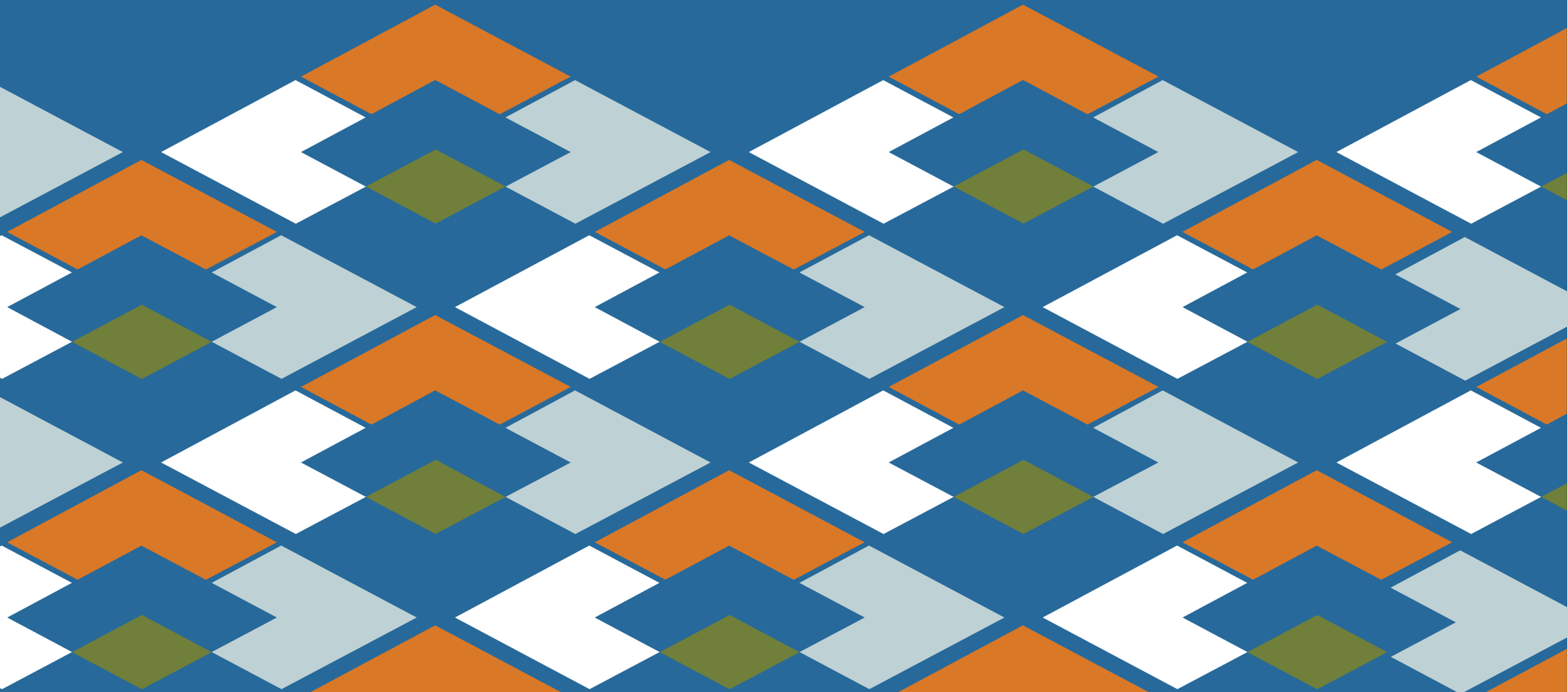


Midlothian Council

Planning Performance Framework

Annual Report 2019 – 2020



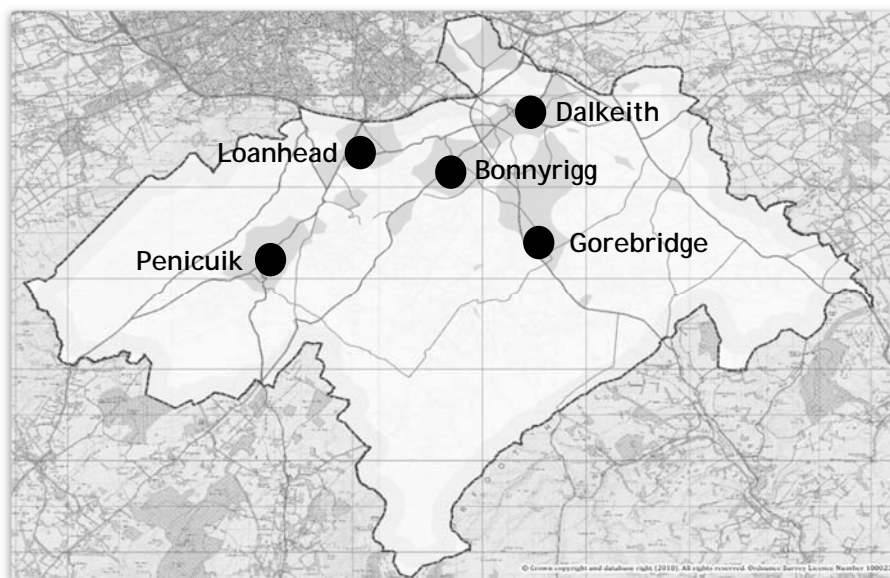
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1 Introduction

1 - Introduction

1.1.1 The Midlothian Council region lies to the south of Edinburgh, bordered by the Pentland Hills to the northwest and the Moorfoot Hills to the south. It is one of Scotland's smaller local authorities by area, ranking 21st out of 32 in this respect, but it is an area of contrast. The southern portion comprises upland countryside, while the region's towns are found in the north, the largest of which are Bonnyrigg (18,500 residents) and Penicuik (16,500 residents). Dalkeith is home to around 14,000 people and is Midlothian's administrative centre. These and other towns have grown substantially in recent years and will also do so in the future, leading to a large population increase across the region. Latest estimates put Midlothian's population at 92,500 as of mid-2019. This represents an increase of 1,100 in a year, making the Council area the joint-fastest growing in Scotland in percentage terms.



Map of Midlothian and its main towns.

1.1.2 An increasing population presents opportunities and challenges for Midlothian Council. In the coming years we will work to maintain and support communities whilst promoting economic growth, the delivery of good quality housing and the provision of infrastructure and facilities to meet the needs of residents. We are confident that we can meet these challenges and build on achievements made in recent years. This progress is reflected in the latest annual Scottish Household Survey which shows that 96% of the sample of Midlothian residents rate the area as a 'very good' or 'fairly good' place to live.



Loanhead town centre.

1.1.3 The Council's Planning Team and the Midlothian Local Development Plan (MLDP) have key roles in maintaining a positive perception of the area. The Plan sets out a development strategy to 2024 and a detailed policy framework to guide land use in the area. It forms the basis against which Planning Officers consider development proposals. The MLDP will manage future change in Midlothian by:

- Setting out a clear vision for the future of Midlothian's communities and countryside;
- Promoting sustainable growth and travel;

1 Introduction

- Ensuring the availability of infrastructure to support such growth;
- Protecting environmental and cultural assets;
- Giving confidence to investors and communities with respect to the location of future development and investment.

1.1.4 This document shows how the Planning Team is working to achieve these aims. Covering the 2019/20 financial year, the Planning Performance Framework (PPF) report highlights notable developments, gives background details on how the department operates and provides data on performance. Its content is used by the Scottish Government to score the department against 15 markers. These include the time taken to process planning applications, the use of effective working practices and engagement by planning staff with applicants. Last year, the Team achieved one of its best ever results: 12 green, 2 amber and 1 red rating. This ninth PPF report shows how similar results can be achieved in future and how the Team is equipped to meet the expectations of Midlothian's communities and businesses.



Looking over Newtongrange towards the Pentland Hills.

2 Development in Midlothian

2 - Development in Midlothian

2.1 - Introduction

2.1.1 High quality development is a vital outcome of the planning system and the Planning Team at Midlothian Council places a high priority on negotiating with applicants and agents prior to and during the application process to achieve the best possible design solutions.

2.1.2 The developments highlighted in section 2 demonstrate the Council's commitment to high quality projects of different scales. They are split into an initial overview and more detailed case studies. The overview takes a quick glance at some smaller-scale developments and projects to give examples of the variety of work that the department does. These are then followed by case studies which take a more detailed look at larger and/or more complex projects and proposals that have been progressed since the last PPF.

2.2 - Overview of Selected Developments in 2019/20

2.2.1 2019/20 saw the final private units completed at the Hopefield housing area in Bonnyrigg. This major residential development has seen 1,300 units, a new distributor road and a primary school built on land allocated in the 2003 Local Plan. It has been the main factor in Bonnyrigg overtaking Penicuik to become the most populous settlement in Midlothian. Future plans for the area include 21 further affordable homes and a retail unit. A planning application to use the economic land allocation there for a Council depot is also pending.



Part of the Hopefield housing development in Bonnyrigg.



Part of the Hopefield housing development in Bonnyrigg.

2.2.2 During the 2019/20 reporting year, two pieces of artwork were required for the recently-completed section of active travel route linking the Loanhead Railway path to Shawfair. Constructed by Sustrans, the new section starts in Midlothian, passes through Edinburgh, then goes back into Midlothian. Its first phase was completed in 2018.

2.2.3 The artwork was commissioned by Sustrans through their ArtRoots fund. They decided to have one piece located in the Edinburgh section and one in the Midlothian section at the Shawfair end. A judging panel was formed to decide on what pieces to include and it was composed of representatives from Sustrans, the City of Edinburgh Council and a Planning Officer from Midlothian Council.

2.2.4 After the shortlisting of interested artists, three were interviewed by the judging panel and two were selected. Working with Danderhall Primary School during the design, Susheila Jameson and James Gordon created 'Forces of Nature' which is sited at the Shawfair end of the path. The sculptures on the Edinburgh part of the path are by Andrea Geile, who is a Midlothian-based artist. Both were unveiled in July 2019, with a Planning Officer attending the ceremony and speaking on behalf of the department.

2 Development in Midlothian



'Forces of Nature' art at the active travel path.

2.2.5 The multi-user path is one of a number of pieces of such infrastructure identified in the Council's Active Travel Strategy, which was adopted during 2019/20. The Planning Team recognise the importance of promoting walking and cycling, which is also a central aim of the MLDP, and so will continue to work with the Roads Team to implement the strategy and promote their work. This process has already started with the mapping of active travel routes for them by the Planning Team's GIS Technician and rating economic land allocations according to their opportunities for active travel within the Employment Land Audit, which was updated during the reporting year.

2.2.6 In 2017, Police Scotland carried out an estate review which identified several dozen of their premises as no longer being required. This resulted in the disposal of 49 buildings, which included their former police stations at Gorebridge and Newbattle. The 2019/20 reporting year saw proposals for the reuse of both of these buildings approved by the Planning Team.

2.2.7 A local community group, Gorebridge Cares, successfully applied to change the use of the Hunterfield Road premises with the aim of using it as a base for their wide-ranging work. This includes helping young adults with learning difficulties, cooking classes and using the garage on site for lessons on bike repair. They will also explore future opportunities for the building, such as potentially providing Citizens Advice Bureau sessions. Midlothian Council funded the group to allow them to realise their ambitions.

2.2.8 Possible concerns raised by the proposed change of use such as parking, traffic and operating hours were either explained or resolved by the Case Officer. This solution meant that the proposal was able to proceed whilst avoiding impacts on residential amenity.



'Walking Among the Greenwood' art at the active travel path.

2 Development in Midlothian



The Gorebridge Cares office.

2.2.9 The former Newbattle Police Station meanwhile, will be converted into offices and a studio for a company that specialises in bespoke art. The first floor will become serviced office space with communal facilities aimed at local small businesses and the self-employed.

2.2.10 Energy and carbon efficiency are particular features of the development. It will include solar panels, an air-source heat pump and low-powered lighting. It will also offer opportunities for active and low carbon travel, as there will be electric vehicle charging points and secure bike storage and showers for cyclists.



The former Newbattle Police Station.

2.2.11 2019/20 saw the Council work towards securing the future of Mavisbank House, an 18th century category A listed building near Bonnyrigg. Elected Members approved proposals put to them by the Planning Team for the Council to use its statutory power of compulsory purchase to acquire the legal title to the house. This would facilitate further work by The Landmark Trust, a charity which rescues important listed buildings, and Historic Environment Scotland, who put forward an expression of interest to the National Lottery Heritage Fund for £7 million for its restoration. Since then, they have been invited to submit a full application and the Council would step in to support the scheme by using a compulsory purchase order if this is successful. The application will be submitted by late-2020 and the outcome will be known when funding decisions are made in early-2021.

2 Development in Midlothian



Tours of Mavisbank House run by the Planning Team as part of the 'Doors Open Day' annual events.

2.2.12 A small but prominent recent development was the repainting of the Harrow Hotel in Dalkeith town centre.

2.2.13 A previous town heritage scheme in the Dalkeith town centre resulted in environmental enhancements and alterations to buildings, shopfronts and signage to improve the appearance of the town centre. Applications for planning permission and listed building consent at the Harrow Hotel presented a further opportunity to enhance the town centre.

2.2.14 The repainting of the hotel with cream walls, light brown window and door surrounds and dark grey doors is sympathetic to the listed building itself and the character of the surrounding conservation area. It complements the two other landmark buildings at a key crossroads which are a main route to and from the town centre.



The repainted Harrow Hotel in Dalkeith.

2.2.15 Towards the end of the reporting year, planning consent was issued for and work started on a new housing development, off Lasswade High Street. It is being developed on land formerly occupied by a school building which was demolished more than a decade ago. This has remained unused since and was included within the Scottish Vacant & Derelict Land Survey.

2 Development in Midlothian

2.2.16 The redevelopment of the site raised a number of planning issues, including landscaping, safe access and the setting of nearby listed buildings. The scheme addresses these and provides an attractive modern interpretation of a traditional townhouse form that reflects the existing character of the area with a design inspired by a former school building next to the site. Given these factors, the somewhat complex planning history of the site and the positive outcome, this project will be discussed in more detail in future PPF reports.



Visualisation of the School Green housing development (centre).
Picture courtesy of Fiddes Architects.



Visualisation of the School Green housing development.
Picture courtesy of Fiddes Architects.

2 Development in Midlothian

2.3 - Case Study: Shawfair Sustainable Growth Agreement

Overview

Location: Shawfair, near Danderhall

Date: November 2018 to December 2019

Related elements of a high quality planning service:

- Quality of outcomes
- Governance
- Culture of continuous improvement

Related PPF Performance Markers:

- 2 - Processing agreements
- 3 - Early collaboration
- 6 - Continuous improvement
- 11 - Regular and proportionate policy advice

Key areas of work:

- Environment
- Collaborative working

Stakeholders involved:

- Key agencies
- Local developers

Goals: to reach an agreement to maximise the potential to deliver environmental, economic and social success at Shawfair.

Outcomes: the signing of a Sustainable Growth Agreement in December 2019.

be well-connected with rail links to Edinburgh and the Scottish Borders and will have a network of walking and cycling paths. Extensive 'blue-green' infrastructure in the form of open water, woodland and landscaped green space will be another feature of Shawfair. It will also promote social sustainability by ensuring that there is a variety of accommodation to suit the different components of the housing market, such as by providing 700 homes for social and mid-market rent together with the local facilities that their occupants will need. These include a new community campus with nursery, primary and secondary schools and leisure venues such as a swimming pool and theatre. The sustainability of Shawfair will also depend on the viability of Shawfair as a location for businesses to set-up and grow, facilitated by the provision of short and long-term space, serviced 'drop-in' office accommodation and free wi-fi.



Proposed vision of Shawfair Town Centre. Picture © Shawfair LLP/Buccluech Property.

2.3.1 The area around Danderhall (known as the 'South East Wedge' of Edinburgh) will see major change in the coming years as the new town of Shawfair takes shape. Eventually consisting of around 4,500 new homes, the desire to create and maintain a self-sustaining community is at the heart of the vision for it. This includes environmental considerations, as the town will

2 Development in Midlothian



Proposed vision of Shawfair Town Centre, including railway station. Picture © Shawfair LLP/Buccluch Property.

2.3.2 To realise these aspirations, Midlothian Council worked with Shawfair LLP (a partnership between Buccluch Property and Mactaggart & Mickel Homes) and the Scottish Environment Protection Agency (SEPA) to enter into a Sustainable Growth Agreement (SGA) for Shawfair. These are voluntary, non-legally binding, formal agreements through which organisations and SEPA can explore innovative ways to improve environmental performance and focus on practical actions that deliver environmental, social and economic success. Preliminary work involved a presentation day and commencing workshop attended by the parties in November 2018 to initiate the SGA and develop a draft vision for Shawfair, which was incorporated into the document.

2.3.3 The SGA draws upon the detailed Shawfair Masterplan and Design Guide as approved in 2007 by Midlothian Council and Shawfair LLP, and will adapt to future changes within them to reflect planning policy, maximising the opportunities for improved design and layout that arise. It will deliver the following outcomes, which have been grouped into three themes to reflect the phases involved in creating a new exemplar development: design, build and legacy.

2.3.4 Design:

- A standardised planning submission protocol through an agreed application matrix and processing agreements, to ensure consistency and clarity for all development stakeholders;

- All development to include district heating as a standard energy supply option, where commercially and practically viable;
- Encourage all new development to show how they will thoroughly address MLDP and Supplementary Guidance policies for energy efficiency, low carbon generation, sustainable design, open space, pollution prevention plans and green and blue networks;
- Pursue progressive vehicle parking, electric vehicle infrastructure and car-clubs, maximised public transport, and pedestrian and cycle travel promotion;
- A commitment to ensure the consistent implementation of quality landscape design, installation, maintenance and protection to all green and open space.

2.3.5 Build:

- An agreed programme of works will be formed so all parties and the community know when and where development will take place. This will include a soils management plan, the reuse of materials on site during construction and zero waste construction;
- Clear, long-term maintenance proposals to ensure that Shawfair continues to be a place of quality, desirability, prosperity and efficiency in the future;
- SEPA will commit to supporting developers through the appropriate regulatory processes during the build and development phases;
- Commitment to connect to the Recycling and Energy Recovery Centre once the required base heat demand load has been reached, where a business case can be established;
- Midlothian Council will prepare Supplementary Guidance (SG) on district heating, with the support of SEPA;
- SEPA will also support Midlothian Council in discussion sessions as part of the Heat Network Energy Services Company Joint Venture partner procurement process¹.

¹ This has since led to the appointment of the Swedish energy company Vattenfall as the Council's preferred bidder to become its energy partner.

2 Development in Midlothian

2.3.6 Legacy:

- The practices and partnership working from the Shawfair development and its SGA will become a standard, enshrining the efficient and effective approach towards major new developments of significant scale to increase certainty and quality;
- Reviewing the SGA annually to check progress against each action and assess the potential to expand its membership;
- Assess, amend and promote the value of the SGA and consider the opportunity to replicate the Shawfair approach and other positive learning to other developments.

2.3.7 The SGA was signed by SEPA, Shawfair LLP and Midlothian Council at a launch event in December 2019. Councillor Russell Imrie, Midlothian Council's Cabinet Member for Communities (and Chair of its Planning Committee) signed on behalf of the Council, saying 'our desire is for Shawfair to become a model for sustainable development, where good ideas can flourish and where local people can benefit from excellent access to employment, public transport and local amenities'.



Signing of the Shawfair SGA in December 2019.

Left to right: SEPA Chief Executive Terry A'Hearn; Ed Monaghan, Board Director of Shawfair LLP and Councillor Russell Imrie, Midlothian Council.

2 Development in Midlothian

2.4 - Case Study: The Town Centre Capital Fund

Overview

Location: projects across Midlothian

Date: awards were made in October 2019

Related elements of a high quality planning service:

- Quality of service & engagement

Related PPF Performance Markers:

- 12 - corporate working across services

Key areas of work:

- Town centres
- Regeneration

Stakeholders involved:

- General public
- Other authority staff

Goals: to assist groups to bid for capital funding and assess project bids.

Outcomes: seven projects awarded a total of £910,000 in funding.

2.4.1 In response to their national review of town centres in 2013, the Scottish Government published its Town Centre Action Plan. This focussed on national and local solutions, identifying a range of actions over key themes to encourage and stimulate activity across public, private and community sectors in order to help revitalise town centres.

2.4.2 This led to the creation of the Town Centre Capital Fund; a new ring fenced Scottish Government capital scheme offered to each council in Scotland through the local authority capital settlement. Its aim was to enable local authorities to stimulate and support place-based economic investments which encourage town centres to diversify and flourish, creating footfall through local improvements and partnerships. Midlothian was allocated £910,000 as a result of this, which had to be spent by March 2020, with all building works to be complete by September 2020.

2.4.3 The Council's Cabinet approved a process for promoting the fund and identifying suitable projects in May 2019. This involved developing a communication strategy to raise awareness and encourage applications. The application process itself had two stages: expressions of interest and formal project applications. Projects successful at stage one were shortlisted and invited to submit a fuller application for consideration. To manage this process, a panel was formed comprising officers from Economic Development, Planning, Estates and the Communities departments of the Council. They were joined by an attendee from the Third Sector Interface and the Chamber of Commerce to represent business.

2.4.4 28 expressions of interest were received with a total request in excess of £3.5 million. Projects represented a wide geographical spread and were from a range of applicants; the third sector, charities, social enterprises, business organisations and parts of Midlothian Council itself.

2.4.5 A scoring framework was developed which was underpinned by the guidelines of the Scottish Government's Town Centre Capital Fund and was aligned with local priorities. This allowed the initial expressions of interest to be filtered down to a short-list of 16 projects that were invited to make full applications using a form based on the existing Large Grant Scheme the Council currently operates but with recognition of the national fund requirements. All applicants were offered dedicated support to aid with the development of project proposals and a closing date of the 31st of August 2019 was set for the submission of applications. Two chose to withdraw, leaving a final set of 14 applications to be assessed when the panel reconvened the following month.

2.4.6 Projects were assessed by a weighted scoring framework which considered the fund priorities along with the deliverability and sustainability of the project. Guidelines stated that decision making on how to spend the funding resides with the local authority and that there was no requirement for bids or submission of proposals to be approved by Scottish Government. It was recognised that Local Authority investment decisions should align with the 'Town Centre First Principle' and the 'Place Principle'. This promotes investment decisions based on approaches which are collaborative and place-based with a shared purpose. It also meant that bids were scored partly by using goals of the MLDP as assessment criteria. This exercise resulted in the

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panel recommending the following highest scoring projects for funding approval.

Project	Applicant	Funding Award
Mayfield pavilion refurbishment	Mayfield & Easthouses Development Trust	£49,000
Church hall roof replacement	St. John's & Kings Park Church	£57,790
Dalkeith bus shelter replacement	Midlothian Council Transport Team	£25,000
Penicuik Town Hall works	Midlothian Council, Communities and Economy	£381,750
Rosewell nursery expansion	Loanhead after school club	£100,000
Public disabled & level access	Dalkeith Country Park	£49,350
Hardengreen to Newtongrange cycleway	Midlothian Council Resources	£247,000

2.4.7 Two notable projects amongst those listed above are St John's & King's Park Church in Dalkeith and Penicuik Town Hall.

2.4.8 An award of around £58,000 was made for the replacement of the roof of the church hall as without it the building would have become unsafe and the community would have lost this flexible meeting facility. The hall is currently used by a number of organisations for a variety of activities. Safeguarding it enabled its continued use as a community venue.

2.4.9 The Penicuik Town Hall bid received an award of £382,000 for its refurbishment and enhancement to ensure its sustainability and connectivity. This will help maximise the building's use as a core community facility within the town centre. The total project works include refurbishment of the roof and stonework, installation of wi-fi and the provision of renewable energy

technology in order to reduce running costs. This project was offered part funding with the recommendation from the panel to focus on measures which ensure the sustainability element of the total project bid.



St John's & King's Park Church, Dalkeith.
Picture: Lis Blamire, used under [this license](#).

2 Development in Midlothian



Penicuik Town Hall.

Picture: Morley Sewell, used under [this license](#)

2.5 - Case Study: New Build Schools & the Learning Estate Strategy

Overview

Location: projects across Midlothian

Date: ongoing

Related elements of a high quality planning service:

- Quality of outcomes
- Quality of service & engagement

Related PPF Performance Markers:

- 3 - early collaboration
- 12 - corporate working across services
- 15 - developer contributions

Key areas of work:

- Collaborative working

Stakeholders involved:

- Other authority staff

Goals: to work with Council Education Services to implement their Learning Estates Strategy.

Outcomes: the delivery of new schools on the ground, providing services for communities.

2.5.1 Midlothian's population is expanding rapidly as significant house building takes place on sites identified in the Council's Local Development Plan. This growth has a consequential impact on infrastructure and the need to provide community facilities - the latest projections show that the area's population of children aged up to 15 years is expected to increase by 11% by 2028. This is by far the largest growth in Scotland and Midlothian Council is meeting this challenge by implementing its Learning Estates Strategy. This guides the school estate management planning process, allowing the Council to identify and prioritise the need for spending going forward.

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2.5.2 The Planning Team inputs into the Strategy and its implementation through early collaboration across Council services, proportionate policy and design advice and securing developer contributions as part of the development process. The examples below demonstrate these activities.

2.5.3 The department's Planning Obligations Lead Officer has extensive contact with Education Services about current and expected income from developer contributions and having the Learning Estate Strategy in place strengthens the Council's position in seeking adequate contributions. The Planning Team also produce the Housing Land Audit which identifies the locations and timing of housing growth, while its GIS Technician works with colleagues in Education to update their catchment mapping to identify what this means for school provision.

2.5.4 One of the latest elements of the Council's Learning Estate Strategy that required the input of the Planning Team is the new school and community facilities proposed for the new settlement of Shawfair. An application in principle for this development was approved by the Council's Planning Committee in 2019.

2.5.5 The proposal was for the erection of a community facility incorporating primary and secondary school facilities, early and family learning provision, a library, leisure facilities, healthcare and class 4 business premises. These will be located next to Newton Village on land that was part of the former Monktonhall Colliery, with the south western extremity of the site being within the new Shawfair town centre.

2.5.6 The site is also next to the new Recycling and Energy Recovery Centre (an energy from waste facility). Given this, and that MLDP policy states that community heating within new developments should be supported where technically and financially feasible, it was made a condition of the planning permission that development does not begin until details of a community heating scheme are submitted to and approved by the Planning Team.



Proposed Shawfair Town Centre, with new community campus (white buildings, far right). Picture © Shawfair LLP/Buccleuch Property.

2.5.7 The proposed new primary school and nursery at Newbattle is another element of the Council's Learning Estate Strategy that the Planning Team were involved with in 2019/20. This is will be located on the site of the now-demolished Newbattle High School, which was replaced with a new facility on the other side of the Easthouses Road. This opened up the potential for the redevelopment of the vacant land created as a result, part of which is set aside for future Council housing.

2.5.8 A detailed planning application was submitted in September 2019 and was approved at Planning Committee the following January. The development will comprise a two stream primary school (with the potential to be extended to three streams) and a nursery which can accommodate up to 144 children.

2.5.9 The building will be U-shaped with open space in front to help create a sense of place and grandeur to promote the site as a community facility. Its scale and form means that although it is not hard up against the Easthouses Road, it does provide a strong frontage onto this main route. The building has

2 Development in Midlothian

various heights and is stepped to accommodate level changes across the site. This variation adds interest to the structure and mitigates its massing, which is further softened by planted areas.

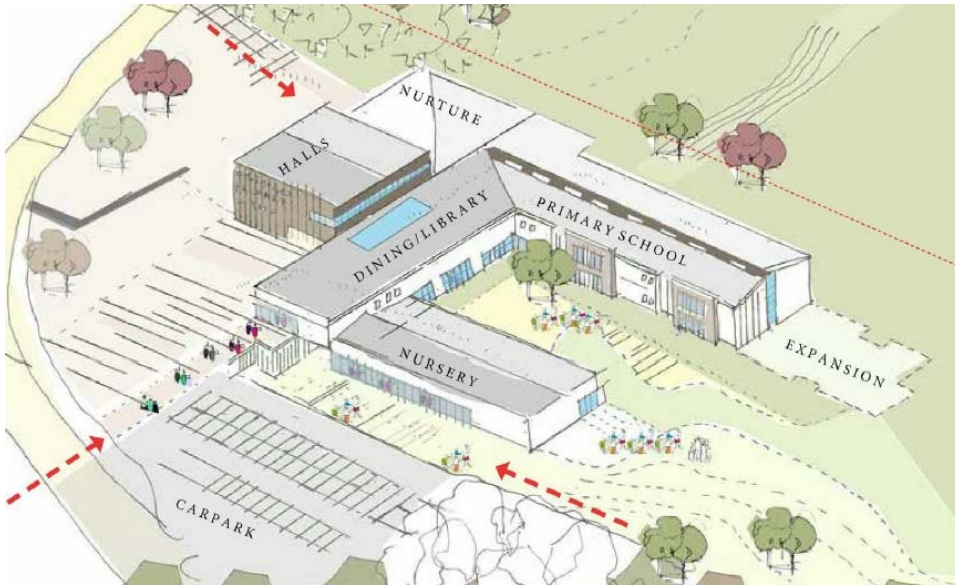


Illustration of the replacement Newbattle Primary School.

2.5.10 During 2019/20, work began on the new £17 million Danderhall Primary School and its associated community facilities. Heron Bros. were appointed as the main contractor to deliver the state-of-the-art building, which will be able to accommodate 640 pupils as well as 120 children in its three nursery spaces. In addition to a new primary school and early learning facilities, it has a library, leisure centre, cafe and sports pitches. The building, on the site of the existing primary school, is planned to open in late-2020. It is being funded through £1.1 million of Scottish Government Early Years grants, £9.7 million of Council funding and £6.2 million of developer contributions. The investment in it is in addition to more than £150 million that has been spent in the last ten years across Midlothian on building new schools or upgrading existing ones.



Danderhall Primary School topping out ceremony.

Picture includes Council representatives with John Swinney MSP, Cabinet Secretary for Education and Skills (back row, second from right).

2.5.11 Work is also continuing on the new school campus on the Rosewell Road in Bonnyrigg, which is being built on the site of the former Hopefield Primary School. It closed in 2012 and was then used as a storage facility prior to it being destroyed by a fire in 2015. The project therefore represents the use of vacant brownfield land for the development of facilities necessary to provide for Midlothian's growing population.

2.5.12 The new campus will provide additional capacity for the nearby Burnbrae Primary School, a new home for St. Mary's Primary School (which is being relocated there) and early years and nursery capacity for both. The move of St. Mary's will free up its former site for redevelopment into social

2 Development in Midlothian

housing. The Planning Team stand ready to assist with this and have already worked with the Council's Housing Services Team to facilitate many such projects already.



Construction at the new St Mary's/Burnbrae Primary School.

2.6 - Case Study: Former Rosslynlee Hospital

Overview

Location: former Rosslynlee Hospital, near Penicuik

Date: throughout 2019

Related elements of a high quality planning service:

- Quality of outcomes
- Quality of service & engagement

Related PPF Performance Markers:

- 4 - legal agreements
- 15 - developer contributions

Key areas of work:

- Regeneration
- Housing supply

Stakeholders involved:

- Local developers
- Planning Committee

Goals: to reach an agreement regarding the redevelopment of a listed building and the associated developer contributions.

Outcomes: planning consent was issued and a legal agreement on infrastructure payments was reached.

2.6.1 December 2019 saw a proposal for housing development at the former Rosslynlee Hospital reach a conclusion, with the agreement of developer contributions and planning consent being issued. This marked the end of complex negotiations with the developer, whose applications were initially reported to Planning Committee in late-2018, and who had originally submitted applications for the building's redevelopment in 2016.

2.6.2 Rosslynlee Hospital is in a rural part of Midlothian between Rosewell and Penicuik within a landscape comprising tree belts and woodlands. At its heart is the category C listed former hospital and its associated buildings (a

2 Development in Midlothian

number of which are also category C listed). These are surrounded by farmland including two fields that form part of the proposals. The hospital itself closed as an NHS facility in 2010 and has remained redundant since. To the north of the site is the former Edinburgh to Peebles railway line which closed in 1967: Rosslynlee Hospital had its own station until passenger trains ceased in 1962.



Former Rosslynlee Hospital.

2.6.3 The hospital complex comprises an array of buildings. The original stone buildings from 1874 and the significant extensions and additions which were added in 1902 have the most architectural value. To the southwest of the former hospital there is an expansive formal open space with large terraces. To the southeast there are a number of farm and staff accommodation buildings associated with the hospital, which are in a poor state of repair and will be refurbished as part of the development.



Buildings which will be converted into housing as part of the Rosslynlee development.

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Buildings which will be converted into housing as part of the Rosslinlee development.

2.6.4 The three applications submitted together proposed a residential-led development which will consist of:

- 63 units created from the conversion of the former hospital itself;
- 280 new dwellings in the two fields adjoining the hospital grounds which were the subject of an application for planning permission in principle;
- 30 new dwellings and 8 conversions in and amongst the ancillary buildings.

2.6.5 At its meeting in January 2019, the Council's Planning Committee expressed a desire to approve the proposals and see the hospital's restoration, but balanced this with concern at the level of developer contributions proposed by the applicant, in particular those needed to meet the educational requirements arising from the development. In response to this, the developer proposed not making contributions towards community facilities or affordable housing. They offered to use the savings from this to meet the education requirements in full, including primary and secondary denominational and non-denominational provision. The offer included meeting the Council's

anticipated school transport costs (over a defined time period) as the site is in a rural location.

2.6.6 This was acceptable to the Planning Committee, who voted by 10 to 4 in favour of the proposals. Following this, a Section 75 legal agreement was drawn up and agreed later in the year.

2.6.7 The applicant has since begun the building warrant process for the initial phase of the development, which will see the conversion of some of the hospital's ancillary buildings. This is the first step that will lead to the restoration of valuable listed buildings and the transformation of a site identified as an Additional Housing Development Opportunity in the MLDP, thus boosting the area's housing supply.



Former Rosslinlee Hospital and grounds as viewed from the west.

2 Development in Midlothian

2.7 - Case Study: Penicuik Heritage and Regeneration Scheme

Overview

Location: Penicuik town centre

Date: throughout 2019

Related elements of a high quality planning service:

- Quality of outcomes
- Quality of service & engagement

Related PPF Performance Markers:

- 3 - early collaboration
- 11 - regular and proportionate policy advice

Key areas of work:

- Regeneration
- Conservation

Stakeholders involved:

- General public
- Other (local community, schools, businesses, homeowners and tenants)

Goals: to continue programmes of repair and restoration in Penicuik Conservation Area along with training and community engagement about the heritage of the town.

Outcomes: public realm improvements completed, workshops & seminars organised and taken place, grants taken-up.

five year period to assist with restoring the historic fabric of the Conservation Area and for training and community engagement around the history of the town. Just under £1 million was awarded for the CARS part of the project in August 2018, which added to the £1.7 million that was announced in June 2018 as part of the TH element.



Sketch of The Square, Penicuik, drawn by Project Manager, Rod Lugg.

2.7.1 The Penicuik Heritage and Regeneration Scheme is part of a jointly-funded Townscape Heritage (TH) and CARS (Conservation Area Regeneration Scheme) grant programme that provides assistance for regenerating historic towns that are conservation areas and have seen economic decline. It is funded by The Heritage Lottery Fund, Historic Environment Scotland and Midlothian Council with support from the Penicuik Development Trust, Penicuik First and other local groups. Funding has been made available over a

2.7.2 A major early component of the project was the public realm works. These started on Bridge Street in late-2018 and moved on to the High Street with granite setts being laid in the service and car laybys and the repaving of footpaths with natural sandstone flags. Pavements were also widened to create opportunities for traders to have sitting out areas and to narrow the road at the pedestrian crossing point. Road resurfacing then followed and the works were completed in April 2019.

2 Development in Midlothian



'Before and after' example of some of the public realm works at Penicuik.

2.7.3 Since the completion of the public realm works, the project has moved on to focus on repairing and restoring historic buildings and improving shopfronts in the town centre. Six key buildings were identified for this alongside a number of medium priority and reserve buildings, which the Team agreed could be considered on a first-come first-served basis. Grants cover up to 75% of the eligible cost of the work and include construction costs and professional fees.

2.7.4 Two events to encourage take-up, a Property Repair Seminar and a Shopfront Design Seminar, took place in 2019. The former was organised by a conservation architect on behalf of the project and was attended by 40 people. They heard from speakers from the Stone Federation, the National Federation of Roofing Contractors and Change Works. The Shopfront Design Seminar involved a demonstration on traditional sign writing and a presentation on the evolution of shopfront design in Scotland.

2.7.5 Since then, two grant applications have been approved. One is for new timber sash and case windows to replace the existing ones and a new front door at a property on Bridge Street. The other is for reslating the roof, stone repairs and repointing, and rebuilding the stone front boundary wall of no. 10, The Square. The restoration and enhancement of the Town Hall (which is a priority building) received a boost too with the approval of a grant from the Scottish Government's Town Centre Capital Fund (see section 2.4).

2.7.6 The Planning Team also processed and consented two applications during 2019/20 which will lead to the renovation of other high priority buildings in Penicuik. Nos. 3 and 4 The Square will be altered and extended to create six flats and a retail unit while no. 2 received consent for a change of use to an ice cream parlour, hot food takeaway and two flats, and associated extensions and alterations. The Project Manager is working with the owners of both buildings to get the schemes in a state of readiness for grant applications.

2.7.7 Work will continue on encouraging the uptake of grants amongst other property owners in the town centre in the coming year. This will take place alongside further community engagement and a series of workshops for contractors, building professionals and home-owners are planned as part of this. These will be free, with Frew Conservation having been commissioned to

2 Development in Midlothian

deliver them. They have been designed around the specific needs of traditional buildings in Penicuik and its surrounding towns and villages, addressing real issues and problems faced by building contractors, professionals and homeowners on a daily basis.



Restoration and repair work starting at no. 10 The Square.

3 Facilitating Quality Development

3 - Facilitating Quality Development

3.1 - Introduction

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

3.2 - Processing Agreements

3.2.1 Early collaboration with applicants is an important aspect of achieving the best planning outcomes in the most efficient way possible. One formal way to do this is through a **Processing Agreement** with applicants, which the Council supports for all major developments. They can have a number of benefits, all of which result in greater certainty for both parties:

- They allow a project plan to be drawn up which can include key dates for meetings, which are opportunities to provide regular and proportionate policy advice;
- They will include key contacts so that there are clear routes of communication between the Council and the applicant;
- They can initiate the Section 75/legal agreement process early so it can run in parallel with the application itself;
- They can include a target date for reporting the application to the Planning Committee and for its determination.

3.2.2 Information on Processing Agreements is publicised on the Council's website. The relevant page also includes:

- A link to the Processing Agreement form;
- Instructions for returning it and additional information, along with details on how this will be stored and processed;
- Expectations for what the Processing Agreement will involve;
- Other relevant planning conditions, such as the need to agree heads of terms in relation to Section 75 legal agreements before applications are reported to the Planning Committee.

3.2.3 Case Officers offer the option of using a Processing Agreement when communicating with prospective applicants and also direct them to this website information. It further specifies how using one relates to each stage of the planning process, from pre to post-application. Technical elements potentially involved in each part are outlined, such as the possible need for and results of Environmental Impact Assessment (EIA) screening and scoping, whether other consents will be required as part of the application (e.g. listed building consent or works to trees applications) and identifying statutory and non-statutory consultees together with a timetable for communicating with them. This detail, combined with the availability of Processing Agreements as publicised on the Council website, encourages their use as much as possible.

3.3 - The Duty Planner

3.3.1 The Planning Team has retained its 'Duty Planner' service, to ensure that a dedicated officer is available to provide regular and proportionate planning advice and guidance. They answer queries from members of the public, agents (architects, planning consultants etc.), community councils and community groups, other officers, other council departments and external agencies such as utility and telecoms operators. These may be received by phone, in writing or in person at the Council offices and they cover a range of topics such as permitted development, fee enquiries, enforcement issues, freedom of information requests, how to comment on applications and information required to support them.

3.3.2 The benefits of the service include:

- It is a clear, single point of contact for members of the public, staff and agencies who approach the Planning Team;
- It is covered by a single, permanent Officer, meaning people are getting consistent advice;
- The Officer deals with more straightforward enquiries first-hand, freeing up time amongst other staff to work on specialised matters;
- They act as an interface between the Planning Team and the wider Council, including the Admin Team, who register applications.

3 Facilitating Quality Development

3.3.3 A particular benefit of the service is that the Duty Planner can direct applicants and agents to relevant planning policy and guidance. This means that they act as a point of early collaboration on policy advice, prior to or as part of the pre-application discussion stage. Their input at this point takes pressure off officer time later as it saves multiple pre application enquires or applications that are unlikely to be supported.

3.3.4 The contact details of the Duty Planner are listed on many pages of the Council's Planning website, including those focused on Development Management matters. Where they are not, the details of the Development Plans or Conservation and Environment Teams will be listed. This means that although the Team provides a range of policy advice online, if there are any questions that remain, an officer will be available nevertheless.

3.3.5 The Duty Planner continues to field general enquiries from other parts of Scotland where an equivalent service is either no longer provided or is less accessible. This demonstrates that it is a valuable function and that the Planning Team's focus on customer satisfaction is appreciated. The service has been complimented for its accessibility and helpfulness by a range of customers.

3.4 - Early Collaboration

3.4.1 The Planning Team recognise the importance of early collaboration with applicants, agents and consultees. It enables Officers to provide an initial indication of the Council's position, can save both time and money, and can identify any issues which should be addressed prior to a formal application, resulting in better quality developments. Accordingly, pre-application discussions are both available and promoted to prospective applicants.

3.4.2 There is a downloadable pre-application guide on the Council's website. This includes sources of further information on planning policy alongside a statement on the process, timescales it involves and what might be expected in a response. It also contains a Pre-Application Enquiry Form. This is a way of requesting clear and proportionate supporting information, such as the current and proposed uses of the site or initial layouts. Using this standardised template also allows staff to understand proposals quicker, helping both them and the other party.

3.4.3 Some aspects of pre-application advice may be provided by the Duty Planner (see section 3.3) but if not, engagement through the Pre-Application Enquiry Form is promoted by Officers. This may involve:

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

3.4.4 The Planning Team receives a relatively low level of pre-application enquiries in terms of the proportion of applications received (when compared to Scotland's other planning authorities). In 2019/20, around 11% of received applications involved a pre-application enquiry. We consider that the low number of pre-application enquiries is a positive reflection on the clarity of the LDP's policies and established and consistent design expectations which developers and agents have become accustomed to without considering it necessary to enter in to a formal pre-application process. However, the ability to provide this early collaboration is in place for when it is required. The service is free for all scales and types of proposed developments.

3.4.5 The Planning Team puts effort into early collaboration with applicants, agents and consultees asides from via the pre-app process. This includes a variety of guidance on the Council website, including on:

- When planning permission may be needed or when proposals are permitted development;
- Different types of consent, such as for advertisements;
- Matters relating to works to trees, including a map of Tree Preservation Orders and conservation areas, so people can see whether they need permission for felling or trimming;
- The roles of the Local Review Body and Planning Committee.

3.4.6 The Council has also produced a set of validation checklists that act as advice on information required to support applications. These cover 21 different developments, ranging from major developments, to wind turbines and solar panels, to dormer windows and driveways. The requirements for these vary depending on the type of application and they are available online. The Council registers a valid application within one working day of receipt. In

3 Facilitating Quality Development

2019/20, 5% of applications were made invalid upon receipt. This indicates that the validation process is working relatively well for the Council's customers.

3.4.7 Having the likes of validation checklists and guidance on the value of pre-application advice in place reduces the chances of information needed to support applications being omitted. However, where it is required, the Council ensures that such requests are clear and proportionate. These often relate to further site plans or business cases, for example, but instances from 2019/20 include landscaping plans submitted to support an application for a housing development at Eskbank (application 19/00010/MSC) or new elevations and cross-sections resulting from a revised design to a proposed car showroom near Dalkeith (application 19/00486/DPP).

3.5 - Other Team Procedures & Services

3.5.1 A **single point of contact** is provided for all applications through a named Case Officer with dedicated phone and email contact. The same Officer will be the point of contact throughout the pre-application process, the assessment of the application and any post-decision discussions. They project manage the application, coordinate any input from third parties, provide policy advice and discuss cases with managers where appropriate. Regular one-to-one meetings are held between officers and their line managers in order to resolve any issues with applications and to ensure that there are no avoidable delays in determining proposals.

3.5.2 In order to more accurately reflect the time taken to process applications and to provide clarity to stakeholders, the Planning Authority has a formal 'stop the clock' procedure. In some cases it is appropriate to remove a length of time from the total determination period for an application in order to more accurately reflect the amount of time taken to decide it. This procedure is regularly reviewed in order to ensure that it accords with current guidance.

3.5.3 The Planning Team's **GIS Technician** also plays a key role in supporting the work of the wider department and beyond. During 2019/20 this

has included fulfilling requests from the Improvement Service regarding data for their Spatial Hub. This involved the collation of datasets from planning and other council services, correction/cleansing of this and conversion to the Spatial Hub schemas. Similar but slightly separate from the Spatial Hub work is the maintenance of the Council Gazetteer and responding to regular address file matching reports received from the Improvement Service.

3.5.4 The GIS Technician is often called upon to assist other departments in the Council too. Examples from 2019/20 are creating spatial datasets recording information on private water supplies, working with the Election Coordinator to create and update Polling Place and Polling District maps for recent elections and identifying zones for homecare workers assisting older people.

3.5.5 The GIS Technician is also the principal contact for ESRI within the Council. He administers the Council's ArcGIS Online portal alongside another GIS Technician from a separate department, in a role which will likely expand in the future, and also acts as the Council's principal contact with Ordnance Survey.

3.6 - Legal Agreements and Developer Contributions

3.6.1 During 2019/20, the Council continued its standard practice of requiring that when resolving to grant an application for which a planning obligation is necessary, that the agreement is completed within six months. The failure to do this would result in the application being refused due to a necessary obligation not being in place. This would mean that the proposed development would be contrary to the LDP.

3.6.2 The requirement for the conclusion of an agreement within six months is clearly stated within Committee/Delegated Reports, as the first item after the recommendation/decision. The projects and infrastructure that the agreement must cover are listed alongside. This approach has brought a greater focus to the completion of agreements and the ability to issue permissions sooner. It also reduces the likelihood of legacy cases.

3.6.3 Housing site Hs19 in Roslin shows this principle being applied. It was split into two by the developers, with one portion being subject to an

3 Facilitating Quality Development

application in principle and the other subject to a detailed application for 51 dwellings. Both were reported to the Planning Committee of April 2019 who approved them depending on legal agreements for developer contributions being reached. These were finalised by August 2019 and will provide significant capital sums for a new A701 Relief Road, schools, an extension to Roslin Pavilion and children's play equipment. They also secured on-site affordable housing that meets MLDP policy requirements (for 25% of dwellings to be of this type).

3.6.4 On the other hand, it is sometimes necessary to reconsider or refuse applications if negotiations for infrastructure payments cannot lead to an agreement that secures sufficient funding for Council services. For example, an application for 16 flats in Mayfield was minded to be granted, however agreement was not reached on the Heads of Terms following the Council stating that contribution levels were not open to negotiation. This meant that the proposal was contrary to policies IMP1 and IMP2 of the LDP, and it was refused as a result.

3.6.5 The successful conclusion of legal agreements is aided by setting out clear and proportionate expectations for developer contributions in both pre-application discussions and the LDP.

3.6.6 As part of its pre-application service, the Council meets regularly with major developers and landowners to provide advice on its approach to future developments. This includes giving pre-application advice in relation to Planning Obligations. As part of these discussions, the Council engages with developers, professionally advises them and responds constructively to their submissions.

3.6.7 A proposed healthcare facility at Shawfair Park provides an example of this from 2019/20. Pre-application discussions included reference to the need for developer contributions, such as towards the Borders Railway and upgrades of the Sheriffhall Roundabout. This provided clarity to the developer and enabled the Lead Officer for Planning Obligations to begin drafting a legal agreement. It was finalised later in 2019, allowing the accompanying application for consent in principle to be granted.

3.6.8 Pre-application discussions on developer contributions also typically involve negotiations around education provision. This will include information about pupil rolls, anticipated capacity solutions, the cost basis of these and likely pupil products from proposed new developments.

3.6.9 The pre-application discussions surrounding the Greenlaw housing site in Penicuik show this. The developer sought to amend the layout of its third phase to increase the number of dwellings and colleagues in Education Services were consulted in pre-application discussions regarding the anticipated resulting pupil projections. These helped the developer in the preparation of two applications and informed a Section 69 agreement which was finalised in January 2020. Planning consent was issued the following month.

3.6.10 Processing Agreements also have a role in setting out clear and proportionate expectations for developer contributions. The Processing Agreement form has specific sections for how their use will influence the pre-application, application and post-application stages of proposals, and the implications for drafting legal agreements are included in each of them. This means that the application and developer contributions processes can run together for maximum efficiency. It also means that Processing Agreements provide another route for setting out financial issues in pre-application discussions, then pursuing them as the proposal moves on.

3.6.11 Clear and proportionate expectations for developer contributions are set out in planning policy documents too. They are emphasised early in the LDP, which also includes details of:

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

3.6.12 This will sit alongside new SG on Planning Obligations, which is currently in preparation, to provide an updated approach to future requirements when adopted. The current SG on the topic nevertheless gives a clear view of the Council's expectations, together with the LDP and more tailored advice that pre-application discussions allow.

3 Facilitating Quality Development

3.7 - Planning Policy and the Local Development Plan

3.7.1 The current LDP was adopted in late-2017 and work is underway with its replacement. A key aspect of this is early engagement with cross-sectoral stakeholders. A programme of regular meetings was set up last year involving Scottish Natural Heritage (SNH), SEPA, Scottish Forestry, Scottish Water, SEStran (the relevant Regional Transport Partnership) and the NHS. These continued in 2019/20 and the output is helping to inform the Evidence Report/Main Issues Report for the next LDP.

3.7.2 The content of the meetings vary but common themes are:

- Implications of regional and national level planning matters (such as news surrounding the second Strategic Development Plan (SDP2) and the 2019 Planning Act) for LDP2;
- Discussing or requesting information that the Council can use to inform LDP2 and its associated documents;
- Receiving feedback on possible policy changes or new draft policies for LDP2;
- Planning Officers receiving updates on major items of work that agencies are involved with that may have implications for LDP2, such as flood risk mapping and air quality monitoring.

3.7.3 Similar work in this area in 2019/20 consisted of:

- Working with SEPA on the Shawfair Sustainable Growth Agreement (section 2.3) and arranging an in-house workshop run by them on groundwater and hydrology;
- Attending SNH events on protected species and nature conservation legislation;
- Taking part in Regional Transport Working Group/Strategic Transport Projects Review activities;
- Helping form and participate in the Edinburgh, Lothians & Borders Natural Heritage Planning Group alongside SNH;
- Meeting with NHS colleagues regarding possible new GP practices;
- Attending Scottish Water's Development Forum in May 2019;
- Updating the LDP Action Programme, and inviting all relevant cross-sectoral stakeholders to comment on it.

3.7.4 As a result of these meetings and events, any major points are added to the list of emerging issues to consider in LDP2, materials such as presentations are circulated more widely in the department and the events are discussed at quarterly Development Plans Monitoring Group meetings. They are all helpful therefore in shaping the next LDP.

3.7.5 Planning authorities must write a Development Plan Scheme (DPS) annually to outline their intentions with respect to preparing, reviewing and consulting on their next LDP over the coming year - the DPS has the role of project planning its delivery.

3.7.6 Midlothian's latest DPS, number 12, was reported to the Planning Committee of February 2020. There have been major changes to the context in which LDP2 will be prepared since its predecessor was published. SDP2 was rejected and the Planning (Scotland) Act 2019 significantly changes the system of development plans and will abolish SDPs. The National Planning Framework (NPF) will also form part of the development plan.

3.7.7 The 2019 Act will be implemented through new regulations. The provisions abolishing SDPs have yet to come into force and transitional arrangements are expected to be issued in respect of authorities that have already commenced a new LDP under the old system. Midlothian Council has not done so and as such is likely to follow the new regulations when published in 2021.

3.7.8 DPS12 proposes that LDP2 will be prepared in accordance with the new regulations, using NPF4 to provide strategic guidance. The timetable for its production has therefore been significantly revised since DPS11. Scottish Government guidance is that local development plans should be replaced every five years (although those under the 2019 Act system are expected to be replaced every 10 years). MLDP2 is not likely to be replaced under the proposed DPS12 timetable until 2025, by which time the adopted plan will be

3 Facilitating Quality Development

just over 7 years old². On balance however, the approach set out in DPS12 embodies the least risk and uncertainty, seeing as:

- SDP1 was adopted in June 2013 and the evidence underpinning it is increasingly out of date;
- SDP1 identifies the housing land requirement for the region for the period 2024 - 2032 but does not indicate how this should be distributed;
- The declaration of a climate change emergency in Scotland is likely to have land use planning policy implications and it would be better to work with a strategic planning framework that takes this into account.

3.7.9 Despite the changes in the schedule for LDP2 between DPS11 and DPS12, the latter will nevertheless ensure that the replacement LDP is project planned and delivered to this new timescale. This is evident from a number of activities that DPS12 identifies as contributing to the preparation of LDP2 which have already been completed. These include:

- Preparing the biennial update of the Action Programme;
- Reviewing existing sites and evidence gathering on potential new allocations;
- Continuing regular liaison meetings with Key Agencies, including discussions about policy review and infrastructure implications;
- Using the Development Plan Monitoring Group to consider the performance of existing policies and emerging issues (e.g. policy gaps, redundant policies and required modifications);
- Publishing updated Housing and Employment Land Audits;
- On-going collection of information to inform the preparation of LDP2;
- Attending Community Planning events to discuss the Planning (Scotland) Act 2019 and resulting changes in the approach to LDP2;
- Preparing a new Council-wide Climate Change Strategy.

3.7.10 The updated DPS also played a key role in the engagement of Elected Members in the preparation of the next LDP and it contained a commitment to brief and involve them at key stages during this process, including reporting to

² The Council can use the biennial Action Programme to reassess the adequacy of its effective land supply, using the measures described within the MLDP itself.

Planning Committee. By outlining a proposed timetable for LDP2 it informed Councillors about which stages they could become involved at and when these were likely to be.

3.7.11 Given the changes brought about by the Planning (Scotland) Act 2019, the DPS also focussed particularly on what this meant for the next LDP, so that elected members were aware of them. For example, it discussed the new requirement for Local Place Plans in detail along with the Planning Team's key duties in relation to them, as it was recognised that Elected Members may take a particular interest in this aspect of LDP2's preparation. In response to this, the other implications of the new Act and the content of the DPS in general, Councillors requested a dedicated meeting to discuss the producing the next LDP more fully. This is something that the Development Plans Section of the Planning Team will do in 2020/21.

3.7.12 The new DPS was one of several routes by which Midlothian's Councillors were engaged early in development plan preparation during 2019/20. Others included:

- A dedicated report outlining the implications of the Planning (Scotland) Act 2019, including how it will influence Elected Member involvement;
- Running a planning training event for Councillors³;
- Discussions to set-up a new committee dedicated to Developer Contributions⁴.

3.7.13 It was also anticipated that the updated Action Programme would be presented to the Planning Committee in 2019/20. This details key changes and achievements since the adoption of the MLDP and considers how some of these changes will influence both the delivery of the existing plan and the preparation of MLDP2. It would have therefore provided a further route for getting Elected Members feedback on the content of the next plan, however the Coronavirus pandemic and the resulting disruption to the Committee's

³ To meet the provision in the 2019 Act, those on Planning Committees or Local Review Bodies must fulfil training requirements.

⁴ Part of the output of this would be used to get direction from Councillors on infrastructure requirements and developer contributions policies to be included in MLDP2.

3 Facilitating Quality Development

schedule prevented this. It is expected that Councillors will now comment on the updated Action Programme in 2020/21.

3.7.14 Previous parts of section 3 above outlined how regular and proportionate policy advice is provided by the Planning Team. This is supplemented by the following online advice:

- A dedicated page on what constitutes the Development Plan for Midlothian, with links to the MLDP, SDP and explaining text;
- An online proposals map showing the spatial extent of the MLDP's policies;
- The latest DPS with details on how to get involved in shaping the next LDP;
- Pages on approved and upcoming SG as well as planning advice on common developments, such as dormer windows and rear extensions.

3.7.15 Further policy advice was produced during the reporting year in the form of SG on Housing Development in the Countryside and Green Belt. Planning Guidance (PG) on Nature Conservation was also written in 2019/20 and is ready to go before the Planning Committee for approval. The Team has also been working on Conservation Area Character Appraisal and Management Plans, a form of non-statutory PG that are a material consideration in the determination of planning applications. One for Gorebridge was approved by Committee in October 2019 while one for Roslin was written and is ready to go out to consultation.

3.7.16 Development Plans staff also provide planning and policy advice in relation to applications for other Council areas. In 2019/20 this included in relation to a proposal for eight wind turbines close to the boundary with the Scottish Borders. It raised issues regarding potential impacts on the landscape and environmental designations. Another example was housing development in the City of Edinburgh Council area, next to Midlothian's housing allocations for Shawfair. This warranted a response and discussions regarding green network linkages between the two Council areas and how the Transport Assessment which accompanied the application considered Midlothian's housing sites.

4 Service Improvement and Staffing

4 - Service Improvement and Staffing

4.1 - Workforce Information

	Tier 1 Chief Executive	Tier 2 Director	Tier 3 Head of Service	Tier 4 Manager
Head of Planning Service ⁵				✓

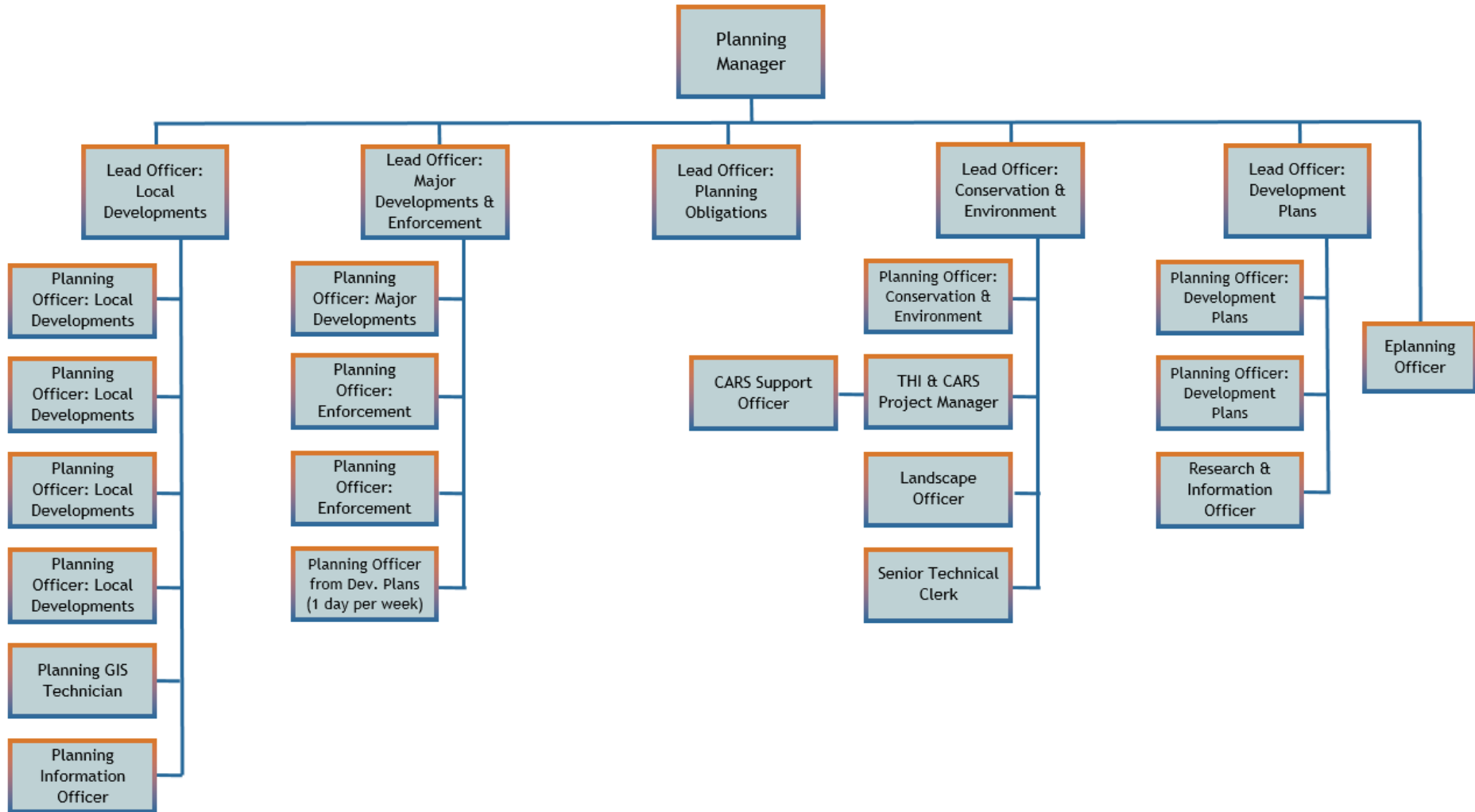
Staff age profile	Headcount
Under 30	0
30 - 39	5
40 - 49	12
50 and over	6

4.1.1 Midlothian Council’s Planning Team contains five sections, each of which are headed by a Lead Officer. The Planning Manager sits above them in the structure and an ePlanning Officer sits alongside the department as a whole, separate from a particular section. The staffing structure (shown below) is conducive to flexible working, allowing officers to move between sections to respond to peaks in workload. 13 of the staff in the Team are members of the Royal Town Planning Institute (RTPI).

⁵ The Planning Manager manages a single Planning Team responsible for development plans, planning applications, enforcement and conservation. A new Council senior leadership structure was launched just prior to the end of the reporting year. It sees the department become part of the ‘Place’ Directorate, with an Executive Director then a Chief Officer at the next two steps above in the management chain.

4 Service Improvement and Staffing

Planning Team structure as of 31/03/2020.



4 Service Improvement and Staffing

4.2 - Planning Committee Information

4.2.1 Midlothian Council meets on a six weekly cycle and comprises all 18 Elected Members. In relation to planning matters, it delegates its regulatory responsibilities to its Planning Committee, but it can make planning policy decisions, such as regarding the area's LDP. It may also make decisions regarding work streams which are implemented by the Planning Service, for example heritage and regeneration projects or matters related to developer contributions.

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

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

4.2.4 The schedule of Planning Committee and Local Review Body meetings are listed on the Council's website alongside an agenda for each meeting, documents discussed at them and minutes of previous meetings. Planning Committee meetings are viewable as a 'webcast' video via the Council website.

Committee & site visits	Number per year
Full Council meetings	9
Planning committees	8
Area committees	N/A
Committee site visits	0
Local Review Body meetings	5
Local Review Body visits	13

4.3 - Culture of Continuous Improvement

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

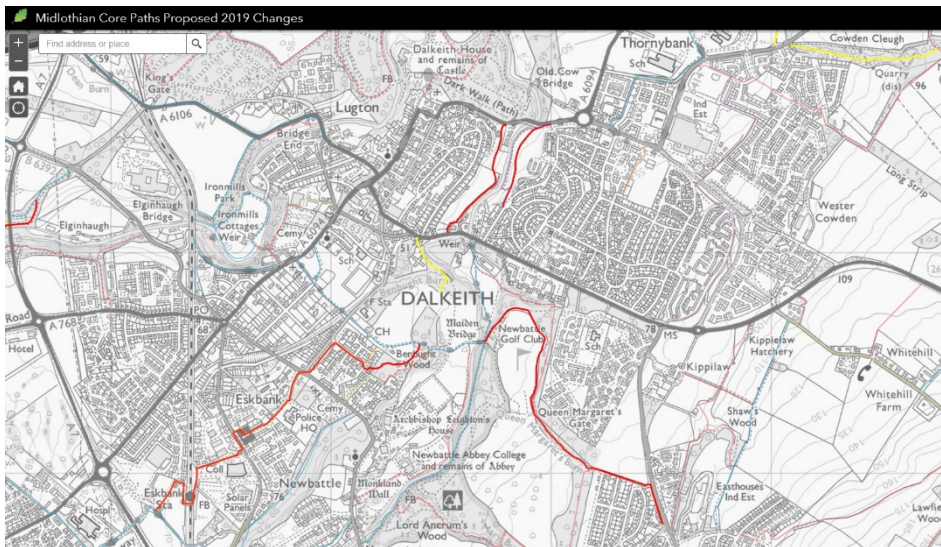
4 Service Improvement and Staffing

Planning Team Section	What other Council services did they work with?	What did they work together on?
Enforcement	Environmental Health	Houses in Multiple Occupation, hot food premises, licensing, noise
	Housing	Breaches of planning control
	Trade Waste	Fly-tipping
	Estates	Land ownership issues
	Land Resource Services	Rights of way, core paths access
Developer Contributions	Policy & Road Safety	Developer contributions to the A7 urbanisation project
	Land Resource Services	Developer contributions to outdoor play facilities
	Education & Financial Services	The Council's Learning Estates Strategy
Development Plans	Communities & Lifelong Learning, Education, Leisure Services	The provision of community facilities at Gorebridge (via the Gorebridge Futures group)
	Economic Development	Reviewing bids made for Town Centre Capital Fund grants
	Waste Services	The Council's Local Heat & Energy Efficiency Strategy
	Housing Strategy & Performance	Attending Local Housing Strategy/Housing Association Forum meetings
Conservation & Environment	Communities & Lifelong Learning	The Penicuik Heritage Regeneration Scheme (see section 2.7)
	Land Resource Services	The Council's Open Space Strategy and Sports Pitch Needs Assessment work
	Policy & Road Safety	A feasibility study on active travel links between Dalkeith and Shawfair
	Communities & Lifelong Learning	Delivering a presentation/Q&A session as part of a Federation of Community Councils event
Development Management	Property & Facilities Management, Communities & Lifelong Learning	Development of the new community hub at Millerhill
	Land Resource Services	Provision of allotments and community growing spaces
	Property & Facilities Management	Minewater treatment facilities
	Education, Waste Services, Housing Services	Various aspects of development at Shawfair (schools, affordable housing, district heating and waste collection)

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4.3.2 The department's GIS Technician plays a particular role in supporting the work of other parts of the Council. This has recently included updating active travel maps, IT and mapping work to facilitate registration for the Council's garden waste collection service, school catchment mapping and producing maps of polling places for the 2019 European Election.

4.3.3 The GIS Technician also played a key role in the recent Core Paths Plan Review led by colleagues within the Land Services Team. In a major piece of work, he created a system consisting of detailed datasets and web maps using ArcGIS Online. This provided an easy way for non-skilled officers to interact with GIS data and for the public to engage with the review. This will feed into an updated Core Paths Plan that will be subject to a more detailed consultation with the public and landowners.



Example of a core paths map created by the Planning Team to assist another Council department.

4.3.4 There is also a recognition within the department that training and professional development is necessary for the continued effective delivery of services and furthering staff skills. It is also a requirement for RTPI members

and is encouraged within the Council's own appraisal system. Given this, staff within the Planning Team took part in numerous training events throughout the reporting year. These included:

- An in-house training event and a webinar on the 2019 Planning Act delivered by Brodies and the Improvement Service respectively.
- SNH Capacity Building Events. These covered the legislative framework for protected species, the role of local authorities and SNH under the protected species and nature conservation acts and the legislative requirements for conducting a Habitats Regulation Assessment.
- A presentation and practical demonstration by SEPA on groundwater issues, including hydrogeological concepts, local geology and aquifers, groundwater quality and private water supplies.
- Attending an event on 'Understanding Our City Region Ecosystem', run by Edinburgh Living Lab. This focused on how digital and data technology are creating opportunities to raise awareness of the important functions that ecosystems perform, identifying data gaps and how to engage with people in collecting and using data.
- Participating in a workshop on habitat development run by the Central Scotland Green Network. This built on work done by SNH in developing a habitat network map and focused on getting feedback on it and identifying areas where habitat networks could benefit communities and businesses.
- An event on Integrative Placemaking at the University of Dundee, which focused on challenging 'silo' mindsets to integrate the planning, design, engineering and management of settlements.
- A workshop by SURF (Scotland's Regeneration Forum) on approaches to place-based community regeneration, which involved hearing best practices from exemplar regeneration projects, such as community-led development in Orkney.

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- Local Authority Urban Design Forum 14 - Market-led Housing. This included looking at the smart use of green space and green infrastructure, and design codes. Case studies from Aberdeen and Dumbarton were used to show how better design practices can achieve better results in respect of health and wellbeing.

4.3.5 Partly due to Midlothian's location, planning matters often involve sharing good practice, skills and knowledge with neighbouring Councils. The Planning Team also recognise the benefits of working with Councils throughout Scotland as a whole. Some examples of this during 2019/20 include:

- Working with neighbouring Councils as part of the Edinburgh, Lothians & Borders Natural Heritage Planning Group. This was formed in 2019 to promote natural heritage and biodiversity issues through both planning policy and development management. Examples include green infrastructure and biodiversity net gain, and how these can best be achieved through LDPs, other planning guidance, and the forthcoming NPF4. The group has sought views from SNH, Central Scotland Green Network and subject experts on matters such as approaches to protected species, developing standard advice on forestry planting and felling licences, and screening of woodland creation applications.
- Participation with other SESplan members as part of its Joint Committee and Project Board.
- Working with neighbouring Councils in relation to transport issues and specific transport projects, such as the Regional Transport Working Group, through City Deal activities and on the Sheriffhall Grade Separation project.
- Supporting the aims of the Edinburgh & Lothians Drainage Partnership. Midlothian Council works alongside the City of Edinburgh Council, East Lothian Council, Scottish Water and SEPA in this group to develop integrated solutions in the management of rainfall and flood risk, improving water quality and mitigating the impacts of climate change.

- Taking part in the Heads of Planning Scotland (HoPS) Development Management and Development Planning Committees to share best practice and knowledge between Planning Authorities.
- Learning from the experiences of other Scottish Councils through training events. Examples from 2019/20 include i) a webinar on how Highland Council are applying the Place Principle to deliver growth in a more collaborative way, ii) a workshop on exemplar regeneration projects such as an eco-friendly affordable housing project by Angus Council, iii) taking part in an IT usergroup with other Councils (including Highland and Fife) on using the 'Objective' consultation software, iv) a workshop on better design in market housing co-developed by Moray and East Ayrshire Councils.
- Sharing good practice, skills and knowledge with staff from other councils on developer contributions. This includes via a group with the Scottish Futures Trust, COSLA and staff from other councils as well as meeting with their staff through the HoPS Developer Contributions Sub-Group.
- Consultation replies in relation to proposals in neighbouring local authorities, for example an application for a wind farm in the Scottish Borders and housing in Edinburgh, next to Danderhall.
- Working with other councils as part of the Improvement Service's project to create a centralised national database of planning-related spatial information via Idox/Uniform.

4.4 - Progress on Service Improvements for 2019/20

4.4.1 In our last PPF report, we included 12 service improvements for 2019/20 (shown in italics below), which represented the most targets the department has proposed since the PPF began. Substantial progress has been made on almost all of these actions.

4.4.2 *Implement changes resulting from the Planning Team service review, including the redefinition of job roles, the reassignment of staff to different Sections within the department and introduce a new team structure.*

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This has not been achieved. Although staff consultation work has taken place, competing demands on resources and operational constraints have delayed the service review.

4.4.3 *Instigate a series of bi-monthly Planning Team meetings to promote further knowledge-sharing and best practice across the department as a whole and to keep each other better informed of ongoing work tasks.*

This has been achieved. Such meetings took place throughout 2019/20 and included sharing knowledge across the department on issues such as the new Planning Act, updates on heritage projects, IT changes and staffing matters.

4.4.4 *Roll out the use of the Exacom planning obligations database to other service areas of the Council to inform them of received and future developer contributions payments.*

This has been achieved. The Planning Obligations Lead Officer reported to the Council's Capital Plan and Asset Management Board on contributions, expiry dates, limitations on usage etc. for areas of spending such as community facilities, play areas, town centre improvements and transport projects. Exacom enabled this and it paves the way for service areas to identify spending for monies that they often did not know they had. The Officer also delivered a training session to colleagues in Finance during 2019/20.

4.4.5 *To commence a set of meetings with internal Council services (such as Housing Services, Economic Development and Building Standards) to brief them on the development plan preparation process and engage with them from the outset of its production.*

This has been achieved. Meetings took place with departments including Education (on capacity constraints that may influence LDP2 land allocations), Environmental Health (via their Clean Air for Scotland Working Group), Housing Services (by having a representative at their Local Housing Strategy/Housing Association Forum meetings) and Economic Development (on emerging issues for LDP2).

4.4.6 *To modify the Housing Land Audit so that it captures all social housing units, both to be built in future and those completed in the current audit year, distinct from market units. This will be an important pre-cursor to the next Local Development Plan, which will likely have affordable housing as a main issue.*

This has been achieved. All Housing Land Audits from 2019 onwards will identify both affordable units completed that year and those proposed for later years.

4.4.7 *Adopt Supplementary Guidance on Development in the Countryside and Green Belt, Low Density Rural Housing, Quality of Place, Advertisements, Planning Obligations & Affordable Housing, and also the Planning Guidance on Nature Conservation.*

This has partly been achieved. The Supplementary Guidance on Development in the Countryside and Green Belt has been adopted and the Planning Guidance on Nature Conservation is ready to go before the Planning Committee for approval. The others remain in preparation.

4.4.8 *To build on the work of the now-completed CARS scheme in Gorebridge by implementing the elements of the Gorebridge Connected project, particularly the redevelopment of the listed former Railway Station House.*

This has partly been achieved. Two of the three elements of the Gorebridge Connected project were complete by summer 2019. The restoration of the Station House will not be taken forward, however, after the withdrawal of the project partner that would have taken over the tenancy of the building.

4.4.9 *Facilitate the take up of grants for the repair and restoration of key historic buildings as part of the Penicuik Heritage Regeneration Scheme.*

This has partly been achieved. Grant applications have been approved for parts of the project, but difficult economic conditions were

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leading to low take up and this has been exacerbated by the Coronavirus outbreak. However, work is ongoing to encourage grant take up: the Project Manager is liaising with the funders Historic Environment Scotland and the National Lottery Heritage Fund about how the project goes forward.

4.4.10 *Work with partner organisations to progress nature conservation in Midlothian by delivering on actions identified in the (then) recently-approved Local Biodiversity Action Plan.*

This has been achieved. During the year there were 94 known biodiversity-related events attracting over 3,000 participants. These included controlling non-native invasive species in Roslin Glen Country Park, the hand scything of grass for management at several sites, bat and tree identification courses, classes on building bird-boxes, investigatory work with SEPA regarding the removal of fish barriers on the River North Esk and contact is being made through partners with Network Rail regarding removal of non-native invasive species on the Borders Railway line.

4.4.11 *Implement a Council-wide Climate Change Strategy, including an audit of existing work in this area and targets relating to priority areas for carbon emissions reductions.*

This has been achieved. A new Climate Change Strategy was drafted and went out for internal consultation during the year. The audit of our existing emissions reductions activities was also completed.

4.4.12 *Work with Shawfair LLP and SEPA to agree the content of, then adopt a Sustainable Growth Agreement for Shawfair to promote environmentally, socially and economically considerate development in the 'South East Wedge' area of Midlothian.*

This has been achieved (see section 2.3).

4.4.13 *To encourage the uptake of processing agreements amongst major development applicants by reviewing and simplifying the information provided about them on the Council website.*

This has not been achieved. This was due to need to progress major development applications and the departures of staff which constrained time for others.

4.5 - Intended Service Improvements for 2020/21

4.5.1 Despite the ongoing resource constraints facing local authorities in general, including Midlothian Council, and the current Coronavirus outbreak, the Planning Team intend to take an ambitious approach regarding targets for the next PPF reporting year. We intend to implement the following nine service improvements:

- Utilise online technologies to enable effective remote working with internal and external customers, thereby also helping to reduce staff transport to support the Council's ambition to reach net-zero carbon by 2030.
- Work with the Communications and Marketing Team to develop an online 'Communications Plan' to promote wider engagement in the development plan process, particularly key stage participation.
- Establish a joint working group with the Communities and Lifelong Learning Team to manage the Planning (Scotland) Act 2019 requirements to widen community engagement in the development plan process and to support the preparation of Local Place Plans.
- Develop templates in Uniform for Heads of Terms and Heads of Terms Authorisation Reports to create efficiencies and save time in relation to developer contributions procedures.
- Work with the Landmark Trust and Historic Environment Scotland to develop and submit a stage 1 application to the National Lottery Heritage Fund for the restoration of the category A listed Mavisbank House.

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- Work with the four local authorities in the Lothians and also Scottish Borders Council in a newly-established network to share best practice on and investigate means of biodiversity enhancement.
- Reinstate the Planning Lead Officers Group to co-ordinate department activities remotely as staff work from home during the Coronavirus outbreak.
- Update applicants, agents and other stakeholders on the implications for the planning service of the Coronavirus outbreak, for example by releasing website updates and/or writing to them directly.
- Recruit new staff for the vacant posts within the Major Developments & Enforcement Section of the department, to assist in freeing up resources of other Sections who covered this since the departure of former staff.

5 Appendices

5 - Appendices

5.1 - National Headline Indicators for Development Planning

Local and strategic development planning	2019/20	2018/19
Age of LDP at the end of the reporting period	2 years, 4 months	1 year, 4 months
Age of SDP at the end of the reporting period	6 years, 9 months	5 years, 9 months

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

Technically, yes, however this is unlikely to be achieved in practice.

The approval of the new DPS, number 12, has been postponed after Elected Members wanted a further seminar to discuss implications of the revised timetable it proposed for LDP2. This has since been impacted further by the Coronavirus situation.

This means that DPS11 has not definitively been replaced and it proposes the adoption of the next LDP within five years. However, the timetable within DPS12, when finalised, will revise this and push its adoption back beyond the five year period.

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

No. The proposed new SDP was rejected by Scottish Ministers during the reporting year.

5.1.3 Has the expected date of submission of the LDP to Scottish Ministers in the DPS changed over the past year?

Technically, no, however this is owed to the delay associated with a new DPS, as outlined in 5.1.1 above.

When a new DPS is finalised it will propose a new timetable based on NPF4 and using the reformed planning system introduced by the 2019 Act. This will delay the expected date of submission of the LDP to Scottish Ministers.

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

Yes. This involved:

- Publishing information online;
- Promoting online engagement;
- Carrying out ongoing LDP monitoring;
- Preparing an updated Housing Land Audit;
- Reviewing the Action Programme;
- Having regular discussions with Key Agencies, the Community Planning Partnership and other Council departments;
- Holding an event with Community Planning/Community Councils regarding new plan programme;
- Maintaining and updating the consultation database (in accordance with the General Data Protection Regulations 2018).

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Effective land supply and delivery of outputs	2019/20 ¹	2018/19
Established housing land supply	13,581 units	13,580 units
Five-year effective housing land supply programming	5,341 units	5,371 units
Five-year effective housing land supply total capacity	9,017 units	9,251 units
Five-year housing supply target	4,410 units ²	4,410 units
Five-year effective housing land supply	6.1 years	6.1 years
Housing approvals ³	2,157 units	2,601 units
Housing completions over the last five years	3,175 units	3,146 units
Marketable employment land supply ⁴	215.2ha	215.93ha
Employment land take-up during the reporting year ⁵	0.55ha	7.1ha

Notes:

- ¹ The figures for the current PPF reporting year (in this case 2019/20) are usually taken from the new draft Housing Land Audit which is normally available by the time the PPF report is being written - for example those from 2018/19 were taken from the draft 2019 Audit. Owing to the inability to do site visits because of the Coronavirus situation, it has not been possible to produce a draft so far for this year. The figures used instead are from the finalised 2019 Audit.
- ² Due to SDP2 being refused by Scottish Ministers, the relevant housing supply target is set in SDP1. This, however, only provides a target for the next four years (882 units per annum until 2023/24). For consistency and seeing as this form asks for a *five* year housing supply target, the figure of 882 was rolled forward for 2024/25.
- ³ The PPF Guidance Notes do not specify a methodology for calculating this number. Given this, the figure quoted here includes units consented from *all* applications. It therefore includes MSC and DPP consents for sites already with PPP approval, and amendment applications for sites already with consent. This leads to an inflated number due to double-counting between years. For example, a consent was issued in 2019/20 for 91 units in Penicuik. This was an amendment as the site already had approval for 74 units, which was counted towards the number of housing approvals in a previous PPF reporting year.
- ⁴ This figure is the combined total of immediately available employment land and that with minor constraints. It is taken from the updated Employment Land Audit published in March 2020, which recalculated the land supply.
- ⁵ This figure is substantially smaller than last year but take-up of 7.1ha in 2018/19 was anomalously high. This was due to developments such as the Advanced Computer Facility and new offices being built at the Edinburgh Technopole, and the construction of a haulage yard at the Mayfield Industrial Estate.

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5.2 - National Headline Indicators for Development Management

Project planning	2019/20		2018/19	
	No. of applications	% of applications	No. of applications	% of applications
Applications subject to pre-application advice	64	11.4	82	14.8
Major applications subject to processing agreements	0	0.0	4	4.9

Decision-making	No. of applications	
	2019/20	2018/19
Application approval rate	90.6	89.0
Delegated rate	97.7	97.5
Validation	95.0	94.9

Decision-making timescales	No. of weeks to decision	
	2019/20	2018/19
Major developments	71.6	45.8
Local developments (non-householder)	17.2	11.1
Householder developments	6.6	6.4

Legacy cases	No. of applications	
	2019/20	2018/19
Number cleared during reporting period	20	14
Number remaining	15	30

Enforcement	No. of cases	
	2019/20	2018/19
Complaints lodged and investigated	135	157
Potential breaches identified - no need for further action	98	140
Cases closed	99	160
Notices served	13	9
Direct action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

5.2.1 Time since enforcement charter was published/reviewed: 17 months. The enforcement charter was reviewed during the last PPF reporting year by the Lead Officer of the Major Developments & Enforcement Section, with updates being made where appropriate to ensure that it remains fit for purpose.

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5.3 - Scottish Government Official Statistics

Type of development	2019/20		2018/19	
	No. of applications	Average timescale (weeks)	No. of applications	Average timescale (weeks)
Major developments	9	71.5	6	45.0
Local developments (non-householder, less than 2 months)	101	6.7	141	7.1
Local developments (non-householder, more than 2 months)	63	23.7	66	19.6
Local developments (householder, less than 2 months)	257	6.4	241	6.3
Local developments (householder, more than 2 months)	20	10.5	7	12.0
Housing (major)	7	70.6	5	49.3
Housing (local, less than 2 months)	17	7.3	27	7.7
Housing (local, more than 2 months)	33	27.8	29	18.9
Business & industry (major)	0	0.0	0	0.0
Business & industry (local, less than 2 months)	18	6.3	5	5.5
Business & industry (local, more than 2 months)	5	39.5	1	23.0
EIA developments	3	82.7	1	23.6
Other consents	79	7.9	94	7.9
Planning/legal agreements (major)	5	60.3	4	41.8
Planning/legal agreements (local)	6	57.7	11	24.5
Planning/legal agreements (all)	14	58.7	15	29.2

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	Total no. of decisions	Original decision upheld			
		2019/20		2018/19	
		No. of decisions	% of decisions	No. of decisions	% of decisions
Local reviews	21	13	61.53	9	39.1
Appeals to Scottish Ministers	1	1	100	1	33.3

5.4 - Case Study Checklist Table

Case study topic	Relevant section(s) of report
Design	
Conservation	Section 2.7
Regeneration	Section 2.4 Section 2.6 Section 2.7
Environment	Section 2.3
Greenspace	
Town centres	Section 2.4
Masterplanning	
LDP & Supplementary Guidance	
Housing supply	Section 2.6
Affordable housing	
Economic development	
Enforcement	
Development management processes	

Case study topic	Relevant section(s) of report
Planning applications	
Interdisciplinary working	
Collaborative working	Section 2.3 Section 2.5
Community engagement	
Place-making	
Charrettes	
Place Standard	
Performance monitoring	
Process improvement	
Project management	
Skills sharing	
Staff training	
Online systems	
Transport	
Active travel	
Other	

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

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5.5 - Performance Marker Map

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

Performance marker	Relevant parts of report*
1	Sections 5.2 and 5.3
2	Section 3.2 Paragraph 3.6.10 Section 2.3
3	Section 3.4 Section 3.3 Section 3.6 Section 2.3 Section 2.5 Section 2.7
4	Paragraphs 3.6.1 to 3.6.4 Section 5.3 Section 2.6
5	Paragraph 5.2.1
6	Section 4.4 Paragraph 4.3.4 and bullet points Section 2.3 Sections 5.1 and 5.2
7	Section 5.1 Paragraph 3.7.1
8	Paragraphs 3.7.5 to 3.7.9 Section 5.1

Performance Marker	Relevant parts of report*
9	Paragraphs 3.7.10 to 3.7.13
10	Paragraphs 3.7.1 to 3.7.4
11	Section 3.3 Paragraphs 3.7.14 to 3.7.16 Paragraph 3.2.1 Section 2.3 Section 2.7 Paragraph 3.5.1
12	Paragraphs 4.3.1 to 4.3.3 (including table) Section 2.4 Section 2.5 Paragraph 3.3.2
13	Paragraph 4.3.5 and bullet points
14	Section 5.2 Paragraph 3.6.2
15	Paragraphs 3.6.5 to 3.6.12 Paragraphs 3.2.1 and 3.2.2 Section 2.5 Section 2.6

* listed for each marker in approximate order of relevance.

5.6 - Supporting Evidence

5.6.1 There has been input from across the Planning Team in compiling this report. Lead Officers were contacted to provide possible service improvements for 2020/21 and progress updates on those proposed in the previous PPF report. They also provided guidance on notable projects that were worth including this year, which the staff member responsible for producing the report itself wrote up.

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5.6.2 Other staff were contacted to provide input that related to their specific roles. For example the Duty Planner for section 3.3, the E-planning officer for the statistics in section 5 and the relevant Planning Officer for information relating to the DPS and progress on the next LDP. Additional information, particularly that in section 2, was recorded throughout the year during reviews of the weekly lists of applications that the department received. Staff calendars were reviewed to compile a list of training events that were attended throughout the year as well as examples of working with other services in Midlothian Council and other councils in Scotland.

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

- Midlothian Council Planning and Building Homepage
https://www.midlothian.gov.uk/info/1210/planning_and_building
- Planning Applications
https://www.midlothian.gov.uk/info/200167/planning_applications
- Conservation
<https://www.midlothian.gov.uk/info/1220/conservation>
- Development Plans and Policies
https://www.midlothian.gov.uk/info/205/planning_policy/286/development_plans_and_policies
- MLDP Proposals Map
<http://www.planvu.co.uk/mc2017/>
- Planning and Building Standards Portal
<https://planning-applications.midlothian.gov.uk/OnlinePlanning/>
- Processing Agreements
https://www.midlothian.gov.uk/info/200167/planning_applications/61/apply_for_planning_permission/4
- Planning Committee

https://midlothian.cmis.uk.com/live/Council_CabinetandCommittees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/8/Default.aspx

- Local Review Body
https://midlothian.cmis.uk.com/Live/Council_CabinetandCommittees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/3/Default.aspx
- Pre-Application Advice
https://www.midlothian.gov.uk/info/200167/planning_applications/118/planning_guidance/1
- Planning Application Checklists
https://www.midlothian.gov.uk/downloads/download/106/planning_application_checklists
- Various Downloadable Documents on Planning Applications
https://www.midlothian.gov.uk/downloads/200167/planning_applications
- Supplementary Guidance
https://www.midlothian.gov.uk/info/200167/planning_applications/118/planning_guidance/2
- Midlothian Council's 2018/19 Planning Performance Framework Report
https://www.midlothian.gov.uk/info/1210/planning_and_building/560/planning_performance_framework
- Scottish Household Survey
<https://www2.gov.scot/Topics/Statistics/16002/LAtables2018>

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

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