



PLANNING PERFORMANCE FRAMEWORK ANNUAL REPORT 2014 - 2015

MIDLOTHIAN COUNCIL

July 2015

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Introduction

The Midlothian Council administrative area extends to some 355 square kilometres lying adjacent to the southern boundary of Edinburgh. Its population of 86,210 (2014) is located in the main towns in the northern part, Dalkeith, Loanhead, Bonnyrigg, Mayfield/Easthouses, Newtongrange and Gorebridge, together with Penicuik in the south west part of the area. The southern part of the district is predominately upland countryside. Planning issues are therefore both urban and rural in nature, and also include matters relating to the substantial heritage and natural resources of the district. Particular challenges are accommodating the strategic housing requirements in a way that retains the identity of communities and ensures that the consequential infrastructure requirements of developments are adequately met.

Midlothian Council comprises 18 Members, all of whom sit on the Planning Committee. The Local Review Body comprises 10 Members. Both the Committee and the LRB meet every six weeks. There is a Cabinet Spokesperson for Communities and Economy, who is also Chair of the Planning Committee. The Council's planning function is part of the Communities and Economy Service. This Service also includes the functions of building standards, environmental health, economic development, trading standards, community and neighbourhood planning, and performance. The Communities and Economy Service forms part of the Council's Education Communities and Economy Directorate, which also comprises Education Services and Children's Services.

Executive Summary

In 2014/15, Midlothian Council's Planning Service continued to make good progress across the range of its statutory and additional activities. Its development plan remains relevant and effective; and the emerging replacement development plan documents have advanced significantly. This has enabled the Council to provide a strong planning policy context to promoting economic development, supporting communities and providing essential infrastructure. It has also secured a continuous five-year land supply for housing in Midlothian. The replacement to the Midlothian Local Plan (2008) will be the Midlothian Local Development Plan (MLDP). The proposed MLDP was published in May 2015 and generated a high level of interest from the public and other stakeholders. The Council is processing and considering the representations submitted following the publication of the MLDP and is aiming to submit the proposed plan to the Scottish Government for consideration in Autumn/Winter 2015.

This strong development plan position has been a factor in the continued confidence of the house building industry in Midlothian. A steady and adequate supply of effective housing land comprising of range of sites of varying size across a wide geographical area, an open approach to the conduct of pre-application discussions, effective handling of planning applications, and certainty of the nature and extent of contributions being sought by the Council from developers, all contribute to that climate of confidence, as evidenced by the strong house building completion rates in Midlothian. On that latter factor of developer contributions, the Planning Service continues to take a pragmatic approach so as to facilitate development through an approach that recognises the constraints of the economic viability of sites and developers' cash flow.

In addition to notable improvement in the time taken to handle planning applications, the planning service has continued to offer a high quality of customer service through its long-established and very well used duty officer service, encouragement of informative pre-application discussion, naming of a single point of contact case officer for applications, and co-ordination by those case officers of other related disciplines such as transport and landscape. All of this is supported on a fully functional website providing comprehensive information on all planning applications; as well as a new online development planning portal. This website has been top rated by independent external assessment.

Accordingly, the planning service is a fully effective contributor to the Council's key priorities most particularly that of promoting economic development/business support linking closely with Midlothian's strategy, 'Ambitious Midlothian'.

Whilst pressure on the availability of resources remains a continuing part of the overall corporate context, the Midlothian planning service remains sufficiently robust and focussed to meet such challenges and to deliver an effective planning service which meets the requirements and expectations of

the communities and businesses of Midlothian, developers, potential inward investors, partners and other stakeholders.

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SECTION 1



PLANNING PERFORMANCE FRAMEWORK ANNUAL REPORT 2014-2015

Part 1: National Headline Indicators (NHIs)

Key outcomes	2014-2015	2013-2014
Development Planning: <ul style="list-style-type: none"> age of local/strategic development plan(s) (full years) <i>Requirement: less than 5 years</i> development plan scheme: on track? 	6 years Y*1	5 years N*1
Effective Land Supply and Delivery of Outputs <ul style="list-style-type: none"> effective housing land: years supply effective housing land supply housing approvals effective employment land supply employment land take-up 	5 years 4,653 units*2 701 units*3 201 ha*4 0 ha*5	5 years 4,351 units*2 821 units*3 201 ha*4 9.31 ha*5
Development Management <p>Project Planning</p> <ul style="list-style-type: none"> percentage of applications subject to pre-application advice number of major applications subject to processing agreement or other project plan percentage planned timescales met <p>Decision-making</p> <ul style="list-style-type: none"> application approval rate delegation rate 	9.5% 7*6 85.7%*6	9.8% 0 N/A
Decision-making timescales Average number of weeks to decision: <ul style="list-style-type: none"> major developments local developments (non-householder) householder developments 	24.8 15.6*8 6.7	60.5*7 14 6.9
Enforcement <ul style="list-style-type: none"> time since enforcement charter published/reviewed (months) <i>Requirement: review every 2 years</i> number of breaches identified / resolved 	13 months 155/142	1 month 136/132
<p><u>Notes</u></p> <p>*1 The Development Plan Scheme for Midlothian No. 7 (DPSM7), published in March 2015, included a timetable aiming for publication of the Midlothian Local Development Plan (MLDP) Proposed Plan and Environmental Report in Spring 2015, with a period for representations in Spring/Summer 2015. Although the</p>		

LDP programme is on track in relation to the timetable in DPS7, it has slipped in relation to that set out in previous Development Plan Schemes. The principal reason for this is the delay incurred in the approval of the first Strategic Development Plan (SDP) for South East Scotland (SESplan) and the Ministerial requirement for *Supplementary Guidance - Housing Land* to be prepared, creating uncertainty regarding the housing land supply requirements to be met through the MLDP (see below). The finalised Guidance was ratified by the Member Councils and submitted to Scottish Ministers on 21 May 2014. Ministers then sought to amend the Guidance prior to adoption, which resulted in a further three-month slippage in adoption until September 2014.

This delay in confirming the SESplan housing land requirements has had a knock-on effect on the timetable for confirming the development strategy to be taken forward as the basis for the MLDP Proposed Plan. The timing of the publication of the NPF3 and finalised SPP is another factor influencing the programme for publication of the Proposed Plan. The development strategy to underpin the Proposed Plan, together with key policy changes, was agreed by Council on 24 June 2014. The Proposed Plan was approved for publication in December 2014. The Members required changes to the plan, including deletion of some sites and insertion of others, the Proposals map and final document printing had to be completed and the online presentation finished. This, together with the need to observe the General Election “purdah” period meant that the publication date was pushed back to mid-May

Delays were further compounded by uncertainty as regards the scope and nature of the transport appraisal required to underpin the transport solutions for the A701 Corridor and allow growth to be promoted in Midlothian to meet the SESplan requirements.

*² Figure for 2013-2014 is taken from the published Housing Land Audit (HLA) 2014. Housing Land Audit 2015 has still to be prepared and the figure shown is provisional. Figure for 2014-2015 does not comprise sites included in the MLDP Proposed Plan, which would increase this to 6,373, though these sites have still to go through examination.

*³ There is a risk of variation in outturn numbers on larger housing sites which may occur due to applications to amend originally consented schemes. Sites which were at ‘minded to grant consent’ stage at the end of March 2015 but awaited a Section 75 agreement have not been included. The total established land supply is 10,372 units in HLA 2014 and, in addition, the allocations arising through the MLDP provide at least 3760 units. Completions achieved in 2014-15 amount to 520 units.

*⁴ Figure comprises 48.5 ha immediately available land plus 68.7 ha with minor constraints plus 83.9 ha safeguarded land (life science sites/ The Bush). The categories/ descriptions are as agreed through SESplan, i.e.
a) immediately available - land judged to have no significant constraints and considered to be effective;
b) minor constraints - land with some constraint(s) but could be made available within a 5-year period and considered to be effective;

c) safeguarded - normally subject to constraint(s) which may or may not be removed within a 5-year period: includes land identified in development plans for specialist uses or company expansion purposes such as life sciences; and
d) major constraints - land with constraint(s) of a significant nature which would not be available within a 5-year period and not considered to be effective.

*⁵ As in the 2011/2012 PPF submission, there have been no completions on the economic land supply this year. As was the case then, this belies development activity on the ground with a retail unit of 0.48 ha has being completed at Straiton Retail Park, and a further 2.5 ha being redeveloped within existing industrial estates. A further 3 ha of land is subject to planning applications and there continues to be development activity on a number of non-established land supply sites. Furthermore there remains development coming through the pipeline such as the Zero Waste Treatment Facility at Millerhill, the first phase of which (anaerobic digestion plant) is nearing completion, with the larger residual waste treatment plant (which already has road access in place) to follow in the near future.

*⁶ Seven major planning applications were reported to the Planning Committee in 2014/15. six (85.7%) of which were considered in accordance with the planned timescales. The planned timescale to report one of the applications to Committee was amended during the processing of the application to reflect the applicant's choice to submitted amended plans for consideration. The major application not reported to Committee in accordance with its planned timescale relates to a proposed wind farm development. In this case the applicant and the Council could not agreed on a date for a pre determination hearing, with the consequential impact being the applicant submitting an appeal against none determination after the four month determination deadline.

*⁷ Although the average number of weeks to determine a major application in 2013/14 increased to 60.5 weeks compared to the 2012/13 average of 42.8 weeks, this was a consequence of one application (09/00354/OUT – submitted pre August 2009) taking 193 weeks to determine. The delay was a result of the applicant requesting the application be held in abeyance whilst they resolved wider master planning and infrastructure issues. If this application is excluded from the figures the average time period would be 27 weeks. A significant improvement on the 2012/13 figure.

*⁸ Although the average timescale has dropped by 1.6% this is a reflection of the Council determining 6 legacy cases which have disproportionately influenced the figure. Midlothian does not 'stop the clock' for local development applications. However, it is reviewing this position to make itself more comparable with other local authorities.

Planning Service Overview

Midlothian's Planning service comprises the statutory town and country planning functions of the Council, primarily the preparation of strategic and local development plans, planning policy and guidance, environmental schemes and policy, the determination of planning applications, the handling of planning appeals, and the enforcement of planning control. It also comprises officers

who provide a Council-wide service of supplying demographic/land use information, and geographic information system (GIS) mapping and graphics.

Those functions have until recently been split into two teams, one dealing with planning applications/appeals/enforcement, and the other with development planning/information/GIS/environment: with each team headed by a manager. Consequent of a management review a new single planning manager post was created in place of the two former manager posts. An appointment to that new post of Planning Manager has been made, with the successful candidate having started on 1 February 2015. This change in management arrangements provides an opportunity to consider the merits of a more integrated and effective planning service.

Following the appointment of a single planning manager the Planning team has been subject to a formal Service Review with the objective to improve service delivery to meet the targets and aspirations set by the Scottish Government's Planning Performance Framework, the Communities and Economy Service Plan and Planning team priorities.

The review will deliver a customer focused service with a clear management and team structure which sets clear roles and responsibilities. The structure will set a platform for culture change and introduces flexibility to enable the Planning team to respond to the competing priorities and challenges it faces. It will also ensure future proofing the service against immediate work pressures and those that arise in the medium to long term. However, during the period of transition there is potentially a consequential impact on performance in the short term with the benefits not being reflected in Midlothian's PPF submission until 2015/16 and 2016/17.

In December 2014 the Council approved the proposed Midlothian Local Development Plan. The plan was subsequently published, with the deadline for interested parties to make representations expiring on 26 June 2015. The Planning team has received in excess of 800 representations.

Overall performance (how many applications have been determined within target) for 2014/15 has been maintained at a high level, above the Scottish Government's target, and is equal to the 2013/14 performance. In 2014/15 84% of planning applications have been determined within target. This compares to 84% in 2013/14, 73% in 2012/13, 70% in 2011/12, 65% in 2010/11 and 55% in 2009/10.

This is a result of effective performance management and a programme of continuous improvement with regard to processes and procedures. The duty officer service, the formal pre application advice service and partnership working continues to help to improve the service and the advice given. The ongoing improvement in the service is reflected on the ground with significant development taking place throughout the district delivering new housing, support for business and new services and infrastructure.

Since the establishment of the Local Review Body in 2009 the number of 'notices of reviews' submitted has been relatively consistent (14 in 2010/11, 19 in 2011/12, 18 in 2012/13, 16 in 2013/14 and 16 in 2014/15).

With regard to enforcement it is the priority to continue negotiating resolution to breaches of planning control, rather than serving formal notices unless as a final resort. The team had 155 cases in 2014/15.

The Dalkeith Townscape Heritage Initiative (THI) and Conservation Area Regeneration Scheme (CARS) were successfully completed in June 2014 within the set 5 years timescale. Midlothian is now developing and progressing a CARS for Gorebridge.

Part 2: Defining and measuring a high-quality planning service

Open for business

Strategic Planning

Following approval of the first Strategic Development Plan (SDP) for South East Scotland in June 2013 and the subsequent supplementary guidance on Housing Land in 2014, work is underway on the second SDP. In collaboration with colleagues in Housing, the Planning service, under the auspices of SEShof, has contributed to the preparation of the Housing Needs and Demand Assessment (2) which was confirmed as "robust and credible" by the Centre for Housing Market Analysis in 2014. This will be central to the justification and setting of an appropriate Housing Supply Target for the SESplan area up to 2037 and for the subsequent Local Development Plans (LDP) that will be prepared thereafter to support SDP 2.

Midlothian reported last year (under the approved SDP 1) that Midlothian was providing substantially for the wider Edinburgh housing market up to 2024 - by around five times its own housing needs and demand reflecting the proactive position the Council took towards securing future investment and growth in the area.

This year the Council ratified the SESplan Main Issues Report 2 in June 2015 and is now working with SESplan to co-ordinate the public consultation which runs from 21 July to 15 September 2015. The MIR 2 sets out a preferred option for steady growth over the plan period 2012 – 2037. This includes a further ambitious target of 134,600 houses to be identified over that period (102,800 between 2012 and 2029 and 31,800 between 2030 and 2037). The HNDA identifies a greater need for affordable housing as opposed to market housing over the new plan period. The scale of planned growth together with the shift in tenure requirements will present a significant challenge for SDP 2 and the subsequent LDPs to deliver whilst balancing community aspirations and expectations and mitigating constraints.

Midlothian Local Development Plan

The MLDP Proposed Plan (and associated documents - Environmental Report and Action Programme) was published for a six week period of representation on 16 May 2015. This marked the culmination of a busy year for the planning service following the conclusion of the Main Issues Report consultation stage in August 2013.

While the delivery programme is slightly behind schedule (DPS No.6) the proposed plan does take account of:

- The publication of the SESplan Supplementary Guidance on Housing Land (May 2014);
- the publication of NPF3 (June 2014);
- revised SPP (June 2014);
- the DPMTAG appraisal of the proposed plan (October 2014);and
- consultation on the draft Action Programme (January 2015); and

The proposed plan includes a generous supply of housing land relative to its own housing needs and demands (a supply of 12,490 units compared to a need of 2,200 units) as well as an additional 2,550 units to meet the SDP1 supplementary guidance requirements. The plan also provides for a number of safeguarded sites that could contribute to the supply beyond 2024 (1,395). This is a significant commitment and will require a step change in the number of house completions each year if the Council is to maintain an effective 5 year housing land supply. The Council is keen to establish a regular dialogue with house builders to ensure this happens. The Action Programme sets out the planned house building programme over the plan period and will be the mechanism to identify and address any shortfall in the supply. Likewise, to assist with delivery of the MLDP the partnership Action Plan that accompanies the Economic Recovery Plan (Ambitious Midlothian) is closely aligned with the emergent MLDP Action Programme.

The generous provision of housing land in the proposed plan underlines the strategic location of Midlothian within the SESplan area and the obvious market attractions of the County to house builders and home buyers alike. The opening of Borders Rail is likely to increase interest in Midlothian as a good place to grow.

Economic Development

The proposed plan places economic development at the centre of the development strategy. The allocation of three strategic economic allocations linked with Borders Rail stations and/or at key transport interchanges (Shawfair, Salter's Park and Straiton) signals the Council's intent to take a proactive approach to promoting investment in Midlothian. The plan also includes proposals to realign the A701 and improve access to The Bush to facilitate further expansion of the life science sector.

The proposed plan supports development opportunities around the Borders Rail station sites and recognises the substantial joint activity will City of Edinburgh Council and Scottish Borders Council in promoting the economic potential of the new rail line. Equally in the life science sector, the plan, for the first time,

introduces a separate policy to support long term development at the Bush and the Midlothian Biocampus Enterprise Area.

A Business Improvement District (BIDS) was recently established for Penicuik Town Centre and the promotion of a scheme for the life science sector at The Bush is currently being considered.

The Council, through its Economic Development team, has engaged fully during 2014 in SESEC (South East Scotland Economic Community) working in partnership with SESplan (Strategic Development Planning Authority for Edinburgh and South East Scotland), other Member Councils and Scottish Enterprise.

Implementation

Being 'open for business' is also illustrated through continuing promotion and implementation of the development proposals allocated in the current Midlothian Local Plan together with a supportive approach to applicants for planning permission. Planning staff have met with a wide range of development interests, and have sought to overcome infrastructure barriers to development through working collaboratively with the Council's Education Service, Scottish Water and Transport Scotland, in particular. Planning advice is provided by the 'duty officer' and by way of the pre-application advice service.

A proactive relationship with the development industry has secured the following progress in relation to regionally important development projects in Midlothian, in some cases through a partnership approach:

- Borders Railway - The advanced stage of the Borders Rail project, due to open in September 2015 after 30+ years in planning and delivery, has brought with it an air of economic optimism and vibrancy. Much of the new housing in the A7/A68/Borders Rail Corridor committed or under construction, is predicated on the rail line and will contribute to the funding mechanism for the railway through agreed developer contributions. The rail construction works have included the provision of some key elements of the strategic road infrastructure required for the Shawfair new community and will help with delivery of the first phases of the housing proposals. The Council has coordinated a number of events for local business and potential new businesses to explore the potential opportunities that will arise from the Borders Railway.
- Shawfair new community - The focusing of dedicated staff resources on securing the grant of planning permission for the Shawfair new community has brought significantly closer the delivery of 4,000 new homes, business and commercial space with a new town centre, new primary and secondary education, community and transport infrastructure, after 25 years in development including a delay of seven years in signing the associated legal agreement as a result of the economic recession.

Developer Contributions

The past year has proved to be a challenging period in terms of developer contributions with the dedicated Section 75 officer post (responsible for negotiating and managing all Section 75 and Section 69 agreements) vacant for much of that time. That period coincided with an upturn in the housing market and hence further planning applications for housing and as a consequence, Section 75 agreements. It is anticipated that this will have a detrimental impact on Midlothian's planning application performance averages in 2015/16 and will be evident in next year's PPF submission.

However more recently, since March 2015 there is a new Section 75 officer in place as a dedicated resource/single point of contact for dealing with planning obligations, which helps ensure a consistent and responsive approach. At the same time there is also a new approach to developer contributions with detailed Heads of Terms now being frontloaded early in the process and agreed with applicants prior to a minded to grant resolution. Each legal agreement case is actively project managed by the Section 75 officer with regular contact maintained with the applicant, their solicitors and the Council's own legal team. This is helping to progress agreements expeditiously and foster improved working relationships between the Council and the development industry. In this regard the Council values its positive working relationships with developers including in particular the house building industry and recognises the importance of being able to facilitate the progression of planning applications and legal agreements in a timely manner. With this in mind the Council does promote the use of Section 69 agreements in appropriate cases.

Efforts are currently being made to conclude agreements associated with "legacy" cases and at the same time with the front loading of Section 75 negotiations seek to avoid newer applications also become long established legacy cases.

A consistent approach to obligations and their negotiation is being taken to ensure that there is a clear link between policies contained in the Council's adopted Supplementary Planning Guidance on Developer contributions and actual planning obligation requirements.

The Section 75 Officer works closely with case officer colleagues to determine whether particular provisions are most appropriately secured through a legal agreement or planning condition.

The importance of Section 75 agreements is recognised in the fact that there is currently an internal audit being undertaken of practices and processes and it is recognised that further work will need to be undertaken in relation to legal agreement monitoring. With this in mind software options are currently being investigated and examples of good practice elsewhere are being considered. In the coming year as the Midlothian Local Development Plan progresses towards adoption, in parallel new Supplementary Planning Guidance will be prepared to ensure that there is up-to-date guidance in place that is reflective of the new development plan requirements.

The 'Duty Officer' Service

The planning service operates a 'duty officer' service which comprises a dedicated officer being available to provide planning advice and guidance to members of the public, applicants and agents and other interested parties who visit the Council offices or contact the service by phone or in writing. There is no charge for this service and no prior appointment is required. Each month the Development Management duty service receives over 400 phone calls, an estimated 100 written enquiries and 150 visits to the reception (these statistics do not include the contact made directly to planning application case officers). A corresponding service is available for the Council's Building Standards service. Customers can secure advice from both services in one visit/call. The duty officer service is advertised on the Council's website.

Pre Application Advice

In June 2010 a formal pre application advice service was introduced. This service supplemented the more informal advice given on a daily basis by the 'duty officer'. A total of 229 formal pre application enquiries were submitted in 2014/15, this compares to 189 submitted in 2013/14, 153 submitted in 2012/13, 140 submitted in 2011/12 and 91 submitted in 2010/11. Advice about this service is available on the Council's website.

All pre application advice is recorded in the Council's back office database and the responses are monitored and constitute a performance measure and competency for individual case officers. This has helped to improve the management of this service and the advice given.

The drop in the number of pre application advice submissions from 9.8% in 2013/14 to 9.5% in 2014/15 shows the clarity of local plan policies and established design expectations which developers/agents have incorporated into their proposals without the need for 'formal' pre application advice.

Single Point of Contact

Planning application applicants are allocated a case officer who will be a single point of contact. The same officer will be the point of contact throughout the assessment of a planning application and throughout pre application and post decision discussions. Furthermore, it is a priority to allocate the corresponding case officer to subsequent applications on the same site or adjoining/related sites. The case officer will project manage the application process and coordinate any input from internal and external consultees.

Validation Checklists

The Council has established validation checklists that outline the information required to submit a valid planning application. The requirements vary depending on the type of application and are available on the Council's website. The Council registers a valid application within 1 working day of receipt. Architects and agents have advised that the requirements are proportionate and that it is "easy to submit an application in Midlothian".

Meeting Developers and Landowners

Managers within the planning service hold regular liaison meetings with the major developers and land owners in Midlothian, such as Buccleuch Estates, Taylor Wimpey and Edinburgh University. These liaison meetings are proactively arranged by the Council and are strategic in nature. These liaison meetings are an opportunity for partnership working between developers/landowners and the Council corporately, with the objective of bring sites forward for development. It is worth noting that this partnership working and the Planning Service's flexible approach to development enabled the major developers and land owners in Midlothian to progress development projects throughout the economic down turn.

Individual planning case officers meet applicants and agents to discuss proposals at pre application and application stages as required or requested. Officers are also easily accessible via direct phone numbers and email addresses.

High quality development on the ground

Conservation Regeneration Schemes

The Dalkeith Townscape Heritage Initiative Scheme (THI) and Conservation Area Regeneration Scheme (CARS) is now complete. The scheme commenced in 2009 and all original work was delivered within the recommended 5 year timescale (end of June 2014). Additional funding from Dalkeith Business Renewal and Historic Scotland allowed further building work to be undertaken and the Heritage Lottery Fund granted a 3 month extension to complete the extra building work.

The scheme delivered all the targets set out in the original action plan with additional work made possible by increased grant from Historic Scotland and Dalkeith Business Renewal. All the priority projects were completed, including those with most visual impact on the entrance and exit routes to Dalkeith. In total 28 buildings were grant aided. The training plan was successfully delivered with over 50 trainees being trained in traditional construction skills and numerous community engagement projects delivered. Key to the success of the scheme has been the close working between building owners, THI & CARS staff and Planning.

As part of the Dalkeith THI & CARS project significant improvements were undertaken in the public realm using materials in keeping with the conservation area (yorkstone paving and whinstone kerbs).

Overall the scheme has been extremely successful and has been highlighted as best practice in terms of heritage regeneration by Historic Scotland, the Scottish Government and other partners such as the Prince's Trust.

The scheme has been the catalyst for a number of subsequent initiatives, the restoration of Dalkeith Corn Exchange, the setting up of a trader's forum and additional repair and restoration work to a further 5 historic buildings in the town centre.

Midlothian Council, in partnership with Dalkeith Business Renewal, is now considering the possibility of continuing the public realm improvements in East High Street using Developer Contributions and funding from Dalkeith Business Renewal.

The Midlothian Local Development Plan (MLDP) is supportive of the improvements undertaken through the Dalkeith THI & CARS, particularly the re-use of existing buildings and the improvement of the public realm. The MLDP will continue this support after the completion of the scheme acknowledging that there may be further opportunities for redevelopment/ conversion of properties in the town centre during the period of the MLDP.

Part of the legacy work of the Dalkeith THI & CARS is continuing to provide building owners with guidance on high quality design within the conservation area. The Dalkeith Shop Front Design Guide, Home Owner Repair and Maintenance guide and Heritage Trail leaflet are available online. A monitoring programme of the work undertaken as part of the Dalkeith THI & CARS is being developed. Properties improved will be monitored for unauthorised changes and ongoing maintenance.

Another positive impact on Dalkeith High Street has been the realisation of a long-standing project to secure a new supermarket in Dalkeith town centre on the site of the former bus station. The MLDP supports appropriate neighbourhood shops in areas of residential growth. The planning service has worked with a wide range of interests to bring Morrisons to a location close to the heart of the town centre, as the best means of increasing footfall and thereby retail spend in the centre. The opening in 2014 of the new Morrisons supermarket in the town centre will help to reinforce the retail role of Dalkeith town centre.

A conservation regeneration scheme has also been developed in Gorebridge town centre. The Gorebridge Conservation Area Regeneration Scheme (CARS) commenced in April 2013 and runs until 31 March 2018. This is a partnership between Historic Scotland, Gorebridge Community Development Trust and Midlothian Council. The scheme has reached the end of its second year and all the building grant funds have been committed. By the end of the scheme 15 historic properties will have been repaired and restored with grant aid. One property will have been improved as a priority project, 14 properties will have been improved through the Small Grants Scheme. Work to 13 of these properties is now complete. Two phases of the training plan have been delivered and 20 trainees have undergone training in traditional construction skills, 20 pupils from a local high school have undertaken the schools heritage skills course.

There are a number of community engagement projects now up and running in Gorebridge; the local history archive project, the heritage trail project, Borders Railways history and heritage project and working with Edinburgh School of Architecture students on a number of initiatives.

There are also ambitious plans for the proposed public realm improvement which will make a significant difference to the conservation area if match funding can be obtained from the Borders Railway grant fund.

There are a number of initiatives coming together in Gorebridge that will significantly assist with the regeneration of the village, the new Borders Railway, the building of a new community hub and the CARS scheme.

The Coalfield Regeneration Trust is assisting the local community to produce a vision for the future and heritage regeneration has been given a priority by the local steering group based on the continuing success of the Gorebridge CARS scheme.

Town Centre Health Checks.

Since 2010 the Council has undertaken pilot Town Centre Health Checks across three town centres in Midlothian – Dalkeith, Bonnyrigg and Penicuik. Scottish Planning Policy highlights the importance of monitoring the vitality and viability of our town centres. Town Centre Health Checks can be used to gauge the need and scope for change, with a view to developing a town centre strategy in conjunction with the MLDP. In 2014 it was agreed that eight Midlothian centres should be surveyed biannually. Bonnyrigg, Dalkeith, Loanhead and Penicuik were surveyed in 2014. Gorebridge, Mayfield, Newtongrange and Shawfair (committed but not yet developed) will be surveyed in 2015.

Development Briefs

As a consequence of a continuing review of the Council estate, sites are being released for development. To facilitate high quality development on the ground the planning service proactively drafts development briefs for sites and has drafted a design guide for its own housing programme to supplement the design policies in its adopted local plan.

Design Improvements

Officers dealing with planning applications have a track record of working with applicants and agents to amend schemes to improve development on the ground. The teams culture is to proactively seek to resolve design challenges as part of its pre application discussions and as part of the application process. This approach is taken regardless of the scale of project.

Redevelopment of Dalmore Paper Mill Site, Penicuik

The Council has proactively worked with developers since 2003 to find design solutions to successfully overcome development constraints to enable the redevelopment a former paper mill site adjacent to the River North Esk, Auchendinny, Penicuik. 127 residential units have been approved in four phases. The development comprises a mix of town houses and flatted blocks which reference the previous use of the site as a paper mill. Construction has been taken place on the site over number of years with the completion of the first phases in 2013 – 2015.

Dalmore Paper Mill 2003.



Dalmore Paper Mill redevelopment 2014



Extension at 35 Newbattle Gardens, Eskbank

35 Newbattle Gardens comprises a detached two storey dwellinghouse dating from the late 1990's set within a former walled garden within Newbattle Conservation Area. Planning permission was granted for a contemporary single storey extension to the house. The extension appears as an unashamed contemporary addition in its own right the modern design and high quality finish of which add to the architectural interest of the house.



Officers share good examples of design and improving design with colleagues in team meetings and during reviews of projects.

Certainty

Development Plans

The development strategy of the Midlothian Local Plan, adopted in December 2008, remains current and is in the process of delivery. The certainty the plan provides and the upturn in the economy, which has continued throughout 2014/15, is reflected in a number of major housing sites under construction, for example:

- Ashgrove, Loanhead (approximately 300 units);
- Land at North Mayfield (approximately 60 units);
- Phase 1 Seafield Road, Bilston (approximately 300 units);
- Vogrie Road, Gorebridge (approximately 90 units);
- North Gorebridge (approximately 550 units);
- Stobhill/Mossend, Gorebridge (approximately 250 units);
- Hopefield Farm, Bonnyrigg (approximately 1,300 units); and
- Wester Cowden, Dalkeith (approximately 1,100 units),

These sites and others are continuing to produce new homes at a steady rate of completions. In total, 660 units were built in 2014/15.

The importance of an up-to-date development plan in providing certainty and predictability for developers and investors is recognised by the Council; during 2014/15, the Council continued to prioritise its contribution towards achieving an approved Strategic Development Plan for South East Scotland, SESplan, whilst also progressing with the preparation of the Midlothian Local Development Plan (MLDP) as quickly as possible within a strong project management framework. The MLDP Project team manages development plan progress, monitors the budget, identifies risks and coordinates issues with SESplan. Development Plans as to how much of the overall housing land requirement should be met in each of the six Member Authority area. The Supplementary Guidance was adopted in November 2014.

Despite this delay Midlothian has made good progress with its development plan; publishing its Proposed Plan in May 2015 with the representation period expiring 26 June 2015. The Council has received on excess of 800 representations.

Publishing the MLDP has helped to provide certainty about the Council's intentions for the development industry. The plan takes account of the generosity of the housing land supply in Midlothian; there is good evidence from consultation on the SESplan Proposed Plan (for example, Homes for Scotland) that Midlothian is meeting city region housing needs well in excess of its own requirements, as confirmed through the Housing Need and Demand Assessment.

The Council is taking a pragmatic approach to bringing development sites forward within the development planning context. Where circumstances permit, sites are being considered for early release in advance of MLDP adoption; this will not be possible where a significant body of representations exists but, for other sites, pre-application discussions are in progress with a view to development taking place early in the development plan period. A high level of Member engagement in the MLDP process means that there is greater certainty in the outcome for both developers and communities at the later stages of plan preparation. Furthermore, over 40% flexibility is being built into the housing land supply for the Proposed Plan plus a substantial amount of land is being identified with longer term development potential; both should provide assurance to developers and investors as regards the case for infrastructure investment.

Planning Service Structure

Since February 2015 Midlothian has operated as a single Planning team with a single Planning Manager. This new service structure and resultant ongoing service review, as previously referenced, presents an opportunity to enhance the connectivity between the formulation and conception of policy and the delivery of development on the ground through the planning application process and securing developer contributions. This enhanced opportunity to improve certainty has been welcomed by the development industry in Midlothian.

Services to Provide Certainty

In the 'open for business' section of this report the Council outlined its duty officer service, pre application advice service and validation checklist. These services all contribute to providing certainty through the planning system.

Communications, engagement and customer service

Public Engagement

In terms of public engagement, 2014-15 was a relatively quiet period, falling between the Midlothian Local Development Plan (MLDP) Main Issues Report (MIR) consultation stage (May to August 2013) and publication of the MLDP Proposed Plan and associated documents (May 2015) for formal representations. Similarly, the period falls between consultation (November to December 2013) and subsequent adoption of Supplementary Guidance –

Housing Land as part of SDP1, and early awareness raising for SDP2 MIR in spring 2014 (handled by the SESplan core team). Consultation on SDP2 MIR is taking place to July to September 2015.

Elected Member Engagement

At its meeting of 24 June 2014, the Council considered a report on the development strategy and key policy changes which were subject to consultation through the MLDP MIR, and which would form the basis of the MLDP Proposed Plan. It endorsed the content of the report as the basis upon which the Proposed Plan would be prepared. The Council approved the Proposed Plan and associated documents for publication at its meeting of 16 December 2014.

The above decisions followed a series of four seminars for elected members on the strategy and policy framework extending into April 2014. As well as being provided with officer summaries of the consultation responses and issues raised, elected members were invited to view responses online by topic or by development proposal/site.

Communications and Customer Service

The Development Plan Scheme for Midlothian (DPSM) No.6 (March 2014) and No.7 (March 2015) provided updated guidance on development plan timetables and related processes, including public participation. Both DPSMs were made available in hard copy and online. Distribution included to community planning partners, community councils, elected members, neighbouring authorities, libraries, the Scottish Government and DPEA.

Recognising that 2014-15 was a relatively quiet period for public engagement in relation to the development plan, a second MLDP Newsletter was published in July 2014. This was sent to all those registered on the MLDP database, either electronically or in hard copy, according to their preference. It was also posted on the Council's website. The newsletter included updates on MLDP and SESplan SDP activities and timetables.

The current Midlothian Local Plan Proposals Map continued to be available online in interactive form during 2014-15. Development planning web pages were kept up-to-date during the period, providing and linking to general information on development planning and making the development plan available electronically. Reports to Council and notes of seminars were also made available via these pages.

It is worth noting that in March 2014 the Society of IT Managers placed Midlothian Council's website in the top 20 of 433 UK Council sites, one of only six Scottish Councils to get a top four star rating. The Council was also commended for making it easy for people to access the site from mobile phones and tablets.

Services to Provide Customer Service

In the 'open for business' section of this report the Council outlined its duty officer service, pre application advice service and validation checklist. These

services all contribute to providing an excellent customer service.

Liaison with Community Councils

In addition to the statutory consultation process with regard planning applications planning officers and managers will meet with Community Council and other Interest Groups to discuss proposed/ongoing development projects, procedures and changes to services.

The Planning Service has a Communities Council Forum (CCF) where representatives of the Community Councils are invited to attend workshops to discuss planning issues. The Council chairs and leads the meetings with a pre set agenda. The sessions also include an open forum. Prior to the last meeting of the forum the Community Councils requested the Council give them a presentation of the progression of the MLDP. In response the Planning Manager and a Senior Planning Officer presented a MLDP update to the CCF and engaged in a constructive debate with participants.

Neighbourhood Planning Groups

In response to a local Neighbourhood Planning Group (Bonnyrigg, Lasswade and Poltonhall) requesting a planning officer attend a group meeting to discuss the condition of, and long term future of Bonnyrigg town centre the Planning Manager attended a meeting to discuss the planning issues relating to key buildings and the long term future of the town centre. This was warmly received and the group stated that “they appreciated an officer coming to an evening meeting to discuss an issue which is of great interest to the group” and “it was reassuring that the Planners are trying to enhance the town centre”.

Agents Forum

In addition to the major developers/landowners liaison meetings referred to under the ‘open for business’ section of this report the Council holds an annual Building Standards and Development Management agents forum. Agents who frequently submit building warrant and planning applications have expressed a preference for a joint Building Standards and Development Management Forum. At the last meeting of the Agents Forum in March 2015 applicants requested clear guidance on what constitutes a ‘non material variation’ to a planning application. In response the Council is reviewing its internal procedures and preparing a guidance note for officers, applicants and agents. The advice will be published on the Councils website.

Efficient and effective decision-making

Decision Making Structures

Key decisions on the development plan at both strategic and local level are taken by full Council, with referral from Cabinet, preceded by all-Member seminars.

The Council approved the Proposed Plan and associated documents for publication at its meeting of 16 December 2014.

The Cabinet receives regular update reports on matters pertaining to the Strategic Development Plan, with reference to the Minutes of SESplan Joint Committee meetings. This is in order to ensure a wider understanding of the implications of decisions required at the strategic planning level for the options for consideration at the local planning level, and ensure a smoother ratification process for key SESplan decisions.

Briefing Elected Members

Regular briefings with the Council's Cabinet Spokesperson for Planning and Economic Development allow for informal feedback to prospective applicants and inward investors.

Decision Making

The Council has:

- 1) An adopted scheme of delegation for the determination of planning applications, which is publically available on the Council's website;
- 2) An established Local Review Body (LRB) with adopted procedures; and
- 3) Set Planning Committee procedures.

The Council publishes a diary of scheduled Planning Committee and LRB meetings on its website.

Effective management structures

Corporate Management

The Council's Chief Executive has established a Strategic Leadership Group comprising the senior management (Directors and Heads of Service) which meets on average fortnightly and provides a cross-cutting forum to discuss key strategic matters.

Developing Leadership

The Council has developed and implemented its Leadership Pathway Programme for managers and supervisors at all levels of the organisation. Managers and supervisors from across the planning team have attended the training.

Team Structures

During 2013-14, the management team for the planning service was included within a wider management restructure within the Council. The Head of Planning and Development took on a wider senior management team role of Head of Communities and Economy, encompassing Economic Development, Environmental Health, Trading Standards, Communities and Performance in addition to Planning and Building Standards. Proposals were brought forward for the merger of the planning teams into a single integrated planning service by 2016 or sooner, and a voluntary severance/early retirement scheme has resulted in the opportunity to achieve this in advance of the 2016 timetable. Since February 2015 Midlothian has operated as a single Planning team with a single Planning Manager. This new service structure and resultant ongoing service review presents an opportunity to enhance the connectivity between the formulation and conception of policy and the delivery of development on the

ground through the planning application process and securing developer contributions.

MLDP Project Team

The MLDP Project team oversees the preparation of the MLDP in line with the Project Initiation Document and monitors progress against the project plan as reflected in the Development Plan Scheme. From time to time, other Council staff are co-opted into the team to advise on specific matters, especially transportation and economic development. On a day-to-day level, the MLDP Project Team meets regularly to drive forward progress and provide a discussion forum on policy and strategy matters to help determine the approach to be recommended to Elected Members for the Proposed Plan.

The Planning team has regular team meetings, project meetings and Individual officers have weekly or fortnightly one to one performance meetings with their line manager.

Financial management and local governance

Accountability

On a Council-wide basis, governance arrangements are firmly established which relate Council and Community Planning Partnership priorities (as articulated in the Single Outcome Agreement/Single Midlothian Plan) to corporate finance and budget planning. These arrangements include the Performance Review and Scrutiny Committee, the Audit Committee and Cabinet. The Council's performance management framework is set out in the section below (*Culture of continuous improvement*); performance against key outcomes is reported at various levels from the community planning and corporate level, scrutinised by Elected Members, down to the individual through the Midlothian Excellency Framework (Making Performance Matter).

Securing External Services

In terms of the planning service as a whole, service level agreements are in place for the delivery of biodiversity and archaeological services, with The Wildlife Information Service (TWIC) and East Lothian Council respectively. With respect to the service level agreement with TWIC, some procedural weaknesses were identified during 2013/14, which led to a reduction in the expected service level but this has been risk-managed to ensure that better controls are now in place. These controls have been effective and ensured a good level of service throughout 2014/15. As regards the service level agreement for archaeological services, a reduction in the cost for 2014/15, was negotiated with East Lothian Council as part of financial discipline measures put in place across the Council in order to achieve Best Value, make efficiency savings and reduce the budget deficit.

Close partnership working is also an important focus for the planning service, in order to realise shared aims and objectives and tap into potential funding streams. For example, the Dalkeith THI/CARS project referred to above was completed in mid-2014 having been successfully delivered in partnership with Dalkeith Business Renewal (DBR), the Dalkeith Locality Planning Group,

Dalkeith Historical Society and other community representatives as well as the Heritage Lottery Fund, Historic Scotland and the Scottish Government as funding partners. Furthermore, Historic Scotland topped up its funding contribution during the course of the scheme in recognition of the success of the project and DBR is funding the final reserve project as an extension to the THI. DBR is also working closely with the Council to establish an appropriate mechanism to carry forward the legacy of the THI/CARS as an ongoing maintenance/improvement initiative, within the context of the SPP's town centres first policy. Similarly, the Council has been working closely with Melville Housing Association to support its acquisition and conversion of Dalkeith Corn Exchange and also with Buccleuch Estate in developing a £3.5M project for improvements to visitor facilities within Dalkeith Estate, with access from the East High Street and related public realm improvements.

Listening to Staff

An employee survey was conducted in February 2015 as part of an ongoing commitment by the Council to keep listening to the views of its employees. This annual survey provides valuable information about the Council's strengths and areas requiring improvement. Following the 2014 survey, all staff were invited to an engagement session with their respective Planning Manager to discuss the results and develop a local action plan.

Culture of continuous improvement

Corporate Position

The Council operates a strong performance management framework comprising quarterly performance reporting on key outcomes and indicators; bi-annual reporting on the Single Outcome Agreement/ Single Midlothian Plan; performance reporting on the Climate Change and Sustainable Development Action Plan and Midlothian Open Space Strategy/Action Plan; submission of annual reports on actions in relation to the Climate Change Declaration; all in addition to the submission of the Planning Performance Framework report. Performance against development planning actions and indicators are included in the Midlothian Economic Recovery Action Plan.

Making Performance Matter

Each officer in the planning team has an up to date appraisal and training programme under the Making Performance Matter framework. Officers have a clear documented set of priorities. A new system was rolled out under the Midlothian Excellency Framework from April 2014 which brings benefits in terms of performance reporting through the 2014/15 Planning Performance Framework report. The outcomes agreed for all staff members are required to be C-SMART i.e. 'challenging' as well as specific, measurable, achievable, relevant and time-bound.

Benchmarking

The Planning team actively participated in the HOPS Development Management Benchmarking project (Group 3) in 2014/15, taking every opportunity to share ideas with and learn from other local authority Planning Departments of a comparable size.

The Council also participated in the HOPS *Costing the Planning Service* exercise during September 2014.

New Online Development Plan Service

The transition to e-planning and the opportunity to capture service efficiencies has been greatly assisted with the implementation of the online development plan system. It offers dual benefits to Council staff preparing the plan and to customers accessing information or submitting representations online.

As a web hosted system the “back office” provides a flexible platform to manage document production and workflow content; establish and maintain a single customer consultation database; produce a variety of print ready publication formats (including commercial print) and create and manage consultation events. Online submissions are automatically captured and acknowledged by the system removing any delays in acknowledging written representations. The consultation portal provides public access to the plan and interactive map (to read only and/or register to comment/submit representations). The interactive map in particular has been the subject of some positive feedback from customers and other Council staff who have found the in-built functionality of the map useful in their roles. Online engagement in consultation is quick, convenient and transparent – it is accessible 24 hours a day/7 days a week, submissions get an automatic receipt, comments can be viewed online and customers can update their details and manage their accounts themselves without having to contact the Council. Public promotion and use of the online development plan system is a central part of our core business activities moving forward.

Part 3: Supporting evidence

Animal Biosciences Sector Action Plan:

http://www.midlothian.gov.uk/downloads/1/business_and_trade

Biodiversity Report

http://www.midlothian.gov.uk/download/meetings/id/4175/6_first_statutory_biodiversity_report_on_pursuance_of_statutory_duty_to_further_the_conservation_of_biodiversity

http://www.midlothian.gov.uk/download/meetings/id/4176/6_appendix

Building Standards Customer:

http://www.midlothian.gov.uk/info/200141/building_standards

Bush Masterplan:

http://www.midlothian.gov.uk/downloads/file/3203/bush_estate_masterplan

Development Plan Scheme No 7:

http://www.midlothian.gov.uk/downloads/file/5674/development_plan_scheme_no7

Duty Service and General Planning Enquiries Contact Details

http://www.midlothian.gov.uk/info/180/development_management_planning_applications/279/planning_information_and_guidance

Enforcement Charter

http://www.midlothian.gov.uk/download/downloads/id/195/enforcement_charter_2010

Local Review Body:

http://www.midlothian.gov.uk/download/downloads/id/5945/local_review_body_procedures

Midlothian Economic Development Framework:

http://www.midlothian.gov.uk/downloads/1/business_and_trade

Midlothian Local Plan 2008:

http://www.midlothian.gov.uk/downloads/198/planning_policy

Planning Application Validation Checklist:

http://www.midlothian.gov.uk/downloads/download/1182/planning_application_checklists

Pre Application Advice Service

http://www.midlothian.gov.uk/info/180/development_management_planning_applications/279/planning_information_and_guidance

Scheme of Delegation for the Determination of Planning Applications:

http://www.midlothian.gov.uk/download/downloads/id/202/scheme_of_delegation

Shawfair Masterplan and Design Guide (application 02/00660/OUT):

<https://planning-applications.midlothian.gov.uk/OnlinePlanning/simpleSearchResults.do;jsessionid=60E367C1C295AB7EED27A865F1863BAF?action=firstPage>

Submitting a Planning Application Online:

<https://eplanning.scotland.gov.uk/WAM/index.htm>

Supplementary Planning Guidance on Affordable Housing:

http://www.midlothian.gov.uk/downloads/file/2476/supplementary_planning_guidance-affordable_housing

Supplementary Planning Guidance on Developer Contributions:

http://www.midlothian.gov.uk/downloads/file/2477/supplementary_planning_guidance-developer_contributions

Part 4: Service Improvements 2014-15

In the coming year we will:

- Complete the ongoing review on the Planning Service.
- Deposit a finalised Midlothian Local Development Plan with the DPEA.
- Review and update the Council's Planning web pages.
- Reduce the number of legacy planning applications by 5%.
- Draft new Supplementary Planning Guidance on Developer Contributions.

Delivery of our service improvement actions in 2014-15:

Committed improvements and actions	Complete
<p>Completion and implementation of review of service structure to move towards a single unified planning service.</p> <ul style="list-style-type: none"> • <i>Two wings of Planning Service (Policy and Development Management) joined to form a single Planning team with a single Planning Manager.</i> • <i>Review of structure and roles and responsibilities commenced, with draft proposals subject to consultation.</i> 	[No]
<p>All senior officers to undertake Improvement Service management training (Initiate course).</p> <ul style="list-style-type: none"> • <i>Of the 8 senior officer posts 2 have completed the training and 2 posts are vacant.</i> • <i>Programme held in abeyance as a consequence of the service review and proposed changes in roles and responsibilities.</i> 	[No]
<p>Participation in the HOPS <i>Costing the Planning Service</i> exercise.</p> <ul style="list-style-type: none"> • <i>Costing exercise completed and data submitted to HOPS in October 2014.</i> 	[Yes]
<p>Midlothian Excellence Framework <i>Making Performance Matter</i> appraisal and planning system to ensure all planning and support staff have challenging outcomes to achieve.</p> <ul style="list-style-type: none"> • <i>Individual officers have an annual performance appraisal.</i> 	[Yes]
<p>Consider the findings of the Review of Strategic Development Planning in a Midlothian context.</p> <ul style="list-style-type: none"> • <i>Midlothian engaged in SESplan and responding to issues arising from the SDP2 programme.</i> • <i>Midlothian's Proposed Plan takes cognisance of SDP1.</i> 	[Yes]

<p>Undertake Schedule 4 training in Autumn 2014 in good time to ensure that the most efficient and effective approach to S4 preparation is in place before representations are submitted.</p> <ul style="list-style-type: none"> • <i>DPEA Schedule 4 training event attended 3rd February 2015.</i> 	<p>[Yes]</p>
<p>Use the Objective online software to realise efficiencies in the handling of representations on the Midlothian Local Development Plan Proposed Plan and their assignment to Schedule 4s.</p> <ul style="list-style-type: none"> • <i>Proposed plan published online via Objective online software. Representations received are being collated and assessed in Objective. Electronic and paper representations will be published via Objective in the Autumn of 2015.</i> 	<p>[Yes]</p>
<p>Review the scope of biodiversity service provision, with particular reference to the preparation of the first Biodiversity Report for submission to Scottish Government in January 2015.</p> <ul style="list-style-type: none"> • Scope of provision reported to Cabinet in November 2014. Biodiversity report submitted to Scottish Government. 	<p>[Yes]</p>

PLANNING PERFORMANCE FRAMEWORK
Part 5: Official Statistics

A: Decision-making timescales

Category	Total number of decisions 2014-2015	Average timescale (weeks)	
		2014-2015	2013-2014
Major developments	6	24.8	50.7
Local developments (non-householder)			
• Local: less than 2 months	138	6.9	7.7
• Local: more than 2 months	31	41.5	55.8
Householder developments			
• Local: less than 2 months	234	6.2	6.6
• Local: more than 2 months	18	11.7	11.3
Housing developments			
Major	3	33.0	54.0
Local housing developments			
• Local: less than 2 months	42	6.9	9.6
• Local: more than 2 months	11	48.1	65.4
Business and industry			
Major	0	0	0
Local business and industry			
• Local: less than 2 months	0	0	4.9
• Local: more than 2 months	3	17.1	0
EIA developments	1	30.2	0
Other consents*	59	9.10	10.3
Planning/legal agreements**	42	6.9	67.0
Local reviews	16	11.7	11.7

* 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 & 8 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

** Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1977 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			
		2013-2014 No.	2013-2014 %	2013-2014 No.	2013-2014 %
Local reviews	16	4	25%	5	31.2%
Appeals to Scottish Ministers	4	0	0%	2	100%

C: Enforcement activity

	2014-2015	2013-2014
Cases taken up	155	136
Breaches identified	155	136
Cases resolved	142	132
Notices served***	6	6
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

*** Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices.

D: Context

Although overall performance with regard the time periods for determining planning applications, in particular householder and local developments, has steadily improved when compared to previous years, Midlothian faces challenges when determining major applications, in particular the concluding of legal agreements to secure developer contributions.

Enforcement activity: as noted at Part 1 of this report it is the priority to continue negotiating resolution to breaches of planning control, rather than the serving of formal notice, although this option is still considered.

Part 6: Workforce and Financial Information

The information requested in this section is an integral part of providing the context for the information in parts 1-5. Staffing information should be a snapshot of the position on 31 March. Financial information should relate to the full financial year.

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service			1	

Note: Tier 1= Chief Executive, Tier 2= Directors, Tier 3= Heads of Service, Tier 4= Managers

		DM	DP	Enforcement	Other
Managers	No. Posts		1*		
	Vacant				
Main grade posts	No. Posts	8	7	1.8	1.5
	Vacant	1	1		
Technician	No. Posts	3	0.6		
	Vacant	0.5			
Office Support/Clerical	No. Posts	3**			0.93
	Vacant				
TOTAL		14	9.6	1.8	2.43

*Midlothian has a Single Planning Manager, but for the purposes of this return the post is identified in the development plans column.

**The Planning team has 2 support staff and an eplanning systems administrator who are part of a Council wide centralised support service out with the Planning team.

Staff Age Profile	Number
Under 30	1
30-39	11
40-49	8
50 and over	3

Committee & Site Visits*	Number per year
Full council meetings	N/A
Planning committees	7
Area committees (where relevant)	N/A
Committee site visits	0
LRB**	7 Meetings
LRB site visits	15 sites visited (on 7 separate days)

Notes:

*References to committees also include National Park Authority Boards. Number of site visits is those cases where visits were carried out by committees/boards.

**this relates to the number of meetings of the LRB. The number of applications going to LRB is reported elsewhere.

Budget table

	Total Budget	Costs		Income***
		Direct*	Indirect**	
Development management	£437,404.03	£582,454.22	£414,939.89	£559,990.08
Development planning	£646,502.40	£485,566.31	£160,954.59	£18.50
Enforcement	£0.00	£0.00	£0.00	£0.00
Other	£170,157.07	£76,805.48	£93,351.59	£0.00
TOTAL	£1,254,063.50	£1,144,826.01	£669,246.07	£560,008.58

Notes:

* Direct staff costs covers gross pay (including overtime, national insurance and superannuation contribution). The appropriate proportion of the direct cost of any staff member within the planning authority spending 30% or more of their time on planning should be included in costs, irrespective of what department they are allocated to (for example, legal advice, administration, typing). Exclude staff spending less than 30% of their time on planning.

**Indirect costs include all other costs attributable to the planning service. Examples (not exhaustive) include accommodation, IT, stationery, office equipment, telephone charges, printing, advertising, travel & subsistence, apportionment of support service costs.

*** Include fees from planning applications and deemed applications, and recharges for advertising costs etc. Exclude income from property and planning searches.