



Inverclyde council

PLANNING PERFORMANCE FRAMEWORK
2021



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INTRODUCTION

Welcome to Inverclyde Council's 10th Planning Performance Framework. The Framework is published annually to record the activities, performance and continuous improvement of the Planning Service in Inverclyde. The Planning Service in Inverclyde is a compact Service comprising two teams; Development Management and Planning Policy. These teams work together in delivering a high quality Planning Service.

The period 2020-21 has been like no other and in common with all Councils, Inverclyde Council had a very short time to react to the national restrictions introduced in response to the Covid-19 pandemic. The Planning Service together with its staff responded quickly to the situation and managed to maintain service provision both initially with a very swift transition to home working, and throughout the year as the Service continued to adapt.

In addition to the challenges brought by the pandemic, the Planning and Building Standards Manager post remained vacant throughout the period. The recruitment process was, however, concluded by the end of the reporting period with Craig Iles subsequently joining the Council early in the current year, bringing a wealth of experience. Sean McDaid also joined the Council as a Senior Planner and the Service is already benefiting from Sean's extensive knowledge. Other staff changes include Alexandra Linn leaving the Council after two years, subsequently joining another local authority. We thank Alexandra for her contribution to the Council and wish her all the best in her future career.

This year's case studies include the extremely high quality plotted development at Avenel in Kilmacolm which identifies with the best elements of the key historical architecture within the village. The success

of the development at James Watt Dock in respecting the setting of the adjacent listed Sugar Sheds is also explored. The Planning Policy Team acted quickly to respond to the quashing of the 'Our Homes and Communities' chapter of the 2019 Local Development Plan by a decision of the Court of Session in July 2020, commencing an early review of the Plan all within the challenges of the ongoing restrictions resulting from the pandemic. In addition to this, a review of street naming and numbering procedures and practices was undertaken together with rolling out a GIS interface for all Planning Staff. How the Planning Service has reacted to the Council's responsibilities concerning climate change is explored together with a further case study also setting out the details of the Planning Service's continued response to the Covid-19 pandemic.

Part 1 of the Framework tells the story of the Planning Service's activities in the past year through a range of case studies including those mentioned above and **Part 2** sets out the evidence and references behind these case studies.

Part 3 reviews the implementation of the service improvements we set for 2020-21 and sets out service improvements for 2021-22.

Parts 4 and 5 cover performance, with the former setting out National Headline Indicator data and the latter Scottish Government Official Statistics.

Part 6 sets out workforce information and **Part 7** information on committee activity in Inverclyde during 2020-21

Appendix A provides evidence and reference points in respect of the performance markers.

PART 1: QUALITATIVE NARRATIVE AND CASE STUDIES

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Throughout the past year, the Planning Service has continued to focus on providing a high-quality service whilst responding to the challenges, difficulties and changes in working practices during the continuing Covid-19 pandemic. This section tells the story of the Planning Service's activities in the past year through a series of case studies.



Case Study Title:
HIGH QUALITY PRIVATE RESIDENTIAL DEVELOPMENT
Location and Dates:
Kilmacolm, 2004-present
Elements of a High Quality Planning Service this study relates to:
<ul style="list-style-type: none"> • Quality of Outcomes
Key Markers:
3 - Early Collaboration
Key Areas of Work:
<ul style="list-style-type: none"> • Design • Environment • Planning Applications
Stakeholders Involved:
<ul style="list-style-type: none"> • Local Developers • Authority Planning Staff

Overview:

Planning permission had been granted in October 2004 for the construction of an access road and the development of six serviced house plots on a 10 acre site within the south-western part of the village of Kilmacolm. The house which occupied the site at the time, known as Avenel, was set within significantly spacious grounds. The site was fully wooded and became the subject of a tree preservation order. The owner of the property had a keen arboricultural interest and had planted a range of trees over time from various parts of the world. Although the initial proposals for redevelopment of the site included up to 15 residences, it was ultimately concluded that this would lead to significant devastation of the site heritage and, according, a different approach was taken with the aim to create a low density development which would be marketed as an exclusive plot development and would result in retention of much of the original planting within the site.

The developer, who was linked to the original occupant, worked with the Council to create what is an exemplar of an extremely high quality plotted development. Architectural style was to be influenced by designs respecting those by architects such as James Salmon and Charles Rennie Mackintosh with traditional features and materials consistent with the best of the historical surrounding context feeding into and influencing the design outcomes. In order to achieve this and in order to ensure there were appropriate controls in place in respect of the desired designs whilst still allowing the houses to be of individual character, a tightly controlled “architectural considerations” document was produced and conditional consent granted imposing a range of restrictions. These related to design considerations such as roughcast walls with stepped profiles, natural stone features, swollen chimney stacks and steeply slated pitched roofs with dormer windows. Equal attention was paid to the detailing of boundary treatments to develop a recognisable characteristic linking the individual plots, with the use of beech hedging predominant. In order to ensure the enforceability of these controls many were made the subject of conditions on the originally planning permission. Each individual planning permission has also been the subject of additional controls through the removal of permitted development rights to help protect the long term special nature of the development.

Due to recession over a significant part of the development period, the exclusive multi-million pound nature of the development as well as complicated ground conditions at one plot (which resulted in the creation of a seventh plot to ensure the financial viability of the overall development), considerable delays were encountered in the completion of the development. The last of the houses has however now been occupied and the development has thus been completed. The outcome is an exemplar plotted development of modern dwellings which clearly relate to and respect the best of Kilmacolm’s built heritage and, due to the protection afforded to the trees associated with the original Avenel property, result in a new development which has an unexpectedly mature setting.



Goals:

The ultimate aim was to secure a development which identified with the best elements of the key historical architecture within Kilmacolm and which had a recognisable and cohesive characteristic despite being a plotted development.

Outcomes:

The development is now complete and the resulting development achieves exactly what was set out in the original aims.

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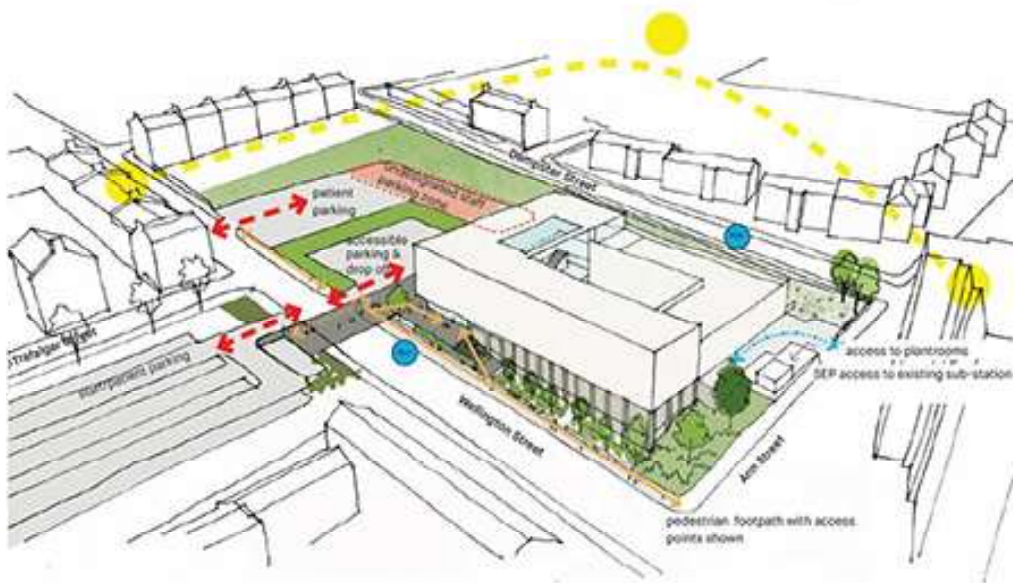
Case Study Title:	
URBAN REGENERATION: NEW GREENOCK HEALTH CENTRE	
Location and Dates:	
Greenock, 2015-present	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> Quality of outcomes 	
Key Markers:	
3 - Early Collaboration	
Key Areas of Work:	
<ul style="list-style-type: none"> Design Planning Applications 	<ul style="list-style-type: none"> Regeneration
Stakeholders Involved:	
<ul style="list-style-type: none"> Other (Local Health Board) 	<ul style="list-style-type: none"> Authority Planning Staff

Overview:

NHS Greater Glasgow and Clyde issued a project brief in 2015 identifying the need to invest in a new health and care centre as the existing building elsewhere in Greenock was proving to be unfit for purpose. The aim was to work in partnership to tackle health inequalities, improving health and contributing to social regeneration in areas of deprivation. The proposal was to bring elements and services such as general practice accommodation, physiotherapy, podiatry, public dental services and a pharmacy together in the one location. A range of sites was considered in consultation with the Council's Planning Service, each of which had positive and negative aspects to them. The Council had identified the former Wellington Academy site close to the heart of the Broomhill/Drumfrochar Road Priority Place in the Inverclyde Local Development Plan as a regeneration opportunity.

The former Wellington Academy site was selected partly as it is situated at the heart of the community, less than 5 minutes' walk from the then existing site and 10 minutes' walk from Greenock Central and Greenock West railway stations. It is also located on an existing bus route and 10 minutes' walk from the Central Greenock bus station. The site presented development challenges, being sloped and with stepped levels within the site. The built context consists of mainly three storey tenements and multi-storey blocks of flats. A disused football pitch to the north of the site was acquired to allow additional parking provision.

Through pre-application meetings and negotiation/discussion the final site strategy was developed and the architectural detailing agreed. The building is located to the north-west corner of the site to maximise solar gain and create a strong street frontage presence increasing its visibility from all directions of approach. The design responds to the context by drawing the topography into the building, both in terms of the main atrium space and landscaped courtyard at the heart of the building. The nature of the building was considered to mean that attempting to pastiche late 19th century and early 20th century tenements would not be an appropriate architectural response but the north-western location within the site is distant from and therefore respects the setting of these buildings. The parking provision within the site and the extensive landscaping means that a gap site at the heart of a residential area which was significantly detracting from amenity has been successfully addressed, bringing a significant and sustainable environmental improvement. The development also resulted in a fit for purpose health facility located at the heart of the community which it serves.



Goals:

To ensure the appropriate redevelopment of a vacant gap site at the heart of the community with an appropriately designed healthcare facility.

Outcomes:

Two outcomes were achieved under this development. Firstly, a gap site at the heart of the community which detracted from the amenity of the area and which had been identified as a regeneration opportunity was brought back into use. Secondly, an appropriately located and designed replacement healthcare facility of benefit to the community was secured.

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Case Study Title:**AFFORDABLE RESIDENTIAL DEVELOPMENT AT JAMES WATT DOCK****Location and Dates:****Greenock, 2017-present****Elements of a High Quality Planning Service this study relates to:**

- **Quality of Outcomes**

Key Markers:**3 - Early Collaboration****Key Areas of Work:**

- **Design**
- **Affordable Housing**
- **Regeneration**
- **Planning Applications**

Stakeholders Involved:

- **Local Developers**
- **Authority Planning Staff**

Overview:

Outline planning permission had been granted in January 2010 for the wider James Watt Dock/Garvel Island and Great Harbour Embankment in Greenock for a mixed use development comprising housing, commercial, business, hotel, marina, landscaped public open space, access roads and off-street parking provision. Some of these developments had been taken forward but recession at the start of the decade in which the permission was granted meant that many had stalled, most notably the housing development. The approved masterplan showed housing development forming the bulk of the development on the site with most of it concentrated on Garvel Island but with an important element of it located

to the east of the A-listed Sugar Sheds close to the site frontage with the A8 trunk road. It also noted that this was a strategically important site as a key gateway into Greenock and that it was essential that proposals respect and enhance the key context of the Sugar Sheds. The sense of fully integrating the Sugar Sheds into the masterplan for the wider area was a key aspiration. The overall character of the wider development was to be influenced by the architectural characteristics of the Sugar Sheds and the cantilever crane to the west of them and respecting the setting of both.

The proposed housing development to the east of the Sugar Sheds finally came to fruition in 2017 when a series of pre-application meetings were held with architects acting on behalf of a social housing provider to guide the nature of the proposed development, resulting in a design and access statement which accompanied planning applications submitted during 2017 and 2018 for a total of 137 flats in 5 separate blocks varying in height from 4 to 5 storeys, the latter including developed some roofspace. The design and access statement, which was developed in conjunction with the architects, set the key parameters for the flatted development, noting that to respect the Sugar Sheds the blocks fronting the trunk road and those closest to the Sugar Sheds should not exceed the height of the Sugar Sheds and were therefore restriction to four storeys. Furthermore, it was noted that the pallet of the key materials should match as closely as possible those used on the Sugar Sheds, including the contrasting elements of brickwork detail and the mortar colour. This was illustrated in the submissions but careful consideration was given to the subsequent submission of facing material samples with several rejected until the most appropriate materials were eventually agreed and used.

The result is a contemporary flatted development which through a combination of positioning, height restriction, facing materials and design elements respects and perfectly complements the Sugar Sheds and results in the creation of a successful place.



Goals:

The ultimate aim was to secure a development which respected the setting of the Sugar Sheds through placement and form and a design which developed cues from the Sugar Sheds in an appropriate contemporary manner.

Outcomes:

The construction of the flats is complete and the resulting development achieves exactly what was set out in the original aims.

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Case Study Title:	
INVERCLYDE LOCAL DEVELOPMENT PLAN	
Location and Dates:	
Inverclyde, September 2020 - March 2021	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes 	
Key Markers:	
7, 8, 9 & 10	
Key Areas of Work:	
<ul style="list-style-type: none"> • Local Development Plan & Supplementary Guidance 	<ul style="list-style-type: none"> • Project Management
Stakeholders Involved:	
<ul style="list-style-type: none"> • Key Agencies 	<ul style="list-style-type: none"> • Authority Planning Staff

Overview:

The 'Our Homes and Communities' chapter of the 2019 Local Development Plan was quashed by a decision of the Court of Session in July 2020, leaving the Council without a planning policy framework for housing development. After considering various options for how to rectify this matter it was decided to undertake a full review of the Local Development Plan and introduce an interim 'Our Homes and Communities' Planning Policy Statement (the latter document was approved and published in October 2021).

A Development Plan Scheme (DPS) was prepared setting out an ambitious timetable for the preparation of a new Local Development Plan. Approved at the end of August 2020, the DPS set out that the Main Issues Report would be published in December 2020 and the Proposed Plan in May 2021.

A Call for Sites exercise was held in September providing an early engagement opportunity for the development industry, landowners etc. This resulted in the submission of 45 potential development opportunities. Also in September, for data governance purposes, all participants in previous local development plan processes were asked to re-register their interest in the new process and identify any issues of interest for the new Plan. As at end of March 2021 the new local development plan participant database had 400+ participants registered.

Through October 2021, the key agencies were contacted in relation to issues they wanted addressed in the new Plan and for comments on the sites submitted through the call for sites exercise. A series of meetings were also held with Development Management colleagues running through the chapters of the existing Plan to identify issues and possible improvements to structure and wording.

In November 2021, the list of issues for the Main Issues Report (MIR) were finalised. Elected members were engaged on the issues and the preferred and alternative options through two online meetings. Following these the MIR and accompanying documents were taken to Committee and published on 7 December 2020. From beginning the process to publication of the MIR had taken 14 weeks.

The MIR consultation period ran until 31 January 2021, generating 185 responses. Thereafter, preparation of the Proposed Plan commenced with the key agencies involved again in commenting on new sites submitted through the MIR process and the wording of the existing Plan so that possible improvements

could be identified. Further engagement was held with Development Management colleagues to refine the wording of the emerging Proposed Plan.

The Proposed Plan text was finalised in March 2021, ready to be taken to Committee for approval in April and publication in May.



Goals:

Reversing population decline is a priority of the Inverclyde Outcome Improvement Plan. The delivery of new housing is a factor in achieving that priority, but sustainability and protection of the environment are also important, meaning the Council seeks to achieve the right development in the right place.

Outcomes:

The case study is a successful demonstration of an expedited local development plan process. The process was helped by the recent adoption of the previous plan meaning much of the structure and content remained the same. However, it is a full new plan accompanied by SEA, HRA, Monitoring Statement at MIR stage and Draft Action programme at Proposed Plan stage, as well as Supplementary Guidance documents and other publications illustrating the decision making process such as the proposed development site assessment and housing land technical note. A particular challenge of this Plan preparation process was that it was undertaken over a period when the Planning Policy team was largely working from home. Tight project management was required to keep the process on track, with weekly online minuted team meetings being the main tool used to achieve this. Some office days were required at key stages e.g. finalising map production with social distancing measures followed to ensure staff safety. The Council's Jabber instant messaging service and Whatsapp also allowed for quick resolution of issues as deadlines approached.

The plan process will be continued through 2021-22 with the Proposed Plan consultation exercise and submission to Scottish Ministers for Examination.

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Case Study Title:**PLANNING SERVICE CONTINUITY DURING THE COVID-19 PANDEMIC****Location and Dates:****Various locations throughout 2020-2021****Elements of a High Quality Planning Service this study relates to:**

- **Quality of service and engagement**
- **Culture of continuous improvement**

Key Markers:**12 - Corporate working across services to improve outputs and services for customer benefits****Key Areas of Work:**

- **Development Management Processes**
- **Process Improvement**

Stakeholders Involved:

- **Authority Planning Staff**
- **Other Authority Staff**
- **General Public**

Overview:

The reporting year started in the context of the recent office closure in response to the national restrictions aimed at stemming the Covid-19 pandemic. Last year's Planning Performance Framework set out the Council's initial reaction to addressing the fact that planning service staff were going to have to work from home for an indeterminate period of time and the associated implications for service delivery. By the end of the last reporting period, all Inverclyde Council planners were fully functional for home working.

Maintaining continued processing and determination of planning applications was considered an essential part of the response to the pandemic in promoting development as part of the long term recovery within Inverclyde. It was clear from the outset that planning applications required to continue to be dealt with in a timeous manner. The efficient operation of the Development Management function relies on a fully functioning administration support team and, on lockdown, none of these staff had laptops. In common with other services within the Council, laptops were secured and set up to allow home working. Desktop PCs were also issued to homeworking staff in some instances to maintain capabilities. However, some functions such as producing and issuing neighbour notifications for example could not be undertaken from home. With the need to restrict travel, protocols were quickly developed to ensure that the administration team that lived locally were able to access the office to undertake these essential functions that could not be carried out from home. Further protocols were developed in respect of officers travelling to carry out site visits in a safe and socially distanced manner whilst limiting journeys wherever possible. Where entry to the grounds of properties was required, applicants were contacted in advance and asked to leave gates open and not to approach staff on site. Where site visits were not possible or where the interior of a building required to be viewed within listed buildings for example, photographs were requested from applicants and this allowed the processing of these applications to continue.

How to ensure the efficient operation of Development Management remained under constant review. A review of the decision making process was undertaken and a simplified approach was introduced. Additional electronic recording was introduced, including enforcement correspondence, to seek to eliminate paper based records in the office to ensure full access for all staff working remotely. During the early part of home working, planners were not contactable directly by telephone. Administration staff who were in the office took details of callers and subsequently e-mailed planners who returned calls. Most communication with developers and members of the public was via e-mail and this worked very well without detriment to the progress of proposals. Through the summer, a limited rota of planning officers attending the office to respond directly to telephone calls was introduced. This was unable to continue through the autumn due to the re-escalation of restrictions. New software was introduced to allow all staff to access their office phone via their laptops thus allowing full telephone contact with officers. Additionally, video call capabilities were introduced with internal colleagues utilising the same software, allowing one to one video call meetings to be undertaken with ease.

Regular Development Management team meetings are normally held and with the increased use of video conferencing software, this technology was able to be utilised in ensuring effective meetings to review and discuss ongoing and emerging issues, and discuss any required changes to procedures to respond to the challenges of the pandemic. All of these meetings were a two-way process to encourage staff feedback. Video conferencing software was also rolled out to allow Planning Board meetings to recommence to ensure the continued determination of planning applications that could not be dealt with under delegated powers. Subsequently in the current year, two pre-determination hearings were successfully held by video conference. This software is also available for internal and external meetings including with applicants in respect of discussing planning applications and progressing proposals. Through all of these efforts and with continued adaptability, the Development Management function of Inverclyde Council continued to operate efficiently minimising, where possible, disruption and thus providing continuity of the Service for businesses and the general public despite the unprecedented challenges of the global pandemic.



Within the Planning Policy team, once home working was established, a system of weekly working from home schedules was developed in which the officer set out what work was being undertaken that week, and what output would be passed to the team leader for consideration. This enabled project progress to be measured and managed. With the 'Our Homes and Communities' chapter of the 2019 Local Development Plan being quashed by a decision of the Court of Session in July 2020, an early review of the Local Development Plan was commenced with an ambitious timetable for the preparation of a new Local Development Plan. This was undertaken at a time when the entire Planning Policy team was largely working from home. Weekly online team meetings specifically to discuss progress were introduced as a key tool to ensure coordination within the team. Protocols were developed to ensure that where an office presence was required at key stages and for specific tasks, these were undertaken safely following all social distancing measures. The Council's Jabber video call and instant messaging software was extensively utilised together with other platforms to allow quick resolution of issues as deadlines approached.

In summary, the Planning Service has continued to adapt to the challenges of the issues resulting from the pandemic including the unexpected switch to home working. The introduction of new technology together with the continued adaptability and resilience of staff has ensured an effective continuity of service.

Goals:

Ensuring resilience within the Planning Service to allow the continuity of service for businesses and the general public which is key during the pandemic and the evolving nature of the resulting challenges.

Outcomes:

This case study demonstrates the flexibility of the planning service staff and their ability to continue to provide a service under unexpected and strenuous circumstances.

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Case Study Title:

HISTORIC AND NATURAL ENVIRONMENT RECORDS

Location and Dates:

Inverclyde-wide, April 2020 - March 2021

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

- Quality of Service and Engagement

Key Markers (please select all that apply):

11 - Producing information to support planning applications

Key Areas of Work:

- Conservation
- Environment

Stakeholders Involved:

- Authority Planning Staff
- Key Agencies

Overview:

In 2016 the Planning Service embarked on a process of updating how it displays and makes available information on the historic and natural environment. In previous years, work was carried out on the natural heritage designations with the records of Special Protection Areas, Sites of Special Scientific Interest and Local Nature Conservation Sites reviewed and published on the Council website. Schedules of the built heritage designations of Listed Buildings, Scheduled Monuments and Gardens and Designed Landscapes have also been updated. All of these records have been made available on the Inverclyde Council website.

In 2020, the last, and largest of the schedules was updated and placed on the Council website containing information on 637 archaeological sites in Inverclyde. A document has been produced for each settlement in

Archaeology Site – Greenock	
Site Name:	Bunston Knowe (Ravenscraig), Greenock
Alternative Name:	
Grid Reference:	225456, 675304
Parish:	Greenock
Monument Type:	Garden, Garden Feature, Motte (possible)
Date Recorded:	11 July 2005
Canmore Ref No.	105643

Archaeology Notes

Bunston Knowe occupies a promontory overlooking the road to Inverkip, a natural topographic feature that appears to provide a defensible position within the landscape. The name 'Bunston Knowe' and the outline of the promontory appeared on the 1st edition Ordnance Survey map, though no large house with an associated designed garden was depicted in the area at that time. This suggests that while it may have been subsequently landscaped as a garden feature, it may have originally been constructed or utilised for another purpose, possibly as a motte. The Ordnance Survey 1:50,000 contour map of the promontory shows a slight kink at the north-western side of the neck of land connecting it to the adjacent slope. It is possible that this could represent the remains of a ditch, dug to cut off access to the mound. The Ordnance Survey 1:2,500 Landline map of the feature shows three concentric rings, representing three distinct changes of slope, which may represent the base of the mound itself, a berm and an enclosing ditch. Further information would be required were the site to be threatened by development.



Inverclyde with each document containing an index of sites and clear descriptions of each site incorporating an account of reasons for the designation and a location plan.

The schedule will be updated if future archaeological sites of interest are discovered. In the past year, for example, works being undertaken by Scottish Water at Loch Thom resulted in the discovery of a site of potential interest. The Council is currently liaising with Scottish Water to have the site investigated and its significance confirmed.

Goals:

To provide information on the natural and built heritage schedules that is accessible and clear to understand for the public and professionals engaging with the planning in Inverclyde.

Outcomes:

The full suite of schedules for natural and built heritage sites are now complete.

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Case Study Title:

CLIMATE CHANGE AND ENVIRONMENT

Location and Dates:

Inverclyde, 2020-2021

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

- Governance

Key Markers:

11 - Producing information to support planning applications

Key Areas of Work:

- Environment

Stakeholders Involved:

- Key Agencies

Overview:

Inverclyde Council's responsibilities with respect to climate change and environmental sustainability are incorporated within Regeneration and Planning. These include annually reporting to the Scottish Government on Inverclyde Council's greenhouse gas emissions and action on climate change through Public Bodies Duties Public Sector Climate Change Reporting. The most recent reporting covering financial year 2019/20, showed that Inverclyde Council had achieved a reduction in its emissions of 46.5% since its baseline of reporting year 2012/13.

Inverclyde Council's Chief Executive is the 'Climate Lead' for the Society of Local Authority Chief Executives (SOLACE) Scotland and is supported in this role by Regeneration and Planning. This includes providing updates on Scottish Government climate change policy and informing of action by Scottish Local Authorities and Public Sector Bodies in regards climate change. The last year has seen significant announcements by the Scottish Government with respect to climate change and the 'green recovery' from COVID-19. These include the 'Update to the Climate Change Plan 2018-32: Securing a Green Recovery on a Path to Net Zero' and 'Draft Heat in Buildings Strategy: Achieving Net Zero Emissions in Scotland's Buildings Consultation'. Regeneration and Planning have provided briefings to Inverclyde Council's Chief Executive on such announcements to inform SOLACE Scotland.

Inverclyde Council is a member of a number of public sector organisations that have involvement, either directly or indirectly, in tackling climate change and improving environmental sustainability. These are 'Climate Ready Clyde', 'Sustainable Scotland Network' and 'Scottish Energy Officers Network'. Climate Ready Clyde is a partner organisation with the aim of making the Glasgow City Region resilient to the impacts of climate change and Inverclyde Council is represented on its Board by the Planning Policy Team Leader. In the last year Climate Ready Clyde has been developing its 'Adaptation Strategy and Action Plan' and Inverclyde Council has provided input to the strategy and committed to actions for it to adapt to climate change.

The Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Amendment Order 2020 requires Public Sector Bodies to set a target date for achieving 'net zero' greenhouse gas emissions and to set out how spending plans and resources will be aligned to achieve the target. In response to this, Inverclyde Council is developing a 'Carbon Neutral/Net Zero Strategy'.

Regeneration and Planning has been coordinating the procurement of consultants to develop the strategy.

The Local Development Plan incorporates climate change and energy. With respect to climate change, consideration is given to both mitigation and adaptation. The Supplementary Guidance on Energy refers to Scottish Government energy policy with the Carbon Reduction Officer providing relevant updates on this.



Goals:

The responsibilities of Inverclyde Council's Regeneration and Planning Service includes assisting Inverclyde Council in adhering to its requirements set out by the Scottish Government regarding climate change. This notably includes Part 4 of the Climate Change (Scotland) Act 2009 entitled 'Duties of Public Bodies Relating to Climate Change', which requires public sector bodies to act in the best way calculated to achieve Scottish Government greenhouse gas emissions targets. The case study illustrates that Inverclyde Council's Regeneration and Planning Service has been active in the last year in respect to its responsibilities concerning climate change.

Outcomes:

The case study demonstrates that Inverclyde Council has made significant reductions in its greenhouse gas emissions over the last seven years. It further demonstrates that Inverclyde Council stays informed about updates in climate change and energy policy and is taking action to both mitigate against and adapt to climate change. In 2021/22, Inverclyde Council will have developed a new Carbon Neutral/Net Zero Strategy, which will establish a net zero target year and proposed actions to achieve this.

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Case Study Title:**REVIEW OF STREET NAMING AND NUMBERING PROCEDURES AND PRACTICES****Location and Dates:****Planning Service / home-working locations - 2020 / 2021****Elements of a High Quality Planning Service this study relates to:**

- **Culture of Continuous Improvement**

Key Markers:**6 - Continuous Improvement****Key Areas of Work:**

- **Process Improvement**
- **Community Engagement**

Stakeholders Involved:

- **General Public**
- **Local Developers**

Overview:

Since the departure of colleagues who were previously involved with this area of work, staff within the Planning Policy team have taken over the management of street naming and numbering matters. This presented a steep learning curve to the staff involved, and also steadily highlighted the need to further streamline and improve our working practices in relation to these matters.

There are two main areas into which most (but not all) street naming and numbering matters fall.

The first of these two main areas is assisting with issues which are encountered by owners and occupiers of residential or commercial properties with the way their address is held by the Council or other bodies. Most often this will involve discrepancies between the address or postcode held by the Council and that held by Royal Mail, or the Assessors. Those encountering this problem – and the issues which consequently occur with electoral registration, deliveries, utilities, etc. – will contact (or be referred to) the Address Enquiries e-mail address. Planning Policy staff will then carry out all necessary investigations – often including a visit to the address in question – to resolve the issue. Assistance is also frequently provided when the owner wishes to change the name of a property, or to add a name in addition to a street number.

The second main area involves providing assistance with the numbering of new properties, and the naming of new streets. Usually this will involve an initial approach from the developer and/or housing association involved in the development. Suggestions (following research of the area) will be provided for appropriate street names, and we will work with the developer to arrive at a definitive naming scheme, which will then require to be approved at committee. In tandem with this, numbering must be agreed upon for all new properties. A full address schedule is then produced, and all new properties added to the Corporate Address Gazetteer (CAG), as 'under construction'. Royal Mail will provide postcodes for all new addresses, and all of these new addresses are then ready to be used for utilities etc.

Over 2020 and 2021, the additional challenge of working remotely has made it all the more important for us to make our processes as streamlined as possible. Co-ordination has been essential to ensure that no request or enquiry goes unanswered, and that they can be addressed within a reasonable timescale.

A detailed database is maintained on all live cases, and these cases evenly distributed between the staff involved. The carrying out of site visits is divided according to availability of time and transport.

Most importantly, in this past year we have published online a guide to street naming and numbering matters. This has ensured that all visitors to our website now have access to comprehensive information on all such matter that we handle. This has helped considerably with clarity for owners/occupiers as to what services can provide.



Goals:

The smooth running of our Street Naming and Numbering services is vital, and has been more important than ever during the remote working conditions of the last year.

Outcomes:

Street Naming and Numbering procedures have been running more smoothly than ever, and the clarity and breadth of information available online has been increased significantly with the publishing of our new guide.

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Case Study Title:

GIS INTERFACE FOR ALL PLANNING STAFF

Location and Dates:

Planning Service / home-working locations - Spring 2021 onwards

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

- **Culture of Continuous Improvement**

Key Markers:

6 - Continuous Improvement

Key Areas of Work:

- **Skills Sharing**
- **Staff Training**

Stakeholders Involved:

- **Authority Planning Staff**

Overview:

One of the service improvements identified in the 2020 PPF was the development of a GIS interface which could be used by all Planning staff. Rather than GIS remaining the sole preserve of technical staff, and to reduce reliance on PDFs and paper maps as reference materials for planners, this project is moving our service's relationship with GIS into a new phase.

Ease of reference to current and accurate constraints and contextual information is vital to the assessment of planning applications, and to the work of Planning Policy staff. The pervasive remote working situation which has existed for Planning staff through 2020/21, has made access to this information for individual staff members all the more important.

A bespoke GIS project was developed for use by staff members. This incorporates a choice of map bases, and aerial photography, with a range of Planning datasets – covering natural and historic environment designations, active travel and outdoor access, archaeology, and other Local Development Plan designations. A layer showing planning application locations was also extracted from Uniform records and included for reference. This application layer will be updated periodically, as will any of the other layers as and when they are edited.

Thus far, a number of Development Management and Planning Policy staff have had the 'express' edition of our corporate GIS software (Cadcorp SIS) installed on their computers. These staff have been provided with a starter guide which should help them quickly get to grips with the use of the software, and to discover the potential applications for it in their day-to-day work.

This initiative to increase GIS-use is at an early stage, and the desire is that it will evolve and develop over time. One of the central principles with the generic GIS project is that each individual user will be able to save and customise their own personalised version of it. Additional layers can be added, as applicable to the individual, and redundant layers trimmed out, to ensure each user has the information they most require access to.

Technical staff will continue to monitor uptake of this project, and will provide support to new users to ensure accessibility is maximised.



Goals:

Expanding and developing use of GIS by staff within the Planning Service encourages engagement with it as an integral resource to our work. Tailoring it to be as accessible as possible to less technically minded staff will act as a catalyst for this.

Outcomes:

There is clearly a desire among non-technical staff to engage with GIS, and an enthusiasm for its broader potential applications.

Contact:

graham.mccarey@inverclyde.gov.uk

PART 2: SUPPORTING EVIDENCE

SUPPORTING EVIDENCE

Supporting evidence relating to this document can be found within the links set out below:

Planning 'Home' Page - <https://www.inverclyde.gov.uk/planning-and-the-environment>

Development Management office contact information page - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/contacting-the-development-management-team>

Planning Policy office contact information page - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/contacting-the-planning-policy-team>

Adopted Inverclyde Local Development Plan - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp>

Proposed Inverclyde Local Development Plan - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-review>

Inverclyde Local Development Plan Archive - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-archive>

Historic Environment Information - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/conservation>

Natural Environment Information - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/natural-heritage>

Tree Preservation Orders & Trees in Conservation Areas - <https://www.inverclyde.gov.uk/planning-and-the-environment/tree-preservation-orders>

Climate Change - <https://www.inverclyde.gov.uk/planning-and-the-environment/climate-change>

Street Naming and Numbering - <https://www.inverclyde.gov.uk/planning-and-the-environment/address-enquiries>

Planning Applications "home" and Development Management Charter - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications>

Planning Enforcement Charter - <https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-enforcement>

Covid-19 - <https://www.inverclyde.gov.uk/covid-19>

James Watt Dock Development - <https://www.riverclydehomes.org.uk/news/new-homes-at-james-watt-dock>

Greenock Health Centre Development - <https://www.inverclyde.gov.uk/health-and-social-care/new-greenock-health-and-care-centre> <https://ads.staging.civiccomputing.com/greenock-health-centre/>

Avenel Development - <https://www.thomasrobinsonarchitects.co.uk/commercial/projects/avenel-development-1>

Case Study Topics	Issue covered by case study on the following pages	Case Study Topics	Issue covered by case study on the following pages
Design	p.6, p.8, p.10	Interdisciplinary Working	
Conservation	p.20	Collaborative Working	
Regeneration		Community Engagement	p.14
Environment	p.8, p.10	Placemaking	
Greenspace	p.6, p.18, p.20	Charettes	
Town Centres		Place Standard	
Masterplanning		Performance Monitoring	
LDP & Supplementary Guidance	p.12	Process Improvement	p.14, p.16
Housing Supply		Project Management	p.12
Affordable Housing	p.10	Skills Sharing	p.22
Economic Development		Staff Training	p.22
Enforcement		Online Systems	
Development Management Processes	p.16	Transport	
Planning Applications	p.6, p.8, p.10	Active Travel	

PART 3: SERVICE IMPROVEMENTS

Delivery of our service improvements in 2020-21:

Committed improvements and actions	Complete?
<p>Develop a user-friendly GIS interface containing relevant planning information for use by all Planning Service staff.</p> <p>Evidence: See case study which sets out the development of a GIS interface for all planning staff</p>	YES
<p>Review street naming and numbering procedures and practices.</p> <p>Evidence: See case study which explores the review of street naming and numbering procedures and practices</p>	YES
<p>Develop system for identifying, monitoring and publicising sites for small scale residential development.</p> <p>Evidence: Work commenced on this improvement but focus required to switch to the continuing response to the Covid-19 pandemic and the early review of the Local Development Plan.</p>	PARTIAL
<p>Undertake review and introduce improvements for at least 3 areas of development management procedures.</p> <p>Evidence: A review of the decision making process was undertaken and a simplified approach was introduced. The Manager is no longer involved in the delegated decision making process with the Team Leader submitting directly to the Service Head. This assisted in increasing efficiency as part of the Covid-19 response and the full benefit of the simplified approach will thereafter be realised as part of the post-Covid office environment.</p> <p>Enforcement Register availability. Historically the enforcement file records were only available in paper form within the office. Partly as a result of the Covid situation, the decision was taken to introduce an electronic record to make it more conveniently available to everyone working from remote locations. All new enforcement cases are now being recorded electronically.</p> <p>With the Covid-19 situation continuing and escalating again into the autumn and winter, there was a further focus on introducing improvements to the procedures to delivering the development management service in that context. Key to this was the introduction of Cisco Jabber software to enable Officers to once again link to the office telephone system and additionally have video call functionality with internal colleagues.</p> <p>Additionally see case study on Planning Service continuity during the Covid-19 pandemic.</p>	YES
<p>Introduce regular Planning Policy/Development Management liaison meetings.</p> <p>Evidence: These were introduced and immediately used to good effect in connection with Local Development Plan review. Additionally see case study on the Inverclyde Local Development Plan</p>	YES

IN 2021-22 WE WILL...

- Conclude work on developing a system for identifying, monitoring and publicising sites for small scale residential development.
- Undertake an analysis and review of Local Review Body (LRB) procedures and outcomes to establish the need for additional training, professional advice to the LRB or procedural changes.
- Develop a system for improving electronic document management within the Planning Policy team.
- Develop and establish a protocol for a collaborative approach to pre-application discussion relating to Council development proposals and associated planning applications to increase efficiency and reduce delays.
- Review and establish more efficient working practices with internal consultees to increase efficiency in the processing of planning applications.
- Introduce an online enforcement register.
- Introduce standard templates for some Planning Policy team procedures.

PART 4: NATIONAL HEADLINE INDICATORS

A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2020-2021	2019-2020
Local and Strategic Development Planning		
<ul style="list-style-type: none"> Age of Local Development Plan at end of reporting period Will the Local Development Plan be replaced by its 5th anniversary according to the current development plan scheme? Has the expected date of submission of the plan to the Scottish Ministers in the development plan scheme changed over the past year? Were development plan scheme engagement /consultation commitments met during the last year? 	1 year, 7 months Yes N/A Yes	7 months Yes N/A N/A
Effective Land Supply and Delivery of Outputs		
<ul style="list-style-type: none"> Established housing land supply 5 year effective housing land supply programming 5 year effective housing land supply total capacity 5 year housing supply target 5 year effective housing land supply Housing approvals Housing completions over last 5 years Marketable employment land supply Employment land take-up during reporting year 	5305 units 1560 units 3011 units 1294 units 6 years 285 units 734 units 30.13 ha 0.00 ha	5423 units 2007 units 3373 units 1315 units 7.6 years 406 units 726 units 30.13 ha 0.04 ha

B: NHI KEY OUTCOMES - DEVELOPMENT MANAGEMENT	2020-2021	2019-2020
Project Planning		
<ul style="list-style-type: none"> Percentage and number of applications subject to pre-application advice Percentage and number of major applications subject to processing agreement 	57/334 (17%) 0%	93/363 (25.6%) 0%
Decision-making		
<ul style="list-style-type: none"> Application approval rate Delegation rate Validation 	93.8% 97.6% 23.2%	95.7% 95% 20.3%
Decision-making timescales		
<ul style="list-style-type: none"> Major developments Local developments (non-householder) Householder developments 	N/A 12.7 weeks 8.3 weeks	28.6 weeks 9.7 weeks 6.8 weeks
Legacy Cases		
<ul style="list-style-type: none"> Number cleared during reporting period Number remaining 	6 40	18 31

C: ENFORCEMENT ACTIVITY	2020-2021	2019-2020
Time since enforcement charter published / reviewed	1 month	17 months
Complaints lodged and investigated	4	15
Breaches identified - no further action taken	0	0
Cases closed	2	3
Notices served	2	0
Direct action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

D: COMMENTARY

LOCAL DEVELOPMENT PLANNING

- The Inverclyde Local Development Plan was adopted in August 2019. In July 2020 a decision of the Court of Session quashed the 'Our Homes and Communities' section of the Plan. A decision was undertaken to undertake a full LDP review and a new Development Plan Scheme was approved (October 2020). It indicates the new Plan will be adopted by Spring 2022, within 5 years of the adoption of the 2019 Plan. Engagement/consultation commitments set out in the DPS were met during the last year.

EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUTS

- 2020/21 established and effective land supply figures are based on the *draft* 2020 housing land audit. 2019/20 figures are based on the finalised 2019 audit.
Housing Supply Target figures are based on the 2017 Clydeplan Strategic Development Plan Housing Supply Target for the 2012-2029 period. It has not been adjusted for completions.
The housing approvals figures are based on the number of houses approved in 2019/20 and 2020/21 respectively.
Housing completions figure for 2020/21 is based on completions 2016/21. The 2019/20 figure is based on completions 2015/2020.
Marketable employment land supply is at 31/3/21 and 31/3/20 respectively.
Employment land take-up is for 2020/21 and 2019/20 respectively.

DECISION-MAKING TIMESCALES

- The decision making timescale has increased across the board over previous years although overall performance requires to be considered in the context of a troublesome background during what has been an exceptional and unprecedented period. Performance can be considered favorably with reference to the Scottish average however, reflecting the Council's concerted efforts to maintain service delivery during the challenges of the pandemic. Whilst some legacy cases were cleared during this period, the number that remained undetermined during 2020-21 rose from 31 to 40. However, this is as a result of a combination of the impact of the pandemic on developers and architectural practices ability to respond to requests for further information and the Council's desire to actively seek to address issues where possible to add value to development proposals and enable development to proceed. A greater focus will be made to review these cases and actively progress them during the current year. Enforcement activity saw a significant reduction during the period 2020-21 compared to previous years. The Council records enforcement cases where a complaint is founded and a "take up" letter issued. The enforcement function is undertaken by Officers in conjunction with their planning application caseload and this, together with lockdown travel restrictions, limited enforcement activity undertaken. It is expected that an increase in enforcement activity will occur in the current year as the pandemic eases.

PART 5: SCOTTISH GOVERNMENT OFFICIAL STATISTICS

A: DECISION-MAKING TIMESCALES

Timescales	2020-21	2020-21	2019-20
Overall			
Major developments	0	n/a	28.6 weeks
Local developments (non- householder) <ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	96 51 (53.1%) 45 (46.9%)	12.7 weeks 7.0 weeks 19.1 weeks	9.7 weeks
Householder developments <ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	175 135 (77.1%) 40 (22.9%)	8.3 weeks 7.0 weeks 12.8 weeks	6.8 weeks
Housing developments			
Major Local housing developments <ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	0 26 7 (26.9%) 19 (73.1%)	n/a 21.0 weeks 6.8 weeks 26.2 weeks	28.6 weeks 10.9 weeks
Business and industry			
Major Local business and industry <ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	0 8 4 (50.0%) 4 (50.0%)	0 weeks 11.0 weeks 8.0 weeks 13.9 weeks	0 weeks 7.5 weeks
EIA developments	0	n/a	n/a
Other consents*	63	7.7 weeks	5.6 weeks
Planning/legal agreements** <ul style="list-style-type: none"> Major: average time Local: average time 	0 0	n/a n/a	48.9 weeks 4.9 weeks

Notes

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

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

B: DECISION-MAKING: LOCAL REVIEWS AND APPEALS

Type	Total number of decisions	Original decision upheld			
		2020-21		2019-20	
		No.	%	No.	%
Local Reviews	2 LRB Decns Number upheld - 1	1	50	4	44.4
Appeals to Scottish Ministers	3 Appeal Decns Number upheld - 2	2	66.6	3	75

C: CONTEXT

The profile of applications received during 2020-21 has seen a change on previous years with a reduction in both major developments and local developments (non-householder). An increase in householder applications has, however, been experienced. Fee income has also continued to see a reduction on previous years, falling from £279,574.73 from 451 applications in 2019-20 to £244,705.71 from 344 applications in 2020-21. The average application fee has increased however, from £620 to £711.

When local applications are not determined within 2 months, the reason for this is recorded. It is clear that during 2020-21 the Covid-19 pandemic had a significant impact and 97 applications fall into this category. This is acknowledged to be an increase on previous years. Requests for further information in response to issues arising following consultation, public comment and detailed plan assessment are an inevitable consequence of more complex applications and this was the reason for delay in 38 cases. 7 applications were delayed due to the need to report the applications to the Planning Board. This can be attributed to the Planning Board not sitting between April and September 2020 due to the implications of the pandemic.

It is clear that the Covid-19 pandemic has resulted in a significant impact on the small Development Management team. In common with all Councils across Scotland together with other Council Services, the Development Management team was impacted by the national lockdown response to the Covid-19 pandemic which abruptly disrupted normal work processes. The Service responded quickly to the situation and managed to maintain service provision to a reasonable standard however. Staff are now fully equipped to work from home and there has latterly been a recovery in service delivery as a result. In addition to these challenges, the team continued without a manager for the whole period and this resulted in the diversion of the Development Management Team Leader onto some management tasks causing an additional impact on application workload processing and an increased caseload to the other officers. A Planning Officer was also absent on maternity leave for much of the period and the period beginning with just one Senior Planner and two Planning Officers within the team. Consequently, 44 applications remained undetermined after 2 months applications as a result of officer delays. This is significantly higher than normal, extremely unusual and reflects the challenges and

consequences of altered work practices as a result of the pandemic. It should be noted that “officer delays” also relates to delays in replies from other officers within the Council including consultations replies from colleagues in other Council Services. Many Council officers were diverted onto other duties at the height of the pandemic which impacted on their ability to respond to consultations within the normal timeframes.

The Council has been able to respond positively to the challenges of the period. Firstly a new Senior Planning Officer was appointed and a Graduate Trainee Planner had a contract extension to provide maternity cover and additional capacity to assist in responding to the challenges of the pandemic. Within the administration team, a Modern Apprentice received a contract extension to provide additional capacity for the team to respond. Most significantly the Council has also appointed a new Planning and Building Standards Manager within the early part of the current year. The Development Management Team is now at full strength and it is hoped that this will allow a return to Inverclyde's previously excellent performance which will contribute to assisting in the area's recovery from the Covid-19 pandemic.



PART 6: WORKFORCE INFORMATION

The Planning function operates within the Regeneration and Planning Service of the Environment and Economic Recovery Directorate.

Following changes in the structure during the 2020-21 period, the Head of Regeneration and Planning took on an additional role as Interim Service Director - Environment and Economic Recovery. The management of planning applications, planning enforcement, planning policy matters including development plan preparation, tree preservation, and conservation/ design all now rest with the Planning and Building Standards Manager who also has responsibility for building standards verification and enforcement and licensing advice. This post was vacant as at 31st March 2021 although the recruitment process was concluded prior to this date and the post filled early in the current year.

2020-21 also saw an additional Senior Planner join the Development Management Team and the departure of a Graduate Trainee Planner who had latterly been providing maternity cover as part of an extended contract.

A Policy Planner post remained vacant as at 31st March 2021.

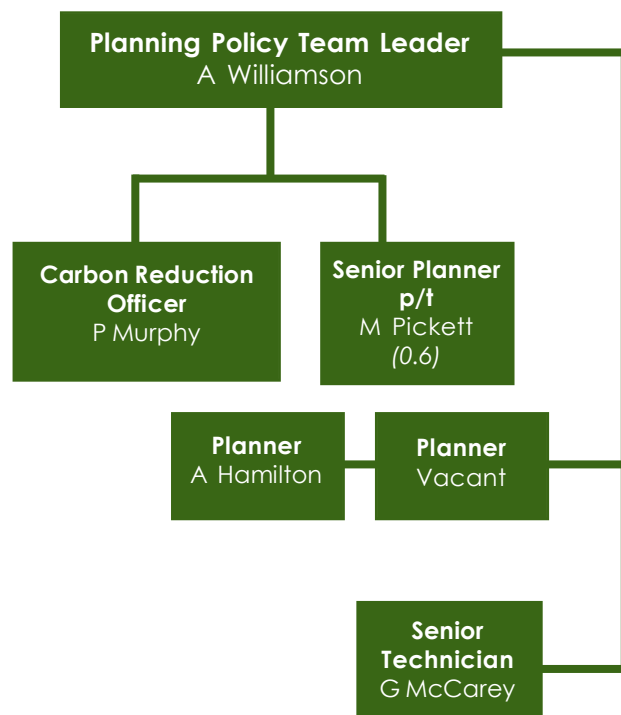
	Tier 1 <i>Chief Executive</i>	Tier 2 <i>Director</i>	Tier 3 <i>Head of Service</i>	Tier 4 <i>Manager</i>
Head of Planning Service		●		

RTPI Chartered staff	Headcount	FTE
Development Management (RTPI)	4	4
Development Planning (RTPI)	2	1.6
Other (including staff not RTPI eligible)	9	8.5

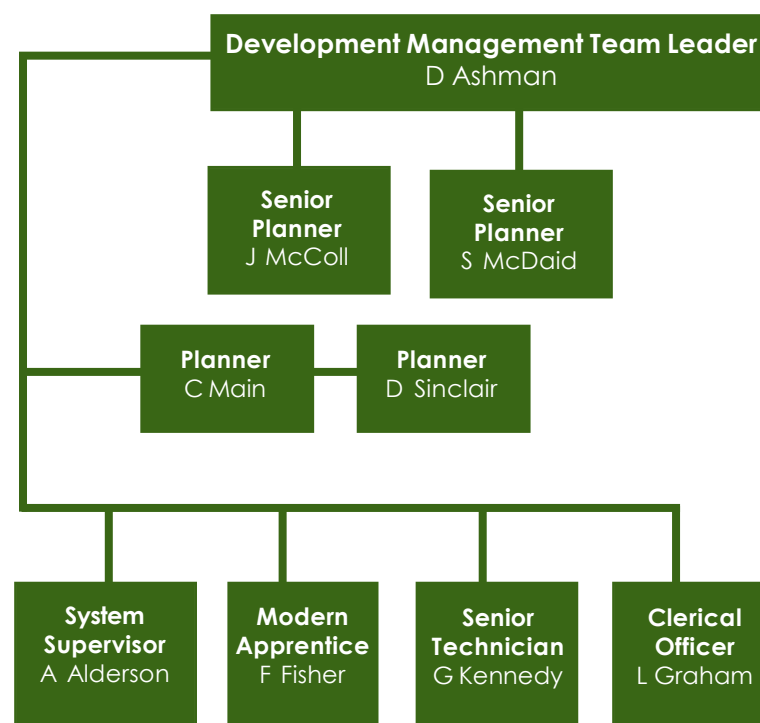
Staff Age Profile	Headcount
Under 30	1
30 - 39	3
40 - 49	4
50 and over	6

Planning and Building Standards Manager
Vacant

PLANNING POLICY STRUCTURE



DEVELOPMENT MANAGEMENT STRUCTURE



PART 7: PLANNING COMMITTEE INFORMATION

COMMITTEES AND SITE VISITS 2020/21

The Council's Environment and Regeneration Committee considers planning policy matters, while the Planning Board determines planning applications. Ordinarily, the Environment and Regeneration Committee meets on an 8 week cycle, and the Planning Board sits on the first Wednesday of each month when there are cases to consider. There is a summer recess, with no meeting taking place in July. The committee schedule has been disrupted by the pandemic with a reduced number of meetings during this period. For example, there were no meetings of the Planning Board between April and September 2020. Meetings subsequently returned to the regular schedule on a video conference arrangement. Site visits may be requested and agreed at Planning Board meetings, with the site visit occurring in advance of the next timetabled Board meeting. The Local Review Body is timetabled to meet immediately after each Planning Board meeting, although it will only sit when there are cases to be considered.

Full Council Meetings	6
Planning Committees (Planning Board)	7
Area Committees	n/a
Committee Site Visits	2
Local Review Body	1
Local Review Body site visits	0

APPENDIX A: PERFORMANCE MARKERS

Performance Marker	Source / Evidence
DRIVING IMPROVED PERFORMANCE	
1 Decision making: continuous evidence of reducing average timescales for all development types.	<p>Average timescales across the markers have increased.</p> <p>Local development (non-householder) – 12.7 weeks in 2020-21 compared with 9.7 weeks in 2019-20</p> <p>Local housing developments – 21.0 weeks in 2020-21 compared with 10.9 weeks in 2019-20</p> <p>Householder developments – 8.3 weeks in 2020-21 compared with 6.8 weeks in 2019-20</p> <p>Local business and industry developments – 11.0 weeks in 2020-21 compared with 7.5 weeks in 2019-20</p> <p>Other – 7.7 weeks in 2020-21 compared with 5.6 weeks in 2019-20</p> <p>There was no comparison available for major developments (housing, business and industry developments), EIA developments or developments with planning and legal agreements.</p>
2 Project management: offer of processing agreements made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	<p>The use of processing agreements is encouraged in discussions/correspondence during major development pre-application stage. Also encouraged in planning applications webpage and in Development Management Charter – see link below for both.</p> <p>http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission</p>
3 Early collaboration with applicants and consultees on planning applications: <ul style="list-style-type: none"> - availability and promotion of pre-application discussions - clear and proportionate requests for supporting information. 	<p>Availability of pre-application advice is publicised online in the webpage text at http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission and in the Supplementary Guidance on Planning Application Advice Notes (http://www.inverclyde.gov.uk/ldp).</p> <p>The Council continues to operate an open and free planning application advice service, with no current plans for charging for this service.</p> <p>Requirements for supporting information and developer contributions are provided in the Development Management Charter (linked document on http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures).</p>

	Performance Marker	Source / Evidence
DRIVING IMPROVED PERFORMANCE		
4	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant'	No applications with legal agreements were concluded in 2020/21.
5	Enforcement charter updated / re-published	The Council's Planning Enforcement Charter was published in February 2021. (https://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement)
6	Continuous improvement: - show progress / improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report	<p>The Local Development Plan is less than 5 years old (http://www.inverclyde.gov.uk/ldp) and the new Local Development Plan is under preparation with adoption expected within 5 years since the adoption of the current plan (https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-review)</p> <p>Participation Statement commitments were met in 2020-21</p> <p>The Enforcement Charter and the Development Management Charter in were both published in February 2021 - both are less than 2 years old at base date of this report.</p> <p>Four service improvements were achieved in 2020-21, and one is ongoing.</p>

	Performance Marker	Source / Evidence
PROMOTING THE PLAN-LED SYSTEM		
7	LDP (or LP) less than 5 years since adoption	The Local Development Plan was adopted on August 2019. (http://www.inverclyde.gov.uk/ldp)
8	Development plan scheme demonstrates next LDP: <ul style="list-style-type: none"> - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale 	The current Development Plan Scheme (October 2020) schedules the next LDP to be adopted in Spring 2022, and therefore on course for adoption within a 5-year cycle. Plan preparation is project planned to meet deadlines for management approval and Committee submission, and Development Plan Scheme dates. (http://www.inverclyde.gov.uk/newldp) See Local Development Plan case study in Part 1.
9	Elected members engaged early (pre-MIR) in development plan preparation	Elected Members were involved in two Member-Officer Working Groups in which potential issues and options were discussed. See Local Development Plan case study in Part 1.
10	Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	Discussions were held with the Scottish Government to agree a way forward for the Council following the quashing of the housing chapter of its current Local Development Plan. A call for sites/issues exercise was held at the outset of the Plan preparation process, with 40+ sites suggested for development by development industry and landowners. Comments on these sites were sought from the Key Agencies, and meetings were also held with the Key Agencies to identify potential issues for the Main Issues Report.
11	Production of regular and proportionate policy advice, for example through SPGs, on information required to support applications	Supplementary Guidance has been adopted for Enabling Development and Planning Application Advice Notes. (http://www.inverclyde.gov.uk/ldp) For the Proposed Plan, in addition to draft versions of the above, Draft Supplementary Guidance has been published for Affordable Housing in the Inverclyde Villages, Energy, and Priority Places. (http://www.inverclyde.gov.uk/newldp)

	Performance Marker	Source / Evidence
SIMPLIFYING AND STREAMLINING		
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	<p>Planning staff meet regularly with Housing colleagues to monitor progress on RSL development and progress housing studies.</p> <p>Planning staff work closely with Roads and Environmental Health colleagues on planning applications, including at the pre-application stage. Planning and Roads colleagues worked closely on active travel behaviour change and infrastructure projects.</p>
13	Sharing good practice, skills and knowledge between authorities	The Council participates in a number of initiatives with adjoining authorities to share good practice. This includes the West of Scotland Planning Benchmarking Group which brings together officers from Inverclyde, East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils to discuss a wide range of issues.
DELIVERING DEVELOPMENT		
14	Stalled sites/legacy cases: conclusion/ withdrawal of planning applications more than one year old	Six legacy cases were cleared during the period. The Council continues to seek to reduce the number of legacy cases through a combination of regular dialogue together with the determination or withdrawal of applications.
15	Developer contributions: clear and proportionate expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	<p>Inverclyde Council has limited requirements for developer contributions.</p> <p>The Planning Application Advice Note Supplementary Guidance allows for contribution to off-site play equipment when housing development sites are close to existing parks/play areas.</p> <p>Developers are required to provide or contribute to improvements to the transport network that are necessary as a result of the proposed development. (Policy 11 of the LDP).</p>

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