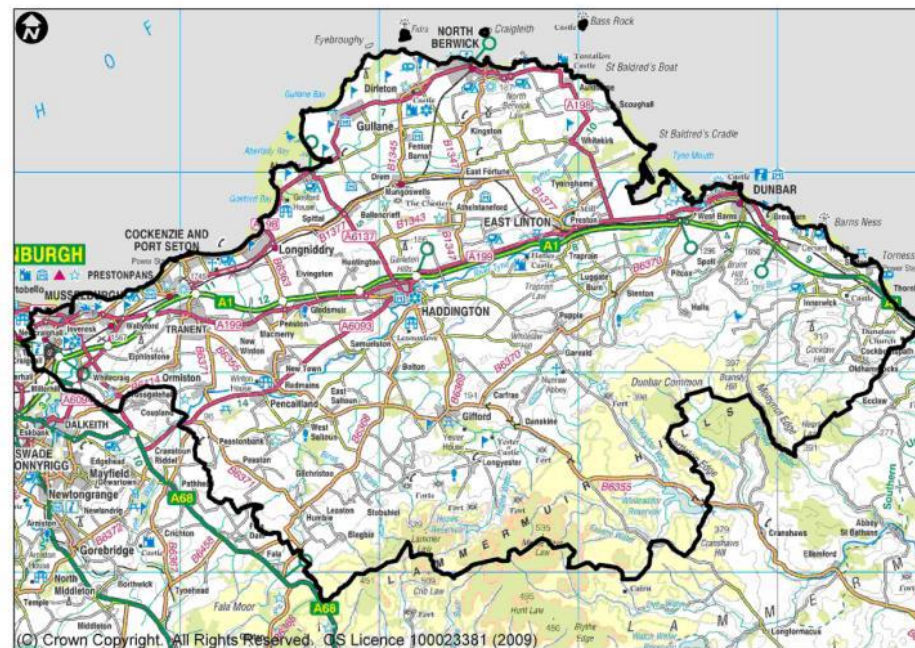


PLANNING PERFORMANCE FRAMEWORK ANNUAL REPORT 2017-2018
East Lothian Council



East Lothian - part of the Edinburgh city region - east of Edinburgh's suburban edge - 270 square miles in area - 43 miles of coastline - six main towns - from Musselburgh in the west to Dunbar and beyond to the boundary with Scottish Borders - Haddington is the administrative centre - Lammermuir Hills to the south - Midlothian and City of Edinburgh to west - Firth of Forth to the north - varied and attractive landscape character - environment of considerable interest and quality - long distance views across the countryside and coastal plain and landmarks - A1 and East Coast Main Line run west to east - significant habitat resources for protected species and biodiversity of national and international significance - much of the agricultural land is prime quality - carbon rich and rare soils such as peat - extensive cultural heritage - 2700 listed buildings - 30 conservation areas - scheduled and unscheduled archaeology - designed landscapes - historic battlefields - Garleton Hills - North Berwick Law - Traprain Law - 2011 Census population 99,717 - 10.7% over 90,100 figure at 2001 - population projection for 33% growth to around 129,229 - LDP allocates sites to allow for 10050 homes to 2024 - over 100 hectares of employment land - significant infrastructure growth required - four new primary schools - new secondary school



PLANNING PERFORMANCE FRAMEWORK PART 1 Defining and measuring a high quality planning service



Quality of outcomes

The Council's Local Plan and proposed LDP design policies, adopted Design Standards for New Housing Developments (Design Standards) and development frameworks/design guidelines for individual sites complement national policy and guidance on masterplanning, site layouts and street design. Together these provide developers with clear expectations and guidance for place making and design quality, particularly around the relationship of buildings to spaces, reducing vehicle dominance and promoting active travel opportunities.

New Homes Kings Court, Station Road, Dunbar completed 2018

The development is located in the heart of the town, a sustainable location close to the railway station and town centre amenities. It is a sensitive location in the Dunbar Conservation Area, close to Category A and B listed buildings and has protected trees within the site. As one of the last undeveloped sites in town it has been considered for development over time but without a practical or viable proposal being advanced. Recognising that the site has a sustainable location and, at the time, would contribute to addressing an identified shortfall in housing supply under the Council's Interim Planning Guidance on Housing Land, the service supported residential development.

Early collaborative and positive discussions with the applicant, planning and roads officers helped shape the form and layout of the development which achieved Local Plan policy heritage objectives to safeguard the setting of nearby listed buildings and be sympathetic to the character and appearance of Dunbar Conservation Area.

The completed development provides 13 market and 4 affordable homes in a small, bespoke development which has contributed to the expansion of through plan infrastructure policy requirements to affordable housing and education facilities in Dunbar, providing a range of homes in a sustainable location.

"It was clear from the initial pre-application discussions with East Lothian Councils planning department that they were determined to play an active role in helping to deliver a high quality development within the Dunbar Conservation Area that all involved could be proud of.

Early design sketches right through to detailed submission drawings were reviewed positively by the planning department. Suggested amendments to materials or design, however subtle, readily offered by the planners and this extended to boundary treatments and landscape design. This collaborative approach has helped to create Kings Courts distinctive character and identity which reflects as much as possible the back lanes of Dunbar's historic core and has already garnered recognition within the industry". (Developer, Dundas Estates)



*With its surroundings providing a sense of place and its central, communal open space with homes grouped around it, the development delivers a high level of amenity for new residents with connections to the town. These qualities of the development have been recognised in winning the Homes for Scotland award for **Private Development of the Year – small (up to 25 units)***

Key Markers *Project Management-Early Collaboration-Corporate Working-Stalled sites*

Key Areas of Work *Design-Conservation-Greenspace -Town Centres-Housing Supply-Affordable Housing-Planning Applications-Collaborative Working-Placemaking-Project Management*

Stakeholders *Local Developers-Authority Planning Staff-Authority Other Staff*

Also relevant *Quality of Service and Engagement-Culture of Continuous Improvement*

Tourism and Economic Development Seton Sands Holiday Village completion 2018

Seton Sands Holiday Village is one of the largest tourist destinations in East Lothian and an important contributor to the East Lothian economy. The Planning Service has worked with the operators of the village, Bourne Leisure, since the early 2000s on proposals for improvements and expansions, with both parties recognising that the holiday village could benefit from upgrading and from expansion into a large area of land to the south of the village with potential for further holiday accommodation and facilities. Given the presence of an A listed building and Scheduled Ancient Monument close to the area of potential expansion and the need to retain northward views over the site towards the River Forth and to Fife, the Service advised Bourne Leisure of appropriate design approaches to shape a masterplan to guide a sensitive expansion of the holiday village compatible with the built, natural and cultural heritage policies of the Local Plan.

This required collaborative work with the Bourne Leisure and with internal and external consultees as key stakeholders to ensure landscape, visual impact and heritage objectives accompanied the economic development potential of site expansion. The masterplan set limits on the areas of land with appropriate capacity to accommodate significant numbers of additional static and touring caravans whilst safeguarding the important views across the site and the setting of heritage assets. Staged phases of development responding to the masterplan have enabled the multi-million pound development to be followed through, initially only incrementally in the context of recession but more recently as significant development on the ground with great benefits to East Lothian's visitor capacity, tourism prospects and economic development as a sensitive, high quality expansion of the Holiday Village has been secured along with inward investment, and local job creation and additional job creation, contributing to the tourism and economic development objectives of the Council's economic strategy.



“Seton Sands has had a positive relationship with the Planning Team for over a decade that has been critical to enable a long term plan for expansion and improvement of the Park. Officers have been positive and professional at each stage as proposals have been adapted to respond to site circumstances and evolving guest needs. This collaborative approach enabled delivery of each phase of the project on time. More recently, the positive relationship enabled the delivery of a new Owner’s Club within a tight timeframe. This new facility has been very positively received by our guests.”
(Developer, Bourne Leisure)

Key Markers *Decision making-Project Management-Early Collaboration-Corporate Working*

Key Areas of Work *Design-Conservation-Environment-Masterplanning-Economic development-Planning Applications-Interdisciplinary Working-Collaborative Working-Placemaking-Project Management*

Stakeholders *Local Developers-Key Agencies-Planning Committee-Authority Planning Staff-Authority Other Staff*

Also relevant *Quality of Service and Engagement-Culture of Continuous Improvement*

Town Centre Environmental Improvement and Regeneration Musselburgh and Haddington

The Service has played a significant role in commissioning and servicing consultations for studies to facilitate environmental improvements in Musselburgh and [Haddington](#) town centres, working with the [Local Area Partnerships](#), communities, businesses and [development trusts](#).

The Local Development Plan allocates significant housing and employment growth for Musselburgh with resultant pressures on town centre infrastructure and increased traffic flow. The LDP and Local Transport Strategy both set out the necessary mitigation measures through transport improvements for Musselburgh town centre and the related Developer Contributions Framework requires developer contributions from new allocations to facilitate these. An award of a FAST grant enabled a study which has now reported on how to establish a network of active and sustainable routes within and through Musselburgh, to encourage modal shift so that more people walk and cycle, a significant opportunity given the easy cycling distances to destinations such as Edinburgh city centre, Fort Kinnaird, Edinburgh Royal Infirmary, Bioquarter and Queen Margaret University.



Haddington is also seeing significant change with new housing and employment sites. For the town centre, consultants were appointed to assess potential improvements to its overall environmental quality and increase accessibility by walking, cycling and improved public transport facilities. A series of public engagement events and a joint Council/community steering group has evolved a design for town centre improvements that enhance the heritage of the Conservation Area whilst also providing improved and sustainable infrastructure and economic opportunities, based around a shift in the balance from parking to useable public space.

“The Haddington Town Centre project is a co-design initiative led by ELC with business and community needs at the very heart of the design process. We have been pleased to work with the Council to help to secure meaningful dialogue and engagement, giving community and stakeholders a real say in the future of their town Centre. Talking and listening to local needs and interests has informed the thinking and created challenges around the future needs and function of the town centre”. (Consultant Ironside Farrar)

In both cases there has been significant engagement with all stakeholders including the public, community groups and businesses to understand the range of aspirations for the projects, to capture ideas and to maximise buy-in to the projects.

Key Markers Early Collaboration-Corporate Working

Key Areas of Work Design-Conservation-Regeneration-Environment-Town Centres-Masterplanning-Economic Development-Interdisciplinary Working-Collaborative Working-Community engagement-Placemaking-Charette-Project Management-Transport-Active Travel

Stakeholders General Public-Local Developers-Key Agencies-Planning Committee-Authority Planning Staff-Authority Other Staff-Local Businesses

Also relevant Quality of Service and Engagement

Built Heritage and Conservation Tranent Conservation Area Regeneration Scheme

The Service is also involved in grant funding bids for regeneration projects from Historic Environment Scotland, Heritage Lottery Fund and the Regeneration Capital Grant Fund aimed at improving heritage assets within East Lothian.

The Service continued its long record of regeneration and the improvement and enhancement of East Lothian conservation areas and town centres in particular. Conservation Area Regeneration Schemes are in operation at Tranent and Cockenzie Conservation Areas with a bid being prepared for Dunbar.

In the course of the scheme the Council has dealt with more than 100 enquiries generating some 60 projects and, in the year, 20 applications for grants with 10 grant projects in progress with around £380,000 committed and a further £300,000 set against applications in progress





Tranent town centre properties (above) before and after grant assistance works through CARS with improved shop fronts, signage and retail complementing the street scene, Conservation Area and vitality and viability after collaborative work from EDSI, Planning and the owners (55 and 119 High Street and 13 Winton Place) Other projects have included window overhauls, roof works, pointing etc.

Experience from within the Service is coupled with the Council's Economic Development and Strategic Investment Service to ensure that conservation and town centre work embraces opportunities for new businesses and new homes as an integral part of the process, with new and reinstated uses being as important to the CARS objectives as the improvements to the historic and environmental fabric. Community involvement is underpinned by the outreach and educational work of the Tranent CARS Children's Youth Parliament project '[Streets Ahead Tranent](#)' being shortlisted for a [Scottish Award for Quality in Planning](#).

Key Markers Early Collaboration-Corporate Working

Key Areas of Work Design-Conservation-Regeneration-Environment-Town Centres-Economic Development-Interdisciplinary Working-Collaborative Working-Community engagement-Placemaking-Charette-Project Management

Stakeholders General Public-Local Developers-Key Agencies-Authority Planning Staff-Authority Other Staff-Local Businesses

Also relevant Quality of Service and Engagement-Governance

Quality of Service and Engagement

Housing delivery through both development plan and delivery action remains at the forefront of Service activity and the great majority of the new LDP sites are either on the ground and delivering new homes, undertaking preliminary groundworks or with permissions and anticipated site starts. The work on the LDP and the Developer Contributions Framework in the case study below demonstrates the Council's commitment to this and to sound governance in the process. All of this work has involved the review of existing guidance, including the revoking of the Interim Planning Guidance for Housing Land, as the 2017/18 Housing Land Audit demonstrated that there was no further need for it and its provisions are also encapsulated in the Housing policies of the new LDP

High approval rates reflect constructive pre-application discussions informed by development frameworks and briefs and consultation comments. Both pre-application enquiries and applications are appraised in weekly team meetings to highlight potential issues, assess opportunities for design improvements and give greater consistency on outcomes.

Internal consultees including Roads, Education, Environmental Health, Landscape, Countryside and Legal services are available for fortnightly pre-application slots with developers. The uptake of and feedback on these sessions represent a positive step, particularly for major and complex applications. The team of Transport Planners who are consulted on proposals are also responsible for the Roads Construction Consents for the same proposals so as to ensure that RCCs and planning applications are subject to consistent processes and are twin tracked.

The Service has a long-term commitment to providing opportunities for pre-application discussions for developers, businesses, householders and others and continues to encourage developers and individuals to make best use of this and the high approval rates for applications are at least in part due to the availability and effectiveness of pre-application discussions on proposals and development opportunities. The Service has refined its formal pre-application meeting schedule based on uptake, so that weekly Wednesday afternoon slots (pre-booked in all relevant Council staff calendars) have become fortnightly. These round table pre-application discussions facilitate better cross service advice to developers on major applications, particularly housing applications and other complex applications. This is well received by agents and developers on an on-going basis as it helps to minimise diary conflict, with a key benefit of this rolling programme being the best availability of relevant staff to give direct input to discussions on new major proposals. For other applications, the Council retains a duty planner system for enquiries and offers written responses to informal submissions within 10 days where straightforward and fuller responses to more complex cases where responses from statutory consultees will better inform the response.

These factors confirm the value of the service's approach to being open for enquiries from all prospective applicants. This is kept under review in relation to the increasing pressure on budgets and resources. As an outreach of this to engage further with the business sector, Service officers were part of the

Council's annual 'Open for Business' event, which promotes increased business and employment activity in East Lothian. It gives the Council the opportunity to engage with local businesses out of the normal channels and gives them a cross service context in which to discuss potential opportunities directly with planning officers as well as other Council officers. The engagement allows for better understanding of policy and development management contexts and promotes good contacts and relationships with businesses.

As in previous years, processing agreements are consistently offered for major and complex applications through both the Council's website and pre-application discussions, however, there remains no uptake of this opportunity, with developers being content to work with the Council in terms of application project management and, where required, agreed extensions of time. Project management techniques to help monitor progress and to ensure that major planning applications are determined within agreed timescales include simple project planning, keeping a spreadsheet for consultation responses, and, where necessary, meeting on a regular basis with applicants and agents.

As well as these channels for pre- application advice, clear and comprehensive guidance notes for applicants are provided in web and print form to help with the submission process. Applicants can also arrange to have their application checked over by a planning technician before they submit it.

Positive comments on the quality of the service have been greater than in previous years and are welcomed.

"Essentially, I was applying for planning/listed building consent to install double glazing at my flat in North Berwick. From the outset, you both provided me most valuable help in this process which I'm glad to say has recently been granted. I feel that this was in no small part due to the guidance I was given by you both. I would commend, as well as thank both of you for your professionalism, prompt and most concise help" (Customer commenting on assistance from Planning Technicians).

"I've just read the report for the SSC planning application. I know you probably don't hear this enough but thank you for the obvious time and effort that has gone into this piece of work. I'm sure our elected members will also appreciate your consideration and clarity" (Comment on Committee Report from member of the public).

"It is most pleasing that the Caledonian Foods advertisements defacing the Grad B Listed Building in Kilwinning Place have been removed, presumably as a result of your action. I wish to thank you very much indeed. It is good to know that the planning system works effectively in cases such as this" (Comment from member of the public on enforcement issue).

“Our thanks are due to you and all at ELC. Whatever the result, it was so encouraging to see a LPA defend its interests, and those of its residents, so well but particularly with a clear understanding of why it mattered” (Comment from Community Council on Council Case at Windfarm public inquiry).

“This was a very rewarding discussion and helped us determine exactly what we may be able to do with the property in the future. I might add that the new system of recording inquiries and information they now use at the planning department was very useful indeed. We were given all the necessary information and documentation to take away there and then” (Customer comment on Duty Planner service).

The Council’s Feedback team report 11 complaints compared to 8 in the previous year, only one of the complaints was upheld through the Feedback process where investigation is by Head of Service rather than Service Manager. In general these complaints tend to be where objectors are unhappy with the outcome of the decision making process. In previous years we have carried out electronic surveys via the Council’s consultation hub and by email, however, the responses have been so low it has not been practical to continue resourcing this, as the outputs are of little use in considering the service offering.

Case Study Local Development Plan and supporting documents and guidance

The Council submitted its [proposed LDP](#) to the Department for Planning and Environmental Appeals (DPEA) on the 4 May 2017 after the representation/Schedule 4 process. In the context of the requirement for direct notification of more than 8000 addresses adjacent to proposed allocations and proposals, the 441 representations received to the proposed LDP compared favourably to the 1,100 responses to the MIR. The submission to [Examination](#) was preceded by extensive early collaborative working with DPEA Case Managers to discuss and agree the procedures for the submission of the plan and to align our approach for an efficient exchange of Examination papers in hard copy as well as electronic format. The Service used this process as a basis to explain the background to the Schedule 4 groupings and referencing system, and to agree the structure and format of other key information and schedules, which was extremely productive for both parties. This early joint working led to only nine Further Information Requests (FIR) relating to such procedural matters during the course of the Examination in Public. The process followed is now being used by the DPEA as a good example of engagement and as an efficient and effective development plan submission.



Stage 2 of the Examination commenced on the 8th of June 2017. To facilitate the smooth running of the Examination, the Council answered all but one FIR within the prescribed timescales or earlier, and requested an extension of time for only one, relating to Planning for Housing (by only two weeks). The reason for this was to allow time for the up-to-date 2017 [Housing Land Audit](#) (HLA) to be agreed with Homes for Scotland as the Examination was ongoing. This

gave time to agree the HLA before the Council and interested parties submitted their responses and importantly provided a common basis for these. Agreement was reached on the land supply position (though not the policy approach) and the Council's FIR response was submitted within the extended time.

Overall, the Council was asked to respond to only 21 FIRs during the Examination. As a result of these exchanges, two unresolved representations were also withdrawn during the course of the Examination by Key Agencies, reflecting the Council's on-going collaborative working with those agencies on their unresolved representations during the Examination.

Throughout the Examination there was no need for any oral session on any Issue. The [Report](#) was issued to the Council on the 12th of March 2018, around nine months after the Council's submission for Examination and only 6 weeks after the target date. A very limited number of post-examination modifications were recommended to the proposed LDP, reflecting the limited number of unresolved representations and the overall collaborative approach to LDP preparation.

Importantly, the Examination found that the housing and economic land supply overall, and within this the five year effective housing land supply (at 6.17 years), is sufficiently generous at the point of LDP adoption and is also anticipated to be so on an on-going (rolling) basis as the LDP is operative.

There are now only 16 of the 90+ housing sites in the LDP that are not yet the subject of a planning application or planning permission, many of which are very small scale; all of the major sites have applications submitted, approved or anticipated. Since 2008, housing completions have continued to increase annually, and more recently the average level of completions achieved here historically (circa 500 annually) is again being achieved. The draft 2017/18 Housing Land Audit indicates a further increase towards 2008 levels of completions around the 700 mark.

There is ongoing industry support for how the Council has engaged around the preparation of the plan and managed the adequacy of its housing land supply as the LDP has been developed.

In a letter to the Chief Planner, Homes for Scotland have expressed positive views of the process on behalf of the organisation and its members:

"I am writing to express our support for the positive and proactive process of engagement undertaken by East Lothian Council as it has prepared the LDP...We commend the Council's approach to housing delivery. Its focus on this issue is evident from planning officers and runs through the plan...We

have also welcomed the Council's wider proactive work in recent years to recognise and address housing land supply issues, including through the publication of interim guidance."

Another key policy area supported at Examination is the LDP approach to infrastructure planning, provision and delivery. The LDP has been developed so as to match infrastructure projects with the delivery of its spatial strategy and sites. It is supported by a [Developer Contributions Framework](#) as statutory Supplementary Guidance to set out in advance for applicants and communities the 'likely nature and scale' of developer contributions that will be expected of applicants, consistent with relevant circulars and the 'Elsick Supreme Court Decision' (decided as the Examination was on-going). A draft of this statutory guidance was consulted on with the proposed LDP and as the Council's cumulative assessment of the impacts of housing and employment land requirements, provided the evidence base for application assessment, ensuring developers have clear sight of likely contribution levels. An updated draft is being consulted on following updates to reflect the outcomes of the Examination.

In the preparation of this guidance the Council has engaged with housing providers and local business groups, communities and the public amongst other stakeholders. Crucially, this work has also informed the Council of its own obligations for delivery of the LDP, provision for which has been made within its Capital Plan and Financial and Treasury Strategies. The Council was asked to present at the Scottish Government's Development Plan Forum, and since also to individual Authorities, in order to share best practice experiences of corporate and collaborative working in plan-making. The Council has also appointed a Developer Contributions Officer and is forming a team of Project Managers that will be responsible for delivering key sites and interventions of the plan.

Once those Project Managers are in post in early September 2018, reporting on the delivery of the plan will likely become annual, with a read-across provided between the housing land audit, demand assessments (i.e. when interventions will be required), developer contribution intake gathered and anticipated overtime and the Council's capital plan and financial reporting structures – i.e. HLA agreed July / August; demand assessment September / October; preparatory budget and capital planning and developer contribution assessment October / November; leading to budget setting February. This will allow the authority to assess the timing of the need for, cash flow and risks associated with delivering interventions that will enable development sites within the LDP.

It is the Council's intention to conclude the on-going consultation work on the draft [Supplementary Guidance and Supplementary Planning Guidance](#) to be produced in support of LDP1 early, with the last round anticipated for conclusion in early 2019. This programme is intended to leave a clear path for LDP2 preparation and publication in spring / early summer 2019. It will also ensure that the associated supplementary policy framework required to support LDP1 when it is operative is in place with the minimum delay. Two rounds of consultation have run / are running already, with a third planned for October 2018. This is in accordance with the overall programme of on-going work planned for the Policy and Strategy Team.

Key Markers *Early Collaboration-Corporate Working-Continuous Improvements-Development Plan Scheme On Course-Elected Members Engaged Early-Cross Sector Stakeholders Engaged Early-Production of Relevant and Proportionate Policy Advice-Corporate Working-Sharing Good Practice-Developer Contributions*

Key Areas of Work *Local Development Plan and Supplementary Guidance-Housing Supply-Affordable Housing-Economic Development-Interdisciplinary Working-Collaborative Working-Community Engagement-Placemaking-Project Management*

Stakeholders *General Public-Local Developers-Key Agencies-Authority Planning Staff-Authority Other Staff-Local Businesses*

Also relevant *Governance-Culture of Continuous Improvement*

Governance

The Planning Service operates within the Development Division of the Council's Partnerships and Services for Communities Department, reporting directly to the Head of Development. The Representation/Schedule 4/Examination parts of the LDP process have seen continued and increased corporate engagement with all services of the Council to ensure buy-in to the outcomes of the LDP and the Council's Capital Plan, Asset Management Plan, Local Transport Strategy and Local Housing Strategy are all aligned to the LDP as previously described in the case study above.

The work between Planning and Finance/Asset Management has been further improved through the work of the Planning Obligations Officer. The post's key objectives of improving and streamlining the administrative processes for Finance were quickly achieved and significant work has been carried out also on the Developer Contributions Framework, developer negotiations finalising Section 75 agreements.

The Project Managers posts referred to in the LDP Case Study above are a direct result of review of Service and Corporate structure and staffing in relation to the growth agenda set by the SDP/LDP, City Deal and the Council's ownership/involvement in progressing key sites at Queen Margaret University and Cockenzie and the need for governance and delivery programmes for the Greater Blindwells project, all as set out below.

Fee income from enhanced major application fees was lower than expected and therefore the anticipated additional recruitment of staff was not able to be carried out to the extent envisaged, which, given that the Service remains benchmarked in the LGBF as the second lowest cost per application, requires further work at a corporate level to ensure the growth agenda set by the LDP can be serviced and allow for improvements in application performance.

Previous PPFs have referred to improvements in the Scheme of Delegation, legal agreement cut off points and Committee scheduling remain in place, however, a benchmarking exercise will be carried out to look for further potential approaches to help improve application performance. Delegated planning decisions continue to run at a high level and the level shows consistency across the year, reflecting the governance set out in the Council's Standing Orders. No changes have been made to the Council's scheme of delegation in the past year, as extant it allows for officer decisions for all but major development proposals, though where there is public objection or if the application raises important planning issues the report is circulated to all Councillors through a weekly Scheme of Delegation List which allows Councillors to call in applications to Planning Committee where they have concerns. Some 16% were decided this way rather than going to Committee (2015-16 17%, 2014-15 16%), which appears to be a fairly consistent trend. In this the service is performing effectively whilst allowing for cases of significant public interest to be taken to Committee.

The Service has carried out additional briefings for Elected Members on the planning system, key stages of the LDP and SDP and Affordable Housing. The presentation for the briefing on the planning system formed the basis for briefing Community Councils in the area which was well received "it is very good, clear and well written and a lot of work on somebody's part. Thank you very much to all those involved" (Dunpender Community Council).

Key Markers *Corporate Working-Continuous Improvements-Production of Relevant and Proportionate Policy Advice*

Key Areas of Work *Local Development Plan and Supplementary Guidance-Housing Supply-Affordable Housing-Economic Development-Interdisciplinary Working-Collaborative Working-Community Engagement-Placemaking-Project Management*

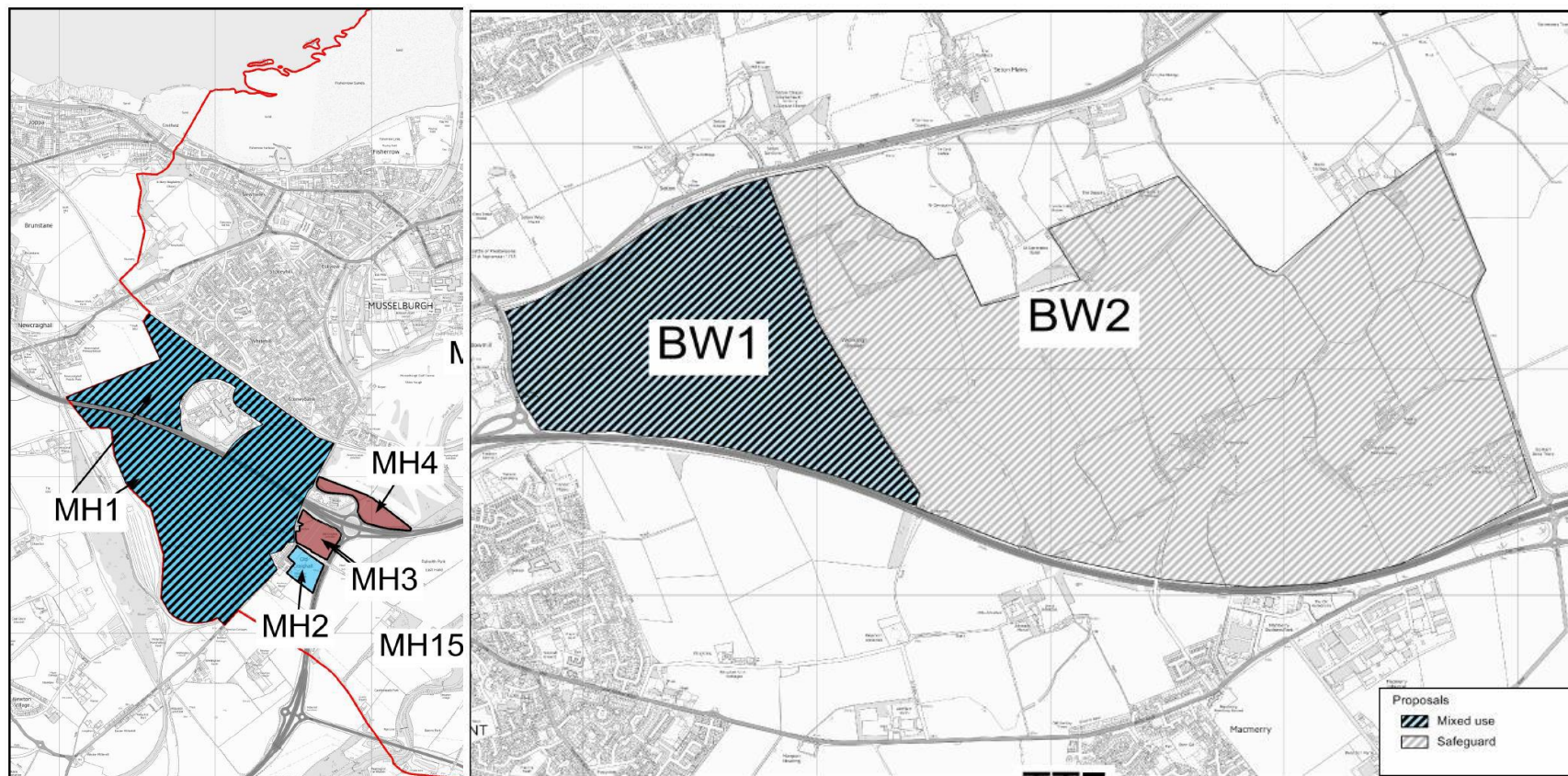
Stakeholders *General Public-Local Developers-Key Agencies-Authority Planning Staff-Authority Other Staff-Local Businesses*

Also relevant *Culture of Continuous Improvement-Quality of Service and Engagement-Governance*

LDP and Corporate Governance *LDP Site BW2 Greater Blindwells Project, LDP Site MH1 Craighall, Musselburgh, LDP Site Proposal EGT1 Cockenzie*

The LDP provides a safeguard of land adjacent to the approved 1600 home Blindwells site and throughout 2017/18 discussions and negotiations with landowners and developers have progressed to facilitate consideration of an allocation for some 4000 plus homes with town centre and community facilities

through LDP2. The Council has secured grant funding from the Scottish Government for the first round of technical work that is needed to demonstrate how the Larger Blindwells site (the Blindwells Development Area) can be made effective to maximise the associated opportunities including the delivery of more homes, including affordable homes. This follows extensive collaborative work with the landowners there who are aligning towards a common vision for the site and the delivery of a single larger new settlement at Blindwells. The Council has also appointed two Project Manager posts with a key focus on this site, the Council's recently acquired site including the land of the former Cockenzie Power Station and a City Deal initiative with Queen Margaret University, underpinning its commitment to those projects with a clear realisation that existing resources and structures for delivery required realignment and enhancement. This commitment has been matched by similar appointments in relation to Blindwells by Taylor Wimpey, one of the key stakeholders. The ELC Project Managers will coordinate Council resources in terms of Transportation, Water Environment and Flood Risk, Housing and Economic Development and tie in to the Government departments and Agencies representing the same issues.



The Blindwells Development Area features with the [Edinburgh and South East Scotland City Region Deal](#). The Deal Heads of Terms note that assistance will be provided by the Scottish Government to help the Council unlock this significant site. The Council looks forward to continued opportunities to deliver in partnership there. Overall, there will be a need to continue to work collaboratively to deliver the LDP, including with service and infrastructure providers so they can deliver supporting infrastructure requirements for the plan when they are needed. We will seek to ensure all sources of external assistance are investigated as well as continuing to ensure the Council makes provision itself as appropriate.

Ongoing work with Architecture & Design Scotland, the Key Agencies and Consultation Authorities, the Scottish Ministers and others including the Coal Authority, landowners and community groups and the wider public is on-going in the area to maximise the potential for positive outcomes and solutions at the Blindwells Development Area and in the wider area around the site. There is a growing aspiration to prepare an Area Framework for this area to raise awareness of, interest in and the profile of opportunities here. It could help explore synergies that change perceptions of the former East Lothian coal field, promoting it as a positive, attractive destination for living, working and recreation; bring about natural and cultural heritage enhancements where appropriate; deliver key digital, transportation and other infrastructure improvements; create significant employment and housing opportunities as well as regeneration benefits; and attract associated funding and investment.

In so doing the Council wants to work collaboratively, to secure buy-in locally and nationally, and to deliver these opportunities through national and local policy as well as on the ground.

There is a need to do more to create more jobs in the area and improve on the 0.5 employment density within East Lothian. However, much of the relevant land is in the control of those who wish to build homes rather than deliver employment. Very positive steps have been taken by the Council at Craighall (site MH1), where collaboration with Persimmon Homes and [Queen Margaret University](#) has resulted in a mixed use proposal, part of which again features in the [Edinburgh and South East Scotland City Region Deal](#). The proposal will use 1,500 homes to enable the delivery of [significant employment opportunities](#) on land adjacent to the university as well as the local services the new mixed community will need; a new major road interchange that will enable this development will also come forward as a result. This project is estimated to deliver 3,500 new jobs, half of the total targeted by the Council's economic strategy.

Key Markers Early Collaboration-Corporate Working-Elected Members Engaged Early-Cross Sector Stakeholders Engaged Early

Key Areas of Work *Local Development Plan and Supplementary Guidance-Housing Supply-Affordable Housing-Economic Development-Interdisciplinary Working-Collaborative Working-Community Engagement-Placemaking-Project Management*

Stakeholders *General Public-Key Agencies-Authority Planning Staff-Authority Other Staff-Local Landowners-Developers*

Also relevant *Quality of Service and Engagement-Culture of Continuous Improvement*

Culture of continuous improvement

Service and individual Development - The Service has continued involvement in the relevant HoPS benchmarking group and development planning and management groups. Knowledge Hub use is increasing and planners benefit from the presence of archaeology and landscape specialists within the team, with encouragement for discussion of issues arising from application/LDP proposals rather than email exchanges. The Service participates in the Council's How Good is Our Council (HGIOC) reviews of service provision and quality, helping the Council to achieve an Investors in Young People Gold award in the past year. Weekly team meetings are held to review ongoing work and new applications, allowing development on the job from review and discussion of new proposals. Reviews of LDP progress and EIA regulation change have been hosted by Service staff and this work will continue. The Council's Performance Review and Development process of annual assessment is used and is up to date after the teams worked on this in the third quarter of the year. Whilst training budgets remain tight, the Improvement Service helps significantly with this and planners/technicians have attended training opportunities including the following:

[Local Authority Urban Design Forum](#) Landscape and Open Space in Design Layouts -Place Standard Use of Place Standard in community and development planning -The [Future of Housing](#) in Scotland Festival of Architecture - Shop Talk Talking Tranent CARS Shopfronts - Brodies Training course on PAC/PAN, AMCs and new EIA regs - Development Economics in the Scottish Planning System - ELC Recruitment and Selection Course - [RTPI SES Chapter](#) Events on HRA and Planning Risk /Understanding District Heating & Heat Networks/Planning Scotland Bill/Sir Patrick Geddes Lecture The Participatory City/Sustainable Transport/Future of Cockenzie and Longannet Power Stations/What's Your Heritage/Community Right to Buy/Planning Obligations and Education Impact Assessments/Ecology, HRA and Planning Risk/Planning Law Update - COSLA Gypsy & Traveller Communities in Scotland - HES Talking Shops Seminar - Density done well and Walkable Communities - [CIRIA](#) Online Webinar introduction to the SUDS Manual C768 - HoPS Benchmarking/Development Planning/Development Management - National Association of Planning Enforcement Conference - RTPI Young Planners An introduction to 3D Modelling - Scottish Government Planning Workshops - People, Places and Planning Consultation - North Berwick Charrette - Knowledge Hub - Homes for Scotland Conference - Place Standard and Health

Service Improvement Plan – the proposed LDP was submitted for examination in 2017 as per the development plan scheme. The Examination report was published mid-March 2018, too late to allow for consideration of modifications and adoption within the 17/18 year, however, the Council resolution made

allows for immediate adoption on Ministers' approval. Supplementary Guidance on developer contributions, Special landscape areas, affordable housing and other areas has been progressed in parallel with the plan and the work programme for this continues

The work programme for LDP2 has been started and this will progress in the coming year with pre-MIR engagement with Members, key stakeholders and the public. The current draft discussion document is under review with internal responses and a clear work programme (GANTT chart) set out.

Service Review 2 will be reconsidered in the light of financial year end 17/18 and the draft budget for 18/19, where there are a number of issues to resolve with Finance and HR

Progress to 100% electronic handling of applications is ongoing through work with Unified Business Support (UBS - Administration) to finalise guidance notes and handover from planning staff.

Planning and UBS staff will undertake further Agent/Developer workshops one to one and in groups to look at submission and application processing issues to build relationships and minimise problematic cases whilst maintaining registration speed and avoiding backlogs.

To improve communication, weekly team meetings have been added to with a Service/Corporate meeting quarterly to facilitate wider discussions on new ways of working practices, performance, priorities, budget/fee income/staffing and corporate issues and opportunities throughout the Council. The service priorities of the PPF will be a significant part of the discussions going forward to enhance awareness and understanding and to improve input across the team to future PPFs. This also provides a forum for Service structure discussions, support needs for frontline staff and training and development needs so that the weekly team meetings can focus clearly on shorter term priorities

Key Markers -Corporate Working

Key Areas of Work Local Development Plan and Supplementary Guidance-Housing Supply-Affordable Housing-Economic Development-Interdisciplinary Working-Collaborative Working-Community Engagement-Placemaking-Project Management

Stakeholders General Public-Key Agencies-Authority Planning Staff-Authority Other Staff

Also relevant Quality of Service and Engagement-Governance

PLANNING PERFORMANCE FRAMEWORK PART 2 Supporting Evidence

- How Good is Our Council? Self-assessment of Planning, 2017
- [East Lothian Customer Service Charter](#)
- [East Lothian Feedback Team](#)
- [East Lothian Council Web Site: Planning Pages](#)
- Planning: Service Plan 2016/17
- [East Lothian Council Plan](#)
- [Single Outcome Agreement](#)
- East Lothian Housing Land Audit 2017/18 (draft)

Checklist for Part 2: Qualitative Narrative and Case Studies

Case Study Topics	Issue covered in PPF7	Case Study Topics	Issue covered in PPF7
Design	y	Interdisciplinary Working	y
Conservation	y	Collaborative Working	y
Regeneration	y	Community Engagement	y
Environment	y	Placemaking	y
Greenspace	y	Charrettes	
Town Centres	y	Place Standard	
Masterplanning	y	Performance Monitoring	
LDP & Supplementary Guidance	y	Process Improvement	y
Housing Supply	y	Project Management	y
Affordable Housing	y	Skills Sharing	y
Economic Development	y	Staff Training	y
Enforcement	y	Online Systems	
Development Management Processes	y	Transport	y
Planning Applications	y	Active Travel	y
Other: please note			

PLANNING PERFORMANCE FRAMEWORK Part 3: Service improvements

In the coming year we will:

- *Adopt LDP1 and related statutory and non-statutory supplementary guidance*
- *Continue internal and Member discussions on LDP2 in response to SDP2 to MIR stage*
- *Introduce a new framework for development management performance management*
- *Monitor planning fees monthly and pursue recruitment opportunities where authorised*

Delivery of our service improvement actions in 2017-18:

Committed improvements and actions	Complete?
<p><i>Adopt the Local Development Plan and finalise relevant Supplementary Guidance – Service Manager and Team Manager Policy and Strategy responsibility</i></p> <ul style="list-style-type: none"> • <i>LDP submitted for examination as per development plan scheme. Examination report published too late to allow for consideration of modifications and adoption within the 17/18 year but Council resolution to intend to adopt allows for immediate adoption on Ministers' approval.</i> • <i>Supplementary Guidance has been progressed in parallel with the plan</i> 	<i>Partly, majority of process complete and awaiting Ministers response</i>
<p><i>Commence work programme for LDP2 – Service Manager and Team Manager Policy and Strategy responsibility</i></p> <ul style="list-style-type: none"> • <i>Draft discussion document for LDP2 based on likely outcomes of SDP2 with internal responses and work programme (GANTT chart)</i> 	Yes

<p><i>Finalise and implement service review 2 to further embed structure and process improvements to address performance priorities on major, business and householder applications – Service Manager responsibility</i></p> <ul style="list-style-type: none"> <i>Budget and HR restrictions have not yet been overcome</i> 	No
<p><i>Complete progress to 100% default electronic handling of planning and related applications - Service Manager, Team Manager Planning Delivery, Management Systems and Administration Officer and Unified Business Support responsibility</i></p> <ul style="list-style-type: none"> <i>Worked with UBS to finalise guidance notes and handover from planning staff to Unified Business Support staff</i> 	<i>Partly, delays with training and handover re paper submissions</i>
<p><i>Undertake further workshops with Agents engaged in the submission of planning applications and other statutory consents – Team Manager Planning Delivery, Planning Technician, Management Systems and Administration Officer and Unified Business Support responsibility</i></p> <ul style="list-style-type: none"> <i>Individual meetings held with agents/developers on registration/validation issues</i> 	<i>Partly, joint meeting to be held in relation to new application protocols</i>
<p><i>Set performance targets for registration and updating invalid applications in conjunction with appointment to outstanding technician vacancy – Service Manager, Team Manager Planning Delivery, Planning Technician, Management Systems and Administration Officer and Unified Business Support responsibility</i></p> <ul style="list-style-type: none"> <i>Additional technician recruited to meet business needs and achieve elimination of registration backlog</i> 	Yes

Remove remaining legacy applications by withdrawal or determination, facilitated by part us of resource from additional planning fees – Service Manager and Planning Delivery Team Manager responsibility

- *164 pre-2009 applications withdrawn. Target now readjusted to reflect applications more than 1 year old as legacy*

Partly, only 17 pre-2009 remaining.

PLANNING PERFORMANCE FRAMEWORK PART 4 National Headline Indicators (NHI)

A: NHI Key outcomes - Development Planning:

Development Planning	2017-18	2016-17
Local and Strategic Development Planning:		
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	LP 9y 5 m SDP 5y 2m	8y 5 m SDP 4y 2m
Will the local/strategic development plan(s) be replaced by their 5 th anniversary according to the current development plan scheme?	N	N
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N	Y-later
Were development plan scheme engagement/consultation commitments met during the year?	Y	Y
Effective Land Supply and Delivery of Outputs¹	Apr 2018 (est)	April 2017
Established housing land supply	12586 units	13,328 units
5-year effective housing land supply programming	6720 units	6,653 units
5-year effective land supply total capacity	12480 units	6,653 units
5-year housing supply target	3350 units	3,350 units
5-year effective housing land supply (to one decimal place) (figure including Reporter modifications, removal of Humbie, East Saltoun and Howe Mire sites)	6.07 years	6.17 years
Housing approvals	units	units
Housing completions over the last 5 years	2404 units	1975 units
Marketable employment land supply	6.9 ha	4.5 ha
Employment land take-up during reporting year	0.15 ha	0.5 ha

Context and Commentary – Development Planning

The Development Plan Scheme sets out that the adoption process for the East Lothian Local Development Plan 2018 (LDP1) is nearing conclusion. It also sets out the timescales for adopting its associated guidance and this work has been progressed in parallel with LDP itself.

On the 29 May 2018 the Council formally decided to submit the [proposed LDP](#), as modified following [Examination in Public](#), to Scottish Ministers for their final review. This was done on the 7th of June 2018, within three months of receiving the [Report of Examination](#) as required. The Council incorporated all of the Report of Examination's recommended post-examination modifications into the [ELLDP2018](#), other than two that it declined to follow in accordance with the relevant Regulations. This was because the Council's alternative wording to that recommended within the Report of Examination would better protect European protected species and sites, and more accurately reflect the process for designating such sites. Before the alternative wording was incorporated within the plan, it was agreed with Scottish Natural Heritage and the relevant representee, the Royal Society for the Protection of Birds.

The outcome of the Scottish Minister's final consideration of the LDP is anticipated shortly. If no Direction to further modify the plan is issued by them, the [Council's decision on the 29th May 2018](#) facilitates immediate adoption of the plan as soon as Scottish Ministers provide clearance to the Council so to do, expediting the final processes for adoption. In anticipation of a positive outcome, a draft of the [Strategic Environmental Post Adoption Statement](#) was also provided with the initial submission in order to expedite the conclusion of that process too.

The draft LDP [Action Programme](#) has been updated and is currently being consulted on to ensure that it can be adopted by the Council within the statutory three month timescale following adoption of the LDP. The LDP Action Programme has changed very little since the initial draft was published alongside the proposed LDP, reflecting the limited change to the LDP itself. The draft Action Programme provides a detailed account of the actions that will be required to deliver the LDP, as well as those responsible for those actions and the timescales within which the actions should be delivered. Delivery of actions will be monitored by the Council in updates of the Action Programme.

The [Report of Examination](#) on SDP2 has been published at the time of finalisation of this PPF, so the timeline for the preparation of LDP2 is set out, preparatory work on which has commenced.

Previous Planning Performance Frameworks explained and evidenced the arrangements for extensive collaborative and corporate working which informed the preparation for and projected implementation phase of LDP1. These same established processes have been carried through and further refined in the

*LDP1 process and early development of LDP2. An initial discussion document for LDP2 has been prepared by Officers to set the context for the development of MIR2, and to allow early internal consideration of the issues and options LDP2 will need to consider and address. This was prepared at the time the LDP1 Examination and adoption processes were on-going to ensure that LDP2 can be brought forward timeously. To give a more firm basis for briefing elected members on the timeline and options for LDP2 development, the LDP2 discussion document will be reviewed once the outcome of the SDP2 Examination and Ministerial approval process is known. Further comment is given in the case study above (**Local Development Plan and supporting documents and guidance**).*

B: NHI Key outcomes – Development Management

Development Management:	2017-18	2016-17
Project Planning		
Percentage and number of applications subject to pre-application advice	71.5 %	71.7 %
Percentage and number of major applications subject to processing agreement	0/0 %	0/0 %
Decision Making		
Application approval rate	96.2 %	96.7 %
Delegation rate	94.1 %	94.0 %
Validation	35.7%	27 %
Decision-making Timescales		
Major Developments	60.9 weeks	32.6 weeks
Local developments (non-householder)	14.2weeks	10.4 weeks
Householder developments	8.0 weeks	8.4 weeks
Legacy Cases		
Number cleared during reporting period	164	19
Number remaining	289 (previous year calculated on pre-2009 applications)	181

Context and Commentary – Development Management

The increase in average decision timescales for major developments from 32.6 weeks in 2016-2017, to 60.9 weeks this year is a significant concern. The number of major applications determined rose from 8 to 13, a significant increase and one with a clear impact on resources. As ever, much depends on the complexity of resolving issues, agreeing necessary improvements and the timescales for completion of Section 75 agreements, even where the latter are restricted to a six month timescale. There was also a significant delay with one application relating to a waste recycling facility in the submission of noise assessment information by the applicant. However the main delay in the determination of major applications was in the sometimes lengthy times it took to conclude Section 75 Agreements. The appointment of a Planning Obligations Officer in April 2017 was a key objective to secure greater focus and expertise

on both the negotiation and administration of developer contributions. Further improvement can be expected through the establishment throughout the year of the Developer Contributions Framework as the evidence base for likely contributions on applications, as discussed in the LDP case study above. These applications are of strategic importance for the delivery of homes, including affordable homes, Council objectives and housing land supply. Therefore, in several instances and only where reasonable progress had been made with the applicant, the six month period for conclusion of the agreement was informally extended to facilitate positive outcomes and not undermine the significant progress the Council has made through the LDP process and agreed Housing Land Audit. This remains a worthwhile process to ensure that development can be secured rather than be subject to refusal or through further delays through new applications or appeals.

By way of example, in one case the negotiations continued with the developer where the remaining issue was the exact level of affordable housing to be provided. The clear 25% requirement and the policy of rounding up where the percentage produces a 0.5 or more of a unit was disputed beyond the six month timescale for conclusion, however, it was of benefit to all parties to resolve this rather than delay the site by a significant period of time by refusing the application at the six month deadline, in view of the progress made on all other matters. In a case such as this the poorer determination timescale has a benefit in avoiding substantial delay to delivery. However, the most impact on performance was from the two applications for the Letham Mains site, again where delay with agreement on the Section 75 took place, in part due to landowner/developer legal issues and in part to the complication of the agreement needing to be concluded with three developers. It was strategically important to support the conclusion of these applications in order to secure a start date for work on a site stalled since the 2008 Local Plan and in this context a quicker refusal would have lead to greater delay in delivery of the site, where completions are now coming through. With allowance for those two applications, performance would still have been around 45 weeks average time, so clearly more work has to be done to try and streamline the process of both application and Section 75 negotiation.

The number of householder applications was largely static with the previous year (481 to 486), whilst there was significant growth in non-householder local applications (322 to 267). In that context the improvement in householder timescales is good progress, but benchmarking with other planning authorities the Service needs to learn what the context of their quicker delivery is, and that will be a priority to action.

For non-householder applications, as for major applications, the significant increase in numbers has resource as well as process implications. The Service's performance also needs to be seen in the context that it is benchmarked through the LGBF as the second lowest cost service in the country at a time of significant growth in housing and employment applications.

A significant workload issue remains poor submissions by agents/developers and having to deal with invalid applications even with clear print and online application guidance. The total of applications received was 1226 of which 64% were invalid on receipt though this is notable improvement from 73% in the previous year (2015-16 73%, 2014-15 64.2%, 2013-14 69%, 2012-13 65%). Further work will be done with agents in relation to the key errors of incorrect fees,

insufficient drawings/statements, incorrect/inaccurate drawings, incorrectly scaled/annotated drawings. Duty Planner is also available to check through applications or discuss submission requirements and the Service assists agents wherever possible to make complete applications that can be registered.

Resource has also been directed towards reducing the number of legacy cases, with a significant increase in withdrawn legacy cases compared to previous years. The legacy cases remaining, now properly assessed as any over a year old, will be a continued point of focus for the team through active management of officer caseloads.

Given the above the Team Manager, Planning Delivery there is an ongoing review of performance management to provide an updated framework for application timescales and processes and will actively manage officer caseloads through regular meetings and reviews and engage in further benchmarking with planning authorities in the top quartile of average timescales for applications. It is likely that action from this will be part of the further engagement with agents, consultants and developers to ensure a coordinated approach to improving performance significantly. In addition the level of planning fee income will be reviewed regularly throughout the year to assess the potential for additional staffing going forward.

C: Enforcement activity

	2017-18	2016-17
Time since enforcement charter published / reviewed	5 months since review/4 months since published	15 months since review/14 months since published
Complaints lodged and investigated	266	213
Breaches identified – no further action taken	186	70
Cases closed	196	196
Notices served	31	15
Direct Action	25	18
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

Context and Commentary – Enforcement

Enforcement has seen increased activity, and this reflects increased levels of development, major and local, in the area from both approvals and also from increased permitted development rights for both householder and non-householder premises. Increased PDR can often mean that neighbours are unaware of development intentions and if they do check the planning portal, will contact the service if there is no relevant record. T

The [Enforcement Charter](#) has been reviewed and updated and importantly, rewritten to simplify the language used and break up the text with illustrations to make it a more customer friendly document and more accessible.

The level of complaints received has been dealt with within the existing resource, with an increased number of resolved and closed cases. If this growth continues then consideration will be given to allocating additional resources to this function to ensure that cases continue to be dealt with effectively and that public confidence in enforcement responses continues to grow. The increase in resolution alongside the increase in cases is encouraging as this is one of the most difficult areas of action in terms of public and developer perceptions of the process and reflects a good balance of resources to the scale of the issue.

PLANNING PERFORMANCE FRAMEWORK PART 5: Scottish Government Official Statistics

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

Timescales	2017-18	2017-18	2016-17
Overall			
Major developments	13	60.9 weeks	32.6 weeks
Local developments (non-householder)	322	14.1 weeks	10.4 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	71.4% 28.6 %		
Householder developments	481	8.0 weeks	8.4 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	90.4 % 9.6 %		
Housing Developments			
Major	8	71.1weeks	50.1 weeks
Local housing developments	70	22.8weeks	23 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	48.6 % 51.5 %		
Business and Industry			
Major	0	n/a	n/a
Local business and industry developments	28	10.7weeks	10.4 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	89.3 % 10.7 %		
EIA Developments	0	n/a	39.6 weeks
Other Consents			
<ul style="list-style-type: none"> As listed in the guidance(right) 	175	9.1 weeks	8.8 weeks
Planning/legal agreements			
<ul style="list-style-type: none"> Major: average time Local: average time 	5 59.4	85.6weeks 14 weeks	43.9 weeks 34.9 weeks

B: Decision-making: local reviews and appeals

Type	Total number of decisions		Original decision upheld			
	No.	No.	2017-18	%	2016-2017	%
Local reviews	12	7	58.3		8	61.5
Appeals to Scottish Ministers	11	6	54.5		3	47.9

PLANNING PERFORMANCE FRAMEWORK PART 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the 31st of March. The information requested in this section is an integral part of providing the context for the information in parts 1-5. The template below allows the information to be recorded in a consistent format, additional guidance on what to include is within the template itself.

	Tier 1 <i>Chief Executive</i>	Tier 2 <i>Director</i>	Tier 3 <i>Head of Service</i>	Tier 4 <i>Manager</i>
Head of Planning Service				1

RTPI Qualified Staff	Headcount	FTE
Development Management	8	7.6
Development Planning	8	7.3
Enforcement	1	1
Specialists	0	0
Other (including staff not RTPI eligible) (Includes 2 non-RTPI development management planners, 10.1 FTE technicians, information systems, landscape and archaeology staff)	14	11.1

Staff Age Profile	Headcount
Under 30	3
30-39	13
40-49	12
50 and over	3

The Service delivers the Council's statutory responsibilities for Development Management (Planning Delivery), Development Planning (Strategy and Policy), Landscape and Tree Protection, Corporate Address Gazetteer and Archaeology/Heritage Management. The Service comprises the former Development Management, Policy and Projects and Archaeology business units which delivered all of the above responsibilities.

There are two Team Managers with responsibility for the two major business streams of the service, Planning Delivery and Strategy and Policy, delegating responsibility from the Service Manager to allow a clear line of responsibility and reporting for those workstreams. Landscape Officers, the Corporate Address Gazetteer, Archaeology Officers and the Management Systems and Administration Officer all report directly to the Service Manager. Planners' responsibilities are subject to new, generic job description with enhanced responsibilities to support the Senior and Principal Planners and Team Managers and allow for flexibility across the two main workstreams of the service. This service structure balances responsibilities and provides appropriate tiers of delegation to support the Service Manager.

PLANNING PERFORMANCE FRAMEWORK PART 7: Planning Committee Information

Committee & Site Visits	Number per year
Full council meetings	6
Planning committees	12
Area committees	0
Committee site visits	45 (all)
Local Review Body	6
LRB site visits	18 (all)