

# Planning Performance Framework 2021 - 2022



# Introduction

We are pleased to present East Dunbartonshire Council's 2021/22 Planning Performance Framework (PPF) Report. Over the course of the year the Council has continued to provide a high-quality planning service, build on the achievements recognised from our 2020/21 PPF and address areas for improvement. This is within the context of a number of challenges: ongoing impacts of the COVID-19 pandemic on Council operations, most notably all planning staff continuing to work remotely; the continuing challenging financial climate which all local authorities across Scotland are facing; and staff vacancies in development management.

For the Development Applications (development management) Team it was a particularly busy year with 963 applications decided in 2021/22, with fewer than 800 being a more typical annual figure in recent years. This has been combined with the now familiar high turnover of staff experienced by many local authorities. In particular, vacancies in the Validation team had a significant effect on productivity in Quarter 3, with planners required to validate their own applications to cover the staff shortage for a number of months. Despite this, significant progress has been made on a number of our larger development sites, including some particularly long-standing sites, alongside continuing to deliver a good service to the local-scale applicants that make up the vast majority of our customers.

For the Land Planning Policy Team, the submission of Local Development Plan 2 to Scottish Ministers was a significant achievement and was accompanied by detailed work, following approximately 2,000 responses to the Proposed Plan. During the Examination the team has responded to numerous Further Information Requests. The team has continued to work on updating the suite of Supplementary and Planning Guidance which accompanies the LDP. The team has benefited from stable and experienced staff during this time.

The wider Land Planning and Development Service has continued to progress a number of exciting regeneration projects, most notably in our town centres and locality areas, as well as developing significant masterplans for Kirkintilloch Business Gateway and Bishopbriggs (as part of the Council's City Deal project).





# Contents

<b>Part 1</b> – Qualitative Narrative and Case Studies	4
<b>Part 2</b> – Supporting evidence	26
<b>Part 3</b> – Service improvements	28
<b>Part 4</b> – National Headline Indicators <b>(NHI)</b>	32
<b>Part 5</b> – Performance Markers	40

# Part 1 – Qualitative Narrative and Case Studies

# Quality of Outcomes

## East Dunbartonshire City Deal projects

The Council's City Deal projects are located in the Bishopbriggs area and continues to be progressed. A case study - [case study 1](#) - is provided which sets out more detail.

### Bishopbriggs town centre development

This year saw development commence on one of our larger development sites, which has been identified in a number of iterations of the Local Plan/ Local Development Plan. The Bishopbriggs town centre site consists of a dated Morrisons supermarket, a large brownfield site and some prominent land within the town centre which is greatly underused (a taxi rank and low-quality landscaping). Following close working with the landowner and the production of a masterplan, planning permissions were granted (this process was the subject of a case study in the 2019-2020 PPF) for both the construction of a new supermarket and a residential development. As well as delivering important regeneration within the defined town centre this application also delivered a substantial area of land for use by the Council as a civic space. The availability of this land is closely linked to the City Deal project for Bishopbriggs town centre which is described further in [case study 1](#).

### Canniesburn Toll

The Council is progressing plans to deliver improvements to Canniesburn Toll, making it a better environment for all road users.

Plans include:

- Traffic lights at approaches to the roundabout, with pedestrian crossings (drop kerbs and tactile paving)
- Parking provision for businesses on the Toll with a Blue Badge bay
- Cycle parking outside businesses on the Toll
- Measures to improve drainage issues.

This project originated as a condition from a previous planning application in the Kilmardinny area which was approved in 2010. The condition was for the replacement of the Canniesburn Toll Roundabout with traffic signal control. Council aspirations also included making the area more attractive and safer for all road users, and the designs currently being finalised include provision

for enhanced active travel provision. The work is being funded by developer contributions related to planning consent.

## Ongoing regeneration in East Dunbartonshire communities

Land Planning and Development has completed and progressed a number of regeneration projects including:

- The Regent Gardens Project: This is a specific action within the Kirkintilloch Town Centre Masterplan and improvements to this area were also identified through community-led consultation held over 2018. The design has been informed by a range of consultation activity and close work with Your Kirky over the last three years. The design phase has now been completed and if approved to progress onto construction the project will see major improvements to the gardens area and Union Street up to the entrance at Peel Park.
- Campsie Memorial Hall Revitalisation Project: If the external funding required is secured this project will further enable local-led renewal of Lennoxton, making the refurbished community-run Campsie Memorial Hall the focal point for physical, economic and social regeneration. Linked to wider town centre regeneration, the improved hall will provide a more accessible, flexible and multi-purpose venue for the delivery of a range of services and opportunities to address poverty and inequalities, and improve life chances. Architects were appointed in 2021 to prepare design proposals for the regeneration of facilities. To ensure the proposal has the full backing of the community, consultation was conducted to establish local priorities for the improvement of facilities and services to meet needs.

## Kirkintilloch Business Gateway Regeneration Area

This significant business site has had a number of vacant plots for some years. As part of work on LDP2, the Council initiated work with the landowners to progress a Masterplan for the site in order to push forward development. Full detail is provided in [case study 2](#) below.

## Case Study 1

### East Dunbartonshire City Deal – Bishopbriggs town centre and Westerhill Regeneration Area



#### Bishopbriggs Town Centre: Public Realm Plan

East Dunbartonshire's City Deal project consists of three project elements. The third element is focused on the regeneration of Bishopbriggs town centre to create an easily-accessible, vital (full of reasons for people to visit) and viable (attractive to both visitors and investors in the longer term) town centre, with a high-quality environment that is sustainable over the long term, and meets the needs of the community and its partners. This will be enabled through: improvements to the wider public realm and physical environment; enhanced options for transport connections; and creation of new business incubation space.

In order to meet the regeneration aims, a comprehensive Public Realm Plan (PRP) for the town centre was needed. During this study period, the Council's City Deal Team (with support from other relevant services) led the delivery of a PRP for Bishopbriggs town centre by adopting the actions implicit within the Council's Local Development Plan (LDP), the emerging LDP2, the Bishopbriggs Town Centre Strategy (TCS) and the Local Outcomes Improvement Plan (LOIP).

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

- Quality of outcomes
- Quality of service and engagement

#### Key Markers:

9 and 11

#### Key Areas of Work:

- Design
- Climate change
- Regeneration
- Town centres
- Masterplanning
- Local Development Plan & Supplementary Guidance
- Economic development

#### Stakeholders Involved

- General public
- Local developers
- Authority Planning staff
- Authority other staff

#### Name of key officer

Ceara Pimley – City Deal Team Leader  
Eilidh Callum, Eimear Heavey – City Deal Officer

Following in-depth analysis by the Council's appointed consultant team, a community engagement process and high-level transport modelling work, a Public Realm Plan for Bishopbriggs town centre was published in July 2022.

In 2018, the Bishopbriggs Town Centre Strategy set a vision for Bishopbriggs:

'Bishopbriggs should have a town centre with a 'village feel' and a diverse mix of retail, which is a vibrant focal point for the community. It should be a safe and welcoming pedestrian environment that is well connected to its surrounding neighbourhoods and greenspaces. Community activity and events should be focused around a new civic space at the heart of the town centre, contributing to its life and vitality.'





The strategy considered the strengths, weaknesses and key opportunities within the town centre, and set out four key objectives for realising the vision, as well as a series of actions. The Public Realm Plan begins to deliver on some of the actions set out therein, with particular reference to Action 1.

The PRP has involved a comprehensive review of the existing public realm and produced an outline design concept detailing the overarching aspiration for Bishopbriggs town centre public realm. The PRP aims to give pedestrians, cyclists and public transport priority over cars, rework the existing public realm and deliver new public spaces - thereby creating new opportunities for social interaction and play, and helping to make the town centre a more active, inclusive and engaging place. Not only will this benefit the health and wellbeing of local people, we believe it will stimulate further economic investment and business growth within Bishopbriggs.

The Local Outcomes Improvement Plan for 2017-2027 set out six key outcomes and themes to meet the established needs and aspirations of the local community. The Public Realm Plan will support all six of these themes. The creation and maintenance of a healthy public realm for Bishopbriggs is essential to the achievement of a sustainable, attractive and thriving town centre that everyone can enjoy and take pride in.

As well as being able to move around easily, it is important that people feel the town centre is a safe and welcoming place. The key public spaces within the plan will be versatile and provide for people from different cultural and age groups (including children, people with disabilities and the elderly) who will use spaces in different ways.

In addition to everyday use, the PRP recognises that public spaces must also be able to accommodate other activities, such as community events, cultural celebrations and festivals. When we take forward the PRP we will ensure that our public spaces are designed and laid out to help accommodate a wide range of activities and to encourage everyone to use the town centre - young and old, families and children.

The wider impacts of improved public realm infrastructure include investment in active travel, increased retail activity and employment opportunities, increased inward investment and, in some cases, increased house prices. Bringing together the immediate impacts of improved public realm along with the wider impacts will help realise the aims and outcomes of the LOIP.

The plan concludes the first stage in establishing possible projects to improve the town centre environment. The next steps will see the concept subject to a full and rigorous follow-on process that will include tasks such as detailed design, community and stakeholder engagement, and further site investigations. The A803 Kirkintilloch Road is the main artery running through the town centre. As such, the detailed design and feasibility process will be progressed in tandem with the A803 design works, where the focus will be the reallocation of space within the road corridor through the town centre, as well as measures to address traffic movement.





The Masterplan is currently being progressed following the commissioning of a consultant team who have been undertaking a mostly desktop exercise collating all of the information relating to the site. A map of potential developable areas has been created which will be further developed into spatial options, incorporating various WDR route corridors. A Framework Masterplan is expected in mid-2023.

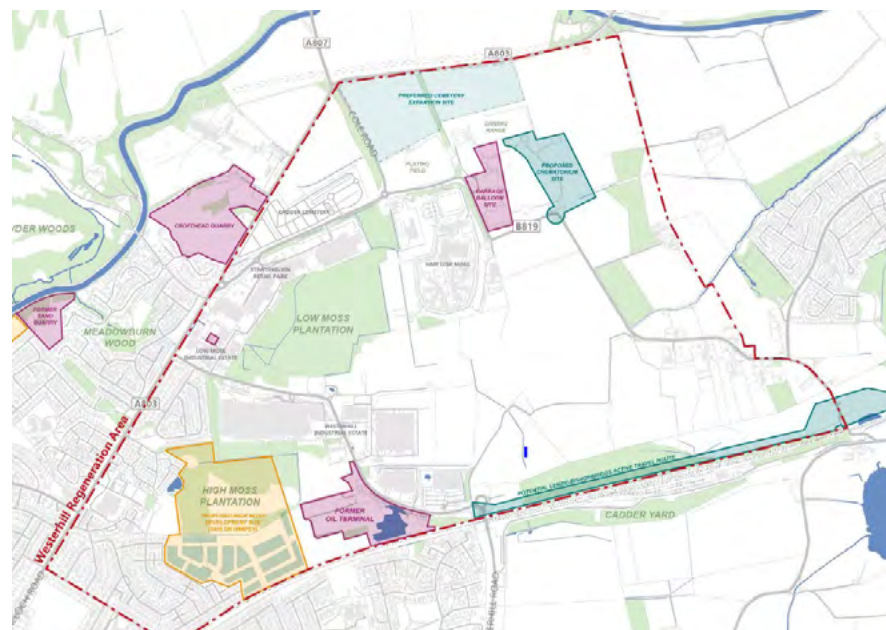
The emerging Local Development Plan supports the preparation of a Masterplan in Policy 3.R and sets out certain requirements in addition to employment generation, such as the construction of the Westerhill Development Road, the implementation of active travel links and the creation of a local nature reserve.

The Local Outcomes Improvement Plan (LOIP) for 2017-2027 sets out six key outcomes and themes to meet the established needs and aspirations of the

local community. The Westerhill project will help ensure that LOIP 1 ('East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is an attractive place in which to visit and invest') will be met due to the incorporation of an economic analysis of market conditions to underpin the Masterplan, which will help to ensure the Council targets the correct employment sectors once the document is completed.

The Masterplan will also be key to ensuring the success of Local Outcome 5 of the LOIP ('Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles'). Westerhill seeks to become a new destination for both business and leisure, while the creation of a nature reserve and new active travel routes will lead to a more active population in Bishopbriggs and increase people's wellbeing.

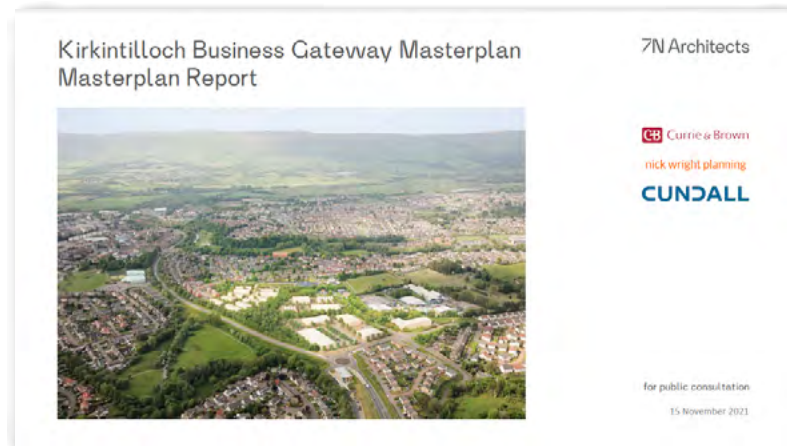
Through the various desktop studies undertaken so far, the Westerhill Masterplan has demonstrated the potential areas for development and opportunity as well as the constraints across the site. The next stage of the process will look at various spatial options incorporating the route corridor for the WDR project. Once this is refined following ground investigations the final framework Masterplan will be produced. It is likely that the Masterplan will be adopted as Supplementary Planning Guidance in mid/late 2023.





## Case Study 2

### Kirkintilloch Business Gateway Masterplan, Woodilee Industrial Estate, Kirkintilloch



To promote the feasibility of the Business Gateway site, and establish the direction for development, the Council initiated a Masterplan in 2014, which was integrated within the Council's Local Development Plan 2017.

In 2019-2020, the Council's valuable engagements with landowners and businesses through the Local Development Plan 2 process led to the site being reprioritised for regeneration and enabled the masterplanning process.

Key dates:

- Masterplan brief in partnership with the landowners and businesses – Feb 2021
- Inception of Masterplan - March 2021
- Public consultation on final draft – Nov – Dec 2021
- Conclusion of Masterplan – March 2022
- Committee approval - June 2022

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

- Quality of outcomes
- Quality of service and engagement

#### Key Markers:

9 and 11

#### Key Areas of Work:

- Masterplanning
- Local Development Plan & Supplementary Guidance

#### Stakeholders involved:

- General public
- Local developers
- Authority Planning staff

#### Key officer:

Alistair Kyle – Team Leader – Regeneration and Town Centres

Nikita Shah – Regeneration Officer

By the start of 2021, a team of planners, architects and engineers from 7N Architects, Nick Wright Planning and Cundall Construction & Engineers - led by Currie & Brown Ltd - provided professional input and steered the development of a Masterplan over a tight timescale. The process followed extensive consultation and partnership working involving a range of stakeholders, including landowners, developers, local residents and relevant Council services/ departments.

A range of technical studies delivered by the appointed professional team ensured that the Masterplan is informed and based on detailed understanding of local context and constraints.

Public consultation on the final Masterplan received widespread support. The Masterplan was approved and adopted by East Dunbartonshire Council in June 2022.

#### Proposed Masterplan Layout (inc. Plot A Option 2)

Option 2 for Plot A locates business units to the southern end of the Plot, adjacent to the A806. These units would be accessed off a new junction off the A806, which would be subject to agreement between the landowner and EDC Roads and Transport. The northern portion of Plot A is residential in this option.

- Existing key pedestrian/cycle routes.
- Proposed key pedestrian/cycle routes.
- Potential active travel along A806.
- Potential vehicle access points.
- Potential vehicle access points into new business units on Plot A off the A806, subject to agreement between landowner and EDC.
- Pedestrian and cycle connection between sites.
- Proposed new crossing points.
- Green space.
- Existing watercourse (approx. position).
- New public space.
- Potential area for sensory garden on Plot A.
- Potential tree planting.
- New tree planting.
- Older people's accommodation with ancillary facilities and care provision, in accordance with LDP2 Policy 4.8.
- Residential use.
- Business use.
- Mixed businesses and community uses.
- Industrial use.
- Retained Pavilion building.
- New playpark.
- Key footpaths.
- Historic mine entries (approx. position), refer to Breachhead Report for details.



In line with LDP2 Policy 4.R, the Masterplan outlines mixed land uses and indicative layouts to create a flexible framework for the delivery of employment-led uses, which would support future actions and decision-making by the Council, businesses and landowners, as well as the local community. The Masterplan (along with its supportive documents) will be treated as a Planning Guidance to support East Dunbartonshire Local Development Plan 2.

Based around the concept of 20-minute neighbourhood and good practice guidance on sustainable developments, the Masterplan is intended to promote positive behaviours and environmental improvements for local community through the delivery of business and employment ambitions, while avoiding competition or undermining the vitality and viability of Kirkintilloch town centre.

The Masterplan and its process has enabled the Council, as well as private landowners/businesses in the Kirkintilloch Business Gateway area, to reprioritise and initiate a collective approach to seek solutions and opportunities for the regeneration of this strategically-important development site for East Dunbartonshire - helping to enhance the economic activities, employment, place-making and environment within the area and East Dunbartonshire.

The active participation of, and input from, landowners, businesses, various Council services and potential developers helped to outline a high-performing and desirable layout for mixed land use for various site parcels, while incorporating green networks and active travel links which will benefit communities and environments across and beyond the site area. The feasibility of the proposal agreed with range of stakeholders is captured within the Masterplan via an indicative action/delivery plan and supplementary documents.

Now adopted as Planning Guidance, it will be treated as a material consideration to help provide direction for evaluation and determining decisions for development applications with respect to the Business Gateway site (as well as the surrounding area).

Building on the legacy of the masterplanning process, the Council intends to continue working closely with landowners/businesses and potential developers to enable the delivery of the Masterplan, supporting the accelerated revitalisation of approximately 7ha of vacant brownfield land across the Business Gateway site, for intended use.





# Quality of service and engagement:

## Pre-application advice

We continue to offer a daily duty service which primarily provides free advice on permitted development, making an application, enforcement and general interpretation of planning policy. If more detailed, project-specific, advice is required then we do have a pre-application advice service which involves a fee. We have detailed guidance on this process available on our website, which outlines the fees and level of service that can be expected for that fee.

## Development planning – team and project management:

The Land Planning Policy Team have worked on two significant areas of work in 2021/22 – submission of Local Development Plan 2 to Scottish Ministers and a review of Planning Guidance and related consultation. The Team has ensured clear and organised project management throughout the year in order to submit LDP2 to Scottish Ministers extremely efficiently, despite over 2,000 responses during the Proposed Plan Representation Period ([case study 3](#)), and to use the time whilst the Examination has been ongoing to work on Supplementary and Planning Guidance for LDP2 ([case study 4](#)). In addition, significant time had to be spent responding to the Scottish Government consultations on National Planning Framework 4 and LDP Regulations and Guidance. It has, at times, been a challenging work schedule and in order to achieve this, project management has been key - including detailed project plans, often weekly meetings, and organised filing and other systems. The experience of the planners in the team has been of real benefit, especially when working through complex legislation and DPEA requirements relating to the analysis of representations, notification processes and the submission of paperwork to Scottish Ministers.

## Householder applications

Around 85% of our applications consist of householder planning applications so, while delivering large housing sites and regeneration projects is undoubtedly important, a significant proportion of development management staff time remains dedicated to this area of work. These applications are very important to the homeowners involved and neighbours who may be affected by the works so we aim to ensure that adequate resources continue to be dedicated to making sure they are assessed appropriately. We are constantly seeking to improve our processes to ensure a timely decision, and also continue to aim to add value to the process and achieve the best outcome for all involved. [A case study](#) has been provided below to demonstrate our approach to householder applications. One of the improvements described in Part 3 relates to work to improve the validation process, which can be a significant source of delay for householder applications. A service improvement identified for 2022/2023 also includes a review of the planning pages of our website to ensure easier access to information which is primarily aimed at those proposing householder developments.

## Virtual meetings

Council meetings continue to be held virtually although colleagues in Committee Services are currently working on a hybrid model which should be available for the first cycle of meetings following the summer recess. In 2021/2022, meetings of the full Council, Place, Neighbourhood and Corporate Assets Committee, Planning Board and Local Review Body - as well as Pre-Determination Hearings - have all been held virtually. As members, staff and the public have become more familiar with this format they have been operating very effectively.

Meetings are all broadcast on the Council's YouTube channel to ensure public attendance remains as high as possible. The Planning Board remains one of the most viewed meetings in the calendar, attracting a high number of hits and also a long viewing duration.

## Case Study 3

### Submission of LDP2 to Scottish Ministers

The screenshot shows the 'Case Details' page for 'LDP-200-3 (Local Development Plan)'. The page includes a navigation bar with 'Home', 'Search', 'News', and 'Contact us'. The main content area displays the following details:

- Case Reference (type of case):** LDP-200-3 (Local Development Plan)
- Case URL:** <https://www.dpea.scot.nhs.uk/cases/details.aspx?case=122652>
- Case Detail:** East Dunbartonshire Proposed Local Development Plan
- Date of receipt to DPEA:** 15 Jun 2020
- Authority (and reference):** East Dunbartonshire Council (219)
- How the case is to be decided:** Site Inspection
- Jurisdiction Status:** Report
- Case Status:** Allocated to reporter
- Name of case owner (contact no. and e-mail):** McCord, Mando (Tel: 0121 244 4062 - Email: [mando.mccord@scot.nhs.uk](mailto:mando.mccord@scot.nhs.uk))
- Name of reporter:** Mr South-Bry
- Other reporters:** Mr Gordon Reid
- DPEA receipt date:** 29 Jun 2020
- Case overview:** \*\*Case Update - 10/05/2021\*\* The reporters do not expect to have any more Further Information Requests. The report and recommendations are being progressed and the reporters anticipate completion of the report around the end of June.
- Case characteristics:** Development Plan (Local)

Below the details, there is a section titled 'The following table provides further information on Current Development Plan examinations and upcoming and pending:' followed by a table with columns: AB (7/1), Correspondence (1/7), Decision (1/1), Summary of Unresolved Issues (1/1), Examination Documents (2/1), Further Information (2/1), Further Information (2/1), and Issues (1/1).

The publication of the Proposed Plan in October 2020 was a significant milestone in the LDP2 process. The Proposed Plan was published and was the subject of a 13-week representation period from October 2020 to January 2021. A total of 2,060 representations were received during the representation period. The Land Planning Policy Team acknowledged each representation and allocated them to defined issues to which they related. Each issue had its own Schedule 4 form which addressed the representations received in relation to the issue, including the Council's response to the issues raised. On 27 May 2021, Committee approved the Schedule 4 Forms for submission to Scottish Ministers with LDP2. On 15 June 2021, the team submitted Examination documentation to Scottish Ministers. The Scottish Government DPEA appointed Reporters on 29 September 2021 and the Examination commenced on 27 October, following confirmation of conformity with the participation statement. The Examination took nine months. A large volume of administrative activities are required at this stage in the LDP process, both to meet legislative requirements and also in order to follow DPEA guidance for submission. This includes briefings for elected members, press releases, social media updates, formal notification of representees with a summary of the Examination

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

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

#### Key Markers:

7, 8 and 9

#### Key Areas of Work:

- Local Development Plan & Supplementary Guidance
- Project management

#### Stakeholders Involved:

- Planning Committee
- DPEA

#### Name of key officer

Alison Laurence – Team Leader – Land Planning Policy  
Richard Todd – Policy Planner

outcomes and the preparation of a modified version of the Plan taking into account the Reporters' recommendations. Depending on the nature of the recommendations, further Strategic Environmental Assessment (SEA) work may be required, including the preparation of an Environmental Report Addendum. In addition to this, an updated Action Programme will be published, detailing how the policies and proposals are to be delivered.

This stage in the LDP process is essential in ensuring final consideration of all representations made on the Proposed Plan in order to progress the LDP to adoption. It marks the culmination of two years of work to produce the Proposed Plan. Moving to the adoption of LDP2 will ensure an up-to-date development plan for East Dunbartonshire for the benefit of determining planning applications.

Following receipt of the Report of Examination in 2022, the Land Planning Policy Team will proceed to adoption timeously. The project management techniques used to date will be beneficial again at this final stage in the process.



## Case Study 4

### LDP2 – Suite of Planning Guidance



East Dunbartonshire Local Plan 2 was adopted in 2011 and was accompanied by a suite of Planning Guidance that had been produced in previous years in line with the Town and Country Planning (Scotland) Act 1997. Since work commenced on Local Development Plan 1 (LDP1) (adopted 2017), and ongoing with Local Development Plan 2 (LDP2), the suite of Supplementary and Planning Guidance has been gradually refreshed in line with the Planning etc. (Scotland) Act 2006.

The latest phase of this work was drafted in 2021 and consulted on in winter 2021/22, with responses analysed in early 2022. This phase has related to the following guidance:

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

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

#### Key Markers:

9 and 11

#### Key Areas of Work:

- Local Development Plan & Supplementary Guidance
- Range of policy topics as detailed below

#### Stakeholders Involved:

- General public
- Local developers
- Key agencies

#### Name of key officer

Stewart McNally – Policy Planner

#### Advertisement consent

An updated version of the existing planning guidance on advertisement consent has been prepared. The guidance is used to assess all advertisement applications that require consent under the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984). The guidance expands upon the Design and Placemaking policy in the development plan and provides practical detail to ensure that the display of private advertisements contributes to the maintenance and creation of high-quality and safe places.

#### Brownfield land

An updated version of the Council's existing planning guidance on brownfield sites and non-native invasive species has been prepared. The updated version provides a greater focus on the re-use of brownfield land, including its management, remediation (where contaminated) and delivery for an appropriate use. In addition, the updates include refreshed guidance on addressing contaminated land procedures - including procedures for risk assessment, site investigations and reporting. Finally, the existing guidance on non-native invasive species has been removed as this is now covered in the adopted Natural Environment Planning Guidance (produced during an earlier phase of work).

## Developer contributions

An updated version of the Council's existing supplementary guidance on developer contributions (2017) has been prepared. The purpose of the guidance is to expand upon the requirements set out in the development plan to mitigate the impact of new development on local infrastructure and services. The updates to the guidance are predominantly factual amendments reflecting changes to associated policies, projects and costs. However, it also included the introduction of a new methodology for seeking primary healthcare contributions.

## Design and Placemaking

An updated version of the Council's existing Supplementary Guidance on Design and Placemaking (2017) has been prepared. The updated version addresses a number of issues identified as part of our ongoing delivery and monitoring process, in collaboration with key partners and users of the guidance. This includes feedback from other teams within the Council, notably Development Applications, Neighbourhood Services and Regeneration & Town Centres. It also takes into account emerging policy developments relating to Design and Placemaking at a national level, including the Place Principle and 20-minute neighbourhood concept.



## Sustainable transport

Planning guidance on sustainable transport has been prepared in order to provide consolidated and updated guidance on parking standards, and Transport Assessments and Travel Plans, as well as the introduction of new guidance on electric vehicle charging infrastructure (in line with LDP2 Policy 11). This reflects updated national policy relating to the sustainable transport hierarchy and the requirement for electric vehicle charging infrastructure. It also brings together all transport guidance in one document, with guidance relating to the design of transport infrastructure found in the Design and Placemaking Supplementary Guidance.

## Sustainability and Energy Statement (SES) Form

A form has been created to aid implementation of Policy 9 of LDP2 with regard to achieving a higher standard of sustainable design and meeting climate change targets, including net zero carbon emissions by 2045. Applicants for those development types specified in Policy 9 will be expected to complete the form as part of their planning permission application. Its purpose is to help the Council understand the impact of the proposed development on its responsibilities relating to climate change and sustainability.

## World Heritage Site (Frontiers of the Roman Empire) - the Antonine Wall

Draft amendments were made to the existing Planning Guidance through joint working with the Protection Group, which includes the five constituent authorities and Historic Environment Scotland. These included upgrading the status of the Antonine Wall guidance to Statutory Planning Guidance, as required by LDP2.

- Draft amendments to the following planning guidance: Advertisement Consent, Brownfield Land, and Sustainable Transport;
- Public consultation on the draft amendments to these planning and supplementary guidance
- 7.6.22 PNCA Committee consider representations and agree response and resultant amendments to the guidance.



Consultation was carried out on the Guidance between 19 November 2021 and 14 January 2022. A summary document was prepared which provided further information on the general purpose of guidance, set out the relationship between each of the six documents with the Local Development Plan and set out what key changes were proposed.

The following activities were undertaken:

- Webpage created with consultation documents and information on responding
- Social media promotion
- Press release
- LDP Newsletter (mailing list included a range of interest and community groups/organisations, community councils and several hundred individuals)
- Provision of an email address for comments
- Provision of a phone number for queries
- Targeted emails to key agencies, the Scottish Government and interested organisations
- Copies of the Guidance placed in East Dunbartonshire libraries and Council offices at Southbank Marina and Southbank House, subject to these being open (COVID-19)
- Online information session.

Drafting the updated Guidance involved consultation with a range of Council services including Roads, Technical and Engineering Services, Environmental Health, Regeneration and Town Centres, Traffic and Transport, Assets and Facilities, School Planning and Improvement, Sustainability Policy, Housing, Greenspace and Streetscene, East Dunbartonshire Health and Social Care Partnership, NHS Greater Glasgow and Clyde, Sustainability Policy, Building Standards and Development Applications colleagues.

The guidance relates to the objectives for LDP2. An up-to-date suite of Guidance will ensure the Local Development Plan can be implemented more easily and that the detail is available to deal with the varied applications the Planning Service receives.

Following consultation, the Guidance has been approved and will be reported in the 2022/23 PPF. The final phase of Guidance review is currently being worked on, with the following topics being considered: Water Environment, Historic Environment and the re-adoption of Green Infrastructure and Green Network Supplementary Guidance.

In line with the greater focus on reusing brownfield land by the Scottish Government and national agencies, the Brownfield Land Planning Guidance is supported by the addition of a new 'Vacant and Derelict Land Audit', which will be published alongside the guidance. The audit will include details of land ownership (where available), its current planning status and preferred uses, as outlined in LDP2. A 'StoryMap' version of the audit is also being prepared and this will be published on the Council website for members of the public to view details of the sites in an accessible and convenient format, with photos and aerial images. This will support the LDP2 objective of "the redevelopment or reuse of brownfield land within sustainable locations in the urban area or brownfield land with acceptable green belt uses".



## Governance:

### **TP/ED/20/0152 Proposed Modification of Section 75 Agreement for development of 64 apartments at St Mungo, Bishopbriggs**

Development Management and Development Planning colleagues worked collaboratively with the Education service, to defend an appeal against the refusal of a modification to the signed legal agreement seeking to reduce the agreed contribution towards education provision. The appellant argued that changes the Council had made to the admissions policy for high schools, meant that the capacity at the affected schools would no longer be exceeded and therefore a contribution was not required. Utilising the most up to date capacity information and projections, the Council did not agree with this position finding that the affected schools would continue to be oversubscribed and that the approved development would exacerbate these capacity issues. In their notice of intention the Reporter found that the education contributions being sought did indeed meet the five tests in Circular 3/2012, and that the approach set out in the Developer Contributions Supplementary Guidance is reasonable and firmly rooted in the development plan.

In the time since the Reporter published their findings on the appeal, the Council has submitted a planning application for the formation of two modular classroom blocks to address the capacity issues at Bishopbriggs Academy. The successful defence of the appeal has ensured that a fair and commensurate contribution from the development will be made towards the project.

The process also helped inform improvements for both Development Applications and Development Planning. This includes amendments to the Developer Contribution Supplementary Planning Guidance document as part of updating and readopting the guidance for the forthcoming LDP2. In particular, the guidance sets out a clearer methodology demonstrating how the contributions and figures provided have been devised. In addition to this, colleagues in Legal Services have made some minor alterations to the standard clauses applied to Legal Agreements to ensure they align with the recommendations of the Reporter and the revised Developer Contributions SPG.



## Legal Agreements

Significant progress has been made on the drafting and conclusion of legal agreements relating to planning applications. In previous years this has been identified as performance marker in need of improvement with amber ratings in the past two years of PPF feedback. In reality this rating did not truly reflect the scale of the issue - with very few agreements being signed during this period and a backlog of unsigned agreements - and as a result un-determined applications being built up. Our Developer Contributions SPG requires contributions for developments of two houses or more so this issue did affect a substantial percentage of our applications. This was, to a large degree, due to the solicitors being assigned to deal with more urgent Covid related work with less resource available for non-urgent work which included planning. There was also an underlying issue of planning work not being given a high priority generally and a high turnover of solicitors dealing with it resulting in an inconsistent approach. However, since early 2021 a dedicated solicitor has been assigned to planning who is very experienced at Section 75 and Section 69 agreements and planning matters generally. This dedicated resource has made a significant difference to the progress of legal agreements and they are now being concluded in a timely manner with significant progress also made in clearing the backlog of legacy applications. Due to the conclusion of quite a number of these older agreements the average decision making timescales for 2021/2022 may still be low, however the number of agreements being concluded is significantly increased as evidenced by the table below. This sets us on a good path for achieving an improved RAG rating in this area in future years.

Year	Planning Legal Agreements Concluded
2019/2020	8
2020/2021	7
2021/2022	16

## Elected Member Engagement

Elected Members have continued to be engaged through 2021/22 through the following activities:

- A LDP Working Party is held with cross party Councillors prior to submission of reports to Committee/council in order to discuss the proposals and gain input. The following meetings were held in 2021/22:
  - » April 2021 – Schedule 4s and Submission to Scottish Ministers
  - » October 2021 – Planning Guidance
  - » February 2022 – NPF4 and LDP Regulations and Guidance Consultations
- Briefing sessions continue to be held in advance of Planning Board meetings. These were originally intended to replace site visits with officers presenting site visit photos and proposed plans to allow discussion of, and questions on, the technical aspects of the proposal to ensure members are fully informed in advance of the meeting itself. Site visits are now available again to members however, none have so far been requested with attendance at the virtual briefings remaining relatively high. This indicates they are a good replacement for the traditional site visit in some cases and offer a more time efficient way of providing information to members of the Planning Board.



# Culture of Continuous Improvement:

## Staff Training

Despite lockdown restrictions and East Dunbartonshire Council protocols preventing the majority of in person training throughout 2021/22, training has remained available (and in some cases more readily accessible) through webinars. The team have attended online training on a number of topics including:

- **Annual RTPI Patrick Geddes Lecture** in June 2021 by Alice Charles, World Economic Forum, on Post-Covid Recovery.
- **RTPI Scotland Scottish Planner Live**, annual conference online, Planning for a Green Economy. As thinking turns to a post Covid recovery, many planners are asking what it will look like. A focus on a green economy is seen as key to this, but what does this look like and how do we make it happen? This conference brought together a range of perspectives to explore what they think a green economy should comprise, what is needed to deliver it. It also looked at leading practice in a range of different settings, examined what planners can contribute and what is needed to initiate changes required. This event was part of the RTPI's COP26 programme aiming to highlight the role that planners can play in tackling climate change and achieving net zero carbon targets.
- **HOPS Local Place Plan Sub Group meetings** on how to implement Scottish Government Local Place Plans Regulations, and circular published winter 2022.
- **University of Newcastle, Ecosystem Knowledge Network training on the Nature Tool** – method for identifying impacts on existing biodiversity on a development site and potential opportunities for enhancement of it.
- **SEPA National Pluvial Flood Hazard Map** - An overview of pluvial (surface water) flooding mapping and recent advances in presenting data for planning purposes. This event also introduced new methods of presenting data on rainfall, climate change, removal of fluvial influence, spatial varying losses, the treatment of buildings, the treatment of false blockages and hydraulic modelling in terms of enhancing the collection and use of data to mitigate and adapt to flood risk. The learning will help to influence policy considerations relating to flood risk management.
- **Climate Change, Green Agenda & Asset Management** – Explored the role that data can play in tackling climate change and delivering better outcomes for communities. The session focused on the use of council data within the sphere of Climate Change & the Green Agenda. It covered discreet topics including: The Power of Address Data in Tackling Climate Change; The Power of Roads Data; Roads Asset Management; and Supporting the Green Agenda.
- **Community Wealth Building** – Early Lessons (Scotland's Towns Partnership) – Provided an overview of the background and benefits of CWB. Included real life best practice examples from various local authorities, including the use of Community Investment Funds, development of vacant and derelict land sites, and town centre regeneration projects. Other examples included the establishment of heat networks, food growing sites and the repurposing of derelict buildings to form community hubs.
- **Microsoft Office Software Training** – Provided information and practical exercises on using Microsoft Word and Excel at intermediate and advanced levels.

## Draft National Planning Framework 4 Internal Seminar

The Land Planning Policy team held a NPF4 staff session in December 2021. This was part training and information sharing on the draft NPF4 and new approach and part gaining feedback on the draft NPF4 for the Council's response. The session was followed up with a request for comments on the detail of NPF4 draft policies. During the session the team led a presentation, which included the Scottish Government's information video on the draft NPF4, explaining the implications for East Dunbartonshire Council. The transition to the 2019 Act system and process with regards the NPF4 was explained. The team also highlighted how the response to the consultation would be written and what inputs we required. The staff seminar allowed cross team and service discussion about NPF4, leading to a shared understanding and consideration as to how the new development plan, including both NPF4 and the LDP, will work.



## Work with other authorities

The teams have continued to work with other planning authorities in order to share best practise and carry out joint work:

- The Land Planning Policy Team has been working closely with Glasgow City Council and West Dunbartonshire Council regarding cross boundary housing market area demand issues to ensure an efficient and consistent response to challenges from the housebuilding industry.
- The teams have made use of the Knowledge Hub to ask questions and learn from other authorities. There has been a noticeable increase in its use generally over the pandemic and it is a valuable resource.
- The Land Planning Policy team have regular email contact with their Clyde Valley counterparts which is a useful way to gain quick advice on issues.

- The Draft Frontiers of the Roman Empire (Antonine Wall) Supplementary Guidance was produced in 2019 jointly by The Wall's Protection Group - five planning authorities along the Wall, including East Dunbartonshire, and Historic Environment Scotland. The Local Development Plans for all five councils are at different stages and with the interruption of the pandemic, there has been a delay in the Group consulting on the Draft guidance. In autumn 2021 the Group agreed that each planning authority is to consult separately. Our Council and Falkirk Council have consulted to date and received representations from Historic Environment Scotland, Scottish Government and a comment from Naturescot. The working is continuing and it is hoped it will be drawn to a close in 2022.
- The Land Planning Team have continued to respond to notifications for planning applications close to the East Dunbartonshire border to ensure a joined up approach, particularly in areas of green belt.
- A useful benchmarking event was held with our PPF peer review partners – Aberdeen City Council. Despite the difference in the geographic and demographic make-up of our authorities it was a very valuable experience for both parties with a lot of common ground and shared issues identified. As many staff as possible were encouraged to attend to ensure maximum engagement and the topics extended beyond the core development management and development planning functions. The event was virtual with a number of topic specific breakaway sessions attended by small groups from both authorities. Discussions on Climate Action Plans, adaption to forthcoming changes from the 2019 Act and LDP progress were particularly useful.
- The Land Planning Policy Team participated in a number of sessions organised by HOPS regarding the draft National Planning Framework 4 and contributed to the debate and discussions regarding the content and implementation of the new NPF.

## Chairing the Heads of Planning Scotland Development Planning Sub Committee

From June 2020 – June 2021 the Team Leader for Land Planning Policy chaired the Heads of Planning Scotland Development Planning Sub Committee, as reported in the 20/21 PPF. The Team Leader has continued to have involvement in HOPS since the end of her chair-ship and for example continues to represent HOPS in discussions with the University of Glasgow UK Collaborative Centre for Housing Evidence.

## Case Study 5

### Huntershill House Enforcement - Huntershill House, Huntershill Road, Bishopbriggs

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

- Quality of outcomes
- Quality of service and engagement

#### Key Markers:

3 and 6

#### Key Areas of Work:

- Enforcement
- Development Management Processes

#### Stakeholders Involved:

- Local Developers
- Authority Planning Staff

#### Name of key officer

Max Wilson – Team Leader – Development Applications



Huntershill House is a B listed building which was notably the home of the political reformer Thomas Muir. As the home of one of Bishopbrigg's most famous residents it has always generated significant public interest in its future. The house was previously sold by the Council and is now in private ownership. Despite previous permissions to convert and extend the building to create a care home the house has been unused for a number of years.

Due to its long term vacant status there was significant concern about the condition and maintenance of the house. A need to be proactive about its maintenance was therefore identified and made a priority of the Council's Planning and Enforcement Teams.



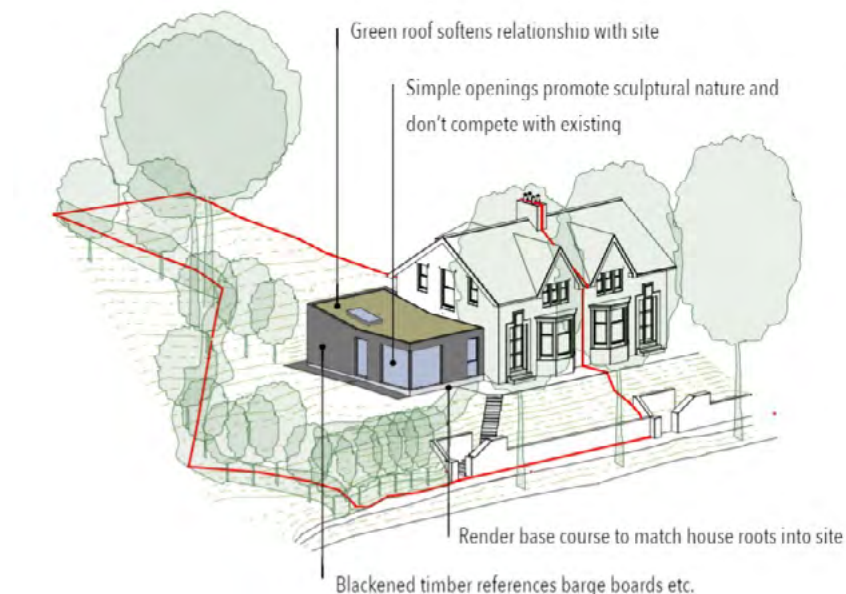
Annual monitoring has been carried out by a planner with built heritage expertise since 2018 to monitor the condition of the building. A report on the findings of this visit has been sent to the owner each year identifying any recommendations for repairs and maintenance. This has identified minor repairs such as leaking rain water goods, vegetation growth etc. The owner was initially resistant to actioning these recommendations however it was explained that this was seen as a preventative measure to avoid the need for more formal enforcement action in the future such as the serving of a Listed Building Notice. Following discussions a more regular maintenance regime has been implemented by the owner and the annual visits are now showing evidence of regular maintenance. The most recent visit sought access to the interior of the building following concerns raised about conditions internally given the apparent lack of ventilation for the building (windows and doors boarded up to prevent trespass). This was organised by the owner in the form of scaffolding tower access and an Enforcement Officer and Building Standards Surveyor inspected the interior of the building. The findings demonstrated that although it is clearly vacant and in a far from habitable condition internally there were no structural concerns identified with the building appearing to receive adequate ventilation and being adequately wind and water tight.

Based on the findings of this visit no formal enforcement action has been deemed necessary, however regular monitoring will continue. A planning application to convert the house into a dwelling and construct three dwellings within the grounds has recently been received and is currently under consideration. Achieving a permanent suitable use for the dwelling is the only way to secure its future in the longer term so this progress is welcomed.



## Case Study 6

### Westerton Conservation Area Planning Application



#### 16 Stirling Avenue, Bearsden

First application submitted 10/03/21 – withdrawn 03/05/21

Revised application submitted 24/12/21 – granted 23/02/22

This was a householder application seeking to provide a contemporary house extension to a semi-detached property within the Westerton Garden Suburb Outstanding Conservation Area. The design was of a high quality, contemporary appearance, juxtaposed to the category C(s) Listed Building, and in isolation would have been welcomed as a non-destructive means to provide a meaningful extension to the modest original house (which benefits from an extensive curtilage).

However, the impact that such a design would have on the cumulative value of the Westerton Garden Suburb was a significant concern, where alterations and extensions have generally been minor, and not directly impacting on the main street frontages. However, there is no question that over time, unsympathetic alterations and additions have undermined the original quality of parts of the Conservation Area, making it more difficult to justify

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

- Quality of outcomes
- Quality of service and engagement

#### Key Markers:

3

#### Key Areas of Work:

- Design
- Development Management Processes

#### Stakeholders Involved:

- Local Developers
- Authority Planning Staff

#### Name of key officer

Ben Freeman – Planner – Development Applications

refusal of planning applications. The application caused considerable local concern, with representations received from the Community Council and the local Residents Association, along with seven local residents.



Rather than pursue the application to a determination, and thereafter an appeal to the Local Review Body, the architect agreed to engage positively with the Planning Service to try to address the requirements of their client, whilst also aiming to protect and enhance the wider qualities of the Outstanding Conservation Area. Instead of arguing for a precedent to allow the initial proposal, the aim was to provide a new benchmark towards which future proposals should aspire.

Upon agreement in principle to a revised design, the applicant agreed to withdraw the original application and resubmit a fresh application along with a revised design statement that paid more attention to the overall Conservation Area than the house in isolation. The resulting design reduced the additional floor space created from 55sqm to 44sqm, but delivered the key requirements of the applicant, resulting in a bright and contemporary living space, while also protecting and enhancing the traditional setting within the Conservation Area.



The revised application drew no representations, nor any negative comment from the Community Council or Residents Association.

The resulting design protects the original fabric of the Listed Building, respects the unique vernacular of the Westerton Garden Suburb Outstanding Conservation Area from all public views, and offers an excellent example of how properties within the area can be altered to suit modern living expectations without harm to the unique historic character.



## Case Study 7

### Fauldhead Planning Application – Land at Fauldhead, adjacent to Market Road and Chryston Road, Kirkintilloch



This application sought consent for residential development with associated infrastructure on a site allocated for housing in the Adopted Local Development Plan located to the south-east of Kirkintilloch, adjacent to the Luggie Water and the village of Waterside. The site comprised of two pasture fields which although not allocated as formal open space within the Local Development Plan, were frequently utilised by local residents for

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

- Quality of outcomes
- Quality of service and engagement

#### Key Markers:

12 and 3

#### Key Areas of Work:

- Design/ placemaking
- Biodiversity

#### Stakeholders Involved:

- Local Developers
- Authority Planning Staff

#### Name of key officer

Susan Wilson – Planner – Development Applications

recreational use and provided a valuable connection to the adjacent Luggie Water Local Nature Conservation Site and wider core path network. The site contained a natural pond feature with surrounding marshland and a hillock with mature woodland, with the remainder being grassed with native boundary hedging.

Upon submission, the proposal comprised of 179 units consisting of a mix of house types and inclusive of 47 affordable units. Upon considering the submission against the key requirements of the site and in the context of an indicative capacity of 125 units, the proposed density was considered to be unacceptable.

Most notably due to the impact upon existing natural features within, and adjacent to, the site including a natural pond, marshland and mature woodland of local biodiversity value and an adjacent Local Nature Conservation Site to the east. During the first revision to the proposed layout, the applicant proposed to fully remove the existing natural pond and re-deliver this as a biodiversity enhanced SuDS pond. The application attracted a significant number of objections from local residents including two local Community Councils. As one of our larger housing sites significant resource was put into ensuring the issues with the layout were communicated clearly to the applicant. On-site meetings were held with planning officers and all relevant consultees to discuss the issues.

Following lengthy discussions with the applicant involving the Council's Greenspace and Biodiversity Policy teams and the receipt of revisions which were also deemed to be unacceptable, a final revised site layout reducing the total units to 160, of which 41 were affordable, was submitted. Significant amendments made to the proposed development include retention of almost 28,000 square metres of open space including the existing natural pond, marshland and mature woodland, an increased set back of development from key natural features, a network of footpaths throughout the site including three pedestrian connections to the Right of Way to the east which links to the wider core path network, sustainable transport network and non-denominational primary school and delivery of 41 affordable units including 1, 2 and 3 bedroom properties in response to local housing needs.

One of the local Community Councils who had objected to the application formally removed their objection in light of the revisions made to the proposed development. The application was presented to Planning Board with a positive recommendation from the Planning Service and approved subject to conditions and a Section 75 legal agreement to ensure delivery of developer contributions and infrastructure.

Whilst it was recognised that the site was allocated for housing within the Adopted Local Development Plan and that the capacity identified within this is indicative, the aim was to ensure delivery of a layout which honoured the key requirements, provided a housing site of high quality design and placemaking, as well as ensuring biodiversity net gain on an ecologically sensitive site. In addition, recognition of the informal use and value of the site by local residents for recreation contributed to the need to ensure retention and delivery of meaningful open space throughout the site and to ensure the site when developed remained permeable for local residents to retain the existing connectivity to the wider network.

The number of units initially proposed would have undoubtedly resulted in a significant adverse impact upon the existing biodiversity features within the site, as well as reduce the permeability of the site for pedestrians and the availability of meaningful open space. The importance of the role the Planning Service play in balancing conflicting needs, in this instance between requirements for additional housing and the local value of the site both in terms of current use for recreation and biodiversity, was emphasised. In addition, this process has highlighted the importance of reinforcing the key requirements of the Adopted Local Development Plan throughout negotiations with the applicant in order to achieve a successful outcome.

The application was consented by Planning Board and is currently subject to Section 75 legal agreement negotiations. Following issuing of the decision notice, fulfilment of all legal obligations and condition fulfilment will need to be ensured to safeguard delivery of a high quality development and realisation of all elements of the consent. This will also be reinforced by regular site monitoring undertaken by the team.



# Part 2 – Supporting evidence



The following webpages provide supporting evidence of the content of this Planning Performance Framework.

**LDP2 Webpage:**

[www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/local-development-plan-2](http://www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/local-development-plan-2)

**LDP Newsletter:**

[www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/newsletter](http://www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/newsletter)

**Canniesburn Toll Information Share:**

[storymaps.arcgis.com/stories/01510c7eb11b474eb1bff3f62dfcf0cf](http://storymaps.arcgis.com/stories/01510c7eb11b474eb1bff3f62dfcf0cf)

**Validation of Planning Applications - Customer Charter:**

[www.eastdunbarton.gov.uk/eplanning](http://www.eastdunbarton.gov.uk/eplanning)

**Processing Agreements promoted on webpage:**

[www.eastdunbarton.gov.uk/eplanning](http://www.eastdunbarton.gov.uk/eplanning)

**City Deal:**

[www.eastdunbarton.gov.uk/residents/council-democracy/city-deal/east-dunbartonshire's-city-deal-place-and-growth-programme](http://www.eastdunbarton.gov.uk/residents/council-democracy/city-deal/east-dunbartonshire's-city-deal-place-and-growth-programme)

**City Deal consultation webpages:**

[www.eastdunbarton.gov.uk/bishopbriggs-business-space-consultation](http://www.eastdunbarton.gov.uk/bishopbriggs-business-space-consultation)

[www.eastdunbarton.gov.uk/bishopbriggs-town-centre-regeneration-consultation](http://www.eastdunbarton.gov.uk/bishopbriggs-town-centre-regeneration-consultation)

**Planning guidance consultation:**

[www.eastdunbarton.gov.uk/planning-guidance-consultation](http://www.eastdunbarton.gov.uk/planning-guidance-consultation)

**Kirkintilloch Gateway Masterplan consultation:**

[www.eastdunbarton.gov.uk/kirkintilloch-business-gateway-masterplan-public-consultation-nov-dec-2021](http://www.eastdunbarton.gov.uk/kirkintilloch-business-gateway-masterplan-public-consultation-nov-dec-2021)

**Local Development Plan 2:**

[www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/local-development-plan-2](http://www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/local-development-plan-2)

Case Study Topics	Issue covered by case study (pg no.)
Design	✓ Page 22
Conservation	✓ Page 20
Biodiversity	✓ Page 24
Regeneration	✓ Page 6 and 9
Environment	✓ Page 24
Greenspace	✓ Page 24
Town Centres	✓ Page 6
Masterplanning	✓ Page 6 and 9
Local Development Plan & Supplementary Guidance	✓ Page 12 and 13
Housing Supply	✓ Page 12
Economic Development	✓ Page 6 and 9
Enforcement	✓ Page 20
Development Management Processes	✓ Page 16, 20, 22 and 24
Planning Applications	✓ Page 16, 22 and 24
Interdisciplinary Working	✓ Page 6, 9 and 16
Collaborative Working	✓ Page 6, 9, 16, 22 and 24
Placemaking	✓ Page 22
Project Management	✓ Page 12

# Part 3 – Service improvements

In the coming year we will:

- Carry out a substantial overhaul of our Enforcement Charter. The number of enforcement cases received annually is high and exceeds the number of cases closed annually. It is therefore not sustainable to continue in this manner and a review of the enforcement service generally is required. As the document that defines the way this service will operate the Enforcement Charter is a logical starting point for this process. While it is regularly updated a more substantial overhaul is required to achieve the following aims:
  - » Define a precise list of what types of breaches will not be accepted as new enforcement cases to reduce officer time spent investigating issues which are not significant and allow more focus on the higher priority breaches
  - » Provide a target end date to all investigations where a decision will be made on whether formal action is justified and the case closed to reduce the number of undetermined legacy cases.
- In April 2022 we introduced our Validation of Planning Applications – Customer Charter. The primary aims of this document are to increase the number of applications that are valid at the point of receipt and to provide a more efficient validation service that benefits customers, development management planners and consultees. Throughout 2022/2023 the results of this need to be monitored to determine its effectiveness and the document reviewed as necessary. Key indicators to measure its success include:
  - » The percentage of applications valid on receipt
  - » The percentage of applications validated or invalidated within 5 working days
  - » The number of applications put on 'stop the clock' for missing drainage or flooding information (the charter requires this prior to validation for certain sizes of development).
- We are experiencing a very high number of duty calls for relatively simple queries, particularly around permitted development and the process of submitting a planning application. The planning pages of our website have not been reviewed in a number of years and with a number of piecemeal additions to meet operational or statutory changes since then they have become a bit disjointed and not overly user friendly. A review of these pages is therefore required to ensure that all information is there and that users are clearly directed to the correct information. As well as providing a better service to customers this should ease the time spent on answering these queries by duty planners.
- Produce a comprehensive project plan for LDP3 following the finalisation of the regulations and guidance. This will include producing a Project Initiation Document using PRINCE2 approach and a detailed Consultation Strategy. The team will consider the range of innovations needed to fulfil the vision of the Planning (Scotland) Act 2019.
- Finalise the suite of planning guidance associated with LDP1 and LDP2.



Delivery of our service improvement actions this year

Committed Improvements and Actions	Complete?
<p>Work with the most frequent agents to increase the rate of applications valid on receipt. Less than 50% of applications in the 2020/21 were valid on receipt. The result of this is a significant amount of extra work for the validation team in chasing outstanding plans, fees or information and also delays for applicants. By working with agents and educating them on the requirements for a valid planning application there is an opportunity for significant mutual benefit.</p> <ul style="list-style-type: none"> <li>• A Validation of Planning Applications – Customer Charter has been produced, circulated around the most frequent agents and published on our website</li> <li>• As well as providing a more detailed explanation of our interpretation of the requirements of a valid planning application this also introduces a number of changes aimed at streamlining the process including a checklist for completion prior to submission and an internal target for processing new applications</li> <li>• This also introduces the requirement for drainage and flooding information to be provided prior to the validation of an application of certain sizes. The absence of this information was the source of substantial delays during the assessment of the application so by requiring on submission it should deliver a more efficient service without the need for consultees to first object to the application based on the lack of this information.</li> </ul>	Yes

Committed Improvements and Actions	Complete?
<p>A significant percentage of the authority's legacy cases could not be described as active applications and are either proposals which have stalled due to the applicant dropping interest in the site or delaying on completing a legal agreement. A process to identify which legacy cases are inactive and unlikely to progress is needed. Once completed these applications should either be withdrawn or refused as appropriate.</p> <ul style="list-style-type: none"> <li>• A list of all legacy cases was compiled which identified all outstanding planning applications which had been under consideration for more than a year without any significant progress</li> <li>• A letter was sent out to the applicant or agent for all of these cases identifying the issue and asking them to contact us to confirm whether they wished the application to be withdrawn, determined on the basis of the information currently held or delayed to allow the submission of further information. The letter advised that if no response was received within 28 days then the application would be withdrawn</li> <li>• As a result six applications were withdrawn, seven decided as currently held and four have made progress through further information being submitted</li> <li>• Procedures have been put in place to make this an annual exercise to maintain a minimum level of legacy cases.</li> </ul>	Yes

Committed Improvements and Actions	Complete?
<p>Submit all documents to Scottish Ministers for Examination in order to meet the DPS timeline and adopt LDP2 in 2022.</p> <ul style="list-style-type: none"> <li>• All documents, as required by legislation and DPEA, were sent to Scottish Ministers in June 2021</li> <li>• The examination commenced in October 2021.</li> <li>• It is expected that LDP2 can be adopted in autumn 2022.</li> <li>• Review programme to finalise suite of Planning Guidance to accompany LDP and LDP2. This will mean the Council has an up-to-date suite as we move into the new development planning system.</li> <li>• Consultation carried out on five pieces of guidance.</li> <li>• The suite of guidance is nearing a complete refresh and remaining updates will be completed in 2022.</li> </ul>	Yes
<p>Review programme to finalise suite of Planning Guidance to accompany LDP and LDP2. This will mean the Council has an up-to-date suite as we move into the new development planning system.</p> <ul style="list-style-type: none"> <li>• Consultation carried out on five pieces of guidance.</li> <li>• The suite of guidance is nearing a complete refresh and remaining updates will be completed in 2022.</li> </ul>	Yes

Committed Improvements and Actions	Complete?
<p>Set out process for and carry out research and creative thinking in order to prepare for and transition to LDP3 and Local Place Plans which will be produced under the new planning system.</p> <ul style="list-style-type: none"> <li>• Responded to Scottish Government consultations including NPF4 and Regulations/ circular on: New Local Development Plan process, Local Place Plans, Open Space Strategy/ Play Sufficiency Audit</li> <li>• Briefing Internal Services on NPF4 policy, Local Place Plan Regulations and Circular</li> <li>• Contributed to local Climate Action Plan: Local Climate Impact Profile, working groups on adaptation, mitigation - scoping of early actions</li> <li>• Brainstorming and research activities begun on topics such as community engagement, digital presentation, climate change, land use requirements, local place plans.</li> </ul>	Yes

# Part 4 – National Headline Indicators (NHI)



## A: NHI Key outcomes - Development Planning:

Development Planning	2021-22	2020-21
Local and Strategic Development Planning:		
Age of local/strategic development plan(s) at end of reporting period Requirement: less than 5 years	<ul style="list-style-type: none"> <li>• LDP - 5 years and 4 months</li> <li>• SDP – 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• LDP - 4 years and 1 month</li> <li>• SDP - 4 years</li> </ul>
Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme?	No	Yes
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	No	No
Were development plan scheme engagement/consultation commitments met during the year?	Yes	Yes

Effective Land Supply and Delivery of Outputs <sup>1</sup>		
Established housing land supply	2,114 units	2,277 units
5-year effective housing land supply programming	1,347 units	1,605 units
5-year effective land supply total capacity	1,488 units	1,666 units
5-year housing supply target <sup>2</sup>	665 units	765 units
5-year effective housing land supply (to one decimal place) <sup>2</sup>	11.2 years	10.9 years
Housing approvals <sup>3</sup>	183 units	123 units
Housing completions over the last 5 years	1,385 units	1,409 units



### Effective Land Supply and Delivery of Outputs<sup>1</sup>

Marketable employment land supply	20.92 ha	30.61 ha
Employment land take-up during reporting year	0.1 ha	0 ha

<sup>1</sup> Housing figures are based on the Draft 2022 Housing Land Audit.

<sup>2</sup> The 5-year housing supply target and years of supply for 2021-22 are calculated using the Housing Supply Target in the Strategic Development Plan as per Scottish Planning Policy (2014).

<sup>3</sup> This figure includes all applications which were fully granted during the reporting year (for example only after a legal agreement is concluded) and does not include any applications to extend or amend existing consents.

B: NHI Key outcomes – Development Management:

Development Management:	2021-22	2020-21
<b>Project Planning</b>		
Percentage and number of applications subject to pre-application advice	Not Available <sup>1</sup>	Not Available <sup>1</sup>
Percentage and number of major applications subject to processing agreement	0 %	0 %
<b>Decision Making</b>		
Application approval rate	95.4%	95%
Delegation rate	97%	98.4%
Validation	Not Available <sup>1</sup>	Not Available <sup>1</sup>
<b>Decision-making Timescales</b>		
Major Developments	49.1 weeks	40.5 weeks
Local developments (non-householder)	14.8 weeks	14.9 weeks
Householder developments	9.6 weeks	9.7 weeks
<b>Legacy Cases</b>		
Number cleared during reporting period	18	4
Number remaining	34	42

<sup>1</sup> Due to staff vacancies in the Council's GIS team this data is not currently available and will be provided as soon as possible.

C: Enforcement activity

	2021-22	2020-21
Time since enforcement charter published / reviewed Requirement: review every 2 years	10 months	22 months
Complaints lodged and investigated	120	180
Breaches identified – no further action taken	87	59
Cases closed	91	144
Notices served	0	0
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

## D: NHI Key outcomes – Commentary

**Local Development Plan** – Table A shows that the age of the LDP now exceeds five years. This PPF has demonstrated throughout its sections the project management processes that the team has undertaken to ensure quick turn around of the LDP2 since the representation period. The Proposed LDP2 was submitted to the DPEA in June 2021. Appointing a Reporter took three-and-a-half months. It is also noted that the Proposed Plan was published in 2020 and therefore since this time an up-to-date policy position has been in place, including a greater range of housing sites to ensure a fiveyear housing land supply, as detailed in table A.

**Development Management** - Significant vacancies within our validation team during Quarter 3 had a big effect on our decision making timescales. The backlog of new applications to be validated was so extensive that the statutory period for allowing public comments applications was ending after the target determination date making it impossible to meet. This situation continued for a number of months until new staff were recruited. Despite this decision making timescales have remained similar to last year which suggests that with a fully staffed team we would be able to achieve significant improvements. Our exercise to remove legacy cases is evident in the figures of both those decided within the reporting period and the total remaining which are improved from last year.



## Scottish Government Official Statistics

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

Timescales	2021/22	2021/22	2020/21
Overall		Weeks	Weeks
<b>Major Developments</b>	6	49.1	40.5
<b>Local developments (non-householder)</b>	99	14.8	14.9
• Local: less than 2 months	51.5%	7.4	7.5
• Local: more than 2 months	48.5%	22.7	22.4
<b>Householder developments</b>	736	9.6	9.7
• Local: less than 2 months	67%	7.7	8
• Local: more than 2 months	33%	13.4	12.2
<b>Housing Developments</b>			
<b>Major</b>	1	19.9	53.4
<b>Local housing developments</b>	23	29.1	9.3
• Local: less than 2 months	39.1%	6.8	8.6
• Local: more than 2 months	60.9%	43.3	9.8
<b>Business and Industry</b>			
<b>Major</b>	0	N/A	N/A
<b>Local business and industry developments</b>	1	11.1	8.7
• Local: less than 2 months	0%	-	-
• Local: more than 2 months	100%	11.1	8.7
<b>EIA Developments</b>	0	N/A	N/A
<b>Other Consents</b>			
• As listed in the guidance (right)	116	8.6	15.8
<b>Planning/legal agreements</b>			
• Major: average time	4	69.4	44.9
• Local: average time	12	51.3	98.2

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

	Total number of decisions	Original decision upheld			
		2021-22		2020-21	
		No.	%	No.	%
Local reviews	15	13	86.7	14	77.8
Appeals to Scottish Ministers	6	2	33.3	3	60

## C: Context

Significant vacancies within our validation team during Quarter 3 had a big effect on our decision making timescales. The backlog of new applications to be validated was so extensive that the statutory period for allowing public comments applications was ending after the target determination date making it impossible to meet. This situation continued for a number of months until new staff were recruited. Despite this decision making timescales have remained similar to last year which suggests that with a fully staffed team we would be able to achieve significant improvements. Our exercise to remove legacy cases is evident in the figures of both those decided within the reporting period and the total remaining which are improved from last year.

## Local Reviews - Original Decision Upheld 2020 - 2021



## Local Reviews - Original Decision Upheld 2021- 2022

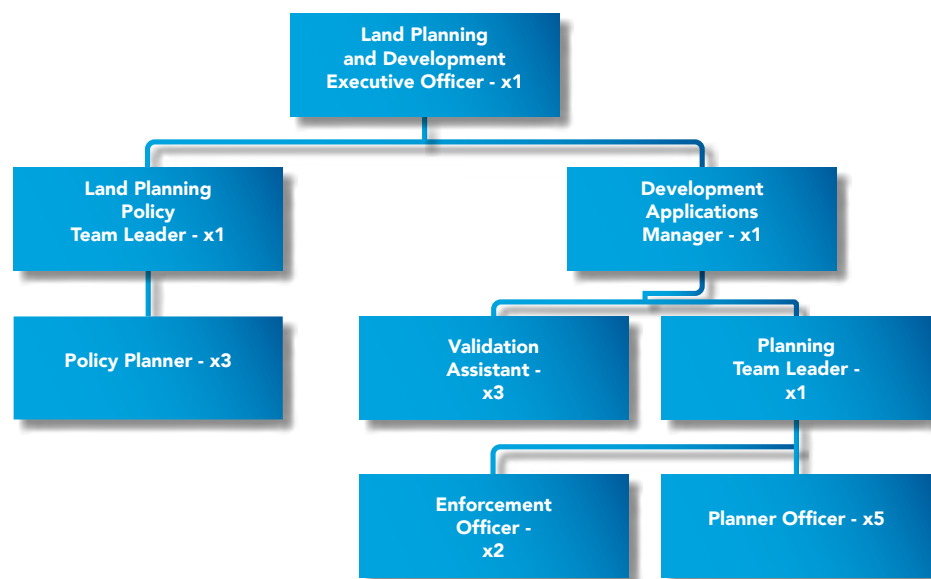
## Workforce Information

This workforce information provides a snapshot of the authorities planning staff in position on the 31 March 2021.

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

Staff Age Profile	Headcount
Under 30	1
30-39	6
40-49	6
50 and over	2

RTPI Chartered Staff	Headcount
Chartered staff	10



## Staff Structure

### Executive Officer – Land Planning and Development

Strategic management of all planning and related functions.

### Development Applications Manager

Management of both development management planning, enforcement and building standards functions

### Team Leader – Development Applications

Supervision of development management functions including reviewing and approving all reports of handling, preparation of committee papers etc. Also responsible for management of enforcement function.

### Development Applications Planner

Involved in all aspects of development management working including planning applications, appeals, listed building consents, advertisement consents etc.

### Enforcement Officer

All aspects of planning enforcement including serving notices, direct action and procurator fiscal referrals.

### Validation Assistant

Involved in all aspects of registering new planning applications and enquiries including scanning paper plans, neighbour notification and creating digital records.

### Team Leader - Land Planning Policy

Management and supervision of the LDP preparation process. The post is also responsible for the Council's economic development and transport policy functions.

### Policy Planner

Involved in preparation of Local Development Plans and associated guidance.



## Planning Committee Information

Committees & Site Visits	Number per year
Full council meetings	1 – Place, Neighbourhood and Corporate Assets Committee approved the submission of LDP2 to Scottish Ministers for Examination.
Planning committees	8
Area committees	N/A
Committee site visits	0
Local Review Body	7
LRB site visits	0

# Part 5 – Performance Markers

	Performance Marker	Measure	Section of the the PPF which evidences this performance marker:
<b>DRIVING IMPROVED PERFORMANCE</b>			
<b>1</b>	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types		Part 3 – Service improvements relating to legacy cases Part 4 – Some small improvements in some areas of decision making timescales. Staff vacancies limiting improvement in other areas.
<b>2</b>	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications and availability publicised on planning authority website	Yes	Part 2 – Link to section of website promoting processing agreements. Offered for all major applications but rarely concluded.
<b>3</b>	Early collaboration with applicants and consultees on planning applications: » availability and promotion of pre-application discussions for all prospective applications » clear and proportionate requests for supporting information	Yes  Examples	Part 1 – Case Studies 5 and 6 on Stirling Avenue and Huntershill House
<b>4</b>	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant'	Reducing number of live applications more than 6 months after resolution to grant (from same time last year)	Part 1 – Improvement to legal agreement conclusions
<b>5</b>	Enforcement charter updated / re-published	Within 2 years	Part 2 – Link to enforcement charter updated May 2021
<b>6</b>	Continuous improvements: » progress ambitious and relevant service improvement commitments identified through PPF report	Progress on all commitments	Part 3 – Improvements to validation process introduced for 20/21 and improvements to enforcement service planned for 21/22



	Performance Marker	Measure	Section of the the PPF which evidences this performance marker:
<b>PROMOTING THE PLAN-LED SYSTEM</b>			
<b>7</b>	LDP (or LP) less than 5 years since adoption	No	Part 1 and 4 – Quality of service and engagement, Case Study 3 and Table A Commentary
<b>8</b>	Development plan scheme demonstrates next LDP: » on course for adoption within 5-year cycle » project planned and expected to be delivered to planned timescale	No Yes	Part 1 and 4 – Quality of service and engagement, Case Study 3 and Table A Commentary
<b>9</b>	Stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation	Evidence of activity	Part 1 – Note that at this stage in the LDP process there is limited requirement for engagement. See Case Study 3 for more information.  Case Study 4 includes engagement carried out on Planning Guidance.
<b>10</b>	No longer applicable – gap kept for data continuity		
<b>11</b>	Production of relevant and up-to-date policy advice	Evidence of activity	Part 1 and 4 – See Quality of service and engagement, Case Study 4 and Table A Commentary and Case Study for more information.
<b>SIMPLIFYING AND STREAMLINING</b>			
<b>12</b>	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Examples from the year	Part 1 – Case Study 7 on Fauldhead Planning Application.
<b>13</b>	Sharing good practice, skills and knowledge between authorities	Evidence of activity to pass on and adopt good practice	Part 1 – Culture of continuous improvement.
<b>DELIVERING DEVELOPMENT</b>			
<b>14</b>	Stalled sites/legacy cases: conclusion/withdrawal of planning applications more than one-year-old	Reducing number of applications more than one-year-old (from same time last year)	Part 3 – Exercise to reduce legacy cases carried out and procedure put in place to make this an annual exercise.
<b>15</b>	Developer contributions: clear expectations » set out in development plan (and/or emerging plan,) and » in pre-application discussions	Yes  Examples	Part 1 – LDP2017 and Proposed LDP2 provide developer contributions policy. Guidance on Developer Contributions has been updated and consulted on in 2021/22, see Case Study 4. Pre-application responses always refer to developer contributions guidance where applicable.



## Other formats

This document can be provided in large print, Braille or on audio format and can be translated into other community languages. Please contact the Council's Communications Team on 0300 123 4510

Clàr an t-Àireamh 0300 123 4510

0300 123 4510

0300 123 4510

0300 123 4510

0300 123 4510

