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# **INTRODUCTION**

Welcome to our 7<sup>th</sup> Planning Performance Framework. The Framework is published annually to record the activities and performance of the Planning Service in Inverclyde.

This year's Framework finds Inverclyde with an up-to-date Local Development Plan, and good progress being made in the preparation of its replacement. Development Management performance continues to be above the national average.

This year's case studies highlight the completion of developments on two longstanding opportunities in Port Glasgow, both on former industrial sites. Bay Street demonstrates the knitting of new development into an historic environment, and the Port Glasgow town centre extension is the end result of an almost 20 year masterplan-driven process to transform a former shipyard into a residential and commercial area and connect the community of Port Glasgow to its waterfront. Other case studies demonstrate how the Planning Service has taken a lead role in developing and promoting the active travel agenda in Inverclyde, school engagement, and the alignment of community and spatial planning; all matters high up in the Scottish Government planning agenda.

Part 1 of the Framework tells the story of the Planning Service's activities in the past year including case studies on development on the ground, development plan and strategy preparation, engagement activities, and training. Part 2 sets out the evidence and references behind these case studies.

Part 3 reviews the implementation of the service improvements we set for 2017/18 and sets our service improvements for 2018/19.

Parts 4 and 5 cover performance, with the former setting out National Headline Indicator data and the latter Scottish Government Official Statistics.

Part 6 sets out workforce information and Part 7 information on committee activity in Inverciyde during 2017/18.

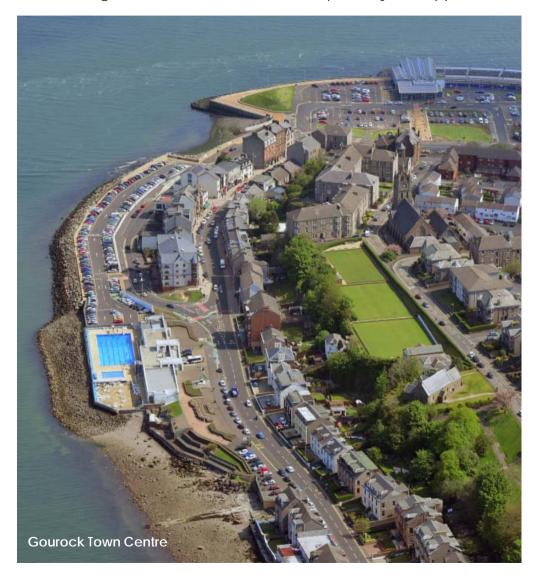
**Appendix A** provides evidence and reference points in respect of the performance markers and **Appendix B** sets out the Part 1 case studies in the Planning Performance Framework guidance template format.





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This section tells the story of the Planning Service's activities in the past year through a series of case studies. These case studies are set out in the Planning Performance Framework template style in Appendix 1.



# PORT GLASGOW TOWN CENTRE EXTENSION

The Port Glasgow Town Centre extension was originally approved in principle in 2000 and sought to bring development to the site of former Port Glasgow shipyards. Subsequent detailed applications allowed the A8 trunk road to be rerouted, creating the town centre extension site. The Tesco Extra store was the first part of the town centre extension to be constructed on the back of a 2004 planning permission, together with a new civic square linking the development with the existing Port Glasgow Town Centre. To the west, the B & Q store was developed under the terms of a 2006 planning permission and the Costa pod and the Waterwheel pub/restaurant were developed under the terms of 2013 planning permissions. The remainder of the development, consisting of two terraces of retail units were subsequently developed under the terms of a 2015 planning permission.

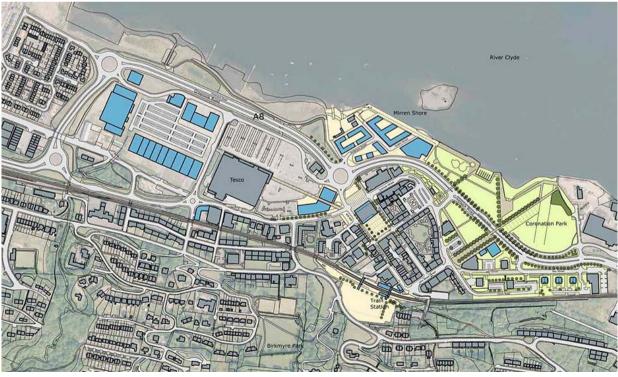
The development, which has been completed within the past year, provides modern larger format retail units in attractively designed buildings with associated car parking and landscaping. It is of positive benefit in providing a retail offer which could not be collectively located elsewhere within Inverclyde and has attracted new retailers with no previous presence in the area. This has halted expenditure leakage and attracted more visitors to the area.



Connectivity was an important feature of the masterplan, and the town centre is now well connected to the waterfront through the town centre extension site and to a waterfront green corridor with footpath/cyclepath. Connectivity to the traditional town centre has been improved in the past year through a new road connection off the A8 trunk road. This was a proposal of the Port Glasgow town centre charrette.

The development connects to and is complemented by the Kingston residential development, built as part of the same masterplan, and covered in the 2017 PPF. The project demonstrates that, with pragmatism, a masterplan can be held to over a long period of time to create economically successful and well-designed places.







## BAY STREET, PORT GLASGOW

This development of houses and flats by River Clyde Homes sits immediately adjacent to the A-listed Gourock Ropeworks building, which was converted to apartments in the 2000s. The development site was part of the larger Gourock Ropeworks complex and had previously contained buildings peripheral to the main works. With these buildings demolished this adjoining site had fallen into a derelict state.



Having regard to the setting of the listed building, care was taken to ensure that the principal view of the Gourock Ropeworks building was maintained, with the 4 storey flatted element of the new development positioned so that the Ropeworks building still commands most attention in the streetscape. The new 4 storey flats and 2 storey houses were positioned to front directly onto Bay Street taking cognisance of the layout and scale of buildings previously located there. Flexibility from Council garden and open space standards was applied to allow this direct frontage onto Bay Street, and to ensure the density of the site reflected the historic dense urban form, taking account of the close proximity of Coronation Park and the view outwards to the Firth of Clyde. The development demonstrates the careful integration of new development with the historic environment in line with Local Development Plan and Historic Environment Scotland policies. The Bay Street development comprising 13 houses, 4 cottage flats and 24 apartments is now complete and occupied.



# GREENING OF VACANT & DERELICT SITES

The Central Scotland Green Network Trust (CSGNT), in conjunction with the Planning Service, undertook a review of all vacant and derelict land sites in Inverclyde. The review aimed to identify those sites which could, potentially, contribute to one or more of three greening outcomes; Naturalisation, Green Network, and the Inverclyde Pollinator Corridor (IPC). For each outcome, the sites were scored against a range of datasets including SIMD, Scotland's Greenspace Map, SEPA Flood Hazard maps and Core Paths/Rights of Way. Each dataset was weighted in order to ensure that the scoring provided an accurate picture of each site's potential to contribute to each outcome. From this initial assessment, the top scoring sites for each outcome were identified and visited, with some sites identified as opportunities across all three outcomes.

The review identified four sites which could be removed from the Vacant and Derelict Land Register as a result of naturalisation. It also identified, for further discussion, Green Network opportunities at 11 sites and Inverclyde Pollinator Corridor project potential at 12 sites. The review provided the basis for a successful grant application to the CSGN Development Fund for a feasibility study into re-greening sites in Inverclyde. Part of the grant will be use to assess the feasibility of green projects on 15 vacant/derelict land sites identified in the review.

### Central Scotland Green Network Trust

A Review of Vacant and Derelict Land within Inverclyde for Greening Outcomes

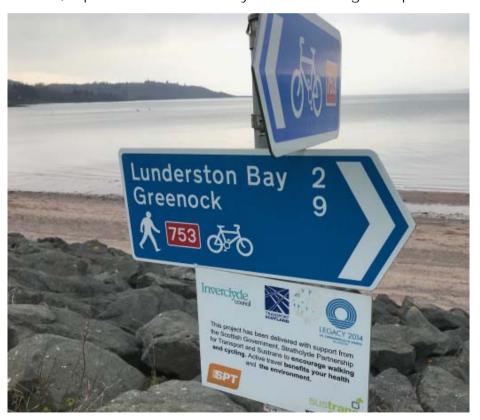


Site Review



## **ACTIVE TRAVEL**

The Planning Policy team successfully bid for Smarter Choices, Smarter Places funding for 2017/18 to promote active travel in Inverclyde. Through the funding, the Council has worked in partnership with the Inverclyde Community Development Trust to support its Community Tracks scheme, including the employment of an active travel officer. Community Tracks supports and encourages local people to make more journeys by bike or foot. Inverclyde Council, through the Planning Service, is part of the Community Tracks Steering Group.



The Smarter Choices, Smarter Places funding has also been used to fund the preparation of an Active Travel Strategy for Inverclyde Council, again led by the Planning Service. This will be used to guide future active travel activity and funding bids in Inverclyde, as the Council seeks to move active travel up the agenda.

The Planning Service has successfully obtained a further round of Smarter Choices, Smarter funding for projects in 2018/19.

Whilst the Council's active travel agenda may not sit within the Planning Service in the long-term, its involvement at the outset has helped raise its profile within Planning and in the Local Development Plan and should ensure Planning staff remain involved in the implementation of the Active Travel Strategy and other projects in coming years.



## **SCHOOL VISIT**

Council officers visited Clydeview Academy S3 Geography students during a town planning section of their course. Following liaison with the class teacher a lesson plan was prepared by the planning officers covering the history of planning, its role in directing and managing development and to give pupils an insight into the planning process. The visit was made interactive by the inclusion of two group exercises, simulating the Local Development Plan and development management processes.





The first exercise required pupils to select preferred sites for future housing development in the school catchment area. Housing need and demand and environmental constraint information was provided, and the pupils explained their choices. The second exercise involved the pupils reviewing actual planning

applications, and reaching a conclusion on whether they would approve or refuse these. In both exercises, officers then explained the actual decisions reached and the reasons for these. The pupils' explanations demonstrated a good grasp of the issues that the officers actually considered.

The presentation, exercise and resource preparation can be reused for future schools engagement. It also established a relationship between the Council's Planning Service and the geography department of the school for an activity which can benefit both parties in educating the pupils and in obtaining valuable consultation responses from a hard to reach group within the community.

#### **STATS**

**96%** of the pupils felt they knew a bit more about planning and what a planner does.

**31%** of the pupils would consider a career in the built environment.

Thanks very much for today.....the pupils were really enthusiastic about your presentation and really liked the activities. From questioning them afterwards they definitely learned something which is what it's all about - so thank you!

Carly Smith, Teacher, Inverclyde Academy

## LOCAL DEVELOPMENT PLAN

The reporting year started with the Main Issues Report consultation period. The consultation included visits to community councils and other community groups and exhibitions around the Council area. Social media was used more intensively focusing on specific topics in order to generate interest.



In preparing the Proposed Plan, Key Agencies were re-engaged and the Member-Officer Working Groups re-established in order to address MIR responses and seek direction for the Proposed Plan. An open-door policy was in place to facilitate requests for Local Development Plan meetings and liaison with Council colleagues ensured the plan was in line with other Council strategies and aspirations. A Local Development Plan newsletter was issued to all participants to keep them abreast of the development plan process.

Development Management colleagues were closely involved in the development of policies to ensure they were fit for purpose. The aim of reducing the number of policies in the Plan, and making these shorter and clearly interpretable has been achieved, resulting in a clearer and more concise plan.

The write-up period for the proposed plan and associated documents was closely project managed to ensure the various checking processes were achieved timeously so the Plan could reach its intended Committee; the Plan remains on track for adoption within five years of the adoption of the current Plan.



Development Plan Scheme and Participation Statement

The 2017 Development Plan Scheme and Participation statemen was recently approved by the Council

This document sets out what development plans cover the area, the timetable for preparing the replacement Local Development Plan and how people and organisations can participate in its preparation.

The 2017 Development Plan Scheme and Participation Statement can be viewed at: https://www. inverclyde.gov.uk/planning-and-

## Approval of the Glasgow and the Clyde Valley Strategic Development Plan (Clydeplan)

The Scottish Ministers approved a new Strategic Development Plan for the Glasgow and Clyde Valley area in July 2017. This plan covers the Inverdyde area and sets the context for Inverdyde Local Development Plan, which is required to conform with the Strategic development Plan.

You can find out more about Clydeplan at:



#### Next steps for preparing the new Local Development Plan

Following consultation on the Main Issues Report, Council Planning staff are now preparing the Proposed Plan. This is due for publication in March 2018, and will be subject to a consultation period.

Following that, if there are any objections to the content of the Proposed Plan, it will be submitted to the Scottish Ministers for Examination. The Council expects this to happen in November 2018.

Examination of the Plan can take

## **OUR PLACE, OUR FUTURE**

Following on from activity in 2016/17 recorded in PPF6, which saw planning and community planning staff from the Council attend events and training on aligning spatial and community planning, in May and June 2017 an Inverclyde-wide consultation (Our Place, Our Future) using the Place Standard was undertaken. Planning staff assisted in the survey which resulted in over 1300 responses

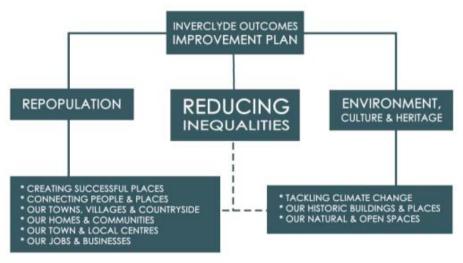
(<a href="https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future">https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future</a>).



The results were integral to the subsequent development of the Inverclyde Outcomes Improvement Plan which identifies three priorities for Inverclyde: repopulation; inequalities; and environment, culture and heritage. These priorities have helped shape the Local Development Plan Proposed Plan (2018), with the component parts of the sustainable development strategy and spatial development strategy linked to these priorities.

Going forward the results of the Our Place, Our Future will be used to develop Locality Plans and potentially Local Place Plans.





Inverclyde Local Development Plan: Proposed Plan (2018)

# HISTORIC AND NATURAL ENVIRONMENT RECORDS

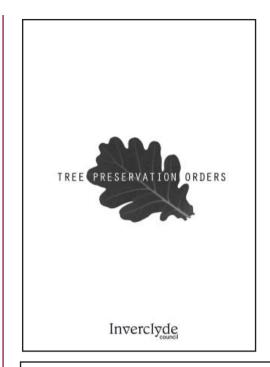
The Planning Service has embarked on a process of updating how it displays and makes available information on the historic and natural environment. In 2016, Listed Buildings records were updated and an attractive document containing basic details and photographs of all of the Listed Buildings in the Council area was made available on the Council's website (see <a href="https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/conservation/listed-buildings">https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/conservation/listed-buildings</a>).

In 2017/18, Council records of Scheduled Monuments and Tree Preservation Orders have had a similar treatment, providing easily accessible and visually attractive records of these designations, providing a valuable resource for land and property owners, professional purposes and for those with a general interest in the historic and natural environment.

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/conservation/archaeology

https://www.inverclyde.gov.uk/planning-and-the-environment/tree-preservation-orders

Similar documents for other designated sites will be produced in 2018/19.





SETTLEMENT	CATEGORY A	CATEGORY B	CATEGORY C	SETTLEMENT TOTAL
GOUROCK	0	21	44	65
GREENOCK	15	67	30	112
PORT GLASGOW	5	13	3	21
KILMACOLM	4	15	4	23
INVERKIP	1	9	1	11
WEMYSS BAY	1	1	3	5
QUARRIERS VILLAGE	0	4	7	11
CATEGORY TOTAL	26	130	92	GRAND TOTAL

## LOCAL NATURE CONSERVATION SITES

Associated with the preparation of the new Local Development Plan, in 2017 the Planning Service undertook two projects in relation to Local Nature Conservation Sites.

A proportionate review of the existing 52 Local Nature Conservation Sites in Inverclyde was undertaken. This involved assessing the existing sites on the basis of descriptions recorded at the time of the original assessment/ designation, and noting any changes to site boundaries, habitat, development and land management. Site descriptions were enhanced to include other habitat types found on the site. The review information will be recorded into a document detailing the Council's Local Nature Conservation Sites; this will be part of the series of historic and natural environment records referred to under Culture of Continuous Improvement. The process also reaffirmed the Local Nature Conservation Sites to be included in the emerging Local Development Plan.

A more detailed ecological survey of land around Kilmacolm and Quarriers Village was also commissioned in 2017. This was in response to representations on the Main Issues Report that highlighted the ecological value of proposed development sites around these villages. Starling Learning was commissioned by the Council to undertake this study. It involved habitat and botanical survey work of each site, as well as recording flora and fauna instances and evidence, including a bat survey. Detailed reports were provided for each of the sites, which have

informed the Local Development Plan process. Scoring methodologies were applied to identify potential Local Nature Conservation Sites for inclusion in the Plan. This resulted in the identification of 2 new and 2 extended Local Nature Conservation Sites.

http://www.inverclyde.gov.uk/newldp



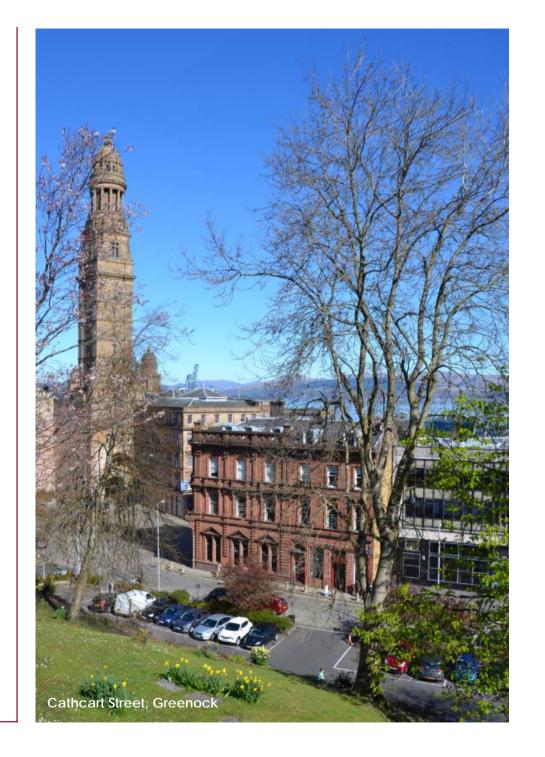
## **GOVERNANCE**

# OFFICE INTEGRATION / STAFF FLEXIBILITY / SMALL TEAM EFFICIENCY

Office rationalisation in 2017 presented an opportunity to reorganise office space to bring staff working in the Regeneration and Planning Service closer together. The office moves resulted in the Council's employability team and support staff moving into the same premises as the Council's planning staff. As part of the same move, the Council's Carbon Reduction Officer and Greenspace Project Manager moved to share an office with the Planning Policy team, with benefits for how matters such as climate change mitigation and adaptation, the green network, green infrastructure and active travel are addressed in the emerging Local Development Plan.

To address development management workload, a planning policy officer was seconded on a half-week basis into development management for a period of 3 months. This had the immediate impact of maintaining development management performance, whilst also enabling staff development, and has subsequently improved the flexibility of the service in meeting development management workload challenges.

The planning teams in Inverclyde are small and efficient with 4 fte employees in development management and 3.6 fte in planning policy. These small teams meet development management targets and maintain an up-to-date development plan.



## **GOVERNANCE**

# AFFORDABLE HOUSING DELIVERY PROGRAMME

Inverclyde is gearing up for a significant investment in new affordable housing. National housing providers including Link and Sanctuary and local operators such as River Clyde Homes (RCH) and Oak Tree Housing Association have investment plans that will see the delivery of 800+ new affordable homes over the next 3 years.



These plans will have workload implications for the Planning Service, and with the housing associations working to development programmes that can be impacted by the timelines of funding mechanisms, it is important that procedures are in place so that the ultimate aim of creating successful, sustainable places is achieved.

Housing associations have been encouraged to engage at the pre-application stage. With RCH, which has the largest development programme in the area, a liaison group has been set up including planning, roads and housing staff from the Council, and senior staff from the development side of RCH. RCH's lead building contractor and architects have also attended these meetings to ensure that communications between parties are clear. These discussions have enabled RCH to prioritise its investment programme, removing some sites that were likely to prove challenging, and alter other schemes to facilitate their progress through the planning process.



## **CULTURE OF CONTINUOUS IMPROVEMENT**

## **ELECTED MEMBER & STAFF TRAINING**

Following local government elections in May 2017, the opportunity was taken to train elected members on all aspects of the planning system. Training on development management, development planning and enforcement was provided inhouse, led by the Head of Regeneration and Planning and the Development and Building Standards Manager.

Brodies solicitors delivered Local Review Body training which was also attended by Planning Policy staff who would be undertaking the Planning Advisor role, and Legal Services staff who would be acting as Legal Advisor and clerk to the Review Body.

Both training sessions were well attended with Elected Members showing a strong interest and ultimately a good understanding of the subject matter. There are now 4 officers within the Council who are trained and can competently operate as Planning Advisor to the Local Review Body, and each has successfully served this role.

## **CULTURE OF CONTINUOUS IMPROVEMENT**

## SHARING GOOD PRACTICE

The Council participates in a number of initiatives with adjoining authorities to share good practice.

The West of Scotland Planning Benchmarking Group brings together officers from Inverclyde, East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils to discuss a wide range of issues. See Part 2: Supporting Evidence for more information.

The Glasgow and Clyde Valley Local Development Plan Forum brings together planning policy staff from the 8 Glasgow cityregion authorities to share good practice and advice on development plan preparation. With authorities being at different stages of the development plan process, the group provides a useful forum for sharing experience.

Council staff also attended national networking events and groups such as the National Development Plan Forum, the National SEA Forum, the Place Standard Alliance, the Central Scotland Green Network Forum, HoPS Development Planning and Development Management Sub-Committees and Local Authority Building Standards Scotland general meetings.



#### SUPPORTING EVIDENCE

Planning 'home' page

https://www.inverclyde.gov.uk/planning-and-the-environment

#### Planning officer contact information

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/contacting-the-planning-policy-team https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/contacting-the-development-management-team

#### Adopted Inverclyde Local Development Plan

http://www.inverclyde.gov.uk/ldp

New Inverciyde Local Development Plan Kilmacolm/ Quarriers Village LNCS assessment http://www.inverciyde.gov.uk/newldp

#### Development land surveys

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/land-surveys

#### Historic environment information

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/conservation

#### Natural environment information

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/natural-heritage

#### Planning applications 'home' and Development Management Charter

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/development-management-how-we-perform

#### Planning Enforcement Charter

https://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement

#### Bay Street, Port Glasgow

https://inverclydenow.com/news/local-news/housing-association-marks-completion-of-port-glasgow-housing-development

#### School visit

http://clydeviewacademy.inverclyde.sch.uk/GetAsset.aspx?id=fAA0ADEAMQAyADUAfAB8AEYAYQBsAHMAZQB8AHwANQA3AHwA0

#### Our Place, Our Future

https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future

Case Study Topics	Issue covered in PPF7	Case Study Topics	Issue covered in PPF7
Design	~	Interdisciplinary Working	<b>~</b>
Conservation	~	Collaborative Working	~
Regeneration	~	Community Engagement	~
Environment	~	Placemaking	~
Greenspace	~	Charettes	
Town Centres	~	Place Standard	v
Masterplanning	~	Performance Monitoring	
LDP & Supplementary Guidance	~	Process Improvement	
Housing Supply	<b>~</b>	Project Management	V
Affordable Housing	<b>~</b>	Skills Sharing	V
Economic Development		Staff Training	Ý
Enforcement		Online Systems	
Development Management Processes	V	Transport	V
Planning Applications	<b>~</b>	Active Travel	<b>~</b>

### **BENCHMARKING**

The Benchmarking Group consists of participants from East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire and West Dunbartonshire Councils. The Group typically meets every 3 – 4 months and met three times in 2017-18 as follows: 10<sup>th</sup> May 2017 (at East Dunbartonshire); 10<sup>th</sup> August 2017 (at East Renfrewshire); and 17<sup>th</sup> November 2017 (at Inverclyde). The meeting due to be held in Spring 2018 at North Ayrshire was postponed due to adverse weather. The meetings are minuted, with the host council, chairperson and minute-secretary rotating around the councils.

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

- 1. The authorities' Planning Performance Frameworks
- 2. The Planning Bill
- 3. The use of an increase in planning fees
- 4. The High Hedges legislation and a solicitor interpretation
- 5. The adoption of SuDS
- 6. The Forestry Commission and felling licences
- 7. The new EIA regulations and cumulative impact
- 8. The part approval/part refusal of an application
- 9. The validation process
- 10. Health Impact Assessments
- 11. Schemes of Delegation
- 12. Officer training programme
- 13. LFR returns
- 14. S75 obligations
- 15. The handling of AMSC applications
- 16. The controls on biomass boilers
- 17. District heating objections from SEPA
- 18. The fees for stopping up orders
- 19. The issues arising from cross boundary applications
- 20. Staffing levels within each authorities' planning service
- 21. Enforcement resources that are available
- 22. The use of shared service, including how the Councils obtain archaeological advice

- 23. How the Councils undertake elected member training
- 24. High hedges procedures including direct action
- 25. How the Councils review their Tree Preservation Orders
- 26. The form and content of reports of handling and decision notices

The meetings allow for the sharing of experiences and of best practice. This does not necessarily lead to standardisation of practice, but allows for legislative interpretation and practice of practical issues to be shared.

Of particular note this year have been our discussions on:

- Staffing levels within each authorities' planning service. This allows the Councils to compare staffing levels and workloads with some nearby and comparable authorities.
- Training policies and procedures were discussed on a number of occasions. This included elected member training, community council training and planning staff training. Staff training is a subject that we have developed during the year with two well attended training days held by the Benchmarking Partners at Clydebank on design, and at Saltcoats on the natural and built environment.
- The discussions on the form and content of reports of handling and decision notices were useful as the authorities were able to learn from the practices of the other Councils, ensuring compliance with the relevant legislation whilst minimising administrative procedures and obtaining efficiencies.

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

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

Some of the Councils also participate in the national (Solace) benchmarking families.



In 2018/19 we will:

Improve street naming processes and associated web presence

Consider options for improving communications and receiving feedback from participants in planning processes

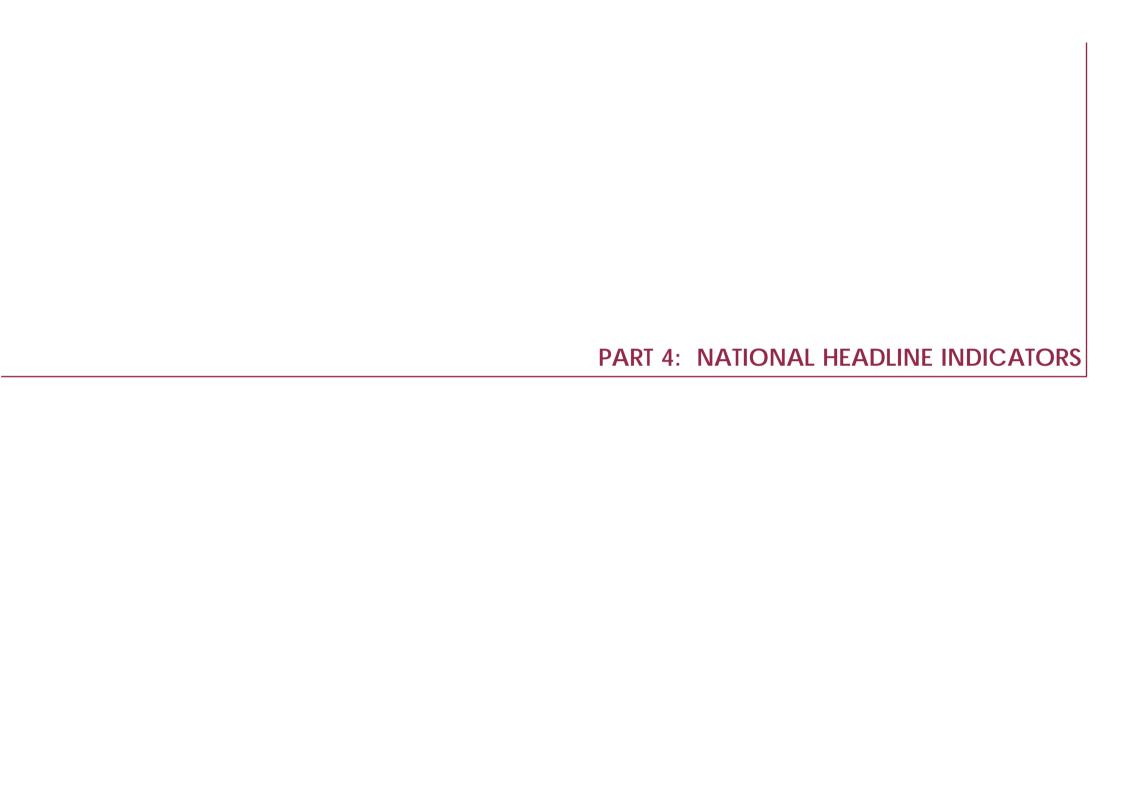
Re-organise workloads and staff structure to maintain efficient service delivery

Implement GDPR and ensure good data management

Contine to improve presentation of historic and natural environment records

Delivery of our service improvement actions in 2017-18:

Commited improvements and actions	Complete?
As part of eDevelopment agenda progress paperless working  Evidence: 88% of all applications received were online, similar to 2016/17.	ONGOING
Deliver training on the planning system to newly elected and returning Councillors  Evidence: Training on all aspects of the planning system was delivered to new and returning elected members.  See case study under Culture of Continuous Improvement in <i>Part 1</i> and <i>Appendix B</i> .	COMPLETE
Publish a Planning & Building Standards newsletter  Evidence: A newsletter was published to keep participants abreast of the Local Development Plan process. See Local  Development Plan case study under Quality of Service and Engagement, in Part 1 and Appendix B, and <a href="https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/main-issues-report-2017">https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/main-issues-report-2017</a>	COMPLETE
Continue to develop links with Community Planning and make use of the Place Standard Evidence: Planning staff involved in Council's Our Place, Our Future exercise. See case study under Quality of Service and Engagement in Part 1 and Appendix B, and <a href="https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future">https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future</a>	COMPLETE
Re-organise office space to enable closer working between Regeneration and Planning staff  Evidence: Office moves implemented. See case study under Governance in Part 1 and Appendix B.	COMPLETE



A: D	EVELOPMENT PLANNING	2017-2018	2016-2017
Loca	al Development Planning		
•	Age of Local Development Plan at end of reporting period	3yr 7m	2yr 7m
•	Will the Local Development Plan be replaced by its 5 <sup>th</sup> anniversary according to the current development plan scheme?	Yes	Yes
•	Has the expected date of submission of the plan to the Scottish Ministers in the development plan scheme changed over the past year?	Yes - later	Yes - earlier
•	Were development plan scheme engagement /consultation commitments met during the last year?	Yes	No
Effe	ctive Land Supply and Delivery of Outputs		
•	Established housing land supply	5235 units	4694 units
•	5 year effective housing land supply programming	1546 units	1304 units
•	5 year effective housing land supply total capacity	2775 units	2756 units
•	5 year housing supply target	1315 units	1315 units
•	5 year effective housing land supply	5.9 years	5.0 years
•	Housing approvals	329 units	104 units
•	Housing completions over last 5 years	681 units	788 units
•	Marketable employment land supply	33.66 ha	35.89 ha
•	Employment land take-up during reporting year	0.00ha	0.94ha

B: DEVELOPMENT MANAGEMENT	2017-2018	2016-2017
Project Planning		
<ul> <li>Percentage and number of applications subject to pre-application advice</li> <li>Percentage and number of major applications subject to processing agreement</li> </ul>	82/401 (20.4%) n/a (0%)	83/386 (21.5%) 0/1 (0%)
Decision-making		
<ul><li>Application approval rate</li><li>Delegation rate</li><li>Validation</li></ul>	94% 97% 27%	94% 98% 16%
Decision-making timescales		
<ul> <li>Major developments</li> <li>Local developments (non-householder)</li> <li>Householder developments</li> </ul>	28.5 weeks 8.3 weeks 6.4 weeks	16.1 weeks 9.2 weeks 6.3 weeks
Legacy Cases		
<ul> <li>Number cleared during reporting period</li> <li>Number remaining</li> </ul>	3 19	3 17

C: ENFORCEMENT ACTIVITY	2017-2018	2016-2017
Time since enforcement charter published / reviewed	15 months	3 months
Complaints lodged and investigated	9	39
Breaches identified - no further action taken	1	38
Cases closed	1	9
Notices served	2	1
Direct action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0



### D: COMMENTARY

#### LOCAL DEVELOPMENT PLANNING

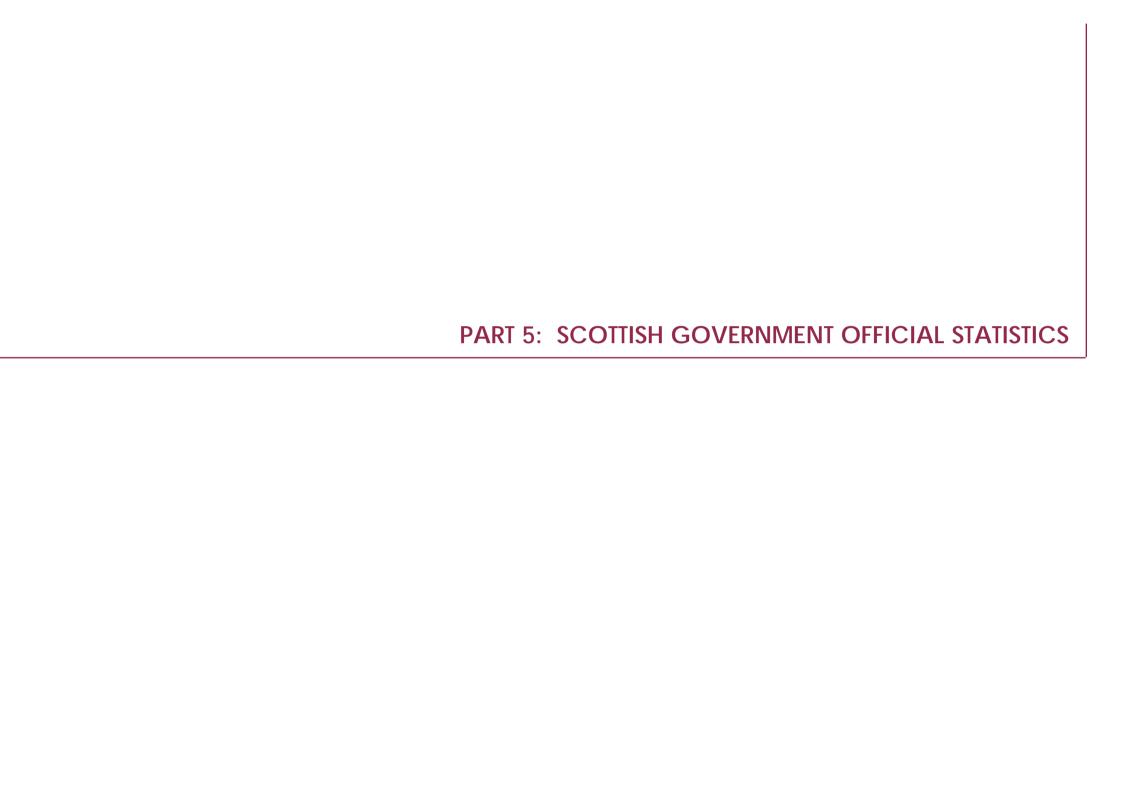
- Inverclyde Local Development Plan was adopted in August 2014
- The current Development Plan Scheme (August 2017) schedules the new Local Development Plan to be adopted by August 2019, within 5 years. The change in timetable from the previous DPS is to allow sufficient time for preparation of Schedule 4s for submission to the Scottish Ministers.

#### **EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUTS**

- 2017/18 established and effective land supply figures are based on the finalised 2017 housing land audit. 2016/17 figures are based on finalised 2016 audit.
- Housing supply target is derived from the housing supply target set in 2017 Clydeplan Strategic Development Plan, and is equal to 5 years of the 2012-2024 all-tenure housing supply target.
- The housing approvals figures are based on the number of houses approved in 2017/18 and 2016/17 respectively.
- Housing completions figure for 2017/18 is based on completions 2013-2018. The 2016/17 figure is based on completions 2012-2017.
- Marketable employment land supply is at 31/3/2018.
- Employment land take-up is for year 1/4/2017 to 31/3/2018, and based on take-up of land in the marketable employment land supply.

#### **DECISION-MAKING TIMESCALES**

• Despite an increase in application numbers, the average time to determine 176 non-householder planning applications reduced by almost one week, more than compensating for the increased time to determine the 2 major applications.



### A: DECISION-MAKING TIMESCALES

Timescales	2017-18	2017-18	2016-17
Overall			
Major developments	2	28.5 weeks	16.1 weeks
Local developments (non- householder)  • Local: less than 2 months  • Local: more than 2 months	176 139/176 (79%) 37/176 (20%)	8.3 weeks	9.2 weeks 67/130 (51.5%) 34/130 (26.2%)
Householder developments  • Local: less than 2 months  • Local: more than 2 months	153 147/153 (96.1%) 6/153 (3.9%)	6.4 weeks	6.3 weeks 162/171 (94.7%) 9/171 (5.3%)
Housing developments			
Major Local housing developments  Local: less than 2 months  Local: more than 2 months	1 35 24/35 (68.6%) 11/35 (31.4%)	41.7 weeks 11.1 weeks	n/a 12.3 weeks 14/24 (58.3%) 10/24 (41.7%
Business and industry			
Major Local business and industry Local: less than 2 months Local: more than 2 months	0 11 6/11 (54.5%) 5/11 (45.5%)	n/a 8.4 weeks	n/a 6.5 weeks 8/8 (100%) 0/8 (0%)
EIA developments	0	n/a	n/a
Other consents*	70	6.3 weeks	5.7 weeks
Planning/legal agreements**  • Major: average time  • Local: average time	0 5	n/a 9.3 weeks	34.2 weeks n/a

#### **Notes**

- Consents and certificates: Listed Buildings and Conservation area consents, Control of Advertisement consents. Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.
- \*\* Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

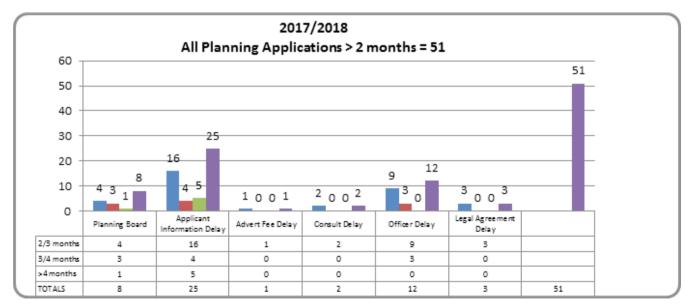
### **B: DECISION-MAKING: LOCAL REVIEWS AND APPEALS**

		Ū	inal dec 7-18		
Туре	Total number of decisions	No.	%	No.	%
Local Reviews	11	1	9.1	3	30
Appeals to Scottish Ministers	0	0	0	0	-

### C: CONTEXT

Planning application performance in Inverciyde has, for a number of years, been consistently well above the Scottish average. This has continued in 2017-18 with 87% of all applications being determined in 2 months.

When planning applications were determined in more than 2 months it is noted that 51% of delays were not attributable to Inverclyde Council. These delays were as a result of amendments, additional information or outstanding fees being awaited from applicants. The requirement for determination by the Planning Board accounted for 16% of delays, the conclusion of legal agreements 6%, consultation response delays for 4% and officer delays for 23%. This is consistent with the reasons for delay in 2016/17.



\*2 Major application were considered Late as they took more than 2 months.

Note one of the application took >4 months and the other major application decision made within 3 to 4 months.



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

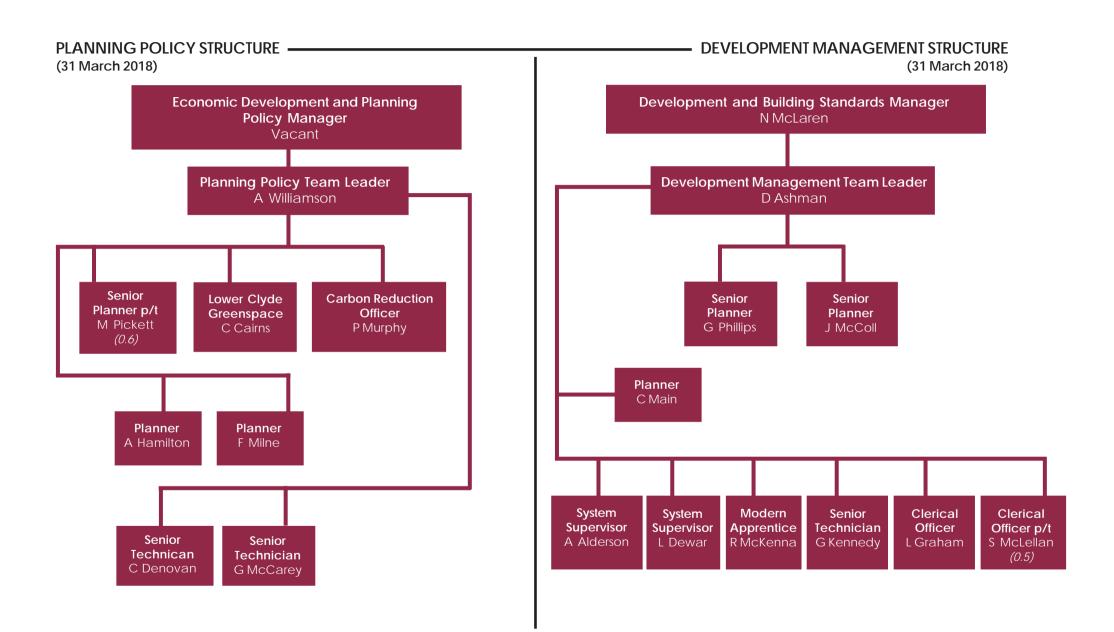
In 2017-18 management of planning applications, planning enforcement, tree preservation, and conservation/ design rested with the Development and Building Standards Manager, who also had responsibility for building standards verification and enforcement, licensing advice and the Council's commercial property lets. Responsibility for planning policy matters, including development plan preparation rested with the Planning Policy Team Leader, who reported directly to the Head of Regeneration and Planning.

There were no significant staff changes within the Planning function in 2017/18.

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

RTPI Qualified staff	Headcount	FTE
Development Management	5	5
Development Planning	4	3.6
Enforcement	0	0
Specialists	0	0
Other (including staff not RTPI eligible)	10	9.5

Staff Age Profile	Headcount
Under 30	2
30 - 39	4
40 - 49	5
50 and over	8



# PROFESSIONAL STAFF: QUALIFICATIONS AND EXPERIENCE (31 March 2018)

Officer	Membership of Professional Bodies	Qualifications	Experience to Date
Development and Building Standards Manager	MRTPI	BSc. (Hons) in Town Planning	22 years Local Govt. managerial experience. 37 years in Local Govt. Planning (Development Management, Subject Planning, Planning Policy and Implementation).
Development Management Team Leader	MRTPI	BSc. (Hons.) in Geography Diploma in Urban and Regional Planning	16 years Local Govt. supervisory/team leader experience. 31 years in Local Govt. Planning (Development Management, Planning Policy).
Planning Policy Team Leader	MRTPI	BA in Town and Country Planning	13 years Local Govt. supervisory/team leader experience. 23 years in Public Sector Planning (Planning Policy).
Senior Planner	MRTPI	BA (Hons.) in Town & Country Planning	34 years in Local Govt. Planning (Development Management).
Senior Planner	MRTPI	BSc. in Town and Regional Planning	16 years in Public Sector Planning (Development Management, Planning Policy and Implementation).
Senior Planner	MRTPI	BA (Hons.) in Psychology and Geography Diploma in Town and Country Planning	27 years in Local Govt. Planning (Planning Policy and Implementation).
Planner	MRTPI	MA (Hons.) in Geography and Sociology Masters in Urban and Regional Planning	13 years in Local Govt. Planning (Planning Policy).
Planner	Associate member of RTPI	BA (Hons) in Sociology and Social Policy Msc. in Sustainable Rural Development and Environmental Management	6 years in Local Govt. Planning (Planning Policy).
Planner	Licentiate member of RTPI	MA in Town Planning MSc. in Urban Design	3 years in Local Govt. (Development Management).



## **COMMITTEES AND SITE VISITS 2017/18**

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

Full Council Meetings	8
Environment and Regeneration Committee meetings	7
Planning Board meetings	7
Planning Board site visits	0
Local Review Body	7
Local Review Body site visits	2



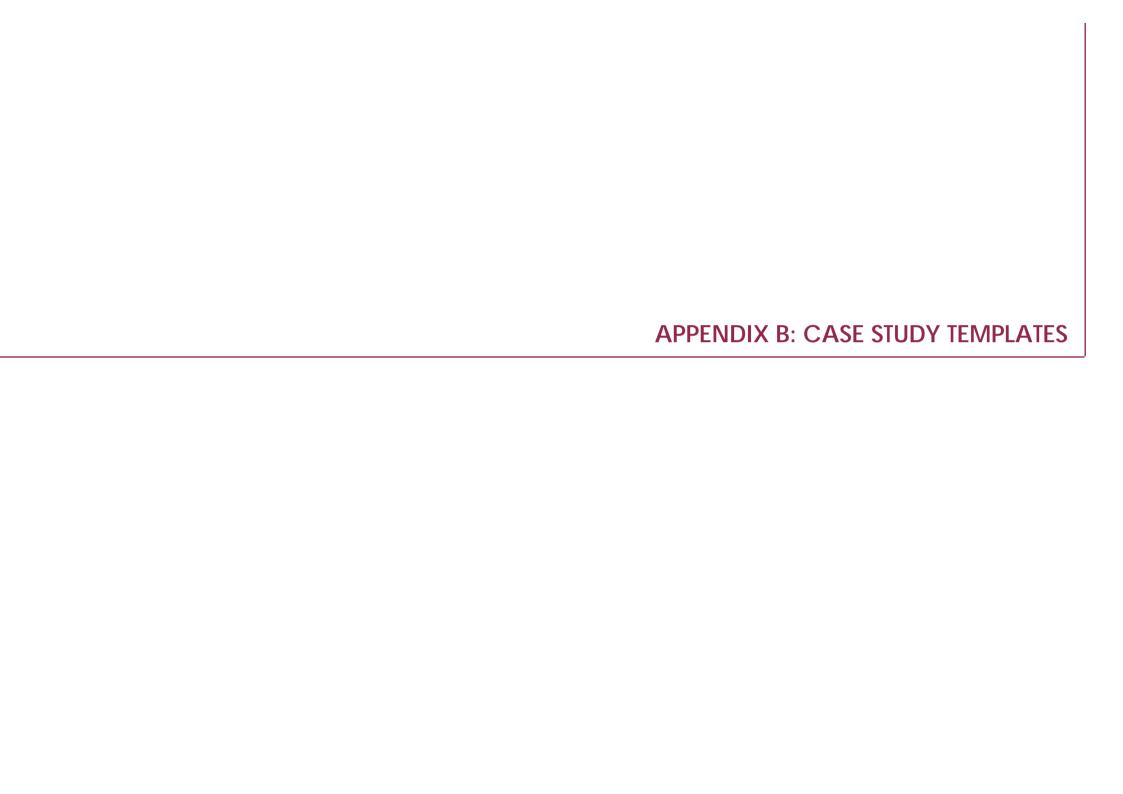


	Performance Marker	Source / Evidence	
DRIV	DRIVING IMPROVED PERFORMANCE		
1	Decision making: continuous evidence of reducing average timescales for all development types.	Average timescales have reduced in 2 markers and increased in 4.  ✓ Local development (non-householder) - 8.3 weeks in 2017/18 compared to 9.2 weeks in 2016/17.  ✓ Local housing developments – 11.1 weeks in 2017/18 compared to 12.3 weeks in 2016/17  △ Major developments – 28.5 weeks in 2017/18 compared to 16.1 weeks in 2016/17  △ Householder developments – 6.4 weeks in 2017/18 compared to 6.3 weeks in 2016/17  △ Local business and industry developments – 8.4 weeks in 2017/18 compared to 6.5 weeks in 2016/17  △ Other – 6.3 weeks in 2017/18 compared to 5.7 weeks in 2016/17  There was no comparison available for major housing developments, major business and industry developments, EIA developments and developments with planning/legal agreements.	
2	Project management: offer of processing agreements made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	The use of processing agreements is encouraged in discussions/correspondence during major development pre-application stage.  Also encouraged in planning applications webpage and in Development Management Charter – see link below for both. <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission</a>	
3	Early collaboration with applicants and consultees on planning applications:  - availability and promotion of pre-application discussions  - clear and proportionate requests for supporting information.	Availability of pre-application advice is publicised online in the webpage text at <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission</a> and in the Supplementary Guidance on Planning Application Advice Notes ( <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> ).  The Council operates an open and free planning application advice service, with no plans for service charging beyond statutory fees.  Requirements for supporting information and developer contributions are provided in the Development Management Charter (linked document on <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-lanning/ldp</a> ).  ( <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp</a> ).	

	Performance Marker	Source / Evidence	
DRIVI	DRIVING IMPROVED PERFORMANCE		
4	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant'	Of the 5 planning permissions issued in 2017/18 that were subject to planning/legal agreements, 4 were determined within 6 months. The relevant cases were:  16/0262/IC: resolution to grant on 20/1/2017, permission issued on 29/4/2017  16/0309/IC: resolution to grant on 6/1/2017, permission issued on 29/4/2017  17/0098/IC: resolution to grant on 19/5/2017, permission issued on 9/1/2018  17/0144/IC: resolution to grant on 30/6/17, permission issued on 30/6/2017  17/0297/IC: resolution to grant on 3/1/2018, permission issued on 1/2/2018  Source: <a href="https://planning.inverclyde.gov.uk/Online/">https://planning.inverclyde.gov.uk/Online/</a>	
5	Enforcement charter updated / re-published	The Council's Planning Enforcement Charter was published in December 2016.  ( <a href="https://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement">https://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement</a> )	
6	Continuous improvement: - show progress / improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report	The Local Development Plan is less than 5 years old ( <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> ) and the new Local Development Plan is under preparation with adoption expected within 5 years since the adoption of the current plan ( <a href="http://www.inverclyde.gov.uk/newldp">http://www.inverclyde.gov.uk/newldp</a> ). Participation Statement commitments were met in 2017/18.  Decision making times for non-householder local developments have decreased (from 9.2 to 8.3 weeks). For householder development there has been a very slight increase (from 6.3 to 6.4 weeks). For major developments there has been an increase from 16.1 to 28.5 weeks.  The Enforcement Charter was published in December 2016 and the Development Management Charter in June 2016 – both are less than 2 years old at base date of this report.  4 service improvements were achieved in 2017/18, and one is ongoing.	

	Performance Marker	Source / Evidence	
PRON	PROMOTING THE PLAN-LED SYSTEM		
7	LDP (or LP) less than 5 years since adoption	The Local Development Plan was adopted on August 2014.  ( <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> )	
8	Development plan scheme demonstrates next LDP: - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale	The current Development Plan Scheme schedules the next LDP to be adopted in August 2019, and therefore on course for adoption within a 5-year cycle. Plan preparation is project planned to meet deadlines for management approval and Committee submission, and Development Plan Scheme dates.  ( <a href="http://www.inverclyde.gov.uk/newldp">http://www.inverclyde.gov.uk/newldp</a> )  One month slippage on Proposed Plan publication was owing to Committee continuation of report. This has not affected date for submission of Proposed Plan to Scottish Ministers.	
9	Elected members engaged early (pre-MIR) in development plan preparation	Not directly applicable as Plan has passed pre-MIR stage. Elected Members were involved pre-MIR as per PPF6 (2017).  Involvement has continued during the Proposed Plan preparation process through the LDP Member-Officer Working Group. See Local Development Plan case study under Quality of Service and Engagement.	
10	Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	Not directly applicable as Plan has passed pre-MIR stage. Main Issues Report consultation ran during 2017/18 and responses were received from cross-sector stakeholders. Meetings were held with stakeholders as required and on request. Key Agencies were consulted directly post-MIR on issues and sites emerging from consultation. See Local Development Plan case study under Quality of Service and Engagement.	
11	Production of regular and proportionate policy advice, for example through SPGs, on information required to support applications	Local Development Plan Supplementary Guidance has been adopted in relation to: Enabling Development, Renewable Energy, the Green Network, Affordable Housing, Local Development Frameworks and Planning Application Advice Notes. Planning Guidance has been adopted in relation to Developer Contributions.  ( <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> )  Requirements for supporting information are provided in the Council's Development Management Charter. The Charter was updated in June 2016.  ( <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures</a> )	

SIMP	SIMPLIFYING AND STREAMLINING		
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint preapplication advice)	Cross function working with the Council's Strategic Housing Team and Economic Development Team in the delivery of housing and business opportunities, and with roads and building standards officers pre-application. Close working with Riverside Inverclyde and River Clyde Homes in bringing forward and enhancing urban regeneration projects.	
13	Sharing good practice, skills and knowledge between authorities	See 'Sharing good practice' case study, under 'Culture of Continuous Improvement' in Part 1, and template in Appendix B.	
DELI	DELIVERING DEVELOPMENT		
14	Stalled sites/legacy cases: conclusion/ withdrawal of planning applications more than one year old	Three legacy cases were resolved. One was approved (16/0061/IC), one refused (09/0223/IC) and one withdrawn (15/0004/IC).	
15	Developer contributions: clear and proportionate expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	The circumstances in which developer contributions may be required to facilitate new development are set out in Policies RES4, TRA4 and ENV5 in the Local Development Plan and associated Supplementary Guidance on Planning Application Advice Notes, the Development Management Charter and the Green Network. Further detailed information on the methodology and processes for calculating and securing contributions are provided in non-statutory Planning Guidance on Developer Contributions. (Local Development Plan, Supplementary Guidance on the Green Network and Planning Guidance on Developer Contributions linked documents on <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> ; Supplementary Guidance on Planning Application Advice Notes and the Development Management Charter linked documents on <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission</a> ).	



Case Study Title:			
Port Glasgow town centre extension			
Location and Dates:			
Port Glasgow, 2000-2018	Port Glasgow, 2000-2018		
Elements of a High Quality Planning Se	rvice this study relates to (please select all that apply):		
Quality of outcomes			
Key Markers (please select all that apply):			
N/a			
Key Areas of Work (please select/delete all that apply, as appropriate):			
Design	Development Management Processes		
Regeneration	Planning Applications		
Town Centres	Placemaking		
Masterplanning			
Stakeholders Involved (please select/delete all that apply, as appropriate):			
Planning Committee	Authority Other Staff		

Authority Planning Staff

The Port Glasgow Town Centre extension was originally approved in principle in 2000 and sought to bring development to the site of former Port Glasgow shipyards. Subsequent detailed applications allowed the A8 trunk road to be rerouted creating the town centre extension site and connecting the town to the waterfront. The Tesco Extra store was the first part of the town centre extension to be constructed on the back of a 2004 planning permission, together with a new civic square linking the development with the existing Port Glasgow Town Centre. To the west, the B & Q store was developed under the terms of a 2006 planning permission and the Costa pod and the Waterwheel pub/restaurant were developed under the terms of 2013 planning permissions. The remainder of the development, consisting of two terraces of retail units were subsequently developed under the terms of a 2015 planning permission.

The development, which has been completed within the past year, provides modern larger format retail units in attractively designed buildings with associated car parking and landscaping. It is of positive benefit in largely providing a retail offer which could not be collectively located elsewhere within the Council area. This has halted expenditure leakage and attracted more visitors to the area.

### Goals:

The project aimed to bring former industrial land (shipyards) back into productive use, whilst connecting the town centre and community areas of Port Glasgow to the Clyde waterfront through the re-routing of the A8 trunk road.

### Outcomes:

The town centre extension is now physically complete. The A8 trunk road realignment was completed in the 2000s with several crossing points providing access to a dedicated waterfront path and greenspace. The development connects to and is complemented by the Kingston residential development, built as part of the same masterplan, and covered in the 2017 PPF.

## Name of key officer

david.ashman@inverclyde.gov.uk

Case Study Title:			
Bay Street, Port Glasgow	Bay Street, Port Glasgow		
Location and Dates:			
Port Glasgow, 2016-2018			
Elements of a High Quality Planning Service this study	relates to (please select all that apply):		
Quality of outcomes	Quality of outcomes		
Key Markers (please select all that apply):			
N/a			
Key Areas of Work (please select/delete all that apply, as appropriate):			
Design	Placemaking		
Regeneration	Affordable Housing		
Stakeholders Involved (please select/delete all that apply, as appropriate):			
Local Developers	Authority Planning Staff		

**Key Agencies** 

This development is of new build houses and flats immediately adjacent to the A-listed Gourock Ropeworks building, which was converted to apartments in the 2000s. The development site was part of the larger Gourock Ropeworks complex which previously contained buildings peripheral to the main works. With these buildings demolished this adjoining site had, over time, fallen into a derelict state.

Having regard to the setting of the listed building, care was taken to ensure that the principal view of the Gourock Ropeworks building was maintained, with the 4 storey flatted element of the new development positioned so that the Ropeworks building still commands most attention in the streetscape. The new 4 storey flats and 2 storey houses were positioned to front directly onto Bay Street taking cognisance of the layout and scale of buildings previously located there. Flexibility from Council garden standards was applied to allow this direct frontage onto Bay Street, as front gardens would normally have been required. Flexibility with regard to open space standards was also applied so as to ensure the density of the site reflected the historic dense urban form. This is compensated for by the close proximity of Coronation Park.

### Goals:

The development demonstrates the careful integration of new development with the historic environment in line with Local Development Plan and Historic Environment Scotland policies.

### Outcomes:

The Bay Street development comprising 13 houses, 4 cottage flats and 24 apartments is now complete and occupied.

## Name of key officer

james.mccoll@inverclyde.gov.uk

Greening of vacant and derelict sites

**Location and Dates:** 

Various locations across Inverclyde, June 2017

Elements of a High Quality Planning Service this study relates to (please select all that apply):

Quality of outcomes

**Key Markers** (please select all that apply):

N/a

**Key Areas of Work** (please select/delete all that apply, as appropriate):

Regeneration Collaborative Working Environment Greenspace

**Stakeholders Involved** (please select/delete all that apply, as appropriate):

Authority Planning Staff

### Overview:

The Central Scotland Green Network Trust (CSGNT), in conjunction with the Planning Authority, undertook a review of all vacant and derelict land sites in Inverclyde, as identified on the Scottish Vacant and Derelict Land Survey 2016.

The review aimed to identify those sites which could, potentially, contribute to one or more of three greening outcomes; Naturalisation, Green Network, and the Inverclyde Pollinator Corridor (IPC).

For each outcome, all the sites were scored against a range of datasets including SIMD, Scotland's Greenspace Map, SEPA Flood Hazard maps and Core paths/Rights of Way. Each dataset was weighted in order to ensure that the scoring provided an accurate picture of each sites potential to contribute to each outcome.

From this initial assessment, the top scoring sites for each outcome were identified and subject to a site visit. While 20 sites were identified under the Naturalisation outcome, 15 sites under Green Network and 12 sites under the Inverciyate Pollinator Corridor, it should be noted that some sites were identified as opportunities across all three outcomes.

Sites were walked whenever possible, though this was limited on occasions by a lack of safe access. Representative photos were taken at each site.

While the review identified a number of greening opportunities for each outcome, these are intended for further discussion and are not a guarantee of a sites suitability, as no sub-surface investigation was undertaken.

#### Goals:

To identify vacant and derelict sites which could, potentially, contribute to one or more of three greening outcomes, Naturalisation, Green Network, and the Inverclyde Pollinator Corridor (IPC).

To provide a basis for further discussion about project development and funding on greening projects on vacant and derelict land sites in Inverclyde.

To contribute to the regeneration and reduction of vacant and derelict land in Inverclyde.

### Outcomes:

The review identified four sites which could be removed from the Vacant and Derelict Land Register as a result of naturalisation. It also identified, for further consideration, Green Network opportunities at 11 sites and Inverclyde Pollinator Corridor project at 12 sites.

The review provided the basis for a successful grant application to the CSGN Development for a feasibility study into regreening sites in Inverciyde. Part of the grant will be use to assess the feasibility of green projects on 15 vacant/derelict land sites identified in the review.

## Name of key officer

ashley.hamiltion@inverclyde.gov.uk

**Active Travel** 

**Location and Dates:** 

Throughout Inverclyde, 2017/18

Elements of a High Quality Planning Service this study relates to (please select all that apply):

Quality of outcomes

**Key Markers** (please select all that apply):

N/a

**Key Areas of Work** (please select/delete all that apply, as appropriate):

Environment Skills Sharing
Greenspace Staff Training
Collaborative Working Transport
Community Engagement Active Travel

**Stakeholders Involved** (please select/delete all that apply, as appropriate):

Authority Planning Staff

Authority Other Staff

### Overview:

External funding via Smarter Choices Smarter Places has been used to establish an Active Travel agenda in Inverclyde, through partnership working and strategy development.

### Goals:

- 1. To use funding to support Inverclyde Community Development Trust and their Community Tracks project. The aim was to employ an Active Travel Officer within the Community Tracks programme.
- 2. To develop an Active Travel Strategy.
- 3. To develop a variety of partnerships nationally and locally that will work to the benefit of active travel provision in Inverclyde.

### Outcomes:

- 1. The Active Travel Officer has delivered, in partnership with the Council, a range of activities, events and publications that have brought awareness of active travel to the wider community. This work will continue as part of SCSP 18/19.
- 2. Working to a Council written brief, a consultant has prepared an Active Travel Strategy. This will inform the future direction of and activities relating to active travel in Inverclyde.
- 3. A feasibility assessment of a selected key route was undertaken.
- 4. Budget savings due to competitive tender were used to support a 1 month pilot Bike Bothy initiative, in partnership with Cycling UK. The Bike Bothy model has been extended into SCSP 18/19.

## Name of key officer

ashley.hamilton@inverclyde.gov.uk

Case Study Title:		
School visit		
Location and Dates:		
October/November 2017, Clydeview Academy, Gource	ock.	
Elements of a High Quality Planning Service this study re	elates to (please select all that apply):	
Quality of service and engagement		
Key Markers (please select all that apply):		
N/a		
Key Areas of Work (please select/delete all that apply, as appropriate):		
Skills Sharing	Collaborative Working	
	Community Engagement	
Stakeholders Involved (please select/delete all that apply, as appropriate):		
General public	Authority Planning Staff	
Hard to reach groups		
Overview:		

To input into the Geography curriculum and to educate young people about planning we undertook a schools engagement exercise.

The delivery of this exercise was facilitated by liaison with the geography teacher to gauge the pupil's current geographical skills and overall knowledge of planning. This allowed us to prepare and present a lesson plan which gave insight into the history of planning, its role in directing and managing development and establish an insight into the overall planning process. This enabled two group exercises to prevail, empowering pupils to take on the role of planners.

The first exercise was based on development planning procedure, requesting the pupils to select future housing development sites by applying their local knowledge and referring to GIS maps which presented geographical constraints and opportunities. The second exercise was based on development management procedure, requesting the pupils to review real life planning applications and consider all material consideration's to make informed evidence based decisions.

The use of real cases and resources to influence decision making enabled empowerment through transparency of professional knowledge. This technique also efficiently enabled the pupils to establish the role, daily tasks and the importance of planning. In turn, the exercises provided valuable feedback to us, encouraged future involvement of young people in the planning process and for the pupils delivered a realistic snapshot into planning as a future career option.

### Goals:

The engagement promoted an improved understanding and community interest in planning from a valuable yet hard to reach group. It also enabled us to adapt consultation techniques and engagement skills to target a specific audience.

### Outcomes:

The feedback received from pupils on the future housing sites enabled informal feedback into the preferred and non-preferred sites selected for the Inverclyde Local Development Plan Proposed Plan. It also instilled the importance in applying for planning permission.

The presentation, exercise and resource preparation can be reused for future schools engagement. It also established a relationship between the Council's Planning Service and the geography department of the school for an activity which can benefit both parties in educating the pupils and in gauging valuable consultation responses from a hard to reach group within the community.

The visit educated young people about planning and empowered a younger generation to think about planning as a future career. Feedback received from our visit indicated that 96% of the pupils found the presentation interesting and felt they were know more about planning as a result and 31% would consider a career in the built environment.

## Name of key officer

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Case Study Title:			
Local Development Plan	Local Development Plan		
Location and Dates:			
April 2017-March 2018			
Elements of a High Quality Planning Service this study re	elates to (please select all that apply):		
Quality of service and engagement			
Key Markers (please select all that apply):			
7, 8, 9, 10, 11			
Key Areas of Work (please select/delete all that apply,	as appropriate):		
Local Development Plan & Supplementary Guidance	Collaborative Working		
	Community Engagement		
	Project Management		
Stakeholders Involved (please select/delete all that apply, as appropriate):			
General Public	Planning Committee		
Local Developers	Authority Planning Staff		
Key Agencies	Authority Other Staff		

The preparation of a new Local Development Plan for Inverclyde continued through 2017/18, maintaining the Council on course for having a new adopted Plan in place within 5 years of the adoption of the current Local Development Plan. The reporting year started with the Main Issues Report consultation period following the publication of the document on 31 March 2017. The consultation met the Participation Statement requirements and included visits to community councils and other community groups and exhibitions around the Council area in order to generate interest in the Plan. Social media was also used more intensively than it had been in the past in Inverclyde, with posts focusing on specific topics in order to generate interest. The consultation generated 375 responses, well in excess of the 60 generated by the previous Main Issues Report.

In preparing the Proposed Plan, the Key Agencies were re-engaged with regard to additional information submitted during the MIR stage. Three Member-Officer Working Groups were held to allow discussion regarding MIR consultation responses and issues to be addressed in the Proposed Plan. An open-door policy was in place to facilitate requests for Local Development Plan meetings and liaison with Council colleagues ensured the plan was in line with their strategies and meeting their aspirations. A Local Development Plan newsletter was issued to all participants to keep them abreast of the development plan process.

The Proposed Plan document was 'single-authored' to ensure a consistency in style throughout. Development Management colleagues were closely involved in the development of policies so as to ensure they were fit for purpose. The write-up period was closely project managed to ensure the various checking processes were achieved timeously so the plan could reach its intended Committee.

### Goals:

The Main Issues Report process achieved the goal of engaging communities in the Local Development Plan process, and of improving communications regarding the process through social media and the LDP newsletter.

The Member-Officer Working group achieved the goal of keeping members involved in plan preparation throughout the process and not just at the committee stage.

Whilst the Proposed Plan was published one month later than the Development Plan Scheme stated, generally the goal of keeping the Plan preparation on-track and the aim of keeping an up-to-date Local Development Plan is felt to have been achieved.

### Outcomes:

The Proposed Local Development Plan was approved at Committee on 28 March 2018 and published on 30 April.

### Name of key officer

Our Place, Our Future

### **Location and Dates:**

Various locations across Inverclyde, June 2017

## Elements of a High Quality Planning Service this study relates to (please select all that apply):

Quality of service and engagement

## **Key Markers** (please select all that apply):

12

### **Key Areas of Work** (please select/delete all that apply, as appropriate):

Local Development Plan & Supplementary Guidance Placemaking

Placemaking Place Standard

- Interdisciplinary Working
- Collaborative Working
- Community Engagement

## **Stakeholders Involved** (please select/delete all that apply, as appropriate):

General Public
Hard to reach groups
Authority Planning Staff
Authority Other Staff

### Overview:

Following on from activity in 2016/17 recorded in PPF6, which saw planning and community planning staff from the Council attend events and training on aligning spatial and community planning, in May and June 2017 an Inverclyde –wide consultation (Our Place, Our Future) using the Place Standard was undertaken. Planning staff assisted in the survey which resulted in over 1300 responses (<a href="https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future">https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future</a>).

The results were integral to the subsequent development of the Inverclyde Outcome Improvement Plan, which identifies three priorities for Inverclyde: repopulation; inequalities; and environment, culture and heritage. These priorities have helped shape the Local Development Plan, with the component parts of the sustainable development strategy and spatial development strategy linked to these priorities.

Going forward the results of the Our Place, Our Future will be used to develop Locality Plans and potentially Local Place Plans.

#### Goals:

To develop closer links between the Community Planning and Development Planning teams and processes.

To ensure that the Local Outcomes Improvement Plan and the Local Development Plan are aligned.

### Outcomes:

Stronger working relationships were developed between the Council's community and development plan officers, which led directly to:

- the planning policy team receiving training on the Place Standard Tool, which enabled them to act as facilitators in a series of public consultation workshops that used the Tool to identify community issues.
- a development plan officer attending the Environment Partnership Group, which works to deliver the environmental outcome identified in the Local Outcomes Improvement Plan.
- closer alignment of the Inverciyde Outcomes Improvement Plan and the emerging Local Development Plan.

## Name of key officer

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Historic and natural environment records

**Location and Dates:** 

Inverclyde-wide, August 2017- March 2018

Elements of a High Quality Planning Service this study relates to (please select all that apply):

Quality of service and engagement

**Key Markers** (please select all that apply):

N/a

**Key Areas of Work** (please select/delete all that apply, as appropriate):

Conservation Greenspace

Environment

Stakeholders Involved (please select/delete all that apply, as appropriate):

Key Agencies Authority Planning Staff

Overview:

A list of Scheduled Monuments in Inverclyde has been created based on Historic Environment Scotland's records and published on the Council's website.

An updated schedule of Tree Preservation Orders in Inverclyde has also been published on the Council's website.

In 2017, as part of the ongoing work to improve accessibility to natural and built heritage records in Inverclyde, the 31 individual records of the Scheduled Monuments in Inverclyde were extracted from Historic Environment Scotland's full record and collated for ease of use.

Each record, containing a description and new maps showing the location of the monument in the wider area with an inset of the detailed location, has been placed on the Council's website. It is intended to put similar records for archaeology and those for Gardens And Designed Landscapes onto the website in a similar format in the coming year.

In addition, the Tree Preservation Orders held on record have been updated as part of the preparation of the Local Development Plan Proposed Plan with clear descriptions and standardised maps throughout. These have been put on the Council's website and will be accompanied by updated records for 2 Special Protection Areas, 1 Ramsar site, 7 Sites of Special Scientific Interest and 54 Local Nature Conservation Sites throughout the next year.

All records made available on the Council's website will be monitored and updated as required to ensure the most up to date information is publicly available.

### Goals:

To update the natural and built heritage records on the Council's website in a format to make them more accessible to the public.

### Outcomes:

The Scheduled Monuments and Tree Preservation Order records have been added to the detailed Listed Buildings records which were produced in 2016/17 and will form part of the full compendium of updated natural and built heritage records on the Council's Website which will be completed in 2019.

# Name of key officer

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Local Nature Conservation Sites

### **Location and Dates:**

Inverclyde wide 2017/18 and Kilmacolm, autumn 2017

### Elements of a High Quality Planning Service this study relates to (please select all that apply):

Quality of service and engagement

## **Key Markers** (please select all that apply):

N/a

## **Key Areas of Work** (please select/delete all that apply, as appropriate):

Environment Local Develop Plan & Supplementary Guidance Greenspace

## **Stakeholders Involved** (please select/delete all that apply, as appropriate):

**Authority Planning Staff** 

### Overview:

Local Nature Conservation Sites (LNCS) is a local authority advisory designation covering nature conservation sites of local interest. Inverclyde currently has 52 identified LNCS sites. As part of the Local Development Plan process, a review of existing LNCS was considered necessary. Sites suggested for housing development around Kilmacolm/Quarriers Village made a separate detailed study around this area necessary.

### Goals:

- 1. A re-validation of the existing tranche of designated LNCS sites.
- 2. To inform future decision making relating to biodiversity issues within Inverclyde.
- 3. To inform decision making relating to the LDP process around Kilmacolm/Quarriers Village.

### Outcomes:

- 1. A report assessing the LNCS areas, updating their status and assessing if the special interest noted in previous surveys in 1992 and 1999 was still valid.
- 2. An independently produced report on the nature conservation value of proposed housing development sites in the Kilmacolm/Quarriers Village area.

## Name of key officer

Office integration/staff flexibility/small team efficiency

**Location and Dates:** 

April 2017-March 2018

Elements of a High Quality Planning Service this study relates to (please select all that apply):

Governance

**Key Markers** (please select all that apply):

N/a

**Key Areas of Work** (please select/delete all that apply, as appropriate):

Skills Sharing Staff Training

**Stakeholders Involved** (please select/delete all that apply, as appropriate):

Authority Other Staff Authority Planning Staff

### Overview:

Office rationalisation in 2017 presented an opportunity to reorganise office space to bring staff working in Regeneration and Planning Service closer together. The office moves resulted in the Council's employability team and support staff moving into the same premises as the Council's planning staff. As part of the same move, the Council's Carbon Reduction Officer and Greenspace Project Manager moved to share an office with the Planning Policy team, of which they were part. This latter moved has better integrated these staff into the team with benefits for how matters such as climate change mitigation and adaptation, the green network, green infrastructure and active travel are addressed in the emerging Local Development Plan.

To address development management workload, a planning policy officer was seconded on a half-week basis into development management for a period of 3 months. This had the immediate impact of maintaining development management performance, whilst also enabling staff development. When the official secondment ended, the staff member retained a small development management caseload so as to allow ongoing assistance with development management workload and to continue staff development.

The planning teams in Inverclyde are small and efficient with 4 fte employees in development management and 3.6 fte in planning policy. These small teams meet development management targets and maintain an up-to-date development plan.

### Goals:

Better integration of teams and staff within Regeneration & Planning.

Increased flexibility between planning teams to address workload requirements.

### Outcomes:

The case study has demonstrated the benefits of teams and team members working closely together, and also the benefits of flexibility between planning disciplines so as to address workload issues and for staff development.

### Name of key officer

Case Study Title: Affordable housing delivery programme **Location and Dates:** Inverclyde-wide through 2017-2018 Elements of a High Quality Planning Service this study relates to (please select all that apply): Governance **Key Markers** (please select all that apply): N/a **Key Areas of Work** (please select/delete all that apply, as appropriate): Collaborative Working Design Regeneration **Development Management Processes** Housing Supply Planning Applications Affordable Housing **Stakeholders Involved** (please select/delete all that apply, as appropriate): Authority Planning Staff **Local Developers** 

# Overview:

Inverclyde is gearing up for a significant investment in new affordable housing. National housing providers such as Link and Sanctuary and local operators such as River Clyde Homes (RCH) and Oak Tree Housing Association have investment plans that will see the delivery of 800+ new affordable homes over the next 3 years.

These investment plans will have workload implications for the Planning Service, and with the housing associations working to development programmes that can be impacted by the timelines of funding mechanisms, it is important that procedures are in place so that the ultimate aim of creating successful, sustainable places is achieved.

Housing associations have been encouraged to speak to Planning early in the development planning process so that comments on schemes can be made and taken account of pre-application. With RCH, which has the largest development programme in the area, a liaison group has been set up including planning, roads and housing staff from the Council, and senior staff from the development side of River Clyde Homes. RCH lead building contractor and architects have also attended these meetings to ensure that communications between parties are clear. These discussions have enabled RCH to prioritise its investment programme, removing some sites that were likely to prove challenging, and alter other schemes to facilitate their progress through the planning process.

### Goals:

The case study demonstrates how the Planning Service can facilitate the delivery of development and creation of successful, sustainable places.

**Authority Other Staff** 

### Outcomes:

This process has resulted in a closer working relationship, particularly between the Council's Planning Service and River Clyde Homes. This should ultimately result in the delivery of successful, sustainable places over the next 3 years.

## Name of key officer

Elected Member and staff training

**Location and Dates:** 

June 2017

Elements of a High Quality Planning Service this study relates to (please select all that apply):

Culture of continuous improvement

**Key Markers** (please select all that apply):

N/a

**Key Areas of Work** (please select/delete all that apply, as appropriate):

Staff Training Skills Sharing

**Stakeholders Involved** (please select/delete all that apply, as appropriate):

Planning Committee Authority Planning Staff

Overview:

Following local government elections in May 2017, the opportunity was taken to train elected members on all aspects of the planning system. Training on development management, development planning and enforcement was provided in-house, with the Head of Regeneration and Planning and the Development and Building Standards Manager leading on this.

Brodies solicitors were brought in to deliver Local Review Body training which was also attended by Planning Policy staff who would be undertaking the Planning Advisor role, and Legal Services staff who would be acting as Legal Advisor and clerk to the Review Body. With regard to the Planning Advisor role, the training enabled additional staff to undertake the role as it had previously been undertaken by a single member of staff.

### Goals:

The aim of this project was to inform Elected Members of the different aspects of the planning system in Scotland, and provide those Elected Members on the committees that have responsibility for planning matters with the knowledge necessary to fulfil their roles.

For planning staff the aim was to expand the number of staff able to operate as Planning Advisors.

### Outcomes:

Both training sessions were well attended with Elected Members showing a strong interest and ultimately a good understanding of the subject matter.

There are now 4 officers within the Council who are trained and can competently operate as Planning Advisor to the Local Review Body, and each has successfully served this role since the training was provided.

## Name of key officer

Case Study Title:			
Sharing good practice	Sharing good practice		
Location and Dates:			
2017/18			
Elements of a High Quality Planning Service this study	relates to (please select all that apply):		
Culture of continuous improvement			
Key Markers (please select all that apply):			
13			
Key Areas of Work (please select/delete all that apply, as appropriate):			
Skills Sharing	Interdisciplinary Working		
Staff Training	Collaborative Working		
Stakeholders Involved (please select/delete all that apply, as appropriate):			
Authority Planning Staff			

The Council participates in a number of initiatives with adjoining authorities to share good practice.

The West of Scotland Planning Benchmarking Group brings together officers from Inverclyde, East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils to discuss a wide range of issues. See Part 2: Supporting Evidence for more information.

The Glasgow and Clyde Valley Local Development Plan Forum brings together planning policy staff from the 8 Glasgow city-region authorities to share good practice and advice on development plan preparation. With authorities being at different stages of the development plan process, the group provides a useful forum for sharing experience.

Council staff also attended national networking events and groups such as the National Development Plan Forum, the National SEA Forum, the Place Standard Alliance, the Central Scotland Green Network Forum, HoPS Development Planning and Development Management Sub-Committees and Local Authority Building Standards Scotland general meetings.

### Goals:

The case study contributes to planning staff keeping up to date with emerging planning issues and developing their network.

### Outcomes:

The Council continues to benefit, learn from and contribute to best practice.

## Name of key officer



