into account when calculating the contribution level. All contributions which are received by the Council are held in a ring-fenced account and will be returned after 10 years of being received if not used by the Council.

To date, approximately £150,000 has been received by the Council with significant further contributions agreed through Section 75 Legal Agreements. The Council is investing significantly in delivering the necessary transport infrastructure to enable the future growth of Perth and Kinross and this guidance forms a key component of enabling this delivery.

Our service improvements for 2015/16 will ensure we are working towards a culture of continuous improvement. We will endeavour to make the following improvements in the coming year:

2015/16 Service Improvements	
1	Undertake a review of Conservation Areas We will review our existing conservation areas to ensure they are appropriate in terms of the extent of each designated area. Drawing on feedback on managing development within each area, consideration will be given to amending boundaries to assist in delivering an effective and proportionate service both in terms of our conservation and development management functions.
2	Undertake a review of Buildings at Risk We will review the Buildings at Risk Register and this will be undertaken by the Conservation Team.
3	Improve the visualisations and inclusion of more graphics in the LDP, specifically in the Main Issues Report which will be published in Autumn 2015 We will hold a workshop in Summer 2015 involving wider stakeholder participation to consider '<i>Encouraging engagement in plan making through graphic communication: what should a plan look like</i>', with the aim of improving our graphic communication to encourage engagement in plan making. The event will be facilitated by PAS, and will generate ideas about scope, content, format and structure that could potentially inform the MIR process in terms of graphic communication of ideas.
4	Increase our social media presence and communication materials in order to improve stakeholder engagement and establish a better dialogue with young people We will develop an online video which will inform and explain the LDP process in an uncomplicated way. This will ensure that our customers understand the process clearly, providing them with the tools and confidence to engage with the plan. We will publish the Development Management Committee decisions online and broadcast these through our Twitter account. This will ensure customers are made aware of recent decisions without having to contact us directly, attend the committee or await the formal minutes to be published by Committee Services. In order to improve communications across the wider team, to both internal and external audiences, we will publish a regular Planning and Development Newsletter in the coming year. This will publicise key events and projects the whole team are currently working on. This will be made available through social media accounts in an attempt to engage younger people in the work we do.

5	Evaluation of Development Management procedures We will review the efficiency of our development management processes by carrying out a process mapping exercise. This should identify any further opportunities to improve performance and customer service by applying 'lean thinking' principles and removing non value adding activities.
6	Working towards achieving Customer Service Excellence Award The Building Standards section will be making its submission by the end of the next PPF reporting period. The Strategy and Policy and Development Management sections will continue to observe their progress whilst working towards their overall joint submission which is likely to be reported in PPF6. This will ensure that staff across Planning and Development are working collaboratively to meet the needs of our customers.

Delivery of our service improvement actions in 2014-15:

Delivery of 2014/15 Service Improvements		Complete?
1	Improved and sustained performance in processing planning applications There has been an improvement in the average time taken to determine both major and local applications (both householder and non-householder). The average time taken to determine applications which are subject to a planning obligation has also improved during 2014/15. The only area where there has been a drop in performance has been the percentage of non-householder local applications determined within 2 months. However, in relation to the same indicator, householder applications saw a significant further improvement in performance.	Partly
2	Pre-application engagement with Elected Members In August 2014 Guidance was produced for Elected Members for the purpose of assisting the introduction of new procedure whereby all Proposal of Application Notices (PANs) would be reported to subsequent Development Management Committees. The primary purpose of the new procedure, which took effect from 1 September 2014, is to provide advice that will assist developers in the preparation of applications. The procedure is neither a substitute for the comments which Members can make during the period of statutory consultation after an application is submitted, nor does it affect the role of the Committee in determining major applications. The first PAN report went before the Committee in September 2014 and the process has proven to be successful in informing Members of forthcoming major developments and providing them with an opportunity to identifying additional issues, often through the benefit of local knowledge. Developers are then subsequently advised about the key determining issues which are likely to apply to the proposed development.	Yes

3	Raise awareness of planning amongst young people Collaborative working with TAYplan Perth and Kinross Council worked collaboratively with TAYplan to engage young people in the consultation on their Main Issues Report between 15 April and 27 June 2014. During the consultation two half day workshops were held with primary school children (funded by Perth & Kinross Council) and a full day 'youth camp' on 26 April 2014 with secondary school children. The 2 primary school workshops were held on 8 May 2014 and attended by 21 young people. The secondary school group was attended by 21 school children and 8 young placemakers from across the area who also helped champion the consultation and were involved in the events. Following the success of the 2014 youth camp work has begun on the 2015 Youth Camp (in partnership with the University of Dundee) by building capacity among young people across the TAYplan area. We have visited nine secondary schools, assisting them in understanding what 'planning' is and encouraging attendance at the youth camp. Three events were held in the Perth and Kinross area during February and March 2015 and were supported by PKC staff. The visits have reached out to over 900 young people. This has developed young people's understanding of place and planning in a way that is easily digestible and interesting to them. The Youth Camp was held at the University of Dundee on 11th June 2015. Up to 5 young people from each of the nine schools attended the Youth Camp. The one-day Youth Camp provided pupils with the opportunity to influence the places they live, study and work by taking part in exciting interactive workshops and digital visualisation projects with the aid of a popular videogame software, which was assisted by PKC staff in its development. The use of Minecraft proved a success in providing an excellent tool in which to engage young people and to develop their spatial awareness of place and the implications of changing that place. Using Dundee Waterfront has also helped raise the awareness of the area's largest regeneration project. More information and striking results of the 2015 Youth Camp can be accessed from the University of Dundee's website.	Yes
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Photographs from TAYplan Youthcamp



Youth engagement workshop - Crieff

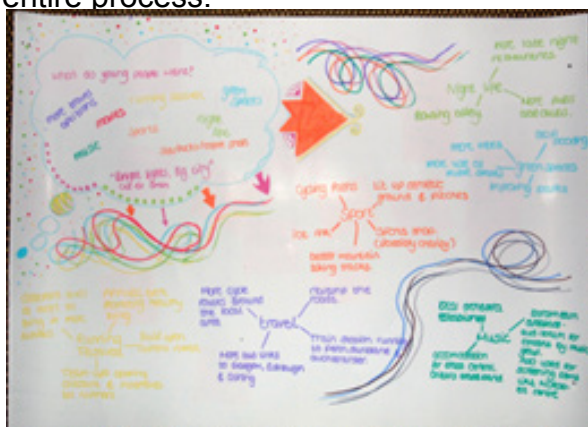
As part of our programme to engage young people in the planning system we held a workshop with Crieff's young people giving them an opportunity to engage with the planning system and, by doing so, to tell us their views on how to make Crieff a better 'place' for their age group and how to attract them back in 10/20 years time.

The workshop was run by PAS and designed to: generate a youth interest in planning; encourage active citizenship across the generations through knowledge gathering and exchange; and to gather 'youth' views to inform the Crieff Charrette process, LDP Pre-MIR, [Crieff Community Action Plan](#) and [Crieff Succeeds BID](#)

“Just a very quick note to say that I think this afternoon went well. Nick seemed pleased with the results, and I certainly found the ideas and the articulate way in which the young people presented them extremely interesting, and indeed reassuring - really good to know we have such bright young people growing up in the town, and though a lot of their proposals centred on their own “here and now” - discos, cinema, a cheap and cheerful cafe where they could hang out - a lot were looking well beyond that.”

Representative of Crieff Community Council

The school clearly saw both the educational value of the exercise as well as its relevance to the school's (and young people's) place in the local community - both of which are valuable outcomes. Further youth engagement events are to be held at each stage in the plan making process, allowing for continuity of involvement of the young people throughout the entire process.



Results from Group1 at Crieff Youth Engagement Workshop

Social Media

Social Media
We are actively using our Planning and Development Twitter account to establish a connection with younger people through the means of social media. Understanding the role social media plays with our younger generations, it is vital we are present and eagerly attempting to engage this way.

4	Maintain and enhance the vitality and viability of Town Centres Perth City Centre Management Team is a member of the Association of Town Centre Management as well as Scotland's Town's Partnership and is dedicated to helping maintain and enhance the vitality and viability of Perth city centre through: • Engagement with visitors, businesses and the community; • City centre markets and events support; • Business development and training for city centre businesses; • Grant assistance to invest in the repair and conversion of property; • Digital High Street services; • Monitoring and evaluation of city centre performance; • Marketing and promotion; • Evening Economy – Purple Flag; • Relevant programmes e.g. World Host; • Data Gathering. City centre footfall is measured via Springboard footfall counters currently located on the High Street, above Marks & Spencer and in St John Street, above Bank's. The CPP/SOA sets a target of 12% vacancy of commercial premises with vacancy rates currently at 8.2% The Council has also supported investment in an extended events programme in the area which has generated an estimated contribution of £13.5 million to the local economy contributing to the target within the CPP/SOA of increasing visitor expenditure to £466 million within this time period. Further investment is proposed in the transport infrastructure and the city centre public realm whilst improving accessibility and the commercial trading environment. Investment is also proposed for the public realm in Aberfeldy and Crieff, and being undertaken in Kinross town centre to improve accessibility and the commercial trading environment. Elsewhere the Council supports engagement with local businesses and communities in relation to developing local solutions to improve their vitality and viability through charrette workshops and action plans, support for local funding through business improvement districts and community economic development. Charettes have been supported and successfully taken place in Auchterarder, Aberfeldy, Crieff and Perth West, a Business Improvement District has been supported in Crieff.	Yes
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Poster for Crieff Town Centre Charrette



Results of brainstorming session focusing on how the town centre can improve at Aberfeldy Charrette

5	Raise awareness of climate change adaptation and planning amongst young people This has not been achieved largely due to long term sickness of key member of staff.	No
6	Review format and content of LDP A two stage approach has been taken to reviewing the format and content of the LDP. The first stage involved internal monitoring looking at whether the balance between policy content in the Plan and Supplementary Guidance is correct, and a review of usability of the document.	Ongoing

	The second stage is to set up a panel to review the format and content of the Plan in Summer 2015 and a workshop will be facilitated by PAS. The workshop will be entitled 'Encouraging engagement in plan making through graphic communication: what should a plan look like'. Representatives from Community Councils, Key Agencies and various internal stakeholders from services across Perth and Kinross Council will be invited. The outcomes from the event will be used constructively to help shape and inform the second Local Development Plan.	
7	Review of pre-application advice service including resources and recording In order to reduce staff time dealing with enquiries about whether or planning permission is required for minor (primarily householder) developments, existing online questionnaires were updated and the number significantly expanded. Customers are encouraged to make all types of pre-application enquiries in writing. These are recorded against the property they relate to in the UNI-form database system and, where relevant, are subsequently linked to any subsequent associated planning application.	Yes
8	Review of Development Plan engagement process by March 2015 The Development Plan Scheme and Participation Statement were reviewed in January 2015 and approved by the Enterprise and Infrastructure Committee in March. The key dates within the Development Plan Scheme were reviewed to ensure they were in line with committee dates and the content was updated to reflect progress on the LDP. Discussions were held within the team and it was decided that the Participation Statement would be updated to incorporate a greater use of social media and the use of surgery sessions both with Community Councils and online (via Twitter and Facebook). These changes will ensure we are reaching a wider audience through the use of social media and will encourage a dialogue with Community Councils throughout the development plan process.	Yes
9	Staff training A system to monitor the training undertaken by staff to ensure that training needs identified through the Employee Review and Development process are being prioritised when allocating funding from the staff training budget has been established. The protocol was agreed in March 2015 and put in place at the beginning of the 2015/16 financial year. It was also considered important to implement a procedure for cascading training to other members of staff to ensure maximum benefit is accrued from the staff training budget and a template has been developed for this purpose.	Yes

10	Engage staff in progressing organisational movements Staff within Planning and Development have been involved in submitting three projects for consideration by the Chief Executive to be included within the Perth and Kinross Transformation Strategy 2015-2020. These projects included Smart Cities, Perth and Kinross Open Data Observatory and Creation of an Arm's Length Development Company. The Transformation Strategy aims to encourage employees to contribute to the ongoing evolution of the Council, in pursuit of better outcomes for our citizens and communities. Results from the 2014 Annual Staff Survey were largely improved from the previous year and therefore it was agreed that the preparation of an action plan would not be required this year. <i>"I have the right tools, equipment and information to do my work effectively"</i> <u>2014</u> Agree  <u>2013</u> Agree  <i>"My team are passionate about delivering excellent customer service"</i> <u>2014</u> Agree  <u>2013</u> Agree  <i>Results from Annual Survey</i> All team members were involved in the preparation of their annual Team Plan which continues to identify work programmes and areas for team development.	Yes
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Medium term improvements

11	Complete the programme of Supplementary Guidance planned as part of the LDP in line with priorities agreed by the Environment and Infrastructure Committee on 7 November 2012 In line with the Committee Report of 2012 an annual report on the Progress of Supplementary Guidance was considered by the Enterprise & Infrastructure Committee (E&I) on 12 November 2014.	Ongoing
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	The report noted that significant progress had been made with 27 of the 40 pieces of policy and design guidance having been adopted on 8 October 2014 following consideration by Scottish Ministers. It also noted that work had started on the remaining 13 pieces of guidance, some of which were at an advanced stage. The report also highlighted changes in terms of the programme e.g. the removal of the Transport Standards Guide from the list of Supplementary Guidance due to the publication of the National Roads Development Guide and the reprogramming of others e.g. Renewables SG. In relation to the timescales for the preparation of Development Briefs and Masterplans, it was noted in the report that their progression is reliant on the desire of the landowners/developers to take them forward and is outwith the control of the LDP team. Nonetheless, significant progress has been made on pre-application discussions for sites subject to Masterplans including, Bertha Park, Luncarty, Stanley, Lathro Farm Kinross and a set of design workshops held for the wider site at Perth West.	
12	Develop an online interactive information portal which will bring together economic, social and environmental data for Perth and Kinross for use and analysis by the community and businesses in support of the open data and Smart Cities agenda for introduction in 2014/15 A proposal for Perth & Kinross Open Observatory (PKoo) has been put forward and funding sought through the Transformation Programme 2015-2020 development process. The Open Observatory will provide a managed data platform whereby data and information can be shared between services and partners; where it is opened up to citizens, researchers and developers to access; and made available for community groups and community planning partners to use, new solutions to the area's issues can be found and value created for wider economic and community benefit. At a strategic level the Council is working in close co-operation with the Scottish Cities Alliance on the smart city agenda and this project forms part of a wider collaboration on smart cities and open data across Scotland which will be part funded from a £10 million allocation from the European Regional Development Fund. The proposal comprises a number of elements that will encourage: • Data and information brokerage between services and partners; • Open data provision for the public via an easy-to-use portal; • A locality based intelligence system to support community planning.	Ongoing

13	Prepare a Development Activity Bulletin to show the amount of investment and its benefits to the area through the consenting and completion of development at the end of Q1 2014 An Economic Journal has been produced to convey the state of the local economy and includes recent development activity. In an overview, the value of building works requiring a Building Warrant in Q1 of 2015 was over £35 million, an increase of £6.5 million from the previous year. Vacancy rates within Perth City Centre also remained at a low level of 8.18%.	Ongoing
14	Prepare for the introduction of Public Bodies Duties under the Climate Change Act and develop a climate change adaptation strategy for introduction in 2014/15 All local authorities are expected to submit a Climate Change Report by 31 October 2015 as part of the pilot reporting process. We are currently compiling our report with a view of it going to the September Environment Committee. The mandatory reporting fully comes into effect in 2016 when all public bodies listed in the Act must submit an annual report. Due to the sudden loss of the project leader on long term sickness absence, progress on this area of work has been slow. Initial discussions have however been taken forward with Community Planning Partners through the Community Planning Safety and Environment Group. The 2015-16 Action Plan aims to establish a reporting mechanism for all partners to calculate the total annual carbon emissions in Perth and Kinross, which will meet the Climate Change Act requirements. The Climate Change Adaptation Strategy has therefore been pushed back to 2016 in the project leaders' absence.	Partly
15	Develop a Planning Concordat with the Chamber of Commerce and local business interests designed to show Perth and Kinross is 'Open for Business' whilst delivering Customer Service Excellence A draft has been developed to engage the Chamber of Commerce with all aspects of planning within Perth and Kinross. The Invest in Perth team help support this relationship and ensure that Perth city region is promoted as a desirable destination for living, working, visiting and investing. Thimblerow car park was marketed as a major city centre mixed use development opportunity within Perth city via Invest In Perth, with support from Colliers, and promoted at national and international property events, MIPIM and MPIM UK and Site match, as part of our collaboration with the Scottish Cities Alliance to promote Scottish investment opportunities.	Yes

	This helped secure the interest of Espresso Properties with whom we are now in the process of concluding terms for disposal of the site following discussion on planning and development issues as part of our proactive engagement with prospective developers. This is the first site within one of the Scottish cities to have been successfully promoted and secured development interest. Espresso have commended the approach of the Alliance and Council in working collaboratively to secure investment in Scotland and the city of Perth. There has been significant work towards achieving Customer Service Excellence and the Building Standards team will have accomplished this within the next PPF reporting period. Development Management and Strategy and Policy will make their initial CSE submission the following year for inclusion in PPF6. A working group has been set up to ensure all teams are sharing good practice and assisting one another in each submission.	
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A: Decision-making timescales (based on 'all applications' timescales)

Category	Total number of decisions 2014-2015	Average timescale (weeks)	
		2014 -2015	2013 -2014
Major developments	13	42.2	55.4
Local developments (non-householder)	860	11.8	12.5
• Local: less than 2 months	59.5%	6.9	7.1
• Local: more than 2 months	40.5%	19.1	22.6
Householder developments	556	6.8	7.8
• Local: less than 2 months	91.0%	6.4	7.1
• Local: more than 2 months	9.0%	10.9	11.4
Housing developmentsMajor	4	40.3	67.9
Local housing developments	416	12.7	13.8
• Local: less than 2 months	54.3%	7.1	7.2
• Local: more than 2 months	45.7%	19.3	24.7
Business and industryMajor	5	48.1	94.6
Local business and industry	235	9.8	9.9
• Local: less than 2 months	68.5%	6.7	6.9
• Local: more than 2 months	31.5%	16.5	18.7
EIA developments	9	23.8	26.2
Other consents*	269	7.6	9.2
Planning/legal agreements**	28	53.2	66.5
• Major: average time	3	50.2	107.8
• Local: average time	24	54.6	60.9
Local reviews	42	18.5	16.2

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

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

B: Decision-making: local reviews and appeals

Type	Total number of decisions 2014- 2015	Original decision upheld			
		2014-2015	2014 -2015	2013-2014	2013-2014
		No.	%	No.	%
Local reviews	42	29	69.0	29	51.8
Appeals to Scottish Ministers	17	9	52.9	14	57.1

C: Enforcement activity

	2014-2015	2013-2014
Cases taken up	361	298
Breaches identified	267	219
Cases resolved	212	115
Notices served***	37	29
Reports to Procurator Fiscal	0	2
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**

Major development performance has continued to improve with a reduction in the average number of weeks to determine applications from 55.4 to 42.2. There was also an improvement in local development (non-householder) performance (from 12.5 to 11.8 weeks, whilst householder applications improved from 7.8 to 6.8 weeks. This has been due primarily to effective workload management which has been assisted by the use of the 'Enterprise' case management module to our UNI-form database software.

Tighter timescales for dealing with applications involving planning obligations have continued to be applied since 2013, and further improvements in performance were achieved during 2014/15. Last year the average number of weeks for these applications improved from 66.5 to 53.2 weeks, but there is clearly scope to reduce this figure further.

During 2014/15 a significant improvement to the average time taken to determine 'other' consents was achieved with the relevant figure dropping from 9.2 to 7.6 weeks.

Reviews and Appeals

Out of a total of 42 cases decided by the Local Review Body, the original decision by the planning officer was upheld in 69% of the reviews. The corresponding figure for 2013/14 was 51.8%. Out of 17 appeals to Scottish Ministers the decision of the planning authority was upheld in 52.9% of cases, which is down from 57.1% for the previous year.

Enforcement

The Enforcement Charter was reviewed in late 2013 with only minor changes being made. Committee approval was then obtained and the Charter was subsequently re-published in June 2014 on our planning enforcement webpages. Enforcement activity was notably higher during 2014/15 than in the previous year with a significant increase in cases being both identified and resolved. The number of formal notices served during the year increased from 29 to 37.

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

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

		DM	DP	Enforce- ment	Other
Managers	No. Posts	1	1	0	0
	Vacant	0	0	0	0
Main Grade Posts	No. Posts	17	13	3	0
	Vacant	0	2	0	0
Technician	No. Posts	4	3	0	0
	Vacant	0	1	0	0
Office	No. Posts	6	0	0	0
Support/ Clerical	Vacant	0	0	0	0
TOTAL		28	20	3	0

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

Staff Age Profile	Number
Under 30	9
30 - 39	16
40 - 49	11
50 and over	12

Committee & Site Visits*	Number Per Year
Full council meetings	8
Planning committees	17
Area committees (where relevant)	N/A
Committee site visits	0
LRB**	12
LRB site visits	11

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	Direct Costs*	Indirect Costs**	Income***
Development Management	£1,325,597	£981,860	£343,737	£1,163,700
Development Planning	£1,467,273	£688,761	£778,512	£0
Enforcement	£147,288	£109,095	£38,193	£0
TOTAL	£2,940,158	£1,779,716	£1,160,442	£1,163,700

Notes:

* Direct staff costs covers gross par (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.

We welcome any comments you may have about our Service and suggestions about how we can improve. This might include comments about things that have gone well, what has not and what we should continue to do.

Please feel free to contact us with your views at any time.



E: Developmentplan@pkc.gov.uk

T: 01738 47500

Planning and Development
The Environment Service
Perth and Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD