

**East Ayrshire Council**  
Comhairle Siorrachd Àir an Ear

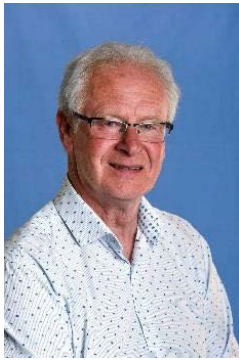
**Planning Performance Framework  
Annual Report 2017-2018**

**31st March 2018**



**Planning and Economic Development Service  
Economy and Skills  
East Ayrshire Council  
The Johnnie Walker Bond  
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## Foreword



by **Councillor Jim Roberts**  
Chair of the Planning Committee

The Community Plan for East Ayrshire has been updated and retains a focus on growing the economy in an inclusive way as well as community led regeneration and improving outcomes for vulnerable children and young people as well as tackling social isolation and building community resilience. The Planning and Economic Development Service is a key enabler of this growth ambition. The service also plays a key role in shaping our towns, villages and countryside and enhancing the environment and the lives of people in our communities through close links between spatial planning and community planning. The Service has been structured to include Planning, Building Standards, Regeneration, Environmental Health, Trading Standards and Economic Development. This is a carefully considered structure to provide a comprehensive set of services that directly affect businesses, within a single department to ensure a more holistic service to business and householders customers.

Taking this approach a step further the service works collaboratively with other Council services to deliver our ambitious capital programme. This is evident in the participation of the Planning and Economic Development service in the cross departmental project management approach taken in the delivery of the schools and housing programmes as well as regeneration projects.

In line with the Scottish Government's approach to regional working, this collaborative approach is being increasingly applied to working with external partners and neighbouring Councils in the development of the Ayrshire Growth Deal and more recently, in the work around regional partnerships. The three Ayrshire Councils have committed to working in partnership to deliver inclusive growth and formal arrangements are being put in place to deliver on this commitment. Discussions are continuing on the Ayrshire Growth Deal with both UK and Scottish Governments with a view to signing a deal by the year end.

Much progress has been made, in partnership with the local communities, on restoration of former opencast mines as shown in this report and is now becoming evident on the ground. Restoration work is complete at Dunstonhill and nearing completion at Ponesk, Spireslack and Skares and Netherton with the remainder of sites either in progress or at the planning stage. This continues to be a priority and the Council has committed significant resources to progress this work. We also have a significant amount of wind energy development in the pipeline and are monitoring the resource implications of that against a background of reducing Council budgets.

I am pleased to report continuing performance improvement across a range of markers, in particular in relation to decision-making timescales and the reduction in legacy cases. With a strengthened team our ambition is to continue to improve performance across all markers.

During 2017/18 we have produced a new Local Development Plan Action Plan, secured funding for a Landscape Partnership, published the Minerals Local Plan for consultation and have already started the groundwork for the next Local Development Plan. We have adopted a number of Supplementary Guidance documents and adopted the first Placemaking Map and Plan for Newmilns, as part of our Local Plan with a number of others currently in the process, leading to adoption. We have also contributed to the review of Planning and will continue to engage as this progresses through the next stages of the Planning Bill.

Elected Members' training was a particular focus during the year with a full day session provided in collaboration with the Planning Advice Service in addition to our normal training and induction processes. We will continue to engage with partners and work collaboratively to ensure continuous improvement, best practice and sound decision-making for the benefit of our communities.

**Councillor Jim Roberts**  
**Chair of the Planning Committee**

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## INTRODUCTION

East Ayrshire Council's Planning and Economic Development Service is pleased to submit its seventh Planning Performance Framework which covers the 2017/18 period and coincides with the adoption of the Local Development Plan 2017. The performance framework set out the Planning Service response to the Scottish Government's PPF6 feedback report last year.

East Ayrshire Council's planning core objectives include achieving sustainable development, supporting business investment, revitalising our economy, and providing a supply of attractive housing and employment land to meet East Ayrshire's future needs through greater emphasis on "place". To deliver these objectives, significant investment has been provided to improve the capabilities of the planning service.

This Planning Performance Framework provides an overview of the development the Service has taken over the last year, including the engagement and collaborative working undertaken to achieve our development planning and development management goals which have contributed to East Ayrshire's economic, community, infrastructure and environmental aspirations.

Since the comprehensive review of resources in 2015 and the phased implementation of the recruitment strategy, it is clear that planning performance in decision making has improved on an annual basis. However, there remains further improvements to be concluded to deliver significant impact on performance figures. This improvement will reduce and clear the backlog of complex projects which have become legacy cases and will positively enhance performance overall with positive effects on the levels of customer service.

The benefits of the case studies used within this report illustrate the range of projects where the planning process adds value within communities through the enhanced service delivery for the improvement of the built and natural environment.

The Service's commitment to improving both performance and quality demonstrates the approach taken to develop towards an excellent planning service. This is being achieved through developing the staff, streamlining internal processes and targeting performance to facilitate development opportunities and realign the Planning Service to meet customer expectations.

### **Defining and measuring a high-quality Planning Service**

The overarching role of the Planning and Economic Development Service in East Ayrshire is to enable sustainable and inclusive economic growth. This is achieved through collaboration with services across the Council and with neighbouring Councils and partner organisations. The shaping of places, enhancing the environment and the quality of life in the local communities are the key outcomes of a high quality service.

The Planning Service interacts strategically with the Council through the Cabinet and Council Committee meeting structure for policy implementation and the development of the East Ayrshire Local Development Plan 2017 and proposed Minerals Local Development Plan; through the Planning Committee and the Local Review Body reviewing and determining Planning Applications; with overall scrutiny undertaken by the Governance and Scrutiny Committee. It is this Committee who annually review the Planning Performance Framework Feedback from the Scottish Government, along with the proposed 2017/18 Action Plan during its March 2018 meeting.

The Governance and Scrutiny Committee which met on 29 March 2018 considered the Scottish Government feedback detailing the Councils year-on-year performance and commented on the marker ratings to ascertain whether the performance delivered, and proposed action plan, will deliver continuous improvement over the forthcoming accounting period. The Committee agreed with the action plan to implement the following objectives during the 2018/19 period:-

- Continue to exceed the requirements of the PPF and reduce the risk of poor performance as well as reputational damage to the Council;
- Strengthen the reputation of the Council as an enabler of development and sustainable economic growth;
- Maintain the resources to ensure continued best practice in compliance monitoring and financial guarantees;
- Manage restoration projects to deliver value for money outcomes
- Reduce and clear legacy applications over 2018/19 period;
- Improve the efficiency of the planning process through implementation of eDevelopment and working to ISO 9001 Standards; and
- Develop the draft Minerals LDP and Local Development Plan 2 for East Ayrshire.

The links below detail the Committee Report and 2017/18 Action Plan approved by the Governance and Scrutiny Committee, along with the Minute of the meeting:-

[http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/GOVERNANCE%20AND%](http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/GOVERNANCE%20AND%20)

[20SCRUTINY/29%20MARCH%202018/Planning%20Performance%20Framework%202016-17.pdf](#)

[http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/COUNCIL/10%20MAY%202018/Governance%20and%20Scrutiny%20Committee%20-%2029%20March%202018.pdf](#)

The Service also submits its statutory performance indicator standards to the Council under the East Ayrshire Performs Report whereby the Head of Service is required to set out the Service workload, performance trends and service delivery improvements for the Planning Service.



## Quality of Outcomes

The following case studies illustrate a number of examples where the Planning Service in delivered high quality outcomes over the 2017/18 period.

### High Quality Development on the Ground:- Development Management

#### Case Study 1

#### Dunlop House – The Rehabilitation Of A Category A Listed Building And C Listed Lodge House

#### Location and Dates:

Dunlop – work completed between April 2017 and March 2018

#### Elements of a High Quality Planning Service this study relates to

- Quality of outcomes
- Quality of service and engagement
- 

#### Key Markers

1, 2, 3, 4, 5 and 6

#### Key Areas of Work

- |   |                                    |
|---|------------------------------------|
| • Design                                      | • Collaborative Working            |
| • Conservation                                | • Placemaking                      |
| • Regeneration                                | • Skills Sharing                   |
| • Environment                                 | • Development Management Processes |
| • Local Develop Plan & Supplementary Guidance | • Planning Applications            |

#### Stakeholders Involved (

- |   |                            |
|---|----------------------------|
| • Local Developer                             | • Planning Authority Staff |
| • Key Agencies (ARA, Building Standards, HES) |                            |

#### Overview:

Dunlop House is a pastoral estate situated within East Ayrshire near the village of Dunlop. Dunlop House is a Category A listed building by David Hamilton 1831-4 who also constructed Hutcheson's Hospital and the Royal Exchange. He was known for designing a number of large country houses, mainly in the West of Scotland. Dunlop House was built for Sir John Dunlop, head of the Dunlop clan and MP for Ayr. It is 3 storey plus attic and is a Baronial Tower house with Jacobean strapwork detailing; bartizan turrets with arched list windows, domed leaded roofs with ball finials. The building is constructed from droved sandstone ashlar with polished ashlar dressings and is one of the earliest examples of Baronial revival architecture.

Dunlop House's history is such of family ownership until 1933 when it was sold to Ayrshire County Council. Dunlop House later had inappropriate alterations and extensions, especially to the rear, with a large one storey prefab annexe but also had external staircases attached, from when the building was used as a NHS building. These were plain concrete additions,

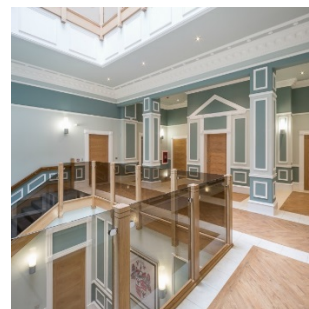


but detracted from the building. Internally there were many fine features such as fireplaces and the ceilings were par excellence, corniced, and in the principal room, coffered with the finest flower boss detailing even seen.

Planning permission and listed building consent was initially granted in 2007 for the conversion of Dunlop House to 9 flatted properties and 17 properties in the grounds as enabling development. The timing of this consent was such that it conflicted with the recession and the project did not proceed.

During this time, a routine site visit, uncovered that despite having CCTV security and presence on site, vandals had managed to strip the roof of its leadwork just prior to a particularly harsh period of winter weather, whereby the roof then failed, the cascading water ingress led to huge damage, through all floors, with the ceilings destroyed. Water then froze in the internal rainwater goods concealed within the wall space and there were major bursts of water behind walls, adding to damage to plaster and lathe. This left a building shell and one at serious risk of further damage.

The building was left to air over a number of years to thoroughly dry out the fabric, albeit that all that was left was the stonework walls. The building had to be completely re-fitted, and Historic Environment Scotland was flexible in their approach to reinstatement in order to help save the external fabric.



In 2014 McTaggart Construction, working under their Laurel Homes subsidiary, started work to restore the house and estate. Their care and attention to the works on site have resulted in a splendid project which retains the integrity of the original building and has restored the external fabric. Very significant and lengthy works on site were undertaken regarding stone masonry and leadwork to remain true to the building. A reasonable degree

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of flexibility was applied regarding internal treatment, given the condition of the building.

Planning Service officials have worked closely with Laurel Homes over the years to secure the building and have developed strong relationships, working collaboratively with the developer to ensure that all statutory consents were updated, legal matters were addressed due to the Section 75 Agreements and undertook regular site visits as part of the ongoing monitoring process regarding compliance with plans.

As part of this monitoring, it became clear that the gatehouse known as West Lodge, was vacant and at risk of vandalism. Windows were broken, doors were jammed and slates were coming off the roof. The building was on the Buildings at Risk Register given its listed status and condition. Through the working relationship that Development Management officers had fostered with the developer, discussions were had in relation to the benefits for the Estate that rehabilitation of West Lodge could bring as typical of the gateway into the estate. The developers did not wish to sell the property, however discussions were undertaken and as a result, it was clear that the developers appreciated officers' points of view in the development of the building. Applications were lodged for an extension and the West Lodge is now rehabilitated and occupied as a family home. It has also been removed from the national Buildings at Risk Register and represents a clear success story in terms of how discussions and negotiations through a solid working relationship on a collaborative basis can have a wider benefit.



**Goals:**

The Planning Service wish to work on a collaborative and partnership basis with developers to achieve the best result for the economic competitiveness of East Ayrshire and also for the quality of our local environment and heritage. This example demonstrates that the Service has been approachable, forward thinking and flexible where appropriate to encourage the right development in the right location, and have taken these steps to ultimately save two seriously at risk buildings for our national heritage and local community.

**Outcomes:**

There remains a current planning application to be concluded for revisions to the house numbers and designs which comprise the enabling development within the site. Once this consent is issued, officials will continue to liaise on site with the developer to see the completion of the overall development.

**Name of key officer**

Marion Fergusson and Craig Thomas

**Case Study 2****Strategic Housing Investment Plan (SHIP) (2017-2018)****Location and Dates:**

Various sites within district, however specific example is Hill Street, Kilmarnock completed between April 2017- March 2018

**Elements of a High Quality Planning Service this study relates to:-**

- Quality of outcomes
- Quality of service and engagement

**Key Markers:**

1, 2, 3, 4, 5 and 6

**Key Areas of Work):**

- |  |   |
|--|---|
| • <i>Design</i>  | • <i>Collaborative Working</i>            |
| • <i>Regeneration</i>                                    | • <i>Community Engagement</i>             |
| • <i>Environment</i>                                     | • <i>Placemaking</i>                      |
| • <i>Greenspace</i>                                      | • <i>Place Standard</i>                   |
| • <i>Town Centres</i>                                    | • <i>Project Management</i>               |
| • <i>Local Develop Plan &amp; Supplementary Guidance</i> | • <i>Skills Sharing</i>                   |
| • <i>Housing Supply</i>                                  | • <i>Staff Training</i>                   |
| • <i>Affordable Housing</i>                              | • <i>Transport</i>                        |
| • <i>Planning Applications</i>                           | • <i>Development Management Processes</i> |

**Stakeholders Involved:**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| • <i>Local Developer</i>             | • <i>Authority Planning Staff</i> |
| • <i>Key Agencies (Housing, ARA)</i> | • <i>Authority Other Staff</i>    |

**Overview:**

East Ayrshire is experiencing a transformation in how its communities are developing, building capacity and engaging with each other, and with partners in the public, private and voluntary sector, to bring real improvements to their own areas.

East Ayrshire Council therefore has adopted a proactive and collaborative approach to its SHIP – Social Housing Investment Plan - in order to support the Scottish Government's target of 50,000 affordable homes nationally by 2021. The Planning Service is involved from an early site search and identification stage and thereafter; a partnership approach to the successful development of the sites themselves. External design is taken seriously at an early stage in the process to deliver quality schemes which seek to be reflective of the character of the surrounding area. We seek to provide an external design particular to the individual site and its surroundings, rather than fit a "generic house type" into the site, to provide quality design and a different approach often seen in private sector housing development. These homes are also supporting a range of needs(family, older ambulant or physical requirements) and are helping to promote town centre living, facilitate regeneration within our town centres and bring brownfield sites back to life.





Beyond our team approach within the Planning Service, we have close working relationships with colleagues in Housing and we work as a team to ensure that all parties are present in discussions and pre-application meetings, ranging from Housing, Planning (Policy and Development Management), roads (traffic and flooding), bringing in other departments as required. We seek to extend this collaborative working approach to our partners - the registered social landlords and their agents. We have adopted this approach noting the tight timescales that we work to in each case, to maintain the viability of each site.

This is project managed through attendance at the three weekly Housing Project Board meeting which has representatives from all services of the council and is also attended by our contractor representatives, bringing everyone together to focus attention on projects from pre application discussions to completion and occupation by tenants. These meetings seek to focus on delivering quality projects on time and budget, discussing issues and adopting a resolution approach to any issues. The aim of the project board meetings is to keep our projects to target for delivery, on time and to budget involving representatives from all key areas of the Council.



We take enormous pride in the projects we deliver, seeking to establish a benchmark for quality development to the benefit of the eventual residents of these homes and the wider local community. As a result of the approach we have taken and the resources we have assigned, our success rate in terms of delivery remains high and we are committed to ensuring the delivery of new developments year on year for our range of client groups.

In terms of the planning process, we are active participants in the Project Board, key organisers of pre application meetings – discussing planning procedural issues such as PAC, EIA screenings, layouts, LDP compliance and design. We seek to advise agents at the earliest opportunity of issues, and work with agents and contractors as well as colleagues in Housing, to have a smooth process through the regulatory consent.

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Since 2006 East Ayrshire with its partners has provided 1014 new homes and the current SHIP (2017-2022) seeks to provide 604 new homes for the social rented housing market.

### **Case Study - Hill Street**

This last year a site was completed north of the town centre site in partnership with Cunninghame Housing Association. This site previously comprised 1960s run down, problematic (anti-social behaviour) flatted homes which were no longer fit for purpose and did not promote a sense of community. The site is on a strategic traffic route into and from the town centre and within an area where East Ayrshire Council is committed to further extensive regeneration.

This site now benefits from vibrant, modern accommodation extending to 46 units. Modern, energy efficient homes have been provided for older ambulant occupation, homes for specific additional needs such as wheelchair mobility and for generic family rental. External and internal space has been specifically thought through to maximise benefits for occupants and the local community. External materials and construction methods have sought to achieve a high level of energy performance, boosting sustainable value and reducing carbon footprint. There is barrier free access to at least one entrance to each dwelling, and access footpaths around the site seek to comply with relevant maximum gradient specifications. Internally there are good levels of storage and living rooms are positioned to maximise visual amenity and passive surveillance seeking to create a “community” feel throughout the development.

This site has sought to create a strong active frontage to Hill Street and an active frontage and pedestrian linkages for permeability. Central landscaped areas were provided with free play provision to encourage the imagination of young people and for a truly “shared” space within the site. A striking facing brick, varied roof pitches and areas of open space have been used to create a sense of identity and encourage free imaginative play which is central to the layout and allows interaction and natural surveillance. Each property has its own private space and there is an active frontage to the main strategic traffic route with pedestrian connectivity to encourage movement into the local neighbourhood. This site will soon benefit from its proximity not only to the established town centre and Kilmarnock College, but the HALO development seeking to bring a vacant brownfield site (formerly Johnnie Walker industrial plant) back into use with a planned mixed use development of enterprise and innovation centre, civic square with live work studios, leisure, offices, homes and ancillary retail. East Ayrshire Council will also be bringing forward another proposal on a neighbouring site for regeneration in the near future to compliment what has already been achieved here.

### **Goals:**

The case study has demonstrated collaborative working, proactive pre application and post submission discussions, team working involving a range of officers from various council departments, engagement with key agency and development partners, working to priority projects to ensure timescales for development and funding are met, and community betterment to achieve modern, sustainable, clean and healthy homes for residents of East Ayrshire.

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**Outcomes:**

The project is complete on site and all homes have been assigned to tenants and are fully occupied.

**Name of key officer**

Alan Edgar, Ross Lee and Fiona Finlay

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**Case Study 3**

Lethans Windfarm, New Cumnock

**Location and Dates:**

5km north east of New Cumnock, East Ayrshire and consented by the Scottish Government under Section 36 of The Electricity Act 1989 on 23 March 2018

**Elements of a High Quality Planning Service this study relates to**

- Quality of outcomes
- Quality of service and engagement
- Governance

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

1, 2, 3, 4, 12 and 13

**Key Areas of Work**

- |                        |                                    |
|------------------------|------------------------------------|
| • Design               | • Interdisciplinary Working        |
| • Environment          | • Collaborative Working            |
| • Economic Development | • Development Management Processes |

**Stakeholders Involved:-**

- |                            |                            |
|----------------------------|----------------------------|
| • Local Developers         | • Planning Committee       |
| • Key Agencies (SEPA, SNH) | • Authority Planning Staff |

**Overview:**

The Lethans windfarm is an energy generating station in excess of 50MW and as such the application administration and decision making processes rested with the Energy Consents Unit (ECU) of the Scottish Government. However, the development was proposed to be located within East Ayrshire and as such the Council was the relevant planning authority under the Act and had an important role to play in the process.

Prior to the submission of the application the Council provided a scoping response to the ECU and attended and participated in pre application meetings with the applicant in October 2014 and March 2015. The application was submitted to the ECU in March 2015 and the Council provided with four months to submit a consultation response to ECU. During this initial four month period the Council case officer met with the applicant on three occasions and the ECU case officer once to discuss the development as well as having telephone and e-mail discussions with other consultees including SNH and the Council's own internal departments and external expert consultants. Resulting from this and other consultee responses the Council suggested that a Processing Agreement be signed to ensure that appropriate revised timescales could be set out and agreed. This was drafted by ECU and revised throughout the application period to account for important changes. The Council gave the applicant its outline view of the development and all of the commissioned technical reports in July 2015 to enable the applicant to consider their next steps.

Based on comments provided by the Council and SNH the applicant sought to revise the development to lessen adverse impacts on important landscape and visual receptors. To support this Council officers and its consultants attended a number of meetings with the applicant, helping to refine the development and enable

production of the Further Environmental Information which was submitted in July 2016. The FEI incorporated a range of design changes many of which had been advocated by the Council including deletion of certain turbines and relocation of others away from a 'landmark hill' feature. Following a final submission of FEI to address new cumulative noise issues, the Council considered the development at its August 2017 Planning Committee. The Committee agreed with officer recommendation to offer no objection subject to some minor amendments to height of turbines, attachment of planning conditions and provision of a Section 75 legal agreement.

Following this, detailed discussions involving Council officers, the applicant and ECU officials have taken place to agree appropriate planning conditions. Consent was issued by the Scottish Government in March 2018.

#### **Goals:**

The Council engaged in this process from its pre application phase through to consent and beyond. This involved attendance and participation at a large number of meetings throughout a more than four year period in close collaboration with ECU, SNH and the applicant. The Council positively engaged in the process and made officers and consultants available to provide input to the process and offer suitable advice to the applicant on how best to achieve desired outcomes. The Council suggested the use of a Processing Agreement which gave clarity to all parties about what was required and when.

#### **Outcomes:**

The case study has demonstrated the ability of the Council and its officers in working collaboratively with the Scottish Government, consultees and the applicant to deliver consent for a development that strikes a balance between the generation of substantial quantities of renewable energy whilst minimising adverse environmental effects. Input by the Council helped result in a redesign which reduced adverse landscape and visual effects including by aviation warning lighting but without having a significant adverse effect on the generation output of the development. A range of local economic and social benefits will be provided by the applicant, to be secured imminently through the conclusion of the Section 75 agreement.

In due course it is envisaged that the applicant will seek to implement the consent and construct the windfarm. The rigorous input into the consenting process should therefore transfer to condition discharge phase and thereafter construction and operation of the windfarm.

#### **Name of key officer**

David Wilson

## Planning Performance Framework 2017-18

### Case Study 4

Compliance Monitoring Overview of restoration within Opencast Coal and Quarry Site

### Location and Dates:

Opencast Coal sites within East Ayrshire on 1 April 2017-31<sup>st</sup> March 2018

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

- Quality of outcomes
- Quality of service and engagement
- Governance
- Culture of continuous improvement

### Key Markers:

1, 2, 3, 5, 6 12 and 13

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

- |                                    |                             |
|------------------------------------|-----------------------------|
| • Regeneration                     | • Interdisciplinary Working |
| • Environment                      | • Collaborative Working     |
| • Greenspace                       | • Community Engagement      |
| • Enforcement                      | • Performance Monitoring    |
| • Development Management Processes | • Project Management        |

### Stakeholders Involved:

- |   |                              |
|---|------------------------------|
| • Landowners                            | • Planning Committee         |
| • Developers                            | • Planning Authority Staff   |
| • Technical Working Groups              | • British Geological Society |
| • Community Liaison Committee           | • Site Contractors           |
| • SEPA, River Nith Salmon Fishery Trust |                              |

### Overview:

The closure of a number of East Ayrshire's opencast coal mines following the liquidation of Scottish Coal and Aardvark in 2013/14, and the efforts made to mitigate the considerable impacts on our communities continues under the 'Steps to Recovery Plan'. New compliance monitoring arrangements have been put in place, including new procedures for financial guarantees. Quarterly reports are submitted to the Planning Committee to ensure compliance for all environmental projects which can be viewed at:-

<http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/PLANNING%20COMMITTEE/4%20MAY%202018/Compliance%20Monitoring%20Update%20-%2025%20April%202018.pdf>

In addition to the Compliance Monitoring of the major environmental projects, it is recognised the role of related professions is crucial for the comprehensive delivery of the project. To that end the Planning Authority ensures that Technical Working Groups (TWG) are held for each of the projects allowing the opportunity for SEPA, SNH and other such bodies to have a forum in which they can inspect the project and have a

discussion on the ongoing challenges. The following is a link to the Minutes of the TWG for House of Water Opencast coal site.

<https://eplanning.east-ayrshire.gov.uk/online/applicationDetails.do?activeTab=documents&keyVal=OB2X2AGF04500>

As well as involving the Technical Specialists, we also hold regular Community Liaison Committees (CLC). These meetings provide the local community with the opportunity to see behind the gates of the Project and to provide direct feedback to the Operator and the Planning Authority on the impacts of the project on the local Community. These meetings are well attended and help to regulate the operations of the project. The following is a link to the minutes of Community Liaison Committee for House of Water Opencast coal site.

<https://eplanning.east-ayrshire.gov.uk/online/applicationDetails.do?activeTab=documents&keyVal=OB2X0IGF04500>



*Members of the Public discussing the operations at House of Water Opencast Coal site with the Mine Manager during the Community Liaison Committee.*

Following a review of the working practices by the Planning Authority in relation to the monitoring of extractive projects, such as Coal and Quarries, it was noted that specialist knowledge was required to ensure that the extractive type projects adhered to the approved Planning Consent. To that end, the Planning Authority engaged the services of specialist mining engineers to inspect the operations on a monthly basis with planning staff. Once considered by the Planning Authority and the Operator, the site inspection

reports produced by the Mining Engineers are made available to the public. The following is a link to the Monitoring Report for House of Water Opencast site.

<https://eplanning.east-ayrshire.gov.uk/online/applicationDetails.do?activeTab=documents&keyVal=OB2WYR GF04500>

These processes are mirrored across all the extractive projects with an aim of providing a transparent and accessible process.

#### **Goals:**

The work of the Coal Restoration Team is compliant with the Community Plan Local outcome to protect, conserve and enhance the natural environment. The sharing of good practice within the Minerals Industry and utilisation of the skills and of the knowledge from our Independent Compliance Assessors has improved the planning Authorities approach to Compliance Monitoring of development to achieve the Planning objectives of the scheme.

#### **Outcomes:**

The case study continues to demonstrate the extensive work ongoing and collaborative work with statutory and non-statutory agencies to restore the opencast coal sites within East Ayrshire. As a result of this work the Coal Restoration Team won the Chief Executive's Award during November 2017 for the continued maintenance of high standards to deliver restoration on the various sites within East Ayrshire.

#### **Name of key officer**

David McDowall, Craig Iles, Paul Outram, Tom Dickie and Robert Beaton

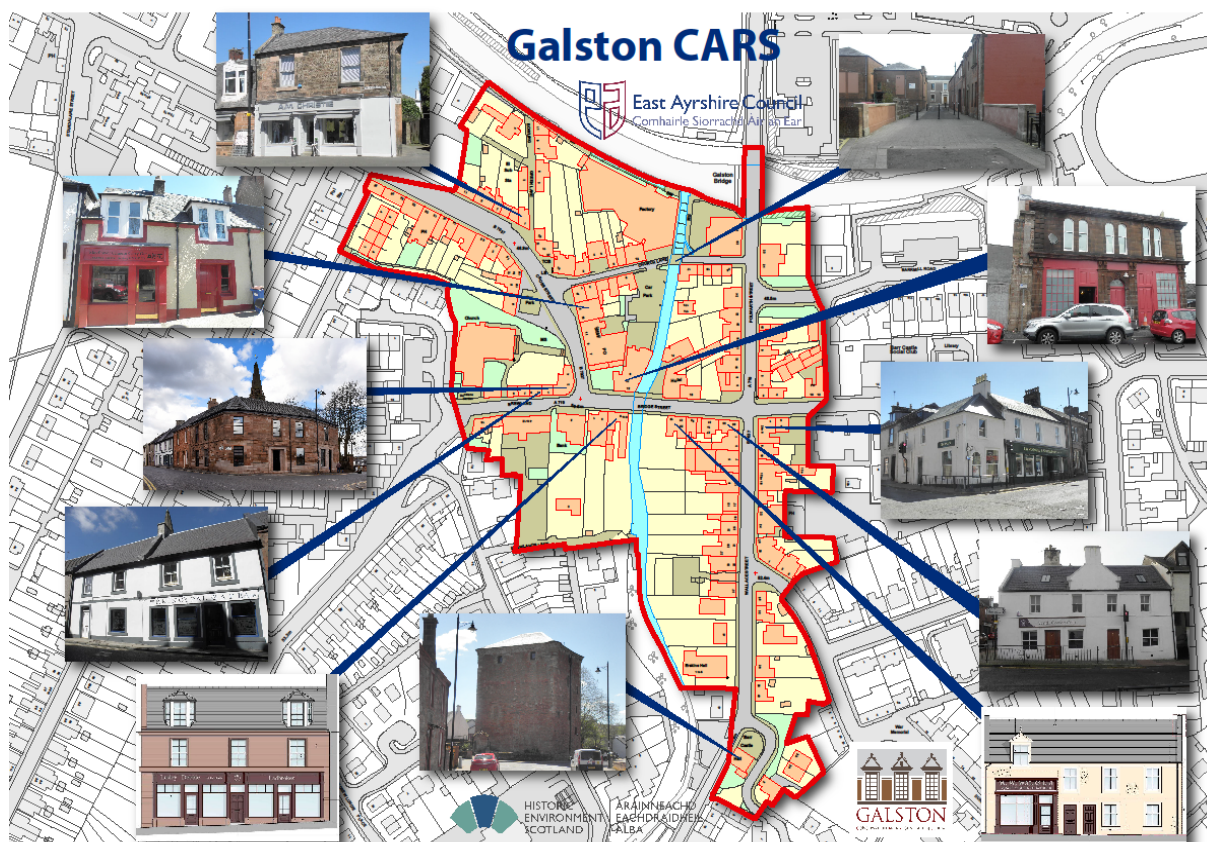
## High Quality Development on the Ground:- Development Planning

<b>Case Study 5</b>	
<b>Galston Conservation Area Regeneration Scheme including The Portland, The Cross Galston</b>	
<b>Location and Dates:</b>	
<b>Galston, Ayrshire – April 2017-March 2018</b>	
<b>Elements of a High Quality Planning Service this study relates to:</b>	
<ul style="list-style-type: none"> <li>• Quality of outcomes – Local Environmental Improvements, Regeneration and town centre activities and enhancements.</li> <li>• Quality of service and engagement</li> <li>• Governance</li> <li>• Culture of continuous improvement</li> </ul>	
<b>Key Markers:</b>	
12, 13	
<b>Key Areas of Work:</b>	
<ul style="list-style-type: none"> <li>• Design</li> <li>• Conservation</li> <li>• Regeneration</li> <li>• Environment</li> <li>• Town Centres</li> </ul>	<ul style="list-style-type: none"> <li>• Interdisciplinary Working</li> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Placemaking</li> <li>• Charrettes</li> <li>• Place Standard</li> <li>• Performance Monitoring</li> <li>• Process Improvement</li> <li>• Project Management</li> <li>• Skills Sharing</li> <li>• Staff Training</li> <li>• Online Systems</li> <li>• Transport</li> <li>• Active Travel</li> <li>• Other (please note)</li> </ul>
<b>Stakeholders Involved :</b>	
<ul style="list-style-type: none"> <li>• General Public &amp; Property Owners</li> <li>• Local Developers</li> <li>• Key Agencies – Historic Environment Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> <li>• Authority Other Staff</li> </ul>
<b>Overview:</b>	
<i>A description of the activities which have taken place during the case study period. See below.</i>	
<b>Goals:</b>	
<i>The Galston CARS aimed to regenerate &amp; revitalise the town centre.</i>	
<b>Outcomes:</b>	
<i>See Diagram below.</i>	
<b>Name of key officer</b>	
<i>Lynne Easton/Colin McKee</i>	



## Regeneration

### *Regeneration Case Study: Galston Conservation Area Regeneration Scheme including The Portland, The Cross Galston*



The Galston Conservation Area Regeneration Scheme was a partnership project funded by Historic Environment Scotland and East Ayrshire Council, created with the purpose of contributing to the physical and economic regeneration of Galston's historic town centre and promotion of its rich heritage through a variety of initiatives ranging from grant funding for traditional fabric repairs and public realm improvements to community education projects.

The £2m project was launched in April 2013 with the final building project due for completion in March 2018. Financial assistance was given to 10 properties for traditional repairs or reinstatement of architectural features. The biggest grant was £250,024 at The Portland and the smallest grant was £26,944 at The Mayflower. Over £1,640,680 of building contracts were directly undertaken as part of the Galston CARS with around £202,800 being invested by the building owners themselves. It is unlikely that the volume and quality of repairs would have been undertaken without grant assistance and direct support from the Planning Service.

The purpose of the scheme was to create a sustainable future for properties in the Conservation Area that could otherwise not be achieved, whilst creating a town centre which benefits from heritage-led regeneration. The very visible physical improvements, increased occupancy and high quality materials, have contributed to improved vibrancy



of the town centre, and the town centre's rich heritage legacy continues to be promoted and upheld through new and sustained initiatives like the Town Trail and community activities being held in The Portland.





### **The Portland, Cross Street, Galston**

The priority for the Galston CARS was to bring back to life the former Portland Arms Hotel, this has been achieved through the considerable efforts of the Galston Community Development Trust who first acquired this B listed building in the centre of the conservation area in 2016. By April 2017 the Trust managed to secure over £1million of funding from a variety of sources including the Galston CARS, The Big Lottery and the Council's renewable Energy Fund.

The works have included essential fabric repairs, incorporating slated roof works; lead works; chimney repairs; stone works; repair / replacement of rainwater goods; associated timber repairs and rot works; replacement and repair of timber sash & case windows and structural works.

The regeneration plans have resulted in a community owned building, providing a large multi-functional community room, a commercial unit occupied by a financial advisor, and the Trust's Office on the ground floor, and on the first floor there are four commercial offices, all occupied by an architect, physiotherapist, corporate stress manager and hat maker.



**Case Study 6****Newmilns and Greenholm Placemaking Plan****Location and Dates:****Newmilns and Greenholm April 2017- March 2018****Elements of a High Quality Planning Service this study relates to**

- Quality of outcomes - Local Environmental Improvements, Regeneration and town centre activities and enhancements.
- Quality of service and engagement
- Governance
- Culture of continuous improvement

**Key Markers:**

7, 8, 12 and 13

**Key Areas of Work):**

- |                |   |
|----------------|---|
| • Design       | • Interdisciplinary Working                   |
| • Conservation | • Community Engagement                        |
| • Regeneration | • Placemaking                                 |
| • Environment  | • Place Standard                              |
| • Greenspace   | • Masterplanning                              |
| • Town Centres | • Local Develop Plan & Supplementary Guidance |

**Stakeholders Involved**

- |                        |                            |
|------------------------|----------------------------|
| • General Public       | • Planning Committee       |
| • Hard to reach groups | • Authority Planning Staff |
| • Local Developers     | • Authority Other Staff    |
| • Key Agencies         | • Other (please note)      |

**Overview:**

See below.

**Goals:**

See below

**Outcomes:**

See below

**Name of key officer**

John Semple

***Regeneration Case Study: Newmilns and Greenholm Placemaking Plan***

The production of the Placemaking Plan for Newmilns and Greenholm is complementary to the proposed process identified for the Planning (Scotland) Bill currently passing through The Scottish Parliament, particularly with regard to Local Place Plans. This plan has been taken forward in partnership with the Newmilns Regeneration Association (NRA). The priorities in the placemaking plan for Newmilns have been democratically identified and is the first plan prepared, by the community, for the community. Once adopted by the council it will become statutory guidance to the East Ayrshire Local Development Plan (EALDP).

The production of placemaking plans for all communities is a feature of the EALDP. Five key communities have already been identified in volume 1 of the EALDP with a

commitment in the plan that placemaking maps will be completed for all other communities in East Ayrshire.

The Placemaking Plan consists of a Map and Action Program. East Ayrshire Council's Planning Department provided support to the NRA in four stages to establish this Plan;

- **Identification** - mapping the priorities identified against Scottish Governments Place Quality Indicators on a framework.
- **Verification** - transects are undertaken with members of the NRA then, picture and map based engagements help to verify the location and nature of the placemaking features. Following which consultation takes place across relevant Organisational stakeholders both within the council and partner organisations.
- **Mapping and Validation** – The draft maps and action program are produced and, through a series of meetings to a wider community audience, the plan is adapted for accuracy taking into account the advice from organisational stakeholders.
- The final **Consultation** stage involved members of the NRA identifying the owners and tenants of all property highlighted or land crossed by a feature of the plan. Comments received on the proposals were used to make any final alterations to the Placemaking Plan. The draft plan was approved for formal consultation by Council's Cabinet as Statutory Supplementary Guidance to the EALDP and has since been approved as supplementary guidance by the Scottish Government.

Fundamental to informing the Placemaking Plan is the identification of community priorities. In East Ayrshire, The Council's Vibrant Communities Team do this through the development of a Community Action Plan (CAP) which reached over 40% of the households in Newmilns and Greenholm. There is closely integrated working between both Vibrant Communities and Planning which has led to the adoption of the Place Standard Tool as part of Vibrant Communities' CAP process.

This project has helped develop a unique approach, bringing together community development and empowerment with Placemaking, leading to the implementation of an adapted Place Standard Tool to collectively provide Statutory Supplementary Guidance to the EALDP.

This specific pilot project has established the process and allowed lessons to be learned. Placemaking Plans are now programmed to roll out across East Ayrshire developing 30 Local Placemaking Plans by August of 2020.

While this project could be seen as a precursor to the Planning (Scotland) Act's proposed "Place Plan", it was not conceived as such, but as a logical progression to combine the place-based aspirations of communities, with the aspirations for business, commerce, heritage and government interests which will now all be reflected in the EALDP. In doing so, this project elevates locally established and widely consulted priorities to become a significant part of the Council's Planning Policy.

This pilot is a first in Scotland and gives encouragement to the development of a place-based approach to planning and also a co-production approach to the planning system. The priorities in the placemaking plan are democratically identified by local people, the maps are informed and devised by local people and the contents are consulted on, with

local people, by local people. East Ayrshire Council Placemaking Plans are community owned from start to finish.

The developing proposals for Place Plans within the Planning (Scotland) Act share common features with East Ayrshire's Placemaking Plan Process in that; Community Councils as the key initiators, the final plan is submitted to the Planning Authority, and that regard is given to LDP and NPF and other relevant plans. However, the East Ayrshire Placemaking Process goes further by adopting each plan as Statutory Supplementary Guidance to the EALDP.



# Rough Guide to Placemaking with East Ayrshire Council

## Placemaking Plan

### What is it?

A placemaking plan consists of a map and an action programme for a geographically identified community such as a town or village. The map highlights areas of built and natural landscape which have been identified by that community as being in need of improvement.

### Who does it belong to?

The map and action programme are fundamentally a representation of community aspiration therefore the control of content is with the community steering group. The council looks after its construction and adoption of the plan.

### Why is it useful?

The plan, once adopted, becomes part of Local Planning Policy, which means it has influence and has to be taken into consideration by private developers or public sector organisations when considering development or investment in that community.

It is also useful to grant funders as a visual representation of the priorities identified by the community and as evidence that these priorities have been through a rigorous process of community identification and wider independent scrutiny in order to become planning policy.

### How is it formed?

The placemaking plan builds on the community priorities identified from the community action plan by separating out the spatial priorities and, using local knowledge, highlighting these on a map of the settlement.

### What is involved?

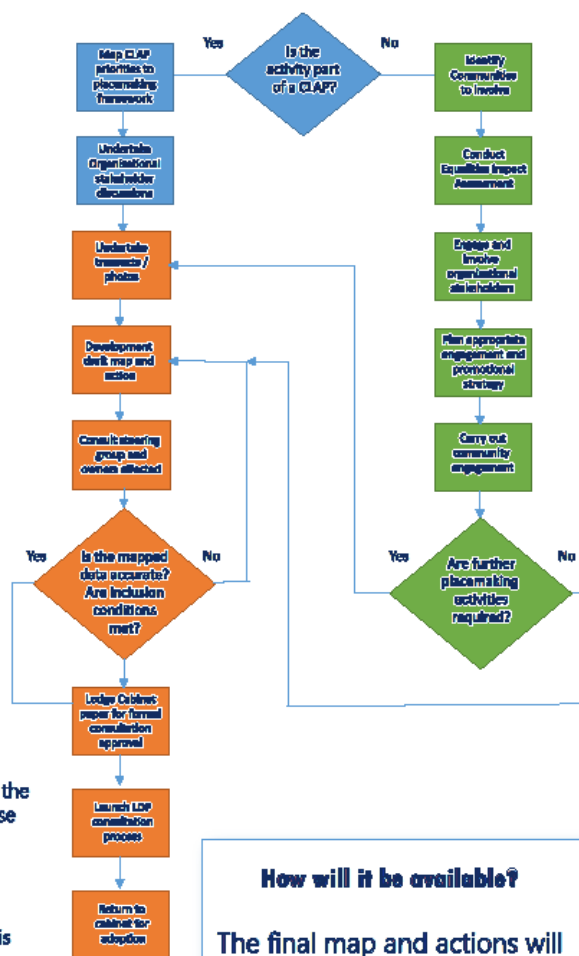
The procedure flowchart for developing a placemaking map is attached. All placemaking activities follow the same basic steps

- Identification of community priorities for improvement
- Verification and logging of placemaking features and actions
- Mapping and validation of placemaking features and actions
- Informal consultation with affected properties



East Ayrshire Council  
Comhairle Siorrachd Àir an Ear

## Placemaking Flowchart



### How will it be available?

The final map and actions will become part of planning policy and as such, will be published on East Ayrshire Council's website in the planning section.



<b>Case Study 7</b>	
<b>Town Centre Vacant &amp; Derelict Building Grant Scheme 19-25 St Germain Street, Catrine</b>	
<b>Location and Dates:</b>	
19-25 St Germain Street, Catrine	
<b>Elements of a High Quality Planning Service this study relates to</b>	
<ul style="list-style-type: none"> <li>• Quality of outcomes - Local Environmental Improvements, Regeneration and town centre activities and enhancements.</li> <li>• Quality of service and engagement</li> <li>• Governance</li> <li>• Culture of continuous improvement</li> </ul>	
<b>Key Markers</b>	
7, 8, 12 and 13	
<b>Key Areas of Work:</b>	
<ul style="list-style-type: none"> <li>• Design</li> <li>• Conservation</li> <li>• Regeneration</li> <li>• Environment</li> <li>• Town Centres</li> </ul>	<ul style="list-style-type: none"> <li>• Interdisciplinary Working</li> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Project Management</li> </ul>
<b>Stakeholders Involved:</b>	
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Hard to reach groups</li> <li>• Building Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> </ul>
<b>Overview:</b>	
<b>To reduce the impact of a dangerous Building located within the Town Centre as noted below.</b>	
<b>Goals:</b>	
<b>To reinstate the building within the Conservation Area for full occupation as noted below</b>	
<b>Outcomes:</b>	
<b>To regenerate a mix use building within the town centre or occupation for the first floor flats affected by the structural failures of the existing structure.</b>	
<b>Name of key officer</b>	
<b>Brian Walkington/ Colin McKee</b>	

**Regeneration Case Study: Town Centre Vacant & Derelict Building Grant Scheme 19-25 St Germain Street, Catrine**

The purpose of the proposed grant scheme is to provide assistance to property owners or community groups as potential owners of eligible buildings within town centres, to:

- remove, in the case of a building subject to a Dangerous Buildings Notice, the potential danger to the public; or
- enable (or assist with) the repair and continued use or re-use of listed and unlisted buildings in conservation areas.

The details of the grant scheme including eligibility have been designed to

- complement the East Ayrshire Community Plan (2015-2030)
- integrate with the provisions of the Community Empowerment (Scotland) Act
- support the implementation of Community Action Plans
- provide targeted assistance to local community organisations, property owners and residents.

Authorisation of the grant was approved through Cabinet on 8 February 2017, which approved £31,000 grant, 50% of the total project cost. 19-25 St Germain Street, Catrine is within the Catrine Conservation Area and has a structural defect and is subject to a Dangerous Buildings Notice. Part of the building is currently supported by a system of Acrow Props and would probably have required the upper floors to be vacated permanently if repair works had not been carried out. The majority of the owners established a Trust and deposited 50% of these costs in a separate bank account for the necessary works. The scope of the works was limited to the replacement of two access balconies to first and second floors; repair or renewal of cast iron guttering and downpipes from eaves level, over the length of the balconies; stripping and reinstatement only of section of the ground floor shop roof immediately adjoining the first floor balcony; rot repair to hip rafters and intermediate rafters on this plane of the roof.

The objective of this project was to remove the Dangerous Building Notice and ensure that the building was brought back into a safe usable state of repair and to put in place a future maintenance plan for the building. The works having been completed have allowed the occupants to reoccupy the upper flats and revitalise the town centre.

#### **Before Repair Works- existing structure.**



**After the repair works were completed.**



<b>Case Study 8</b>	
<b>Hans Hamilton Tomb, Dunlop Restoration</b>	
<b>Location and Dates:</b>	
<i>Hans Hamilton Tomb, Dunlop – April 2017 – March 2018</i>	
<b>Elements of a High Quality Planning Service this study relates to (</b>	
<ul style="list-style-type: none"> <li>• Quality of outcomes- <b><i>Local Environmental Improvements, Regeneration and town centre activities and enhancements.</i></b></li> <li>• Quality of service and engagement</li> </ul>	
<b>Key Markers</b>	
13	
<b>Key Areas of Work</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• Conservation</li> <li>• Regeneration</li> <li>• Environment</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Project Management</li> </ul>
<b>Stakeholders Involved</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Hard to reach groups</li> <li>• Local Developers</li> <li>• Key Agencies - Historic Environment Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> </ul>
<b>Overview:</b>	
<p>Rev Hans Hamilton is a key figure in Dunlop's history as the first Protestant minister in the town from 1563-1608. The two buildings the 'Clandeboy School' and mausoleum/tomb were built by his son, James Hamilton in 1641. Later Sir James Hamilton (1559-1644) who together with Sir Hugh Montgomery, pioneered the first large-scale settlement from the lowlands of Scotland to County Antrim and County Down. Starting in May 1606, over ten thousand lowland Scots made the three-hour voyage across the North Channel, transforming east Ulster into an industrial powerhouse. Their success inspired King James VI of Scotland and I of England's Virginia Plantation of 1607, his Ulster Plantation of 1610 and his Nova Scotia Plantation of 1621. Their achievement was the dawn of the Ulster-Scots.</p> <p>The tomb is a rare example of mid-17th century monumental architecture. Located within the grounds of the local parish church, the tomb is accessible to all.</p> <p>A scheme of restoration of the A listed Hans Hamilton Tomb, Dunlop was requested by Historic Scotland in 2014. Listed building consent was subsequently received to reinstate the marble statues that had been stored off site for several years. To reinstate the externally mounted memorial stone on the south west corner, replace missing elements with newly carved stone where necessary, and other ancillary minor fabric repairs, the restoration scheme also included discreet lighting and an independently fixed interpretative board to enhance the visitor experience. A formal offer of grant was approved by Historic Environment Scotland in September 2016, with work starting on site in 2017 and project managed by the Regeneration team working with HES to preserve the A listed building.</p>	

Given the links to the Ulster Scots Settlement, the scheme has potential to encourage visitors from all those interested in the Ulster-Scots settlement, or the Hamilton and Montgomery family.

**Goals:**

The restoration and conservation of the existing tomb.

**Outcomes:**

The preservation of the A Listed building for public use

**Name of key officer**

**Colin McKee**



*Regeneration Case Study – Hans Hamilton Tomb, Dunlop Restoration*

<b>Case Study 9</b>	
Minerals Local Development Plan: Formulating the Placemaking and Restoration Spatial Strategy - Coalfield Communities Landscape Partnership	
<b>Location and Dates:</b>	
Kilmarnock, Auchinleck, 25 <sup>th</sup> April 2017	
<b>Elements of a High Quality Planning Service this study relates to:-</b>	
<ul style="list-style-type: none"> <li>• Quality of service and engagement</li> </ul>	
<b>Key Markers</b>	
7, 8, 9, 12 and 13	
<b>Key Areas of Work:</b>	
<ul style="list-style-type: none"> <li>• Conservation</li> <li>• Regeneration</li> <li>• Environment</li> <li>• Greenspace</li> <li>• Local Develop Plan &amp; Supplementary Guidance</li> <li>• Economic Development</li> </ul>	<ul style="list-style-type: none"> <li>• Interdisciplinary Working</li> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Placemaking</li> <li>• Project Management</li> <li>• Staff Training</li> </ul>
<b>Stakeholders Involved:</b>	
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Key Agencies</li> <li>• Other: national organisations such as Central Scotland Green Network, Scottish Natural Heritage, Galloway and Southern Ayrshire Biosphere, Forestry Commission, East Ayrshire Leisure Trust, local interest groups, volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> <li>• Other Authority Staff such tourism and education officers</li> </ul>
<b>Overview:</b>	
See case study below.	
<b>Goals:</b>	
<p>The Minerals Local Development Plan will lay the foundations for delivering the spatial strategy by supporting placemaking and identifying where certain types of uses are likely to be most appropriately accommodated within East Ayrshire.</p> <p>The Case Study aimed to highlight the process in which the Council has proactively identified and been successful (at the first stage) of providing one of the mechanisms which can deliver the aspirations of the Minerals Local Development Plan. The Coalfield Communities Landscape Partnership will contribute to the rural placemaking aspirations of the Minerals Local Development Plan and contribute to placemaking across East Ayrshire.</p>	
<b>Outcomes:</b>	
<p>The case study demonstrates the extensive engagement and consultation which has been undertaken as part of formulating the spatial strategy of the Minerals Local Development Plan: Proposed Plan. The Council will continue to work inter-departmentally and with external stakeholders and partner organisations to</p>	



proactively secure funding and deliver development in line with the aspirations of the Minerals Local Development Plan.
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<b>Name of key officer</b>
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Karl Doroszenko, Karen Purves, Lorna Clark
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### **Minerals Local Development Plan: Formulating the Placemaking and Restoration Spatial Strategy - Coalfield Communities Landscape Partnership**

On the back of the Minerals Local Development Plan: Main Issues Report consultation, the Council began preparing the Minerals Local Development Plan: Proposed Plan during 2017. Consultation responses from the Main Issues Report identified the need for joined-up thinking between the Council and other organisations in the area and to have a strategic approach to restoration instead of a site-by-site approach. It was from this work that the concept of a Heritage Lottery Fund Landscape Partnership project emerged and was identified as one of the mechanisms in which the spatial strategy of the Minerals Local Development Plan could be delivered.

The Heritage Lottery Fund Landscape Partnership programme is for schemes led by partnerships of local, regional and national interests which aim to conserve areas of distinctive landscape character. During 2017/2018, East Ayrshire Council, as lead partner, along with significant assistance from local communities and organisations including Forest Enterprise Scotland, Central Scotland Green Network Trust, Scottish Natural Heritage, East Ayrshire Leisure Trust and Galloway and Southern Ayrshire Biosphere were successful with a Stage 1 application for the Coalfield Communities Landscape Partnership. The Partnership is now inline for £2.56 million of National Lottery Funding subject to a successful Stage 2 and aims to conserve and enhance the natural, cultural and built heritage of the coalfield area. The Partnership is made up of a Board, Steering Group and Community Steering Group who are responsible for delivering stage 2 of the Partnership. Some of the proposed projects include:



Capturing the intangible history of life in the “lost” mining villages such as Lethanhill

Restoring McAdam’s (of Tarmacadam fame) tomb in Damellington Cemetery



Capacity building within the Ayrshire Railway Preservation Group at Dunaskin, Waterside.

From the outset, it is vital that communities were involved in preparing the bid and are at the heart of the Landscape Partnership as it progresses through the Development and Delivery Phases. On the back of previous engagement and consultation such as the Minerals Local Development Plan: Main Issues Report, the Partnership wanted to seek input and project ideas from the people who live in, work in and/or visit the project area. To this end the Partnership held a community event on 25<sup>th</sup> April 2017 which was well attended by members of the community. The night consisted of a series of presentations followed by a voting process in which community members were encouraged to learn about the potential projects for the proposed bid and vote for their favourite. The feedback we received from the event was very positive, with attendees commenting that the event was very informative, constructive and that it was an excellent opportunity to meet other local people with similar interests.



The Minerals Local Development Plan: Proposed Plan has incorporated the objectives of the Coalfield Communities Landscape Partnership and forms part of the Restoration and Placemaking Strategy of the Proposed Plan. Through the success of the Coalfield Communities Landscape Partnership, the Council has already begun to deliver aspects of the Spatial Strategy. The partnership working, led by the Coalfield Communities Landscape Partnership, will facilitate joint working between the Council, organisations, local interest groups and communities, allowing to work towards a renewed landscape and celebrate the unique heritage of the area.

The Minerals Local Development Plan: Proposed Plan was approved and has been published for consultation. The Coalfield Communities Landscape Partnership is now in its Development Phase and will submit a Stage 2 submission in early 2020.

## Quality of Service and Engagement

During the last year representatives from the Planning Service have undertaken visits to other Councils and reviewed our internal procedures to enhance service delivery while changes have been implemented on areas such as electronic decisions. We continue to encourage, promote and facilitate pre application discussions with other services, such as Roads and Environmental Health's contaminated land officer. The pre-application meetings focus on the major and local non householder developments to identify at an early stage and enable applicants to have constructive dialogue and all to work positively towards identifying design solutions. During 2017/18 the Council's Transformation Strategy has developed significantly to identify and deliver budget savings across the Council. Within Planning and Economic Development the service will require to make approximately £900,000 saving over the next three years and a service review will be progressed to redesign the service and make these savings while delivering a high standard and quality service. Service review options are being considered and will feature within the service action plans, however the planning service will transform to a paper light and cash free service.

Customer surveys are issued with every decision notice feedback received highlights that Planning Officers are delivering a quality service with increased performance and engagement. Engagement throughout the development of the Local Development Plan<sup>2</sup> has commenced with the engagement around the Minerals Local Development Plan is outlined above

Annually, the service staff structure is considered to ensure that it is fit for purpose and delivering the Councils objectives. Current workloads have ensured the Service has three Development Management Teams comprising The specialist teams- [i] Renewables (The Wind Team) [ii] Coal and Minerals (The Coal Team) and [iii] The General Development Team.

These teams ensure that the service focuses its attention to determine the allocated caseload efficiently with new cases are targeted for determination within the statutory periods with the major or more complex local development progressed through a processing agreement.

This targeted response has been reflected within the planning performance during the period where each of the performance indicators have improved across all application types with legacy cases reduced to 27. Each Legacy cases is on a programme for conclusion during 2018/19. However, review of performance is constant with new Major Development applications being targeted within the four month period and also with a Processing Agreement, however further resources will require to be targeted to reduce the non-



householder Local Development applications to improve performance within this area.

When reviewing the reasons for the delay in performance particularly with legacy cases, the period to initiate and conclude a legal agreement can be prolonged for a number of reasons, some of which are out with the Council's control. As part of the continuous improvement, a number of actions are being implemented to progress the flow of the legal agreements and project manage the cases.

One of these actions the provision of a Planning/ Legal working group to tackle these outstanding Legal Agreements which are supported by the Planning/Legal register. As part of the service improvement, the system is supported by the Enterprise Performance Module used in conjunction with Uniform/Idox, the back office Planning system.

The Scheme of Delegation sets the application criteria for determining a planning application. Applications which are referred to Planning Committee under this Scheme are project managed to ensure that the application can be considered at the first available Planning Committee following assessment. The 16 planning committees held during the period have provided flexibility to the Planning Service to increase productivity. The review of the Scheme of Delegation in May 2016 identified that the system was operating satisfactorily at that time, however, as part on a Service Review for Transformation 2, the Scheme of Delegation will be reconsidered during 2018/19.

Planning Applications continue to be categorised on receipt as Major or Local Developments and then during the assessment process the Local Developments which fall out with delegated authority are introduced to the Planning Committee Scheduler which allows the Operations Manager to project manage the application and the committee schedule dates agreed.

In relation to Local Review Bodies (LRB) held during the period to consider the appeal cases, these are coordinated by the Council's Democratic Services who manage the business of the LRB and ensure that the performance standards are met and adhered to. Training is delivered to Councillors annually on the Planning System; Planning Committee processes and the Councillors' Code of Conduct. Furthermore, the introduction of a new councillor onto the Planning committee will trigger a Planning and LRB training course.

As noted in previous PPFs, the Independent Review of Opencast Coal had identified that that all financial guarantees should be subject to internal sign off by senior staff in Legal; Finance as well as Planning. This process has been introduced and clarified within the Decommissioning, Restoration, Aftercare And Mitigation Financial Guarantees Cabinet Report dated 21st May 2014 for dealing



with all financial guarantees relating to environmental developments covered by a Planning Approval as noted below:-

<http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/21%20MAY%202014/Decommissioning.%20restoration.%20aftercare%20and%20mitigation%20financial%20guarantees.pdf>

This process was subject to review by Internal Audit who as part of their final assessment were satisfied that the system to assess and determine applications subject to a financial guarantee is significantly robust and fit for purpose. This is evidenced in page 25 of the Internal Audit Annual Report 2016/17 and viewed at:-

<http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/GOVERNANCE%20AND%20SCRUTINY/20%20APRIL%202017/internal%20audit%20annual%20report%202016-17.pdf>

Internal Audit are satisfied with the processes and will as part of future agreed audits undertake a review of the Financial Guarantee Register and Planning performance arrangements for planning applications during the 2018/19. This is welcomed and will highlight the progression of the Service along with the service changes introduced to make the budget savings as required in Transformation 2.

### **Effective Management Structures**

The Planning and Economic Development Service is split into four strategic sections consisting of Operations (Development Management, Building Standards with Administration and Technical Support), Development Planning (Local Plans) and Regeneration, Economic Development incorporating Employability and Regulatory Services (Environmental Health and Trading Standards). The Service is managed by the Head of Planning and Economic Development with a manager servicing each of the four functions. The structure provides a joint service approach with the Head of Planning having a span of control to provide a one stop shop for both physical development and interaction with economic development.

### **Staff Resource and Governance**

The realignment of staff resources within the 2016/17 period has enabled a balanced approach to be taken for the Service to allow it to move from a reactive to proactive service and to be better prepared to meet the development challenges forthcoming. Also the specialism developed within the Wind and Coal teams has enhanced the Council's ability to assess and project manage all major environmental projects. The joint working arrangements with the external independent compliance monitoring consultants have increased the teams' knowledge base on environmental matters which has assisted to increase the

service ability to compliance monitor these projects and ensure that planning conditions and obligations are being met.

Additionally the Planning Service's capacity to proactively project manage the several Wind Farm appeals and including PLI's has encouraged the development of the teams through increased knowledge and experience of the specialist work. This development has been cascaded internally to other Planning staff to increase their own knowledge and experience of working on major projects. The project management of the cases includes the coordination of planning, legal and finance statements with the QC and external consultants such as for noise; landscape, private water supply and restoration/decommissioning quantum's etc. This expert approach is also being utilised within the Loudoun Castle Appeal which was held in October 2017 and January 2018.

Annually, all Planning enforcement activity and decisions taken by the Local Review Body and DPEA are subject to a review by the Council's Governance and Scrutiny Committee. The Committee will consider the operational activity during the period and identify any financial implications, service needs and training requirements.

<http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/GOVERNANCE%20AND%20SCRUTINY/26%20APRIL%202018/Planning%20Enforcement%20Listed%20Building%20Consent%20Appeal%20Decisions%20and%20LRB%202017.pdf>

### **Culture of Continuous Improvement**

The Planning Service has had a challenging seven years, when in 2011, the policy of the Council was to downsize services to make financial savings to meet the strict budget posed at that time. For the Planning Service that meant that several staff were able to take voluntary redundancy. At the time the Economic Development activity in the various sectors was poor with all private developers having downsized productivity or at worst gone into liquidation. During this period of the recession, the householder applications were impacted; no new housing developments were being submitted or construction activity being undertaken. The Local Development Plan allocated sites were plentiful and not being developed.

At first glance it would have made sense to downsize the business to reflect the operational activity. However, significant activity featured in the specialist sectors of windfarms, opencast coal and quarry operations. The staffing levels at that time having been reduced and all vacancies frozen, meant that the Service was being delivered by a core staff base which was over performing to meet basic performance targets and work within the funds generated through

the planning income. The downsizing meant that the service management levels were reduced with Development Planning and Regeneration operated under a single manager and a combined Development Management and Building Standards Operations Manager initiated.

With the new management structure in place during 2012 it was quickly recognised that work pressures were mounting throughout the development planning and development management functions. Early reviews of planning workload had identified that there was a significant backlog of legacy cases which pre-dated 2009 in throughout the sectors. The previous management philosophy as part of the “development promotion” ethos was to assess and negotiate with the agents to resolve the planning issues without need for refusal. This had left significant numbers of cases where further information had been requested from the agent; the legal agreement had stalled, the company went into liquidation or that the development was not being progressed due to the economic downturn. Therefore, the impact of these legacy cases with the insufficient resources meant that the focus was on determining the new applications being submitted.

Work to combine the East Ayrshire Local Plan (2010) and Open Cast Subject Plan was well underway when, in April/May 2013, the coal industry went into meltdown and two of the largest coal producers ATH Resources/Aardvark and Scottish Coal Company Limited went into liquidation. Up to this point the East Ayrshire Coal field comprising of 10 complexes had delivered the major Scottish coal production. The 10 complexes operated under 92 Planning Consents and Section 75 Agreements. Kier Mining remained under operational activity producing coal to the market in compliance with their planning consents. In 2012 the Coal Authority advised that East Ayrshire produced 2,583,673 tonnes of coal which was 53% of productivity in Scotland and 25% of all UK Coal produced. The impact of the businesses collapsing meant that 2 out of 3 Mining Operators went into liquidation resulting in:-

- 311 Job losses in mining
- 3 Disclaimed sites under the Insolvency act
- 9 Abandoned coal complexes:-
- 1465 hectares distributed/unrestored land- 22 voids; 524 hectares of unrestored voids
- £161M estimated restoration liability when existing site conditions compared to the approved restoration scheme

This business collapse within a deprived area of Scotland had significant repercussions with a multiagency National and Local Response. Fergus Ewing lead the National Task Force review of the coal industry on behalf of the Scottish Government and the Local Response Team in East Ayrshire was led by the

Council's Chief Executive. At this time senior staff were seconded from Development Management, Building Standards and Legal Services to form the "Coal Team" and to review, prioritise and address key issues as part of the Council's Recovery Plan and defined in the Opencast Mining in East Ayrshire Report – Steps to Recovery. At the same time, the Council initiated an Independent Review of Opencast Coal Mining in East Ayrshire.

The Coal Team worked with Hargreaves Surface Mining who initiated coaling within 3 out of 9 of the abandoned coal sites. The outcome of the "Coal Team" review and that of the Independent Review of the Regulation of Open Cast Coal in East Ayrshire identified lesson to be learnt for best practice in relation to resources, training, procedures and independent assessment. In parallel to this was the onslaught of windfarm and electrical infrastructure developments within the area. The interconnector project proposed for the area was undertaken by Scottish Power Energy Networks (SPEN) as a national infrastructure project under Section 37 of the Electricity Act which was consented by the Scottish Ministers with the Planning Authority to discharge and monitor the conditions issued under the consent. Similarly the service was dealing with several major developments for both Planning applications and Section 36 applications. This development activity in the renewable sector coupled to the 75 wind turbine applications being progressed at that time highlighted the services inability to respond to the operational demands placed upon it.

The temporary staff brought in to the Coal, Windfarm and General Development teams were introduced during 2013/14 although the impact on the amount of work against resources in place at that time meant that performance could not be recovered and legacy cases were slowly being determined. The outcome of the review of the Service both internally and by the Independent Review identified that the implementation of best practice was necessary across all environmental projects and the new processes and procedures adopted would be supported by the use specialist consultants to support both the competency of the decision and re-establish confidence in the Planning system which was severely impacted through the demise of the coal industry as it affected East Ayrshire's communities and in particular all the major environmental projects.

In 2015 a comprehensive review of the Planning Service was undertaken which reviewed its resources; current and pending workloads; service performance, customer satisfaction with the service delivery and reputation. The outcome of the review has resulted in a major redesign of staff resources; radical changes in planning processes and approval by the Council in October 2015 for additional Development Management and Development Planning resources.

Currently, the major environmental projects detailed within the Planning Committee's compliance monitoring report highlights the current extensive workload which is project managed at the Planning application stage through to the discharge of Planning conditions and compliance monitoring during the construction and decommissioning periods.

Since this strategy was implemented the following objectives have been met:-

- evidence of increased performance across all development types;
- increased pre-application discussion on major and complex developments;
- increased focus on determining application with statutory period or with a processing agreement;
- evidence of increased removal of legacy cases with all outstanding cases project managed;
- Public confidence in Management of major environmental projects;
- Reinstatement of the abandoned open cast coal sites through the implementation of alternative restoration schemes;
- Delivery of the Local Development Plan 2 and progression of the draft Minerals Local Development Plan

During the 2017/18 period, the Service has required to recruit and fill vacancies within both Development Planning and Development Management. During this period and with staff fluctuations the Service continued to deliver on its key objectives by progressing with the LDP2, draft Mineral Plan and by increasing performance and economic development opportunities within the communities.

Complaints and Improvement Actions are discussed on a weekly basis at the Departmental Management Team and at Development Planning management level meetings. Outcomes are reviewed the Head of Planning and Economic Development. Planning application service improvements are considered at the weekly Development Management meetings and via the e-planning working group.

The Service Improvement Plan (SIP) sets out the key issues for delivering services in support of the Community Plan Vision and priorities and provides a focus on performance improvement aligned to the Single Outcome Agreement. It also describes the service specific risks that may impact on the delivery of the Service and are informed by the Council's Transformation Strategy 2012-2017 and Transformation 2 Strategy (2018-2022), which is designed to ensure that council services remain financially sustainable in the current economic climate. The SIP links between the Community Plan, the Council's Sovereign Plan and the Planning Performance Framework to deliver a link from the strategic plan to the operational activity of the service.



<http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/27%20JUNE%202018/Planning%20and%20Economic%20Development%20Service%20Improvement%20Plan%202018-21%20.pdf>

The other main strategic documents which are significant in maintaining a culture of continuous improvement is the Best Value Service Review which now interfaces with Transformation 2 agenda and links to the Service Improvement Plan (SIP) all supported by the East Ayrshire General Employment Review (EAGER), all of which are subject to quarterly review with an annual update. Regional Partnership in the formation of an all Ayrshire Planning Service had featured highlight within the Best Value Review, however, during June 2018 this objective has been reconsidered following South Ayrshire Council's reluctance to seek a shared Service.

The Council's Organisational Development Strategy requires each member of staff to undertake an annual competency based review of their performance and development for the preceding year and also to plan for the forthcoming year. The East Ayrshire General Employee Review (EAGER) allows staff members to reflect on their competencies and meet with their line manager to establish areas of strength and any area where the staff member would benefit from additional training and development to deliver results within the workplace. The process also delivers a Personal Development Plan (PDP) for each member of staff. To assist, the Council has defined mandatory areas for training and these are currently being mapped across to the existing staff training data base to identify any gaps. Additionally, continuous professional development requirements are identified both through the EAGER process where legislative or policy changes have taken place or as mandatory council wide training through the e-learning academy.

Furthermore during 2017/18, the new Elected Members received standard training on the following topics:-

- The planning system including the Planning Committee
- Planning and the Councillors' Code of Conduct; and
- LRB processes;

The Elected Member training also continues to provide visits to opencast coal, quarry and sites on a quarterly basis when considering the Compliance Monitoring Report to establish a better understanding of the operational compliance monitoring arrangements undertaken through the planning conditions and obligations.

## National Headline Indicators (NHI)

Development Planning	2017-18	2016-17
<b>Local and Strategic Development Planning:</b>		
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	<b>2 years and 0 months</b>	<b>1 years and 0 months</b>
Will the local/strategic development plan(s) be replaced by their 5 <sup>th</sup> anniversary according to the current development plan scheme?	<b>Y</b>	<b>Y</b>
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	<b>Y-later (3 months)</b>	<b>N</b>
Were development plan scheme engagement/consultation commitments met during the year?	<b>Y for LDP N for MLDP</b>	<b>Y</b>
<b>Effective Land Supply and Delivery of Outputs<sup>1</sup></b>		
Established housing land supply	<b>8171 units</b>	<b>7905 units</b>
5-year effective housing land supply programming	<b>6332 units</b>	<b>3262 unit</b>
5-year effective land supply total capacity	<b>6332 units</b>	<b>3262 units</b>
5-year housing supply target	<b>2670 units</b>	<b>2670 units</b>
5-year effective housing land supply (to one decimal place)	<b>11.9 years</b>	<b>6.10 years</b>

<b>Development Planning</b>	<b>2017-18</b>	<b>2016-17</b>
<b>Local and Strategic Development Planning:</b>		
Housing approvals	<b>239 units</b>	<b>878 units based on consents for 4 or more units.</b>
Housing completions over the last 5 years	<b>1600 units</b>	<b>1320 units</b>
Marketable employment land supply	<b>110.40ha</b>	<b>113.10ha</b>
Employment land take-up during reporting year	<b>2.70ha</b>	<b>0 ha</b>

<b>Development Management:</b>	<b>2017-18</b>	<b>2016-17</b>
<b>Project Planning</b>		
Percentage and number of applications subject to pre-application advice on decision issued	<b>19.7%</b> <b>106</b>	<b>26.2%</b> <b>170</b>
Percentage and number of major applications subject to processing agreement	<b>100%</b> <b>4</b>	<b>60%</b> <b>3</b>
<b>Decision Making</b>		
Application approval rate	<b>95.8%</b>	<b>93.1%</b>
Delegation rate	<b>95.5%</b>	<b>95.8%</b>
Validation	<b>43.6%</b>	<b>33%</b>
<b>Decision-making Timescales</b>		
Major Developments	<b>31.5 weeks</b>	<b>43.8 weeks</b>
Local developments (non-householder)	<b>11.4 weeks</b>	<b>11.8 weeks</b>
Householder developments	<b>6.9 weeks</b>	<b>7.1 weeks</b>
<b>Legacy Cases</b>		
Number cleared during reporting period	<b>11</b>	<b>16</b>
Number remaining	<b>27</b>	<b>38</b>

## Planning Performance Framework 2017-18

Enforcement activity	2017-18	2016-17
Time since enforcement charter published / reviewed Requirement: review every 2 years	<b>Reviewed 31<sup>st</sup> march 2018</b>	<b>Reviewed March 2017</b>
Complaints lodged and investigated	<b>178</b>	<b>202</b>
Breaches identified – no further action taken	<b>170</b>	<b>197</b>
Cases closed	<b>165</b>	<b>136</b>
Notices served	<b>10</b>	<b>5</b>
Direct Action	<b>6</b>	<b>2</b>
Reports to Procurator Fiscal	<b>0</b>	<b>0</b>
Prosecutions	<b>0</b>	<b>0</b>

### Commentary

With the LDP just having been adopted at the very end of the last reporting year, this year has been focussed on completing the Action Programme and Supplementary Guidance and non-statutory guidance associated with the LDP. This done, we have now entered the evidence gathering stage for LDP2 and are approaching publication of our Monitoring Statement and Main Issues Report, having completed a 'Call for Issues, Priorities and Proposals' within the reporting year.

The slight delay in the anticipated submission of the LDP to Scottish Ministers can be attributed to the requirement to allow time and resources to be channelled into the commencement of Stage 1 of the Heritage Lottery Funded Coalfield Communities Landscape Partnership which received stage 1 approval in November 2017, and to maintain project momentum whilst recruitment was ongoing to fill the 2 posts which this work created. A decision was taken to delay the Plan slightly, keeping it within the 5 years as subject to stage 2 approval; the £5.2 million project will prove a major driver in delivering and implementing some of the regeneration and placemaking priorities of the Proposed Minerals Local Development Plan. This decision has meant that the consultation for the

Proposed Minerals Local Development Plan has been slightly delayed and commenced on the 27th July 2018 instead December / January 2017/18. The Participation Statement measures will be met, but 6 months later than envisaged when reporting in 2017.

As noted above the introduction of the increased planning resource has allowed the service to increase productivity in the determination of planning applications which is reflected in the increased performance for major, local (non-householder) and householder developments when compared to the previous period. However, greater focus is required in both local housing and business/industry developments to increase performance in these areas. The use of Processing Agreements will assist to deliver applications within an agreed timescale.

Local Reviews and LRB decisions number remain constant with the DPEA Appeals with each case analysed annually by the Governance and Security Committee to review the decisions to establish whether any policy or procedural lessons can be learned and feedback into the development of the service and its interpretation of policy. Enforcement activity also remains constant when compared with the previous year's figures with an increase in the number of notices issued which is also linked to the increased enforcement action taken on land owners to restore abandoned opencast coal sites.



## Scottish Government Official Statistics

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

<b>Timescales</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2016-17</b>
<b>Overall</b>			
<b>Major developments</b>	4	31.5 weeks	43.8weeks
<b>Local developments (non-householder)</b>	226	11.4 weeks	11.8 weeks
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	72.1% 27.9%		
<b>Householder developments</b>	188	6.9 weeks	7.1 weeks
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	93.1% 6.9%		
<b>Housing Developments</b>			
<b>Major</b>	2	32.1 weeks	31.1 weeks
<b>Local housing developments</b>	84	11.4 weeks	13.1 weeks
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	6.9% 19.8%		
<b>Business and Industry</b>			
<b>Major</b>	0	0 weeks	0 weeks
<b>Local business and industry developments</b>	62	8.3 weeks	11.2 weeks
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	82.3% 17.7%		

<b>Timescales</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2016-17</b>
<b>Overall</b>			
<b>EIA Developments</b>	<b>2</b>	<b>19.7 weeks</b>	<b>92.1 weeks</b>
<b>Other Consents</b>	<b>98</b>	<b>6.9 Weeks</b>	<b>8.2 weeks</b>
• <i>Listed bldg. + cons. area consents</i>	<b>39</b>	<b>8.6 Weeks</b>	<b>12.3 Weeks</b>
• <i>Advertisements</i>	<b>32</b>	<b>7.1 Weeks</b>	<b>6.4 weeks</b>
• <i>Hazardous substances consents</i>	<b>0</b>	<b>0.0 Weeks</b>	<b>12.1 weeks</b>
• <i>Other consents and certificates</i>	<b>27</b>	<b>4.1 Weeks</b>	<b>5.1 Weeks</b>
<b>Planning/legal agreements</b>			
• Major: average time	<b>3</b>	<b>28.4 weeks</b>	<b>0 weeks (No applications)</b>
• Local: average time	<b>6</b>	<b>74.3 weeks</b>	<b>25.4 weeks</b>

### Decision-making: local reviews and appeals

<b>Type</b>	<b>Total number of decisions No.</b>	<b>Original decision upheld</b>			
		<b>2017-18</b>		<b>2016-2017</b>	
		<b>No.</b>	<b>%</b>	<b>No.</b>	<b>%</b>
<b>Local reviews</b>	4	2	50%	12	50%
<b>Appeals to Scottish Ministers</b>	5	3	60%	8	62.5%

**Context**

The continuation of the increased planning resource has allowed the service to increase productivity in the determination of planning applications which is reflected in the increased performance for the majority of major, local (non-householder) and householder developments when compared to the previous period. The small number of applications which caused a minor spike are related to the determination of legacy cases. However, the focus continues to be on the determination of applications within the statutory period with applications which could exceed these timelines subject to processing agreements. The use of Processing Agreements will assist to deliver applications within an agreed timescale. Legal Agreements remain an area where further development activity with Legal Services requires to proceed to clear the outstanding backlog of legal agreements and reduce processing times with any new agreement.

Local Reviews and LRB decisions have reduced when compared to the previous period with the DPEA Appeals also reducing. Each LRB and DPEA case is analysed annually by the Governance and Security Committee to review whether any policy or procedural lessons can be learned and feedback into the development of the service and its interpretation of policy.

## Workforce Information

The information below is a snapshot of the staffing position on 31 March 2018.

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

<b>RTPI Qualified Staff</b>	<b>Headcount</b>	<b>FTE</b>
Development Management	15	15
Development Planning	8	5.5
Enforcement	4	4
Specialists	0	0
Other (including staff not RTPI eligible)	13 (includes Technical Support & Admin)	13
<b>Total</b>	<b>40</b>	<b>37.5</b>

Staff Age Profile	Development Management	Development Planning	Total Headcount
Under 30	3.5	1	4.5
30-39	4.5	5	9.5
40-49	8	1	9
50 and over	10.5	4	14.5
<b>Total</b>	<b>26.5</b>	<b>11</b>	<b>37.5</b>

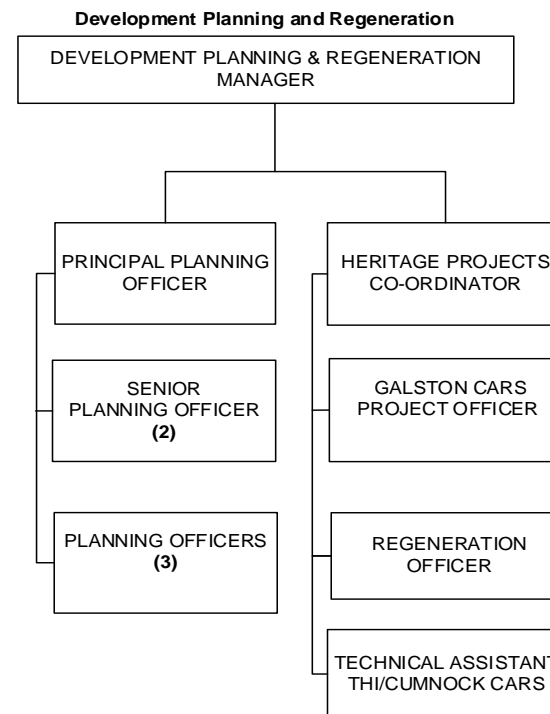
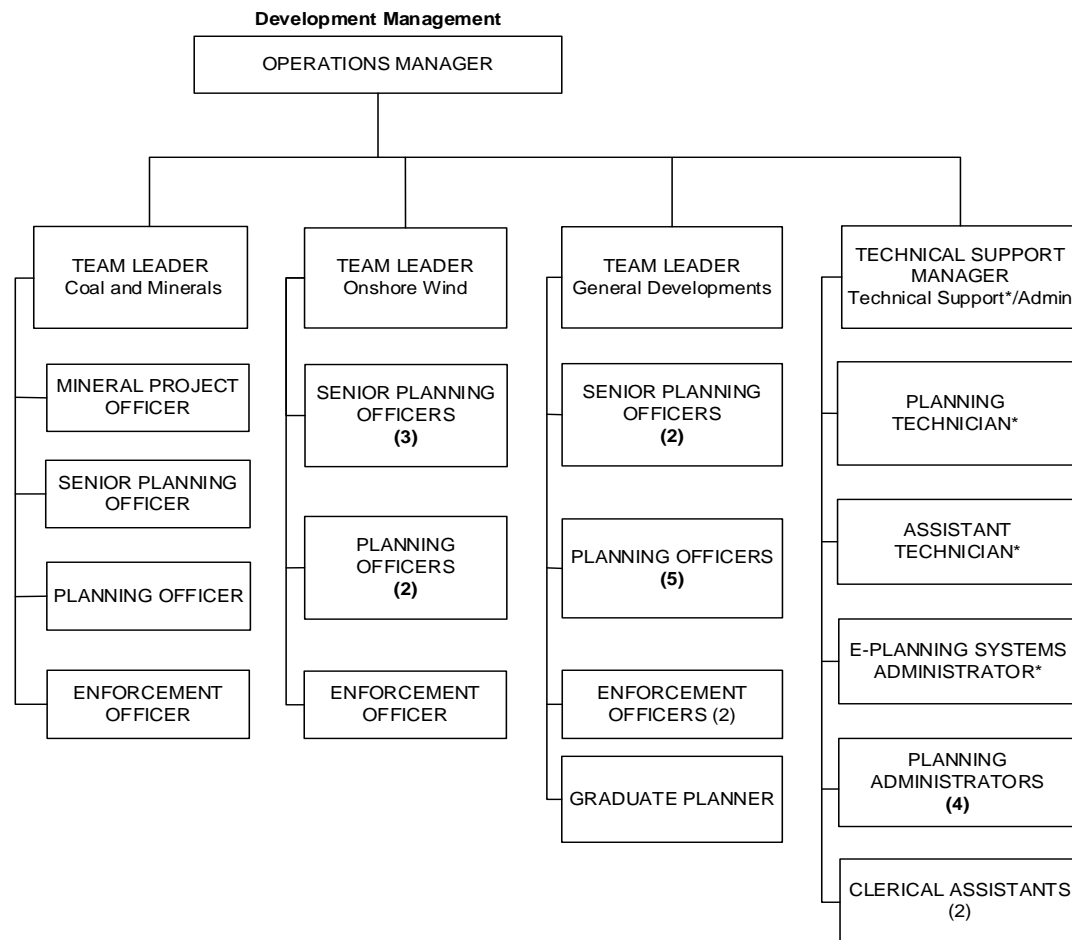
The current staffing structure has remained the same over the last year with four posts within Development Management becoming vacant comprising a Planning Officer (Graduate), Planning Officer (Temporary), Senior Planning Officer (Coal and Minerals) and Senior Planning Officer (Wind Team). These posts are subject to a vacancy review process which has successfully concluded that these posts will be backfilled with recruitment targeted during the first quarter of the 2018/19 period.

The current staffing structure in the LDP side has stayed the same with vacancies being filled at senior planner and planner level during the period.



## STAFF STRUCTURE – PLANNING AND ECONOMIC DEVELOPMENT

### Development Management and Development Planning and Regeneration



\* Technical Support resource shared with Development Planning and Regeneration

## Planning Committee Information

The template below allows the information on the number of meetings and site visits during 2017-18 to be recorded in a consistent format, additional guidance on what to include is within the template itself.

Committee & Site Visits	Number per year
Full council meetings	0
Planning committees	16
Area committees	0
Committee site visits	11
Local Review Body	9
LRB site visits	6

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
1	Decision-making: authorities demonstrating continuous evidence of reducing average timescales for all development types	Amber in PPF6	<p>During the period the Service determined 4 Major applications comprising 2 Minerals and 2 Housing applications. An increase in performance from 43.8 weeks in 2016/17 period to 31.5 weeks was recorded.</p> <p>Local developments (non-householder) performance saw the reduction from 11.8 weeks to 11.4 weeks with Householder developments achieving a 6.9 weeks. The three performance figures for the period highlight the highest performance recorded since the commencement of the PPF markers.</p> <p>The stability within the staff structure coupled to the weekly monitoring and project management of major applications continue to demonstrate improvements to the speed of the decision making process when compared to the Performance Markers Report 2016/17. Areas for improvement include the increased performance of local development (Non Householder) and the clearance of all legacy planning applications.</p> <p><b>Evidence: National Headline Indicators table and Case Studies.</b></p>	<p>1.1) Promotion of Processing Agreements for all complex local and major developments;</p> <p>1.2) Review invalid cases to not using Scottish Government Validation Guidance to identify causes and improve performance;</p> <p>1.3) Increase planning application service performance via the Enterprise Uniform Performance Management Monitoring Module;</p> <p>1.4) Maintain the project management actions to review, assess and determine the legacy planning cases which remain outstanding in excess of 1 year;</p> <p>1.5) Continued reduction of the number of invalid applications received through positive interaction with our customers on the minimum levels of guidance to submit to validate an application;</p> <p>1.6) Project Manage the conclusion of outstanding Legal agreements to secure the consent of new Legal Agreements within 6 months of</p>

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
				<p>'resolving to grant' either via the planning Committee or via a Report of Handling.</p> <p>1.7) Maintain the service process review and staff resource to improve performance of all key markers.</p>
2	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications and availability publicised on planning authority website	Green in PPF6	<p>During the 2017/18 period there has been 13 developments comprising 4 Major with 9 Local Developments which have been determined using processing agreements to project manage each case. Currently, the Service is assessing 10 applications with processing agreements and all major and complex applications are subject to pre-application discussions where the Processing Agreements are offered. The Service publish its service commitment on processing agreements notification at:-</p> <p><a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-Processing-Agreements.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-Processing-Agreements.aspx</a></p> <p>During the period the Council has set out and implemented the strategic direction for its School estate and public sector Housing proposals which</p>	<p>2.1) Promotion of Processing Agreements for all complex local and major developments</p> <p>2.2) Management and Senior Planning Officer attendance at the School Estate Board for the pre-application meetings on all local and major developments.</p> <p>2.3) Management and Senior Planning Officer attendance at the Public Sector Housing Board for the pre-application meetings local and major developments.</p>

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>will deliver £0.5Billion of new and refurbished schools over a 10 year plan and the £130M development of the new public sector housing within the district. The housing is targeted at increasing housing capacity within town centres. For the delivery of both school and housing strategy development individual Boards were set up with multidisciplinary design teams to develop and implement each development. This Planning Service attend the monthly design meeting to review the key issues for each of the proposed developments and working with statutory consultees refine the designs so that when the processing agreement is submitted the planning Service delivers on the agreed timescales. The Council set out its development strategy for the School estate at:-</p> <p><a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/8%20MARCH%202017/school%20estates%20management%20plan%202015-16.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/8%20MARCH%202017/school%20estates%20management%20plan%202015-16.pdf</a></p> <p>and for the proposed public sector housing at:-</p> <p><a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/30%20NOVEMBER%202016/housing%20investment%20programme%202017-18-2012-22.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/30%20NOVEMBER%202016/housing%20investment%20programme%202017-18-2012-22.pdf</a></p>	



Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<a href="https://www.east-ayrshire.gov.uk/EducationAndLearning/Investing-in-East-Ayrshire-Schools/Investing-in-East-Ayrshire-Schools.aspx">https://www.east-ayrshire.gov.uk/EducationAndLearning/Investing-in-East-Ayrshire-Schools/Investing-in-East-Ayrshire-Schools.aspx</a>  <b>Evidence: National Headline Indicators table, Council Website and Case Studies</b>	
3	Early collaboration with applicants and consultees on planning applications: availability and promotion of pre-application discussions for all prospective applications clear and proportionate requests for supporting information	Amber in PPF6	<p>The Service has maintained its staff resource in front line staff during the period and is committed to provided pre-app discussions for all complex local and major applications. Dedicated planning staff are available to deal with all planning enquiries either by appointment of via dropping into the Planning office. Planning enquiries relating to pre-application advice are recorded within the Uniform/Idox back-office system with each case receiving a unique reference number. The assessment details, key policy matters and further information such as a Transport Assessment or Coal Mining Risk Assessment necessary at the submission stage with consultees' responses are recorded along with the response to the applicant/agent. This level of detail assists in the planning history to review the guidance offered when the planning application is received and being processed.</p> <p><b>Evidence: National Headline Indicators table, Council Website and Case Studies</b></p>	<p>3.1) Promotion of pre-application discussion with applicants/developers via web/reception meetings and e-mail</p> <p>3.2) Attend pre-application meetings with capital project team for new schools and offices;</p> <p>3.3) Attend pre-application meetings with Council Housing project team;</p>

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
4	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant' <sup>2</sup>	Amber in PPF6	<p>The National Headline Indicators for 2017/18 on decision making timescales reflect the difficulty the Service has in determining Planning applications within the requisite timescale where a legal agreement is linked to the application. Currently there are 15 applications pending the decision of the legal agreement to approve 12 of which are Legacy cases.</p> <p><b>Evidence: National Headline Indicators table.</b></p>	<p>4.1) Legal and Planning workshop to review blocks in efficiency and introduce service improvements;</p> <p>4.2) Project Manage the conclusion of outstanding Legal agreements to secure the consent for legacy applications;</p> <p>4.3) Secure conclusion of new Legal Agreements within 6 months of 'resolving to grant' either via the planning Committee or via a Report of Handling through the introduction of standard legal agreements</p>
5	Enforcement charter updated / re-published	Green in PPF6	<p>The enforcement Charter was reviewed and updated as part of its annual review. The Enforcement Charter can be viewed at:- <a href="https://www.east-ayrshire.gov.uk/Resources/PDF/D/DMEenforcementCharter.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/D/DMEenforcementCharter.pdf</a></p> <p><b>Evidence: National Headline Indicators table and Council Website</b></p>	<p>5.1) Annual review of Enforcement Charter by 31st March 2019</p> <p>5.2) Review of service complaints and ombudsman cases regarding planning enforcement to identify any updates necessary to Charter.</p> <p>5.3) The reduction of all legacy planning enforcement cases;</p>
6	Continuous improvements: - show progress/ improvement in relation to PPF	Green in PPF6	<p>Significant work has been carried out over the last period to review processes, maintain staff resource to cover the disparate planning processes and ultimately improve performance as detailed within the National Headline Indicators. Legacy cases</p>	<p>6.1) Continue with Actions above to provide pre application advice, determine the remaining legacy cases, assess and determine all new applications within the statutory period, review and update the</p>

<sup>2</sup> This will require production of supporting guidance, following wider stakeholder input



Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
	National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report		<p>have been reduced to 27 and with these cases at advanced stages in the process the Service ambition is to clear the backlog over 2018/19. As part of the Council's transformation strategy the service review process will transform the planning application process to a paper free environment with additional measures implemented within the Council Scheme of Delegation to increase efficiency of planning application determination. The efficiency drive will also include the introduction of mobile and flexible working.</p> <p><a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/COUNCIL/28%20JUNE%202018/Transformation%20Strategy%202017-22%20-%20Closing%20the%20Gap.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/COUNCIL/28%20JUNE%202018/Transformation%20Strategy%202017-22%20-%20Closing%20the%20Gap.pdf</a></p> <p><b>Evidence: National Headline Indicators table, Transformation Strategy and PPF Submission</b></p>	<p>Enforcement Charter and implement the Mineral LDP and LDP2</p> <p>6.2) Transform the Planning applications process to a paperless process</p> <p>6.3) Review of the Scheme of Delegation to improve efficiency of decision making;</p> <p>6.4) Develop and introduce Mobile working within the Planning Service;</p> <p>6.5) Develop and introduce GDPR Document Retention software for file management</p>
7	LDP (or LP) less than 5 years since adoption	Green in PPF6	The East Ayrshire Local Development Plan was adopted in February 2017. Please find a copy of the Cabinet Committee report relating to its adoption here:	7.1. Continue to implement Development Plan Scheme to progress with LDP2. The MIR is now scheduled for publication September/October 2018 so will form part of the PPF.


Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/COUNCIL/23%20FEBRUARY%202017/East%20Ayrshire%20Council%20-%2023%20February%202017.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/COUNCIL/23%20FEBRUARY%202017/East%20Ayrshire%20Council%20-%2023%20February%202017.pdf</a>  <b>Evidence: National Headline Indicators table and Committee Reports</b>	7.2. Continue to progress the East Ayrshire Minerals Local Development Plan with the publication of the proposed Plan in July 2018.
8	Development plan scheme demonstrates next LDP:	Green in PPF6	<p>The most up-to-date East Ayrshire Development Plan Scheme was approved by East Ayrshire Council's Cabinet Committee in March 2018. A copy of the report can be found here:</p> <p><a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/7%20MARCH%202018/east%20ayrshire%20development%20plan%20scheme%202018.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/7%20MARCH%202018/east%20ayrshire%20development%20plan%20scheme%202018.pdf</a></p> <p>A copy of the Development Plan Scheme can be found here:</p> <p><a href="https://www.east-ayrshire.gov.uk/Resources/PDF/D/DevPlanScheme.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/D/DevPlanScheme.pdf</a></p> <p><b>Evidence: National Headline Indicators table and Committee Reports</b></p>	8.1. Publish new Development Plan Scheme in January/February 2019.

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
9	Elected members engaged early (pre-MIR) in development plan preparation	N/A in PPF6	<p>The Minerals Local Development Plan Members Officer Working Group remains established and will meet at key stages of the Minerals Local Development Plan. The Member Officer Working Group met on 26th March 2018 for an information event on the progress of the Minerals Local Development Plan which involved officers presenting information on pre-MIR and MIR stages after which the Proposed Plan progressed to a future Member Officer Working Group meeting before being submitted to full Council and consultation. A copy of the relevant report can be found here:</p> <p><a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/24%20JUNE%202015/Minerals%20Local%20Development%20Plan.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/24%20JUNE%202015/Minerals%20Local%20Development%20Plan.pdf</a></p> <p>A copy of a MOWG meeting agenda can be found here:</p>	<p>9.1. Continue to engage with Elected Members for the Minerals LDP (at proposed plan stage).</p> <p>9.2. Establish elected member engagement for LDP2 in advance of preparation of MIR.</p>



Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>To: Councillors Ian Grant, Neil McGhee, Jim Roberts, John Bell and Drew Filson.</p> <p>8 June 2018</p> <p>Dear Member/Officer</p> <p><b>MEMBER/OFFICER WORKING GROUP - MINERALS LOCAL DEVELOPMENT PLAN - 14 JUNE 2018</b></p> <p>You are requested to attend a meeting of the Member/Officer Working Group - Minerals Local Development Plan to be held on <b>THURSDAY 14 JUNE 2018 at 1000 HOURS</b> in the <b>COUNCIL CHAMBERS, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK</b>, in order to discuss the undernoted business.</p> <p>Yours sincerely</p> <p><i>Christine Bailie</i></p> <p>David Mitchell Chief Governance Officer LY/SR</p> <p><b>BUSINESS</b></p> <p><b>INTIMATE APOLOGIES</b></p> <ol style="list-style-type: none"> <li><b>DECLARATIONS OF INTEREST</b> - Under this item, Members are asked to declare, if required, any interest in any of the undernoted item(s) of business on the Agenda and provide an explanation of the nature of that interest.</li> <li><b>APPOINTMENT OF CHAIR</b></li> <li><b>MINUTES OF PREVIOUS MEETING (pages 1-4)</b> - Submit Minutes of the meeting of the Member/Officer Working Group on the Minerals Local Development Plan held on 2 November 2016 (copy enclosed).</li> <li><b>REMIT OF THE MEMBER/OFFICER WORKING GROUP: MINERALS LOCAL DEVELOPMENT PLAN: PROPOSED PLAN TO ADOPTION (pages 5-8)</b> - Submit report (copy enclosed) by the Development Planning and Regeneration Manager providing information in relation to the remit of the Member/Officer Working Group.</li> </ol> <p>Council Headquarters, London Road, Kilmarnock KA3 7BU Tel: 01563 576000 <a href="http://www.east-ayrshire.gov.uk">www.east-ayrshire.gov.uk</a></p>	
			<b>Evidence: National Headline Indicators table and Committee Reports</b>	

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
10	Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	N/A in PPF6	<p>Extensive engagement with key stakeholders has been undertaken and continues as part of the development planning processes undertaken for the Minerals Local Development Plan and as part of the Landscape Partnership. Within the reporting year, this has included:</p> <p>Meetings with Forestry Commission to discuss identifying sites within East Ayrshire for strategic woodland creation.</p> <p> Regional Strategic Woodland Creation Plan</p> <p>Public event to develop projects for the Landscape Partnership bid – workshop - 25th April 2017.</p> <p> Poster - Community Meeting.pdf</p> <p>A site visit from Historic Environment Scotland to review the listings and scheduled monuments designations of some sites in East Ayrshire- this was useful as baseline data for LDP MIR- 24th May 2017.</p>	<p>1. Continue to engage with key stakeholders, when appropriate, in the Minerals LDP process.</p> <p>2. Continue pre-MIR consultation for LDP2 and engage with key stakeholders.</p>

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			 Schedule for HES Visit.docx  A site visit by Heritage Lottery Fund to assess the coalfields area and to discuss the strategic approach to regeneration in the area through the Minerals Local Development Plan - 16th August 2017  <b>Evidence: National Headline Indicators table and Committee Reports</b>	
11	Production of regular and proportionate policy advice, for example through supplementary guidance, on information required to support applications	Green in PPF6	<p>The Minerals Local Development Plan is currently at Proposed Plan stage and the consultation will run from July-September 2018. Thereafter, the Council will consider all representations and prepare the Plan for submission for Examination.</p> <p>The East Ayrshire Local Development Programme was updated and adopted in June 2017.</p> <p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/28%20June%202017/local%20development%20plan%20-%20action%20programme.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/28%20June%202017/local%20development%20plan%20-%20action%20programme.pdf</a></p>	11.1. Completion of Statutory supplementary guidance which will involve the preparation of Placemaking maps for all remaining settlements as per Schedule 9 of the LDP.

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>In line with adoption processes for the Local Development Plan, a suite of supplementary guidance has been prepared at various stages of adoption.</p> <p>Supplementary Guidance was adopted during the reporting year on the following subjects:</p> <ul style="list-style-type: none"> <li>• Dark Sky Park Lighting</li> <li>• Developer Contributions</li> <li>• Display of Advertisements Design Guidance</li> <li>• Shopfront Design Guidance</li> </ul> <p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/19%20APRIL%202017/East%20Ayrshire%20Local%20Development%20Plan%20Supplementary%20Guidance.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/19%20APRIL%202017/East%20Ayrshire%20Local%20Development%20Plan%20Supplementary%20Guidance.pdf</a></p> <ul style="list-style-type: none"> <li>• Public and Private Green Infrastructure/Open Space Standards</li> <li>• Heat Generation</li> </ul> <p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/8%20NOVEMBER%202017/ea%20local%20development%20plan%20-%20supplementary%20guidance%20and%20non%20statutory%20planning%20guidance.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/8%20NOVEMBER%202017/ea%20local%20development%20plan%20-%20supplementary%20guidance%20and%20non%20statutory%20planning%20guidance.pdf</a></p>	

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<ul style="list-style-type: none"> <li>Design Guidance for Masterplanning</li> </ul> <p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/13%20DECEMBER%202017/ea%20local%20development%20plan%20-%20supplementary%20guidance.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/13%20DECEMBER%202017/ea%20local%20development%20plan%20-%20supplementary%20guidance.pdf</a></p> <ul style="list-style-type: none"> <li>East Ayrshire Housing Market Areas</li> <li>Householder Development</li> <li>Housing in the Countryside</li> <li>Listed Buildings and Buildings within Conservation Areas Design Guidance</li> </ul> <p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/7%20MARCH%202018/east%20ayrshire%20local%20development%20plan%20-%20supplementary%20guidance.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/7%20MARCH%202018/east%20ayrshire%20local%20development%20plan%20-%20supplementary%20guidance.pdf</a></p> <p>Non-statutory guidance was adopted during the reporting year on the following subjects:</p> <ul style="list-style-type: none"> <li>Community Benefits from Wind Energy Development</li> </ul>	



Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/8%20NOVEMBER%202017/ea%20local%20development%20plan%20-%20supplementary%20guidance%20and%20non%20statutory%20planning%20guidance.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/8%20NOVEMBER%202017/ea%20local%20development%20plan%20-%20supplementary%20guidance%20and%20non%20statutory%20planning%20guidance.pdf</a></p> <p>Waterside Conservation Area Appraisal (non-statutory guidance) was prepared and presented to Cabinet for consultation and will be adopted later in 2018.</p> <p>Cabinet Report: <a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/21%20MARCH%202018/non-statutory%20planning%20guidance%20-%20draft%20waterside%20conservation%20area%20appraisal.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/CABINET/21%20MARCH%202018/non-statutory%20planning%20guidance%20-%20draft%20waterside%20conservation%20area%20appraisal.pdf</a></p> <p>The Supplementary Guidance stems from the adopted Local Development Plan and is listed in Schedule 9 of Volume 1 of the LDP.</p> <p><b>Evidence: National Headline Indicators table and Committee Reports</b></p>	



Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
<b>SIMPLIFYING AND STREAMLINING</b>				
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Green in PPF6	<p>As noted within Marker 2, the Council is delivering on its new School Estate and public sector housing strategy. In addition to a Planning Officer acting as a single point of contact for all applications the Service (from a policy and development management perspective) is heavily involved in strategic pre-application advice across a number of services and external consultants involved in delivery of both strategies. A similar process is carried out in a smaller scale for major and complex local developments.</p> <p>There have also been a number of applications where delays continues to be experienced in submission of consultee responses in relation to the development impact on the road network. In these cases early meetings were held with the Ayrshire Roads Alliance to understand the delays which have resulted from vacancies within the Service.</p> <p>Both Development Planning and Development Management sit on the Councils public sector housing Board titled the Future Homes Project Board. Planning provide pre-planning application advice and are involved in key decision making for future affordable housing in East Ayrshire.</p>	<p>12.1) Conclude review of service delivery and service protocols with internal consultees including Ayrshire Roads Alliance (Roads) and Environmental Health to clarify responsibilities; streamline the consultation process.</p> <p>12.2) Review of Planning Committee membership following the election</p>

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<b>National Headline Indicators table and Committee Reports</b>	
13	Sharing good practice, skills and knowledge between authorities	Green in PPF6	<p>During the period the Service has participated in a number of training sessions, skills sharing events and benchmarking which has included reviewing last year's complaints and PPF feedback along with the Service improvement Plan to identify improvement actions.</p> <ul style="list-style-type: none"> <li>• Review of Service Improvement plan with other Regulatory Services.</li> <li>• Attendance at the HOPS PPF Working Group;</li> </ul> <p>East Ayrshire Council is committed to Benchmarking with other Planning Services as part of its continuous review of service delivery and welcomes the contributions through the Group 2 Benchmarking Group along with the national support from the HOPS on national consistency and legislative matters.</p> <p>The proposed Peer Review with Stirling Council Planning service will provide further opportunities to review the policy and processes within each Development Planning and Development Management section which will assist the identify and explore service enhancements which will be implemented as part of the 2018/19 service improvements.</p>	<p>13.1) Implementation of best practice within the Development Management service through HOPS and Benchmarking Groups.</p> <p>13.2). The continued review of the Development Management planning processes (including Benchmarking) to finalise prior to the external assessment by BM TRADA on behalf of the ISO 9001 accreditation.</p> <p>13.3). Continued interaction with the HOPS Mineral Working Group, HOPS Renewables Group and HOPS Development Management and Development Planning Groups;</p>

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>Peer Group meetings are scheduled during August 2018 which will set out an agenda which details expected outcomes with this process allowing detailed review within both Planning offices to ensure the benchmarking capabilities are maximised and facilitating an accurate review of the approach to deliver the Key Markers and National Headline Indicators with the Planning Performance Framework.</p> <p>This year, East, North and South Ayrshire Councils and SNH have come together to discuss strategic capacity for wind and to refresh the 2013 Landscape Capacity Study, which is non statutory planning guidance The study has in the context of key factors that have evolved.</p> <p>In considering the scope of this study, EAC met with NAC, SAC, SNH and Dumfries and Galloway Council who had recently updated their study and were in the process of drafting wind policies for their Proposed LDP which is about to enter examination. This allowed us to share knowledge and experience and have a peer to peer discussion on wind policy and landscape which we will build on as we move through the LDP2 process. The Landscape Capacity Study work has been completed and is now refreshed non statutory guidance for 2018.</p>	

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>As part of the policy monitoring and writing process, and as a result of issues which had arisen in the examination reports for EAC and D&amp;G, EAC convened a meeting with NAC, SAC, D&amp;G and the Scottish Government which took place on 10<sup>th</sup> August 2017 to discuss exactly what we mean by strategic capacity, and how this fits with the spatial framework.</p>  <p>RE Development planning - strategic c</p>  <p>RE Development planning - strategic c</p>	
<b>DELIVERING DEVELOPMENT</b>				
14	Stalled sites/legacy cases: conclusion/ withdrawal of planning applications more than one-year-old	Amber in PPF6	<p>During the period there a significant move towards clearing the legacy cases as noted in Marker 6 above. While there remains 27 legacy cases, all cases are at an advanced stage with one application subject to a Scottish Minister Call In. The majority of the applications are delayed for a number reasons of reasons comprising:-</p> <p>a) legal agreements to be concluded;</p>	Continue with Actions in Marker 1-4 and 6 above.

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>b) Statutory consultee objection (SEPA) and applicant devising an alternative strategy;</p> <p>The target is to clear all Legacy applications during 2018/19</p> <p><b>Evidence: National Headline Indicators table and Planning Committee Reports</b></p>	
15	<p>Developer contributions: clear expectations</p> <ul style="list-style-type: none"> <li>- set out in development plan (and/or emerging plan,) and</li> <li>- in pre-application discussions</li> </ul>	Green in PPF6	<p>The East Ayrshire Local Development Plan was adopted at the end of the previous PPF period. The Plan sets out the policy for developer contributions (Policy INF5) and is supplemented by paragraphs 6.3.15-6.3.18 of Volume 1 of the Local Development Plan. Policy INF5 settlement projects relate to the following settlements:</p> <ul style="list-style-type: none"> <li>• Kilmarnock</li> <li>• Cumnock</li> <li>• Stewarton</li> <li>• Dalmellington</li> <li>• Galston</li> </ul> <p>Table 6 of the plan sets out clearly where monies will be directed and explains that contributions may be waived or reduced in exceptional circumstances. Circular 3/2012 is referred to in para. 6.3.17 of the LDP. Supplementary Guidance on Developer</p>	15.1. Implement the advice set out in the Developer Contributions Supplementary Guidance.

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>Contributions was adopted in June 2017. A copy of the SG can be found at:</p> <p><a href="https://www.east-ayrshire.gov.uk/Resources/PDF/P/Planning-SG-Developer-Contributions.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/P/Planning-SG-Developer-Contributions.pdf</a></p> <p>The guidance provides more detailed information on developer contributions and provides worked examples of calculating the contributions that may be required. The SG sets out clearly the developer contribution framework in place, implementation of contributions and identified contribution projects and how monies will be collected in relation to residential development and retail or commercial leisure development. Policy INF5 and the supplementary guidance conform to Circular 3/2012.</p> <p>In terms of development management, pre-application discussions are held for all major developments and complex housing developments. In all cases of 4 or more housing Developer Contributions are discussed as part of this pre-application process setting out the local of the development in respect of the Developer Contribution applicable. In cases where the application is for a Registered Social Landlord (RSL); Council Housing or development where the viability of the development may be adversely</p>	



Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p>affected by the additional contribution burden then in these cases the applicant can submit an exemption justification which will be considered by the case Team Leader; and managers of Development management and Policy to review and accept or decline the justification. When the planning application is submitted and validated the agent is again advised in writing of the developer contribution requirements and the requirements to define how they wish to comply with the policy if they have not already done so. Thereafter the application is processed and if determined for approval with a Developer Contribution the options for the developer to pay for the amount are as follows:-</p> <p>1) Withhold application Decision Notice pending payment of the developer contribution. 2) Withhold application Decision Notice pending completion of Legal Agreement.</p> <p>Many developers select option 2 given the phasing of the development and spread of the developer costs across the project although with some developers who agreed house sales option 1 can be a more effective option to remove the administration around any phased payments necessary with a legal agreement.</p>	

Performance Markers				
No.	Performance Marker	PPF6 Marker	Source/Evidence for PPF7	2018/19 Service Improvements
			<p><b>Evidence:</b> A copy of the Supplementary Guidance can be found here: <a href="https://www.east-ayrshire.gov.uk/Resources/PDF/P/Planning-SG-Developer-Contributions.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/P/Planning-SG-Developer-Contributions.pdf</a></p> <p>A copy of the adopted LDP Volume 1 can be found here: <a href="https://www.east-ayrshire.gov.uk/Resources/PDF/E/EALDP-Adopted-2017-Vol-1.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/E/EALDP-Adopted-2017-Vol-1.pdf</a> pg94-97</p> <p><b>Evidence: National Headline Indicators table and Committee Reports</b></p>	

### Delivery of our service improvement actions in 2017-18:

Committed Improvements and actions		Complete
1.1	<p>Promotion of Processing Agreements for all complex local and major developments; Evidence:-</p> <p>National Performance Figures</p> <p><a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-Processing-Agreements.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-Processing-Agreements.aspx</a></p>	YES and ongoing
1.2	<p>Adopt Scottish Government Validation Guidance Evidence:-</p> <p><a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Apply-for-planning/PlanningApplicationForms.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Apply-for-planning/PlanningApplicationForms.aspx</a></p>	Yes
1.3	<p>Implement planning application service performance via the Enterprise Uniform Performance Management Monitoring Module; Evidence:- Service improvement Plan/ National Performance Figures</p>	Yes
1.4	<p>Maintain the project management actions to review, assess and determine the legacy planning cases which remain outstanding in excess of 1 year; Evidence:- Service improvement Plan/ National Performance Figures</p>	Ongoing
1.5	<p>Continued reduction of the number of invalid applications received through positive interaction with our customers on the minimum levels of guidance to submit to validate an application; Evidence:- National Performance Figures/EAC Website</p>	Ongoing, with new validation guidance implemented

Committed Improvements and actions		Complete
1.6	<p>Continue to develop the management system and planning procedures for ISO Accreditation;</p> <p>Evidence:- National Performance Figures and Service Improvement Plan</p>	Work Ongoing as part of Transformation 2
1.7	<p>Project Manage the conclusion of outstanding Legal agreements to secure the consent for legacy applications and secure conclusion of new Legal Agreements within 6 months of 'resolving to grant' either via the planning Committee or via a Report of Handling through the introduction of standard legal agreements for :- Restoration Bonds; Compliance Monitoring arrangements, Developer Contributions;</p> <p>Evidence:- Standard Templates introduced/National Performance Figures</p>	Work Ongoing to clear legacy cases
1.8	<p>Maintenance of the Council's Steps to Recovery Strategy for all Opencast Coal Sites and expanded to all Environmental Projects.</p> <p>Evidence:-Compliance Monitoring Reports</p> <p><a href="http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/PLANNING%20COMMITTEE/24%20AUGUST%202018/Compliance%20Monitoring%20Update%20of%20Major%20Developments%20in%20East%20Ayrshire.pdf">http://docs.east-ayrshire.gov.uk/r/?f=http://docs.east-ayrshire.gov.uk/CRPADMMIN/2012%20AGENDAS/PLANNING%20COMMITTEE/24%20AUGUST%202018/Compliance%20Monitoring%20Update%20of%20Major%20Developments%20in%20East%20Ayrshire.pdf</a></p>	Yes and Ongoing
1.9	<p>Introduce case officer "Stop the Clock" process through Uniform to increase efficiency of data collection</p> <p>Evidence:- Data reported to the Scottish Government</p>	Yes
2.1	Promotion of Processing Agreements for all complex local and major developments	Yes

Committed Improvements and actions		Complete
	Evidence:-National Performance Figures	
2.2	Review of online Processing Agreements guidance  Evidence:-  <a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-Processing-Agreements.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-Processing-Agreements.aspx</a>	Yes
2.3	Management and Senior Planning Officer attendance at the School Estate Board for the pre-application meetings. Evidence:- School Estate Board Minutes/ National Performance Figures on submitted applications	Yes
2.4	Management and Senior Planning Officer attendance at the Public Sector Housing Board for the pre-application meetings. Evidence:- SHIP Board Minutes/National Performance Figures on submitted applications	Yes
3.1	Promotion of pre-application discussion with applicants/developers via web/reception meetings and e-mail  Evidence:- EAC Website/National Performance Figures on submitted applications	Yes
3.2	Attend pre-application meetings with capital project team for new schools and offices;  Evidence:- School Estate Board Minutes	Yes
3.3	Attend pre-application meetings with Council Housing project team;  Evidence:- SHIP Board Minutes	Yes
3.4	Introduce pre-application form	Delayed:- considering Pre application payment process

Committed Improvements and actions		Complete
4.1	<p>Review the instruction process for information necessary to progress a legal agreement</p> <p>Evidence:- Clear guidance provided to legal along with agreed standard templates set up</p>	Yes
4.2	<p>Set up a common drive for Planning and Legal staff to work on</p> <p>Evidence shared drive installed for service integration of legal agreements</p>	Yes
4.3	<p>Introduction of standard legal agreements for :- Restoration Bonds; Compliance Monitoring arrangements, Developer Contributions; etc</p> <p>Evidence:- Standard template's set up for developer contributions (Residential); financial guarantees; Planning Monitoring Officer (Environmental Projects)</p> <p>Evidence:- National Performance Figures reduced on submitted applications</p>	Yes
4.4	<p>Set up a common internal Section 75 Register to manage the performance of the Council to secure the finalised agreement</p> <p>Evidence: weekly reports generated to manage progress.</p>	Yes
5.1	<p>Annual review of Enforcement Charter by 31st March 2018</p> <p>Evidence:  <a href="https://www.east-ayrshire.gov.uk/Resources/PDF/D/DMEenforcementCharter.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/D/DMEenforcementCharter.pdf</a> </p>	Yes
5.2	<p>Review of service complaints and ombudsman cases regarding planning enforcement to identify any updates necessary to Charter.</p> <p>Evidence: Review of Customer Charter takes cognisance of any key decisions.</p>	Yes
5.3	The reduction of all legacy planning enforcement cases;	Ongoing



Committed Improvements and actions		Complete
6.1	Continue with Actions above to provide pre application advice, determine the remaining legacy cases, assess and determine all new applications within the statutory period, review and update the Enforcement Charter and implement the LDP	As noted within table
7.1	Continue to implement Development Plan Scheme to progress with LDP2. The MIR is scheduled for publication in April 2018 so will not form part of the 2017-18 PPF.	No, projected for December 2018
7.2	Completion of the Call for Sites exercise for LDP 2 Evidence:- Call for sites completed and review is ongoing which will feed into the MIR.  <a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Local-Development-Plan-2017.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Local-Development-Plan-2017.aspx</a>	Yes
7.3	The publication of the Proposed Minerals Local Development Plan for consultation  Evidence  <a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Minerals-Local-Development-Plan.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Minerals-Local-Development-Plan.aspx</a>	Yes
8.1	Publish new Development Plan Scheme in Jan / Feb 2018  Evidence  <a href="https://www.east-ayrshire.gov.uk/Resources/PDF/D/DevPlanScheme.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/D/DevPlanScheme.pdf</a>	Yes
9.1	Continue Elected member engagement for the Minerals LDP (moving to Proposed Plan stage)  Evidence:- Member Officers Working Group set up to review and feed into the proposed plan.	Yes

Committed Improvements and actions		Complete
	<a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Minerals-Local-Development-Plan.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Minerals-Local-Development-Plan.aspx</a>	
9.2	Establish Elected Member engagement for LDP 2 in advance of production of MIR	Being set up to coincide with LDP2 development
10.1	Review feedback of MIR Consultation and prepare the Proposed Minerals LDP  Evidence <a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Minerals-Local-Development-Plan.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Development-plans/LocalAndStatutoryDevelopmentPlans/East-Ayrshire-Minerals-Local-Development-Plan.aspx</a>	Yes
10.2	Continue pre-MIR Consultation for LDP2  Evidence:- Call for sites completed	Ongoing
11.1	Completion of Statutory and Non statutory Guidance for developers as per Schedule 9 of the LDP;  Evidence <a href="https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-guidance/Supplementaryplanningguidance.aspx">https://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/Planning-applications/Planning-guidance/Supplementaryplanningguidance.aspx</a>	Yes
12.1	Conclude review of service delivery and service protocols with internal consultees including Ayrshire Roads Alliance (Roads) and Environmental Health to clarify responsibilities; streamline the consultation process.	Ongoing
12.2	Review of Planning Committee membership following the election:-	Yes

Committed Improvements and actions		Complete
	Evidence:- Planning Committee membership increased	
13.1	Implementation of best practice within the Development Management service through HOPS and Benchmarking Groups.  Evidence :- HOPS Minutes	Ongoing
13.2	The continued review of the Development Management planning processes (including Benchmarking) to finalise prior to the external assessment by BM TRADA on behalf of the ISO 9001 accreditation.	Ongoing as part of Transformation Agenda
13.3	Continued interaction with the HOPS Mineral Working Group, HOPS Renewables Group and HOPS Development Management and Development Planning Groups; Evidence :- HOPS Minutes	Ongoing
13.4	Implement electronic decision notices  Evidence:- all decisions are issued electronically to the applicant/agent	Yes
13.5	5. Implement “stop the clock” process within Uniform/IDOX.	Yes, See above
14.1	Continue with Actions in Marker 1-4 and 6 above.	See above
15.1	Implement supplementary guidance on Developer Contributions for the new LDP	Yes, See above