

# PLANNING PERFORMANCE FRAMEWORK

# 7

ANNUAL REPORT 2017 - 2018



**moray**  
council





# FOREWORD

As Chair of the Planning & Regulatory Services Committee I am delighted to endorse the Planning Performance Framework for 2017/18 as the last 12 months has seen a number of significant major planning applications determined supporting economic growth and creating jobs for people living in Moray.

Work on Elgin High has been completed along with a new visitor centre/distillery at Macallan and work has just started in Elgin South on the New Moray Sports Centre. A number of affordable housing projects have also started and been completed in Forres, Elgin, Buckie and Keith.

A number of case studies have been included in this report which cover a range of topics and demonstrate how Moray provides a high quality planning service and how it works in partnership with a number of key agencies and stakeholders. The case studies cover working in partnership with Elgin Bid and town centre regeneration, Validation process, Dallas Dhu masterplan, Joint working with NHS Grampian and Infrastructure Delivery Group, Condition monitoring, Touch screen mapping, Youth engagement and redevelopment of a former garage in Fochabers.

Service improvements and actions have been identified as we strive to continuously improve our service standards and look forward next year to completing work on the next Moray Local Development Plan 2020.



**Councillor David Bremner**  
**Chair of the**  
**Planning and Regulatory Services Committee**  
**Moray Council**



# PART 1

## Qualitative Narrative and Case studies

### 1.1 QUALITY OF OUTCOMES

High quality development on the ground is a key aspiration of both national and local planning policies and the Council has seen an improvement in outcomes being delivered, with closer working between Council services being a key aspect of this. Longer term masterplans, development briefs and the Quality Audit process are all tools which the Council use to raise the standards of design. As well as the adopted Masterplans for Elgin South and Findrassie in Elgin, a masterplan has now been approved for Dallas Dhu in Forres and a draft masterplan approved for consultation at Bilbohall, Elgin and Kinloss Golf club.

## CASE STUDY 1

### Dallas Dhu Masterplan

**Location:** South Forres, Moray

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

Quality of Outcomes

Quality of service and engagement

**Key Markers: 11**

Production of regular and proportionate policy advice

**Key Areas of Work**

Design, Conservation, Environment, Greenspace, Masterplanning, Housing Supply, Interdisciplinary Working, Collaborative working, Placemaking

**Stakeholders Involved**

General Public

Key Agencies





**Overview:** The Moray Local Development Plan 2015 identifies 2 short term and one longer term housing sites at Dallas Dhu, south Forres. The Plan requires a masterplan to be prepared covering all three sites and Altyre Estates have been working closely with Moray Council officers to prepare the Masterplan which was approved as operational in May 2018. The Masterplan responds to a brief prepared by Council officers requiring the Masterplan to address the 6 elements of creating a successful place.

The sites are in a unique and challenging setting, with the listed category A Dallas Dhu distillery to the south, the Dava Way long distance footpath on a former railway line running through the site and the extensive Chapelton flood water reservoir to the east of the site. The Masterplan aims to aspire for high quality design and to consider the constraints as opportunities to make Dallas Dhu a wonderful place to live.

The Masterplan has been subject to a number of public consultation events which were run in partnership between Altyre Estate and Moray Council. The Masterplan has also been subject to review by Architecture and Design Scotland Design Panel which has tested, challenged and added value to the final Masterplan. The Masterplan is a good case study of partnership working between landowners and Moray Council to realise high quality development.

**Goals:** The goal was to prepare a Masterplan which respected the unique setting and challenges of the sites identified at Dallas Dhu, notably the setting of the A listed building, flood storage area, Dava Way long distance footpath and respecting a series of wooded knolls in the landscape.

The ambition was to support the Council's ambitions to create successful places, which accorded with the aspirations which Altyre Estate, the landowner have for the site.

**Outcomes:** The Masterplan is now approved as supplementary guidance and sets the framework for approximately 160 houses split into different character zones, with density lowering to reflect the transition from urban to the rural edge. The three character areas are:

- **Mannachie** - creating a strong frontage onto Mannachie road, a central spine street running through the character area and a series of small courtyards.
- **Dallas Dhu** - houses fronting onto a tree lined street, houses grouped in short terraces and small courtyards and parking primarily in small shared courts behind the street frontage.
- **Rural Edges** - houses will face the surrounding landscape and open space, houses will be grouped in traditional rural form and set into the landscape.

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

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## CASE STUDY 2

### Working in partnership with NHS Grampian to promote health and wellbeing through the planning system

**Location and Dates:** Ongoing

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

Quality of outcomes, culture of continuous improvement

**Key Markers: 9, 10 and 12**

Cross sector stakeholders, including industry agencies and Scottish Government, early pre MIR in development plan preparation.

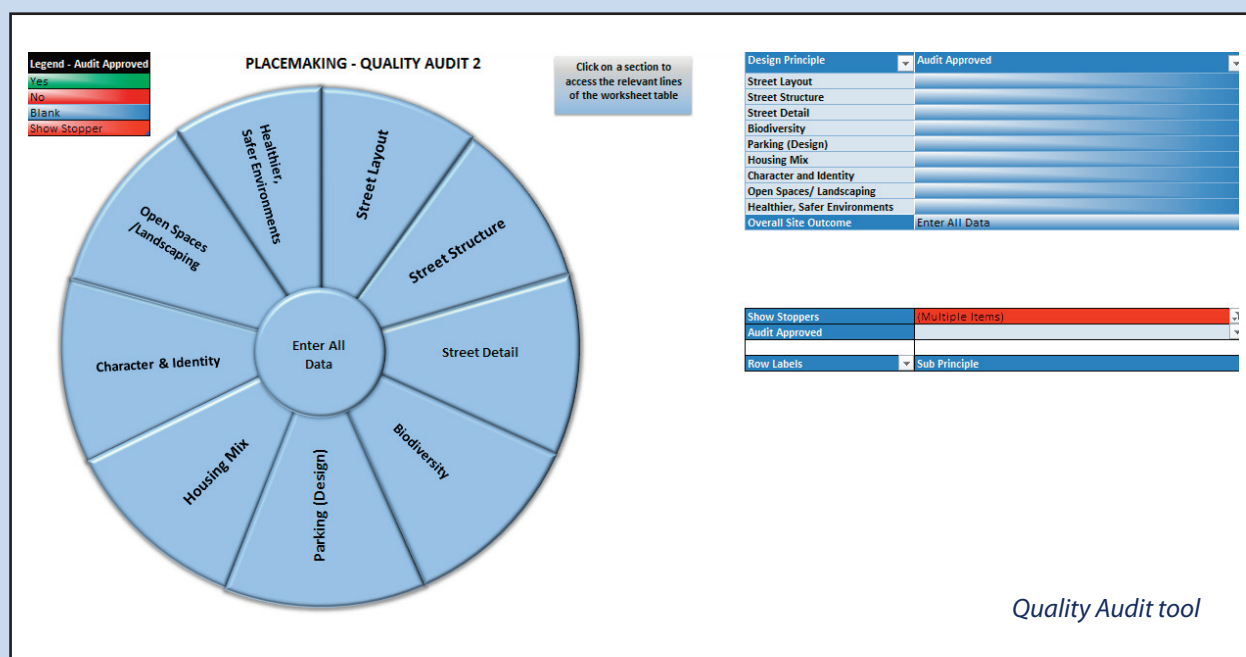
Corporate working across services to improve outputs and services for customer benefit

**Key Areas of work:** Environment, Greenspace, Local Development Plan, Interdisciplinary working, collaborative working, Placemaking, Active Travel

**Stakeholders involved:** Moray Council officers from Planning, Housing and Social Care, Chief Officer Moray Integrated Joint Health Board and officers from NHS Grampian.

**Overview:** The Council has been working closely with NHS Grampian over the last few years to ensure that a robust and up to date evidence base is maintained for securing Developer Obligations. This has led onto more detailed discussions around how the Council and NHSG can work together to promote healthier places aiming to help encourage health and well-being in both existing and new developments which will help with issues of obesity, dementia and other health issues.

**Goals:** To align health and well being objectives with spatial planning, incorporate the aspirations of "Mood, Mobility, Place" into new Local Development Plan policies, embed health and well-being into the Quality Audit process, continue to develop joint working between planners and health care professionals in planning new developments and to use the Local Development Plan as a delivery mechanism promoting health and wellbeing and supporting the aspirations of the Local Outcome Improvement Plan (LOIP).





**Outcomes:** Health infrastructure requirements are identified in the Main Issues Report for the MLDP2020 and are set out in the revised Developer Obligations Supplementary Guidance adopted in March 2018. The Council hosted and chaired a workshop with planners, housing officers and a range of healthcare and social care staff in early 2018 to discuss ways of creating healthier places and how to overcome barriers to achieving this goal. The Council are keen to support the “Mood, Mobility, Place” project and to integrate this project and other health objectives in the new policies in the Moray Local Development Plan 2020 and the Quality Auditing process used for assessing the placemaking qualities of planning applications.

The Quality Audit tool has been revised to embed health and well-being and this will be consulted upon with the Proposed Plan.

Officers from Moray Council and NHS Grampian have given presentations to a number of groups including NHS national asset and property management group and Moray Community Planning Partnership.

**Name of key officer**

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Allan Robertson, Assistant Property Planning Manager,  
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Two of the case studies detailed in our PPF6 were shortlisted in the Scottish Planning & Architecture Scottish Awards for Quality in Planning 2018. Both were regeneration projects related to listed buildings at Victoria Cottages in Elgin and Blair’s Home Farm, based at Altyre Estate in Forres. Both schemes are fine examples of where working together with colleagues in Building Standards and Historic Environment Scotland produced high quality outcomes.

One scheme that has been completed this year is the redevelopment of a former garage site in a prominent High Street Location in a Conservation Area in Fochabers. The scheme is set out as a good example of how pre-application advice can help deliver high quality development on the ground.



*Altyre Estate, Forres*



*Victoria Cottages, Elgin*

## CASE STUDY 3

### 26-32 High Street, Fochabers



**Location and Dates:** Fochabers 2015 - 2017

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

**Key Markers:** 2 & 3

**Key Areas of Work:** Development Management Processes, Conservation, Design, Planning Applications

**Stakeholders involved:** General Public, Local developers, Authority Planning Staff, Authority Other Staff

**Overview:** There was a detailed pre-application discussion process with a series of meetings held that resulted in the proposal being redesigned before it was submitted. There were further changes to the design, materials and also to the design of the flats to the rear so that the final form of development would preserve and enhance the respective locations within the conservation area. As the site was a former garage, with redundant fuel tanks still submerged, it was essential to ensure key consultees from Environmental Health (Contaminated Land) and

Transportation were both involved in providing pre-app advice which assisted with those aspects at point of submission.

**Goals:** The site was identified as an opportunity site within the Local Development Plan and had lain vacant for a number of years despite being located in a prominent position on the main High Street. An existing redundant showroom and garage, set back from the High Street, and located in a Conservation Area, has been replaced with a retail store and residential development that brings the replacement building frontage in line with the rest of the street and in doing so preserves and enhances the character of the Conservation Area. The scheme that has been implemented is of a high quality and provides homes for local people and for an existing store in the town to re-locate and expand creating both employment and a place to shop locally.

**Outcomes:** This scheme highlights the benefits of investing staff resources into pre-application discussions and is essential to delivering high quality development in the right place. Without the pre-application discussions held and involvement from key consultees the scheme presented would not have gained planning consent. Having one point of contact and ensuring that the Planning Officer providing the pre-application advice then dealt with the planning application is essential to delivering development on the ground.

**Name of key officer:**

Craig Wilson, Planning Officer  
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Bob Milton Properties Ltd  
Colin Thompson Architects



Following the local government elections in May 2017, a considerable amount of training has been undertaken with elected members on planning issues, with a particular emphasis upon early engagement on the “Main Issues Report” stage of the local development plan preparation process. A number of presentations and workshops were held with members, collectively and at ward level to discuss what the main strategic land use issues and challenges facing Moray are and also more ward level site issues and challenges.



The Main Issues Report was approved by the Council's Planning and Regulatory Services Committee in December 2017 and made available for 12 weeks public consultation between January and end March 2018. The engagement process aimed to recognise the positive benefits the planning system brings to the local

area through provision of much needed housing, employment land, local services and safeguarding of the environment. The engagement process also aimed to address three specific service improvements which had been identified at the end of the LDP15 process, to engage better with community planning partners; to reach a wider audience, particularly younger people and to make better use of technology.

The engagement exercise involved 9 drop in exhibitions, with the exhibition materials “tested” through an earlier drop in event for staff. Touch screen interactive mapping was used with 6 touchscreens and a series of short films highlighting the main planning issues with interviews featuring community planning partners. Exhibitions were very well attended with special events held for the Joint Community Councils, Community Planning Partnership and the Federation of village halls. The short films can be viewed at Moray Council You Tube website.

A short film competition was held for schools following a presentation to Head Teachers. The competition was won by pupils of Buckie High School and can be viewed at Moray Council You Tube site.

The film represents an interesting view of young people's perspective including the need for skilled jobs and affordable housing.

Almost 400 responses to the MIR were received which have been broken down to approximately 1800 comments. Responses will be reported to a special meeting of the P&RS Committee on 25th September 2018 and the Proposed Plan will be reported to a special meeting of the P&RS Committee on 5th December 2018.

Major developments that have been delivered during 2017/18 on the ground are the Macallan Distillery and visitor centre, Elgin High School, affordable and private housing in Forres and Elgin. Work continues at Blackhillock on the sub-station and underground cable work supporting the offshore windfarms. Ensuring that all planning conditions are discharged continues to take up significant staff resources especially on the major schemes.



*Blackhillock*



*High School, Elgin*

The Conservation Area Regeneration Scheme (CARS) in Elgin has now come to a close after 5 years and over the last 12 months there has been a significant amount of stone cleaning that has taken place within Elgin town centre. In addition this work links with the regeneration of Elgin town centre and supporting businesses outlined in case study 4.

## CASE STUDY 4

### Elgin Town Centre Regeneration

**Location and Dates:** - Elgin Town Centre, 2013- 2018

**Elements of a High Quality Planning Service this study relates to:** Quality of outcomes and Quality of Service and Engagement

**Key Markers: 3 and 12**

**Key Areas of Work:** Conservation, Town Centres, Planning Applications, Interdisciplinary Working and Collaborative Working

**Stakeholders Involved:** Elgin BID, Local Developers, Authority Planning Staff, Authority Other Staff

**Overview:** Elgin town centre has benefited from £3.3million Conservation Area Regeneration Scheme (CARS). The project was part of the wider Castle to Cathedra partnership initiative to enhance the visitor experience, provide greater access to local heritage, improve economic opportunities, conserve and enhance the built, historical, cultural and social environment.

**Goals:** The town centre landscape is far from stable in the current economic climate. Despite the financial boost given to the historic fabric of the town centre there are still a number of vacant properties. Efforts have now turned to addressing occupancy levels by assisting new businesses through the planning system. In conjunction with Elgin BID initiative, Moray Council Planning Department has proactively engaged with the business community to facilitate meetings with all relevant consultees - Building Standards, Environmental Health, Licensing, Historic Environment Scotland etc. when new business uses are proposed within the town centre. The idea is to offer guidance and advice to ensure businesses are



aware of the full suite of consents that will be required as well as the requirements from consultees to minimise delays further down the line.

**Outcomes:** As Planning Authority we have also developed Planning Briefs for key vacant buildings to guide potential developers and unlock some of the obstacles that may be preventing new uses. As a result Moray Council has been invited to be involved with Historic Environment Scotland in a pilot scheme focusing on buildings and risk within Moray. The successful model has now been rolled out to other town centres within Moray and the collaborative approach is a key to securing the economic prosperity of the region.

#### Key Officer

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## 1.2 QUALITY OF SERVICE AND ENGAGEMENT

Feedback forms were used for the first time at Main Issues Report engagement events and these provided very useful feedback in response to a number of questions including how people heard about the event, which helps with future marketing and publicity. Responses also highlighted good service provided by planning officers with 71% strongly agreeing that Council staff manning the exhibitions were helpful and able to answer questions. In terms of better use of technology, 48% of responses strongly agreed that the use of interactive technologies and short films enhanced the exhibitions.

### CASE STUDY 5

#### Better use of technology in Planning exhibitions

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

Quality of service and engagement  
Culture of continuous improvement

**Key Markers: 6**

Continuous improvements

**Key Areas of work**

Community Engagement  
Process Improvement

**Stakeholders involved:** Community groups, young people, general public, Council staff and elected members

**Overview:** Planning officers were keen to make better use of technology for drop in exhibitions for Main Issues Report stage of preparing the Moray Local Development Plan 2020.

**Goals:** Make greater use of technology in drop in exhibitions and improve engagement with community planning partners.

**Outcomes:** Planners worked with the Council's GIS officer and ICT officers to introduce 6 touch screens with interactive mapping showing all of the sites and options within the proposed Main Issues Report. The mapping allowed members of the public to scroll across Moray and zoom in/out for detailed site information. The screens also allowed people to access detailed site checklists with further site based information. Feedback at the exhibitions was excellent for the touch screens, which have been made available for corporate use for other consultations.

Planning officers also scripted a series of short films which feature staff from Community Planning partners including Scottish Natural Heritage, Highlands and Islands Enterprise, Forestry Commission Scotland and elected members who all provide short interviews to explain some of the main land use planning issues/ pressures. The films were edited by a pupil from Elgin Academy as work experience.

The touch screens and short films helped support a desire to do our exhibitions differently and supported by other exhibition materials aimed to better explain what the main land use planning issues in Moray are and very importantly, the influence and benefits the planning system has on everyone's lives.

**Name of key officers**

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Kevin Belton GIS/CAG officer,  
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A significant amount of Supplementary Guidance has been adopted over the last year but the most significant has been that of Developer Obligations which has given greater clarity to the development process and has ensured that major planning applications are delivered and not stalled in the system. This contributes significantly to the delivery of housing and jobs within Moray and has been supported by the continued meeting of the Infrastructure Delivery Group.

## CASE STUDY 6

### Developer Obligations

**Location and Date:** Moray Local Development Plan area- ongoing service

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

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

**Key Markers: 3, 4, 6, 11, 12 and 15**

Driving improved performance, Legal Agreements, Continuous improvements, Production of regular and proportionate policy advice, Corporate working across services to improve outputs, and services for customer benefit, Sharing good practice, skills and knowledge between authorities, Developer Obligations

**Key Areas of work:** Local Development Plan and Supplementary Guidance, Development Management Processes, Interdisciplinary working, Performance Monitoring, Process Improvement

**Stakeholders involved:** Developers and agents. Officers from development management, development plans, education, transport and NHS Grampian.

**Overview:** The Developer Obligations service was taken in-house on 1st March 2017 having previously been provided by Aberdeenshire Council through a Service Level Agreement (SLA). A Developer Obligations officer post was created within the



Development Planning and Facilitation team and the function taken in house to re-inforce the need for a robust, consistent and transparent approach.

**Goals:** To provide a consistent and timeous in house developer obligations process and support the Scottish Planning system aspirations for an infrastructure first approach to be taken by planning authorities.

**Outcomes:** Developer Obligations officer has now been in post for over a year. From 1st March 2017 to 1st March 2018 the Developer Obligations Officer was consulted on 334 planning applications from which 76 contributed towards infrastructure requirements. Since 1st March 2017 the Council has received £195,730.97 towards Developer Obligations across Moray and secured £6,274,065.76 via legal agreements. The supplementary guidance has been kept up to date, which is prepared by the Senior Planning Officer and Developer Obligations Officer.



The increasing management PI's demonstrate the efficiency of the service since taken in house. In terms of consultations on local applications in Q1 of 2017/18, 85% of the consultations were responded to within 15 days and this has increased to 99% by Q3 of 2017/18. From the 8 major applications that the Developer Obligations Officer was consulted on, 7 were responded to within the target 4 month timescale. The Local Development Plan 2020, which is currently under preparation, aims to take an infrastructure first approach and accordingly identifies infrastructure and services as a primary policy, highlighting the

importance of well-planned and co-ordinated infrastructure. The Developer Obligations Officer was instrumental in setting up and supporting the Infrastructure Delivery Group which has now become the Local Development Plan Delivery Group.

#### **Name of key officers**

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Eily Webster, Senior Planning Officer,  
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## **CASE STUDY 7**

### **Youth engagement**



**Case Study Title:** Youth Engagement in Preparation of Main Issues Report (MIR) for Moray Local Development Plan 2020 (LDP2020)

**Location and Dates:** Moray-wide, April 17-March 18

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

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

#### **Key Markers: 6 and 10**

Continuous improvements, Cross sector stakeholders, engaged in development plan preparation.

#### **Key Areas of Work**

Design, Conservation, Regeneration, Environment, Greenspace, Town Centres, Masterplanning, Local Development Plan & Supplementary Guidance, Affordable Housing, Economic Development, Collaborative Working, Community Engagement, Placemaking, Place Standard, Online Systems, Transport, Active Travel

### Stakeholders Involved

Hard to reach groups

Authority Planning Staff

Authority Other Staff (Education and Community Support Unit)

### Overview:

The Development Plans team has undertaken significant work to engage young people in the preparation of the Moray Local Development Plan 2020 (LDP2020). Youth engagement is identified as a key area for improvement in the Communications Plan for the LDP2020 as young people have generally been under-represented in previous planning consultations. A variety of mechanisms have been employed to engage young people as outlined below:

**Short Film Competition:** Prior to the preparation of the Main Issues Report (MIR) for the LDP2020, all secondary schools were invited to produce a short film setting out the main issues relevant to planning that young people in Moray are likely to experience over the next 10-20 years. Buckie High School produced a short film of very high quality which illustrated the main issues for young people, particularly regarding affordable housing, very well. The film allowed the views of young people to be heard at public exhibitions held during the MIR consultation and to a wider audience via social media. This has provided another perspective to the general public on the main planning issues for Moray. The film also helped to attract family and friends of secondary school pupils to the drop-in exhibition held in Buckie.

**Place Standard:** A series of Place Standard exercises has been undertaken with a number of year groups and pupil forums in secondary schools throughout Moray as well as Moray College UHI. The views gathered are being used to inform the policies and design concepts for the Proposed Plan.

**MIR Short Films:** Planning officers scripted 5 short films and undertook some filming including a series of short interviews with Elected Members, Community Planning Partners and stakeholders. The films were edited and produced by a pupil of Elgin Academy who added extensive drone footage and background music, as part of working towards their Duke of Edinburgh Award. The short films have been an excellent means of conveying the main planning issues at public exhibitions and to the wider public via social media, and have generally resulted in more positive feedback during the MIR consultation.



**Interactive Mapping:** Interactive mapping through touch-screen technology has been used at a series of public 'drop-in' exhibitions as a means to engage with a wider audience, and appeal to younger people. The touch screen technology has provided the ability to zoom in and pan around and together with the short films has provided a much greater understanding of the strategic issues for Moray. The touch screen technology has been an overwhelming success at exhibitions and resulted in many positive comments through the consultation.

**Goals:** The national review of the planning system in Scotland recognises and supports the importance of involving children and young people in planning. Moray's Community Planning Partnership Plan, Moray 2026: A Plan for the Future and Local Outcome Improvement Plan (LOIP) aim to ensure that the needs and aspirations of communities are properly reflected through better engagement activities. Ensuring



Moray has ambitious and confident young people is a priority of the Community Planning Board (CPB). Taking into account these aspirations and following a process review of the Moray Local Development Plan 2015 (LDP2015), the Communications Plan for the LDP2020 identifies youth engagement as a key area for improvement as young people have generally been under-represented in previous planning consultations creating imbalanced views on important issues such as affordable housing, job opportunities and placemaking. Engagement with young people has often presented a different perspective to those comments provided by other sectors of the community and helped to create a better understanding of the issues facing different generations, which in turn, will inform the policies and designations of the emerging LDP2020.

**Outcomes:** Innovative techniques and the use of modern technology have created the ability to engage with young people and capture an audience that is often 'switched off' by traditional 'paper' consultation exercises. This has led to young people developing a greater understanding of planning and how they can shape the places they live now and in the future. The Buckie High School short film allowed the views of young people to be heard by a wider audience through social media and at public exhibitions without necessitating attendance. This provided a more holistic picture of the planning issues facing Moray for different people, particularly in regard to affordable housing and placemaking, and has generally resulted in more positive, balanced feedback



to the MIR consultation. Similarly, the work undertaken with secondary schools on Place Standard has been well received with feedback from pupils being very positive appreciating the time taken to listen to their views about how their places feel and function. This has provided another stance on comments provided at public exhibitions by different generations. These views will be used to inform the emerging LDP2020 policies and designations. The short film and Place Standard work has helped raise the profile of planning as a career in schools.

Following the success of the MIR consultation, schools throughout Moray are now approaching the Development Plans team to become involved in planning with recent discussions marrying the Curriculum for Excellence for S3 Geography with planning practice. Within the local authority, the Children's and Young People Services Committee will consider a report by the Development Plans team on the successful approach to engaging young people, and invite further discussion to involve more schools together with continuing to work with Education Services to investigate further innovative ways to engage primary and secondary school pupils and introduce planning exercises through the Curriculum of Excellence. At a regional level, Moray's experience has been shared with authorities through the North of Scotland Development Plans Forum.

**Name of Key Officer:**

Eily Webster, Senior Planning Officer

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During 2017/18 we issued 166 pre-application information packs for local developments and 3 for major developments all of which assists with front loading planning applications. Since November 2018 charges have been introduced for preliminary enquiries and development enquiries. This has reduced the number of enquiries that have been submitted but has enabled resources to be re-focused on determining planning applications and being able to spend valuable time on negotiating positive outcomes rather than on applications being withdrawn. The web site offers guidance on how to go through the pre-application process and promoted the use of processing agreements as a project management tool for giving developers the certainty that they need for large projects.

This year engagement with local developers has had a specific focus on the process of validation. Following on from the work that was carried out by Heads of Planning and the production of the National Standards for the Validation and Determination of Planning Applications and Other Related Consents a report was presented to the Planning & Regulatory Services Committee promoting this document as best practice recommends that the internal processes be more robust and holding a workshop for local agents.

## CASE STUDY 8

### Validation of Planning Applications – Part 1

**Location & dates:** The Moray Council Elgin, 5 December 2017 and 22 January 2018

**Elements of a High Quality Planning Service:**  
Quality of Service & Engagement, Governance

**Key Markers:** 1, 3 and 12

**Key Areas of Work:** Development Management Processes, Planning Applications, Process Improvement, Interdisciplinary Working

**Stakeholders Involved:** General Public, Local Developers, Planning Committee, Authority Planning Staff, Authority Other Staff

**Overview:** The first part of the process was to sit down with the main consultees that had been identified to seek further information when consulted and this included details relating to private water, surface water drainage and flooding, car parking/access and tree surveys. Once the information that was required was pulled together into a supporting checklist and consultees were on board this was reported to the Planning & Regulatory Services committee. A workshop was then arranged with local agents and was well attended by Development Management and Development Plan Officers along with Officers from Transportation, Environmental Health and Flood Risk Management. Following a brief presentation the workshop time was spent in small groups discussing each individual topic and giving both consultees and agents face to face time to raise areas of concerns and how best to present supporting information.

**Goals:** The promotion of the Heads of Planning guidance document as best practice amongst local developers was the starting point to engage local developers and agents who regularly submit planning applications to gain a better understanding of the validation process and how it impacts on the

determination of planning applications.

The main objective was to improve the quality of submissions, increase the rate of validation on first submission but more importantly ensure that the information that accompanies the applications are fit for purpose and meet the needs of all consultees. By achieving this in turn results it reduces requests for further information, imposition the number of suspensive planning conditions required and quicker and more informed planning decisions.

Our supporting information checklist has also been updated and includes more detail on what is required to accompany a planning application which is now linked to the relevant policies in the Local Development Plan and associated supplementary guidance.

[National Standards for the Validation Committee Report](#)

[Moray Council Supporting Information Checklist](#)

**Outcomes:** The validation process is an area of work which can take up significant resources and monitoring is taking place as to whether or not the workshop and supporting information checklist have made a difference. The feedback from the workshop was positive and requests have been made for a follow up session where other topic areas can be discussed in detailed in the same way. In Moray many of our applications are submitted by the same agents so by working together with them and internal colleagues the quality of submissions that are submitted can be improved. This reduces the requests for additional information which causes delays and enables is to make better use of our resources.

**Name of key officer:**

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## 1.3 GOVERNANCE

The Planning & Regulatory Service Committee meet every two months and the Local Review Board meet every six weeks. Any special meetings that are required for both Development Planning and Development Management purposes are arranged to ensure that developer's timescales and delivery of other projects can be accommodated. All our committee meetings are available to be viewed by web cam. In 2017/18 there were two special meetings. In terms of the delegation scheme 97.4% of applications were determined, of which 94.7% were approved very similar to previous years. The scheme will be reviewed towards the end of 2018 and has been fit for purposes since it was adopted in 2014 allowing the Planning & Regulatory Services Committee to focus on strategic issues and the more significant applications that fall within the national and major category.

The Development Management structure has been the subject of review in 2017/18 and a Senior Planning Officer post has been created to undertake direct supervision of the two part-time Planning Assistants as well as focusing on more major planning application work. This has allowed the Principal Planning Officers to concentrate and deliver more major planning applications and meet statutory timescales. In addition a Condition Monitoring Officer position was created replacing the part-time Planning Enforcement Assistant. This post sits alongside the Planning Enforcement Officer and has enabled the Council to be more proactive and robust in ensuring that development is delivered on the ground in accordance with the approved drawings and ensuring planning conditions that are imposed are discharged and ultimately enforced where the need arises.

In terms of average performance during 2017/18 we have maintained and improved our average timescales across all development types. What is also important is ensuring that decision-making continues to ensure



that planning applications are not held up in the system. We have one legacy case in the system and this is due to be reported to committee in September and is the subject of a processing agreement. The reason for the delay is due to the extensive issues of surface water flooding that remain unresolved. In terms of ensuring planning decisions are issued timeously with S.75 legal agreements our target is six months from the date of the committee. Over the last 12 months none of the planning applications have needed to be reported back to committee as all of the legal agreements have progressed and any delays have been resolved by our legal services section. Delivering development on the ground as approved is important to making sure our local outcomes are delivered as many schemes often lack the ability to deliver and opportunity sites can be the ones that are the most difficult to be implemented on the ground.

## CASE STUDY 9

### Delivering development as approved

**Location and Dates :** The Moray Council, December 2017 and 27 February 2018

**Elements of a High Quality Planning Service this study relates to includes:** Governance and Quality of Outcomes

**Key Markers: 5 and 12**

**Key Areas of Work:** Enforcement, Development Management processes, Interdisciplinary Working and Planning Applications

**Stakeholders Involved:** Planning Committee, Authority Planning Staff, Authority Other Staff, Local developers

**Overview:** A review of the Planning Enforcement Assistant post was undertaken and following recruitment a Condition Compliance Officer was appointed. A significant number of planning conditions that are imposed on decision notices relate to those recommended by our transportation section and have highway safety implications. The closer working together in terms of monitoring, discharging and ensuring these conditions are complied with are paramount to a proposal being delivered on the ground and ensuring our resources are better utilised. Developers and local agents have an important role to play in this process and are starting to appreciate that as resources have been dedicated to this area of implementation in the long term it is hoped that less negotiation and enforcement will be necessary as we work alongside each other to deliver the highest standard of development.

## 1.4 CULTURE OF CONTINUOUS IMPROVEMENT

**Goals:** Developments that are approved are the subject of extensive negotiation and ensuring that the development delivers the wider outcomes of the Development Plan will not happen without the planning conditions that are imposed being complied with timeously.

### Committee Report Enforcement

**Outcomes:** This case study demonstrates that by re-organising roles and working in close partnership with colleagues in transportation and other sections that duplication of workload can be minimised. The monitoring and discharging of planning conditions is crucial to the delivery of high quality development on the ground and ensuring that sufficient resources are dedicated to compliance is a fundamental key part of Development Management. Working more closely with other sections of the Council including Environmental Health and the Flood Risk Management Team will follow.

### **Name of Key Officer:**

Beverly Smith, Manager  
Development Management  
Email: beverly.smith@moray.gov.uk

A joint training day was held on 15th December 2017 between Development Management and Development Plans, exploring and testing two key draft policies being developed for inclusion in the new Local Development Plan, on Placemaking and Rural Housing, where the aspiration is to achieve significant improvements in design. Officers split into workshop groups and assessed a number of designs and then fed back on which aspects of the policy worked and which didn't, which has been useful to inform the final version of the policies.

Officers in Development Plans are encouraged to be creative and innovative, exploring new ways of working.

In addition to the above, the Council is supporting a planning officer trainee through Open University modules to then undertake MSc Urban and Rural Planning. The Developer Obligations officer has also been supported in undertaking distance learning modules to study towards MSc Urban and Rural Planning.

The planning service has continued over the last 12 months to embed a culture of continuous improvement into its delivery of the service. The service plan is updated annually and as a document is a record of proposed service improvements for 2018/19 and really focuses in on those changes that are required by legislation, the introduction of new technology and customer demand.

As part of the benchmarking exercise Moray was partnered with Aberdeenshire Council in 2017 and experiences of aligning Planning and Roads Construction Consent have been shared. This has aided a review of internal processes to move the two separate consenting regimes closer together to improved certainty and reduce conflict at implementation stages.

# CASE STUDY 10

## Aligning Planning & Roads Construction Consent – Part 1

**Location and Dates:** The Moray Council - 19 January, 7 & 21 February, 21 March & 19 June 2018

**Elements of a High Quality Planning Service this study relates to:** Culture of Continuous Improvement, Quality of Outcomes, and Quality of Service and engagement

**Key Markers: 12 and 13**

**Key Areas of Work:** Development Management Processes, Planning Applications, Interdisciplinary Working, Collaborative Working, Placemaking, Skills Sharing, Staff Training, Transport

**Stakeholders Involved:** Local Developers, Planning Committee, Authority Planning Staff, Authority Other Staff (Traffic & Transportation), Flood Risk Management Officers

**Overview:** Process mapping meetings have been held along with a workshop session and a follow up session attended by Aberdeenshire's Transport Manager. Further meetings were held with internal departments including representatives from Transportation, Flood Risk Management and Development Plan Officers.

**Goals:** A better understanding as to how planning and Roads Construction Consent processes can be aligned, identify the current weaknesses and flaws of the process and to identify how these can be overcome. See link to committee report and Appendices below:  
[Committee Report Aligning Planning & RCC](#)  
[Appendix 1 Aligning Planning & RCC](#)  
[Appendix 2 Material Policy Considerations](#)

**Outcomes:** The process so far has enabled internal procedures to be reviewed, experiences from Aberdeenshire Council to be shared, revised process and procedures being proposed to the Planning & Regulatory Services Committee and being subject of consultation with developers. Following consultation a further report will be put back to committee, procedures revised, training undertaken and a pilot project being identified to be put through the full process.

**Name of Key Officer:**

Beverly Smith,  
Manager Development Management  
Email: [beverly.smith@moray.gov.uk](mailto:beverly.smith@moray.gov.uk)



The Employee Review Development programme plays an important part in identifying training opportunities and service improvements through the holding of individual review meetings. Training has been held on a range of topics including Housing in the Countryside, Retail Assessment, Developer Obligations and S.75 legal agreements. Shared training events have been held with Highland and Aberdeenshire Council in 2017/18 and this is something that will continue into future years.

The Moray Council has continued over the last 12 months to arrange regular leadership forum meetings attended by the Chief Executive, Directors, Heads of Service and third tier managers and provides an opportunity to network and focus on common themes that cut across the Council.

**In 2017/18 Officers from the Planning service attended the following training/CPD events:**

- Trevor Roberts Permitted Development Rights Course (hosted and organised by Highland Council)
- Aberdeenshire Development Management Training Day (Hosted by Aberdeenshire Council)
- In house S.75 legal training update
- Development Plan training – Housing in the Countryside guidance
- Aligning RCC & Planning Shared experiences – Aberdeenshire Council
- RTPI Event – hosted by Moray Council
- Member induction & Planning Training
- SEPA Liaison meeting

- Data Protection On line training
- Retail Impact/Viability Training
- Leadership Forum – Moray Council
- Procurement Training
- Viability Training, Inverness, organised by MC Developer Obligations team for planners from the north of Scotland.
- Stimulating Housing Development in the Highlands and Islands, Inverness
- HOPS conference Chapelton of Elsie
- Facilitation skills
- Interview skills
- SPEED
- Retail Planning
- Greenspace mapping, Greenspace infrastructure
- Presentation Skills
- Place standard events and training
- Green networks SNH

**Officers also attended the following forums to share good practice:**

- North of Scotland Development Plans Forum
- Heads of Planning Executive Committee
- Heads of Planning Development Plans Sub-committee
- Heads of Planning Development Management Sub-committee
- Heads of Planning Enforcement Forum
- Heads of Planning Energy Sub-Committee
- Digital Planning Taskforce
- Developer Obligations Forum



# PART 2

## Supporting Evidence

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Part 2 of this report was compiled using evidence from a variety of sources including:

- Development Services Service Plan
- A range of committee reports
- Case Studies
- Informal benchmarking
- Partnership working
- Moray Local Development Plan Scheme January 2018
- Housing Land Audit and Employment Land Audits 2017

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

To assist with the 15 key performance markers relevant hyperlinks have been added in below under the four sub-headings when combined together define and measure a high-quality planning service:

## **QUALITY OF OUTCOMES**

**Making a Planning Application – What Information is Required?**

**Supporting Information Checklist**

**Heads of Planning Scotland Guidance Note on National Standards for Validation and determination of planning applications and other related consents**

**Developer Obligations Supplementary Guidance – approved March 2018**

**Moray Onshore Wind Energy Supplementary Guidance – approved November 2017**

**Open Space Strategy – January 2018**

**Dallas Dhu Masterplan – May 2018**

**Draft Development Briefs – approved May 2018**

**Committee Reports Development Briefs**

**Guidance Note on Landscape and Visual Impacts of Cumulative Build-up of Houses in the Countryside – Approved August 2017**

**Planning & Architecture Scottish Awards for Quality in Planning 2018**

## **QUALITY OF SERVICE & ENGAGEMENT**

**Moray Local Development Plan Scheme – February 2018**

**Housing Land Audit and Employment Land Audit - May 2018**

**Making a Preliminary Enquiry – local developments guidance and form**

**Major Developments Pre-application Advice**

**Planning Enforcement Complaint Form**

**Processing Agreements**

**- Moray Council Complaints**

**Planning Enforcement Charter Committee report**

**Planning Enforcement Charter**

**Customer Care**

**Development Management Service Charter**

## **GOVERNANCE**

**The Moray Council Corporate Plan 2023**

**Scheme of Delegation:**

**Committee Diary:**

## **CULTURE OF CONTINUOUS IMPROVEMENT**

**Development Services Service Plan 2016-2018**

**Service Plan Committee Report**

**Planning Performance Framework 2016/17**

**Planning Performance Framework Feedback**



## Performance Markers Report 2017/18

No. PERFORMANCE MARKER	EVIDENCE/COMMENTS
<b>DRIVING IMPROVED PERFORMANCE</b>	
<b>1. Decision-making</b> Authorities demonstrating continuous evidence of reducing average timescales for all development types	<p>See National Headline Indicators in the PPF.</p> <p>All average timescales sit below the Scottish average and there has been continued improvements in reducing average timescales in all development types.</p> <p>Major Applications 16.5 weeks. Local Non Householder Applications 6.6 weeks. Householder Applications 5.3 weeks</p>
<b>2. Project management:</b> 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	<p>Preparation and delivery of the Local Development Plan is managed by the PPO in Development Plans. The Development Plan Scheme sets out the key milestones for the various stages of the Plan and the Development Plans team meet fortnightly to progress the Plan, supported by the Infrastructure Delivery Group/ LDP Delivery Group and a series of sub-groups on progressing various aspects of the Plan including policies, communications, settlement statements, whole plan viability and delivery.</p> <p>Regular progress updates are provided to the Head of Service and Director. Regular meetings and updates are held with internal services and key stakeholder events organised at key stages.</p> <p>Processing agreements offered in advance to all applicants submitting major planning applications and are publicised on the web site. Specific PPA template and guidance on the website under Pre-Application advice. Numbers of agreements being entered into have increased.</p>
<b>3. Early collaboration with applicants and consultees on planning applications:</b> <ul style="list-style-type: none"> <li>• Availability and promotion of pre-application discussion for all prospective applications; and</li> <li>• Clear and proportionate requests for supporting information</li> </ul>	<p>Pre-application advice is recorded in Uniform and the figures show that 17% of applications were subject to pre-application advice. Major Pre-application advice offered, link on the web site to form, guidance and calendar of meeting dates. Pre-application advice for local development is provided in a template form similar to major applications which has provided a more consistent level of advice. Regular engagement with developers has been established before the pre-application stage, with a specific emphasis upon promoting the Council's new Primary Policy on Placemaking, which supports Creating Places and Designing Streets. Case study to demonstrate how pre-application advice is clear and proportionate requests for supporting information.</p>

No. PERFORMANCE MARKER	EVIDENCE/COMMENTS
<b>4. Legal Agreements:</b> Conclude (or reconsider) applications within 6 months of 'resolving to grant'	National Headline Indicators. Improvements in timescales for applications subject to a legal agreement and targets for them to be within 4 months from date instructions issued to legal. Targets agreed by Committee and are monitored. No cases report back to committee as all have progressed and been issued.
<b>5. Enforcement Charter updated/ re-published</b>	Link to website to revised published Enforcement Charter. Enforcement Charter reviewed in March 2018 and approved by the Scottish Government.
<b>6. Continuous Improvement:</b> Show progress/improvement in relation to PPF National Headline Indicators;  Progress ambitious and relevant service improvement commitments identified through PPF report	Improvements have been made to average timescales for all development types. Number of processing agreements is increasing.  Service improvements progress has been detailed in the PPF - see report Section on service improvements.
<b>PROMOTING THE PLAN-LED SYSTEM</b>	
<b>7. Local development plan</b> • Less than 5 years since adoption	Less than 5 year since adoption- The Local Development Plan was adopted on 31st July 2015 and is less than 5 years old.
<b>8. Development Plan Scheme</b> Demonstrates next LDP on course for adoption within 5 year cycle; project planned and expected to be delivered to planned timescale	<p>The Development Plan Scheme 2017 was approved on 27th February 2018. The DPS identifies the key milestones for the preparation of the LDP2020. This has included extensive early engagement with elected members and communities, consultation on the Main Issues Report which met the target of approval in December 2017 and is on track. The date for reporting the Proposed Plan in December 2018 allows for consideration of the preferred route option of the A96 dualling project. The Housing Need and Demand Assessment achieved robust and credible status in April 2018.</p> <p>The Local Development Plan preparation is project managed by the PPO Development Plans, with fortnightly project meetings, supported by the Infrastructure/ Local Development Plan Delivery Group and a series of sub-groups on Delivery Programme, Whole Plan viability, Policies, SEA/Natura and Communications/ Engagement. Deadlines are set for each stage and element of the Plan process and the fortnightly meetings gauge progress towards meeting the deadlines.</p>

No. PERFORMANCE MARKER	EVIDENCE/COMMENTS
	<p>Updates on progress and reported to the Head of Service, Director of Economic Development, Planning and Infrastructure and progress is monitored through Service Plan updates which are reported to the Planning and Regulatory Services Committee.</p>
<p><b>9. Elected members engaged early (pre-MIR) in development plan preparation</b></p>	<p>A training session was held on planning policy issues as part of Members induction on the 15th and 18th May 2017 following the local government elections.</p> <p>An event to explain and discuss the Main Issues Report was held for all members on 26th September 2017 to inform the Main Issues Report which was presented to Planning and Regulatory Services Committee in December 2017. Prior to the Committee considering the Main Issue Report, further ward level briefings were held in late October/ early November 2017.</p> <p>An event trialling the consultation materials for the Main Issues Report was held in January 2018 for Moray Council staff and elected members.</p> <p>A series of 1-2-1 training sessions have been held with the chairs and vice chairs of the Planning and Regulatory Services Committee to discuss main land use planning issues and the proposed solutions as well as the Local development Plan process and the changes emerging through the national review of the planning system.</p>
<p><b>10. Cross sector stakeholders, including industry Agencies &amp; Scottish Government, engaged Early (pre-MIR) in development plan preparation</b></p>	<p>Stakeholders have been engaged throughout the Local Development Plan process, a series of meetings were held on a 1-2-1 basis prior to the Main Issues Report being published and stakeholders were heavily involved in preparing the evidence base, inputting to a series of Topic papers and also featuring in some of the short films used for the consultation.</p> <p>Stakeholders have also attended two Local development Plan workshops where the main land use planning issues and evidence base have been discussed and this has also formed part of the pilot Gatecheck process. Community Planning Partners have been engaged through presentations given to both the Community Planning Partnership and Community Engagement Group. A special consultation event was held for the Joint Community Councils where presentations were given by the Development Management Manager and Development Plans Principal Planning Officer.</p>



No. PERFORMANCE MARKER	EVIDENCE/COMMENTS
	<p>Officers from planning and housing have attended several Homes for Scotland north regional meetings to discuss aspects of the new Local Development Plan, including the Housing Need and Demand Assessment.</p>
<p><b>11. Production of regular and proportionate policy, advice, for example through supplementary guidance, on information required to support applications</b></p>	<p><u>Supplementary Guidance on Developer Obligations was updated and approved on March 2018</u></p> <p><u>Development briefs were approved in August 2017</u></p> <p><u>Dallas Dhu Masterplan was approved in May 2018.</u></p> <p><u>Draft Bilbohall Masterplan</u></p> <p><u>Onshore wind 1st November 2017</u></p> <p><u>Open Space Strategy</u></p> <p><u>Moray Woodland and Forestry</u></p>
<b>SIMPLIFYING AND STREAMLINING</b>	
<p><b>12. Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined up services; single contact; joint pre-application advice)</b></p>	<p>The Infrastructure Delivery Group has been combined with the Local Development Plan Delivery Group and has representation from Transportation, Education, Planning, NHS Grampian, Scottish Water and Transport Scotland. Planning officers work closely with other services and community planning partners to align future infrastructure requirements with projected development, including assisting with future school estate.</p> <p>The developer obligations function is carried out within Development Plans and ensures a robust evidence base is kept up to date requires significant corporate working.</p> <p>Protocols on joint working with Cairngorm National Park. Joined up pre-application advice process and meetings pre-booked in advance.</p>

No.	PERFORMANCE MARKER	EVIDENCE/COMMENTS
13.	<b>Sharing good practice, skills and knowledge between authorities</b>	<p>Attendance at HOPS Development Plans sub Committee, active participation and chairing of meetings on a rotational basis of the North of Scotland Development Plans Forum, participation as a pilot exercise for the Planning (Scotland) Bill on the proposed Gatecheck process and sharing the experience with various local authorities.</p> <p>Attended national NHS asset management group with NHS colleague to present on good practice between Moray Council and NHS Grampian.</p> <p>The Developer Obligations officer attends national Developer Obligations Forum meetings.</p> <p>Benchmarking meetings - SOLACE family Group 2. CNPA Liaison meetings. Attendance at HOPS Executive Committee, DM &amp; Development Plans Sub Committee.</p> <p>Active participation and chairing of meetings on a rotational basis of the North of Scotland Development Plans Forum &amp; HOPS representative on SPSO Working Group. Shared training Events.</p>
<b>DELIVERING DEVELOPMENT</b>		
14.	<b>Stalled Sites/legacy cases:</b> Conclusion/withdrawal of planning applications more than one year old	One new legacy case over 12 months in the system subject to a processing agreement stalled in system due to need for extra information but to be determined at the next available committee.
15.	<b>Developer Contributions:</b> Clear expectations set out in development plan (and/or emerging plan) and in pre-application discussions	<p>Clear expectations set out in development plan and in pre-application discussions.</p> <p>Supplementary Guidance on Developer Obligations was adopted in September 2016 and an updated version adopted in March 2018.</p> <p>Adopted Supplementary Guidance and pre-application advice is available through pre-arranged meetings attended by the Planning Obligation Officer and information is available on the website.</p>

# PART 3

## Service Improvements 2018/19

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### Service Improvements in the coming year:

- Implement revised procedures for aligning Planning and RCC consents in relation to street design
- Ensure GDPR Regulations have been fully implemented
- Implement Enterprise in Uniform and review associated procedures
- Review standard Validation Guidance & hold a update workshop for agents
- Review Condition Monitoring procedures
- Hold a workshop with SNH and SEPA on condition monitoring and focus on environmental construction management plans.
- Review our desk duty service
- Participate in a pilot project with Historic Environment Scotland and the Buildings at Risk register
- Review the web site and content
- Report the Proposed Plan to Committee in December 2018
- Move towards a place based Plan in terms of presentational techniques in the Proposed Plan and other guidance
- Adopt and operate Quality Audit 2, incorporating Mood, Mobility and Place findings
- Move towards closer alignment between spatial planning and the Local Outcome Improvement Plan
- Further test and refine draft policies prior to inclusion in the Proposed Plan
- Consult on candidate Special landscape Areas
- Closer alignment between the LDP and Town Centre improvements
- Closer alignment between the LDP and Moray Economic Strategy
- Develop a longer term programme for youth engagement
- Develop a longer term programme for use of the Place Standard in Moray

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

Looking back at the Service Improvements we identified for 2017/18 we are proud of the progress made against the vast majority of these:

**Commitment:** Review Preliminary Enquiry process for Major planning applications.

**Progress:** Completed - and charges introduced.

**Commitment:** Review Project Management Approach to Major Planning Applications & Integration of Other Consents.

**Progress:** Completed - Ongoing and reported to committee in June 2018.

**Commitment:** Set up sub-group on Engagement and ICT requirements for next Local Development Plan.

**Progress:** Completed.

**Commitment:** Continue to review Development Management procedures since eplanning (on going review).

**Progress:** Completed and replaced by implementation of Enterprise.

**Commitment:** Implement EIAS Regulations 2017 with standard templates.

**Progress:** Completed.

**Commitment:** Review, update and adopt the Developer Obligations Guidance, final draft to be reported to Committee in December 2017.

**Progress:** Completed.



**Commitment:** Finalise and adopt guidance on Open Space, report to Committee in August 2017.

**Progress:** Completed.

**Commitment:** Revise the Quality Audit process to reflect learning since its introduction 18 months ago.

**Progress:** To be completed by December 2018.

**Commitment-** Review, update and adopt the Developer Obligations Guidance, final draft to be reported in December 2017.

**Progress-** Completed. Final draft was reported to Committee in December 2017 then sent to the Scottish Government and adopted in March 2018.

**Commitment** Report the Main Issues Report to Committee in December 2017.

**Progress-** Main Issues Report was reported to Committee in December 2017 and then subject to extensive engagement.

**Commitment** Finalise and adopt guidance on Open Space, report to Committee August 2017.

**Progress-** Complete. The Open Space Strategy was adopted in January 2018.

**Commitment** Carry out a pilot Gatecheck and report back to the Scottish Government by end 2017.

**Progress-** Complete. Officers have worked with Scottish Government and DPEA to pilot the Gatecheck process and presented to the National Development Plans Forum in May on this subject.

**Commitment** Develop proposals for engaging with a new audience by the end of 2017 to inform Main Issues Report consultation during January- March 2018.

**Progress-** Complete. Officers develop a new approach to consultations, involving a programme of youth engagement (see case study) and better use of technology in exhibitions, principally through use of touch screens and short films (see case study).

**Commitment** Revise the Quality Audit process to reflect learning since its introduction 18 months ago.

**Progress-** The Quality Audit has been revised and is currently being tested alongside the draft policies for the Moray Local Development Plan 2020. It is proposed to introduce the new Quality Audit in December 2018.

# PART 4

## National Headline Indicators (NHI's) 2017/18

A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2017/2018	2016/2017
<b>LOCAL &amp; STRATEGIC DEVELOPMENT PLANNING</b> <ul style="list-style-type: none"> <li>• Age of local/strategic development plan(s) (full years) at the end of the reporting year.</li> <li>• Will the local/strategic development plan be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)</li> <li>• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past Year?</li> <li>• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)</li> </ul>	Three years since the MLDP 2015 was adopted  Yes  Yes  Yes	Two years since the MLDP 2015 was adopted  Yes  No  Yes
<b>EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUT</b> <ul style="list-style-type: none"> <li>• Established housing land supply (units)</li> <li>• 5-year effective housing land supply programming</li> <li>• 5-year effective housing land supply total capacity</li> <li>• 5-year effective housing supply target</li> <li>• 5-year effective housing land supply (to one decimal place)</li> <li>• Housing approvals (units)</li> <li>• Housing completions over the last 5 years (units)</li> <li>• Marketable employment land supply</li> <li>• Employment land take-up during reporting year (hectares)</li> </ul>	12,848 units 2,391 units 3,638 units 2,690 units 6.76 units 704 units 1618 units 80.72 ha 1.6 ha	13,141 units N/A N/A N/A 7.6 years 479 units 1615 units N/A 1.23 ha

B: NHI KEY OUTCOMES - DEVELOPMENT MANAGEMENT	2017/2018	2016/2017
<b>DEVELOPMENT MANAGEMENT</b> <b>Project Planning</b> <ul style="list-style-type: none"> <li>Percentage and number of applications subject to pre-application advice</li> <li>Percentage and number of major applications subject to processing agreement</li> </ul> <b>Decision Making</b> <ul style="list-style-type: none"> <li>Applications approval rate</li> <li>Delegation rate</li> <li>Validation</li> </ul> <b>Decision Making Timescales</b> Average number of weeks to decisions: <ul style="list-style-type: none"> <li>Major developments</li> <li>Local development (non-householder)</li> <li>Householder developments</li> </ul> <b>Legacy Cases</b> <ul style="list-style-type: none"> <li>Number cleared during reporting period</li> <li>Number remaining</li> </ul>	17% 166  50% 1  94.7% 97.4% 67.1%  16.5 6.6 5.3  1 1	24% 165  100% 2  92.6% 97.2% 42%  16.9 6.7 5.7  1 1
C: NHI KEY OUTCOMES - ENFORCEMENT ACTIVITY	2017/2018	2016/2017
<ul style="list-style-type: none"> <li>Time since enforcement charter published/reviewed</li> <li>Complaints lodged and investigated</li> <li>Breaches identified - no further action taken</li> <li>Cases Closed</li> <li>Notices served</li> <li>Direct Action</li> <li>Reports to Procurator Fiscal</li> <li>Prosecutions</li> </ul>	4 months 295 12 272 2 1 0 0	16 months N/A N/A 222 3 N/A 0 0

## EXPLANATORY NOTES

All the average decision-making timescales are lower than 2016/17 and significant improvements have been made in determination rates for both major and householder developments. For local developments, average timescales have been reduced by 0.1 weeks and householder developments by 0.4 weeks. Major applications have an average of 16.5 weeks and are also below the national average and lower the last year. The use of processing agreements has reduced for major application, however, as we had only 2, one was covered and works out 50%.

# PART 5

## Official Statistics

### A: Decision-making timescales (based on 'all applications' timescales 2017/18)

CATEGORY	TOTAL NUMBER OF DECISIONS 2017-18	AVERAGE TIME WEEKS 2017-18	AVERAGE TIME WEEKS 2016-17
<b>Major Developments</b>	<b>6</b>	<b>16.5</b>	<b>16.9</b>
<b>All Local Developments</b>	<b>654</b>	<b>6.1</b>	
Local: less than 2 months	625	5.9	
Local: more than 2 months	29	11.6	
<b>Local Developments (non-householder)</b>	<b>436</b>	<b>6.6</b>	
Local: less than 2 months	407	6.2	6.8
Local: more than 2 months	29	11.6	13
<b>Householder Developments</b>	<b>218</b>	<b>5.3</b>	
Local: Less than 2 months	218	5.3	5.7
Local: more than 2 months	0	-	-
<b>Housing</b>	<b>234</b>	<b>6.6</b>	
Local: less than 2 months	222	6.3	
Local: more than 2 months	12	10.7	
<b>Business and Industry</b>	<b>123</b>	<b>6.5</b>	
Local: less than 2 months	113	6.0	6.5
Local: more than 2 months	10	12.8	11.8
<b>Other Developments</b>	<b>45</b>	<b>6.4</b>	
Local: Less than 2 months	42	6.0	
Local: more than 2 months	3	12.7	
<b>EIA developments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other consents</b>			
All Other Consents	101	6.1	6.4
Listed Buildings & Conservation Area	63	6.9	6.8
Advertisements	21	5.8	5.1
Hazardous Substances	0	-	-
Other consents and certificates	17	3.8	5.1
<b>Planning/legal agreements**</b>			
(major applications)	0	-	-
(local applications)	0	-	-
<b>Local Reviews</b>	<b>27</b>	<b>12.2</b>	<b>12.2</b>



## B: Decision-making: Local Reviews and Appeals

TYPE	TOTAL NUMBER OF DECISIONS	ORIGINAL DECISION UPHELD			
		2017-18		2016-17	
		No	%	No	%
Local reviews	15	11	73%	10	37%
Appeals to Scottish Ministers	4	1	50%	0	100%

## C: Context

In general, performance on planning application determination timescales has improved for all development categories major, local and householder in comparison to last years' figures and also compares favourably with the national average and in all instances being well below the national average.

There has been an increase in the number of processing agreements for local applications, but numbers are still relatively small when compared to the overall total number of applications determined.

# PART 6

## Workforce Information

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The information requested in this section is an integral part of providing the context for the information in part 1-5. Staffing information should be a snapshot of the position on 31 March.

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

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

RTPI QUALIFIED STAFF	HEADCOUNT	FTE
Development Management	10	8.4
Development Planning	6	6
Enforcement	2	2
Specialists	0	
Other (including staff not RTPI eligible)	9	8.2

STAFF AGE PROFILE	HEADCOUNT
Under 30	3
30-39	8
40-49	6
50 and over	10

## CORPORATE DIRECTOR OF ECONOMIC DEVELOPMENT, PLANNING AND INFRASTRUCTURE

Rhona Gunn

### HEAD OF DEVELOPMENT SERVICES

Development Management, Development Plans, Building Standards, Community Safety,  
Economic Development, Environmental Health, Trading Standards and Museums  
Jim Grant (HOPS)

Manager (Development Management)  
Gordon Sutherland (MRTPI) (HOPS)

Principal Planning Officer  
Angus Burnie (MRTPI)

West Team  
(All major and mid  
range applications  
in area)  
Emma Mitchell  
MRTPI  
Lisa MacDonald  
(MRTPI)  
Maurice Booth  
(MRTPI)

Systems Technical  
(All Moray  
Applications)  
Teresa Ruggeri

Senior  
Planning Officer  
Richard Smith  
(MRTPI)  
(All Moray)

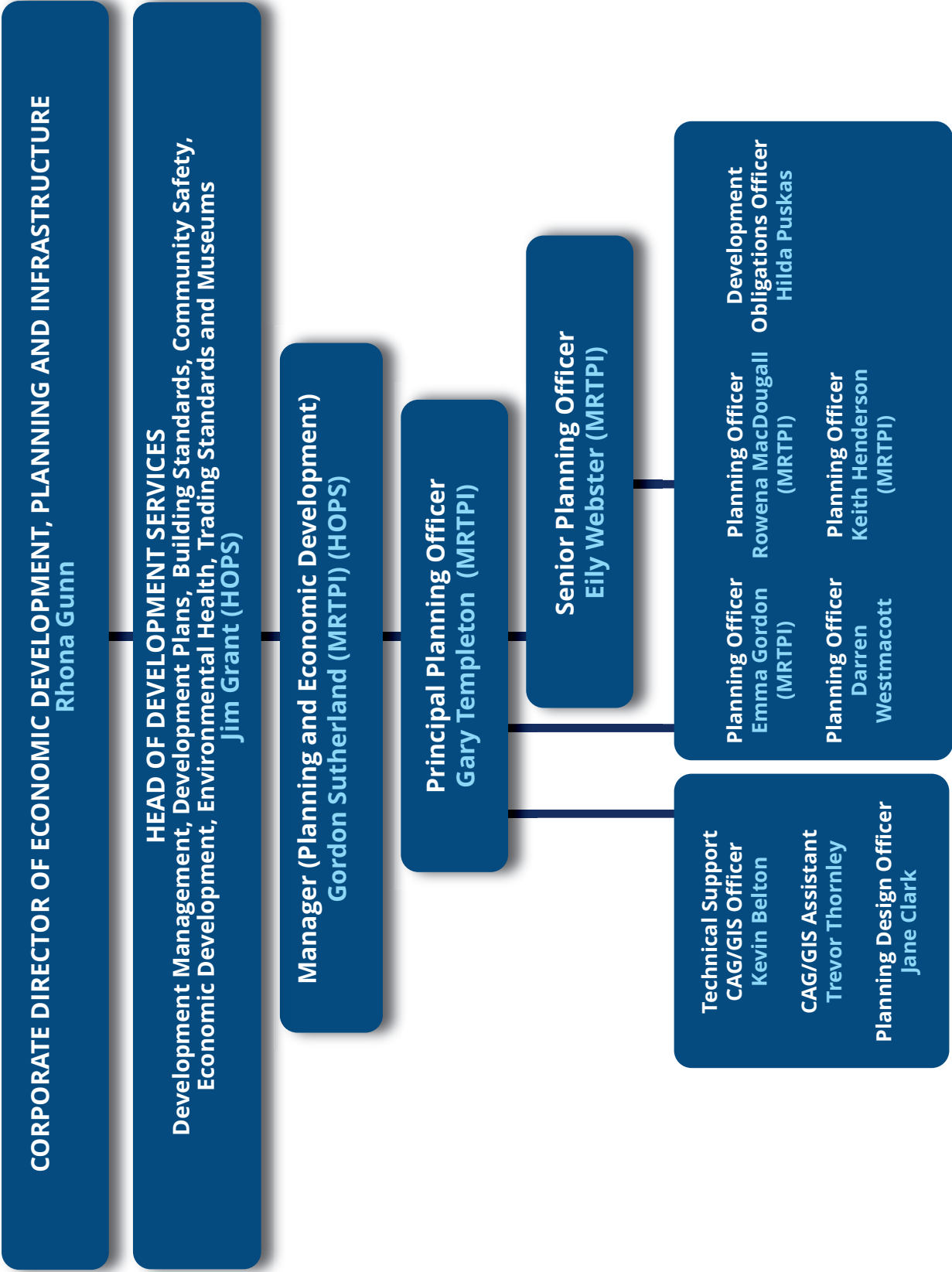
Planning Assistants  
(3 days)  
Amanda  
Cruikshank  
Fiona Olsen

Principal Planning Officer  
Neal MacPherson (MRTPI)

Enforcement Team  
(All Moray, all types  
of applications)  
Enforcement  
Officer  
Stuart Dale  
Condition  
Compliance  
Officer  
Harry Gordon

East Team  
(All major and mid  
range applications  
in area)  
Shona Strachan  
Iain Drummond  
(MRTPI)

Householder Listed  
Buildings/  
Conservation Team  
Craig Wilson  
(MRTPI)  
Cathy Archibald  
(MRTPI)





# PART 7

## Planning Committee Information

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COMMITTEE & SITE VISITS*	NUMBER PER YEAR
Full council meetings	12
Planning committees	10
Area committees (where relevant)	Not applicable
Committee site visits	22
LRB*	8
LRB site visits	22

\* This relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.



