

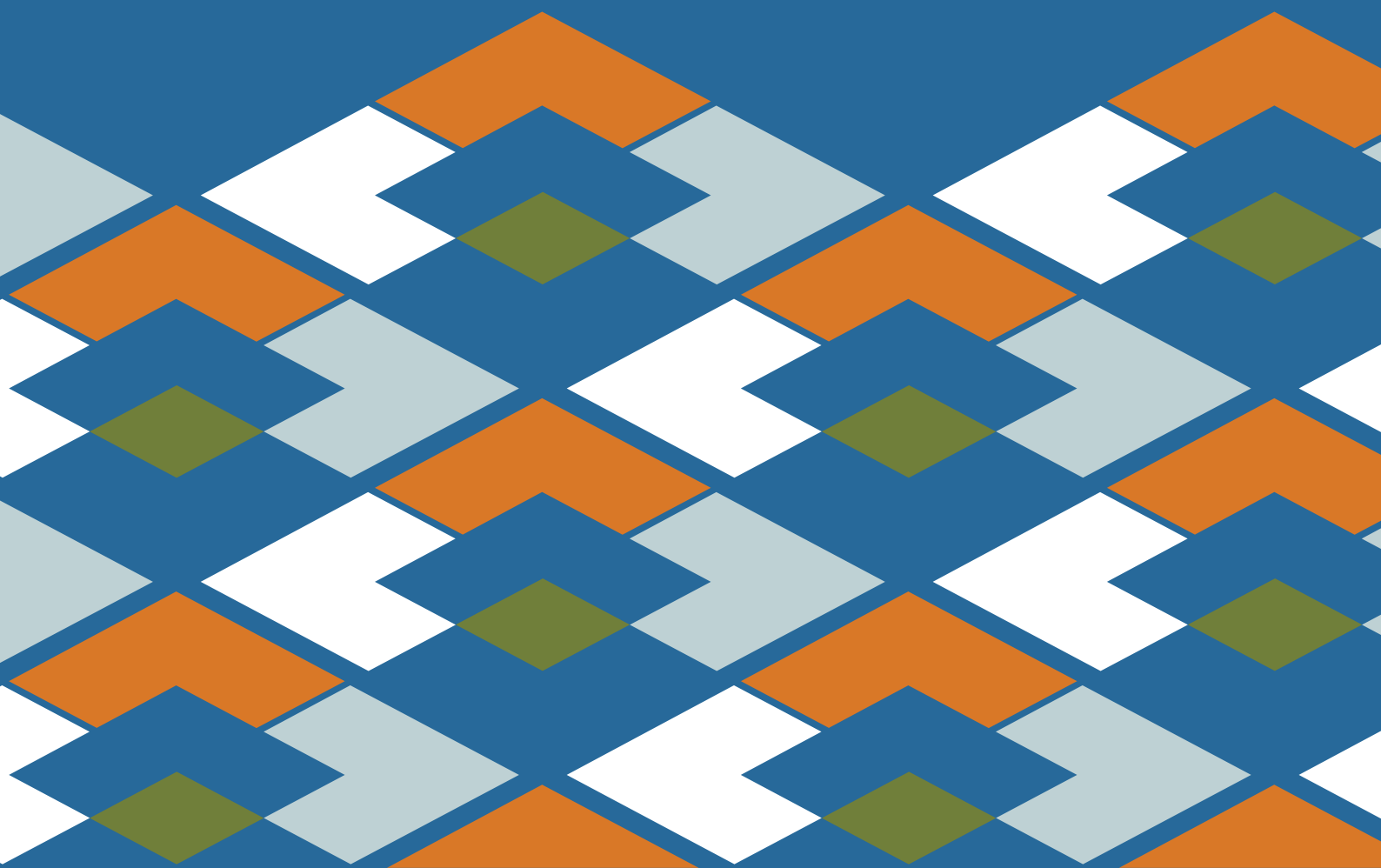


Midlothian Council

Planning Performance Framework

2017 – 2018

Full Report



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1 - Introduction

1.1.1 The Midlothian Council administrative area lies to the south of the City of Edinburgh, bordered by the Pentland Hills to the north west and the Moorfoot Hills to the south.

1.1.2 Although Midlothian is geographically one of Scotland's smaller Local Authorities, ranking 21st out of 32 in this respect, it is an area of contrast. The southern portion comprises upland countryside, while the region's towns are predominantly found in the north of the district. Settlements such as Bonnyrigg, Dalkeith and Penicuik have seen and will continue to see significant growth, which is expected to drive substantial population increases in the near future. In population terms, Midlothian is the fastest growing district in Scotland.

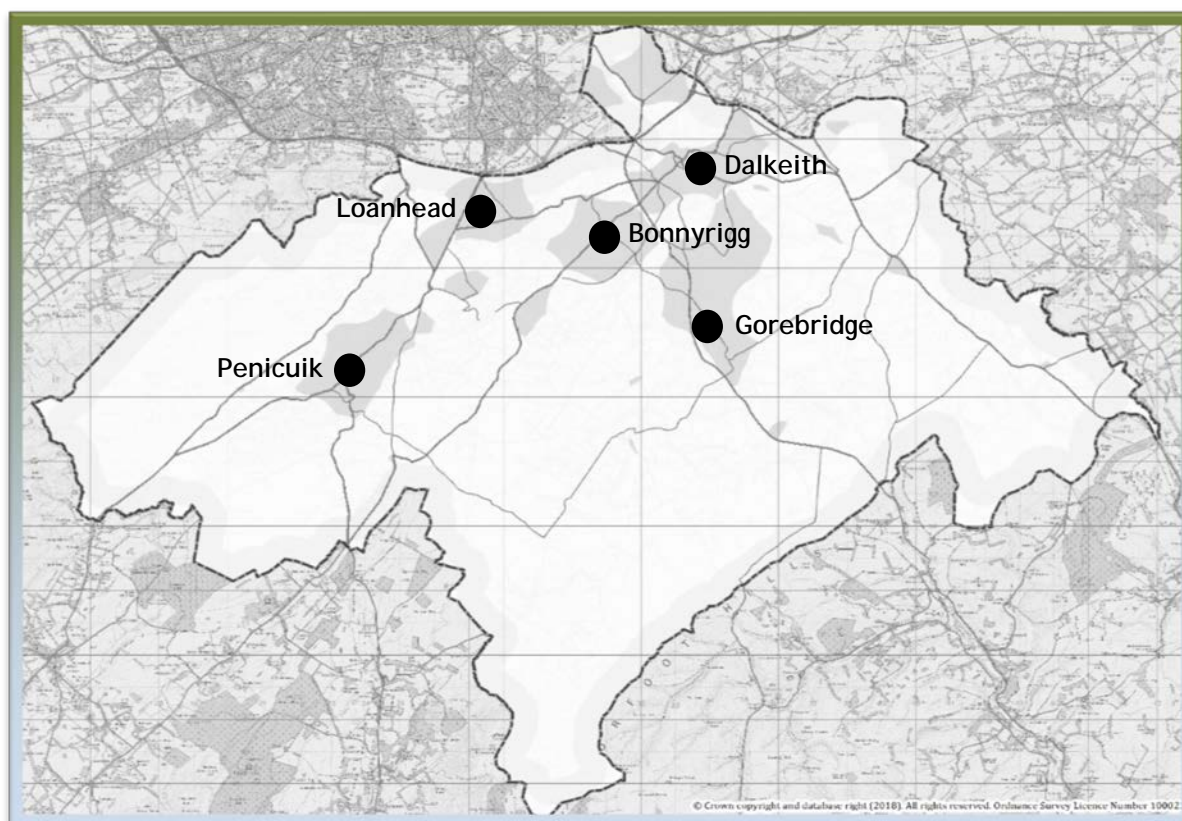
1.1.3 This presents opportunities and challenges for Midlothian Council and its Planning Service. In the coming years we will seek to maintain and support communities whilst promoting economic growth, the delivery of good quality housing and the provision of infrastructure and facilities to meet the needs of residents.

1.1.4 We are confident that we can meet the challenges and build on the achievements and good progress made in recent years. Midlothian's progress is reflected in the latest annual Scottish Household Survey which shows that:

- A larger portion of Midlothian residents' rate the area as a 'fairly good' or a 'very good' place to live when compared to the Scottish average.
- A higher proportion of people in Midlothian are satisfied with local schools, health services and transport facilities when compared to the Scottish average.
- A higher proportion of people in Midlothian say that the Council does its best with its money when compared to the Scottish average.



Photo - Dalkeith Town Centre.



1.1.5 This report shows how Midlothian Council's Planning Team contributes towards these achievements. Covering the 2017/18 financial year, the Planning Performance Framework (PPF) report highlights notable developments, gives background information on how the Planning Team operates and provides statistical information relating to performance. As a whole, this seventh PPF report demonstrates how the team remains sufficiently robust and focussed to deliver an effective planning service which meets the expectations of the communities and businesses of Midlothian.



Diagram at top - map of Midlothian showing the location of its major towns.
Photo at bottom - looking over Newtongrange towards the Pentland Hills to the north.



2 - Development in Midlothian

2.1 - Overview

2.1.1 High quality development is a critical outcome of the planning process. The Planning Team is committed to delivering this and the forthcoming Quality of Place Supplementary Guidance will further support such developments. We will negotiate with applicants and agents prior to and during the planning application process to achieve the best possible design solutions. The developments highlighted below demonstrate the Council's commitment to high quality economic and residential projects of different scales.

2.2 - Case Study: Equine Care Unit

2.2.1

- **Location:** Easter Bush Campus, near Penicuik
- **Related Elements of a High Quality Planning Service:** quality of outcomes
- **Key Areas of Work:**
 - Design
 - Economic development
 - Development management processes
 - Planning applications
- **Stakeholders Involved:**
 - Local developers
 - Key agencies
 - Planning Committee
 - Authority planning staff

2.2.2 The University of Edinburgh's Easter Bush Campus is one of Europe's largest concentrations of animal science and animal welfare related expertise. Edinburgh University is seven years into the delivery of a 20-year masterplan that will expand and

enhance the facilities available at Easter Bush. The College of Medicine and Veterinary Medicine has commenced the implementation of a capital investment programme in 2010 which incorporates the delivery of a number of large animal clinical, research and teaching facilities.

2.2.3 One such facility comprised the opening of a new Equine Surgical, Diagnostic and Critical Care Unit (EDSCCU) in November 2017 to replace the existing surgery facility. Designed by Sheppard Robson, this 1,100sqm, £3.7 million pound project provides a diagnostic and triage area; surgery facilities; a critical care unit; and a hub providing teaching and support facilities. It will



have a particular focus on the rehabilitation and welfare of racehorses and will bring together owners and trainers with charities to ensure that horses' health and wellbeing are assessed before they are rehomed after they have finished racing.

2.2.4 The facility is a distinctive development at a prominent location within the Easter Bush Campus. The building includes:

- A roofline reminiscent of a traditional barn.
- A split layout to incorporate the larger surgical unit and the smaller diagnostic unit, with the shape of the roof reflecting this internal layout.
- Vertical infill features formed from a combination of timber cladding and aluminium.
- A central, main arrival space of double-height which connects the two areas, and links with other areas of the Equine Hospital.

2.2.5 The Planning Authority engaged with the University at pre-application stage and provided clear advice on the opportunities and constraints associated with the site. The complete process from submission of the pre-application enquiry to completion and occupation of the building was carried out in under three years.



2.3 - Case Study: 22 Park Road

2.3.1

- **Location:** Eskbank
- **Related Elements of a High Quality Planning Service:** quality of outcomes
- **Key Areas of Work:**
 - Design
 - Conservation
 - Pre application advice
 - Planning applications
- **Stakeholders Involved:**
 - General public
 - Authority planning staff

2.3.2 22 Park Road in Eskbank comprises a mid-19th century detached traditional stone villa. It is category C listed as being of special architectural or historic interest. It is also located within the Eskbank and Ironmills Conservation Area.

2.3.3 In 2015, applications for both planning permission and listed building consent were submitted for a timber-panelled flat roof orangery extension. The application for listed building consent also included details of internal alterations. In this instance the applicant/agent did not seek any pre-application advice with regard to the proposed works.

Photo above – EDSCCU Unit and surrounding buildings at the Easter Bush Campus, © Keith Hunter

2.3.4 The design and detailing of the proposed extension did not take reference from the external character and features of the existing house and was inappropriate for this Victorian listed building. It would have appeared incongruous; detracting from the special architectural or historic character, integrity and appearance of the property. Both applications were refused.

2.3.5 Subsequent to discussion with the applicant and agent, two further applications were submitted in 2016, again for a timber-framed flat roof orangery extension. However, the design and detailing of the proposed extension had been amended since the previously refused scheme. In particular, the design and size of the windows now took reference from the windows on the existing building and were more lightweight in nature. The extension was now more sympathetic to the character of this listed building and did not have a significant impact on the special architectural or historic character, integrity and appearance of the property. Both listed building consent and planning permission were granted and the work took place in 2017.



2.3.6 Subsequent to the extension being built, the applicant contacted the Council to thank the Planning Authority for refusing the initial proposal, stating that what was suggested by the Planning Authority is considerably better than the original proposal and that they are delighted with it. This is a good example which demonstrates the value of pre-application discussions with all parties satisfied.

Photo – 22 Park Road, Eskbank, with new extension (right), © Grant Henderson.

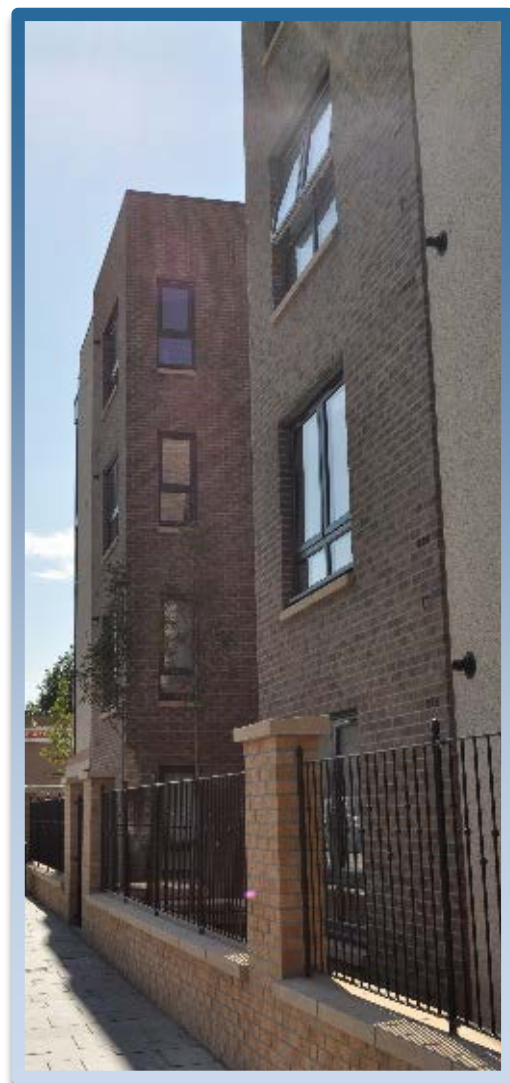
2.3.7 One of the ways in which the Planning Team produce high quality end results is by engaging with other Council services to deliver developments. This includes Council housing, education and waste management colleagues.

2.3.8 We are regularly involved in discussing various projects with Council staff at all levels, to provide specialist advice to help facilitate development. We also participate in the Midlothian Housing Programme Group (a Project Board comprising senior officers and Elected Members) and officer-level meetings regarding the more detailed and technical aspects of Council housing delivery. The case study below provides an example of this approach and illustrates its benefits.

2.4 - Case Study: Social Housing Delivery

2.4.1

- **Location:** Across Midlothian
- **Related Elements of a High Quality Planning Service:**
 - Quality of outcomes
 - Quality of service and engagement
- **Related PPF Performance Markers:**
 - 3 - Early collaboration with applicants and consultees
 - 11 - Regular and proportionate policy advice
 - 12 - Corporate working across services
- **Key Areas of Work:**
 - Design
 - Affordable housing
 - Planning applications
 - Collaborative working
 - Interdisciplinary working
 - Community engagement
- **Stakeholders Involved:**
 - Hard to reach groups
 - Local developers
 - Authority staff (other)
 - Authority planning staff





2.4.2 September 2017 saw the completion of the 1,000th Council house to have been built in Midlothian since commencement of its new build programme in 2006. This is one of the largest investments in social housing by a Scottish local authority in a generation and has been a collaborative effort across a number of Council services.

2.4.3 The Planning Team helped by securing some of the project's funding through developer contributions and by engaging with the Council's other services, where they act as developers, at the pre-application stage and in relation to full planning applications.

2.4.4 A small group has recently been set up to appraise proposals coming forward in later phases of the programme. The Planning Team have prepared briefs for the sites in advance of applications by identifying constraints and opportunities and also provide advice to Council colleagues regarding the layout and design of residential schemes. This will help achieve the Council's aim of delivering a further 1,000 homes by 2022.

2.4.5 We ensure that through the consistent application of the Planning Authority's development guidelines, the design standards and the level of amenity afforded to future residents of these schemes is not compromised. The aim is to ensure that residents of these Council developments benefit from the same standards which apply to private residential schemes.



Photos at the top of this page and on the previous page – examples of completed Council housing. Photo at the bottom of this page – Cllr. Stephen Curran presenting the keys to the resident of Midlothian Council's 1000th house built since the commencement of its new-build programme in 2006.

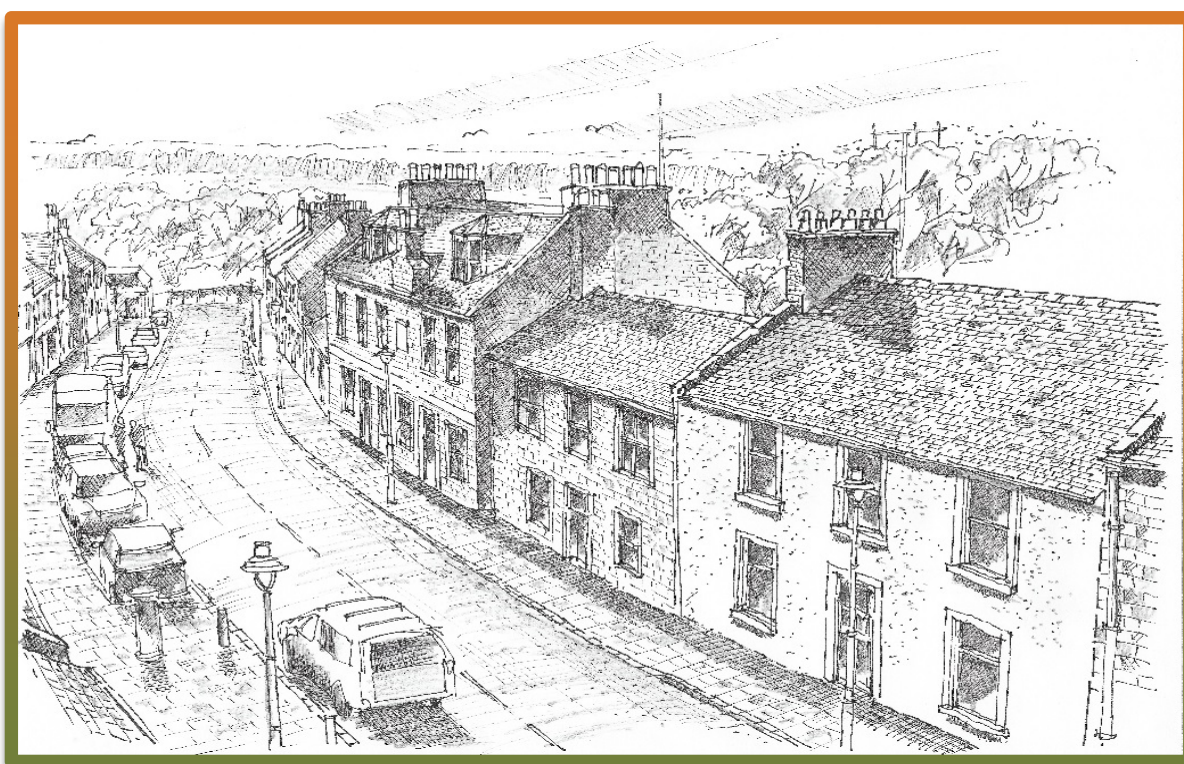
2.5 – Gorebridge CARS Project

2.5.1 So far in this report we have seen examples of quality individual developments (at the Easter Bush Campus and in Eskbank) as well as the Midlothian-wide social housing programme. In addition, other environmental and conservation/heritage based projects have been managed and implemented by the Planning Service.

2.5.2 An extensive programme of regeneration work has been ongoing in the town of Gorebridge, including a Conservation Area Regeneration Scheme (CARS). This involved an investment of £1m across five years, concluding at the end of the 2017/18 financial year.

2.5.3 The CARS project included:

- Restoring 26 properties.
- Training in traditional building skills and the care of older buildings.
- Involving local schools in storytelling and heritage and art-based projects.
- Projects on the impact of World War I on Gorebridge.
- A play involving local school children and residents about an important local historical character, Annie Swann.
- Work on safeguarding, promoting and getting wider public involvement in relation to the ruins of a nationally important gun powder works and the ruins of a castle, which is also a Scheduled Ancient Monument.
- Promoting healthy-living, gardening, biodiversity and active travel in Gorebridge.



Picture - Main Street, Gorebridge, drawn by Rod Lugg (the Planning Team's CARS Project Manager).

2.5.4 The CARS project involved considerable joint working with 12 community and other partners. These included other Council departments as well as the project's funding bodies (Historic Environment Scotland, Gorebridge Community Development Trust and the Coalfields Regeneration Trust).



Photos - examples of restoration work in Gorebridge.

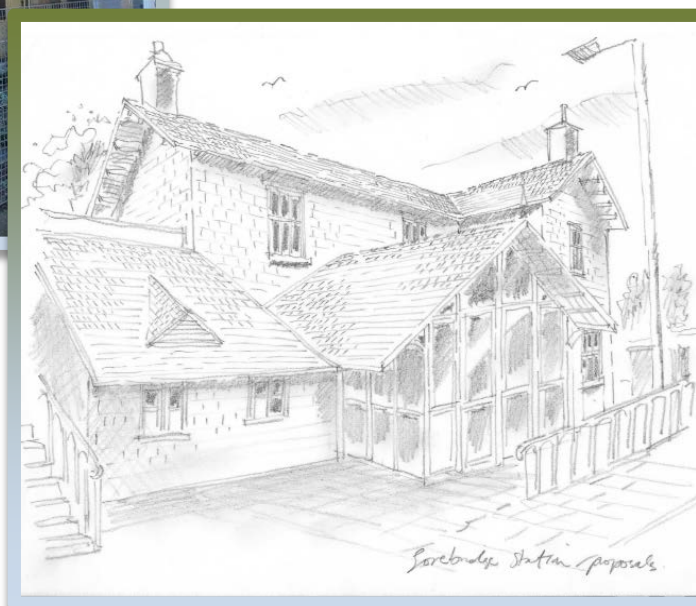
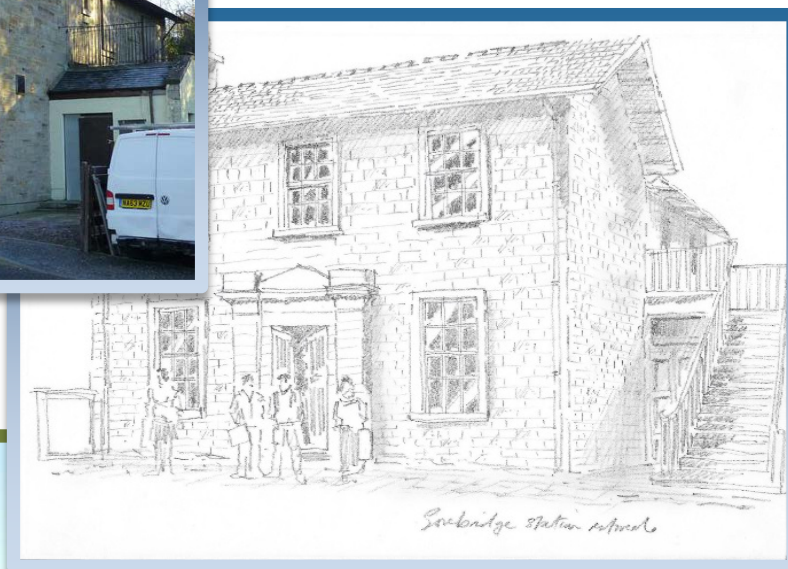
2.5.5 As a natural successor of the Gorebridge CARS project, the Planning Team is taking forward the Gorebridge Connected project. This represents a further £1.7m investment in Gorebridge and has three components:

- Hunter Square Heritage Enhancement Scheme (a public realm improvement in Gorebridge town centre).
- Redevelopment of the former (listed) Gorebridge Railway Station House, referred to as the "Railway Cafe and Gallery".
- The Link Project – a heritage and signage project connecting Hunter Square and Gorebridge train station with each other, other parts of Gorebridge, and surrounding countryside and communities.

2.5.6 Working with The Gorebridge Community Development Trust and the Council's Economic Development section, the Planning Team secured funding for the project from the Scottish Government's Borders Railway Blueprint programme, LEADER (part of the Scottish Rural Development Programme) and the Railway Heritage Trust.

2.5.7 When complete, the two-storey former Gorebridge train station building will provide a café/restaurant and community exhibition space on the ground floor and office space for rent on the first floor. The cafe/restaurant will provide full time employment and training/volunteering opportunities. It will source local produce for sale (where reasonable to do so). It will also provide the opportunity for the sale of locally produced crafts. The building will be operated by the Gorebridge Community

Development Trust who will be able to control the rent levels for the office space on the first floor. It is anticipated that this rental income will be able to help sustain the Railway Cafe and Gallery.

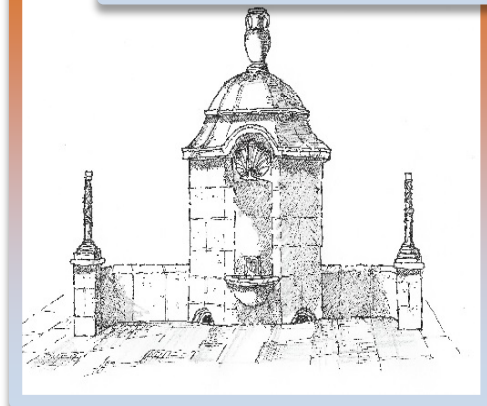
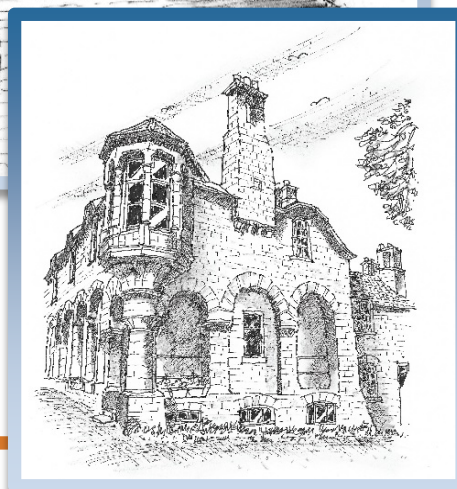
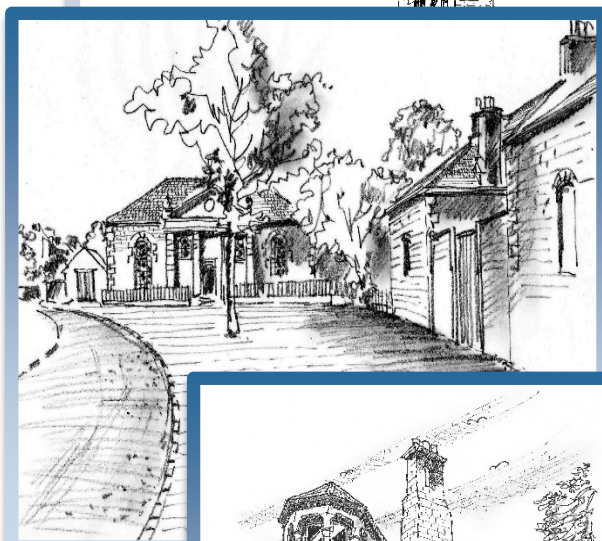


Photos of Gorebridge Railway Station House and drawings of how it will look after re-development. Illustrations by Rod Lugg (the Planning Team's CARS Project Manager).

2.6 - Case Study: Penicuik Heritage Regeneration Scheme

2.6.1

- Location: Penicuik
- Related Elements of a High Quality Planning Service:
 - Quality of outcomes
- Key Areas of Work:
 - Design
 - Conservation
 - Regeneration
 - Environment
 - Town centres
 - Active travel
 - Interdisciplinary working
 - Collaborative working
 - Place-making
- Stakeholders Involved:
 - General public
 - Local developers
 - Key agencies
 - Authority planning staff
 - Authority staff (other)



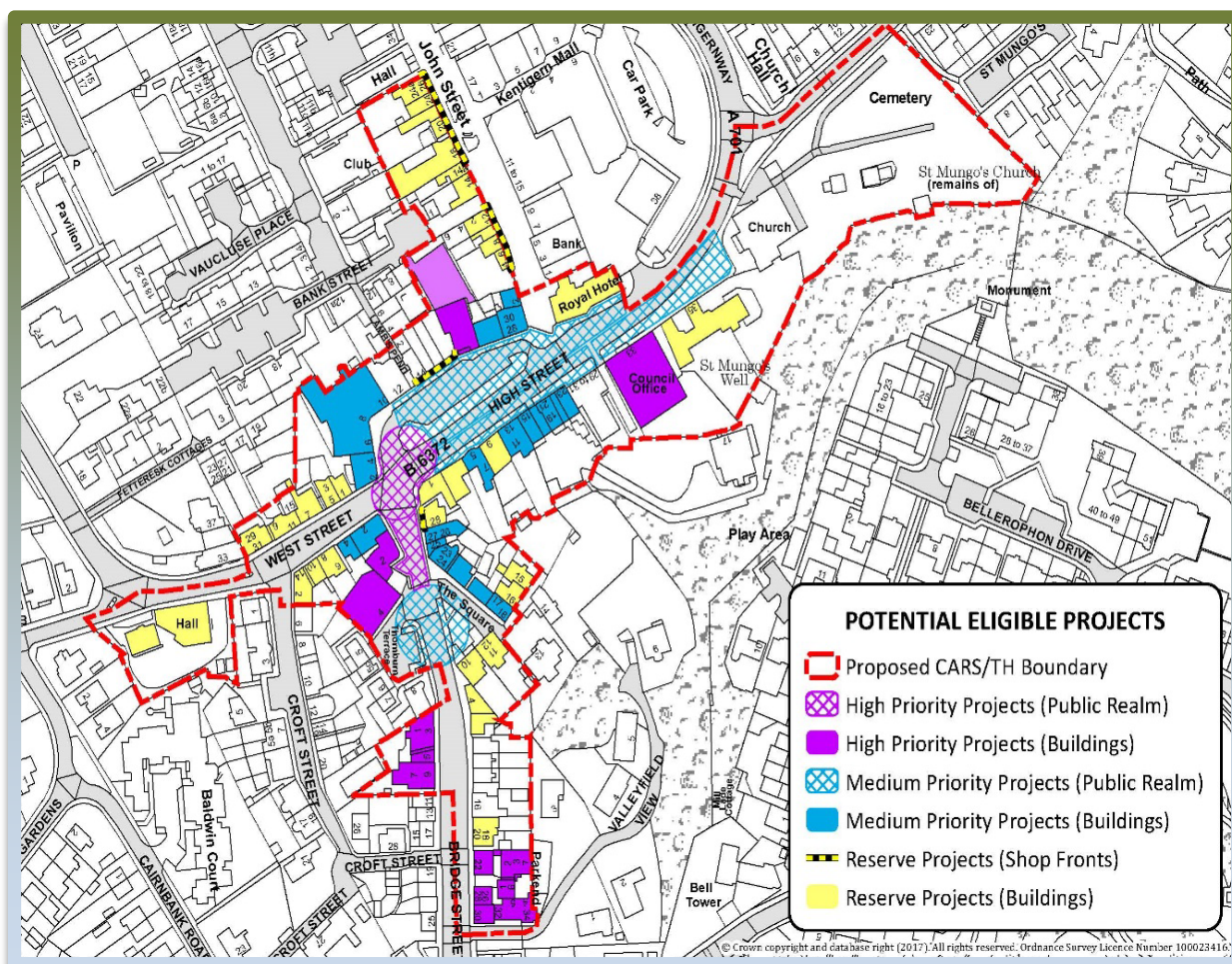
2.6.2 The Council's Planning Team is leading on the Penicuik Heritage Regeneration Scheme, a regeneration project focusing on Penicuik's historic town centre. The initiative has and continues to involve planning, transport/roads and property and legal sections of the Council working together with community groups and the local business community to develop the vision and scope of the project, and to deliver it. The Council's on-going work with the Penicuik Community Development Trust and Penicuik First (the Penicuik Business Improvement District) is vital importance to this project.

2.6.3 Following a successful Stage 1 Application for Townscape Heritage Funding to the Heritage Lottery Fund (HLF), a Stage 2

Illustrations - historic Penicuik drawn by Rod Lugg (the Planning Team's CARS Project Manager).

application was submitted in March 2018. Concurrent with submitting the Stage 1 application to the HLF in 2016, an application was made to Historic Environment Scotland's (HES) CARS funding Round 7. Decisions on the Stage 2 application to HLF and the CARS application to HES are expected in late June 2018.

2.6.4 If successful, these two grant awards will total almost £2.7m. Combined with owner contributions, this will potentially represent an investment of almost £3.5m in the historic core of Penicuik for repairing and restoring historic buildings, improving historic shopfronts and enhancing the public realm.



Plan showing potential eligible projects (buildings, public realm and shop fronts) in the Penicuik TH/CARS project.

2.7 - Craigiefield Hotel

2.7.1 Another example of Midlothian Council's commitment to high quality development is the Craigiefield Hotel in Penicuik. It had had been vacant for some time and as such, was in a state of disrepair and was also host to a large, unsympathetic conservatory extension.

2.7.2 In 2016, the Council was actively involved in pre-application discussions with the agent and applicant to negotiate an acceptable design solution that would reflect and respect the character and appearance of the category B listed building and bring the previously vacant hotel back into use. The Council also engaged in discussions at the pre-application stage with a potential statutory consultee, Historic Environment Scotland, to ensure that the potential design solution was not contrary to Historic Environment Scotland's policy and guidance.



2.7.3 The Council negotiated a design solution that saw the replacement of the conservatory extension with a contemporary extension along with various internal and external alterations and repairs which improved the overall appearance of the category B listed hotel. This retained important historic features and complied with the Council's local development plan policies and Historic Environment Scotland's guidance.

2.8 - Case Study: Out and About Midlothian

2.8.1

- **Location:** the route of the Borders Railway Line.
- **Related Elements of a High Quality Planning Service:**
 - Quality of outcomes
 - Quality of service and engagement
- **Related PPF Performance Markers:**
 - 12 - Corporate working across services
- **Key Areas of Work:**
 - Greenspace
 - Town centres
 - Interdisciplinary working
 - Collaborative working
 - Community engagement
 - Skills sharing
 - Active travel
 - Transport

- **Stakeholders Involved:**
 - General public
 - Authority staff (other)
 - Authority planning staff

2.8.2 Midlothian Council had previously successfully applied for the “Smarter Choices, Smarter Places” funding for promoting sustainable travel through the “Out and About Midlothian” project. This allowed the Council to create a programme of marketing initiatives, including organised events, mapping and advertising.

2.8.3 During 2015/16, the main aim was to facilitate the use of sustainable travel to and from the newly re-opened Borders Railway stations in Midlothian (at Shawfair, Eskbank, Newtongrange and Gorebridge). The highlight of the project was the installation of interactive touch-screen consoles at each station and in Dalkeith town centre, providing an innovative way of having access to travel information. The state-of-the-art consoles allow users to access:

- Maps of nearby bus stops and active travel routes.
- Live bus and train travel information.
- A journey planner for their onwards travels.
- Pocket guides containing information about the area, including maps, advice and the benefits of walking, cycling and public transport.

2.8.4 In addition to the infrastructure provisions with the consoles, a marketing campaign led by the Council was undertaken in order to promote sustainable travel. This involved events focusing on route promotion with led walks and cycles, map and freebie distribution, as well as “Dr. Bike” sessions to encourage residents to have their bikes fixed and use them. The campaign also offered the Council the opportunity to work in partnership with a local charity involved in promoting active travel: the Gorebridge Community Development Trust.

2.8.5 The 2017 follow-up survey exploring railway users’ travel patterns to and from the stations showed an overall increase in active travel modes, including a 4% increase in cycling and an 11% increase in walking at Eskbank Station and a 6% decline in car use at Newtongrange Station.

2.8.6 This success was recognised in June 2017, when Midlothian Council won an award for Excellence in Travel Information & Marketing at the Scottish Transport Awards and was nominated for a further two awards at the National Transport Awards in London in October 2017.

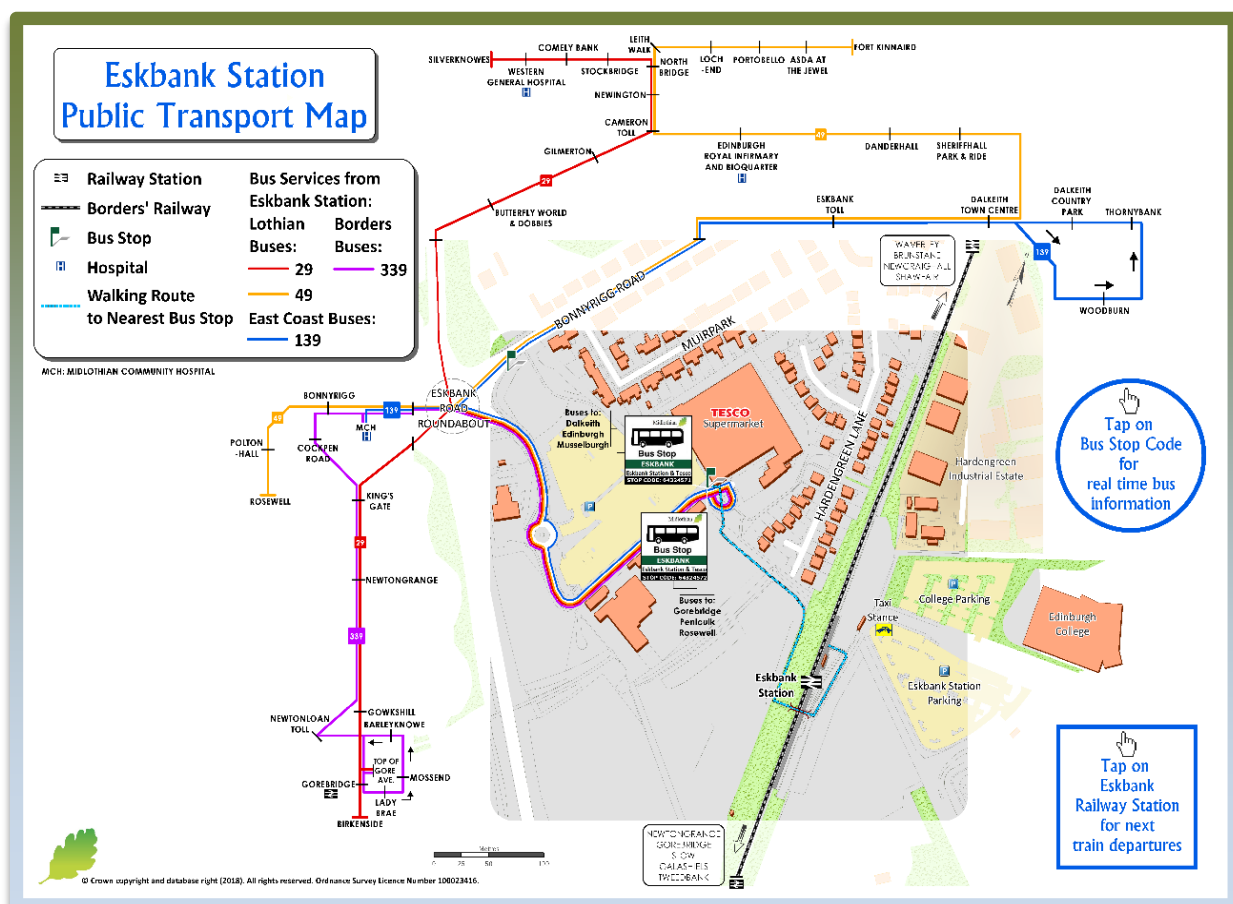


Diagram - example of a public and active transport map produced as part of "Out and About".



3 - Facilitating Quality Development

3.1 - Examples of Planning Team Services

3.1.1 To most people living or working in Midlothian, development on the ground is the obvious result of what the Planning Team does. However, a range of tasks take place behind-the-scenes to ensure that development goes ahead. This section of the report gives some examples of this work.

3.1.2 The Planning Team has committed to retaining its “**Duty Officer**” service, to ensure that a dedicated officer is available to provide regular and proportionate planning advice and guidance to members of the public, applicants, agents and other interested parties. This can be done in person at the Council offices or by phone or in writing.

3.1.3 This service has seen an increase in general enquiries from other parts of the country where an equivalent is either no longer provided or is less accessible. It has been complimented for its accessibility and helpfulness by a range of customers, and the Duty Officer won an internal Council award this year too (see section 4.6).

3.1.4 A **single point of contact** is provided for all applications through a named Case Officer with dedicated phone and email contact. The same officer will be the point of contact throughout the pre-application process, the assessment of the application and any post-decision discussions. They project manage the application process, coordinate any input from third parties and speak with managers where appropriate.

3.1.5 Midlothian Council encourages **processing agreements** between applicants and ourselves at a pre-application stage for all major developments. They have the potential to provide greater certainty for both parties by putting forward a project plan containing key dates for meetings, for the submission of additional information and proposed targets for reporting the application to the Planning Committee and for its determination.

3.1.6 This information is publicised on the Council’s website. The relevant page also includes:

- A link to our processing agreement form.
- Instructions for returning the form, together with additional information that is part of the pre-application process.
- Expectations for what the processing agreement will involve.
- Other relevant planning conditions, such as the need to agree heads of terms in relation to Section 75 legal agreements before applications are reported to the Planning Committee.

3.1.7 The Planning Team also retains its long standing free **pre-application advice service** for all scales and types of proposed developments. Such engagement is actively encouraged and promoted by case officers, via the online planning web-pages and will also be encouraged through the emerging Supplementary Guidance documents. It involves the following:

- Registering enquiries in the case log system to help track their progress.
- Consulting the pre-application procedure manual.
- Engaging with a range of consultees when considering pre-applications.
- Providing guidance on the expected level of financial contributions so developers can assess the viability of schemes early on.

3.1.8 The Planning Team receives a relatively low level of pre-application enquiries in terms of the proportion of planning applications received (when compared to Scotland’s other planning authorities). In 2017/18, 15% of received applications involved a pre-application enquiry. The figure for 2016/17 was also 15%. We consider that the low number of pre-application enquiries is a positive reflection on the clarity of local development plan policies and established and consistent design expectations which developers and agents have become accustomed to without considering it necessary to enter in to a formal pre-application process. However, the ability to provide this early collaboration is in place for when it is required.

3.1.9 The Council has established validation checklists that outline the information required to submit a valid planning application. The requirements vary depending on the type of application and are available on the Council’s website. The Council registers a valid application within 1 working day of receipt. In the 2017/2018, period the Planning Authority made 29% of applications invalid upon receipt. This figure indicates that the validation process is working relatively well for the Planning Authority and its customers.

3.2 - Case Study: New House at Edinburgh & Lasswade Riding Centre

3.2.1

- Location: west of Lasswade
- Related Elements of a High Quality Planning Service:
 - Quality of outcomes
 - Quality of service and engagement
- Related PPF Performance Markers:
 - 3 – Early Collaboration with Applicants and Consultees
- Key Areas of Work:
 - Design
 - Collaborative working
 - Development management processes
 - Planning applications
- Stakeholders Involved:
 - Local developers
 - Authority planning staff

3.2.2 An example of pre-application discussions reaching a positive conclusion in difficult circumstances was a proposal for a new dwellinghouse at the Riding Centre in Lasswade.

3.2.3 A planning application in principle was initially refused and then the applicant engaged with the Planning Team at pre-application stage to discuss ways in which to justify a new house in the countryside. We offered clear advice using the development plan and the applicant drew up a justification.

3.2.4 The resultant application in principle was approved and a further pre-application enquiry was then submitted in terms of the design of the proposed house. We advised that its scale and design would not be appropriate and would not comply with the development plan. The applicant did not take account of the advice and the subsequent planning application was refused. Further pre-application advice was then sought by the applicant.

3.2.5 After some discussions an agreed design solution was reached, applied for and the resulting application was approved quickly and efficiently. The development has now been completed and makes a positive contribution to the local area.



Photo - new house next to the Edinburgh & Lasswade Riding Centre.

3.3 – Legal Agreements and Developer Contributions

3.3.1 In the last year, the Council has adopted the approach as standard practice of requiring that when resolving to approve an application for which a planning obligation is necessary, that the obligation is completed within six months. The failure to complete an obligation within this timescale would result in the planning application being refused due to the lack of a necessary obligation being in place and as a consequence the proposed development would be contrary to the development plan.

3.3.2 This new approach has brought a greater focus to the completion of agreements and hence the ability to issue planning permissions sooner and the reduction in legacy cases. For a more detailed example of the practical implementation of this approach, see the next case study.

3.3.3 As part of its pre-application service, the Council meets regularly with major developers and landowners to provide advice on its approach to future developments.

This includes providing pre-application advice in relation to Planning Obligations, including discussions around the type and tenure of affordable housing to be sought and the education infrastructure that will be required. Given the significance of education infrastructure provision, the discussion will include information about pupil roils, anticipated capacity solutions, the cost basis of those solutions and anticipated pupil products from proposed new developments. As part of these discussions, the Council engages with developers, professionally advises and responds constructively to their submissions.

3.3.4 This information on clear and proportionate expectations for developer contributions as set out in both pre-application discussions and in planning policy documents assists in the timely conclusion of legal agreements (and therefore the issuing of associated planning consents). For example, the importance of developer contributions is emphasised early in the newly adopted local development plan, which also includes details of:

- Policies to which developer contributions are relevant.
- Location specific projects for which contributions will be required, e.g. community heating at Shawfair.
- Issues regarding developer contributions for each particular allocated site.

3.3.5 This guidance will sit alongside the Supplementary Guidance on Planning Obligations, which is currently in preparation, to provide a clear approach when adopted to future obligations.

3.4 - Case Study: Borthwick Castle Road Housing

3.4.1

- **Location:** North Middleton, near Gorebridge
- **Related Elements of a High Quality Planning Service:**
 - Quality of outcomes
 - Quality of service and engagement
- **Related PPF Performance Markers:**
 - 4 - Legal agreements
 - 15 - Developer contributions
- **Key Areas of Work:**
 - Development management processes
 - Planning applications
 - Affordable housing
 - Housing supply
 - Other: planning obligations
- **Stakeholders Involved:**
 - Local developers
 - Authority planning staff
 - Planning Committee

3.4.2 In 2015, Miller Homes sought pre-application advice in relation to the development of an allocated housing site in North Middleton, a village to the south of Gorebridge. In addition to planning and design advice, guidance was provided with regard the level and methodology of developer contributions relating to secondary education, the Borders Rail line, affordable housing and children's play.

3.4.3 The provision of early comprehensive advice allowed Miller Homes to proceed with composing a detailed planning application for the site, which they submitted in March 2017. Planning Obligation Heads of Terms were agreed, solicitors instructed and drafting of the agreement commenced prior to the application being reported to the Planning Committee for consideration. The Committee resolved to approve the application in November 2017 subject to the completion of a Section 75 Agreement within six months, and if this did not take place the application would be refused.

3.4.4 The agreement was completed on time, in February 2018, and included adequate provision for the afore-mentioned categories for which contributions were required, both in terms of sums of money and the manner in which the obligations would be implemented. For example, the number of affordable units complied with the recently-adopted local development plan policy and ensured that the affordable housing units were not on the periphery of the site, but rather fully integrated into the site, being located between houses that will be available on the open market. Similarly, there were concerns amongst existing residents of the village that the provision of a play park on the site would limit the potential for the new residents to integrate with those already living in the wider settlement, to address these concerns the developer's contributions

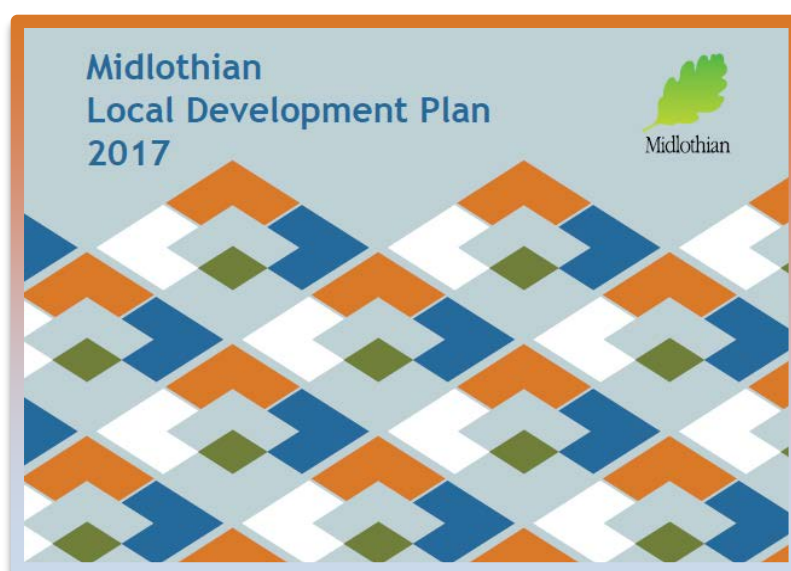


in this respect will be used to enhance the provision of the existing play area in North Middleton as an alternative to new on site provision – this benefits the wider community.

3.4.5 The successful completion of the Section 75 agreement meant that planning permission for the site could be issued later in February 2018, allowing the delivery of 34 housing units to proceed.

3.5 - Planning Policy and the Local Development Plan

3.5.1 2017/18 was a year of significant progress with regard the development plan, as a new local plan was adopted in November 2017. The 2017 Midlothian Local Development Plan (MLDP) sets out the development strategy for Midlothian for the next 10 years including the housing and economic land requirements identified in the Strategic Development Plan (SDP) that covers the Edinburgh and Lothians region. The MLDP also sets out the detailed policies used to determine planning applications in Midlothian and is supported by an interactive proposals map which allows the spatial extent of each of the Plan's policies to be shown and switched on/off.



3.5.2 Following the adoption of the MLDP, the Council was required to adopt and publish an Action Programme setting out how it proposes to implement the plan. This was successfully completed in February 2018.

3.5.3 Following the adoption of the MLDP in 2017, attention is turned towards producing its successor, MLDP2. To this

end the Development Plan Scheme (DPS) sets out a timetable for preparing the plan and the Council's proposed engagement for it by way of a Participation Statement which describes how people and organizations can engage early in plan preparation.

3.5.4 Following the adoption of the MLDP in November 2017, the Planning Team has been putting together a programme for the early engagement of cross-sectoral stakeholders and has already met with a number of these stakeholders, including Scottish Water and NHS Lothian. Their feedback will play a key part in informing the content of MLDP2 and significant importance has been attached to these meetings, with individual Planning Officers being allocated to arrange and chair them. It is also anticipated that a policy monitoring system will be implemented within the 2018/19 financial year which will provide further input into these meetings by identifying issues of particular importance to specific cross-sectoral stakeholders.

3.5.5 The Planning Team recognise the need and the benefits of engaging with Elected Members in development plan preparation and did so throughout 2017/18, both before and after the adoption of the MLDP in November 2017.

3.5.6 This included regular reports to the Planning Committee on the status of the development plan, for example informing them that they could be updated on the progress on the MLDP's examination via the Scottish Government's Planning and Environmental Appeals Division website and also engaging with them regarding the Reporter's recommendations. Throughout 2017/18 they also received updates on major planning applications for proposed MLDP sites, the relation of the MDLP's policies to them, and their use in determining these applications.

3.5.7 Given their experience of having input into the MLDP and overseeing its route to adoption, Councillors are well-placed for engaging early (pre-Main Issues Report) in its successor. This process began as early as the June 2017 Planning Committee where they were consulted on proposed engagement activities for MLDP2 and it continued throughout the remainder of the 2017/18 financial year. For example, they provided feedback on the proposed engagement activities outlined in DPS 10 and the timetable for carrying these out.



3.5.8 The policy monitoring system, which was in the process of being set up in early 2018, will offer further opportunities for Elected Members to engage in the production of MLDP2 and its associated documents as the information that it provides can be incorporated into reports on major applications presented to the Planning Committee. The Planning Team also remain receptive to requests

for engagement from Councillors, for example via seminars and drop-in sessions, which formed part of the equivalent process in the past for the first MLDP.

3.5.9 This programme for early engagement with cross-sectoral stakeholders and Elected Members will be supplemented by regular monitoring of both how the MLDP is performing and emerging issues that will require attention in its successor. The latter is already being recorded on an ongoing basis to ensure that the production of MLDP2 will be timely.

3.5.10 Further engagement with Elected Members also takes place via the Planning Committee, as all formal pre-application consultations for major applications are presented to it for early comment. This ensures that Councillors are aware of all potential large scale development projects and that they can make clear and proportionate requests for developers to take into account before submitting applications.

3.5.11 Alongside the engagement activities noted above, another purpose of the DPS is to ensure that preparing the MLDP2 is project planned. The DPS does this by detailing:

- An engagement strategy; including specific approaches for engagement, for example to work with the Community Planning Partnerships and use graphics and maps as much as possible to make the process intuitive and accessible; and
- Timescales for each of the activities required to produce MLDP2.

3.5.12 The DPS will be updated once per year and will ensure that the preparation of MLDP2 is being clearly project planned and is on course for adoption by Autumn 2021, well within the five-year window since the adoption of the current plan.

Milestones in Production of the Second Midlothian Local Development Plan

- SUMMER 2019 - PUBLICATION OF MAIN ISSUES REPORT
- WINTER 2019/2020 - PUBLICATION OF PROPOSED MLDP 2 FOR REPRESENTATIONS
- AUTUMN 2020 - SUBMISSION OF PLAN TO SCOTTISH MINISTERS
- AUTUMN 2020 - SUMMER 2021- EXAMINATION OF PLAN
- AUTUMN 2021 - ADOPTION OF PLAN

4 – Service Improvement and Staffing

4.1 – Workforce and Planning Committee Information

4.1.1 Midlothian Council’s Planning Team is comprised of five Sections, each of which are headed by a Lead Officer. The Planning Manager sits above them in the structure and an Eplanning Officer sits alongside the department as a whole, separate from a particular Section. The five Sections are:

- Local Developments – a Lead Officer, four Planning Officers, a Planning Information Officer (the “Duty Planner”) and a Planning GIS Technician.
- Major Developments and Enforcement – a Lead Officer, a Planning Officer, two Enforcement Officers and a further Planning Officer from the Development Plans Section (part-time, three days per week).
- Planning Obligations – a Lead Officer and a Compliance Officer.
- Conservation and Environment – a Lead Officer, a Planning Officer, two Conservation and Town Centre Officers (one of whom is supported by another Officer), a Landscape Officer and a Senior Technical Clerk. Both of the latter two posts are performed on a job-share basis.
- Development Plans – a Lead Officer, three Planning Officers (two of whom assist Major Developments and Enforcement), a Research & Information Officer and a Planning GIS Technician.

	Tier 1 Chief Executive	Tier 2 Director	Tier 3 Head of Service	Tier 4 Manager
Head of Planning Service			✓	✓

Note: the Head of the Planning Service acts as the Head of Communities and Economy, encompassing Economic Development, Environmental Health, Trading Standards, Communities and Performance, Building Standards and Planning. The Planning Manager manages a single Planning Team responsible for development plans, planning applications, enforcement and conservation.

RTPI Qualified Staff	Headcount	FTE
Development Management ¹	9	9
Development Plans ²	9	9
Enforcement ³	3	2.8
Specialists ⁴	5	4.6
Other (including staff not RTPI eligible)	3	1.5

Notes: the Planning Service is not split into separate development management and planning policy functions and as such the staff numbers are a “best fit” scenario;

1. This includes an officer responsible for negotiating and securing developer contributions and managing the planning obligation process and an officer who provides a ‘duty’ service for the whole Planning Service. Seven officers are members of the RTPI;
 2. This includes a number of officers working on conservation and environmental projects. Five officers are members of the RTPI;
 3. This includes 1.8 FTE enforcement officers and one FTE compliance officer who monitors planning obligations and housing completions. One officer is a member of the RTPI; and
 4. This includes Planning Technicians/GIS, Landscape Officers and an Eplanning Officer.
- Four officers are working towards RTPI membership.

Staff Age Profile	Headcount
Under 30	2
30 - 39	7
40 - 49	11
50 and over	9

4.1.2 Midlothian Council meets on a six weekly cycle and comprises all 18 Elected Members. In relation to planning matters, it delegates its regulatory responsibilities to its Planning Committee. However it makes planning policy decisions regarding the strategic development plan (SESplan) and its local development plan. Furthermore, it makes decisions regarding heritage and regeneration projects which are managed and implemented by the Planning Service.

4.1.3 Midlothian Council’s Planning Committee is responsible for determining planning applications, enforcing planning legislation, confirming tree preservation orders and other related matters. The Committee comprises all 18 Elected Members of the Council, with a Chair selected by the Committee from its composition. It normally meets on a six weekly basis, with a rolling annual schedule of meetings and requires a minimum of six Elected Members to be in attendance.

4.1.4 Midlothian Council’s Local Review Body is responsible for reviewing decisions made by an appointed Planning Officer on planning applications. It comprises ten Elected Members, with a Chair determined by the membership of the Committee. It normally meets on a six weekly cycle with a rolling annual schedule of meetings and requires a minimum of three Elected Members to be in attendance.

4.1.5 The schedule of Planning Committee and Local Review Body meetings are both listed on the Council’s website alongside the agenda for each meeting, documents discussed at them and minutes of previous meetings. Planning Committee meetings are also recorded and are made available in the form of an audio file download.

Committee & Site Visits	Number per year
Full council meetings	7
Planning committees	7
Area committees	N/A
Committee site visits	1
Local Review Body	6
LRB site visits	17

4.2 - Culture of Continuous Improvement

4.2.1 The Planning Team recognise that working across corporate services can deliver improved outputs and benefits for customers. This interdisciplinary working is therefore encouraged and widely practiced. Some examples are provided in the table below:

Planning Team Activity	What other Council services did they work with?	What did they work together on?
Enforcement	Environmental Health	Houses in Multiple Occupation, hot food premises
	Housing	Breaches of planning control
	Trade Waste	Fly-tipping
Developer Contributions	Finance & Integrated Service Support, Property & Facilities Management, Education	Progression of the Council's Learning Estate Strategy
Development Plans	Property & Facilities Management	District heating feasibility studies
	Community Planning, Education	Site search work for a new Gorebridge High School
	Chief Executive, Housing, Education, Finance and Resources	Edinburgh and South East Scotland City Deal Partnership
Conservation & Environment	Strategic Transportation, Land & Countryside Services	Preparation of the Supplementary Guidance on the Midlothian Green Network
	Land & Countryside Services, the Midlothian Ranger Service	Re-establishing the Midlothian Biodiversity Partnership
Development Management	The Policy and Road Safety Manager	Planning applications for driveways regarding road safety.
	Occupational Therapists and Building Standards Officers	Providing access arrangements for elderly residents to their property.
	NHS Lothian, Property & Facilities Management, Finance & Integrated Service Support	Shawfair Working Group, Shawfair Board
	Building Standards, IT Services	An E-planning project update.

4.2.2 Due to Midlothian's location, planning matters often involve sharing good practice, skills and knowledge with neighbouring Councils. We also recognise the benefits of working with Councils throughout Scotland as a whole. Some examples of this include:

- Enforcement Officers participating in the Planning Enforcement Forum with their counterparts from other Local Authorities and responding to queries on enforcement issues via the Scottish Government Knowledge Hub.
- The Conservation & Environment Section hosting discussions between planning and transportation officials from East Lothian, City of Edinburgh and Midlothian Council about future public transport provision in the south-east Edinburgh area.
- The Development Plans Lead Officer working with other neighbouring authorities to conclude a two-year body of work assessing the longer-term impact of SESplan's growth strategy on the strategic transport network.
- The Conservation & Environment Section working with West Lothian Council, City of Edinburgh Council and East Lothian Council to prepare planning guidance on cross boundary green network priority areas identified in the east and west of Edinburgh.
- The Planning GIS Technician taking part in both the Scottish Government's Spatial Hub and Scottish Spatial Data Infrastructure Metadata Portal initiatives which have allowed smaller Planning Authorities with more limited technical capacity such as Midlothian to fully engage with its obligations under the European Union's INPSPIRE Directive.
- Sharing an archaeological service with neighbouring East Lothian Council.
- Taking part in the Lothian and Borders Geo-Conservation Group alongside planning representatives from the City of Edinburgh, West Lothian Council and East Lothian Council.
- Attending the Heads of Planning Development Management Subgroup and the Local Authority Urban Design Forum.

4.2.3 There are a number of other measures we have taken during 2017/18 as part of a culture of continuous improvement:

- In relation to Planning Obligations, in mid-2017 the Council jointly procured a Planning Obligations database system with West Lothian Council. Exacom/Idox were the successful bidder and Midlothian implemented the system in autumn 2017. Once fully operational, the system will provide the Council with a clear picture of all obligations, amounts due and payments received.
- Also in the summer of 2017, the Council appointed a full time, permanent Compliance Officer with responsibility for monitoring all obligations to ensure that financial contributions are paid on time.
- In order to more accurately reflect the time taken to process planning applications and to provide clarity to stakeholders, the Planning Authority has a formal "stop the clock" procedure. In some cases it is appropriate to remove a length of time from the total determination period for an application in order to more accurately reflect the amount of time taken by the planning authority to

decide the planning application. This procedure is regularly reviewed in order to ensure that it accords with current guidance.

4.3 - Case Study: “Career Ready” Mentoring

4.3.1

- **Related Elements of a High Quality Planning Service:**
 - Quality of service and engagement
 - Culture of continuous improvement
- **Key Areas of Work:**
 - Skills sharing
 - Staff training
 - Collaborative working
 - Community engagement
- **Stakeholders Involved:**
 - Hard to reach groups
 - Authority planning staff

4.3.2 One of the Planning Officers in the department takes part in a mentoring programme organised by Career Ready, who are a UK wide charity who work with employers to prepare young people for employment. They offer a structured program of employer engagement that enables schools and colleges to meet their statutory duty for careers. The aim of this work is to make sure that Career Ready students have the skills that employers are looking for in new recruits.

4.3.3 The Planning Team’s mentor for Career Ready has several responsibilities in this role, including:

- Providing opportunities for the student to experience the real world of work to reinforce classroom learning, e.g. through visits to the workplace.
- Support the student's understanding of how to present themselves in a professional and appropriate way.
- Enable the student to identify their personal strengths and areas for development in relation to their career goals and identify how to improve their skills to support their career progression.
- Encourage the student to explore career paths and understand how to navigate their way to and through their career.
- Help the student to develop the personal resilience necessary to deal with constructive criticism, stress and adversity.
- Help the student develop a network of contacts.

4.3.4 Midlothian’s mentor started supervising a student from Penicuik High School in September 2017. This currently involves two mentor meetings per school term with a review of different tasks to develop core skills and identify areas for improvement (communication, listening, organisation, self-management, problem solving etc.). This

work will culminate with the mentee completing an internship with the Planning Team in summer 2018. Their allocated tasks will include:

- Shadowing and assisting Planning Officers, e.g. when processing planning applications.
- Assist the Planning Information Officer in the delivery of the Duty Service.
- Carry out desk-based planning research and investigation work.
- Carry out research site visits.
- Undertake any other tasks as required by the Planning Manager or a Lead Officer.

4.4 - Progress on Service Improvements for 2017/18

4.4.1 In its last Planning Performance Framework report, the Planning Team proposed five service improvements for 2017/18 (shown in italics below). Good progress has been made on all of the actions and is set out below:

“Continue to support those Planning Officers (three officers) who are not Chartered Members of the Royal Town Planning Institute (RTPI) in their applications to become members”.

The three Planning Officers were supported throughout 2017/18 to help them become RTPI members. The officers have attended training courses, shadowed colleagues and were set six-monthly targets. They were also allocated increasingly complex planning applications and other work tasks to assist in developing their understanding of; legislation and regulations, the implementation and delivery of planning policies and interpersonal skills. This has resulted in all three Officers submitting their applications, with one being accepted and the remaining two awaiting a decision.

“Draft Supplementary Guidance (SG) with regard to 1) Quality of Place; 2) Midlothian Green Network and 3) Developer Contributions”.

The SG is at an advanced stage of drafting. The Developer Contributions and Quality of Place SG are at an advanced draft stage of preparation, have received input from other Council services and will be reported to the Planning Committee later in 2018 prior to undertaking formal consultation. The draft Midlothian Green Network SG has been approved for consultation by the Planning Committee and went out to consultation at the end of the 2017/18 financial year.

“Publish a Local Biodiversity Action Plan (LBAP) for Midlothian”.

A draft replacement LBAP was prepared in late 2017 and is subject to informal consultation with Community Planning Partners, which include SEPA, SNH, the Forestry Commission, RSPB and the Federation of Community Councils. It is being prepared with partners before being circulated for public consultation in 2018/19. In conjunction with the drafting of the LBAP the Council is re-

establishing the Midlothian Biodiversity Partnership to promote biodiversity in Midlothian and to help implement the Midlothian LBAP.

“Reduce the number of legacy planning applications by 5%”.

There were 28 legacy planning applications in the previous year (identified in the 2016/17 PPF). At the end of 2017/18 there was 21 legacy case, which equates to a reduction of 25%, exceeding the target.

“Establish a Planning Obligations monitoring system with associated procedures”.

This has been successfully implemented. Exacom/Idox won a contract to provide the background IT system to Midlothian and West Lothian in a joint project, with the system being purchased in the summer of 2017 and installed in the autumn of that year. Further work has taken place since the system’s installation which includes staff familiarisation and training and the population of the system with information and data. The next step is to use the system to monitor Planning Obligation payments.

4.5 - Intended Service Improvements for 2018/19

4.5.1 During the 2018/19 financial year, we intend to implement the following service improvements:

1. Establish Key Liaison Group Meetings as a part of a systematic development plan monitoring regime, which will also include policy monitoring, quarterly group update sessions and the potential for cross collaboration from other council services.
2. To promote the use of the “Objective” IT product as a means of driving both increased customer engagement with the Planning Team’s work and improved efficiency within the Team itself. This will include using Objective to offer greater flexibility for stakeholders to be aware of and comment on outputs. It will also involve the wider training of staff on its functions to allow more flexible working and will reduce back office workloads.
3. Commence the implementation of the Penicuik Heritage Project 2018 -2023 by:
 - I. Securing Heritage Lottery Funding for the Townscape Heritage (TH) and Conservation Area Regeneration Scheme (CARS) project in Penicuik;
 - II. Implement public realm works in the historic core of Penicuik town centre as part of the wider 2018 - 2023 TH/CARS project. This early implementation will harness support for and increase awareness of the project for its future stages beyond 2018/19; and
 - III. Secure the project staff for the 2018 - 2023 Penicuik TH/CARS project to undertake the project’s action plan.
4. Review the planning application end to end process with a view to streamlining procedures. It has been a number of years since the last process mapping exercise

and it is acknowledged that time efficiencies could be made at different stages of the process.

5. Roll out the use of the Exacom Planning Obligations database to other service areas of the Council.
6. Approve Supplementary Guidance in relation to Food & Drink, Quality of Space, Planning Obligations, Green Networks, Special Landscape Areas and Resource Extraction.

4.6 – Celebrating Success

4.6.1 The hard work and quality of output of Midlothian Council’s Planning Team has been recognised on several occasions during 2017/18.

4.6.2 The Planning Team’s GIS technician assisted with a project led by Midlothian Council’s Active Travel staff, which won a Scottish Transport Award. This involved the installation of interactive consoles at each of the four new Borders Railway stations in Midlothian. These provide information on public or active modes of transport for passengers to use elsewhere in their journey.



Midlothian Council staff with their Scottish Transport Award. From left to right: Gillian Bathgate, Bogdan Handrea, Lindsay Haddow and Stephen MacPhail (the Planning Team’s GIS Technician).

4.6.3 Midlothian's Planning Team also received recognition for the Dalkeith Town Centre Regeneration Project. This focussed on enhancing the built heritage and regenerating the town centre to make it a more vibrant and attractive place. It incorporates the now finished Dalkeith Townscape Heritage Initiative Scheme and Conservation Area Regeneration Scheme. It was an award winner in the Place and Partnership categories of the Scottish Awards for Quality in Planning 2017. It was also a finalist in the 2017 RTPI Awards for Planning Excellence.



4.6.4 The contributions of the Planning Team were also regularly recognised through various compliments received throughout the year. For example, in response to a Planning Officer providing advice to a community group on education facilities:

"I would just like to thank you for coming to speak to us about a new High school in Gorebridge. It is a very exciting project and one that everyone in the community is very happy about."

4.6.5 In relation to the Special Landscape Areas Supplementary Planning Guidance which was sent out to consultation during 2017/18:

"In our view it is an excellent document focussing on what needs to be done to safeguard landscape quality, to improve it where necessary and to note potential threats. We strongly support you in the stated aims and aspirations".

4.6.6 Feedback from a Chartered Architect:

A named Planning Officer "has worked with me on various domestic projects in Midlothian and I always found both herself and your Planning Department very helpful at every stage of the process".

4.6.7 In response to a Planning Officer advising a member of the public regarding whether alterations to their house required planning consent:

“Thank you for getting back to us. That is really helpful and we will consider our options”.

4.6.8 From an applicant regarding the demolition of buildings:

“Timing & method has progressed very well from a few years since we last used the service.

4.6.9 Compliment from an applicant in Penicuik:

“The service was delivered with expediency and efficiency. The staff; kind and courteous and engaged with our expectations”.

4.6.10 As well as the external recognition of the Planning Team’s work in 2017/18, internal awards have been presented to officers of the Planning Team during 2017/18 for:

- An individual’s strong work ethic and performance in the role of Duty Planner.
- Recognition of team working leading to the adoption of the new Midlothian Local Development Plan in November 2017.

5 - Appendices

5.1 - National Headline Indicators for Development Planning

Local and Strategic Development Planning	2017/18	2016/17
Age of Local Development Plan (LDP) at end of the reporting period	0 years, 4 months	8 years, 3 months
Age of Strategic Development Plan (SDP) at end of the reporting period	5 years, 9 months	4 years, 9 months

5.1.1 *Will the LDP be replaced by its 5th anniversary according to DPS?*

Yes. The current DPS plans for the adoption of LDP2 by Autumn 2021.

5.1.2 *Will the SDP be replaced by its 5th anniversary according to the DPS?*

The first SDP was approved in June 2013. DPS10 anticipated that SDP2 would be approved by Summer 2018 (which would be on or close to the 5th anniversary of SDP1).

Since DPS10 was prepared, the anticipated release of the Report of Examination has slipped to Summer 2018 (probably July) compared to the earlier expectation of Spring 2018. This means that approval of SDP2 is not likely until Autumn 2018. This is slightly over the five-year replacement cycle.

5.1.3 *Has the expected date of submission of the Local Development Plan (LDP) to Scottish Ministers in the DPS changed over the past year?*

Yes, later, partly due to the delay with the approval of the new (SDP) than was anticipated at the time of DPS9.

DPS9 was prepared when Examination of the first LDP was still ongoing and represented a very early view of the LDP2 timetable. Now that LDP1 is adopted, we have reviewed the experience of preparing a Local Development Plan, and

prepared a realistic timetable, allowing for extensive public engagement and reflecting the guidance in Circular 6/2013.

Note that since DPS10 was prepared, the expected approval of SDP2 by Scottish Ministers has been delayed and this may impact further on the timetable for LDP2.

5.1.4 Were DPS engagement/consultation commitments met during the year?

Yes, in part.

In relation to LDP1, the Examination of the Plan was concluded, the Council proceeded to publish modifications, and submitted the Plan it wished to adopt to Scottish Ministers. This was all achieved in accordance with the DPS9 timetable and the participation statement.

In relation to LDP2, the Council expected to carry out evidence gathering and awareness raising in early 2018. This has been achieved in part, with discussions taking place with key agencies. The Council has not formally commenced awareness raising/evidence gathering with all of its community planning partners or potential developers (although we routinely meet these groups and views have been exchanged on the forthcoming LDP2). The Council considers that it is more appropriate to await the Reporters' Report for SDP2 before engaging further, as there is a degree of uncertainty over the housing allocations that Midlothian will have to take.

Effective Land Supply and Delivery of Outputs	2017/18	2016/17
Established housing land supply	13,708 units	14,609 units
Five-year effective housing land supply programming	5,133 units	5,952 units
Five-year effective land supply total capacity ¹	9,098 units	12,308 units
Five-year housing supply target	4,336 units	4,262 units
Five-year effective housing land supply (to one decimal place)	5.9 years	7.0 years
Housing approvals	1,253 units ²	900 units
Housing completions over the last five years	3,189 units	3,028 units
Marketable employment land supply	68.2ha	73.4ha
Employment land take-up during reporting year	5.2ha	5.5ha

Notes:

1. The fall between 2017/18 and 2016/17 is largely due to a methodological change. Shawfair, a development of approximately 3,500 units was previously listed in Midlothian's Housing Land Audit as a single development. Now that units are being completed, the site has been divided up in the audit to reflect the more up-to-date information on programming that is now available.
2. This figure includes those consented as part of PPP (Planning Permission in Principle) applications.

5.2 - National Headline Indicators for Development Management

Project Planning	2017/18		2016/17	
	No. of applications	% of applications	No. of applications	% of applications
Applications subject to pre-application advice	82	15.1	77	15.1
Major applications subject to processing agreements	0	0.0	0	0.0

Note: applicants for major applications are invited to agree a processing agreement. However because of the positive rapport between developers and the Planning team, applicants have not expressed a desire to conclude a processing agreement.

Decision-Making	No of applications	
	2017/18	2016/17
Application approval rate	88.6	91.3
Delegated rate	98.3	99.3
Validation	79.9	84.9

Decision-Making Timescales	No. of weeks to decision	
	2017/18	2016/17
Major developments	91.5	45.2
Local developments (non-householder)	12.1	10.6
Householder developments	6.9	6.3

Note: the average time periods to determine planning applications has increased because of increased workloads, the development plan cycle and an increase in the number of planning applications submitted. The Planning Team adopted its local development plan in November 2017 and is actively preparing associated supplementary and planning guidance. It has successfully completed the implementation of a town centre heritage project in Gorebridge and successfully bid for a new heritage project for Penicuik. The increase in application numbers are set out elsewhere in the PPF submission. It is also worth noting that 86% of planning applications were determined within the 2/4 month requirement.

Legacy Cases	No. of applications	
	2017/18	2016/17
Number cleared during reporting period	7	10
Number remaining	21	28

Enforcement	No. of cases	
	2017/18	2016/17
Complaints lodged and investigated	128	178
Potential breaches identified - no need for further action	119	178
Cases closed	144	124
Notices served	2	8
Direct action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

5.2.1 Time since enforcement charter published/reviewed: 6 months. The enforcement charter has been reviewed by the Planning Manager during the 2017/18 financial year, with updates being made where appropriate to ensure it remains fit for purpose.

5.3 - Scottish Government Official Statistics

Type of Development	2017/18		2016/17	
	No. of applications	Average timescale (weeks)	No. of applications	Average timescale (weeks)
Major developments	7	91.5	8	45.2
Local developments (non-householder, less than 2 months)	145	7.2	119	7.2
Local developments (non-householder, more than 2 months)	48	26.7	28	25.4
Local developments (householder, less than 2 months)	254	6.7	229	6.3
Local developments (householder, more than 2 months)	12	11.4	16	13.5
Housing (major)	6	96.7	7	81.5
Housing (local, less than 2 months)	40	7.4	31	7.5
Housing (local, more than 2 months)	25	29.8	11	27.8
Business & industry (major)	0	0	0	0
Business & industry (local, less than 2 months)	11	7.3	4	8.4
Business & industry (local, more than 2 months)	0	0	0	0
EIA developments	0	0	1	53.8
Other consents	70	8.0	74	7.6
Planning/legal agreements (major)	6	90.6	5	63.0
Planning/legal agreements (local)	10	42.1	4	50.3
Planning/legal agreements (all)	17	60.9	9	57.3
Local reviews	18	11.9	16	7.4

Note: the average time periods to determine planning applications has increased because of increased workloads, the development plan cycle and an increase in the number of planning applications submitted. The Planning Team adopted its local development plan in November 2017 and is actively preparing associated supplementary and planning guidance. It has successfully completed the implementation of a town centre heritage project in Gorebridge and successfully bid for a new heritage project for Penicuik. The increase in application numbers are set out in the table. It is also worth noting that 86% of planning applications were determined within the 2/4 month requirement.

	Total No. of decisions	Original Decision Upheld			
		2017/18		2016/17	
		No. of Decisions	% of Decisions	No. of Decisions	% of Decisions
Local reviews	17	6	35.3	3	19.0
Appeals to Scottish Ministers	7	5	71.4	1	20.0

5.4 - Case Study Checklist Table

Case Study Topic	Relevant Section(s) of Report
Design	2.2, 2.3, 2.4, 2.6, 3.2
Conservation	2.3, 2.5, 2.6
Regeneration	2.5, 2.6
Environment	2.6
Greenspace	2.8
Town Centres	2.6, 2.8
Masterplanning	Not covered in PPF 2017/18
LDP & Supplementary Guidance	Not covered in PPF 2017/18
Housing Supply	3.4
Affordable Housing	2.4, 3.4
Economic Development	2.2
Enforcement	Not covered in PPF 2017/18
Development Management Processes	2.2, 3.2, 3.4
Planning Applications	2.2, 2.3, 2.4, 3.2, 3.4
Interdisciplinary Working	2.4, 2.6, 2.8
Collaborative Working	2.4, 2.6, 2.8, 3.2
Community Engagement	2.4, 2.8
Place-making	2.6
Charrettes	Not covered in PPF 2017/18
Place Standard	Not covered in PPF 2017/18
Performance Monitoring	Not covered in PPF 2017/18
Process Improvement	Not covered in PPF 2017/18
Project Management	Not covered in PPF 2017/18
Skills Sharing	2.8
Staff Training	Not covered in PPF 2017/18
Online Systems	Not covered in PPF 2017/18
Transport	2.8
Active Travel	2.6, 2.8
Other: planning obligations	3.4

Note: there is no requirement for planning authorities to cover all the topics listed in the table above.

5.5 - Performance Marker Map

5.5.1 National oversight of the performance of the Scottish Planning System is taken by a High Level Group, chaired by the Minister for Local Government and Communities. Heads of Planning Scotland sit on this group alongside COSLA and the RTPI. The group agreed a set of "Performance Markers" in 2013 which allow the Scottish Government a consistent basis on which to consider performance. These markers are listed below alongside directions as to where they are discussed in this document.

Performance Marker	Relevant Part(s) of Report
1	Sections 5.2 and 5.3
2	Paragraphs 3.1.5 to 3.1.6
3	Section 2.4 Paragraphs 3.1.7 to 3.1.9 Paragraphs 3.2.1 to 3.2.5 Paragraphs 3.3.3 to 3.3.5 Paragraphs 3.5.5 to 3.5.10
4	Paragraphs 3.3.1 to 3.3.2 Paragraphs 3.4.1 to 3.4.5
5	Paragraph 5.2.1
6	Paragraph 4.2.3 Section 4.4 Section 4.6 Section 5.1 Section 5.2
7	Paragraph 3.5.1 to 3.5.2 Section 5.1
8	Section 3.5, particularly paragraphs 3.5.11 to 3.5.12
9	Paragraphs 3.5.5 to 3.5.10
10	Section 3.5, particularly paragraph 3.5.4
11	Paragraphs 3.1.2, 3.1.3, 3.1.9, 3.3.3 to 3.3.5 and 4.4.1.
12	Section 2.8 Paragraph 4.2.1
13	Paragraph 4.2.2
14	Paragraph 4.4.1 Section 5.2
15	Paragraphs 3.3.3 to 3.3.5 Paragraphs 3.4.1 to 3.4.5

5.6 - Supporting Evidence

5.6.1 When compiling this report there has been input internally from across the Planning Team and externally from a range of sources.

5.6.2 The Planning Manager set out the approach to compiling the PPF to the Planning Team in early 2018, including the team's role in contributing to its preparation. The coordinating officer briefed individual officers with regard their specific role and collated, formatted and edited the submission.

5.6.3 External input was received where relevant, including in relation to projects that the Planning Team assisted on rather than led, and communications with other Local Authorities. An example of the latter was the feedback and consultation with Clackmannanshire Council who are Midlothian's peer-review partner for 2017/18: they provided helpful advice on how to approach the report. The Improvement Service were also consulted in relation to various matters and their assistance was prompt and worthwhile. Finally, the author of this report attended one of the three PPF workshops which acted as a forum for sharing best practice on producing the 2017/18 report.

5.6.4 The following internet links were used during the production of this report and are considered as supporting evidence:

- Midlothian Council Planning and Building Homepage
https://www.midlothian.gov.uk/info/1210/planning_and_building
- Planning Applications
https://www.midlothian.gov.uk/info/200167/planning_applications
- Planning Guidance
https://www.midlothian.gov.uk/info/200167/planning_applications/118/planning_guidance
- Conservation
<https://www.midlothian.gov.uk/info/1220/conservation>
- Development Plans and Policies
https://www.midlothian.gov.uk/info/205/planning_policy/286/development_plans_and_policies
- Proposals Map
<http://www.planvu.co.uk/mc2017/>
- Planning and Building Standards Portal
<https://planning-applications.midlothian.gov.uk/OnlinePlanning/>

- Processing Agreements
https://www.midlothian.gov.uk/info/200167/planning_applications/61/apply_for_planning_permission/4
- MLDP, AP and DPS
https://www.midlothian.gov.uk/info/205/planning_policy/286/development_plans_and_policies
- Planning Committee
https://midlothian.cmis.uk.com/live/Council,CabinetandCommittees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/8/Default.aspx
- Local Review Body
https://midlothian.cmis.uk.com/Live/Council,CabinetandCommittees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/3/Default.aspx
- Pre-Application Advice
https://www.midlothian.gov.uk/info/200167/planning_applications/118/planning_guidance/1
- Planning Application Checklists
https://www.midlothian.gov.uk/downloads/download/106/planning_application_checklists
- Download Documents – Planning Applications:
https://www.midlothian.gov.uk/downloads/200167/planning_applications
- Supplementary Planning Guidance
https://www.midlothian.gov.uk/info/200167/planning_applications/118/planning_guidance/2
- Midlothian Council’s Planning Performance Framework Report 2016/17
https://www.midlothian.gov.uk/downloads/file/2657/planning_performance_framework_annual_report_2016-2017
- Scottish Household Survey
<http://www.gov.scot/Topics/Statistics/16002/LAtables2016>

All photographs included in this report were taken by Midlothian Council except where noted.

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Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

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