



Renfrewshire  
Council

Planning  
Performance  
Framework  
2021 - 2022



# Contents

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|                |                                                        |    |
|----------------|--------------------------------------------------------|----|
| <b>Part 1:</b> | Defining and Measuring a High Quality Planning Service | 4  |
| <b>Part 2:</b> | Supporting Evidence                                    | 27 |
| <b>Part 3:</b> | Service Improvements for Renfrewshire                  | 29 |
| <b>Part 4:</b> | National Headline Indicators                           | 32 |
| <b>Part 5:</b> | Official Statistics                                    | 39 |
| <b>Part 6:</b> | Workforce Information                                  | 43 |
| <b>Part 7:</b> | Planning Board Information                             | 44 |

# Introduction

This is the eleventh Planning Performance Framework for Renfrewshire and it covers the period from 1 April 2021 to 31 March 2022.

Renfrewshire Planning Performance Framework sets out how Planning has taken into account the performance feedback from the Scottish Government in 2020 – 2021 as well as considering the ongoing journey of changes and adaptations made over the last five years.

The annual report for this year aims to demonstrate how that feedback and continuous review and reflection has influenced processes, procedures and practices carried out by Planning.

## Renfrewshire Council Planning

The Renfrewshire Local Development Plan was adopted in December 2021 and presents the up to date land use framework to guide development, protect and enhance Renfrewshire's diverse and natural environment and built and cultural heritage assets. Since adoption, updated guidance, development briefs and supporting advice has been prepared to complement and support the delivery of the local development plan spatial strategy.

Delivery on the ground has seen a range of projects progress including the national developments at the Advanced Manufacturing Innovation District Scotland, the cultural and heritage transformations of listed buildings such as the Paisley Town Hall, Museum and new Learning and Cultural Hub. There has also been investment in taking forward and expanding sites in all of the Renfrewshire's business parks as well as the continued completion of new homes to meet Renfrewshire's housing need and demand with important new affordable housing stock being delivered across Renfrewshire.



# Part 1: Defining and Measuring a High Quality of Renfrewshire's Planning Service

Part 1 of the Planning Performance Framework provides the qualitative evidence of performance in terms of the plans, strategies and projects that have been delivered over the past year. The performance of Renfrewshire Council's Planning Service over the year is measured using the following elements:

## Quality of Outcomes

Demonstrates the added value delivered by Planning, outlining the high quality development on the ground and how Planning shapes places.

Illustrate how Planning continues to improve planning processes, influence outcomes and achieve excellent quality development over the year.

## Governance

Illustrates how structure and processes are proportionate, effective and fit for purpose.

Demonstrates how resources and innovative working practices aimed to address priorities, through collaboration between Council Services, corporate working practices and joint working arrangements.

## Case Studies

Case studies are used throughout this section to demonstrate how Planning has assisted in delivering many of the priorities and outcomes of the Service Improvement Plan.

## Quality of Service and Engagement

Demonstrates how Planning's positive actions supported sustainable growth by being Open for Business, more importantly directing the right development to the right places.

Highlights how Planning created certainty through consistent advice, efficient and transparent processes, positive early consultation and engagement along with speedy decision-making, promoting good customer service. Sets out how effective communications and partnership working with a range of stakeholders have resulted in successful outcomes.

## Culture of Continuous Improvement

Demonstrates a culture of learning and improving. It details the service improvements and changes over the last 12 months with the aim of improving performance, reflecting the importance of ensuring an excellent quality of service for all users of the Planning Service.

## Performance Markers

The Scottish Government's Performance Markers have been used to cross-reference and sign post where Renfrewshire Council consider that evidence has been provided in the case studies, highlighting performance, areas of improvements along with future actions and priorities.

# Renfrewshire Local Development Plan Update – Road to Adoption

## Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

## Performance markers:

- 7 - Local development plan
- 8 - Development plan scheme
- 9 - Stakeholders are engaged appropriately through all key stages of development plan preparation
- 11 - Production of relevant and up to date policy
- 12 - Corporate working across services to improve outputs and services for customer benefit
- 15 - Developer contributions

## Key Areas of Work:

- Local development plan and supplementary guidance

## Stakeholders:

- Planning and other Local Authority Staff
- Elected Members
- Local Communities
- Developers

## Overview

Last year's [Planning Performance Framework](#) provided an update on the Renfrewshire Local Development Plan 2 preparation process, setting out the findings of the Report of Examination into the Proposed Plan.

Following consideration of the reporter's recommendations, the Council notified the Scottish Ministers of its intention to adopt the Renfrewshire Local Development Plan. The Plan was subsequently adopted on 15th December 2021 [LDP2](#).

Following the adoption of the local development plan, the Council received a statutory challenge to the plan. The local development plan project management group have continued to coordinate the Council responses to assist in the Court of Session process, ensuring the corporate management team and local members were kept up to date with the progress of this final part of the statutory process.



### Draft New Development Supplementary Guidance

[Draft New Development Supplementary Guidance](#) was prepared and consulted upon alongside the Renfrewshire Proposed Local Development Plan in 2019. The draft Supplementary Guidance was subsequently revised taking account of comments, suggestions and alterations received from various stakeholders.

The draft New Development Supplementary Guidance supports the local development plan and provides additional detailed information in relation to designing, delivering and implementing development, with an emphasis on place making and sustainable, inclusive development.

The revised draft supplementary guidance was approved by the [Council's Communities, Housing and Planning Policy Board on 15 March 2022](#) and is subject to a further period of consultation to give local communities and other stakeholders a further opportunity to comment on the revised guidance. Once finalised and accepted by the Scottish Ministers, the supplementary guidance will be adopted and will provide the support to the delivery of the spatial strategy in the local development plan.

### Action Programme Delivery

Since the adoption of the local development plan the place strategy team has been focused on the delivery of the Renfrewshire Local Development Plan Action Programme and have progressed work on key actions including the preparation of refreshed, updated and new [planning advice](#) and [development briefs](#).

The Local Development Plan Project Management Group which includes officers from the planning team as well as officers from other teams across the Council meet regularly to oversee the delivery of the action programme. This group monitor progress and coordinate the associated work programme ensuring any issues that may impede the delivery of actions are identified early and ongoing collaboration with key stakeholders is maintained in delivering the local development plan.

### Strategic Environmental Assessment Post-Adoption Statement

In line with the [Environmental Assessment \(Scotland\) Act 2005](#), the Renfrewshire Local Development Plan 2021 has been subject to the process of strategic environmental assessment. At each stage of the local development plan process there has been detailed consideration and assessment of the likely environmental factors and effects associated with preferred and alternative options, strategies, policies and proposals. It then considered how negative impacts can be avoided or minimised and identified opportunities for positive effects to be enhanced.

The [Renfrewshire Local Development Plan Strategic Environmental Assessment](#) shaped and positively contributed towards the finalised version of the Renfrewshire Local Development Plan 2021. The Council has now published the post adoption statement. This final stage in the process, as outlined in the [post adoption statement](#), illustrates how the environmental report influenced and informed the local development plan.

### Outcome / Lessons Learnt

Having completed the preparation process on the second local development plan for Renfrewshire, with a small team and few resources, the main positive outcome was the excellent project management skills displayed at each stage in the plan preparation process and in particular electronic filing of all information, version control and access control to the electronic files and documents. This resulted in a very smooth and efficient process of the submission of all information to the Department for Planning and Environmental Appeals (DPEA) as well as any queries from our communities, elected members or other stakeholders – Well done the Local Development Plan Team!

## CASE STUDY - LDP Action Plan Implementation - New Policy Advice & Guidance

### Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

### Performance markers:

- 3- Early collaboration with applicants and consultees on planning applications
- 6- Continuous improvements
- 11- Production of relevant and up to date policy
- 12- Corporate working across services to improve outputs and services for customer benefit

### Key Areas of Work:

- Design
- Conservation
- Environment
- Placemaking
- LDP and Supplementary Guidance
- Development Management Processes
- Planning Applications
- Process Improvement

### Stakeholders:

- Planning and other Local Authority Staff
- Elected Members
- Local Communities
- Developers

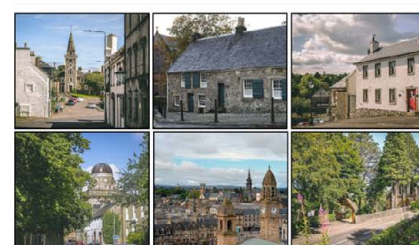
### Overview

Renfrewshire has a diverse range of built and cultural heritage assets which are important in defining the character of the places in Renfrewshire. Within Renfrewshire there are 8 conservation areas that are safeguarded for their architectural or historic interests.

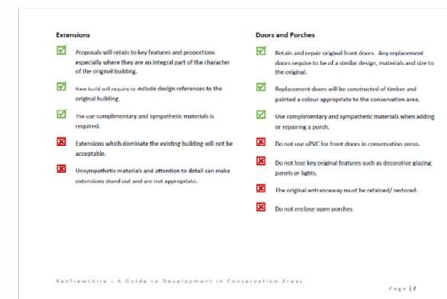
[A Guide for Development in Conservation Areas](#) was published in 2022. This conservation areas guide provides advice which aims to influence new development proposals that are in a conservation areas illustrating how to add to and enhance Renfrewshire's conservation areas.

### Goals

To sure that the Guide for Development in Conservation Areas sets out clear directions about what is and is not acceptable development within Renfrewshire's conservation areas.



A Guide to Development in Conservation Areas 2022



### Outcomes

During the coronavirus pandemic many households re-evaluated their housing needs and there was a requirement for more flexible accommodation that offered the opportunity for spaces to be used for many different purposes including working from home.

The conservation area guide was prepared by officers in the Planning Policy team who worked closely with their Development Management colleagues to ensure the guide addressed the key issues that were often arising, to ensure that planning directs, influences and guides development rather than being reactive to situations.

The Guide to Development in Conservation Areas was prepared to ensure that those that undertake home improvements within conservation areas focus on good high quality development that considers the setting, appearance and enhancement of the conservation area. The conservation area guide is clearly set out with what is and isn't acceptable when undertaking any development within the conservation areas. The council [webpage](#) provides links to an [interactive mapping system](#) which outlines conservation area boundaries and also provides relevant information on listed buildings.

### Working consistently with stakeholders

Planning have sent electronic correspondence with a link to the relevant information to all elected members, community councils, residents groups and other groups and stakeholders in areas covered by conservation areas. The correspondence also provided an invite to discuss the conservation area guide, and how best we could work alongside communities, groups and investors to further protect, preserve and enhance our conservation areas. We can report the outcome of this engagement work in next year's planning performance framework.



## CASE STUDY - Measuring Land Supply in Renfrewshire – Enhancing Digital Practices

### Qualitative elements being presented:

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

### Performance markers:

- 6 - Continuous improvements
- 7 - Local development plan
- 12 - Corporate working across services to improve outputs and services for customer benefit

### Key Areas of Work:

- Housing Supply
- Skill Sharing
- Process Improvement
- Collaborative Working
- Project Management
- Data & Information
- Digital Practice

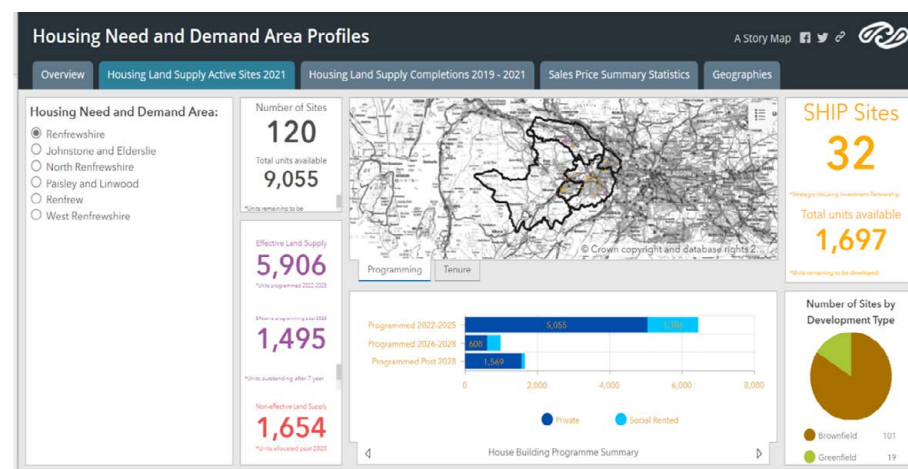
### Stakeholders:

- Planning and other Local Authority Staff

### Overview

As reported in last years' [Planning Performance Framework](#) officers developed an ESRI's Field maps application (GIS Mapping software) which allows officers to undertake annual land supply audits using a mobile device. Officers update the audit information on site using drop down or free-form fields and check drawn boundaries of sites on an interactive map.

The mapping system is connected via an app that can be installed on phones, laptops and other mobile devices and allows the officer to take photos of the site or add various attachments whilst out on site. These updates are then automatically uploaded/synced to a central GIS project giving a live update of the surveys being carried out. This is extremely efficient and also very effective particularly when officers are undertaking multiple site visits to various sites across Renfrewshire to undertake the various land use audits throughout the year.



### Journey of Improvement

Following Planning's trial of the app and linked up GIS base, other Council Services are now using the digital system for biodiversity logs, tree works and landscaping resources and well as play sufficiency assessments.

As well as using the enhance digital systems for land use audits, planning officers have been working with the Council's GIS team to ensure that this streamlined process is also reflected in how the audit information is published online and accessed by interested parties. Officers have worked together sharing their skills and knowledge and came up with a series of planning dashboards which are being used to publish a summary of the Housing, Industrial, Vacant & Derelict land audits as well as the open space survey.

The dashboards are being designed to improve the accessibility of the information both online and for other Council Services and are being prepared in addition to the annual audit report to summaries the key data trends from the annual monitoring.

### Goals

To use new technology to make data collection and the publication of information for various planning surveys more efficient, convenient and simple to use, saving time and money and making the information more accessible.

### Outcomes

The new app based approach has made conducting audits more efficient through saving time during and after site visits with individual spreadsheets no longer having to be updated and the GIS officer no longer having to translocate the audit information into a spatial representation of the data resulting in better time management within the team.

The live dashboards have improved the accessibility of the land audit information with other services across the Council ensuring up to date information is available to inform corporate decision making and priorities.

Work is also progressing to publish these dashboards on the Council website to ensure this information is easily accessible to all interested parties allowing user interaction and interrogation of the data. This will be reported in the next Planning Performance Framework.

### Corporate working processes

The team worked closely with GIS Team within Renfrewshire Council to ensure the software and dashboards worked well and were easy to use. This collaboration has allowed the team to continuously improve the way it works ensuring the audit process is as efficient as possible and the information is presented in a way that is accessible to users. The GIS team are building on this approach and are looking at how a similar process can be developed for other services across the Council.

## CASE STUDY - PLACESHAPING AT RENFREWSHIRE – Enhanced Ways of Working

### Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

### Performance markers:

- 3- Early collaboration with applicants and consultees on planning applications
- 6- Continuous improvements
- 9- Stakeholders are engaged appropriately through all key stages of development plan preparation
- 12- Corporate working across services to improve outputs and services for customer benefit
- 13- Sharing good practice, skills and knowledge between authorities

### Key Areas of Work:

- Climate Change
- Interdisciplinary working
- Collaborative Working
- Placemaking
- Performance Monitoring
- Project Management
- Skill Sharing
- Process Improvement

### Stakeholders:

- Planning and other Local Authority Staff

### Overview

As has been reported in previous [Planning Performance Frameworks under Part 3 – Culture of Continuous Improvement](#), Planning is now part of the Chief Executive Service as a result of the Chief Executive of Renfrewshire Council recognising the importance of planning as a key component of the corporate management team.

Also in line with the [Planning \(Scotland\) Act 2019](#) Renfrewshire Council have appointed a Chief Planning Officer who aims to provide a holistic overview of Renfrewshire's communities and to support place-based working with 20-minute neighbourhoods and community wealth building at the centre of how Renfrewshire plans for the future.

As part of the Chief Executive Service, Planning aims to contribute towards a stronger collaboration between services and service provision, advocating a more joined up approach and removing silo working. This approach is considered to be important as we all aim to assist in tackling the climate emergency, adaptation in future-proofing places and assisting in achieving net zero targets.

### Placeshaping

Planning is now part of a Placeshaping Team, where both Development Plan and Development Management Teams, along with Building Standards, Regeneration and Placemaking as well as Economic Development Teams aim to implement proactive planning and place-leadership. Renfrewshire Council believe that a more proactive, front loaded and coordinated approach to placeshaping can be achieved at the same time as using resources more efficiently and effectively, aligning staff resources and skills, as well as having structures and processes that are proportionate, effective and fit for purpose.

### Goals

That planning and planners are key players in the corporate structure at Renfrewshire Council and the benefits are shown to be wide-ranging by having a chief planner as a key member of the corporate team. This elevated role of planning and planners then can ensure that the spatial implications of service provision for our communities and places will also result in better informed planning decisions and local development plans are shaped to deliver in the right locations. It is important that planning is seen as being key to a coordinating role in delivery of strategies for the economy, infrastructure and the environment as part of this place-based approach.

### Outcomes

Since the implementation of the new structure at the end of March 2021, then the appointment of both the Chief Planner and the Chief Economic & Regeneration Officer in the summer of 2021, the placeshaping senior management team have been meeting weekly to set out new ways of working with an emphasis on stronger collaboration between teams and services as well as more proportionate and effective processes to deliver the ambitions for our communities, our economy and our environment.

### Placeshaping ambitions

Through 2021 and early part of 2022, the team have prepared a placeshaping synopsis that summarises the placeshaping ambitions in one place. This is a succinct narrative that has been shaped by discussions with the overall teams to ensure staff inclusive participation, consultation and engagement. The aim of this synopsis is to set out what the team are trying to achieve and that this can be used in the future as a 'calling card' with our partner organisations, local communities, Renfrewshire based businesses and potential investors in our local area. It is a "service plan" of sorts but one that looks and feels different.

The draft placeshaping synopsis has five overarching aims:

- Grow the local economy
- Enable communities to flourish
- Be green and resilient
- Celebrate our amazing assets
- Establish strong town centres

In relation to planning, delivering these aims will assist in meeting the land, housing and infrastructure needs of sectors which can deliver emission reductions, environmental gains, and job growth. This will require proactive planning and close engagement with businesses groups, skills agencies, infrastructure providers, investors along with a range of other stakeholders. This provides an opportunity for planning to major in place-leadership.

### Next Steps

The finalised version of the placeshaping synopsis – 'The Renfrewshire Way', will be presented to the chief executive, the corporate management team and elected members before being sent out to investors, businesses, our communities and other key stakeholders to provide a clear communications strategy for the placeshaping agenda and what part all of the teams, including planning play in this. This outcome will be reported in future planning performance frameworks.

## CASE STUDY - Providing Certainty / Setting Out a Placemaking Vision – Development Briefs

### Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

### Performance markers:

- 3- Early collaboration with applicants and consultees on planning applications
- 6- Continuous improvements
- 7- Local development plan
- 9- Stakeholders are engaged appropriately through all key stages of development plan preparation
- 11- Production of relevant and up to date policy
- 12- Corporate working across services to improve outputs and services for customer benefit
- 15- Developer contributions

### Key Areas of Work:

- Design
- Housing Supply
- Masterplanning
- LDP & Supplementary Guidance
- Development Management Processes
- Planning Applications
- Placemaking
- Place Standard
- Process Improvement

### Stakeholders:

- Planning & Other Local Authority Staff
- Elected Members
- Key Agencies
- Developers

### Overview

The Place Strategy team are preparing a range of development briefs to support the delivery of sites allocated in the adopted [Renfrewshire Local Development Plan 2021](#).

The site development briefs identify factors which require to be addressed in preparing a development proposal for the site and will facilitate early engagement with potential developers at the pre-application stage. The [place standard tool](#) was used by the team in the preparation of the briefs as the framework allowed the team to consider all of the elements of place in a methodical way.



### Place-leadership

The development brief's clearly set out the planning authorities placemaking expectations in developing the site and incorporate any requirements from key agencies and other Council's services which were identified when preparing the Local Development Plan 2021. This approach provides certainty to developers early in the planning application process in relation to factors including:

- Site context
- Site layout and building design;
- Landscaping and boundary treatments;
- Accessibility;
- Sustainable urban drainage;
- Renewables/Sustainability;
- Digital connections;
- Affordable housing;
- Education provision;
- Open space provision; and
- Required supporting information.

The development briefs are reported to the [Council's Planning and Climate Change Policy Board](#) for approval and are published on the [Council's website](#).

The first phase of development briefs is focused on key residential sites and the delivery of the Council's housing regeneration programme.

### Goals

To use a co-ordinated placemaking approach to provide certainty to developers and support the delivery of development sites allocated in the [Renfrewshire Local Development Plan 2021](#).

### Outcomes

The first development briefs have been prepared and are being used to support early engagement with developers clearly setting out placemaking requirements, including supporting the principle of 20 minute neighbourhoods in the delivery of these site, which allow confidence and consistency in the approach to development sites coming through the planning system.

### Certainty

In preparing the development briefs planning officers engage with officers from other Council services and key agencies prior to the submission of a planning application for the site. This collaborative approach provides certainty for developers and can also help streamline the planning application process by identifying delivery requirements and factors that require to be addressed by the developer early in the process.

The development briefs also outline early the infrastructure-first approach putting infrastructure at the heart of placemaking as well as highlighting early to developers the potential need to make good infrastructure deficits as well as flagging up the need for early discussions regarding [developer contributions](#) or the need for [processing agreements](#) to be put in place during the application process.

### Joint Working

Working closely with officers in other Council teams and services has allowed officers to develop their skills in relation to site delivery and placemaking and has further strengthened the interaction between planning officers in the Place Strategy, Development Management and Placemaking teams facilitating a sharing of knowledge and expertise.

## CASE STUDY - Consultation/Engagement Practices During COVID – Renfrewshire Local Housing Strategy Update

### Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

### Performance markers:

- 3- Early collaboration with applicants and consultees on planning applications
- 6- Continuous improvements
- 11- Production of relevant and up to date policy
- 12- Corporate working across services to improve outputs and services for customer benefit

### Key Areas of Work:

- Housing Supply
- Affordable Housing
- Collaborative Working
- Community Engagement
- Online Systems

### Stakeholders:

- Renfrewshire Council
- Housing Association partners
- Private developers
- Health & Social Care Partnership
- Renfrewshire's community
- Other stakeholder groups

### Overview

Local authorities have a duty under the [Housing \(Scotland\) Act 2001](#) to prepare a five year Local Housing Strategy (LHS) which is supported by an assessment of housing provision and related services in the area. The [Renfrewshire Local Housing Strategy](#) sets out the strategic approach that the Council and its partners take to deliver high quality housing and housing-related services across all tenures.

Covering the period 2022-2027, a [draft Local Housing Strategy](#) has been prepared and is subject to a formal 12-week consultation.

Renfrewshire Council's Place Strategy Team lead on the preparation of the Local Housing Strategy. The preparation is a collaborative approach by housing officers and planning officers. This ensures that the outcomes of the local housing strategy are reflected and delivered by the local development plan, where required, and that this also ensures a co-ordinated approach to land use planning, addressing housing need and demand, the delivery of the affordable housing policy as outlined in the local development plan as well as identifying the need for developers contributions in planning applications to deliver the right homes in the right locations.

An essential element of the strategy preparation is extensive engagement and consultation with a wide range of stakeholders, including housing partners and local communities across Renfrewshire. A team which has both housing and planning staff allows planners to add value through their extensive consultation and engagement techniques and experience in preparing the local development plan. Planners can provide effective leadership in this process as well as ensure a consistent way of working with a range of stakeholders.



RENFREWSHIRE'S DRAFT LOCAL HOUSING  
STRATEGY  
2022-2027

### Clear Community Strategy

A clear communications strategy was prepared in the initial stages of the preparation process, that identified the best approach to consultation with cognisance to the potential barriers which included the challenges the Covid-19 pandemic placed on us when trying to engage with individuals and groups. The strategy was prepared in collaboration with the Council's Communications Team who assisted in the approach to be taken towards consultation with our communities, stakeholders and key stakeholder organisations.

As outlined in last year's [planning performance framework](#), early in the local housing strategy preparation process, successful early engagement activity was undertaken between November 2020 and January 2021 capturing views on what the main issues affecting housing in Renfrewshire. The feedback from this early engagement was used in the development of the draft strategy. A summary of the Local Housing Strategy Customer Engagement Questionnaire responses was presented to the [Communities, Housing and Planning Policy Board](#). This included a summary of the responses received from Registered Social Landlords in relation to the Key Stakeholder Questionnaire which ran at the same time.

### Flexible working practices - Covid-19

A formal 12-week consultation has now commenced for the draft Local Housing Strategy. During this formal consultation period, consultation was undertaken using the most appropriate methods to engage with communities and stakeholders whilst Covid-19 remained an ongoing public health issue; meaning that regrettably no face to face discussion could be held with interested parties. Alternative approaches were continually discussed with the Communications Team to ensure that the methods used were as inclusive as possible given Covid related restrictions. A proposal to include a video and presentation outlining the new draft Local Housing Strategy was unable to be produced to sit alongside the draft strategy document on the Renfrewshire Council website due to time constraints, however we ensured that the local housing strategy webpage contained as much information as possible.

In keeping with the approach to the early engagement activity, an online questionnaire was made available on the Renfrewshire Council website, promoted by email to a wide range of community groups, stakeholders and other interest groups as well as using social media posts, webpage on Renfrewshire Council website, press releases and adverts in local press, an article in Renfrewshire Council's tenants' newsletter, an article in Renfrewshire Council staff newsletter and direct postal mailing to community group members with no email access with additional word or paper copies or alternative formats available upon request by post or email. In addition, key stakeholders were emailed a separate more in-depth questionnaire on the draft strategy.

In addition to this, the Place Strategy Team offered the opportunity for interested stakeholders and individuals to participate in online discussion sessions about particular elements of the draft Local Housing Strategy.

### Accessible Information

A key element of the strategy preparation is to ensure that it is accessible to all. A [summary of the draft Renfrewshire Local Housing Strategy 2022-2027](#) document was prepared to provide a shorter, more accessible version for people with no prior knowledge of the strategy, aiming to encourage people to read about the strategy with a balance of text to photographs to provide a less dense layout. This document advises the reader that it can be made available in alternative formats and languages upon request. This sits alongside the main draft local housing strategy on the Renfrewshire Council [website](#).

### CASE STUDY - Consultation/Engagement Practices During COVID – Renfrewshire Local Housing Strategy Update Continued

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#### Digital Practice

The content designer within the Chief Executive's Digital Experience Team worked with the Place Strategy Team to review and make changes to the design of the local housing strategy webpage to meet the latest accessibility requirements, as well as reviewing both the draft local housing strategy and summary document to ensure they met these requirements, plus ensuring they would be able to be read by screen reading software.

We will continue to work with digital experience colleagues to ensure that the final local housing strategy, summary document and webpage meets accessibility requirements and provide alternative formats and languages upon request. The results of the local housing strategy consultation will be analysed and where any comments are received in relation to the accessibility of the documents, consideration will be given as to how this can be improved for the final document, supporting detail and any future documents produced by the team.

#### Goals

Ensuring that the Renfrewshire Local Housing Strategy sets out a clear direction to deliver housing and housing related services and support across all tenures, to meet the need and demand of Renfrewshire's communities, taking into account consultation feedback during a challenging period for consultation and engagement activities.

#### Outcomes

The added advantage of having a multidisciplinary team which is located in the Chief Executive's Service at Renfrewshire Council is that when preparing strategy and policy documents, such as the local housing strategy, various skills, qualities and knowledge can be combined to deliver a corporate document which pulls together various strands from across the Council.

#### Adding value of planning

Planners can add value to this process given the cross-cutting nature of planning given that it contributes to many different outcomes, where planners have a role in co-ordinating and aligning many different sectors and interest to balance plans for the future. By planners preparing, influencing and shaping documents such as local housing strategies this allows a consistent, proportionate, effective and fit for purpose process for plans, strategies and proposals at Renfrewshire Council and provides lean process to deliver efficiencies, alignment of staff resources and good joint working.

# DEVELOPMENT MANAGEMENT PROCESSES

## Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

## Performance markers:

- |                                                                                |                                                                                            |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1- Decision making                                                             | 12- Corporate working across services to improve outputs and services for customer benefit |
| 2- Project management                                                          | 13- Sharing good practice, skills and knowledge between authorities                        |
| 3- Early collaboration with applicants and consultees on planning applications | 14- Stalled sites/legacy cases                                                             |
| 4- Legal agreements                                                            | 15- Developer contributions                                                                |
| 5- Enforcement charter                                                         |                                                                                            |
| 6- Continuous improvements                                                     |                                                                                            |
| 11- Production of relevant and up to date policy                               |                                                                                            |

## Key Areas of Work:

- Development Management
- Processes
- Collaborative Working
- Planning Applications
- Performance Monitoring
- Process Improvement
- Staff Training
- Online Systems
- Digital Practice

## Stakeholders:

- General Public
- Developers
- Key Agencies
- Elected Members
- Council Planning Staff & Other Authority Staff

## Overview

Renfrewshire Council have continued to review Development Management processes and procedures over 2021/22 to ensure that they are proportionate, effective, responsive and fit for purpose. The changes included a holistic review of the team and how it functions and included changes to the structure, working practices, processes and procedures as well as online system improvements. The following section provides an insight into the review of the team and the aim of continuous improvement.

### Pre-applications

Renfrewshire Council continue to encourage [early pre-application discussions](#) on all development processes from a small householder extension to a large solar farm. At present this service remains free, but subject to review in relation to the discretion to charge fees as set out in the Scottish Government Planning Regulations.

The Development Management Team at Renfrewshire Council offer pre-applications advice through a range of methods via the phone and email through the Duty Planning Officer System which remains in place and is available 5 days a week throughout the day. Online platform meetings and site meetings are also taking place to ensure early and consistent dialogue throughout the process.

Pre-application discussions on major applications normally require a number of meetings and Renfrewshire Council. In some instances, development management staff have organised monthly meetings with applicants and their agents to ensure that when the application is submitted that there is a streamline process and all information is submitted timeously with the application. This assist both the applicant and the planning officer, as from a planning perspective, a significant amount of detail is known early in the process and therefore the planning service can assist members of the public in understanding the various elements of proposals and supporting information.

Pre-applications are considered an extremely useful part of the planning process where planners can add the most value is shaping initial thoughts and proposals. The process also assists greatly with relationship management with developers, the community and statutory bodies where timescales, processes and procedures can be highlighted early on to provide confidence to investors through the reliability of clear advice.

### Legal Agreements / Developer Contributions

The current [Adopted Renfrewshire Local Development Plan](#) recognises the important role that new developments have in investing in Renfrewshire as well as the associated infrastructure that is required to support development and deliver good places. Policy I8 – Developer Contributions, sets out a proactive approach to infrastructure provision, encouraging early discussions with stakeholders to consider the infrastructure requirements of new developments.

Since the inclusion of the developer contribution policy in the adopted Renfrewshire Local Development Plan, there have been several planning applications subject to legal agreements, mainly large housing developments.

Where there is the requirement for legal agreements to be put in place to support development, in particular where there is an infrastructure requirement for education or active travel interventions through a planning application permission, then these will be sought through discussions and partnership working with developers, landowners and other relevant stakeholders.

The framework for developer contributions is set out in the local development plan as well as the [Renfrewshire New Development Supplementary Guidance](#). Since the implementation of the developer contribution policy, Renfrewshire Council consider it necessary to prepare detail guidance to provide consistency in its application, transparency through setting out the methodology for calculating developer contributions and our expectations in delivery of infrastructure and services by stakeholders. The preparation of this guidance will be expanded upon in Part 3: Service Improvements For Renfrewshire, later in this planning performance framework.

As the number of planning applications subject of a legal agreement has increased, Renfrewshire Council is also considering effective processes between planning, legal and the developer. A protocol/process guide in relation to dealing with legal agreements is also going to be prepared and an update on this will be given in next year's reporting of the planning performance framework.

It is considered that working consistently with stakeholders aiming to streamline structures and mechanisms in relation to development processes shows effective leadership by planning and the ability to evolve and change through feedback and discussion.

## DEVELOPMENT MANAGEMENT PROCESSES - Continued

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### Development Management Guidance

Following the adoption of the Renfrewshire Local Development Plan (2021), the Development Planning Team are now refreshing all of the Development Management Guidance. This guidance provides more detail and best practice advice for specific areas of planning where there are considerable enquiries such as trees and high hedges or there requires to be more design guidance which supplements the local development plan such as development in conservation areas.

[Renfrewshire Council's webpages](#) provides detailed advice which has all be the subject of approval by the Planning Board. There is also an list of revised, updated and new planning guidance that is being prepared for Board approval over the next year. An update on this guidance will be provided in next year's planning performance framework.

### Duty Planner

The added advantage of clear, consistent advice allows for a self-service approach to aspects of planning, allowing the Duty Planner to assist those with more complex or challenging proposals or those that require more assistance.

Renfrewshire Council operates a [Duty Planning Officer system](#) every day with no charge for the advice. Renfrewshire Council also operate an electronic inbox for all enquiries and advice. The impact of the COVID19 pandemic meant that being available for many stakeholders to discuss proposals over the phone, via email or by virtual meetings was central to ensuring that Planning continued a business as usual approach. There has been recent consideration of the duty planning officer being present in Renfrewshire Council's offices again due to the lessening of restrictions. How this will be resourced is being considered to ensure that members of the public and others can get an overall customer service that benefits all users and all types of accessibility.

### Processing Agreements

Renfrewshire Council continue to offer processing agreements as part of the planning application process. The advice on entering a processing agreement, advisory note, development management procedures and a processing agreement template is on the Council [webpages](#).

The take up of developers expressing an interest in entering into these agreements is low. Although planning officer offer these early on in the process, particularly for complex and challenging applications, developers and applicants seem reluctant to progress with this process. Developers and consultants that operate across Scotland suggest that the take up of these as part of the Scottish Planning System is on the whole low.

### Stalled Sites / Legacy Cases

Over the years, Renfrewshire Council have only ever had a handful of sites that are stalled or considered legacy cases. This is considered to be the result of two things, dealing with Developer Contributions/Legal Agreements as efficiently as possible by close working with the Council's Legal Team as well as other stakeholders. The other is continuing to find solutions through partnership working.

In this planning performance framework reporting year, Renfrewshire Council are extremely proud to outline that there is no legacy cases for 2021/22. This success is down to efficient and effective working of all officers in the Development Management Team along with our colleagues in legal and other areas of the Council as well as planning officers ensuring all applications are processed through the system as timeously as possible.

### Enforcement

Renfrewshire Council refreshed its [Enforcement Charter](#) for 2022. The Charter has evolved and now has updated Service Standards in line with the feedback from the community, elected members and other stakeholders. The refreshed Charter now contains more details on areas where Development Management get a number of enquiries such as householder developments, advertisements and trees.

Renfrewshire's Enforcement Charter is an example of where a clear communication strategy is key to ensuring consistency, a well-defined protocol for the steps involved in investigating potential breaches of planning control and a proportionate response to enquiries.

As well as refreshing the enforcement charter, Renfrewshire Council is currently updating the online enforcement recording system and monitoring tool to enable a more effective system for enforcement of planning control. This is fully explained in Part 3 – Service Improvements for Renfrewshire, later in this planning performance framework.

### Implementation of Planning Online Systems

Renfrewshire Council recently implemented the 'Uniform' planning application platform system at the same time as migrating over a significant amount of files and data on to a new document management system. The experience of implementing a new system during the pandemic with all training online and team information sharing also online, has meant it has been more challenging for planning and administrative staff to get the best out of the new system.

Now that the planning application system has been imbedded for over a year, the team are now aiming to explore how they system can work more efficiently for the user and for planning staff. As outline above, one of the main modules related to planning enforcement requires to be fully explored with better recording and monitoring of enforcement cases and potential breaches. The other module of the Uniform system is the condition monitoring system. This again requires to be interrogated further allowing planning staff to efficiently monitor planning conditions.

Enhanced implementation of these modules on Uniform will require further training and given the lessening of restrictions from the pandemic this can happen in person and information sharing and experiences can be shared more easily which will be a great benefit to all.

### Staff Training

As highlighted above, there is ongoing training to ensure effective implementation of the new Uniform planning application platform system. As well as this there will be in-house session to discuss National Planning Framework 4 (NPF4) and its implementation once NPF4 has been finalised. There will also require to be on-going discussion and training on the implementation of the new Planning Act.

Recently, the Development Management planners have been presenting their applications to the Planning Board, to encourage a good relationship between planners and elected members so that there is a better understanding of a range of planning issues. Presentation skills as well as other training on mediation will be considered as part of this enhanced relationship.

## DEVELOPMENT MANAGEMENT PROCESSES - Continued

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### Corporate Working

Planning is involved in many corporate working groups and advice and knowledge from planning can prove invaluable to many areas. This has also been highlighted in an earlier case study 'Placeshaping At Renfrewshire'. Some of the corporate working groups planning is involved in include the Strategic Property Review Group, Housing Regeneration and New Build Steering Group, the Health & Social Care Partnership Strategic Meeting Group and Children Services Steering group.

### Sharing Good Practice – Development Management Liaison

Unfortunately due to resource issues and the pandemic, the West of Scotland Planning Benchmarking Group have not met over 2021/22 however those in the forum continue to liaise and share good practices along with lessons learnt on specific planning issues via email. The issues are also considered more widely at the Glasgow City Region meetings, the Clydeplan Steering Group and officer group meetings as well as the Heads of Planning and its sub-committee groups.

### Elected Member Engagement / Councillor Training

There has been regular Elected Member engagement throughout 2021/22 on various matters, processes and policies including:

- the transition from planning application processing systems such as Acolaid to Uniform,
- a guide to draft National Planning Framework 4,
- the new Development Planning Regulations,
- Local Place Plans,
- The local development plan processes and procedures;
- Development Management processes and procedures;
- Local Review Body refresh training.

There was both individual and group engagement sessions with Councillors to get them familiar with a range of issues as well as covering details of both Development Planning and Development Management. As part of these information sessions, there was opportunities to discuss particular proposals and what worked well and not so well in relation to planning applications and guidance. This allowed planning to take this constructive feedback and suggestions but more importantly it assisted with buy-in from elected members.

Planning also meet with the Convenor and vice convenor of the Planning Board as well as the leader of the Council on planning matters every two weeks.

Planning briefing notes are also regularly sent out on important changes to systems, new legislation, regulations and guidance as well as outcomes from large planning applications and appeals.

## CASE STUDY - ADDED VALUE OF PLANNING - Design in Planning Applications

### Qualitative elements being presented:

#### Quality of outcomes

### Performance markers:

3 - Early collaboration with applicants and consultees on planning applications

### Key Areas of Work:

- Design
- Development management processes

### Stakeholders:

- Applicants/agents
- Neighbouring properties

### Overview

Development Management planners provide much need added value in planning applications through their design skills that have been built up over the years as well as learning from best practice from elsewhere through attendance at training events and seminars as well as sharing good ideas through other forums.

An excellent example of planners shaping proposals, working with a challenging site and surroundings, existing buildings and redevelopment proposals is the Old Moss Road Pump House in Houston, Renfrewshire.

The Renfrewshire Local Development Plan supports the conversion of buildings to residential use in green belt locations where they have a special architectural, traditional or historic character which contributes to the setting of the area. In this instance the proposed development involved the conversion of a former pump house to residential use. The pump house is located on the banks of the River Gryffe, and comprises of a red brick cube shaped house with associated sluice gates.



The special interest of the building derives from its industrial heritage links. While the building is not one that typically proposed for conversion, the planning officer that dealt with this application, James Weir, could see its potential as a candidate for conversion provided that a high quality design led approach was adopted.

To achieve this an extensive programme of pre-application discussions were undertaken. This included developing a vision for the building and identifying the key characteristics and principles that would guide the delivery of a high quality bespoke dwellinghouse that retained the industrial character and heritage of the original building. The vision was progressed through several design iterations before settling on a final scheme which subsequently gained planning approval.

Throughout the development process a key emphasis was placed on the requirement for a high quality design solution to unlock the potential of the building. James was able to add value to this process by setting out the key design principles, and offering specific advice at each design iteration. Overall James was very satisfied that he was able to successfully guide the development of a high quality and unique dwellinghouse.

### Goals

Added value through design assist both good quality of a proposal on a site as well as good placemaking.

### Outcomes

Image opposite show the added value of planners contributing to good design outcomes for sites.



## CASE STUDY - IMPLICATIONS OF COVID - Different Ways of Working – Mapping Systems / Site Meetings / Flexible Working

### Qualitative elements being presented:

Quality of service and engagement

Governance

### Performance markers:

3 - Early collaboration with applicants and consultees on planning applications

### Key Areas of Work:

- Development Management Processes
- Process Improvement
- Skills Sharing
- Data and Information
- Digital Practice

### Stakeholders:

- Applicants/agent
- General public

### Overview

Continually adapting ways of working around the pandemic is something that all planners over the last few years are transitioning to which is the new normal. The performance within the planning team is influenced by how well aligned or flexible working practices are to the transitioning process.

Over the period of the pandemic Renfrewshire Council planners continue to work well from home as well as mobilising the return to the workplace on a phased basis. As part of this transition period planning is continuing to work flexibly to meet the needs of our communities and stakeholders.

Renfrewshire Council - RenfoMap



RenfoMap Housing

Web Application

RenfoMap Housing

Application displaying RenfoMap Housing information for Renfrewshire.

Open Application



RenfoMap Classic

Web Application

RenfoMap Classic

Black and White OS map with options to add data, annotate, share and print.

Open Application



RenfoMap Flooding

Web Application

RenfoMap Flooding

Application displaying RenfoMap Flooding information for



RenfoMap Extract Addresses

Web Application

Extract Addresses

Application to allow users to extract address information to csv.

### Learning new skills

One of the adaptation skills learnt by planners at Renfrewshire Council through the pandemic is being able to use, understand and glean significant information from our internal mapping system 'Renfomap'. Renfomap is a mapping and geographical system of bespoke maps covering areas such as flooding, legal titles, housing stock, road adoption with a range of development management layers covering planning applications, environmental information to constraints layers. This mapping system allow planners to provide basic information to our many stakeholder without having to pass them from service to service. At the click of the button an array of information is set out on a spatial base layer which can be used for general enquiries, pre-applications and report writing.

Working in collaboration with the GIS Unit at Renfrewshire Council, planning has piloted the use of the various layers and the data and information stored in each layer on the mapping system. Feedback is given on accuracy, ease of use of the system, its effectiveness as well as the need for additional mapping layers to ensure that the Council has an internal geographical system that is fit for purpose for hybrid working approach.

### Flexible / Hybrid Working

The pandemic has provided many opportunities to test different ways of working across the entire planning team. This flexible working has also allowed for officers to take advantage of not having to be office based for most of the working week and in fact work for Renfrewshire Council from more remote locations and in some cases live outside Scotland but be able to still undertake site visits and site meeting as and when required.

A working practice that is now used more frequently in planning is meeting developers, landowners, investors, our communities and other stakeholders out on site. Before the pandemic, most meetings were held in the office with maps and presentations being used to talk through proposals. However more recently, the best option for most meetings is to meet out on site and go over proposal looking at landform, access issues, routes to school, landscaping, etc. It is considered that this adapted working practice is more efficient and effective for all involved and delivers a positive customer experience.

### Goals

To provide opportunities to try and test new, enhanced working practices and to learn from the experience taking the good parts along with us so that we transition to the new norm with structures, process and working practices that are effective and fit for purpose.

### Outcomes

The flexibility that has been presented to allow planner to undertake work differently has allowed a better work/life balance, better use of resources, a more positive customer experience with innovative working practice to address priorities and share the workload.

## Part 2:

# Supporting Evidence

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### Preparing the Planning Performance Framework 2021/22

In preparing the Renfrewshire Planning Performance Framework for 2021/2022 there was two large group sessions with all staff members to consider what the Planning Performance Framework would focus on. Then there were small discussion groups set up to share pieces of work and refine the text for the final submission. All staff from Development Management Team and the Local Development Plan & Housing Strategy Team put forward ideas into a centralised PPF electronic suggestion folder. This is a folder wherein staff contribute and deposit their examples of new, improved or changes to processes, plans of all design shape work wherein Planning added value to applications and draft text for the final report.

Two members of staff took and collected photos, images and quotes relating to the items highlighted in the PPF. The final report was then pulled together by team leaders and all of the formatting, styling and design was undertaken in-house by our urban design specialist.

The document once then set around the entire team for a final check and then submitted on time to the Scottish Government. The Planning Performance Framework will then be presented to the Planning & Climate Change Policy Board in August 2022.

### Impact of COVID19 Pandemic

As reported in the last two year's Planning Performance Framework the process of compiling the PPF has been undertaken as best we can by electronic, phone or virtual platforms. Stakeholders have still influenced the final Planning Performance Framework Report as we have shared text, images and case studies as we produced this year's report with those that has assisted, however discussion has primarily been via email and telephone, whereas in the past we would have visited groups or invited them into the Council offices for a discussion.

### Management/Processes Reviews

As Renfrewshire's Planning Performance Framework is reported to the Planning Board each year, the report goes through a number of management reviews from the Chief Planner to the Head of Economy and Development and then to the Chief Executive thereafter for review by the Convenor and the Vice Convenor of Planning & Climate Change Policy Board, before being presented to the 15 Board members.

## Part 2 Supporting Evidence

| Case Study Topics                | Issue Covered (pg no.) | Case Study Topics         | Issue Covered (pg no.)            |
|----------------------------------|------------------------|---------------------------|-----------------------------------|
| Design                           | 7,11,13 &23            | Interdisciplinary Working | 9, 12, 14, 16, 17                 |
| Conservation                     | 7 & 13                 | Collaborative Working     | 6, 8, 10, 11, 14, 17, 22          |
| Regeneration                     | 13                     | Community Engagement      | 8, 15                             |
| Environment                      | 6                      | Placemaking               | 7, 11, 14, 17, 23                 |
| Greenspace                       |                        | Charrettes                |                                   |
| Town Centres                     |                        | Place Standard            | 13                                |
| Masterplanning                   | 13                     | Performance Monitoring    | 9                                 |
| LDP & Supplementary Guidance     | 6, 7, 13               | Process Improvement       | 9, 11, 13, 16, 17, 19, 20, 21, 25 |
| Housing Supply                   |                        | Project Management        | 5                                 |
| Affordable Housing               | 15                     | Skills Sharing            | 10, 12, 14, 17, 22, 26            |
| Economic Development             |                        | Staff Training            | 21, 26                            |
| Enforcement                      | 21                     | Online Systems            | 9, 16, 25                         |
| Development Management Processes | 18                     | Transport                 |                                   |
| Planning Applications            | 23                     | Active Travel             |                                   |

**Other: please note:**

## Part 3: Culture of Continuous Improvement

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The following outlines what Renfrewshire Council Planning is setting out to achieve by 31 March 2023 along with progress made during 2021-2022 as well as review those actions prior to this to highlight the journey of improvement over the last few years.

### Focus for March 2023

#### Continuing to evolve innovative way of working

Building on the technological advances that the Council has made from the impact of the COVID19 Pandemic and learning from the end to end customer experience, we will continue to work with the Digital Transformation Team at Renfrewshire Council to test, trial and employ new consultation and engagement techniques to ensure connectivity through digital means evolves but at the same time consider other means of innovative working practices to assist those that are unable to be connected digitally as we transition from working from home to hybrid working.

#### Build on the successful implementation of new Planning Application System

Now that the implementation of the planning application system 'Uniform' has migrated from the previous Acolaid system along with the accompanying Document Management System as an electronic means to retain all existing records and all future records, as outlined earlier in the planning performance framework, Planning will now look to use the system more effectively and adapt the system to make it more effective, efficient and fit for purpose to ensure that the system works to the advantage of the officers. The main programme of implementation for 2022/23 is to successfully implement the Enforcement and Condition Monitoring Module in Uniform, with assistance and joint working with other local authorities and additional training and learning for staff.

#### Clarity/certainty on developer contributions & Section 75 legal agreement processes

Since the application of the developer contribution policy as set out in the adopted Renfrewshire Local Development Plan (2021), Planning consider it necessary to prepare detail guidance to provide a clearer and consistent framework for the application of developer contributions, with transparency through setting out the methodology for calculating developer contributions and our expectations in the delivery of infrastructure and services by stakeholders.

Over the coming year, Planning will work with internal and external stakeholders to set out a robust and comprehensive developers contribution guidance. The aim of the guidance is to outline a framework approach for an end-to-end development process for developer contributions. The benefits of taking a consistent and transparent approach should improve confidence in the system and processes, allow for fairer and quicker negotiations and an approach that would assist all to understand the implications of development proposals.

As well as the developer contributions guidance Renfrewshire Council is also considering effective processes between planning, legal and the developer. A protocol/process guide in relation to dealing with legal agreements is also going to be prepared and an update on this will be given in next year's reporting of the planning performance framework.

#### Enhanced Training / Participation Programme

A clear requirement from the Planning (Scotland) Act 2019, the successful implementation of National Planning Framework 4 and Scottish Government guidance on Transforming Planning is that there is a clear communication strategy between stakeholders, there continues to be a culture of improvement and learning and upskilling becomes the adopted approach.

To deliver this key outcome, Renfrewshire Council Planning propose to undertake an extensive staff and stakeholder inclusive participation programme including developer forums, community council conferences, topic focus group sessions and workshops, enhanced elected member training and a clear and open interactive participation and co-learning strategy is taken forward.

## Progress during 2021 / 2022

### Continuing to evolve innovative way of working

Building on the technological advances that the Council has made from the impact of the COVID19 Pandemic and learning from the end to end customer experience, we will continue to work with the Digital Transformation Team at Renfrewshire Council to test, trial and employ new consultation and engagement techniques to ensure connectivity through digital means evolves but at the same time consider other means of innovative working practices to assist those that are unable to be connected digitally.

**ACTION COMPLETE** – See case studies in Part 1 of this planning performance framework

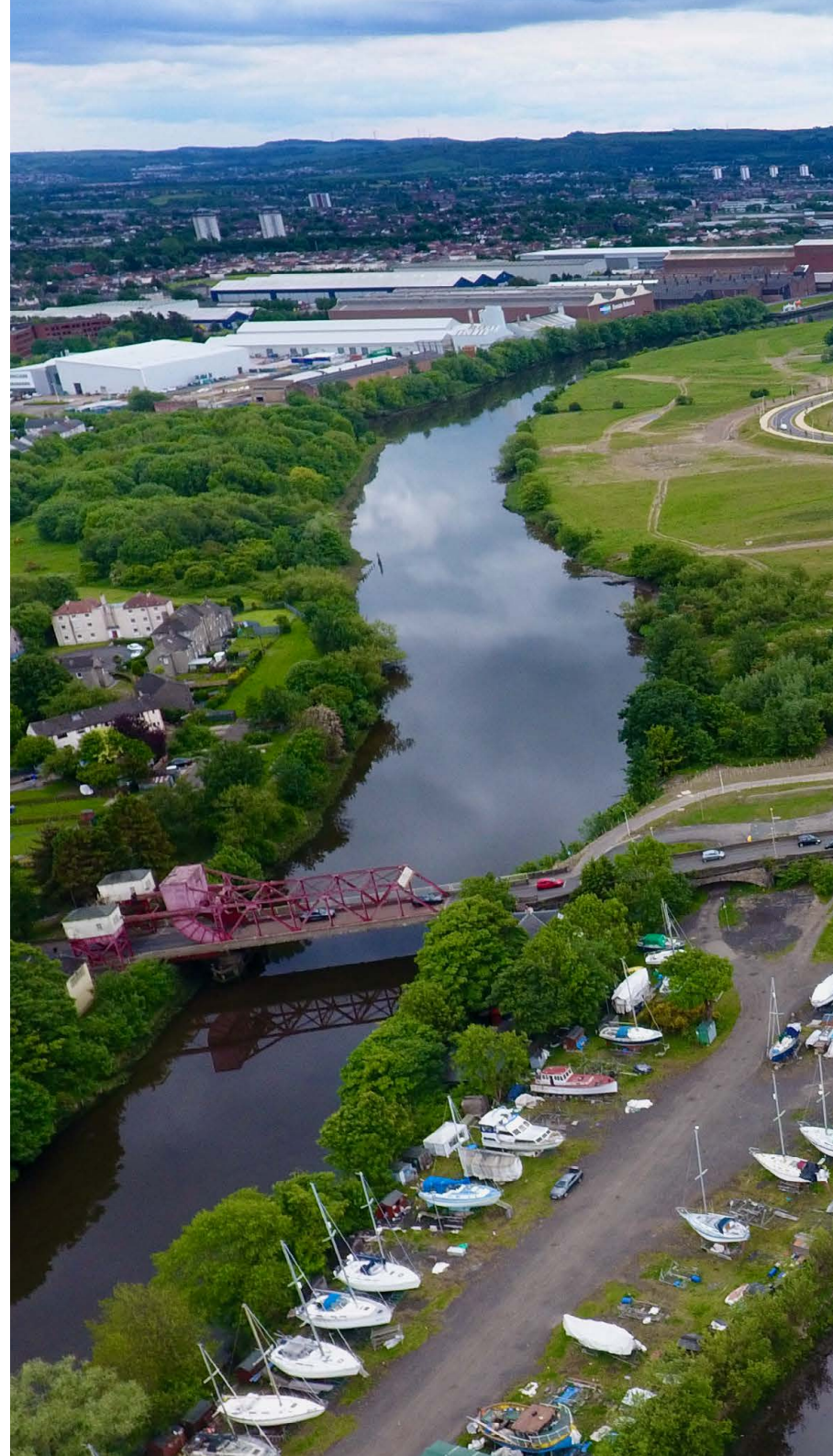
### Build on the successful implementation of new Planning Application System

Now that the implementation of the planning application system 'Uniform' has migrated from the previous Acolaid system along with the accompanying Document Management System as an electronic means to retain all existing records and all future records, Planning will now use the system to record, accurately, each time that Planning 'Adds Value' to an application.

We will also use the system to display all representations that we receive on planning applications. At present, Renfrewshire Council do not show any representations received online, with a summary of the representations only covered in the Report of Handling. This new system allows for this process to be undertaken without significant resources, therefore it is a new process that will be implemented.

As well as this through implementing this new system and learning off of our benchmarking authorities, Planning will look to see where there could be more resource efficiencies as well a more streamlined and responsive system for applicants, agents, members of the public and other stakeholders.

**ACTION COMPLETE**



## Outstanding Actions from 2020 / 2021

### Renfrewshire Review Panel

Introduce a Renfrewshire Review Panel for pre-application proposals and planning application review looking at all aspects of the development including design, access, connectivity, inclusivity, low carbon aspects, etc to assist a better understanding of developments for communities, elected members and stakeholders, providing an opportunity for developers to present the complete vision of their proposals.

**ACTION ON-GOING** - Due to Covid-19 pandemic

### Conservation Area / Listed Building Good Practice Guide

Conservation Area / Listed Building Good Practice Guide to protect and enhance Renfrewshire's Assets, an illustrative dos and don'ts guide.

**ACTION COMPLETE** – See case studies in Part 1 of this planning performance framework

### Refreshed Residential Design Guide

Replacing the Renfrewshire Residential Design Guide with a Renfrewshire Development Guide which will set guiding principles, design criteria and placemaking principle, good design examples and best practice ideas for all development.

**ACTION ON-GOING** - Revised document to Planning and Climate Change Board following finalisation of National Planning Framework 4 and Development Planning Regulations



## Part 4:

# National Headline Indicators

### A: NHI Key Outcomes – Development Planning

| Development Planning                                                                                                                | 2021-2022                                                                                                                                                                                                                                                                                                 | 2020-2021                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local and Strategic Development Planning</b>                                                                                     |                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                         |
| <p>Age of local/strategic development plan(s) at end of reporting period</p> <p>Requirement: less than 5 years</p>                  | <p><b>Local Development Plan</b></p> <p>The Renfrewshire Local Development Plan (Adopted 15 December 2021)</p> <p>= 3 months and 16 days</p> <p><b>Strategic Development Plan</b></p> <p>Glasgow and the Clyde Valley Strategic Development Plan (Adopted 24 July 2017)</p> <p>= 4 years and 8 months</p> | <p><b>Local Development Plan</b></p> <p>The Renfrewshire Local Development Plan (Adopted 28 August 2014)</p> <p>= 6 years and 7 months (31 March 2021)</p> <p><b>Strategic Development Plan</b></p> <p>Glasgow and the Clyde Valley Strategic Development Plan (Adopted 24 July 2017)</p> <p>= 3 years and 8 months</p> |
| Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? | No                                                                                                                                                                                                                                                                                                        | No                                                                                                                                                                                                                                                                                                                      |
| Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?    | Yes                                                                                                                                                                                                                                                                                                       | Yes                                                                                                                                                                                                                                                                                                                     |
| Were development plan scheme engagement/consultation commitments met during the year?                                               | N/A                                                                                                                                                                                                                                                                                                       | N/A                                                                                                                                                                                                                                                                                                                     |

## Part 4: National Headline Indicators (NHIs)

| Development Planning                                        | 2021-2022                                         | 2020-2021                 |
|-------------------------------------------------------------|---------------------------------------------------|---------------------------|
| <b>Effective Land Supply and Delivery of Outputs</b>        |                                                   |                           |
| Established housing land supply                             | 9055                                              | Information not available |
| 5-year effective housing land supply programming            | 4649                                              | Information not available |
| 5-year effective land supply total capacity                 | 7193                                              | Information not available |
| 5-year housing supply target                                | 2293 - figure takes into account past completions | Information not available |
| 5-year effective housing land supply (to one decimal place) | 10.1                                              | Information not available |
| Housing approvals                                           | 548                                               | Information not available |
| Housing completions over the last 5 years                   | 4184                                              | Information not available |
| Marketable employment land supply                           | 131                                               | Information not available |
| Employment land take-up during reporting year               | 5.4 hectares                                      | Information not available |

## B: NHI Key Outcomes – Development Management

| Development Management                                           | 2021-2022 | 2020-2021 |
|------------------------------------------------------------------|-----------|-----------|
| <b>Project Planning</b>                                          |           |           |
| Percentage of applications subject to pre-application advice     | 48%       | 52%       |
| Number of applications subjects to pre-application advice        | 457       | 486       |
| Percentage of major applications subject to processing agreement | 0.2%      | 0.4%      |
| Number of major applications subjects to processing agreement    | 2         | 4         |
| <b>Decision Making</b>                                           |           |           |
| Application approval rate                                        | 97.4%     | 96.9%     |
| Delegation rate                                                  | 97.5%     | 97.9%     |
| Validation                                                       | 70%       | 81%       |

## Part 4: National Headline Indicators (NHIs)

| Development Management                 | 2021-2022  | 2020-2021  |
|----------------------------------------|------------|------------|
| <b>Decision Making Timescales</b>      |            |            |
| Major developments                     | 17.7 Weeks | 32.2 Weeks |
| Local developments (non-householder)   | 10.5 Weeks | 8 Weeks    |
| Householder developments               | 7 Weeks    | 6.9 Weeks  |
| <b>Legacy Cases</b>                    |            |            |
| Number cleared during reporting period | 0          | 1          |
| Number remaining                       | 0          | 1          |

## C: Enforcement Activity

|                                                                                          | 2021-2022 | 2020-2021 |
|------------------------------------------------------------------------------------------|-----------|-----------|
| Time since enforcement charter published / reviewed<br>Requirement: review every 2 years | 7 Months  | 7 Months  |
| Complaints lodged and investigated                                                       | 310       | 290       |
| Breaches identified – no further action taken                                            | 35        | 20        |
| Cases closed                                                                             | 280       | 200       |
| Notices served                                                                           | 4         | 1         |
| Direct Action                                                                            | 0         | 0         |
| Reports to Procurator Fiscal                                                             | 2         | 0         |
| Prosecutions                                                                             | 0         | 0         |

## D: NHI Key outcomes – Commentary

### Commentary

#### Short contextual statement

#### The Renfrewshire Local Development Plan

Following the Examination into the Proposed Renfrewshire Local Development Plan completing in February 2021, Renfrewshire Council officers fully considered all of the reporter's report, conclusions and recommendations.

On 14 April 2021 the [Communities, Housing and Planning Policy Board](#) authorised the Head of Economy & Development to modify the Proposed Renfrewshire Local Development Plan in line with the Scottish Government Reporter's recommendations set out in the Examination Report, except for 3 recommendations in relation to housing sites at the former Golf Driving Range, Rannoch Road in Johnstone (LDP 2057), Thriplee Road in Bridge of Weir (LDP 2064) and Auchenlodment Road in Elderslie (LDP 2053). The Board also authorised the Head of Economy & Development to notify the Scottish Ministers of the Council's intention to adopt the modified Local Development Plan.

The Council advertised the intention to adopt the Modified Proposed Renfrewshire Local Development Plan and, on the 30 April 2021, sent a copy of the modified Local Development Plan to the Scottish Ministers along with a statement explaining why 3 modifications to the Plan suggested by the Reporter were not accepted.

The Scottish Ministers had an initial 28 days to reach a view on the submission, however, the Council received consecutive correspondence on 24 May, 22 June and 20 July 2021 from Ministers extending their period of consideration. [A letter from the Scottish Ministers](#) was received on 17 August 2021 informing the Council that they may now proceed to adopt the Plan.

Renfrewshire Council notified the Scottish Ministers of its intention to adopt the Renfrewshire Local Development Plan. The Plan was subsequently adopted on 15th December 2021 [LDP2](#).

Following the adoption of the local development plan, the Council received a statutory challenge to the plan. This is subject to a Court of Session judgement.

#### Effective Land Supply and Delivery Outputs in Renfrewshire

Renfrewshire continue to provide a range and choice of land which is identified in the up to date local development plan and audited each year to ensure that across the area there is an adequate and generous supply of land for various types of uses, spaces and buildings for investment, greenspace, our communities and making great places.

## D: NHI Key outcomes – Commentary

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### Commentary

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#### Short contextual statement

#### Pre-application advice

The number of pre-applications has slightly reduced in this reporting year and it is considered that this is mainly due to the types of applications being submitted to Renfrewshire Council during 2021/22 which were substantially householder applications and many of these being relatively straight forward therefore not requiring pre-application advice from officers.

At present Renfrewshire Council still offers free pre-application advice through email, phone, on-site meetings, virtual meetings and where appropriate in-person meetings complying with all covid restrictions in place at that time. Renfrewshire Council [webpages outline](#) how to get in touch regarding pre-application advice.

#### Processing Agreements

Although the number of processing agreements remains static and relatively low, they are offered to applications which are considered major or complex. <http://www.renfrewshire.gov.uk/article/2785/Processing-Agreements>

#### Decision making

The application approval rate and the delegation rate at Renfrewshire remains consistent.

#### Validation Rate

In this planning performance framework reporting year, the validation rate has reduced slightly. It is considered that this is mainly due to some technical issues related to the implementation of the Uniform planning application management system. These issues are currently being investigated and resolutions sought. Programmed for later in 2022 is a Developer Day where hints and tips will be provided from an officer perspective and constructive feedback along with discussion on issue resolution will be sought from a developer/consultant perspective to ensure there is a higher success rate in applications being validated at initial submission.

## D: NHI Key outcomes – Commentary

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### Commentary

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#### Short contextual statement

#### Decision-making timescales

The timescales for determining planning applications at Renfrewshire remains consistent with all areas of applications being decided within the Scottish Government timescales.

#### Legacy Cases

Renfrewshire Council is very pleased to report no legacy cases in this reporting year. As outlined in last year's planning performance framework, we have consistently been working extremely hard to get applications through the system and this has resulted in no legacy cases for 2021/22.

#### Enforcement Activity

During this reporting period the level of enforcement enquiries has again increased mainly due to many residents building outbuildings/decking/extensions in garden areas. Dealing with enforcement enquiries has been challenging during this period of the COVID pandemic and often the timescales for investigating matters took longer due to having to make appointments to fully investigate issues as well as ensuring officers were safe whilst carrying out their investigations.

It was considered that having an up to date Enforcement Charter assists officers when being able to explain enforcement procedures as part of dealing with enforcement enquiries and investigations. The Charter and associated Enforcement procedures can be found on the Council's web pages [Enforcement of Planning Control](#).

## Part 5:

# Official Statistics

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

| Category                             | Average timescale (weeks) |            |            |
|--------------------------------------|---------------------------|------------|------------|
|                                      | 2021-22                   | 2020-21    | 2019-20    |
| Major developments                   | 17.7 Weeks                | 32.2 Weeks | 35.4 Weeks |
| Local developments (non-householder) | 10.5 Weeks                | 8.0 Weeks  | 8.9 Weeks  |
| ▪ Local: less than 2 months          | 6.5 Weeks                 | 6.0 Weeks  | 6.5 Weeks  |
| ▪ Local: more than 2 months          | 18.9 Weeks                | 13.7 Weeks | 15.0 Weeks |
| Householder developments             | 7.0 Weeks                 | 6.9 Weeks  | 6.1 Weeks  |
| ▪ Local: less than 2 months          | 6.3 Weeks                 | 6.0 Weeks  | 6.0 Weeks  |
| ▪ Local: more than 2 months          | 10.9 Weeks                | 10.3 Weeks | 10.3 Weeks |
| Housing developments                 |                           |            |            |
| Major                                | 14.6 Weeks                | 42.6 Weeks | 60.7 Weeks |
| Local housing developments           | 13.0 Weeks                | 8.2 Weeks  | 9.2 Weeks  |
| ▪ Local: less than 2 months          | 7.3 Weeks                 | 5.7 Weeks  | 6.2 Weeks  |
| ▪ Local: more than 2 months          | 21.7 Weeks                | 15.1 Weeks | 12.1 Weeks |

| Category                               | Average timescale (weeks) |            |            |
|----------------------------------------|---------------------------|------------|------------|
|                                        | 2021-22                   | 2020-21    | 2019-20    |
| Business and industry                  |                           |            |            |
| Major                                  | 7.3 Weeks                 | 25.0 Weeks | 12.6 Weeks |
| Local business and industry            | 8.9 Weeks                 | 9.9 Weeks  | 6.8 Weeks  |
| ▪ Local: less than 2 months            | 6.2 Weeks                 | 5.8 Weeks  | 5.8 Weeks  |
| ▪ Local: more than 2 months            | 15.1 Weeks                | 14.9 Weeks | 14.9 Weeks |
| EIA developments                       | 0                         | 0          | 0          |
| Other consents <sup>1</sup>            | 7.3 Weeks                 | 5.7 Weeks  | 5.7 Weeks  |
| Planning/legal agreements <sup>2</sup> |                           |            |            |
| ▪ Major: average time                  | 34.0 Weeks                | 32.2 Weeks | -          |
| ▪ Local: average time                  | -                         | 7.2 Weeks  | -          |

<sup>1</sup> 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.

<sup>2</sup> 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                   | 2021-22 |                          | 2020-21 |       |
|                               | No.                       | No.     | %                        | No.     | %     |
| Local reviews                 | 4                         | 0       | -                        | 4       | 100%  |
| Appeals to Scottish Ministers | 5                         | 10      | 50%                      | 5       | 66.7% |

## C: Context

Renfrewshire Council Planning consider that the decision making timescales are consistent with the Scottish average. The team have worked together to show an improvement from last year's average timescale performance.

## Part 6:

# Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the 31st of March 2022.

|                           | Tier 1          | Tier 2   | Tier 3           | Tier 4  |
|---------------------------|-----------------|----------|------------------|---------|
|                           | Chief Executive | Director | Head of Services | Manager |
| Head of Planning Services |                 |          | 1                |         |
| Chief Planning Officer    |                 |          |                  | 1       |

| RTPI Qualified Staff                      | Headcount              | FTE |
|-------------------------------------------|------------------------|-----|
| Development Management                    | 9                      | 8.2 |
| Development Planning                      | 5                      | 4.8 |
| Enforcement                               | 0                      |     |
| Specialists                               | 0                      |     |
| Other (including staff not RTPI eligible) | 2 (roads), 3 (housing) | 5   |

| Staff Age Profile | Headcount |
|-------------------|-----------|
| Under 30          | 3         |
| 30-39             | 3         |
| 40-49             | 10        |
| 50 and over       | 3         |

### Context

The Structure shows how Planning is made up of two areas Development Planning and Housing Strategy and Development Management. Staff work together across the teams within Planning as well as working with the team in housing.

## Part 7:

# Planning Committee Information

The template below allows the information on the number of meetings and site visits during 2020-21 to be recorded in a consistent format, additional guidance on what to include is within the template itself

| Committee & Site Visits          | Number per year |
|----------------------------------|-----------------|
| Full council meetings            | 6               |
| Planning committees              | 6               |
| Area committees (where relevant) | N/A             |
| Committee site visits            | 2               |
| LRB                              | 0               |
| LRB site visits                  | 0               |

# P lanning P erformance F ramework

2021 - 2022