



Planning Performance Framework
Orkney Islands Council
Annual Report 2018/2019

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1. Defining and Measuring a High-quality Planning Service

a) Quality of Outcomes

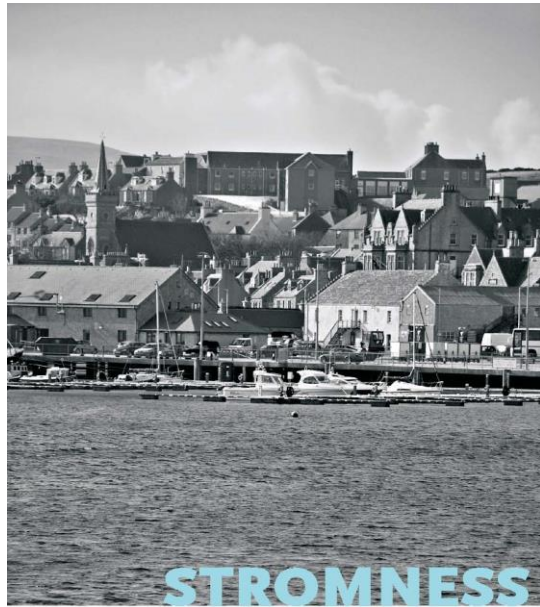
The Council won the Excellence in Planning for a Successful Economy category and the overall award of the Silver Jubilee Cup at the [RTPI Awards for Planning Excellence 2018](#) for its Team Stromness project which involved a Council-wide task force to coordinate several distinct regeneration projects within the historic core of the town, including:

- Repaving the main street in Stromness in local stone;
- Construction of the landmark Warehouse Building;
- Paving and redevelopment of the wider pierhead area;
- Grants for private householders and businesses to help traditional repairs and refurbishment through the Stromness THI and
- Redevelopment by the Council of the Commercial Hotel through the Stromness THI.

The feedback from the judging panel was that: "Stromness has been regenerated over the past 10 years through a comprehensive, plan-led strategy. It was spearheaded by the council's planners who were key to its success through establishing a vision for the town and ensuring commitment from other players to help deliver it. The dramatic before and after photographs show just how profound the transformation has been. This remarkable 'place-based' approach could be used as a blueprint to revive declining towns across the country."

Case Study 1	
Stromness Regeneration	
Location and Dates:	
Stromness – 2008-2018	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance 	
Key Markers:	
9, 10, 11, 12	
Key Areas of Work:	
<ul style="list-style-type: none"> • Regeneration 	<ul style="list-style-type: none"> • Interdisciplinary Working
Stakeholders Involved:	
<ul style="list-style-type: none"> • Authority Planning Staff 	<ul style="list-style-type: none"> • Authority Other Staff
Overview:	
<p>Stromness is Orkney's second largest settlement with c.3000 residents, situated on the shores of Scapa flow. At the onset of the project there was an identified need for both redevelopment and economic/urban regeneration.</p> <p>The regeneration of the settlement has been achieved through the delivery of several distinct projects within the historic core of the town that were led by 'Team Stromness', an inter-departmental Council task force, and has been guided by the principles and objectives enshrined within the 'Stromness Urban Design Framework' and a series of site-specific development briefs.</p> <p>Projects completed during the 10 year scheme include:</p>	

<ul style="list-style-type: none"> • Establishment of tailored guidance in the form of a Conservation Area Management Plan • Repaving of the main street through a Townscape Heritage Initiative (THI) • Wide-reaching grant scheme for redevelopment and refurbishment of private premises through Conservation Area Regeneration Scheme and THI • Construction of new landmark buildings, including a library and commercial buildings as part of the pierhead redevelopment • Acquisition and redevelopment of the former Commercial Hotel by the Council <p>Paving of the pierhead area and the creation of sheltered public spaces for cultural and community activities/events</p>
<p>Goals:</p> <ol style="list-style-type: none"> 1. <i>The production of a strategic plan for the regeneration of the Town</i> 2. <i>Interdepartmental team working</i> 3. <i>Establishment of discrete projects to rejuvenate the town</i>
<p>Outcomes:</p> <p>A variety of Council Teams collaborated to deliver effective and meaningful regeneration by enhancing the appearance of Stromness and increasing the offer of commercial space. 'Team Stromness' included Senior Officials, elected members and the managers of key council functions (Planning, Engineering, Economic Development, Education, Housing, Corporate Services, etc.). The series of ambitious projects that were undertaken to kickstart the rejuvenation of the town included the identification and re-opening of the quarry where building stone and street paving had originally been sourced. Such actions, twinned with robust guidance for the redevelopment of the wider settlement, ensured that all works were high-quality, authentic and appropriate.</p> <p>This innovative, collaborative approach to regeneration has successfully delivered high-quality public realm works and landmark civic buildings. The distinctive architectural language established through the modern works has successfully influenced private developments out with the initial project area and the endeavours of 'Team Stromness' has culminated in the recent multi-million pound investment to create the Orkney Research and Innovation Campus on another redevelopment opportunity site identified within the Local Development Plan. When considered against the wider accomplishments of 'Team Stromness', the delivery of a new primary school and new commercial pier, the regeneration effort has been a great success.</p>



STROMNESS
URBAN DESIGN FRAMEWORK





Name of key officer

Roddy Mackay, Head of Planning, Development and Regulatory Services

Case Study 2	
The Orkney Distillery	
Location and Dates:	
Kirkwall, opened July 2018	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement 	
Key Markers (please select all that apply):	
1, 3	
Key Areas of Work:	
<ul style="list-style-type: none"> • Design 	<ul style="list-style-type: none"> • Town Centres
Stakeholders Involved:	
<ul style="list-style-type: none"> • Key Agencies 	<ul style="list-style-type: none"> • Authority Other Staff
Overview:	
<p>A gin distillery was proposed at a former warehouse site in central Kirkwall, within the designated Town Centre and close to the boundary of Kirkwall Conservation Area. The warehouse was located between relatively modern flats to the east, and another warehouse, a nightclub and a hotel to the west. The site is in a prominent, harbour front location on one of the main routes into Kirkwall town centre.</p> <p>The site is at risk of surface water flooding, requiring a raised floor level, above that of the adjoining footway. However, it was a planning requirement that the building was located immediately at the back edge of the footway to maintain the existing historic building line, so no space for a ramp or steps.</p> <p>It was also a planning requirement that the building be of simple form, and proportions of narrow gables and steep pitched roofs to reflect existing neighbouring buildings. Innovative or contemporary materials and detailing were encouraged, within that more traditional building envelope, including materials that would reflect the former industrial use of the site.</p> <p>Although not within a site allocated for redevelopment, the rear of the site bounds a large town centre redevelopment area, not yet progressed but which has been subject to a Council development brief. It was apparent that the quality of design of this site could influence any future redevelopment of the adjacent site.</p>	



Goals:

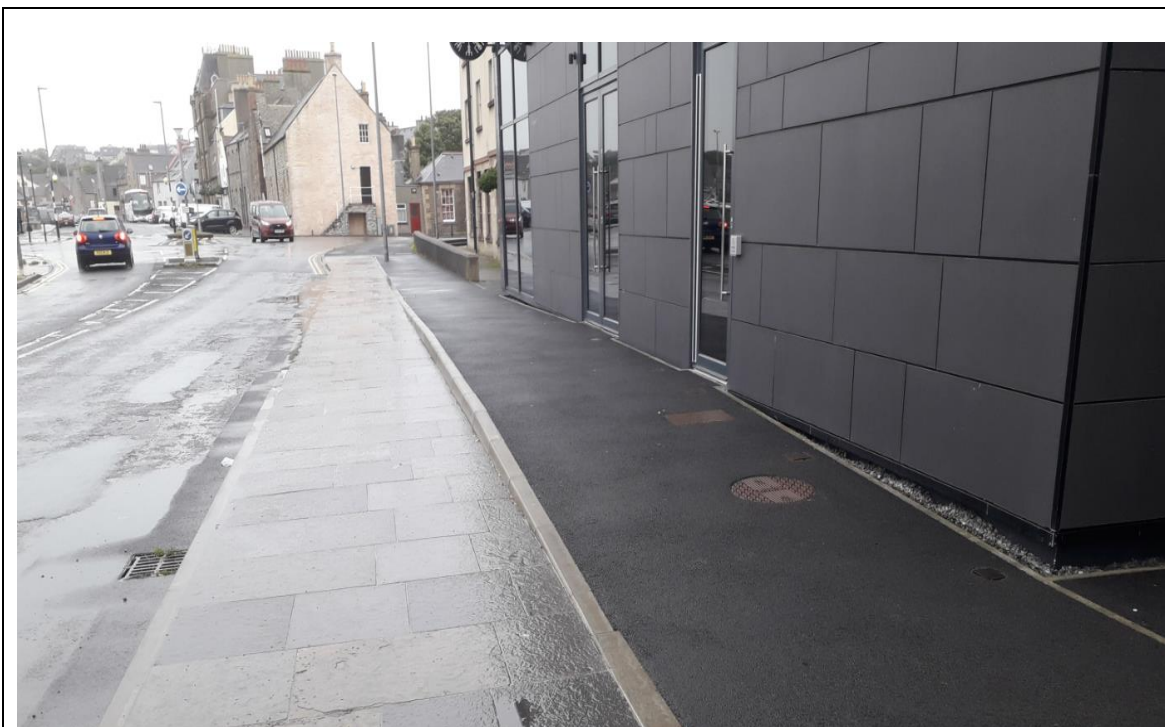
- Facilitate redevelopment of a redundant site in the town centre.
- Encourage new development following strict design principles of building lines, and building form and proportions
- Encourage the use of innovative design and materials, in conjunction with traditional form.
- Create a facility for residents and visitors, within the town centre.
- Create employment, through production and staffing the visitor experiences.
- Improve public realm.

Outcomes:

The building was designed immediately on the back edge of the footway, as required. To overcome the height difference with the footway, a solution was negotiated with the roads authority that a parking bay was removed immediately in front of the building, allowing a section of the footway to be graded up to door threshold level, and as part of the negotiation of allowing that, the footway was widened and the remainder laid with flagstones to match the footways in the adjacent conservation area. Leve access was therefore achieved without affecting the building footprint, and whilst improving public realm.



The scale relates to neighbouring buildings, and is based on a main gabled section, with the roof line continuing to the rear, but with a different cladding material to emphasise the traditional gable shape. A through-coloured fibre sheeting was used to clad the walls, with extensive glazing, dark framed windows and doors, and a black corrugated metal roof. Storage building to the rear were also clad on walls and roof with the same corrugated metal, echoing the former industrial use of the site.



The rear yard has been enclosed with a stone boundary wall, and planting has been carried out. An electric car charging point was also installed, adding to the network of points in Orkney.

The development has resulted in a building of high-quality architecture on a redundant site in the centre of Kirkwall, creating employment and an additional facility for residents and visitors. It sets a high bar for quality of development on neighbouring sites, and has achieved level access above flood risk levels, while improving public realm.

Name of key officer

Jamie Macvie – Planning Manager, Development Management

The [Kirkwall Townscape Heritage Initiative](#) was launched in July 2014 following successful funding bids to the Heritage Lottery Fund and Historic Scotland (Conservation Area Regeneration Scheme) and has been delivering improvements to the built heritage of the Kirkwall Conservation Area. The £3.5 million project is regenerating the town centre of Kirkwall through revitalising historic buildings by providing grants for historic repairs and reinstatement and bringing vacant properties back into economic use. The two priority projects within the THI have now been completed – the change of use of the former Kirkwall Library in Laing Street into a shop, gallery, café bar and music was completed in 2017 and the transformation of a former Herring Curing Store in Bridge Street Wynd into a [restaurant with rooms](#) was completed in 2018. The five year project ends in June 2019.

The Council has adopted Placemaking Principles to provide the foundation for the development of future policies and proposals for Placemaking in Orkney. A Placemaking Strategy Project Plan has also been prepared and Supplementary Guidance on [Kirkwall Placemaking Proposals](#) were approved in September 2014. Through our Kirkwall Townscape Heritage Initiative “[Spaces and Places](#)” Programme we have been undertaking engagement with businesses, the Kirkwall Business Improvement District (BID), and Kirkwall and St Ola Community Council, and a number of areas to be the focus of public realm improvement projects in the centre of Kirkwall have been identified. [Public consultation](#) on

the projects was undertaken in October 2017 and the first phase of works involving improvements at the head of Victoria Street and Castle Street and provision of a path from the War Memorial to St Magnus Cathedral were undertaken in Spring 2019. A second phase of works at the head of Victoria street is planned to commence in Autumn 2019.

A funding bid to the Heritage Lottery Fund was successful in attracting £3 million of funding for a [North Isles Landscape Partnership Scheme](#) and a project team was appointed in February 2019. The £4.5m project aims to raise awareness and conserve and enhance the distinct identities of Orkney's North Isles through the delivery of a number of projects aimed at developing and promoting the built, natural and cultural heritage. Historic Environment Scotland has also ring fenced a fund of £0.65 million to be utilised in the delivery of the Scheme. This investment will stimulate development and promote the survival of some of Scotland's most fragile communities and will run until 2023.

We have worked closely with colleagues in NHS Orkney with responsibility for delivering the new [Orkney hospital and health care facilities](#) to ensure that the planning application process is dealt with efficiently. This has included engagement in the A+DS NHS Scotland Design Assessment Process by participating in Panel Assessments of the emerging designs. The detailed planning application for the site was approved by the Council in November 2016 and monitoring the application and discharging conditions was continued throughout 2018/19, towards the June 2019 completion date.

Following public consultation over May and June 2016, the [Orkney Local Development Plan](#) was submitted to the Scottish Government for examination in September 2016, and was formally adopted on 18 April 2017. A range of [Supplementary Guidance](#) to support the Local Development Plan has also been developed - these cover - Settlement Statements; Housing in the Countryside; Energy; Historic Environment and Cultural Heritage; Natural Environment; and Aquaculture. The [Orkney Local Development Plan 2017 – Action Programme](#) was approved in June 2017 following consultation with key agencies and organisations. The most recent [Development Plan Scheme](#) approved by the Council in February 2019 noted the review of the Scottish Planning System, that the present Orkney Local Development Plan 2017 was up to date and that the detail of the work programme for review (timescales, productions, consultations) was unclear until the new Planning Act and associated regulations and circulars are finalised. The Council will not therefore be commencing a review of the current Local Development Plan until the new legislation is in place.

Promoting active travel is one of the Council's key priority areas and the Planning Service has been leading on the implementation of a number of key projects. In October 2018 design work commenced on the Arcadia Park project in Kirkwall with the construction of a network of paths commencing in January 2019. Drop-in events to give the public a chance to talk over ideas for the future development of the Papdale East Playpark and Paths Network in Kirkwall were undertaken in February 2019, prior to design work commencing. The Orkney Core Path Plan was approved by the Council in September 2018.

Case Study 3	
Review of Orkney Core Paths Plan	
Location and Dates:	
Orkney – October 2018	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Culture of continuous improvement 	
Key Markers (please select all that apply):	
7, 10, 11, 12	
Key Areas of Work	
<ul style="list-style-type: none"> • Environment 	<ul style="list-style-type: none"> • Active Travel
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public 	<ul style="list-style-type: none"> • Key Agencies
Overview:	
<p>The Orkney Core Paths Plan details the Core Paths network of Orkney.</p> <p>Under the Land Reform (Scotland) Act 2003, Orkney Islands Council had a statutory duty to prepare a core paths plan, which was initially published in December 2008. The purpose of the Core Paths Plan review was to identify a rationalised and meaningful, up to date network of paths which would provide residents and visitors with reasonable access throughout the local authority area. Core Paths form the basic network of paths that allow people to enjoy and get around the countryside. Core Paths Plans should include a wide range of routes suitable for different types of users, including walkers, cyclists and horse riders, as well as providing access opportunities for people of varying abilities. The network is referenced as a material consideration in the Local Development Plan in a variety of policies and the impact of any proposal on the network itself, or on the amenity of users, is a key consideration in the assessment of planning applications.</p> <p>Orkney's Core Paths paths vary in character depending on their location and who needs to use them. There are natural grassy paths, as well as hard surfaced multi-user paths and even some quiet roads have been included as part of the Core Paths network.</p> <p>Core Paths serve to improve outdoor access in Orkney - whether it is for enjoying the remarkable natural and historical heritage, taking the dog for a walk or getting to school. They also provide opportunities for managing public access in a way that reduces the impact of access users on farming activities. The Core Paths Plan Review examined how frequently the Core Path Network was used, identified new paths for inclusion and for underused paths to be withdrawn.</p>	



Goals:

The vision for outdoor access in Orkney as identified in Orkney's adopted Outdoor Access Strategy is:




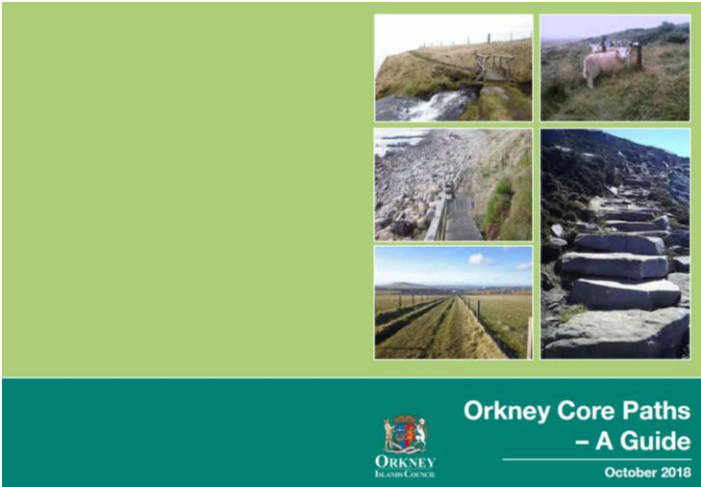
'To promote enjoyment of the outdoors by providing high quality, access, that satisfies the needs and aspirations of the local community and visitors to the islands.'

The objectives below outline how the revised Core Paths Network contributes to the improvement of outdoor access in the islands:

- By providing a co-ordinated, well maintained network of promoted paths.
- By providing a range of opportunities suitable for different user groups and people of all abilities which are safe, welcoming and enjoyable.
- By working with land managers to achieve a balance between the interests of access users and the interests of those living and working on the land.
- By promoting sustainable access which safeguards the natural, built and cultural heritage.

The Orkney Outdoor Access Strategy identifies the following key targets:

- The need to manage access over enclosed farmland to the benefit of land managers and access users.
- A demand for the development of a well-managed consolidated Core Paths Network that includes the routes most valued by local communities and visitors.
- OIC has a duty to keep open and free from obstruction existing public rights of way and uphold the right of responsible access created by the Land Reform (Scotland) Act 2003.
- The consolidation of the network of core paths in Orkney in order to make it more conducive to the Outdoor Access Strategy objectives.

	<div data-bbox="836 226 1248 360"> <p>Orkney Core Paths Plan October 2018</p>  </div> <div data-bbox="836 369 1248 840">  </div>
Outcomes:	
<p>The amended Orkney Core Paths Plan will help to create a more efficient, consolidated network of core paths on Orkney. This will help to ensure that limited resources are directed to areas where they can be of the greatest benefit.</p>	
<p>Stakeholder participation in the process was excellent with both land managers and those concerned with taking access well represented in the responses to both the informal and formal periods of consultation. The overall response to the review of the core paths network was a positive one.</p>	
<p>An additional outcome of this project was the creation of a booklet detailing all of the Orkney's core paths. External funding was secured for this with the booklet being published in October 2018.</p>	
<div data-bbox="395 1388 1098 1872">  </div>	
Name of key officer	
<p>Ross Irvine – Rural Planner, Development and Marine Planning</p>	

b) Quality of Service and Engagement

The [Your Kirkwall](#) project was launched in October 2017 with extensive and exemplary community engagement being carried out over a 6 month period to inform a review of the Kirkwall Urban Design Framework (KUDEF), which represents the planning, design and transport policies and projects for the main town in Orkney.

As well as an online survey (completed in by over 300 people) and drop-in events for the public at large, there has been a particular focus on engaging with young people with sessions for pupils at Glaitness and Papdale primary schools and Kirkwall Grammar School, young people involved in the VAO Connect Protect, the Youth Café and Orkney Youth Forum, and students at Orkney College UHI. In addition, children and young people had the chance to have their say at their own special event - a Your Kirkwall Youth Summit which took place in January 2018. attended by around 55 young people who had become engaged in the project.

Use of social media has also featured prominently in engaging with the public. And you can engage in with the exercise using Facebook (<https://www.facebook.com/YourKirkwall/>) and Twitter (<https://twitter.com/yourkirkwall>).

The project has been led by Planning Aid for Scotland and partly funded by the Scottish Government's 'Smarter Choices, Smarter Places' initiative. The Draft Kirkwall Urban Design Framework was published for public consultation in April 2018 and the [Finalised Plan](#) was approved by the Council as Supplementary Guidance in October 2018.

Following on from the Your Kirkwall project, in March 2019 we commenced a formal review of the Stromness Urban Design Framework to create a community led plan for the future of Stromness.

The Planning Service is assuming a leading role in reviewing the mechanisms to achieve increased economic benefit from the Heart of Neolithic Orkney World Heritage Site. The Planning Service has worked closely with Historic Scotland in the development of the [Heart of Neolithic Orkney World Heritage Management Plan 2014-19](#) launched in April 2014, and the Development and Marine Planning Manager is the joint Chair of the Management Board. We are currently preparing a strategic masterplan for the World Heritage Site, looking in particular at key issues such as long-term visitor management, infrastructure provision and upgrades. In partnership with Historic Environment Scotland and Highlands & Islands Enterprise a feasibility study to explore options (physical, digital or other) and provide innovative ideas to enhance the visitor experience at the various sites was prepared by consultants in August 2018. Elements of the resulting Orkney Gateway report has informed the development of a World Heritage Masterplan to be presented to Council in April 2019.

Supplementary Guidance covering [Developer Contributions and Good Neighbour Agreements](#) was approved in September 2013. Feedback was sought during the Main Issues Report consultation on future options for seeking developer contributions, given that opportunities for seeking such contributions in Orkney are limited due to the small scale of development/developers. The last monetary figure secured through a developer contribution in Orkney was in 2011. We have continued with identifying developer contributions required to make a development acceptable in the LDP Settlement Statements and Development Briefs with the most recent included within the [Kirkwall South Development Brief](#). Further contributions required towards a limited number of strategic capital infrastructure projects will be identified in new Development Management Guidance to be prepared. However, we recognise the important role developers play in a fragile island economy, particularly in the

continued challenging financial climate, so we will continue with our proportionate approach to developer funding.

In order to provide more certainty for developers we have approved the [National Roads Development Guide](#) and the [Landscape Capacity Study for Wind Energy in Orkney](#) as Planning Policy Advice.

We have prepared Supplementary Guidance on [Development Briefs and Design Statements](#) to provide more certainty for developers in terms of the levels of information required for these documents and where they are required.

In May 2018 we sought views on design for housing in the countryside to help shape new planning policy advice. Engagement events were held at a number of locations throughout Orkney with assistance provided by Architecture and Design Scotland,

We have prepared a [Development Management Guidance Note](#) to provide clarity to Development Management Officers and developers in respect of the implementation of the Council's affordable housing policy and guidance.

In partnership with the Scottish Government we have a local protocol in place for determining development proposals in the Lyness and Hatston Enterprise Areas.

In order to inform the development of fish farming in Scapa Flow we commissioned a capacity study to establish an upper biomass limit for farmed fish. In October 2018 the Council approved the study - [Aquaculture Water Quality Impact Modelling Assessment for Scapa Flow](#) - and adopted the findings as Development Management Guidance to assist in the application of Local Development policy on fish farms.


Case Study 4

Scapa Flow Aquaculture Water Quality Impact Modelling - Development Management Guidance



Location and Dates:

Orkney – October 2018

Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Culture of continuous improvement 	
Key Markers (please select all that apply):	
10, 11, 12	
Key Areas of Work:	
<ul style="list-style-type: none"> • Local Develop Plan & Supplementary Guidance 	<ul style="list-style-type: none"> • Collaborative Working
Stakeholders Involved:	
<ul style="list-style-type: none"> • Key Agencies 	<ul style="list-style-type: none"> • Authority Planning Staff
Overview:	
<p>Orkney Islands Council supports the sustainable growth of the aquaculture industry and the many benefits the industry can bring to our local communities. The Council aims to support the industry whilst protecting and maintaining the environment upon which our communities depend.</p>	
	
<p>Development Management Guidance: <i>Scapa Flow Aquaculture Water Quality Impact Modelling Assessment</i> significantly improves our understanding of the water quality impacts arising from existing and proposed fish farms in Scapa Flow. The study presents an innovative approach to local planning policy that goes beyond current best practice for aquaculture spatial planning in Scotland. In response to the public consultation carried out for the Supplementary Guidance: <i>Aquaculture</i> in 2017, stakeholders raised concerns regarding the cumulative impact of existing and proposed fish farm developments in Scapa Flow. These concerns primarily related to nutrient enrichment, water quality impacts, sea bed impacts and impacts on wild sea trout populations. Stakeholders suggested that an</p>	

assessment of capacity for further fish farms in Scapa Flow should be undertaken to better understand whether current ambitions for aquaculture expansion could be realised within safe environmental limits.

Accordingly, Orkney Islands Council commissioned Intertek Energy and Water Consultancy Services (Intertek) to help deliver a predictive far-field water quality modelling assessment of existing and proposed fish farms in Scapa Flow. The Council established a steering group to guide the project which included OIC Development and Marine Planning officers, a Scottish Environment Protection Agency (SEPA) Aquaculture Specialist and a SEPA Senior Specialist Scientist (Air and Marine Modelling Unit).

Development Management Guidance: *Scapa Flow Aquaculture Water Quality Impact Modelling Assessment* was adopted in October 2018 and supports the implementation of LDP Policy 12 *Coastal Development* and Supplementary Guidance: *Aquaculture Development Criteria 5, Water Quality and Benthic Impacts*.

The assessment provides a tool for fish farm developers, the planning authority, SEPA and wider stakeholders to better understand where impacts are more likely to occur and where further site-specific assessment may be required as part of a fish farm development proposal. The model accurately predicts areas of potential higher and lower water quality impact within Scapa Flow and marks a first for the use of hydrodynamic modeling by a planning authority for aquaculture spatial strategy.

Development Management Guidance: *Scapa Flow Aquaculture Water Quality Impact Modelling Assessment* can be accessed here:
<http://www.orkney.gov.uk/Service-Directory/D/aquaculture-water-quality-impact-modelling-assessment.htm>

An interactive story map has been created to explain the purpose and findings of the Scapa Flow Aquaculture Water Quality Impact Modelling Assessment. The story map can be accessed here:
<https://gisserver.intertek.com/Orkney/AquacultureModelling.html>

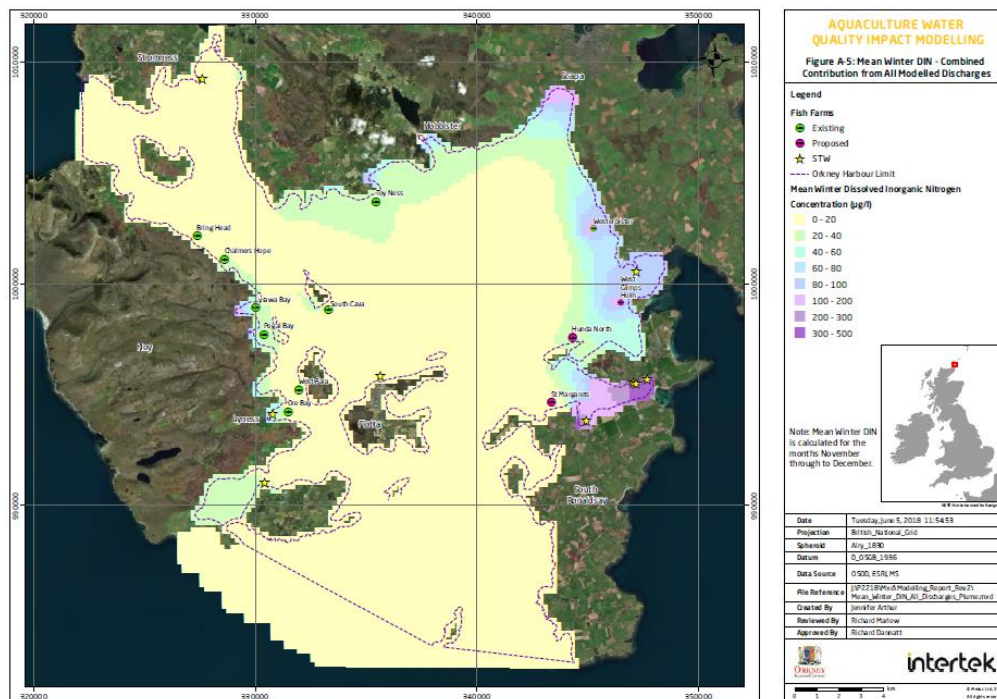
Goals:

- Develop an innovative approach that goes beyond current practice for assessing water quality impacts from fish farms.
- Consider cumulative impacts at a waterbody scale, beyond the immediate vicinity of proposed and existing fish farms.
- Develop a predictive tool to assist the Planning Authority and SEPA to identify where water quality impacts are more likely to occur, and where further site-specific assessment may be required as part of a planning application.
- Utilise a hydrodynamic model to look at the whole water body of Scapa Flow, considering dissolved nutrient inputs from existing and proposed fish farms and assess potential for further development. This method considers how multiple fish farms interact and provides a high-level assessment of cumulative impacts.

- Undertake a numerical modelling assessment to determine maximum biomass (defined as weight of farmed fish) for fish farms in Scapa Flow, i.e. the maximum Dissolved Inorganic Nitrogen (DIN) discharge for existing and proposed fish farms without exceeding water quality standards.
- Identify areas that are more suitable and less suitable for fish farm development in terms of nutrient enrichment/pollution effects, having considered cumulative dissolved nutrient impacts.

Outcomes:

Scapa Flow Aquaculture Water Quality Impact Modelling Assessment - Development Management Guidance has been used to assess three recent planning applications for new fish farms in Scapa Flow. The assessment concluded that the water quality impacts from the nine existing and three proposed fish farms in Scapa Flow is sufficient to maintain current compliance with 'High' Water Framework Directive standards. This enabled the planning authority to determine that water quality in Scapa Flow is at very low risk of regulatory non-compliance, even when considering cumulative impacts from fish farms and other sources. By undertaking this strategic cumulative assessment, the Council was able to respond to stakeholder concerns, raised through the *Supplementary Guidance: Aquaculture* consultation, and implement environmentally responsible decision making to deliver sustainable aquaculture.



Name of key officer

James Green – Senior Policy Planner, Development and Marine Planning

We provide a good quality free pre-application advice service to members of the public including a 4 day/week duty officer to deal with public queries at the main office between 9-10am and 4-5pm. Outwith these hours officers planning officers are also available by appointment. Formal written advice is also provided. We also provide a duty officer service for the Development and Marine Planning service providing free advice 5 days a week, with no appointment needed. The Council operates a direct dial telephone system which allows improved and direct access to all Planning staff.

To aid quality of written pre-application submissions to Development Management, a pre-application form was developed and a specific page created on the council [website](#). The form is in an accessible format, and guidance is provided on the multiple ways for the information to be provided.

We continue to encourage customers to submit planning applications electronically. In order to make our office as paperless as possible we now only require one set of plans and supporting documents from applicants submitting an application in paper format.

Details of pre-application advice are recorded on our UNIFORM casework management system. Approximately two thirds (63%) of all planning applications were subject to pre-application advice. We provide a single point of contact for development proposals throughout the planning application process.

The availability of processing agreements is publicised on our [website](#) and we worked with NHS Orkney and the successful bidder for the new Orkney Hospital project to develop a processing agreements which was agreed in June 2016 and continued through 2018/19. As the scale of development in Orkney is not significant, opportunities for using processing agreements for major development is limited. Consideration is currently being given to the preparation of a processing agreement for the first national development in Orkney – the [Orkney Transmission Connection and Infrastructure Project](#).

We provide a “[Validation Checklist](#)” for applicants, which covers the majority of information required to be submitted with a planning application in order to try to reduce the number of invalid applications being submitted.

We have developed a standard set of model planning conditions.

Our [Planning Enforcement Charter](#) was updated and approved in November 2017.

We continue to have regular annual liaison meetings with key agencies (SEPA, SNH, Historic Environment Scotland, Scottish Water, Marine Scotland) and specific stakeholders such as architects/builders and the fish farming industry.

Together with Highlands & Islands Enterprise we commissioned a report into [Volume Tourism Management](#) which was completed in August 2017. We are now working in partnership with Destination Orkney, a new local Tourism Strategic Partnership body that will also include other key stakeholders to implement the recommendations of the report including the preparation of an Orkney Destination Management Plan and secure funding for tourism infrastructure improvements.

We are working in partnership with Scottish Natural Heritage and the Royal Society for the Protection of Birds to develop the [Orkney Native Wildlife Project](#) which is aimed at safeguarding Orkney's native wildlife by addressing the urgent issue of invasive non-native stoats.

Ensuring consistency between marine and terrestrial planning particularly for policies and projects which have significant implications for both marine and terrestrial environments is crucial for an Islands Authority. To achieve this the Planning Service works very closely with the Council's Marine Services in a number of areas. Work is currently being progressed on the development of an [Orkney Harbours Master Plan](#) which will assess current and future port infrastructure use demands and plan future investment. The Planning service has led on drafting the brief for the consultants to prepare the master plan as well as playing a key role in the development of the plan itself. The plan which addresses the future growth and development of the key commercial harbour facilities at Hatston, Kirkwall, Lyness, Scapa Pier/Scapa Flow and Stromness was approved for public consultation in March 2019.

The Scottish Government announced in June 2017 that Orkney would be the next marine region to create a Marine Planning Partnership and develop a statutory regional marine plan. The Council is taking the lead role in the Marine Planning Partnership supported by local stakeholders representing the economic, environmental, community and recreational interests within the marine region. The Council's Development and Marine Planning team has been working with local stakeholders through 2018 to 2019 to plan for the future delivery of statutory marine planning in Orkney waters. In advance of progressing regional marine planning, the team is currently developing the Orkney Marine Environment Project which will deliver a detailed appraisal about the condition of the marine environment.

Close collaboration is taking place between the Planning Service and other Council services in a key regeneration project being developed by the Council in Stromness where the former primary school and Old Academy buildings are being refurbished, updated and extended to create an [Orkney Research and Innovation Campus](#).

In March 2015 the Council commenced audio casting council committee meetings, including Development and Infrastructure meetings, which cover planning policy matters. In March 2019 the Council agreed that audio casting provision be extended to include meetings of the Planning Committee and the Local Review Body.

In March 2017 the Council established a new public consultation group – [Orkney Opinions](#). This gives a group of Orkney residents the opportunity to comment and provide feedback on a range of topics. The Planning Service is now making regular use of this consultation forum with specific planning questions included in the second survey (October 2017) regarding development in the countryside; and the third survey (February 2018) regarding active travel as part of the review of the Kirkwall Urban Design Framework; and the eighth survey regarding the Orkney Native Wildlife Project.

The Council has a [Complaints Handling Procedure](#) which provides a standard approach for dealing with customers who are unhappy with the service that they have received. In 2018/19 we received 3 complaint about the Planning Service, two relating to possible maladministration in the planning process (neither upheld) and one relating to the Council not taking appropriate enforcement action following a possible breach of a planning condition (upheld).

c) Governance

During 2016 the Council commenced a Governance Review with a Review Survey undertaken amongst elected members and senior officers in March 2016. This covered a number of aspects including meeting cycles, delegation to officers and pre-determination hearings for the Planning Committee. A key outcome of the review was that constitutional arrangements for the Planning Committee were amended from 12 members of the Council, to two elected members from each of the six electoral wards. This is to avoid an instance

where all the members in a particular ward could be appointed to the committee thereby restricting the availability of members to constituents in that ward with issues to raise in regard to planning applications. A comprehensive review of the Council's [Schemes of Administration and Delegation](#) was completed in January 2018 which updated in more detail current policies, procedures and working practices of the Council, including the incorporation of the existing "hearings" process for the Planning Committee. Further delegation has been provided to officers in areas where a statutory consultation process has been undertaken and no objections have been received.

Following on from the Council elections in May 2017 an extensive training programme was undertaken with members of the Planning and Local Review Committees. This included an introduction to all new members to highlight the role of regulatory committees such as Planning, an overview of the Planning system in Scotland provided to the new committees, and bespoke Planning and Local Review Body training provided by external consultants. Other more specialised training has been provided to members of the Planning Committee by SEPA on Aquaculture Development and the role of SEPA and by A+DS on the role of architecture and design in the Planning process.

In preparation for determining its first ever national development which must be subject to a pre-determination hearing and determined by the Full Council governance arrangements were agreed by the Council in February 2019 for dealing with the Orkney Transmission Connection and Infrastructure Project.

We have a Planning Committee dedicated to dealing with planning applications which meets on a 4 to 6 weekly basis except in August which is the Members recess. The number of planning applications delegated to officers at 96.2% is closely aligned with the Scottish average of 95.8%.

A separate Development & Infrastructure Committee deals with all development and marine planning policy issues and meets 5 times per year. This Committee completed its programme of touring the Isles in 2016 and this has provided an opportunity for the Committee to meet with Isles communities as a group and to establish a direct channel for residents to communicate with Committee Members and the Service senior management team on issues which fall within the remit of the Committee. In total 11 islands were visited with around 220 community councillors, development trust representatives and local residents attending public meetings.

A process for streamlining the procedure for the [preparation of Planning Policy documents](#) was agreed by the Council in February 2017. The revised procedure will reduce the number of draft documents being presented to committee for formal approval prior to public consultation. This will reduce the volume of reports being presented to elected members as well as reducing the timescales for the preparation and approval of planning documents.

We adopted a policy of undertaking site inspections for all local review cases in June 2014, in order to reduce delays in the decision-making process. The Local Review Committee now meets as and when required with site inspection undertaken on the same day as the meeting. The average time for determining local review cases in 2018/19 was 11.3 weeks, compared to 7.9 weeks in 2017/18, but lower than the 2017/18 Scottish average of 12.0 weeks.

We have a Planning & Regulatory Services Consultative Group which is a member/officer Working Group set up to provide a less formal forum to discuss in particular progress with the Local Development Plan and other Plans falling within the remit of the service, as well as other performance related matters. This allows open discussion between Members and Officers and helps guide the strategic direction and policy approach of the various plans.

There are effective communication channels in place from the Senior Management Team, Corporate Management Team, Directorate, Heads of Service down to individual teams. Planning and Regulatory Managers meet on a monthly basis with Development Management and Development & Marine Planning team meeting every 2 months.

We hold a 6 monthly Development & Infrastructure Managers Away Day to improve cross-service communication and awareness of cross cutting projects and professional capabilities.

We have a fully integrated planning service under a single Head of Service post with 2 Planning Managers - one covering Development Management and the other responsible for Development and Marine Planning.

There is a close working relationship between Development Management and Building Standards functions. In order to assist with the monitoring of planning conditions we are using Building Inspectors to undertake a limited role in checking pre-commencement conditions in respect of access roads for developments of up to 4 houses and the demolition of existing derelict or ruinous buildings.

A multi-disciplinary project team, comprising officers from the Planning, Roads, Design, Development and Engineering services, has been involved in designing and implementing public realm works within Orkney. Planning is also represented on multi-disciplinary teams dealing with House Build Programmes, Housing Market Partnership, Housing Forum to assist the development of the Council's house building project; the Ports Masterplanning team to assist in planning for future harbours infrastructure; and in a Sustainable Transport officer group to plan for the development of active travel projects.

There have been strong working relationships developed across the Council with a Renewables, Regeneration and Community Benefit Project team involving Planning established to explore options for generating income for the Council from renewable energy projects. The Council agreed in June 2016 the principle of the Council assuming the role of project developer of onshore wind farm projects. Two options are currently being progressed – the Council acting as a developer of a scale wind farm for direct export to the National Grid, and the Council acting as the developer of a private wire onshore wind energy project to supply Council-owned properties in Kirkwall. Feasibility, planning and technical appraisals are currently being undertaken with support and input being provided by the Planning Service.

The Planning Service is also represented on the Strong Communities and Vibrant Economy delivery groups of the [Community Planning Partnership](#). The Planning Service has worked closely with colleagues in Corporate Services to widen the use of the Place Standard for consultation and analysis of local communities across Orkney and develop new Locality Plans under community planning.

Through the “Empowering Scotland’s Island Communities” project we are working with the two other Islands Councils to identify opportunities for devolving more powers related to marine and terrestrial planning to a local level.

The Council has worked with partners in seeking amendments to strengthen the [Islands Bill](#) as it progressed through the Scottish Parliament. Of relevance to the Planning Service was an amendment which was passed at Stage 3 of the Bill in May 2018 to allow local authorities to be sole delegate for the delegation of functions related to regional marine plans in instances where the local authority have difficulty in finding a partner. This amendment will

make it easier for the Council to establish a Marine Planning Partnership to deliver future statutory Regional marine planning in Orkney.

Together with the Scottish Government and the other local authorities with Islands we undertook a process of “island-proofing” the emerging [Planning Bill](#) which resulted in the publication of an Island Proofing Statement to accompany the Bill as introduced in the Scottish Parliament. Further consideration of the impact Stage 2 amendments to the Planning Bill on the islands were considered at a meeting with the Scottish Government in March 2019.

Following the transfer of the Crown Estate’s management duties in Scotland to Crown Estate Scotland (CES) in April 2017, the Council has been developing a proposal under a new pilot scheme launched by CES that will allow local authorities and other bodies to apply to manage assets in their local area. Following a successful Stage 1 application in August 2018 the Council submitted a Stage 2 application to the pilot scheme in March 2019 which if successful would provide enhanced accountability in the process of leasing seabed assets around Orkney. The Development & Marine Planning team have played a key role in developing the application.

We operate a monthly budget monitoring system which ensures managers are well aware of budgetary positions. Quarterly Revenue Expenditure Monitoring Reports on each service are presented to service committees on a quarterly basis. The Planning Service is represented on the Capital Planning and Asset Management Team established to monitor the Council’s Capital Programme and improve procedures for the future delivery of the programme.

Consideration has been given by the Planning Service to opportunities for generating additional income to help offset budget cuts and in April 2019 a new charge was introduced for variations to planning permissions.

A comprehensive [Travel Policy](#) to cover travel by Council staff and elected members was approved by the Council in September 2016. The new procedures are intended to simplify and streamline the administration process for booking travel and claiming expenses, and result in reduced costs and savings to the Council, particularly in relation to travel outwith Orkney.

d) Culture of Continuous Improvement

The Council has adopted the “How Good is our Council” self-assessment tool in order to identify areas for improvement. Previously undertaken in 2012 a further self-evaluation of all Council services including the Planning & Regulatory service was undertaken during 2015. Services commenced a third self-assessment process at the start of 2019 with the outcomes to be fed into updated Service Plans which will be prepared in Summer 2019.

Key performance indicators relating to the Planning Service are monitored and reported to the Development and Infrastructure Committee every 6 months.

The Planning Performance Framework is reported to the Planning and Regulatory Services Consultative Group which included members of the Development and Infrastructure and Planning Committees.

We have purchased IDOX Enterprise module and are using it to assess performance and workloads in the Development Management service.

The Planning Service was included in the Development and Infrastructure Workforce Plan 2017-22 which was agreed by the Council in February 2017. A Service Learning Plan was completed in March 2018 which identified a number of training needs for the Planning Service including GIS, Marine Spatial Planning and RTPI accredited training for Graduate Planners.

The Council's Employee Review and Development system has been implemented within the Planning service with all staff being appraised on an annual basis.

All Planning staff attend regular training events or seminars/conferences/forums that contribute to Continuing Professional Development (CPD). During the course of the year attended a range of events including: training on facilitation skills, report writing and communication skills, tree works; and conferences covering a range of topics - marine environment, environmental impact assessments, Young Planners and GIS.

We actively participate in Heads of Planning Group and Sub-groups where issues of best practice are continuously being discussed. We also participate in the National Development Plans Forum, North of Scotland Development Plans Forum, National Enforcement Forum, Local Authority Urban Design Forum and the joint Local Authority Aquaculture Planning group. We continue to share good practice (primarily by e-mail) with other local authorities in the HoPS rural authorities benchmarking club. The Council hosted the annual Local Authorities Aquaculture Planning meeting in May 2018.

Of the 4 planning application legacy cases reported at the end of March 2018, 1 has been cleared. Although 3 remain, there are no new legacy cases, so the figure is a reduction from the previous year.

The Planning Service has embraced new technology by acquiring a commercial drone and training an Officer to pilot it to NATS standards. The technology is used as a valuable aide in site analysis, application evaluation and for planning and access enforcement, especially in more remote and hard to reach places.

The use of on-line interactive mapping technology has been developed to allow users of our Energy and Aquaculture Supplementary Guidance to have more accessible information in relation to potential constraints and sensitive areas in regard to wind farm and fish farming developments. We have also published our adopted [Local Development Plan](#) and annual [Housing Land Audit](#) as interactive documents for the first time.

2. Supporting Evidence

Part 2 of this report was compiled, drawing on evidence from the following sources:

- The Council's "How Good is our Council" performance self evaluation & assessment;
- [Planning, Development & Infrastructure](#), and [Policy & Resources](#) Committee reports;
- Corporate Improvement Plan;
- The [Council Plan 2018-2023](#) and the [Council Delivery Plan 2018-2023](#)
- [Development and Infrastructure Service Plan \(2016-March 2019\)](#);
- [Service Plan Monitoring Reports](#)
- [Development Plan Scheme 2019](#)
- Monitoring Statement – The Review and Monitoring of the Orkney Local Development Plan – March 2015
- Planning & Building Standards Stakeholders meetings;
- Planning Managers meetings; and
- Scottish Government Planning Liaison meetings.
- Orkney Islands Council [Performance Information](#)

Qualitative Narrative and Case Studies

Case Study Topics	Issue covered in PPF8	Case Study Topics	Issue covered in PPF8
Design	✓	Interdisciplinary Working	✓
Conservation		Collaborative Working	✓
Regeneration	✓	Community Engagement	
Environment	✓	Placemaking	
Greenspace		Charrettes	
Town Centres	✓	Place Standard	
Masterplanning		Performance Monitoring	
LDP & Supplementary Guidance	✓	Process Improvement	
Housing Supply		Project Management	
Affordable Housing		Skills Sharing	
Economic Development		Staff Training	
Enforcement		Online Systems	
Development Management Processes		Transport	
Planning Applications		Active Travel	✓
Other: please note			

3. Service Improvements: 2019-2020

In the coming year we will:

Quality of Outcomes

1. *Undertake preliminary work to allow preparation of a Conservation Area Regeneration Scheme for St Margaret's Hope;*
2. *Develop revised Locational Guidance for Business Development in the Countryside;*

Quality of Service and Engagement

3. *Establish and recruit a new 2 year temporary Planner post to relieve workload pressures in the Development Management team*
4. *Establish and recruit Marine Planner and Planning Policy Support Officer to deliver statutory regional marine planning function and the operational aspects of the Marine Planning Partnership;*
5. *Provide validation training for local agents involved in submitting planning applications;*

Governance

6. *Deliver Planning training to all elected members in preparation for the Council determining its first ever national development;*

Culture of Continuous Improvement

7. *Develop a workforce plan/succession planning arrangements for the Planning Service;*

Delivery of our service improvement actions in 2018-19:

Committed improvements and actions	Complete?
Quality of Outcomes <ol style="list-style-type: none"> 1. <i>Finalise the designs for public realm improvements in the centre of Kirkwall;</i> 2. <i>Adopt the revised Kirkwall Urban Design Framework following the “Your Kirkwall” consultation and engagement which will identify redevelopment, active planning and master-planning projects in Orkney’s main town;</i> 	<p>Yes – design works completed and Phase 1 involving improvements at the head of Victoria Street and Castle Street and provision of a path from the War Memorial to St Magnus Cathedral were undertaken in Spring 2019.</p> <p>Yes – The Draft Kirkwall Urban Design Framework was published for public consultation in April 2018 and the Finalised Plan was approved by the Council as Supplementary Guidance in October 2018.</p>
Quality of Service and Engagement <ol style="list-style-type: none"> 3. <i>Provide training for community council in planning matters;</i> 4. <i>Provide validation training for local agents involved in submitting planning applications;</i> 	<p>Yes – Planning training was provided at the annual Community Council conference held in November 2018.</p> <p>Still Outstanding as an organised event – delayed due to staffing pressures. However, some individual training was guidance was provided throughout the year on request.</p>
Governance <ol style="list-style-type: none"> 5. <i>Review and update Planning Decision Notices;</i> 6. <i>Appoint a Sustainable Transport Programme Manager to develop and deliver a programme of projects to enhance opportunities for active and sustainable travel in Orkney;</i> 7. <i>Appoint a Marine Environmental Planner to undertake a State of the Environment report for the Regional Marine Plan;</i> 	<p>Still outstanding – delayed due to staffing pressures.</p> <p>Still outstanding – delayed due to budget constraints</p> <p>Yes – post successfully recruited to</p>

<p>Culture of Continuous Improvement</p> <p>8. <i>Ensure all RTPI members are meeting Continuing Professional Development obligations;</i></p> <p>9. <i>Achieve Associate RTPI Membership for our current Graduate Planners;</i></p>	<p><i>Yes – staff regularly attending training events to ensure adequate CPD.</i></p> <p><i>Partly – one out of a potential three staff has achieved RTPI membership</i></p>
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4. National Headline Indicators

a) Development Planning

Key Outcomes	2018/2019	2017/2018
Age of Local Development Plan (years and months) at end of reporting period	1 year and 11 months	11 months
Will the local development plan be replaced by its 5 th anniversary according to the current development plan scheme?	Yes	Yes
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	Not applicable - current Plan less than 2 years old	Not applicable - current Plan less than one year old.
Were development plan scheme engagement/consultation commitments met during the year?	Yes – no major commitments made as result of the review of the planning system	Yes

Effective Land Supply and Delivery of Outputs		
	2018/2019	2017/2018
Established housing land supply	1653 units	2069 units
5-year effective housing land supply programming	1569 units	1629 units
5-year effective housing land supply total capacity	1480 units	1564 units
5-year housing supply Target	539 units	539 units
5-year effective housing land supply	13.73 years	14.51 years
Housing approvals	125 units	308 units
Housing completions over the last 5 years	673 units	682 units
Marketable employment land supply	72.7ha	83.5 ha (in Orkney Local Development Plan 2017)
Employment land take-up during reporting year	2.0 ha	10.8 ha

Figures correct as at 31st March 2019.

b) Development Management

Project Planning		
	2018/2019	2017/2018
Percentage and number of applications subject to pre-application advice	63%	68%
Percentage and number of major applications subject to processing agreement or other project plan	N/A	N/A
Decision Making		
Application approval rate	96.1%	96.1%
Delegation rate	96.2%	95.8%
Validation	56% valid on receipt	55% valid on receipt
Decision-making Timescales		
Average Number of Weeks to a decision:		
Major Developments	32.6	N/A
Local Developments (non- householder)	8.4	8.9
Householder Developments	6.7	7.1
Legacy Cases		
Number cleared during reporting period	1	4
Number remaining	3	4

c) Enforcement Activity

Enforcement activity		
	2018-19	2017-18
Time since enforcement charter published/reviewed (full years)	16 months Enforcement Charter	8 months Enforcement Charter
Complaints lodged and investigated	20 enquiries or complaints lodged	39 enquiries or complaints received
Breaches identified – no further action taken	60 total investigated (including the 20 above) 12 no further action	113 total investigated (including the 39 above) 53 no further action
Cases closed	28	70
Notices served	10	5
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

d) NHI Key outcomes - Commentary

Commentary

Development Planning

The previous Orkney Local Development Plan was adopted by the Council in April 2014. Significant progress was made on the Local Development Plan Review during 2016/17 with the Proposed Plan published for public consultation during May and June 2016. Following public consultation the Proposed Plan and unresolved issues were submitted to Scottish Ministers for Examination in September 2016. The Examination Report which detailed the conclusions of the Reporter was received in January 2017. In March 2017 the Council agreed to advertise the Council's intention to adopt the Orkney Local Development Plan 2017 having incorporated the modifications proposed by the Reporter and the Plan was formally adopted on 18 April 2017 along with all six supplementary guidance documents that were detailed within the Plan.

The current Development Plan Scheme 2019 was approved by the Council in February 2019. In light of the changes anticipated to the Planning system as a result of the new Planning Bill, and the fact that the current Plan is up-to-date the Council does not anticipate progressing a further review of the Plan until the revised system is established under the new Planning Act, focusing primarily upon monitoring the performance of the plan policies and developing Placemaking/Masterplan documents for Orkney's settlements.

Development Management

The average decision time for householder applications improved from 7.1 in 2017/18 (and 9.1 in 2016/17), to 6.7 in 2018/19. That is lower than the Scottish average of 7.2 weeks.

The householder application figure contributed to the average decision time for all local development applications, which improved from 8.3 weeks to 8.0 weeks and compares favourably with the Scottish average of 9.0 weeks.

The improvements in performance have been achieved despite a significant increase in workload of EIA and other complex applications.

EIA caseload had a significant impact on staff resources, with applications for aquaculture, wind energy, electricity transmission, and minerals. Given the relatively small size of the Development Management team, it is a challenge to manage resources when multiple large applications are submitted on top of the normal application caseload. During the reporting period, Development Management determined 3 applications which were subject to EIA – two wind farms and one new finfish farm site. A further 2 applications with EIA were submitted during the reporting period (and continue to be under consideration). 7 scoping opinions and 4 screening opinions were processed and adopted during the reporting period.

Aquaculture development also continues to require significant resources, including over the reporting period 2 marine screening and scoping submissions, 3 marine planning applications, 1 marine prior notification, and 5 marine consultations from Marine Scotland. All of that requires significant staff time and specialist knowledge.

Several local developments that were of a novel or complicated nature were determined during 2018/19, including an innovative hydrogen generation compound in one of Orkney's outer islands, and a significant renovation to the category A listed former oil tank and pumping station complex at Lyness in Hoy, now housing a wartime museum and visitor centre.

There is a continued lack of uptake by developers of processing agreements, despite their use being promoted. This is likely due to the relatively small pool of agents and developers that carry out most work within Orkney. Development Management maintains an open relationship with the construction industry, both agents and contractors, generally through advice, and also in relation to progress or complications with submitted applications, so that availability and willingness to provide updates by the Council will provide many of the assurances that developers elsewhere would seek through a processing agreement.

The listed building stock in Orkney remains prevalent in the time dedicated to pre-application and general advice provided by Development Management, and listed building consent applications make up approximately 12% of the total caseload.

Enforcement

Enforcement activity has dropped, from 113 cases investigated in 2017/18 to 60 in 2018/19. This is explained by the Planning Control Officer post being vacant since October 2018. So extrapolated over the full reporting period, the number of cases investigated was similar to 2017/18. Limited resources have limited the ability for other staff to pick up enforcement duties.

The number of formal notices served increased from 5 to 10, all of which were served in the first 6 months of the reporting period while the Planning Control Officer was in post.

5. Scottish Government Official Statistics

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

Category	Total number of decisions 2018-2019	Average timescale (weeks)	
		2018-2019	2017-2018
Overall			
Major developments	2	32.6	0
Local developments (non-householder)			
• Local: less than 2 months	159	6.7	6.3
• Local: more than 2 months	78	11.9	12.9
Householder developments			
• Local: less than 2 months	67	5.8	6.3
• Local: more than 2 months	14	10.9	12.0
Housing Developments			
Major	0	0	0
Local housing developments			
• Local: less than 2 months	79	6.8	6.3
• Local: more than 2 months	40	11.5	12.7
Business and industry			
Major	0	0	0
Local business and industry			
• Local: less than 2 months	42	6.5	6.5
• Local: more than 2 months	19	11.5	14.3
EIA developments	3	32.2	33.1
Other consents*	96	6.0	6.5
Planning/legal agreements**			
• Major: average time	N/A	N/A	N/A
• Local: average time	2	9.1	N/A

* Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 7 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

** Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2018-2019		2017-2018	
		No.	%	No.	%
Local reviews	13	9	44.4	4	66.7
Appeals to Scottish Ministers	4	2	50.0	2	100.0

C: CONTEXT

Overall the average decision for all local development applications has improved from 8.3 weeks to 8.0 weeks and compares favourably with the Scottish average of 9.0 weeks. That is supported by an improvement in timescales for householder applications from 7.1 to 6.7 weeks (already improved from 9.1 weeks in 2016/17).

6. Workforce Information

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service			1.0	

Staffing Age Profile	Headcount
Under 30	3
30-39	9
40-49	3
50 and Over	6

RTPI Chartered Staff	Headcount
Chartered Staff	7

Planning Service

The Planning Service is incorporated within the Planning, Development and Regulatory Service which also includes, Building Standards, Environmental Health, Economic Development, Business Gateway, EU and Leader programme, Regeneration including Kirkwall THI, and Trading Standards. There are two distinct teams within the Planning Service each with a separate manager - Development Management, including Enforcement and Development and Marine Planning which covers marine and terrestrial planning policy. There are 10 people employed in the Development Management team and 9 in the Development & Marine Planning function.

There has been a small increase in the number of posts in the service during 2018/19 with the appointment of a Planning Policy Support Officer in the Development & Marine Planning team.

7. Planning Committee Information

Committees & Site Visits	No. per year (2018-19)
Full Council committees	0
Planning Committees	8
Area Committees (where relevant)	n/a
Committee site visits	5
Local Review Body	5
Local Review Body site visits	8

Planning Services Structure

