

Dumfries & Galloway Council

PLANNING PERFORMANCE FRAMEWORK

Annual Report 2022 - 2023





Caerlaverock Castle

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Introduction



Cllr Ian Carruthers



Cllr David Inglis

Welcome to the annual performance report for our Planning Service, which provides details and case studies highlighting the work of our Planning team during 2022/23.

Our new Council Plan agreed in March 2023 highlights our ambition to be a successful region, with a growing economy and aspiration to be the natural place to live, work, visit and invest.

Our Planning service remains well placed to play a key role in coming years in supporting the delivery of new development as the opportunities presented by the Borderlands Growth Deal, which was agreed by Scottish and UK Governments in

March 2021, start to emerge. Our Strategic Housing Investment Plan is an ambitious affordable housing investment programme which will continue to be supported and facilitated through the planning process. Together with our partners in the South of Scotland Regional Economic Partnership, we are building a new future for the economy of the South of Scotland. National Planning Framework 4 provides further sustainable growth opportunities through key national projects at Chapelcross and Stranraer Gateway, supported by our LDP team.

The year has seen continued challenges with significant increases in demands on the service and ongoing recruitment difficulties. Recognising the pressures that the service has been under, the Council is committed to addressing these with increased resourcing and the delivery of an improvement action plan, and we were pleased that the Scottish Government increased Planning fees providing much needed additional income, which we will be reinvesting in improved services for our customers.

Cllr Ian Carruthers, Chair, Economy and Resources Committee

Cllr David Inglis, Vice Chair, Economy and Resources Committee

Welcome to Dumfries & Galloway

Dumfries and Galloway covers 2,481 square miles (6,427 km²), making it the 3rd largest region by area in Scotland. In 2019, the population was estimated as 148,790, the 13th largest Scottish local authority by population. There are about 60 people for every square mile (23/km²), reflecting the sparsely populated rural areas of the region.

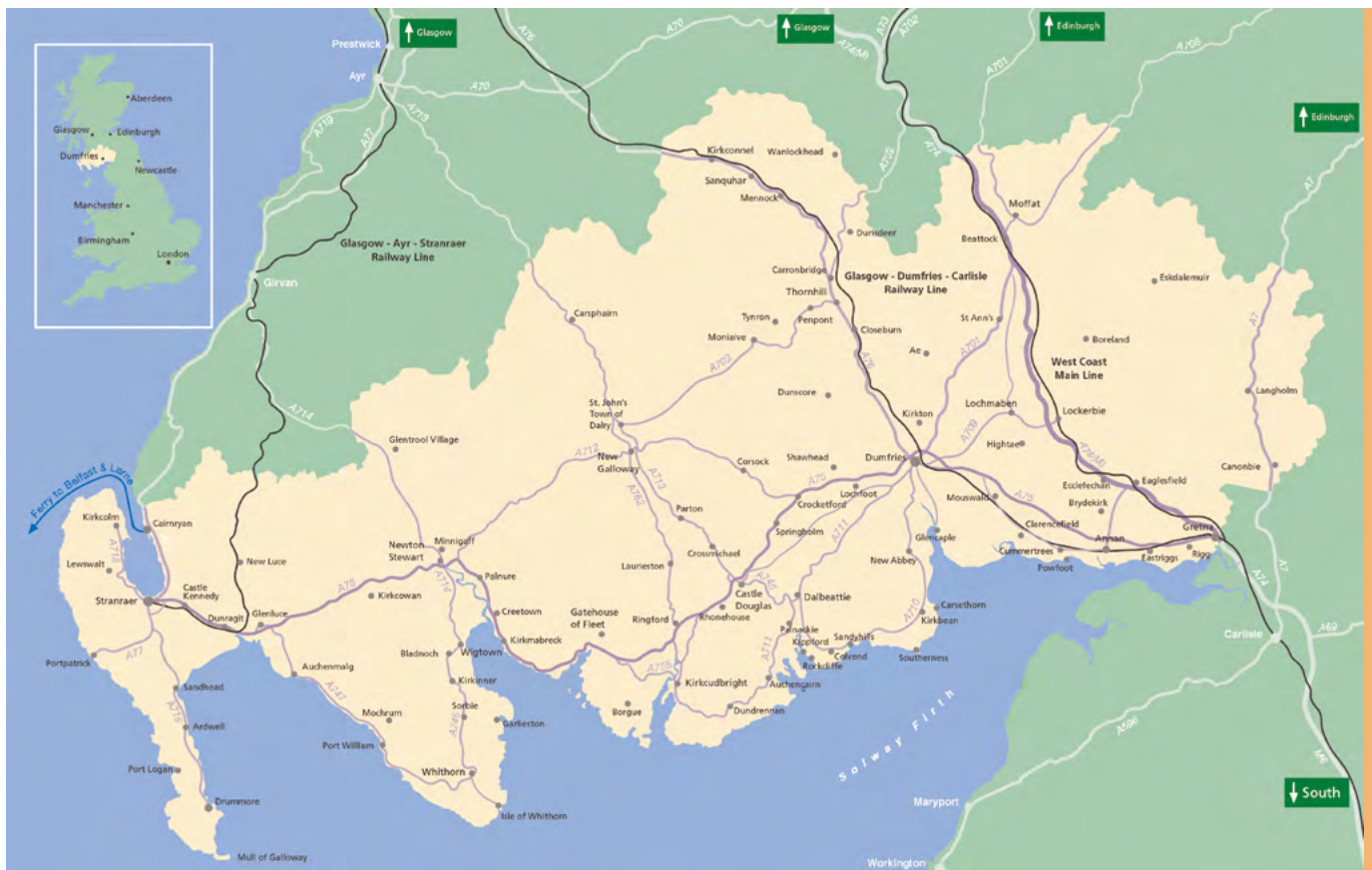
The largest town in the region is Dumfries with a 2012 estimated population of 42,720, next is Stranraer with 10,510 people and then Annan with 8,920. All other villages and towns have a population of 4,000 or less.

The main employment sectors in the region are:

- Public sector
- NHS
- Business and customer services
- Manufacturing
- Distribution and logistics
- Tourism
- Retail
- Agricultural & forestry



Annandale Distillery, Annan



Part 1: Defining and measuring a high-quality Planning Service

1.1 Quality of outcomes

1.1.1 The review of the Council's Development Management service set out in last year's PPF was taken forward during 2022/23. A Task Team was established and it worked through the 17 specific recommendations of the external expert which were agreed by Committee. Details of the progress made are included in **Case Study 1**.

1.1.2 A significant piece of work for the Development Planning team during the reporting period was working in partnership with other Council services to establish a support framework for communities and groups wishing to prepare a Local Place Plan (LPPs). LPPs were introduced in the new

Planning Act and offer communities the opportunity to produce a plan for their area expressing their aspirations and ambitions for future change. Registered LPPs will need to be taken into account when we produce our next Local Development Plan. Details of the LPP support work undertaken are set out in **Case Study 2**.

1.1.3 The role of the service extends beyond just the regulatory elements of Development Management and Development Planning. The excellent work that has been undertaken in terms of preserving and enhancing our built heritage is set out in **Case Study 4**.



Glentrool Hive

1.2 Quality of service and engagement

1.2.1 Our second **Local Development Plan (LDP2)** was adopted in October 2019, together with the related suite of **Supplementary Guidance**.

Preliminary work on LDP3 commenced during the reporting period (**Case Study 3**), particularly in respect of the data gathering for the Evidence Report, the procurement of consultants to undertake a new Housing Need and Demand Assessment (HNDA), and the establishment of a Project Board to oversee its preparation. The 14th Edition of our **Development Plan Scheme (DPS)** was published in November 2022. This edition included a proposed timetable for LDP3 but it recognised that uncertainty over the timing of the adoption of the Scottish Government's National Planning Framework 4 (NPF4) and the publication of new Development Planning legislation and guidance arising from the implementation of the 2019 Planning Act was likely to have an effect on this work programme. In practice, this proved to be the case, with NPF4 not being adopted until near the end of the reporting period (February 2023) and the Local Development Planning Guidance and regulations not being produced until the end of May 2023.

[NB – the 15th Edition of the DPS with an updated timetable was published by the Council in June 2023, outwith the reporting period.]

<http://www.dumgal.gov.uk/ldp2>

1.2.2 The Council established a formal pre-application enquiry service in April 2018. Although this was temporarily suspended during the pandemic, it was progressively relaunched until it returned as a full service in November 2021. This included the option of a virtual meeting via MS Teams for Major applications. Developer contribution requirements are always explained in pre-application reports. The Council's developer contributions policy is set out in one of the 3 overarching policies in LDP2 (Policy OP3) and this is supported by Supplementary Guidance. The current Supplementary Guidance on Developer Contributions was adopted in February 2020. A separate Likelihood Table for education contributions (which sets out which schools currently have a capacity issue and so require a developer contribution) is maintained and regularly reviewed as school rolls change.

<http://www.dumgal.gov.uk/article/15327/Planning-advice-and-enquiries>

<https://www.dumgal.gov.uk/article/17034/LDP2-Supplementary-Guidance>

1.2.3 Reflecting the 'channel shift' to greater use of the internet for information, the Council's website is a source of a significant amount of planning information, to aid self-service. It covers both Development Management and Development Planning aspects, including the full LDP2 and all the Supplementary Guidance and Planning Guidance. The planning pages provide links to the Scottish Government's eDevelopment portal and clearly signposts that this is now the only method in which we will accept applications. Our various **Charters** including the **Enforcement Charter** (which was reviewed and updated in September 2021), **Enforcement Register** and **Tree Preservation Order Register and TPO guidance**, are available online using the links below. Planning guidance includes advice on **Shopfronts and Security** and **Windows and Doors in Listed Buildings and Conservation Areas** and **Local Place Plans**.

It is our intention (and indeed it is one of our identified service improvements for 2023/23) to both review and update the website and our Customer Charters (see **Part 3**).

<http://www.dumgal.gov.uk/planning>

<https://www.dumgal.gov.uk/article/15340/Service-standards-for-Development-Management>

<https://www.dumgal.gov.uk/article/17034/LDP2-Supplementary-Guidance>

<https://www.dumgal.gov.uk/article/15339/Enforcing-planning-controls>

<https://www.dumgal.gov.uk/article/15334/Protected-trees>

<https://www.dumgal.gov.uk/local-place-plans>

1.2.4 Included in our webpages is a customer guidance/advice note on **Planning for Small and Medium Businesses**. This 20 page document covers all aspects of planning and related processes relevant to SMEs in plain English. It also sets out the level and type of supporting information which we would expect to see submitted with such planning applications.

<http://www.dumgal.gov.uk/article/15327/Planning-advice-and-enquiries>

1.2.5 Since April 2019, as part of a Council restructure, the Planning Service has been located within the directorate known as Economy and Resources, under the Head of Economy and Development, thus bringing Planning and Economic Development under the same Head of Service. Accordingly, the already strong links between the Council's Planning Service and Economic Development Service became even stronger. The Service Management Team includes the Service Manager for Planning & Development and the 3 Service Managers for Economic Development.

1.2.6 Strategic Housing also falls within the responsibility of the Planning & Development Manager. The Planning Service, and the LDP team in particular, work closely with Strategic Housing. Officers from both services meet regularly and officers from the Planning Service attend the Strategic Housing Development Forum, which also includes all of the Registered Social Landlords (RSLs) operating in the region. These meetings, together with scheduled quarterly meetings with individual RSLs operating in the area, are used as a method of highlighting development proposals by the RSLs early in the process and ensuring that communications between RSLs, Strategic Housing and Planning are open and frequent, so as to effectively deliver much-needed affordable housing. In 2022/23, a Resource Planning Assumption (RPA) of £20.5m was made from the Scottish Government's Affordable Housing Supply Programme for the region (£106.15M for the 2021-26 period), reflecting the strong delivery of such housing within the area. As set out in **Case Study 3**, the LDP team and Strategic Housing team have been working closely together during the reporting period in respect of procuring work on the next Housing Need and Demand Assessment (HNDA) which is required for both the next LDP and Local Housing Strategy (LHS). It is intended that this should be completed so as to achieve robust and credible status by the end of the next reporting period.

1.2.7 After a hiatus due to the Covid-19 pandemic, the annual Agents' Forum meeting, a joint Planning and Building Standards event, was held again on 18 October 2022. For the first time, this was a hybrid in-person/online event, allowing agents located throughout the region to attend virtually without having to travel to Dumfries. Presentations on the Development Management Review, National Planning Framework 4 (still in draft form at that

time) and changes to the Building Standards Technical Handbooks were provided, along with Q&A sessions.

1.2.8 In terms of our Development Management customer satisfaction results, in 2022/23, our survey rating fell significantly from 83% to 64%. Although this decrease is disappointing, in the context of the challenges faced by the service (as outlined in **Case Study 1**), this was perhaps understandable. Customer satisfaction survey forms are included with all decision notices and a link has been included in staff email signatures in order to try and obtain greater and more continuous customer feedback. However, there remains a difficulty in obtaining a statistically meaningful/representative number of responses to customer surveys, with a more widespread public 'survey fatigue' being a factor. The new post of Team Leader Systems and Performance has a specific role in terms of customer care and so greater emphasis will be put on this aspect and embedding a culture of focusing on the customer journey.

1.2.9 In addition to the core Development Planning and Development Management functions, in 2022-23, the service included 5 specialists who contributed significantly to the quality of the service and the outcomes in the region. These are the Council Archaeologist; a Landscape Architect, who principally comments on the numerous wind energy proposals both within and immediately adjacent to the region; a Senior Planner (Built Heritage Policy); and 2 Conservation Area Regeneration Scheme (CARS) Project Officers for the Stranraer and Dumfries CARS. Details of some of their work are set out in **Case Study 4**.

1.3 Governance

1.3.1 The Council's **Scheme of Delegation to Officers for Planning** continues to operate effectively, with 95.8% of decisions being made under delegated powers in 2022/23. 94.8% of applications were approved over the reporting period.

<http://www.dumgal.gov.uk/article/15336/Planning-decisions>

1.3.2 In terms of **Committees**, 10 Planning Applications Committee meetings were scheduled for the year. Normally 11 meetings are scheduled (one meeting each month excluding July due to

the summer recess) but due to local government elections in May 2022, there were no meetings between March and June. 9 meetings were held (including 2 in June) but there was insufficient business to merit calling a meeting in September 2022. Since the pandemic, meetings are now hybrid, with the option for Members, officers and the public to attend either in person or virtually. Third parties (applicants/agents/objectors/supporters) can attend via MS Teams or have prepared statements read out on their behalf. All the meetings were live streamed and later made available via YouTube. 7 Local Review Body meetings took place in 2022/23, again using the hybrid format. All Development Planning matters are reported to the Economy & Resources Committee, which meets every 2 months. Key Local Development Plan decisions are made by the Full Council, which meets every 3 months. Due to the current point in the LDP process, no Full Council decisions were required in the reporting period.

<http://www.dumgal.gov.uk/article/15143/Committee-meetings>

1.3.3 A project management approach is undertaken for all Major applications and also for large Local applications, best exemplified where a Processing Agreement is used. Our **pre-application form for Major applications** expressly states:-
“Dumfries and Galloway Council will promote a partnership protocol, or project plan, for all Major developments... It is requested that developers approach the partnership protocol in a positive and collaborative manner.” In 2022/23, 23 applications

were the subject of a Processing Agreement. However, despite our active promotion of the benefits to both parties in entering into Processing Agreements, there remain some developers (and some wind energy developers in particular) who are unwilling to enter into such agreements.

<http://www.dumgal.gov.uk/article/15327/Planning-advice-and-enquiries>

1.3.4 18 legacy cases (i.e. applications of more than 1 year old) were determined during 2022/23, 10 more than in the previous year. There remained 61 active legacy cases as of 31 March 2023, 21 more than at the end of 2021/22. For the reasons set out in **Case Study 1**, this has been a particularly challenging year for the Development Management service and so this outcome is disappointing but not surprising. It is hoped that this number will reduce in coming years as the recommendations of the Action Plan are implemented, together with a greater emphasis on the need for the use of Processing Agreements.

1.3.5 Stringent budget monitoring processes have been put in place to monitor and report on budget pressures. Regular meetings with Finance officers take place to ensure that spending and income forecasts are on track.

1.3.6 Budget and efficiency measures are considered at management team meetings and reports are made regularly to the Economy & Resources Committee.



1.4 Culture of continuous improvement

1.4.1 Analysis of the Development Management performance is set out in Part 5 – C : Context below.

1.4.2 Whilst we had experienced a year-on-year increase in the number of planning applications submitted online via the Scottish Government's eDevelopment portal for lodging electronic applications (from just 6% of submissions in the launch year in 2010/11 to us receiving 88.8% of all applications online in 2019/20), this became 100% during the pandemic due to us only being able to receive applications and fees electronically when our offices were closed. As the clear benefits of this shift became apparent, these are now the only methods accepted for submissions.

1.4.3 Team meetings are used as a method of ensuring that all staff are aware of relevant changes both at a national and local level. Meetings are generally held virtually via MS Teams, removing the need for staff to travel across the region (or in

some cases for those living further away, travel to the region) to attend. There is a cascade process of information from the Corporate Management Team downwards through the various meetings. Team meetings are however a 2 way process, where staff are encouraged to provide feedback. 1-2-1 meetings are also held.

1.4.4 Benchmarking has been used as a method of sharing best practice between authorities and among staff. For planning purposes, Dumfries & Galloway Council sits within Benchmarking Group 1 (Large Rural Authorities) and this also includes the following planning authorities:- Aberdeenshire; Argyll & Bute; Cairngorms National Park; Highland; Moray; Orkney; Scottish Borders; Shetland; & Western Isles. There was representation from the Council at all of the Heads of Planning Scotland (HOPS) Development Management Sub-Committee and Development Planning Sub-Committee meetings during 2022/23 – these meetings are now held virtually. During the reporting period, the Service Manager was a member of the HOPS Executive.



Sweetheart Abbey, New Abbey



High Street, Moffat



Location and Dates:

Service-wide – Spring 2022 and ongoing.

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

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

Key Markers:

1, 3, 6, 12, 14 & 15

Key Areas of Work:

- Development Management Processes
- Process Improvement

Stakeholders Involved:

- Authority - Planning Staff
- Authority - Other Staff

Overview:

As reported in a case study in the 2021-22 PPF, during 2021, service performance, particularly timescales, was adversely affected by a number of factors which caused delays in our decision-making processes with consequent customer complaints and adverse feedback. At a time when economic recovery is a priority for national and local government, this was a major concern to the Council, given the key role that new development plays in building the local economy. As a result, a “short, sharp review” by an experienced independent external expert who was well versed in the operation of Council Development Management processes was commissioned. His report made 17 specific recommendations. A report on the Review was considered at the Economy and Resources Committee meeting of 17 March 2022. This can be viewed, along with the full 89 page report by the independent consultant, via the link below (Item 5):-

Agenda for Economy and Resources Committee on Thursday, 17th March, 2022, 10.30 am - Dumfries and Galloway Council (modern.gov.co.uk)

The Committee agreed all 4 of the recommendations set out in the covering report.

Goals:

The objective during the 2022-23 reporting period was for a Task Team (overseen by the Head of Service and led by the Planning & Development Manager, with membership from staff in the service and across the relevant Council departments) to take forward the implementation of the 17 recommendations by way of an Action Plan. The end goal of the project is to ensure that the Council's Development Management service:-

- has a revised structure which is fit for purpose;
- is properly resourced in terms of capacity so as to allow sustained improved performance;
- has the proper infrastructure and IT equipment to enable efficient hybrid (part-office/part-home) working; and
- ultimately provides both greater customer satisfaction and job satisfaction for staff.

There was also a requirement for updates to be provided to the Economy and Resources Committee during the year and for a high level structure together with any additional resources required to be agreed by them.

Outcomes:

The Task Team met 17 times during the reporting period with considerable work also taking place separately between meetings. By the end of March 2023, 10 of the Actions had been fully completed and fully signed off (at the time of writing, this had increased to 13 with the outstanding items either being of a slightly longer term/ongoing nature or dependent on other actions). Complete actions included:-

- Review of the staffing structure with new structure agreed after consultation with staff and trade unions (at the time of writing, the Team Leader tier had been completed)
- Resourcing for the service (both one-off and longer term) agreed with finance officers and by Committee

- Greater support for hybrid/home working including new laptops and mobile phones for all staff following a hardware audit
- Further development of back office system including procuring new 'thin client' version and back scanning of old paper files into the system
- Revised internal and external procedures produced
- End-to-end process review undertaken with pinch points and actions identified
- Design awards relaunched

Further reports were submitted to 2 meetings of the Economy and Resources Committee where the recommendations were agreed.

Agenda for Economy and Resources Committee on Thursday, 1st September, 2022, 10.30 am - Dumfries and Galloway Council (modern.gov.co.uk) (Item 9)

Agenda for Economy and Resources Committee on Tuesday, 15th November, 2022, 10.30 am - Dumfries and Galloway Council (modern.gov.co.uk) (Item 12)

Whilst there is still considerable work to do in terms of recruiting additional staff to the agreed new structure and so providing the much needed additional capacity to get the Development Management service back to previous levels of performance and customer satisfaction, the revised framework and resourcing is now in place to allow the necessary improvements to be made.

Name of key officer

David Suttie



The Bridge, Dumfries



Port Logan

Location and Dates:

Dumfries and Galloway 2022/23.

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

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

Key Marker:

9, 11 & 12

Key Areas of Work:

- Community Engagement
- Place Making

Stakeholders Involved:

- Community Groups
- Authority Other Staff

Overview:

The Planning (Scotland) Act 2019 introduced the opportunity for community groups to prepare a Local Place Plan (LPP) for their area. Publication of the Local Place Plans Circular in January 2022 provided guidance on the preparation, submission and registration of the plans. This enabled the Council to progress with developing the help and support it could provide to community groups.

Given the range of potential place plans on offer to communities in Dumfries and Galloway (Borderlands Place Plan, Community Action Plan and Local Place Plan), each of them slightly different, there was the prospect for confusion to arise among community groups.

To try and reduce that confusion, staff across the Council's Communities and Economy and Resources Directorates worked together to set up procedures and documentation to streamline and simplify the support available to communities that wish to

pursue place planning and prepare a LPP for their area. Local place teams have been created for each of the 13 wards. The teams include a planning officer, an economic development place officer and the ward officer.

A webpage has been created [Local Place Plans - Dumfries and Galloway Council \(dumgal.gov.uk\)](https://dumgal.gov.uk) which provides an overview of LPPs, their legal requirements, an outline of the process, Toolkit documents to assist communities and a single email address through which they can contact the Council. This provided a self-service resource for community groups in the first instance. The webpage was published in October 2022 and a 'soft launch' enabled us to test the processes we had established. The LPP opportunity was properly advertised towards the end of March 2023 and took the form of social media posts, press releases, emails to Community Councils and Place Planning Partners were asked to notify their networks of the opportunity.

As a first step in seeking assistance from the Council and to register their interest, community groups are asked to fill in and submit an Expression of Interest Form. This asks for basic information, such as the name of the community group and contact details.

Upon receiving a complete Expression of Interest Form, the local place team and community group have an initial meeting. This initial meeting is considered key to establishing connections between the community group and those officers who can provide the most assistance. It also provides an opportunity for community groups to ask any questions that they might have regarding LPPs.

In order to provide wider support, a Place Planning Partnership (PPP) has been established. The remit of the PPP is to develop strategic joint working arrangements around place, to better understand the requirements of the various types of place plans and to share best practice and develop peer learning. Membership is drawn from the Council, South of Scotland Enterprise, Third Sector D&G, D&G Health and Social Care Partnership and The Stove Network. Support has also been sought from Business Services, the GIS Team, the Communications Team and the Web Team.



Courtship Maze, Gretna Green

Goals:

Working with community groups on developing Local Place Plans should help ensure that the next Local Development Plan is place focused and reflects the aspirations of local communities.

Identifying and understanding the differing needs and aspirations will be key to the delivery of an effective LDP as part of a place-based approach that also supports health and wellbeing. Decision-makers, communities and developers should have a clear understanding of such needs.

Outcomes:

The work that has taken place in developing the Council's approach to Local Place Plans has resulted in a collaborative approach being developed between different Council services and external partners. The work will continue to develop as Local Place Plans are an ongoing opportunity. Delivery of Local Place Plans and the role the Council and partners can play in that is the current area of focus.

Name of key officer

Shona McCoy and Fraser James



Agnew Park, Stranraer

Location and Dates:

Dumfries and Galloway 2022/23.

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

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

Key Markers:

8, 9, 12 & 13

Key Areas of Work:

- Local Development Plan
- Process Improvement

Stakeholders Involved:

- Authority Planning Staff
- Authority Other Staff

Overview:

Publication of the draft National Planning Framework 4 (NPF4) and its subsequent adoption in February 2023, draft Local Development Plan Regulations and Guidance, and draft Open Space Strategies and Play Sufficiency Assessment Regulations provided some more information and detail of the changes introduced by the Planning (Scotland) Act 2019. These publications enabled the development planning team to undertake some preparatory work to scope out the work needed to prepare the Council's next Local Development Plan – LDP3.

Preparation of LDP3 needs to be collaborative if it is to best meet the needs and aspirations of the different people who have an interest in a place, it should be prepared with the involvement of local people. Community participation and effective engagement at key stages of the development plan preparation process is therefore essential.

The Development Plan Scheme (DPS) is an important tool in achieving community involvement as it explains the various stages involved in preparing LDP3. The participation statement and timetable lets people know how and when they can get involved in the various stages. The last two editions of the DPS have not contained a timetable as we were waiting on further information from the Scottish Government. Publication of the various documents mentioned above gave the Development Planning team the confidence to include a timetable and set out proposed consultation and engagement methods at each stage of the plan preparation process.

The 14th edition of the DPS was published for consultation in November 2022. Comments received will allow us to tailor our approach to make sure people can get involved at the various stages. It was made clear that the timetable in the DPS was draft as we were still waiting on the Scottish Government publishing NPF4 and the various pieces of guidance at that time.

The preparatory work on LDP3 to date has included the collation, review and updating of existing data sources that will be relevant for producing an Evidence Report. This has covered a wide range of topic areas including climate change, biodiversity & natural resources, local living, housing, employment land, transport, retail, energy, open space/play sufficiency etc. The need for additional studies for the LDP is being reviewed with the production of an updated Housing Need and Demand Assessment (HNDA) in its early stages. Survey work is being undertaken to identify relevant factors for local living/20 minute neighbourhoods and to identify the play opportunities available in our open spaces.

LDP3 will look very different to the previous 2 LDPs. It will contain more maps, site briefs and masterplans with less written text and fewer policies. It should be place based, relevant and accessible to the people with an interest in that place and should be developed through collaboration and based on robust evidence, so it is deliverable. For these aspirations to be achieved, preparation of LDP3 must be a collaborative process. The Place Principle which promotes a joined-up approach to decisions about a place's assets and services will be used. A Project Board has been established to oversee, manage, and contribute to the plan preparation process. Membership comprises relevant Council services

and external partners. The board has had its initial meeting during the reporting period.

Goals:

The preparation of the Local Development Plan using the Place Principle should help ensure that the plan is prepared in a collaborative manner and reflect Council and Community Planning Partners priorities.

Outcomes:

The work that has taken place during the reporting year enabled us to set out a timetable for the preparation of LDP3 along with the methods we propose to use for people and communities to get involved. A Project Board consisting of a wide range of stakeholders has been established to oversee the preparation of LDP3. It will provide strategic guidance and support to the team preparing LDP3, allowing for the sharing of information and joint working between partners. Publication of the LDP Guidance will enable us to move forward with the work needed to prepare the plan.

Names of key officers

Shona McCoy



New Galloway

CASE STUDY 4

Planning Focus on Heritage

Conservation Area Regeneration Schemes

Supplementary Guidance for Conservation Areas

Housing Development incorporating C Listed Longmeadow House



Friar's Vennel, Dumfries

Location and Dates:

Across Dumfries and Galloway from April 2022 - March 2023

Elements of a High Quality Planning Service this study relates to

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

Key Markers

3, 7, 10, 11, 13

Key Areas of Work

- Conservation
- Design
- Town Centres
- Housing Supply
- Regeneration
- LDP Supplementary Guidance
- Addressing a Vacant Building
- Archaeology and Development

Stakeholders Involved

- General Public
- Key Agencies
- Workforce

Overview

Dumfries and Galloway Council continues to support conservation area led regeneration through two Conservation Area Regeneration Schemes one of which is in its early stages and the other which is coming to its end.

Dumfries Conservation Area Regeneration Scheme

The Dumfries CARS will run for a total of 5 years and consists of the following initiatives:

- Grant schemes which offer part-funding for the repair of prominent traditionally constructed buildings to bring them back into full use.
- Tourism and heritage initiatives.
- A training, education and awareness programme which is being coordinated with Stranraer CARS.
- Complimentary engagement activities.

The scheme is progressing well, with 5 priority projects currently under development, the first due to be on site in late summer of 2023. A further 10 small grants projects are being encouraged to progress, the first of which should also see works beginning in summer of 2023.

A tourism and heritage initiative based around the historic closes in the town centre is currently being worked up. This will deliver environmental improvements to key historic closes and help to interpret their historical and cultural identity.

Stranraer Conservation Area Regeneration Scheme (CARS)

Stranraer Museum

As a Priority Building within Stranraer CARS, the town's Museum was identified for comprehensive external repairs from the outset given its Category A Listed Building status which reflects its architectural and historic significance. The oldest part of the building dates from 1776 and a later portion was added in 1855. It has fulfilled numerous functions over the centuries including tolbooth, court and fire station. Its current role as Stranraer's Museum, places it at the heart of the community showcasing Wigtownshire's fascinating past.

The building needs restoration given its long and varied service. Specifications for the repairs have been carefully prepared by the team at Smith Scott

Mullan Associates working in partnership with Historic Environment Scotland and the Council. The work includes comprehensive roof repair, restoration of the clock tower spire, masonry repair, and restoration of windows and doors all of which will preserve the building for the future.

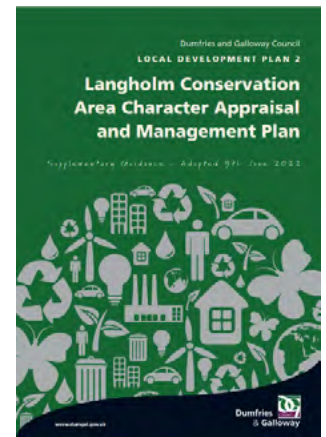
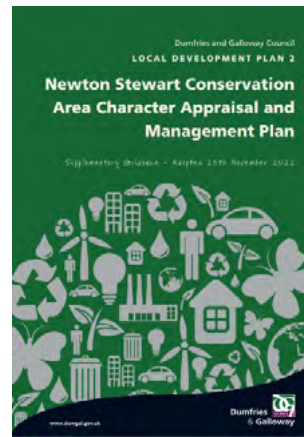
Given the specialist experience that repairs to the building require, and limited capacity in the local workforce, tendering was a protracted process. WH Kirkwood Ltd were successfully appointed in the latter part of 2022. Removal of impermeable external finishes to allow the building to dry out naturally and enabling full inspection of the masonry was a first step. Structural repairs have been designed to be as unobtrusive as possible while protecting the integrity of the building. Stone has been hand dressed on site by experienced stonemasons using carefully sourced materials to closely match the original. Repairs to the sash and case windows have retained as much of the original timber as possible given their high quality heartwood timber which is now difficult to obtain.



Stranraer Museum

Dumfries & Galloway Traditional Building Skills Audit

To establish greater understanding of the traditional building skills that are available locally and to identify ways in which businesses could be supported to develop this area of work in future, a D&G Traditional Building Skills Audit was commissioned in early 2023. Structured engagement with contractors gathered information about the availability of skills in the workforce and possible means of support to address gaps in local capacity. Over 20% of houses in Dumfries and Galloway are traditionally constructed, many dating from the 19th century and historic town and village centres, fine farm complexes, churches and other historic houses in the region are also traditionally built. Traditional building methods require a range of skills with masonry, joinery and roofing being key trades. The use of lime in masonry, the accurate replication of mouldings in joinery and the detailing of lead in roofing are examples of traditional skills known to be in short supply locally. This is not unique to Dumfries and Galloway and there is concern about low capacity in stonemasonry at a national level which has led to Historic Environment Scotland currently leading a further study.



Adoption of Supplementary Guidance for two Conservation Areas

During the period April 2022 to March 2023 two new Conservation Area Character Appraisal and Management Plans were adopted as Supplementary Guidance to LDP2.

These were for Langholm Conservation Area and Newton Stewart Conservation Area and are intended to help development management and other decision makers to recognise the significant character of both areas and how that might be preserved and enhanced when change is proposed. Both towns are subject to flooding and the CACAMP for each will assist guide the design and appearance of flood protection schemes being explored which are essential to protect the buildings of the conservation areas and the wider town centres.

Housing Development incorporating C Listed Longmeadow House

In 2019 a registered social landlord (RSL), Loreburn Housing Association submitted Listed Building Consent and a Planning Application to develop the site of Longmeadow House and its setting to provide 24 new dwellings and convert the house and outbuilding to 3 residential units. The site is on the southern outskirts of Annan. Dumfries based architects, Robert Potter and Partners were the agents and the application was considered under a Processing Agreement.

The C Listed house was in poor order having been vacant for some years and following the ingress of water dry rot took hold infesting original joinery and plasterwork throughout the main building. Urgent intervention was needed to ensure its survival. A computer-generated image envisaged the restored outcome.



Restoration of the clock and the clock tower of Stranraer Museum

The site adjacent, separated only by a sandstone dry stone dyke, was owned by a different RSL but a masterplan was required for both sites to be developed with visual and access connectivity between them to provide a strong sense of place and with the Listed building and its setting providing a focal point.



Extract from Design and Access statement drawing by Robert Potter and Partners

Although the wider setting of the Listed building would be significantly changed, the original garden could provide areas of green space and Sustainable Drainage (SuDs) for the site and be contiguous with the green space and SuDs area of the adjacent site. The original access road to Longmeadow House and a small number of mature trees would be retained in the development. This approach would ensure that some of the original design of the garden would remain.

From the beginning, before an application was submitted, dialogue took place and amendments were made to preserve character and original fabric, improve parking arrangements and preserve more of the setting of the Listed Building.

The development has provided 24 new dwellings in a variety of sizes and forms, all using simple modern themes which contrast with, but do not detract from, the Listed Building. The conversion of the Listed Building and its outbuildings, to form 3 dwellings, will be ready for occupation shortly.



Longmeadow House before restoration



Longmeadow House after restoration

Archaeology

Alongside the historic interest of Longmeadow House, there was a need to consider the potential for archaeology. The known use of the site is mapped back to the middle of the 19th century but the wider area has some Roman connections. There was no known archaeology within the site itself but something of interest might be uncovered during the breaking of ground for the development particularly as a metal detector survey carried out by GUARD Archaeology Ltd., in 2018 on the adjacent site had revealed some post-mediaeval agricultural features identified as boundaries and a rig and furrow field system. There were other non-agricultural features – pits, postholes and linear features. Of the 13 post-mediaeval agricultural artefacts identified, one was a 17th or early 18th century horseshoe.

Rathmell Archaeology Ltd. were engaged by the developers to provide a written scheme of mitigation and their findings were as follows. On the Longmeadow site the team concluded that the area was not in agricultural use in the past but a formal garden setting for the house from the mid-19th century. Two stone-filled linear cuts were uncovered, one running NNE to SSW in direction and the other in E to W were identified as a probable service trenches; and the metal pipe was potentially a water or gas supply to the house.

Conclusion

The planning gains for the site are that much needed affordable housing in Annan has been provided; a vacant Listed Building has been restored and will shortly have a new use; and significant elements of the landscape setting have been retained partly to provide natural sustainable drainage on the site including retaining a number of mature trees which contribute to the quality of the green space. The whole development has special historic character at its centre which would otherwise have been lost.

Goals

Dumfries CARS: The reinstatement and preservation of the original and existing special character of Dumfries Conservation Area through the restoration of some its buildings within a central area.

Stranraer CARS: Adding to the unique character of Stranraer Conservation Area, the Museum complements the strategic economic development objectives for Stranraer of developing its role as a marine leisure tourism destination. The outdoor activity opportunities Stranraer and the surrounding area offers, both on and off the water, are complemented by the indoor facilities venues such as the Museum which provides for both local people and visitors.

Traditional Building Skills Audit: To establish baseline information from which education and skills providers can deliver and develop training in essential trades and crafts which will improve opportunities within the workforce to earn fair wages by repairing and maintaining traditional buildings in an appropriate way and for owners of traditional buildings improve the choice of skilled trades in the local area.

Supplementary Guidance for Conservation Areas:

To assist decision makers and owners recognise the essential historic character of the conservation area where they make decisions and submit proposals for change and influence the design of those proposals.

Housing Development incorporating C Listed

Longmeadow House: To reach an acceptable and appropriate solution which retains character and preserves the Listed building and its historic significance into the future..

Outcomes

Dumfries CARS: The intention is to deliver restored and repaired buildings in accordance with the approved CARS programme, including traditional skills development in the workforce and understanding the need for them by owners.

Stranraer CARS: To deliver restored and repaired buildings in accordance with the approved CARS programme including the priority project of the museum to be completed in 2023 and to be an example of best practice in historic building conservation demonstrating the benefits of using appropriate materials and techniques in traditional building repairs and highlighting that there are opportunities for education in traditional skills.

Supplementary Guidance for Conservation Areas:

Successful adoption of the documents in support of LDP2 and improve the quality of proposals which affect the architectural and historic interest and character of the conservation area.

Housing Development incorporating C Listed

Longmeadow House: Conversion of a vacant Listed Building to a productive use, and delivery of attractive residential units in a historic setting which has retained some of its historic character. Discovering elements of the history of human use of a site through archaeological investigation and recording.

Names of key officers

Ross McCleary, Dumfries CARS Project Officer
Pam Taylor, Stranraer CARS Project Officer
Shona McCoy, Local Development Plans Team Leader
Mizzy Marshall, Built Heritage Policy Officer
Andrew Nicholson, Council Archaeologist



Robert the Bruce tree carving, Lochmaben

Part 2: Supporting evidence

Part 1 of this report was compiled, drawing on evidence from the following sources:

- Dumfries & Galloway Council Economy, Environment & Infrastructure Committee and Economy & Resources Committee Reports and Minutes
- Dumfries & Galloway Council Full Council Reports and Minutes
- Dumfries & Galloway Council Planning Applications Committee Reports and Minutes
- Dumfries & Galloway Council Planning Performance Framework 2021/22
- Dumfries & Galloway Council Economy & Development Business Plan 2019-23
- Dumfries & Galloway Council Development Management Customer Charter 2018
- Dumfries & Galloway Council Service Customer Guidance Note 2018
- Dumfries & Galloway Council Planning Enforcement Charter September 2021
- Planning Services Structure Charts
- Dumfries & Galloway Council website
- Reports from IDOX Uniform (Development Management back-office system)
- Reports from Scottish Government eDevelopment portal
- Heads of Planning Scotland Meeting Minutes
- Scottish Government Planning website



Beach at Brighouse Bay

Case Study Topics	Issue covered in PPF12 Case Study	Case Study Topics	Issue covered in PPF12 Case Study
Design	4	Interdisciplinary Working	
Climate Change		Collaborative Working	
Conservation	4	Community Engagement	2
Biodiversity		Placemaking	2
Regeneration	4	Design Workshops/Charrettes	
Environment		Place Standard	
Greenspace		Performance Monitoring	
Town Centres	4	Process Improvement	1, 3
Masterplanning		Project Management	
LDP2 & Supplementary Guidance	3, 4	Skills Sharing	
Housing Supply	4	Staff Training	
Affordable Housing		Online Systems	
Economic Development		Data and Information	
Enforcement		Digital Practice	
Development Management Processes	1	Transport	
Planning Applications		Active Travel	
Others: Archaeology	4		

[NB - Wherever possible, weblinks have been included within Part 1 above, in order to give direct online access to the relevant evidence and thus avoiding unnecessarily duplication in the PPF. Case studies of key elements have been also provided within the PPF.]



Douglas Gardens, Castle Douglas

Part 3: Service Improvements 2023 - 2024






Lighthouse at Southerness

In the coming year we will:

- Review and update the planning pages of the Council's website to improve the 'customer journey'/assist self-service;
- Review and update all of the Development Management Charters;
- Implement the remaining items of the Development Management Review Action Plan

Delivery of our service improvement actions in 2021-22:

Committed improvements and actions	Complete?
<p data-bbox="142 383 1091 450">Progress and implement the Action Plan agreed following the independent Development Management Review undertaken in early 2022.</p> <p data-bbox="142 495 504 562">Actions carried out/evidence See Case Study 1 for details.</p>	
<p data-bbox="142 636 1158 741">Develop the Development Planning Monitoring module within our Idox Uniform back-office system so that it can effectively communicate with the various other modules to assist with monitoring.</p> <p data-bbox="142 786 504 813">Actions carried out/evidence</p> <p data-bbox="142 824 1198 1111">During the reporting period and related to one of the actions in the Development Management review recommendations, work was undertaken to scope and then procure a better and faster 'thin client' cloud version of our back-office system. This version was not available during the reporting period to allow this improvement action to proceed. However, also as part of the Development Management review, a new post of Team Leader Systems and Performance has been created and filled and one of their specific responsibilities is to work across the service to develop the Idox Uniform back-office system.</p>	
<p data-bbox="142 1189 1078 1216">Hold the 3rd Dumfries & Galloway Council Design Awards during 2022/23.</p> <p data-bbox="142 1261 504 1288">Actions carried out/evidence</p> <p data-bbox="142 1299 1190 1480">The 3rd Dumfries & Galloway Council Design Awards were arranged and launched during the reporting period. Submissions for development or building works completed between 1 April 2019 and 31 March 2023 were invited with a closing date of 15 June 2023 set. 35 entries were received and judging days were arranged for the start of July. The outcomes will be included in next year's PPF.</p> <p data-bbox="142 1525 1129 1592">http://www.dumgal.gov.uk/article/26629/Dumfries-and-Galloway-Council-Design-Awards-2023</p>	

Part 4: National Headline Indicators (NHIs)

Key outcomes	2022-23	2021-22
Development Planning:		
<ul style="list-style-type: none"> age of local development plan at end of reporting period <i>Requirement: less than 5 years</i> 	3 year 5 months	2 year 5 months
<ul style="list-style-type: none"> Will the local development plan be replaced by their 5th anniversary according to the current development plan scheme? 	No (see para 1.2.1)	No
<ul style="list-style-type: none"> Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? 	Yes - later	Yes - later
<ul style="list-style-type: none"> Were development plan scheme engagement/consultation commitments met during the year? 	Yes	Yes
Effective Land Supply and Delivery of Outputs		
<ul style="list-style-type: none"> Housing approvals 	481 units	446 units
<ul style="list-style-type: none"> Housing completions over the last 5 years 	1,420 units	1,395 units
<ul style="list-style-type: none"> Marketable employment land supply 	130.19 ha	130.19 ha
<ul style="list-style-type: none"> Employment land take-up during reporting year 	0 ha	0.23 ha
Development Management		
Project Planning		
<ul style="list-style-type: none"> Percentage and number of applications subject to pre-application advice 	28.0% (246)	24.0% (304)
<ul style="list-style-type: none"> Percentage and number of major applications subject to processing agreement 	33% (1)	50% (2)
Decision-making		
<ul style="list-style-type: none"> Application approval rate 	94.8%	96.3%
<ul style="list-style-type: none"> Delegation rate 	95.8%	96.9%
Validation		
<ul style="list-style-type: none"> Percentage of applications valid upon receipt 	37%	38%
Decision-making timescales		
Average number of weeks to decision:		
<ul style="list-style-type: none"> Major developments 	30.8	28.3
<ul style="list-style-type: none"> Local developments (non-householder) 	19.3	17.7
<ul style="list-style-type: none"> Householder developments 	7.6	7.4
Legacy Cases		
<ul style="list-style-type: none"> Number cleared during reporting period 	18	8
<ul style="list-style-type: none"> Number remaining 	61	40

Key outcomes	2022-23	2021-22
Enforcement Activity		
• Time since Enforcement Charter published/reviewed Requirement: review every 2 years	18 Months	6 Months
• Complaints lodged and investigated	126	122
• Breaches identified - no further action taken	20	15
• Cases closed	124	100
• Notices served	9	9
• Direct Action	0	0
• Reports to Procurator Fiscal	0	0
• Prosecutions	0	0



Gather Laggan, Gatehouse of Fleet

4.1 Development Planning

4.1.1 The Council formally adopted its second Local Development Plan (LDP2) on 3 October 2019.

4.1.2 During the course of the reporting year, 2 Conservation Area Character Appraisals were adopted as Supplementary Guidance to LDP2. Work continues on the remaining pieces of guidance. Adoption of National Planning Framework 4 (NPF4) on 13 February 2023 gave certainty to the work on scoping out LDP3 requirements and enabled us to prepare a timetable for the preparation of LDP3. A significant amount of the year has been taken up with developing the Council and its partners approach to Local Place Plans.

4.1.3 The 2019 Planning (Scotland) Act introduced a new requirement for planning authorities when preparing the Development Plan Scheme which requires them to seek the views of, and have regard to, any views expressed by the public at large as to the content of the participation scheme. To ensure the Council met this new requirement, the Council published the 14th edition of the Development Plan

Scheme for consultation in November 2022. The consultation sought the public's views on the draft timetable and draft Participation Statement. The comments received were taken into account when preparing the 15th edition of the Development Plan Scheme.

4.2 Effective Land Supply

4.2.1 The effective land supply figure contained in this year's Housing Land Audit is 3,724. It is based on the adopted 2019 Local Development Plan 2.

4.3 Employment Land

4.3.1 There were no completions on any of the allocated business and industry sites. The site at Gilnockie Business Park in Dumfries (DFS.B&I1), which was referred to in last years PPF, is still under construction.

4.4 Development Management

4.4.1 Commentary on performance is provided under Part 5 – C: Context.



Kirkcudbright



Part 5: Scottish Government Official Statistics

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

Category	No. of decisions	Average timescale (weeks)	
	2022-23	2022-23	2021-22
Major developments	2	30.8	28.3
Local developments (non-householder)	473	19.3	17.7
• Local: less than 2 months	93 (19.7%)	6.7	6.4
• Local: more than 2 months	380 (80.3%)	22.4	21.6
Householder developments	385	7.6	7.4
• Local: less than 2 months	312 (81.0%)	6.3	6.1
• Local: more than 2 months	73 (19.0%)	13.2	12.9
Housing developments			
Major	1	26.1	31.2
Local housing developments	163	24.8	22.0
• Local: less than 2 months	6 (3.7%)	6.8	7.0
• Local: more than 2 months	157 (96.3%)	25.5	23.0
Business and industry			
Major	0	0	0
Local business and industry	1	10.1	11.9
• Local: less than 2 months	0 (0%)	0	5.5
• Local: more than 2 months	1 (100%)	10.1	16.8
EIA developments	0	0	0
Other consents	153	13.3	12.4
Planning/legal agreements			
• Major: average time	0	0	36.6
• Local: average time	3	41.9	72.3

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2022-23		2020-21	
		No.	%	No.	%
Local reviews	15	10	66.7	8	57.1
Appeals to Scottish Ministers	11	6	54.5	2	28.4

C: Context

1. In terms of Development Management performance, the background to the pressures on the service resulting in an increase in the average time taken to process applications is set out in Case Study 1. The average householder application determination period was 7.6 weeks which was only a marginal increase on the previous year (7.4 in 2021/22). The team processing local applications (non-householder) was the subject to the greatest reduction in capacity during the reporting period and so unsurprisingly there was an increase in determination periods for this type of application (19.3 weeks compared to 17.7 weeks in 2021/22).

2. The Major application determination timescales were 30.8 weeks on average for those without a processing agreement, a slight increase from 28.3 weeks in 2021/22. As ever, the number of such Major applications remains a very small percentage of the overall total number of decisions (3 applications or 0.3% of all decisions).

3. The number of applications determined in 2022/23 was 1164, a 2% increase on the previous year (1143 in 2021/22).

4. Where a legal agreement is required, it has been our standard practice for several years now to recommend to the Planning Applications Committee that approval is “subject to the successful completion of the appropriate legal agreements

within 6 months of the date of the decision or any extended timescale as agreed by the appointed officer”. This ensures that legal agreements are concluded promptly (applications can be refused under delegated powers where this is not the case) but allows flexibility where conclusion is still going to be achieved within a reasonable timescale. Examples can be found in the Minutes of the Planning Applications Committee on the Council webpage (e.g. Item 14 on the 31 August 2022 Planning Applications Committee agenda).

Agenda for Planning Applications Committee on Wednesday, 31st August, 2022, 10.30 am - Dumfries and Galloway Council (modern.gov.co.uk)

5. Performance Marker 3 covers “*Early collaboration with applicants and consultees on planning applications*” and includes “*availability and promotion of pre-application discussions for all prospective applications*”. In addition to the formal pre-application enquiry service referred to in paragraph 1.2.2 above, we also provide a considerable amount of **FAQ** advice on our website, to allow members of the public a high degree of self-service.

<http://www.dumgal.gov.uk/article/15327/Planning-advice-and-enquiries>

<http://www.dumgal.gov.uk/article/15332/Work-which-doesn-t-need-planning-permission>



Aviation Museum, Dumfries



Lobster Creels, Isle of Whithorn

6. There was a slight reduction in the number of applications which were valid on receipt during 2022/23, dropping to 37% from 38% in 2021/22. We continue to use the **Heads of Planning Scotland (HOPS) national guidance note for registering applications** in order to give greater consistency and clarity in respect of what is required in order to make submissions valid. As it was one of the 17 recommendations of the Development Management review, we also produced a Validation Checklist to assist applicants in ensuring that their submissions are complete the first time. This is displayed online.

<http://www.dumgal.gov.uk/article/15329/Apply-for-planning-permission>

7. Appeals & Local Review Body – There was an increase in DPEA appeal decisions compared to the previous year. 11 appeals were determined by Reporters acting for the Scottish Ministers within the reporting period (there were 7 in 2021/22). 5 of these appeals were non-determination cases relating to wind farms – 3 were approved by the Reporter and 2 were dismissed. Of the 3 cases which were appeals against refusals made by the Planning Applications Committee, 2 were dismissed and planning permission was refused, the other was allowed. The number of Local Review Body decisions was similar to the previous year (15 Notices of Review compared with 14 in 2021/22). In 2022/23, two-thirds (66.7%) of the reviews upheld the

original decision made by the appointed officer, an increase from 57.1% of original decisions upheld the previous year.

8. Consultations which we received regarding applications made to the Scottish Government under Section 36 & 37 under the Electricity Act 1989 are not captured in the PPF statistics but have a very significant impact on Dumfries & Galloway Council. These type of consultations require a considerable amount of time and resource to be dedicated to them, especially where the Council decides to object, as this automatically generates a Public Local Inquiry (PLI). The Council provided responses on 2 S37 overhead line consultations during this period and, as a result of the introduction of NPF4, the service acted as witnesses in 3 reopened PLIs for S36 wind farms. It also had involvement with a S37 PLI. In terms of Environmental Impact Assessments (EIA), 20 screening opinion requests were provided.

9. 126 Enforcement cases were taken up during 2022/23 (122 cases taken up during the previous year). 124 breaches were resolved (10 resolved in 2021/22). We currently have only 1 Planning Inspector to cover the region (although an Enforcement Technician to assist with the processing of cases was added towards the end of the reporting period). Accordingly, a risk-based approach for prioritising enforcement cases is taken and this is set out in our **Planning Enforcement Charter**.

Part 6: Workforce Information

(as on 31 March 2023)

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

RTPI Qualified Staff	Headcount
Chartered Staff	14

Staff Age Profile	Headcount
Under 30	1 (3%)
30 - 39	5 (16%)
40 - 49	12 (37%)
50 and over	14 (44%)

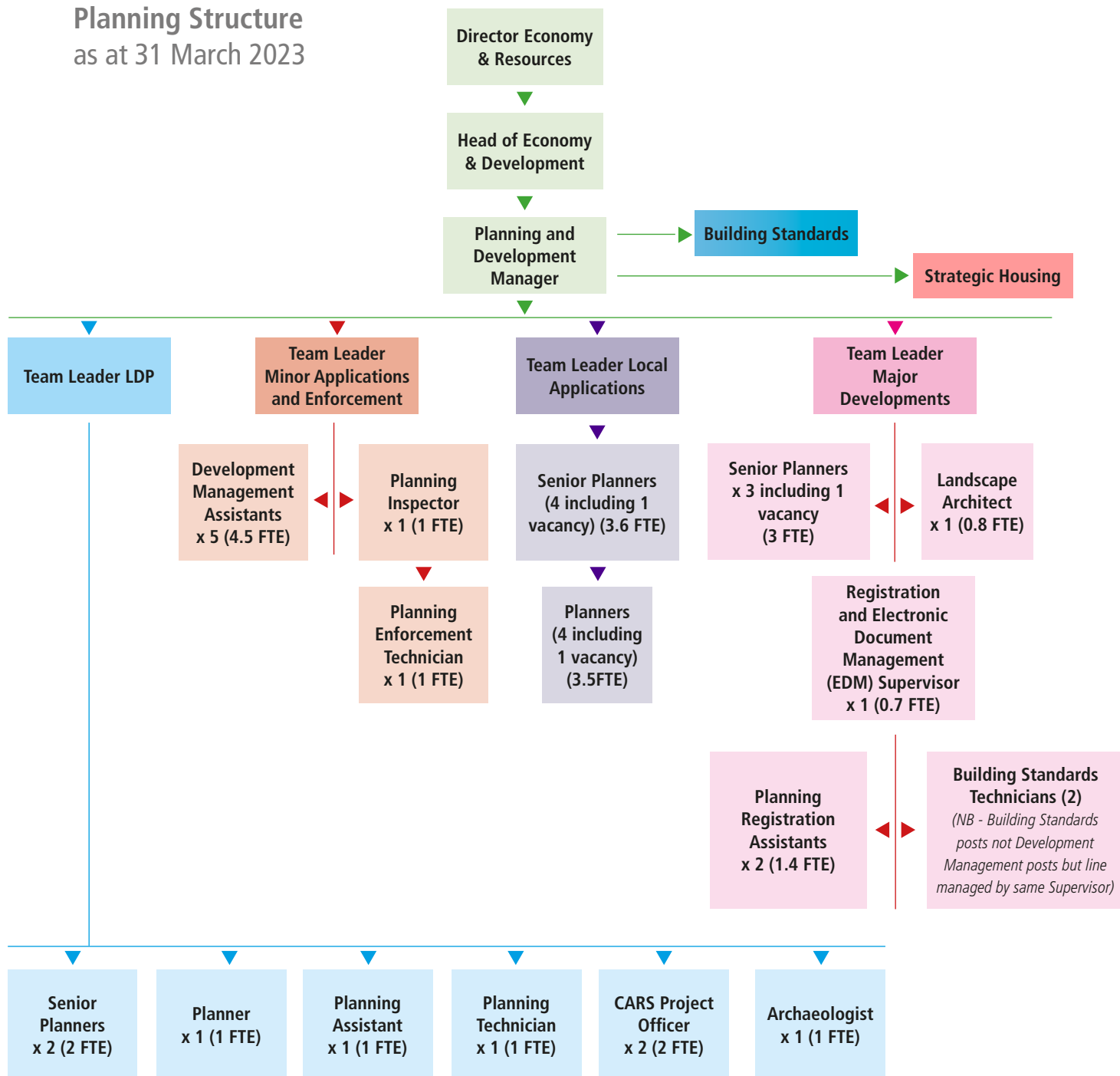
Context

During the reporting period, Dumfries & Galloway Council's planning function sat within Economy and Development, one of 4 services which comprised within Economy and Resources. The Head of Service is also responsible for Economic Development; Property & Estates; Facilities Management; & Project Management Office. In addition to both the Development Management and Development Planning aspects of Planning, the Service Manager also has responsibility for Building Standards and Strategic Housing & Regeneration Investment. The Planning service has bases within Dumfries & Stranraer although with hybrid working, most staff also work from home for at least part of each week. A central Business Support function is shared with Building Standards.



Classic Car Rally, Moffat Hills

Planning Structure as at 31 March 2023



Part 7: Planning Committee Information

Committee and Site Visits	Number per year
Full council meetings	0 (for planning applications)
Planning Applications Committee meetings	10 scheduled (9 held)
Area committees	N/A
Committee site visits	3
LRB	7 scheduled (7 held)
LRB site visits	1

Part 8: Performance Markers

Driving Improved Performance			
Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this matter
1	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	Official Statistics and PPF reports	NHI Scottish Government Official Statistics and Paras 1.1.1, 1.3.3, 1.4.1, 4.4.1 C: Context Case Study 1
2	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications and availability publicised on planning authority website	Y/N	Modernising the Planning System (Audit Scotland); SG website/ template
3	Early collaboration with applicants and consultees on planning applications: - availability and promotion of pre-application discussions for all prospective applications - clear and proportionate requests for supporting information	Y/N Examples	White Paper; Delivering Planning Reform; Planning Reform Next Steps
4	Legal agreements: conclude (or reconsider) applications within 6 months of resolving to grant	Reducing number of live applications more than 6 months after resolution to grant (from same time last year)	Official statistics; PPF reports; evidence of delays to major developments
5	Enforcement charter updated/re-published	Within 2 years	Planning Act (s158A)
			NHI Part 4 Para 1.2.3

Driving Improved Performance

Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this matter
<p>6 Continuous improvements: - progress ambitious and relevant service improvement commitments identified through PPF report</p>	<p>Progress on all commitments</p>	<p>Delivering Planning Reform; PPF Report</p>	<p>Culture of Continuous Improvement Service Improvement Plan Paras 1.1.1 Part 3 Part 5: Official Statistics and C: Context Case Study 1</p>



High Street, Sanquhar

Promoting the Plan-Led System

Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this matter
7	LDP (or LP) less than 5 years since adoption	Y/N	Planning Act (s16); Scottish Planning Policy NHI Quality of Outcomes Quality of service and engagement Paras 1.2.1, 4.1.1, 4.1.2 Case Study 3
8	Development plan scheme demonstrates next LDP: - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale	Y/N Y/N	Planning Act (s16); Scottish Planning Policy NHI Quality of Outcomes Quality of service and engagement Paras 1.2.1, 4.1.3 Case Study 3
9	Stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation	Evidence of activity	Quality of Service and Engagement Governance <i>[NB – not applicable at current stage of LDP process]</i>
10	No longer applicable – gap kept for data continuity		
11	Production of relevant and up to date policy advice	Evidence of activity	Quality of Service and Engagement Paras 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6 Case Studies 2, 3 & 4

Simplifying and Streamlining

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this matter
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Examples from the year		Quality of Service and Engagement Governance Paras 1.2.2 to 1.2.9, 1.4.4 Case Studies 2, 3, & 4
13	Sharing good practice, skills and knowledge between authorities	Evidence of activity to pass on and adopt good practice	Delivering Planning Reform; Planning Reform Next Steps	Culture of continuous improvement Para 1.4.4

Delivering Development

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this matter
14	Stalled sites/legacy cases: conclusion/ withdrawal of planning applications more than one-year-old	Reducing number of applications more than one-year-old (from same time last year)		Governance Para 1.3.4 C: Context Para 4
15	Developer contributions: clear expectations - set out in development plan (and/or emerging plan) and - in pre-application discussions	Y/N Examples		Quality of Service and Engagement Para 1.2.2 C: Context Para 5