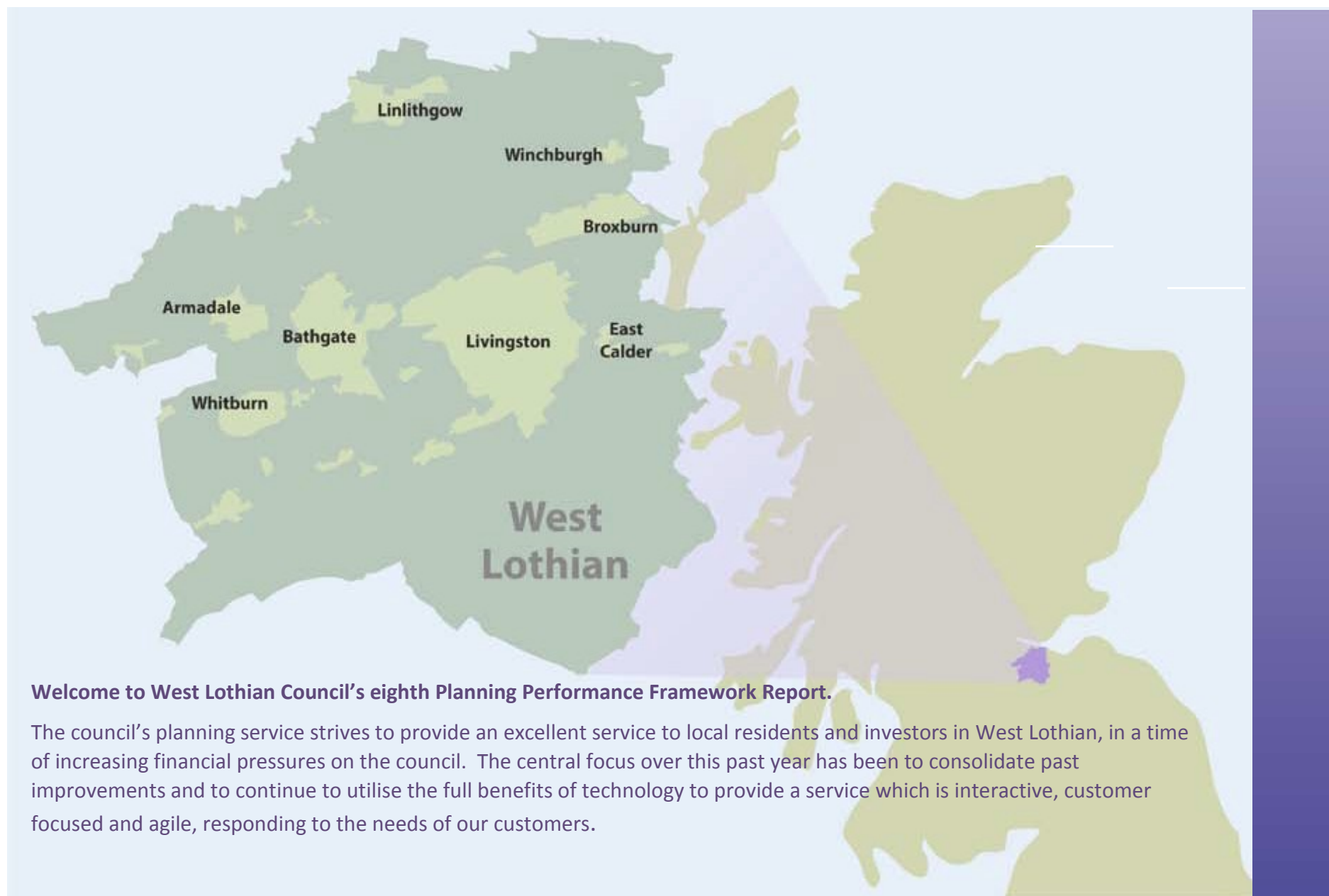


# PlanningWest Lothian

Planning Performance Framework 8 • Annual Report 2018/19





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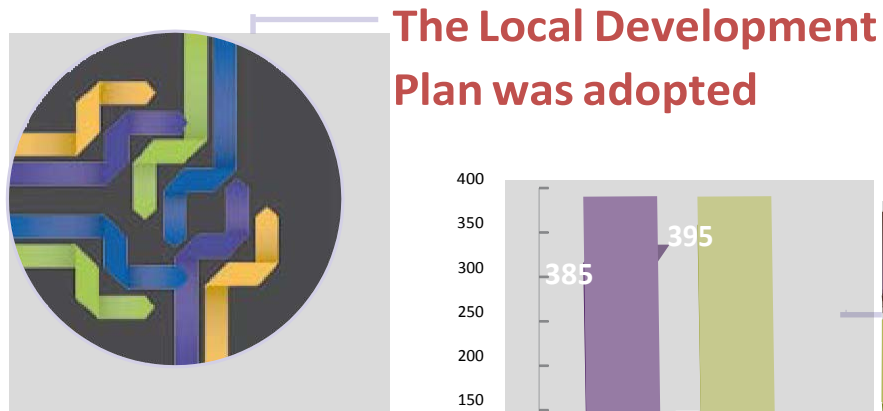
*West Lothian Civic Centre*



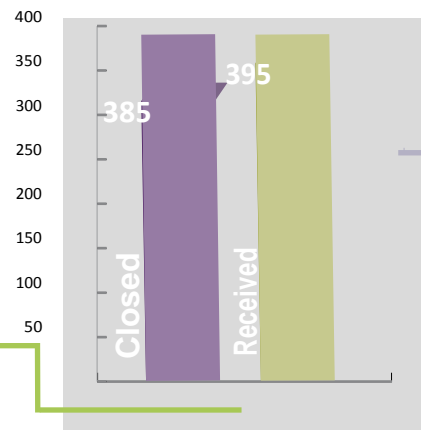
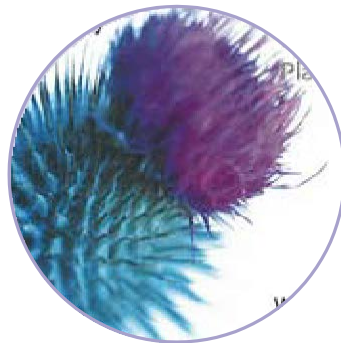
# 1 Qualitative Narrative and Case Studies

The council's eighth Planning Performance Framework (PPF) reflects on the progress and performance of the service over the financial year 2018/19. It responds to the issues identified in PPF7 and the performance markers report from the Scottish Government and looks ahead to the challenges and potential for improvement over the next year.

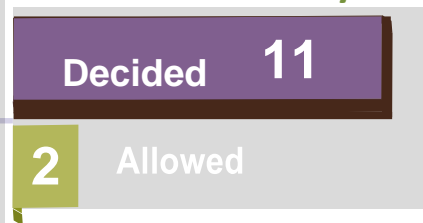
2018/19 in focus:



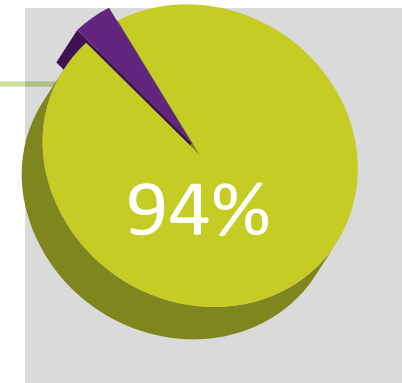
Enforcement cases



Local Review Body



1,030 applications were determined, with a 94% approval rate



Appeals



West Lothian Council achieved a **Scottish Award for Quality in Planning** for **Effective Enforcement**, in recognition of our redesigned enforcement processes and improved online reporting process.

1	Peel Primary School sustainability project
2	Attraction and retention of staff
3	Local Development Plan
4	Supplementary Guidance
5	Buchanan House
6	Three Houses at Newton
7	Winchburgh
8	Calderwood
9	Developer Contribution Tracking

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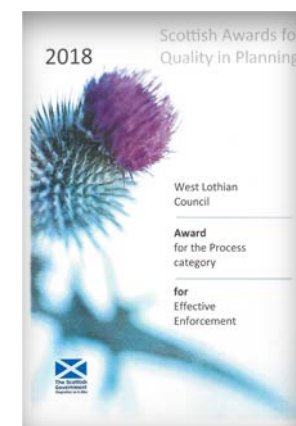
Case Study Topics	Issue covered in PPF8
Design	✓
Housing Supply	✓
Regeneration	✓
Environment	✓
Greenspace	✓
Town Centres	✓
Masterplanning	✓

Case Study Topics	Issue covered in PPF8
Affordable Housing	✓
Economic Development	✓
LDP & Supplementary Guidance	✓
Community Engagement	✓
Interdisciplinary Working	✓

Case Study Topics	Issue covered in PPF8
Place Standard	✓
Project Management	✓
Process Improvement	✓
Staff Training	✓
Collaborative Working	✓

## DELIVERING A QUALITY SERVICE

Throughout the past year Planning Services has retained a strong commitment to providing a high quality service, against a background of financial constraints. The service was awarded a Scottish Award for Quality in Planning in 2018 for Effective Enforcement, which reflected the work carried out over the previous year in designing a new online enforcement reporting system, and a new monitoring system which resulted in a marked improvement in timescales for carrying out site visits and resolving cases. The service also now measures income gained from planning application fees submitted as a result of enforcement action; in the financial year 2018/19 these totaled £28,769. The service has also published a revised Enforcement Charter, setting out the council's powers and responsibilities in planning enforcement.



The [Local Development Plan](#) was adopted on 4 September 2018, and the service is currently producing [Supplementary Guidance](#) to support, and give greater detail to, the policies it contains. More detail is provided in case studies 3 and 4, on pages 13 to 20 below.

The paid for [pre-application service](#) which was introduced in 2017 has continued to prove popular with applicants. In the financial year 2018/19 the team dealt with 79 requests for the service, either seeking a meeting or, more often, written advice. The major benefit of the written advice which is offered is the certainty that is provided to the developer; in addition to an assessment of the proposal against policy, advice is given on any developer contributions which will be payable and what information should be submitted with the application to ensure that it is dealt with as speedily as possible.

The service continues to promote the use of [processing agreements](#), which encourage a closer working relationship between the council and the applicant. Eighteen processing agreements were registered in 2018/19.

The service continues to seek to provide new services to the community. A potential service under consideration at the moment is the provision of a 'certificate of completion' for planning applications, which would provide applicants with a formal notice confirming that all conditions attached to a planning consent have been discharged.



Case Study

# Peel Primary Outreach

Outcomes, service and engagement

1

<b>Case Study Title:</b>	
Peel Primary School P6 Sustainability Project	
<b>Location and Dates:</b>	
Peel Primary School November 2018	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
13	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
Skills sharing	Community Engagement
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• General Public – P6 School Children</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> <li>• Authority Other Staff</li> </ul>
<b>Overview:</b>	
The Peel Primary P6 class undertook an interdisciplinary project on sustainability with students producing a model of an eco-school. In order to enable greater linkage to a real-life context, planning and building standards officers spoke to the class on the key principles of sustainability/sustainable building for the students to consider in their models. The officers then returned to review and critique the models and provide feedback.	
<b>Goals:</b>	
The case study contributed to interdisciplinary working, skill sharing and community engagement. Students were able to learn about sustainable design and collaborative working.	
<b>Outcomes:</b>	
The case study has demonstrated that sustainability is at the forefront in the future generations and being taught in schools. The students understood the importance of all new building being designed with low and zero carbon generating technology. Additionally, measures to reduce greenhouse gas emissions, encourage walking and cycling and recycling.	
<b>Name of key officer</b>	
Mahon Fautua	



## PEEL PRIMARY SCHOOL OUTREACH

Staff from Planning and Building Standards were invited to address the primary 6 class of Peel Primary School, Livingston, as part of their project to design an eco-school. The project was intended to teach the students about the principles of climate change and the impact this could have on the lives of primary school children. A planning officer and building standards officer visited the class at the start of the project, to tell them about the various design issues and additions which could have an impact on the sustainability of the building and its ability to cope with the demands of climate change. They revisited the class at the end of their project to view the designs and discuss the issues the students had identified. The presence of planning and building control staff helped the students to engage with the project; the debate on the second visit demonstrated the high level of knowledge retained by the class, and the planner and building standards officer who attended were pleasantly surprised to discover how much their earlier input had been taken into account by the students in their designs.



The class teacher said, in a thank you email, “The children have been really excited about demonstrating their knowledge and presentation skills. You will have seen how much they benefited from your previous visit, and having you both there to judge today provided an opportunity to make the experience much more 'real' for them. We have some budding sustainability innovators in the making in P6M!”. The winning entry featured wind turbines, solar panels, solar gain and sustainable urban drainage systems.

Case Study

## **Attraction and Retention of staff**

Culture of Continuous Improvement

2

Case Study Title:	
Attraction and Retention of staff	
Location and Dates:	
Civic Centre, ongoing	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> <li>• Governance</li> <li>• Culture of continuous improvement</li> </ul>	
Key Markers (please select all that apply):	
6	
Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):	
Skills Sharing Staff Training	Process Improvement Project Management
Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Other Staff</li> </ul>
Overview:	
West Lothian Council is an enthusiastic participant in the Modern Apprentice scheme. Planning Services have offered training to modern apprentices in the past but the most recent modern apprentice has been successful in gaining a permanent post as a planning technician.	
Goals:	
The attraction of new staff into the planning service is a consistently challenging issue. The service strives to identify high quality members of staff who make a positive contribution to the team, through different sources.	
Outcomes:	
The Development Management team currently has three members of staff who have been recruited by using atypical methods: a senior Planning Officer, a planning officer and a technician. All three are highly motivated team members who have a high level of commitment to careers with the council.	
Name of key officer	
Ross Burton, Development Management Manager	

## Attraction and Retention of staff

West Lothian Council's Development Management team has historically filled its householder planner post by employing a third year planning student, offering a unique learning experience for the student and ensuring a continuing input of fresh ideas to the team. The current Senior Planning Officer who supervises the householder post is herself a product of this initiative, having spent a year working in the post and then, once she had graduated, securing a post as a planning officer in Development Management, and has offered long term commitment to the council, successfully gaining promotion to a Senior Planning Officer post.

Another planning officer is in post in the Development Management team having entered the council on a six month contract as part of the Government's Graduate Employment scheme, which offered fixed term employment opportunities to graduates who had been unsuccessful in securing employment. At the end of the six month contract period a one year contract was offered to the individual, who then elected to take a postgraduate course in planning with a view to following a career in the profession. The council part funded the two year degree and offered the individual a permanent post on its completion; that individual is now a fully committed planning officer who sees her long term future as being with the council's planning service.

More recently, in 2017, the service offered work experience to a school leaver on the Modern Apprentice (MA) scheme, which offered a two year contract undertaking administrative tasks and attending further education. A restructuring of the Planning Service which was completed in March 2019 created a new Planning Technician's post, for which the MA postholder successfully applied. As in the two cases above, the new planning technician is a committed and enthusiastic member of the team, and is likely to remain the council's employment for some time.

The three examples above demonstrate the value to the council at large and the Development Management team in particular of encouraging new recruits by a variety of different routes, forming a strong team structure through their commitment to the common aims of the service. The Planning Service continues to prioritise team building in innovative ways, in order to build long term resilience.

The Development Plan team also offered a year's employment in 2018/19, under the Graduate Employment Scheme, to a graduate in environmental sciences. The postholder contributed to a total of 26 separate projects in her time with the council, and while she did not succeed in gaining a permanent post with the council she is now engaged on a university course in environmental law, demonstrating the value of the placement in terms of her own personal development.

Case Study

**Local Development Plan**

Governance

3

Case Study Title:	
Local Development Plan	
Location and Dates:	
Civic Centre, 4 September 2018	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> <li>Governance</li> </ul>	
Key Markers (please select all that apply): Regeneration, conservation, environment, greenspace, town centres, masterplanning, LDP & supplementary guidance, housing supply, affordable housing, economic development, interdisciplinary working, collaborative working, community engagement, placemaking, transport.	
7, 8, 9, 10, 11	
Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):	
Project Management	Process Improvement
Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>Authority Planning Staff</li> </ul>	<ul style="list-style-type: none"> <li>Authority Other Staff</li> </ul>
Overview:	
<p>The Local Development Plan provides the general policy context against which planning applications for new development proposals will be assessed. This is supported by the proposals map which shows the range of development opportunities and constraints within the area.</p>	
Goals:	
<p>To set the policy context for development in West Lothian, as a fundamental part of a plan-led system.</p>	
Outcomes:	
<p>The LDP is adopted, up to date and gives certainty to local residents, businesses and developers.</p>	
Name of key officer	
Fiona McBrierty, Development Policy Manager	

## West Lothian Local Development Plan

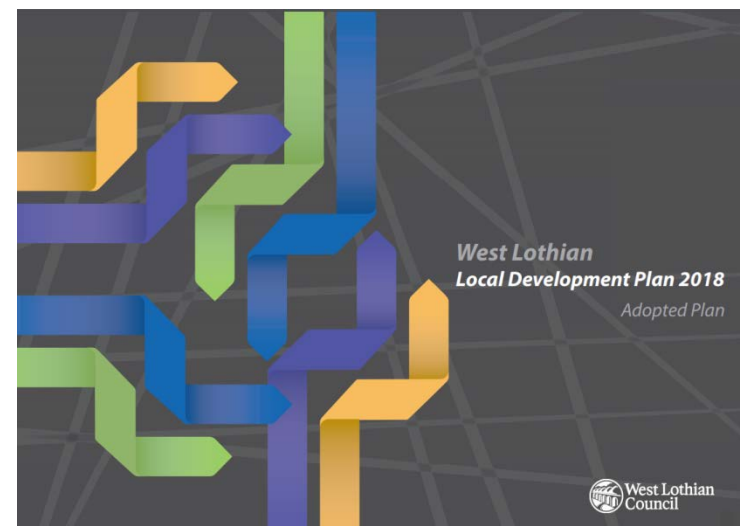
The council formally adopted the West Lothian Local Development Plan (LDP) on 4 September 2018.

The Local Development Plan sets out a local interpretation of the requirements of national and strategic policy. In particular, it conforms to the approved Strategic Development Plan (SDP1) which has been prepared by the strategic planning authority (SESplan) and was approved (with modifications) by Scottish Ministers on the 27 June 2013.

The LDP comprises a written statement and a proposals map. The written statement provides the general policy context against which planning applications for new development proposals will be assessed. This is supported by the proposals map which shows the range of development opportunities and constraints within the area. Adoption of the LDP, while a significant milestone and an achievement in its own right, does not however mark the end of the development planning process but instead heralds an important transition from the plan making stage to the plan delivery stage.

### Action Programme

In the first instance, in February 2019, the council published an Action Programme to accompany the LDP which focused on the infrastructure required to facilitate the implementation of the LDP. Specifically, the Action Programme contains a list of actions required to deliver the policies and proposals set out in the LDP; identifies the appropriate parties or organisations that are required to carry out the action(s); and provides an indicative timescale for completing these actions. In preparing the Action Programme the council was required to consult and consider the views of the Scottish Ministers, key agencies and those parties specified by name in the document. The measure of success will be an efficient and effective approach to land use planning, which ensures that new developments are suitably served by supporting infrastructure. There is a specific obligation on the council to review and update the Action Programme annually and for the lifetime of the LDP.





Case Study

**Supplementary Guidance**

Governance

4

Case Study Title:	
Supplementary Guidance	
Location and Dates:	
Civic Centre, ongoing	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> <li>• Governance</li> <li>• Quality of service and engagement</li> </ul>	
Key Markers (please select all that apply):	
11, 12	
Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):	
Project Management	Process Improvement
Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Other Staff</li> </ul>
Overview:	
A programme of statutory supplementary guidance and non-statutory planning guidance is being rolled out following the adoption of the LDP.	
Goals:	
The guidance is aimed at informing and guiding developers, residents and businesses in West Lothian in support of the policies of the LDP	
Outcomes:	
The guidance will provide certainty for residents, businesses and developers in West Lothian and will support the LDP, in particular with regard to developer contributions.	
Name of key officer	
Steve Lovell, Principal Planning Officer	

## Statutory and Non Statutory Guidance

The other substantive work stream with which the Development Planning team has been engaged since the adoption of the LDP has been the preparation of new statutory Supplementary Guidance (SG) and non-statutory Planning Guidance (PG), intended to provide additional detail on specific subject areas within the LDP and to explain how planning policies will be implemented. The guidance provides detail and justification for developer contributions.

An extensive suite of 'Supplementary Planning Guidance' (SPG) had previously supported the now superseded WLLP, but as a consequence of that plan having been replaced by the LDP this guidance has ceased to have formal status and it was recognised that it ran the risk of its materiality being significantly diminished, particularly in relation to the determination of planning applications and when relied upon to support the council's position at planning appeals.

In anticipation of this scenario, the council had intimated in Appendix 4 of the LDP its intention to bring forward a raft of new SGs and PGs to support the policies of the LDP, ideally within 12 months of its adoption, and which would be compliant with Planning Circular 6/2013: *Development Planning*, current national planning policies and the policies of the Strategic Development Plan (SDP1).

In the period following the adoption of the LDP significant progress has been made with the preparation and adoption of new guidance with the remainder to be completed by or close to the first anniversary of the LDP.

**Table 1: Adopted or commenced new planning guidance supporting the West Lothian Local Development Plan at 30 June 2019**

<b>Statutory Planning Guidance (SG)</b>	<b>Status</b>
<b>Flooding and Drainage</b>	Adopted April 2019
<b>Residential Development Guide</b>	Adopted April 2019
<b>Planning &amp; Noise</b>	Adopted February 2019
<b>Development in the Countryside</b>	Adopted March 2019
<b>Affordable Housing</b>	Adopted May 2019

<b>Non-Statutory Planning Guidance (PG)</b>	<b>Status</b>
<b>West Lothian Active Travel Plan</b>	Adopted April 2016
<b>Health Impact Assessment</b>	Adopted March 2017
<b>Air Quality</b>	Adopted April 2019
<b>Mobile Snack Bars</b>	Drafted and approved for consultation.
<b>Areas of Built Heritage and Townscape</b>	Drafted and

<b>Planning &amp; Education</b>	SG has been the subject of public consultation and is awaiting the approval of the Council Executive before being sent to Scottish Ministers.
<b>Developer Contributions Towards Public Art</b>	Drafted and currently the subject of consultation. To be considered by the Council Executive in late summer 2019.
<b>Developer Contributions Towards Cemetery Provision</b>	Drafted and approved for consultation.
<b>Wind Energy</b>	Drafted and anticipated to be reported to elected members in September 2019 prior to public consultation.

<b>Value – The Shale Miners Rows</b>	approved for consultation.
<b>West Lothian Place-Based Green Network Guidance</b>	Drafted and approved for consultation.
<b>Shop fronts and Advertisements in Broxburn and Uphall, Linlithgow, Kirknewton, Livingston, Mid Calder and Torphichen Conservations Areas</b>	Drafted and approved for consultation.
	

## Development Plan Scheme

Having successfully secured the adoption of the first West Lothian Local Development Plan, consideration has turned to the successor plan.

The Planning etc. (Scotland) Act 2006 requires the publication of an annual Development Plan Scheme (DPS). The DPS sets out the programme for preparing and reviewing the Local Development Plan and explains what is involved at each of the key stages. It creates an awareness of the LDP

preparation process and how and when people can engage with the process.

The most recent scheme is Development Plan Scheme No.11 (DPS No.11) which was published in March 2019 and has been submitted to Scottish Ministers for information. It anticipates that LDP 2 will replace the current West Lothian Local Development Plan (LDP 1) and it sets out a provisional timetable for doing this.

Publication of Main Issues Report, Monitoring Report and Strategic Environmental Assessment (SEA)	Spring 2020
Publication of Proposed Plan including Environmental Report and Action Programme	Winter 2020/2021
Submission of Proposed LDP, representations and a summary of unresolved issues submitted to the DPEA for examination	Summer 2021
Examination Report	Winter 2021/2022
Anticipated Adoption of Plan	Spring 2022

Fundamental to the preparation of LDP 2 however was that it would be prepared in the context of a new Strategic Development Plan (SDP 2), which at the time of publishing DPS No.11 in March 2019 was expected to be adopted imminently. In the event SDP2 was rejected by the Scottish Ministers in May 2019 and the implications of this for both the strategic and local development plan preparation have still to be fully worked through.

Case Study

## **Buchanan House**

Quality of outcomes

5

<b>Case Study Title:</b>	
Buchanan House - Redevelopment of derelict office building site	
<b>Location and Dates:</b>	
Buchanan House, Kirkton Road North, Livingston	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
2, 3, 4, 14,15	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Housing Supply</li> <li>• Affordable Housing</li> <li>• Planning Applications</li> </ul>	<ul style="list-style-type: none"> <li>• Placemaking</li> <li>• Project Management</li> <li>• Development Management Processes</li> </ul>
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• Local Developers</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> </ul>
<b>Overview:</b>	
<i>Buchanan House had been vacant for years and was increasingly subject to vandalism, giving rise to real concern from the local community. Its redevelopment for residential use was promoted by the Planning Service and has resulted in a successful development.</i>	
<b>Goals:</b>	
<i>To regenerate the site, bring it back into an appropriate use for the area and to feed into the council's housing supply targets.</i>	
<b>Outcomes:</b>	
<i>The site is still under construction; when completed it will make an attractive and pleasing residential community, benefiting the area as a whole by redeveloping a redundant derelict site. The council also benefited from the payment of developer contributions towards education, cemeteries and affordable housing.</i>	
<b>Name of key officer</b>	
Steven McLaren	



## Regeneration – Buchanan House, Livingston

Buchanan House was large former government building of over 13,000square metres floorspace, dating from the 1970s. The building was vacated in the early 2000s and had been in a derelict condition for a number of years. There was substantial concern from the community council and local members about the poor visual appearance of the site, and concern for the local youths who were increasingly breaking into, and damaging, the building, which became a potentially dangerous practice as the building's condition deteriorated. The site was allocated for employment in the development plan but in view of lack of interest from employment users, the re-purposing of the site for residential use was supported by Planning Services. Following a school catchment review the principle of re-developing the site for residential use was granted by committee on 14 August 2013. The goal was to regenerate the site, return it to an appropriate use which would be a positive benefit for the area, and to feed into the council's housing supply targets.

Following protracted negotiations over the terms of the Section 75 legal agreement, planning permission in principle was issued on 26 October 2015. Two MSC applications were submitted covering the north and south halves of the site respectively, for a total of 112 properties.



The layout was designed with open space to the front of the site, accessed from the public road. This open space is landscaped with SUDS attenuation tanks buried beneath and a small local play park with attractive timber framed equipment.

The play park is overlooked on three sides making it a safe and attractive place for children to play and families to live. The site has also been designed with houses looking outwards towards the public road, presenting a frontage onto the district road rather than the site being inward looking with rear garden fences to the public elevations. Parking courts are utilised to achieve a more attractive outlook and footpath connections are provided to the existing footpath/cycle path network.

The site is being landscaped incrementally as it develops and it the end result will be a development will be an attractive and pleasant place to live, which also benefits the area as a whole by redeveloping a redundant, unattractive derelict site. The council also benefited from the payment of developer contributions towards education, cemeteries and affordable housing.

Case Study

# Three Houses at Newton

Quality of Outcomes

6

Case Study Title: Three Houses at Newton	
Construction of 3 bespoke houses	
Location and Dates:	
Winchburgh Road, Newton – Determined 18/4/17 substantially complete 30/6/19	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> <li>Quality of outcomes</li> </ul>	
Key Markers (please select all that apply):	
3, 15	
Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):	
Design Planning Applications	Placemaking Other - Innovation in design
Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>Authority Planning Staff</li> </ul>	<ul style="list-style-type: none"> <li>Planning Committee</li> </ul>
Overview:	
A degraded site on the edge of Newton, with permission for a single house, was proposed for the development of three houses designed specifically for the site. Following discussions about elements of the design, in particular the finishing materials agreement was reached and the houses were approved by committee. The design of the houses is bespoke, and takes advantage of the southerly aspect	
Goals:	
The goal was to take an area of overgrown garden ground on the periphery of Newton and re-develop it into a high quality bespoke small housing development, screened from the A904 with an acoustic fence and an open southerly aspect to the front taking advantage of views across farm land.	
Outcomes:	
A high quality development of three detached houses, of innovative design on the edge of the village.	
Name of key officer	
Steven McLaren	

### Three Houses at Newton

The site was originally part of Hopetoun Wood, which formed part of the designed policies of Hopetoun House. Separated from the main part of the woodland when the A904 was constructed, the land became part of the garden of a house on the edge of the village of Newton. Consent was granted for a single house on the site but never implemented. The site is triangular and was bordered to the north by a busy road and to the south by open countryside looking south towards the Pentland Hills.

Planning staff were involved in early discussions with the architect for the scheme which became application [LIVE/0010/FUL/16](#), starting with a site meeting to discuss the principles of the development and the layout of the houses. The site had degraded over time and trees within the site had been removed, resulting in the site being mainly scrub with some poorer quality trees on the periphery. The architect proposed two flat roofed houses and a third of a more traditional one and a half storey design, all timber clad. Following discussions with the case officer, details of the design were agreed, with the most notable change being the replacement of much of the timber cladding with a dark grey cement tile cladding system.



The resulting development is an attractive, modern addition to a small village, which with careful retention and management of the existing landscaping demonstrates that it is possible to deliver a high quality development within a constrained site.

Case Study

# Winchburgh – A Learning and Leisure Destination

Quality of Outcomes

7

<b>Case Study Title:</b>	
Winchburgh as a Learning and Leisure Destination	
<b>Location and Dates:</b>	
Winchburgh, West Lothian 2017 -19	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> <li>• Culture of continuous improvement</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
1, 2, 3, 4, 15	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• Environment</li> <li>• Masterplanning</li> </ul>	<ul style="list-style-type: none"> <li>• Placemaking</li> </ul>
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• General Public</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> </ul>
<b>Overview:</b>	
This year has seen several key milestones in the expansion of Winchburgh. The most significant have been securing the necessary commitments for the provision of 3 new schools, alongside the start of the restoration of the former Auldcathie landfill site.	
<b>Goals:</b>	
A key goal for the council in supporting the concept of Core Development Areas (CDAs) was that they brought about the delivery of commercial, education, leisure and community uses and restoration of degraded land alongside housing.	
<b>Outcomes:</b>	
The occupation of the 551 <sup>st</sup> house will take place shortly and this has brought about the commitment to 3 new schools; a site start on the restoration of Auldcathie; the approval of detailed proposals for a new District Park; the submission of planning applications for the school site ground works and a new canal marina, all alongside the start of the next phases of housing development.	
<b>Name of key officer</b>	
Wendy McCorriston	

## Winchburgh as a Learning and Leisure Destination

As the settlement expansion of Winchburgh moves forward into phase two, the main emphasis for the council is on ensuring that the community, education, open space and leisure facilities which are essential to successful place making are now delivered in line with the planning permission. The opening of businesses in the new town centre over the last two years gives a good foundation for the delivery of the associated community facilities for Winchburgh. Early on in the planning process planning officers promoted the development of attractive and accessible commercial, education, leisure and community uses alongside housing as fundamental to the success of Winchburgh as a place where people will want to live.

The planning permission in principle which was granted in 2012 required the first phase of a commercial centre to be in place prior to the occupation of the 501<sup>st</sup> house. This has now been achieved. The next key goals, which are set out as triggers in the 2012 permission, includes securing the delivery of two new secondary schools and a primary school before the occupation of 551<sup>st</sup> house. This trigger also brings with it the need to commence the restoration and remediation of the former Auldcathie landfill site alongside the first phase of a new district park.

It is to the credit of West Lothian Council that over the last year, working in partnership with the developer, Winchburgh Developments Limited and the Scottish Government, it has been able to meet the significant milestones of securing the necessary commitments to the school provision, alongside the implementation of the restoration of the landfill site.

The detailed planning permission for the restoration works was issued in March 2019 and work commenced on site within a few months. This is now well underway and represents a major achievement in the overall package of improvements that the development will bring to the area and one which the local community has long anticipated.

Joint working between council officers and the overall developer's master plan team and increased consultation with the public has also resulted in a more positive relationship and wider engagement with the community on recent planning applications. This has been particularly evident in the proposals for a new District Park, which is to be developed on and adjacent to the restored landfill site. Meetings to discuss these proposals were particularly well attended and the first phase of the park should be open for the public to use during 2020.

Following on from the active engagement in the park proposals a Proposal of Application Notice (PAN) has now been submitted for the development of the three new schools, whilst the detailed application for the ground works on the site is also being progressed. July 2019 has also seen the submission of an application for a marina to be built off the Union Canal. This is an exciting development which aims to capitalise on the success of the first phase of the town centre and together with the District Park will hopefully become a leisure destination for visitors from West Lothian and beyond.





01 Climbing Forest - a challenging piece of play equipment for older children and teenagers



02 Stainless steel slide - options to fix to the mound or hill top tower



03 Natural play - timber logs and boulders



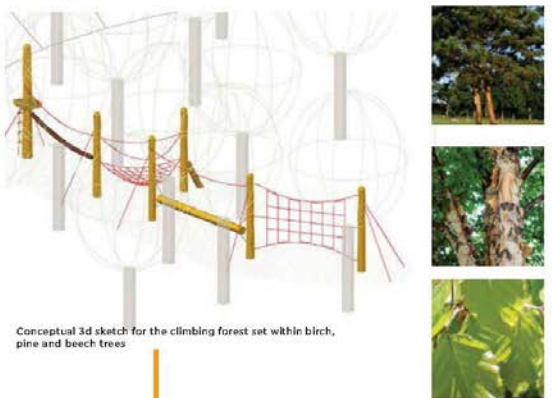
05 A 'Hilltop Tower' look out point with associated climbing features



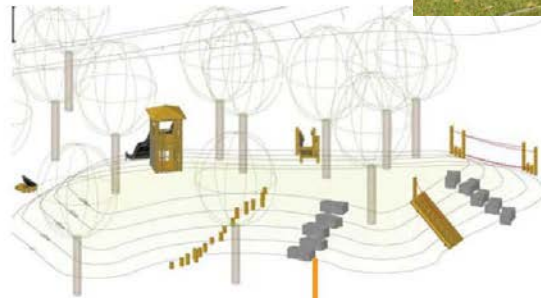
06 Grass terrace to the top of the hill top



Indicative fall area as per play suppliers specification

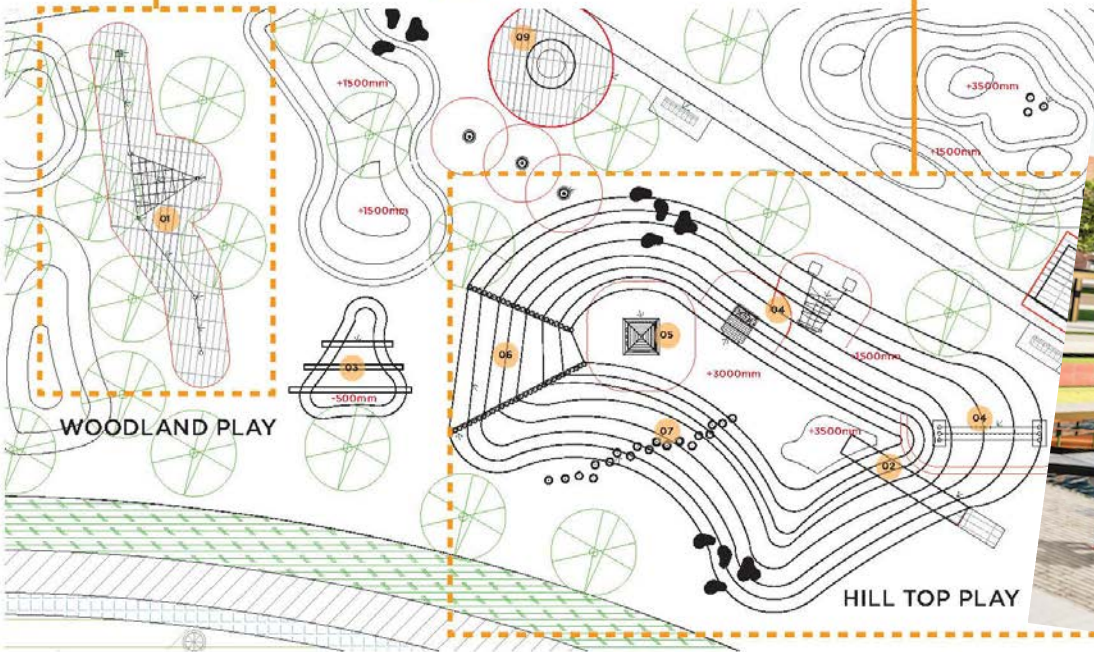


Conceptual 3d sketch for the climbing forest set within birch, pine and beech trees



Conceptual 3d sketch for the Hill Top play area

## Winchburgh Park, Pavilion and Marina



Case Study

# Calderwood – Placemaking

Quality of Outcomes

8

<b>Case Study Title:</b>	
Calderwood – Placemaking	
<b>Location and Dates:</b>	
Calderwood, East Calder, West Lothian 2009 - ongoing	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>Quality of outcomes</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
1, 2, 3, 4, 15	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>Masterplanning</li> </ul>	<ul style="list-style-type: none"> <li>Placemaking</li> </ul>
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>Local Developers</li> </ul>	<ul style="list-style-type: none"> <li>Authority Planning Staff</li> </ul>
<b>Overview:</b>	
<p>Calderwood, part of the Core Development Area (CDA) at East Calder, is progressing rapidly on site since planning permission in principle was granted in 2013 for a 2300 unit residential-led mixed use development. Stirling Developments, as masterplanner and lead developer, has taken strong design &amp; landscape approach to the creation of this new community with the aim to achieve a people focused development with particular emphasis on landscaping and public realm to make a successful place.</p>	
<b>Goals:</b>	
<p>Successful implementation of the council's development strategy by delivery of housing, commercial, education, leisure and community uses in this allocated development site.</p>	
<b>Outcomes:</b>	
<p>The past year has seen:</p> <ul style="list-style-type: none"> <li>Phase 3 of the development commencing with over 400 homes now being occupied.</li> <li>Phase 3 infrastructure substantially complete with housebuilding continuing at pace.</li> <li>The opening of The Larder Café which acts as a community facility and meeting point.</li> <li>Approval of revised masterplan to reflect evolution of the project.</li> <li>Approval of a public art plan for the development.</li> <li>Progress on the delivery of a new non-denominational primary school.</li> </ul>	
<b>Name of key officer</b>	
Tony Irving	



## Calderwood – Quality in Placemaking

The Calderwood development, an expansion to the existing settlement of East Calder, is in effect a new community in itself, due to its position and size; when complete 2,500 new houses, two primary schools, a high school, a village centre and a community hub will be developed. The lead developer, Stirling Developments, took a strong design and landscape approach to the development of the masterplan prior to and during the determination of the application for planning permission in principle. The Planning Permission in Principle granted in 2013 requires compliance with the masterplan and accompanying strategic design guide.

The development is now in its third phase; a Designing Streets approach has been taken throughout with substantial emphasis and investment in landscaping and public realm to create a place that is distinctive, sets it apart from other major housing growth areas and creates a quality place to live.

Over 400 homes are now occupied and the movement and landscape infrastructure that is already in place is a major factor in the success of placemaking. This is a driver in house sales in the development, which is ensuring its continuing success as a development, and in its contribution to West Lothian's housing output.

The opening of The Larder Café as a community facility and meeting point has been a milestone in fostering a sense of community in these relatively early stages of the Calderwood development. It is run by The Larder Cook School, an established social enterprise based in Livingston, and credit is due to Stirling Developments for facilitating this.

The past year has seen the focus on the delivery of a new primary school at Calderwood. This had led to an option for an initial two stream school, rather than an initial single stream school as originally envisaged, and a revision to the masterplan to create a school site capable of accommodating a total of three streams. This solution will give substantial capacity and certainty to enable housebuilding to proceed and will also result in an efficient education asset for the council that will not require further extension for a considerable period of time. Design work for the school is ongoing and a planning application is expected.

While implementation of phase 3 infrastructure continues, a planning application has recently been submitted for phase 4 infrastructure which demonstrates commitment to the continued build out of the development.

The focus for the next year will include progressing design and funding for the primary school, progressing the required park & ride facility at Kirknewton Railway Station, implementation of further infrastructure and continued housebuilding.



Case Study

# Developer Contribution Tracking

Governance

9

<b>Case Study Title:</b>	
Developer Contribution Tracking	
<b>Location and Dates:</b>	
West Lothian, ongoing	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>Governance</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
4, 15	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>Affordable Housing</li> <li>Development Management Processes</li> </ul>	<ul style="list-style-type: none"> <li>Project management</li> <li>LDP &amp; Supplementary Guidance</li> </ul>
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>Local Developers</li> </ul>	<ul style="list-style-type: none"> <li>Authority Planning Staff</li> </ul>
<b>Overview:</b>	
The council now uses Exacom, a software package developed with Midlothian Council, to track all developer contributions required to enable development, ensuring that no triggers are missed and that all contributions paid are placed in the appropriate account and are available for audit.	
<b>Goals:</b>	
Continuous tracking of developer contributions, for transparency and effective use of contributions.	
<b>Outcomes:</b>	
<ul style="list-style-type: none"> <li>The tracking system is now in operation</li> <li>The Development Management service now employs a contributions officer whose task it is to update and monitor the tracker, ensuring accuracy and transparency</li> </ul>	
<b>Name of key officer</b>	
Mark Brooks	



## Developer Contribution Tracking

The planning service now uses an obligation tracking system (Exacom), which was trailed in PPF 7. Set up in conjunction with Midlothian Council, at the start of 2018, the system ensures that all payments are made timeously. During 2018/19 118 Section 75 planning obligations were logged into the Obligation Tracker. This includes all Section 75 and Section 75A legal agreements where there were outstanding obligations to pay or deliver (including land transfer for affordable housing obligations) at the start of 2018.

The system was brought into use for formal tracking and invoicing purposes from 1 June 2018. Between that date and 31 March 2019, 16 invoices, relating to 12 planning applications, have been issued for Section 75 and Section 75A payments.

The financial contribution amounts received through the S75 and S75A invoices for the period to 31 March 2019 amounts to £6,173,217.74 and relates to the full range of developer contributions, from cemetery contributions and play area provision to contributions towards new and extended schools.

The system is now being managed by a technical officer but all planning case officers have access to the system and can obtain updates of the contributions received in respect of individual applications or the towards specific projects. The project tracking is carried out through the use of cost codes for allocating money towards specific projects. This tracking allows the council to run forecasts for expected income against specific projects, so that the timescales for implementation of projects and resource allocation can be properly managed.



## 2 Supporting Evidence

Supporting evidence for Planning Performance Framework 8 is integrated into the body of the report, using hyperlinks to relevant documents and website information. The planning pages of the council's website are reviewed continuously, taking note of comments received from customers through the web team and the Customer Service Centre. The introduction of interactive online forms for reporting enforcement breaches and pre-application enquiries were both introduced as part of wider service improvements.

## Planning Enforcement Complaint Form

Please use this form to submit any complaints or queries you have over a development or use of land which is causing you concern.

You should try to provide as much information as possible: any additional information you can give us, such as photograph, or a diary of events, will help us to get a clearer picture of the alleged breach of planning control.

Before you send us the form, you may wish to look at our Enforcement Charter, which explains the enforcement system and powers.

Completing the Planning Enforcement complaint form will help both you and the council in a number of ways:

- It provides a written record of the primary evidence which initiated an investigation and possible formal legal action;
- It ensures that we have enough information to investigate your complaint fully;
- It gives you the opportunity to register your concerns about the development and its affect on your amenity;
- It helps us to establish priorities and to use resources efficiently.

We will acknowledge an enforcement complaint within five working days of receipt.

Thereafter we will visit the site which is the subject of complaints within 10 working days from registration.

The findings of the initial visit and any action that is proposed or has been taken will be sent to the complainant within 28 days. If the alleged breach is not to be the subject of any further action, the response will give reasons for that decision.


If we cannot meet this timescale, the complainer will be contacted within 28 days giving information on the reason(s) for it taking longer than this and indicating the likely timescale for responding.

What is the nature of the alleged breach? (tick any/all which are applicable)

- ☒ Building works have been/are being carried out
- ☐ Use of land or building has changed
- ☐ Breach of planning condition(s)
- ☐ Works are not in accordance with the approved plans

The resources which have been used by Planning Services to question and challenge our practice in the past year include benchmarking, through bodies such as HoPS and the Enforcement Forum, and self-reflection and a culture of continuous improvement which is built into our team structure. The service has been awarded a Scottish Award for Quality in Planning for two consecutive years and is shortlisted for four Awards in 2019. It has consistently played its part in the council's accreditation for Customer Service Excellence. The council makes extensive use of performance monitoring tools, and the planning service's performance consistently meets the exacting standards which are set for the determination of planning applications and the resolution of planning breaches. The council uses complaints as a tool for learning, and complaints which are received by planning services are

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 **West Lothian Council**

Home

Planning and Building Standards

Planning Applications

Do I Need Planning Permission?

**Pre-Application Enquiry**

Apply for Planning Permission

View, Object or comment on a Planning Application


Planning Enforcement

Decisions, Reviews and Appeals

Listed Buildings and Conservation Areas

## Pre-Application Enquiry

Use this form if you know you need planning permission and want to find out whether it is likely to be supported. We will assess your proposal against development plan policies and issues such as privacy, overshadowing and other impacts it might have on your neighbours. Do not use this form to find out whether or not you need planning permission for your development. For advice on that, please visit our page titled 'Do I Need Planning Permission?'

 [Privacy Notice - Development Management \(5686\)](#)

Please note that this service carries a fee which reflects the complexity of the proposal. If you're proposing a house extension or other domestic works, the fee is £50. If your proposal is for a bigger project the fee will be \$906 of the fee payable for a planning application, up to a maximum of £650 for a Local development, or up to a maximum of £800 for a Major development. Major and Local categories of development are defined by the [Government](#). You can work out the fee by visiting the [fee table](#) and you can pay the fee online. There is an additional fee if you request a site visit or meeting.

We will provide you with an assessment of the proposal against the development plan, other relevant policies and material planning considerations. We will not carry out consultation with other services or external agencies. The full merits of a proposal, including the views of statutory consultees and neighbours, can only be assessed through the submission of a planning application. Therefore the advice we will give is without prejudice to any decision which the council may take on receipt of a planning application. If you wish to make a planning application, please see our [DfP on Processing Planning Applications](#) for further advice about your submission.

Just complete the form below and send it to us with a location plan and other drawings which give details of your proposal - ideally floor plans, elevations and a site plan, and the appropriate fee. We will aim to get back to you within 20 working days.


### Applicant Details

Name\*

Building

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I'm looking for...

Search 

### 3 Service Improvements

Next year we will:

1	Establish a new, dedicated, Technical Team which will be embedded within DM and will validate applications, track contributions, send neighbour notifications and consultations, stamp plans, monitor the planning inbox, deal with CLUs
2	Complete the drafting and approval of new SPG and PGs
3	Introduce a new planning condition approval service
4	Introduce a revised scheme of delegation
5	Review, revise and publish our guidance on submitting a planning application
6	Review, and improve where possible, the operation of the Development Management Committee

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

Committed improvements and actions	Complete?
Adopt the Local Development Plan	Yes
Following adoption of the LDP, revise all our Supplementary Planning Guidance	Partly
Introduce a contributions tracker for developer contributions, and consider expanding it to other legal agreements	Yes
Introduce a new process for dealing with contaminated land consultations. We will use uniform to link requests for contaminated land assessments issued by Development Management and Building Standards, to avoid duplication and potential confusion between the two systems. As part of this we will map the process and take the opportunity to make other improvements to it.	Yes
Introduce a new planning condition approval service, possibly as a charged service, which will offer developers a 'completion certificate' for conditions attached to their planning permission.	No
Improve and update our processes (using process mapping) for monitoring conditions on new-build housing developments, using uniform to track new house completions, helping our enforcement team to become more pro-active in monitoring conditions, and working in partnership with Building Standards, Flood Prevention and Environmental Health in monitoring pre-commencement conditions.	No
Introduce a revised scheme of delegation.	No
Review and revise our guidance on submitting planning applications.	Partly
Improve our procedures for legal agreements attached to planning permissions, by producing a standard template, pre-populated with the appropriate developer contributions, for sending to the applicant with the 'minded to grant' letter.	Yes
Continue to be actively involved in national projects, such as the Government's proposals for a digital transformation of the planning process.	Yes

## 4 National Headline Indicators (NHI)

The National Headline Indicators (NHI) are a detailed list of work programme information that each planning service needs to collate in-house. They are designed by HOPS to allow for ongoing measurement of performance. The template below allows for 2016/17 and 2017/18 to be recorded in a consistent format. Additional guidance on completion is included within the template itself. Please note that some of the indicators have been removed, adjusted or redefined from previous years.

### A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING

Development Planning	2018-19	2017-18
Local and Strategic Development Planning		
Age of local/strategic development plan(s) at end of reporting period	6 months	9 years 5 months
Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme?	Y	N
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N/A	y-later
Were development plan scheme engagement/consultation commitments met during the year?	Y	y
Effective Land Supply and Delivery of Outputs		
Established housing land supply	24,198 units	24,763 units
5-year effective housing land supply programming	7,100 units	7,853 units
5-year effective land supply total capacity	20,277 units	21,704 units
5-year housing supply target	6,414 units	6,238 units
5-year effective housing land supply (to one decimal place)	5.5 years	6.3 years
Housing approvals	1,023 units	604 units
Housing completions over the last 5 years	2019 - 934 2018 - 590 2017 - 597 2016 - 884 2015 - 775	
Marketable employment land supply	132.21 ha	214 ha
Employment land take-up during reporting year	33.97 ha	93 ha

## B: NHI KEY OUTCOMES, DEVELOPMENT MANAGEMENT

Development Management	2018-19	2017-18
Project Planning		
Percentage and number of applications subject to pre-application advice	5%, 53 applications	1.8%
Percentage and number of major applications subject to processing agreement	45%, 5 major applications	0 %
Decision Making		
Application approval rate	94%	93.8%
Delegation rate	94%	95.1%
Validation	52.5%	63.21%
Decision-making Timescales		
Major Developments	20% within timescale	63 weeks
Local developments (non-householder)	68.2% within timescale	9.8 weeks
Householder developments	88.48% within timescale	6.5 weeks
Legacy Cases		
Number cleared during reporting period	2	13
Number remaining	5	72

## C: ENFORCEMENT ACTIVITY

	2018-19	2017-18
Time since enforcement charter published / reviewed <i>Requirement: review every 2 years</i>	2 months	--
Complaints lodged and investigated	393	319
Breaches identified – no further action taken	110	30
Cases closed	384	369
Notices served	44	38
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

## D: NHI KEY OUTCOMES – COMMENTARY

Commentary : the council's enforcement team is now established, using improved processes and software, and the KPIs show a continuing high quality of performance which is confidently expected to continue into 2019/20
The improved enforcement process is delivering a measurably improved service to West Lothian residents, and the service will continue to improve.
Development Management has undergone a restructuring, which is now complete. The new structure will see the service fully staffed and able to respond quickly to any future changes, such as to planning legislation.

## 5 Official Statistics

Scottish Government Official Statistics are drawn from quarterly returns by planning authorities. They are collated into an annual set of figures that is published on the Scottish Government website. The template below allows the information from these returns to be recorded in a consistent format. Additional guidance on how to access the statistics is included within the template itself.

### A: DECISION-MAKING TIMESCALES (based on 'all applications' timescales)

Timescales	2017-18	2017-18	2016-17
Overall			
Major developments	6	63 weeks	30.8 weeks
Local developments (non-householder)	282	9.8 weeks	11.8 weeks
• Local: less than 2 months	78.2%		
• Local: more than 2 months	21.8%		
Householder developments	295	6.5 weeks	5.6 weeks
• Local: less than 2 months	5.6 %		
• Local: more than 2 months	12.5 %		
Housing Developments			
Major	3	113.4 weeks	32.8 weeks
Local housing developments	54	15.3 weeks	18.4 weeks
• Local: less than 2 months	42.6%		
• Local: more than 2 months	57.4%		
Business and Industry			
Major	1	5.7 weeks	n/a
Local business and industry developments	49	6.9 weeks	8.5 weeks
• Local: less than 2 months	79.6%		
• Local: more than 2 months	20.4%		
EIA Developments	0	n/a	n/a
Other Consents			



• As listed in the guidance (right)	127	5.8 weeks	4.5 weeks
Planning/legal agreements			
• Major: average time	3	113.4 weeks	60.7 weeks
• Local: average time	21	28.5 weeks	33.8 weeks

## 6 Workforce Information

	Tier 1	Tier 2	Tier 3	Tier 4
	Chief Executive	Director	Head of Service	Manager
Head of Planning Service			1	3 (2 sharing management tasks)

RTPI Qualified Staff	Headcount	FTE
Development Management	8	6.7
Development Planning	5	8.5
Enforcement	1	1
Specialists	0	0
Other (including staff not RTPI eligible)	6	4.8

Staff Age Profile	Headcount
under 30	4
30-39	3
40-49	5
50 and over	7

## 7 Planning Committee Information

Committee and Site visits	Number per year
Full council meetings	3
Planning committees	12
Area committees	
Committee site visits	All sites
Local Review Body	7
LRB site visits	All sites

## PERFORMANCE MARKERS

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this marker
<b>DRIVING IMPROVED PERFORMANCE</b>				
<b>1</b>	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	-	Official Statistics and PPF reports	NHI Scottish Government Official Statistics
<b>2</b>	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	Y/N	Modernising the Planning System (Audit Scotland); SG website / template	NHI Quality of Service and Engagement;
<b>3</b>	Early collaboration with applicants and consultees on planning applications: - availability and promotion of pre-application discussions for all prospective applications - clear and proportionate requests for supporting information	Y/N  Examples	White Paper; Delivering Planning Reform; Planning Reform Next Steps	NHI Quality of Service and Engagement
<b>4</b>	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant' <sup>1</sup>	Reducing number of live applications more than 6 months after resolution to grant (from same time last year)	Official statistics; PPF reports; evidence of delays to major developments	Quality of Service and Engagement Governance
<b>5</b>	Enforcement charter updated / re-published	Within 2 years	Planning Act (s158A)	NHI

<sup>1</sup> This will require production of supporting guidance, following wider stakeholder input

<b>6</b>	Continuous improvements: - show progress/improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report	Progress on all commitments	Delivering Planning Reform; PPF Report	Culture of Continuous Improvement Service Improvement Plan
<b>PROMOTING THE PLAN-LED SYSTEM</b>				
<b>7</b>	LDP (or LP) less than 5 years since adoption	Y/N	Planning Act (s16); Scottish Planning Policy	NHI Quality of Outcomes Quality of service and engagement
<b>8</b>	Development plan scheme demonstrates next LDP: - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale	Y/N Y/N	Planning Act (s16); Scottish Planning Policy	NHI Quality of Outcomes Quality of service and engagement
<b>9</b>	Elected members engaged early (pre-MIR) in development plan preparation	Evidence of activity		Quality of Service and Engagement Governance
<b>10</b>	Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	Evidence of activity		Quality of Service and Engagement Governance
<b>11</b>	Production of regular and proportionate policy advice, for example through supplementary guidance, on information required to support applications	Evidence of activity		Quality of Service and Engagement

<b>SIMPLIFYING AND STREAMLINING</b>				
<b>12</b>	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Examples from the year		Quality of Service and Engagement Governance
<b>13</b>	Sharing good practice, skills and knowledge between authorities	Evidence of activity to pass on and adopt good practice	Delivering Planning Reform; Planning Reform Next Steps	Culture of continuous improvement
<b>DELIVERING DEVELOPMENT</b>				
<b>14</b>	Stalled sites/legacy cases: conclusion/withdrawal of planning applications more than one-year-old	Reducing number of applications more than one-year-old (from same time last year)		Governance
<b>15</b>	Developer contributions: clear expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	Y/N Examples		Quality of service and engagement