

PLANNING PERFORMANCE FRAMEWORK

8

ANNUAL REPORT 2018 - 2019





Cullen - Special Landscape Area

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FOREWORD

As Chair of the Planning & Regulatory Services Committee I am delighted to endorse the Planning Performance Framework for 2018/19, as the last 12 months has seen significant progress on preparing the new Local Development Plan for Moray and seen a number of significant major planning applications determined, supporting economic growth and creating much needed homes and employment opportunities for people in Moray, as well as the infrastructure to support growth.

The new Local Development Plan has progressed from Main Issues Report stage through to Proposed Plan, winning a national award for the Youth Engagement film made by Buckie High School pupils. A number of private and affordable housing projects have been built and the new Moray Sports Centre is nearing completion.

A number of case studies have been included in this report, which cover a range of topics and demonstrate how Moray Council provides a high quality planning service and how it works in partnership with a number of key agencies and stakeholders. The case studies include work we have completed on Masterplans approved at Bilbohall, Elgin and Kinloss Golf Course, a review of local landscape designations, delivery of a first phase of development at Elgin South, engagement and training

events for Community Councils and Elected Members and how we continue to streamline our processes to improve the quality of service delivered.

Service improvements and actions have been identified and I look forward to the further changes to the planning system which the new Planning (Scotland) Bill will introduce, with one of our case studies explaining our participation in a pilot Gatecheck process to prepare an Evidence Report as a replacement for the Main Issues report in future.



Councillor David Bremner
[Chair of the Planning and Regulatory Services Committee](#)
Moray Council

PART 1

Qualitative Narrative and Case studies

1.1 QUALITY OF OUTCOMES

Delivering high quality and sustainable development is a key aspiration of both national and local planning policies and the Council has continued to work with partners to ensure improvements in outcomes are secured. A key aspect has been the work that has continued on longer term masterplans, development briefs and the Quality Audit process which are all tools the Council use to help raise the standards of design in places that are being created. Project meetings have also played a large part of our work over the last 12 months, especially with Elgin South which encompasses the delivery of a sports centre and primary school as the first phase of this large development which also includes large scale private and affordable housing elements.

CASE STUDY 1 BILBOHALL MASTERPLAN

LOCATION: Bilbohall, Elgin

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Outcomes,
Quality of service and engagement

KEY MARKERS: 7, 11

Local Development Plan
Production of regular and proportionate policy advice

KEY AREAS OF WORK:

Design, Conservation, Environment,
Greenspace, Masterplanning, Housing
Supply, Interdisciplinary Working,
Collaborative working, Placemaking

STAKEHOLDERS INVOLVED:

Moray Council Housing, Planning,
Transportation and Consultancy Services,
Grampian Housing Association, Scotia
Homes.



OVERVIEW: The Bilbohall Masterplan sets out the shape and form that development will take on sites identified for development in the south west of Elgin in the Moray Local Development Plan 2015. The Masterplan and associated appendices were approved as Supplementary Guidance to the LDP2015 by the Planning and Regulatory Services Committee on 13th November 2018.

The Masterplan was produced through a collaborative process with the Moray Council and the Bilbohall Consortium, which comprises the various landowners of the masterplan area's respective sites. Bilbohall provides an opportunity to create an attractive, high quality, mixed tenure residential neighbourhood.

The Masterplan sets out design principles for the development of Bilbohall, which consists of sites R3, R4, R12, OPP7 and CF2 designated in the LDP2015. The design principles must be reflected in planning applications for these sites. The masterplan ensures a strategic approach is taken to the provision of the built form, infrastructure, tenure integration, transportation and connections to surrounding areas, open space, recreation, walking and cycling and the integration of landscape, woodland and structure planting.

The Masterplan provides for a residential development of around 380 houses, of which 56% are proposed to be affordable.

GOALS: The goals were to prepare a Masterplan which covered a number of site designations to the south west of Elgin and embraced Designing Streets principles to provide a high quality housing development within a high quality and diverse landscape setting, adjacent to a local wetland wildlife site and including rounded, sometimes wooden knolls as key features. The goal was to provide more than 50% affordable houses across the site and to ensure that the development would be financially viable.

OUTCOMES: The Masterplan is now approved as supplementary guidance and sets the framework for approximately 380 houses split into different character zones. The Consortium are now moving forward to procure detailed design and build phase.

NAME OF KEY OFFICER

Eily Webster, Senior Planning Officer
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CASE STUDY 2

ELGIN SOUTH, ELGIN

LOCATION AND DATES:

Elgin, 2018/19

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of outcomes, Quality of Service & Engagement

KEY MARKERS: 2, 3 and 12

- ## KEY AREAS OF WORK:
- Process Improvement
 - Corporate Working
 - Master Planning
 - Affordable Housing
 - Interdisciplinary Working
 - Project Management

STAKEHOLDERS INVOLVED:

Head of Service, Planning, Transportation
Officers, Flood Risk Management Officers,
Legal Officers, Affordable Housing Manager,
Education Project Officer, Developers Project
Team

OVERVIEW: Delivery of the first phase of a Major development which has been the subject of a Masterplan and early delivery of housing and a primary school.

GOALS: To ensure a coordinated project managed approach was adopted to ensure the requirements set out in both planning conditions and S.75 legal agreements were adhered to and ensure that communication through the holding of regular monthly meetings with agreed actions prevented any stalling in terms of implementation.

OUTCOMES: High quality development on the ground in a short timescale assisted by a project managed approach by ensuring all internal services were working together to deliver the same outcome.

NAME OF KEY OFFICER

Jim Grant, Head of Development Services
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Beverly Smith, Development Management & Building Standards Manager
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Gary Templeton, Principal Planning Officer
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CASE STUDY 3

KINLOSS GOLF COURSE MASTERPLAN

LOCATION AND DATES:

Kinloss Golf Course, Kinloss, Moray

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of outcomes, Quality of Service & Engagement

KEY MARKERS: 7, 11

Local Development Plan
Production of regular and proportionate policy advice.

KEY AREAS OF WORK:

Design, Environment, Greenspace, Masterplanning, Housing Supply, Rural Housing, Interdisciplinary Working, Collaborative Working, Placemaking.

STAKEHOLDERS INVOLVED:

General public and key agencies

OVERVIEW: Kinloss Golf Course is an identified development hotspot due to the cumulative build-up of housing on the edges of the golf course. To promote a more sustainable pattern of growth and to help address the landscape and visual impacts associated with this build-up of houses, the

area was identified as a new rural grouping with a requirement for the preparation of a Masterplan.

The purpose of the Masterplan is to promote a sensitively sited, high quality rural residential/tourism development that provides a framework for the long term maintenance of the existing woodland and assists in the delivery of the economic diversification of the golf course. The Masterplan has been subject to public consultation and an event was jointly hosted by Moray Council, Kinloss Golf Course and MAKAR to engage with existing residents living within the Masterplan area and surrounding neighbours.

GOALS: The goal is to create a unique high quality development with distinct character, where development sits in a rich diverse woodland setting. Sustainable development is promoted through clustering rural development and creating an exemplar in contemporary sustainable timber design and offsite construction. The development will also deliver long term enhancement of the existing woodland and the creation of a new community woodland.

OUTCOMES: The Masterplan is now approved as supplementary guidance and sets a framework for the delivery of 20 rural housing plots, 16 holiday cabins and 6 glamping pods within the wooded setting of the golf course.

A design code has been embedded within the Masterplan, key features of which include a timber first policy, whereby all buildings must be timber framed and substantially timber clad. Houses must be positioned to work with the contours of the site, avoiding exposure on any ridgeline and views from the A96. New housing must be a contemporary interpretation of traditional rural housing, utilising high quality roofing materials including slate and turf (living roof). There is also a requirement for a neutral muted colour palette to complement the natural woodland setting.

A woodland management plan supports the Masterplan to deliver significant enhancement of the amenity, cultural, environmental and economic value of the woodland by integrating the woodland with sustainably constructed buildings. The proposed new woodland planting will result in a net increase in woodland cover across the Masterplan area.

A first phase planning application is expected in summer 2019.

NAME OF KEY OFFICER:

Emma Gordon, Planning Officer

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Neil Sutherland, MAKAR Ltd

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Examples of homes within woodland in Northern Scotland



CASE STUDY 4

STYNIE ROAD MOSSTODLOCH

LOCATION AND DATES:

Stynie Road, Mosstodloch

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of outcomes

KEY MARKERS: 3, 12

Early collaboration with applicants and consultees on planning applications.

KEY AREAS OF WORK:

Environment, Health and Well-being, Greenspace, Interdisciplinary working, Housing Delivery, Placemaking.

STAKEHOLDERS INVOLVED:

Moray Council officers from Planning, Housing and Transportation, Springfield Properties plc.

OVERVIEW: Officers from Planning, Housing and Transportation worked closely with Springfield Properties plc on the design for this site. Mosstodloch has seen very limited housing development in recent times and Council officers were keen to promote a more Designing Streets approach to this site which is designated in the Local Development Plan. Officers wished to promote aspects of the emerging Moray Local Development Plan 2020 policies, notably in promoting a designing streets approach to the road and active travel connections, more multi benefit greenspace, integrating natural SUDs into the design, planting for biodiversity, sensory garden adjacent to housing for older residents and ensuring open spaces provided safe, inclusive links into the countryside, providing opportunities to rest and reflect, provision of colour and variation in planting within open space.



Ensuring the children's play area will be provided in the first phase has been a significant shift away from delayed provision of play provision. Character and identity has been improved through identification of character areas, through variation in materials and use of colour and through street design and landscaping.

OUTCOMES: Planning consent has been granted for a first phase of affordable housing. Officers worked together to secure a different design and layout approach, with high quality, multi- functional open spaces which promote health and well-being and biodiversity.

NAME OF KEY OFFICER:

Gary Templeton, Principal Planning Officer
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CASE STUDY 5

LOCAL LANDSCAPE DESIGNATIONS AREA REVIEW

LOCATION AND DATES:

Moray

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Service and Engagement
Culture of Continuous Improvement

KEY MARKERS: 7, 11

Local Development Plan
Production of regular and proportionate policy advice, for example through supplementary guidance on information required to support applications.

KEY AREAS OF WORK:

Local Development Plan, Environment, Landscape.

STAKEHOLDERS INVOLVED:

General public, Scottish Natural Heritage, Moray Council planning staff.

OVERVIEW: The 7 Areas of Great Landscape Value identified in the Moray Local Development Plan 2015 carry on from the previous plans and identify broad brush areas which have no recorded evidence base setting out their reasons for designation. The AGLV designations also created some overlap, duplication and confusion with other local landscape designations, including the Coastal Protection Zone, Countryside Around Town areas and Pluscarden Special Areas of Control. This has been a long running problem which has undermined the designations. Planning officers were keen to address this issue and set up a working group with SNH staff who

prepared a brief for the work. Carol Anderson, landscape consultant was commissioned to review the suite of designations and propose one set of local landscape designations.

A draft report identifying a suite of Special Landscape Areas was reported to the Planning and Regulatory Services Committee on 18th September 2018 and was then made available for public consultation for 6 weeks, which included a drop in exhibition. Responses were reported back to Committee on 18th December, when a number of minor changes were made and the Committee agreed that the new Special Landscape Areas be included in the Proposed Plan.

GOALS: Remove duplication between local landscape designations
Identify Moray's special landscapes and their reasons for designation
Raise awareness of the importance of Moray's diversity of landscapes

OUTCOMES: A new suite of Special Landscape Areas has been incorporated into the Proposed Plan.
Recorded evidence base explaining the reasons for designation.

NAME OF KEY OFFICER

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CASE STUDY 6

56-66 MID STREET, KEITH 2005 - 2018

LOCATION AND DATES:

56-66 Mid Street, Keith – 2005 - 2018

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Culture of continuous improvement
Governance
Quality of Outcomes

KEY MARKERS: 2 & 3

KEY AREAS OF WORK:

- Development Management processes
- Planning Applications
- Conservation
- Design
- Interdisciplinary Working and Collaborative Working

STAKEHOLDERS INVOLVED:

Local developers, Authority Planning Staff, Authority Other Staff, Historic Environment Scotland (CARS)

OVERVIEW: This was an historic case that had stalled over the detail and quality of the proposal to re-develop 8 existing buildings at the top of Mid Street/Reidhaven Square including demolition of sub-standard outbuildings to rear to create additional residential and retail units. A series of detailed pre-application discussions the scheme was amended before being re-submitted. There were further changes to the design, materials and also to the design of the flats to the rear so that the final form of development would preserve and enhance the listed buildings and the wider conservation area.



OUTCOMES: This scheme highlights the benefits of investing staff resources into pre-application discussions and is essential to delivering high quality development in the right place. The result saw 8 Category B listed buildings removed from the Buildings at Risk Register and, as a key priority site of the Keith CARS project, contribute significantly to the regeneration of Mid Street. Without extensive pre-application discussions and engagement with key stakeholders the scheme presented would not have gained planning and listed building consent. The importance of accurately defining the heritage impact of the development was critical to the success of the project. Having one point of contact and ensuring that the Planning Officer providing the pre-application advice and then making a recommendation on the application is essential to delivering development on the ground.

NAME OF KEY OFFICER

Craig Wilson, Planning Officer
(Listed Buildings and Conservation Areas)
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Major developments that have been delivered on the ground during 2018/19 include Macallan Distillery, housing (affordable and private housing) schemes in Forres, Elgin and Buckie. A major wind farm, Dorenell has nearly been completed delivering a major S.36 project of 50 wind turbines.

The case study on Youth Engagement, featured in PPF7, won an award at the Scottish Awards for Quality in Planning in 2018. The project showcased a short film made by Buckie High School pupils regarding the local planning issues in Moray. Consultation on the Main Issues Report was completed at the end of March and a report summarising the consultation and responses received was considered at a special meeting of the Planning and Regulatory Services Committee on 25th September 2018. These responses helped shape and inform the Proposed Plan which was approved at a special meeting of the Planning and Regulatory Services Committee on 18th December 2018 and then made available for public consultation between 7th January and 15th March.

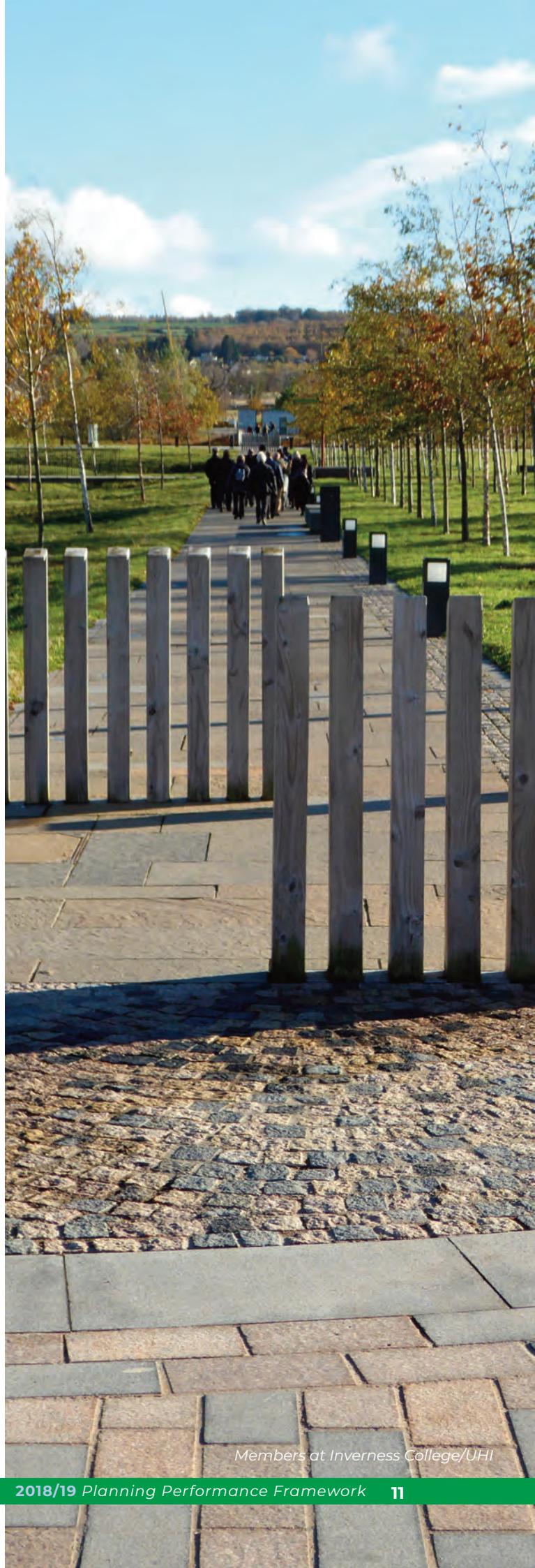
Consultation on the Proposed Plan involved a series of 5 drop in exhibitions at main towns around Moray and a series of meetings with key stakeholders and statutory consultees. 366 responses to the Proposed Plan were received which were reported to a special meeting of the Planning and Regulatory Services Committee on 25th June 2019 and the Proposed Plan and unresolved objections will be submitted during summer 2019 to Scottish Ministers with a request for an Examination. This is ahead of the schedule identified in the 2018 and 2019 Development Plan Scheme, principally due to a streamlined process introduced for registering and responding to representations and to fewer objections being submitted than anticipated, which could be partially attributed to carrying out neighbour notification at Main Issues Report stage and Proposed Plan stage.



1.2 QUALITY OF SERVICE AND ENGAGEMENT

We have engaged with a number of our partners over the last twelve months with both internal service departments such as our affordable housing and flood risk management teams with a specific focus on delivering affordable housing sites. In addition we have held two evening training sessions for all our Community Councils to explain how we deal with planning applications and how to make sure their role is effective. As part of the engagement we produced a guide for Community Councillors use explaining how the planning system operates and their role fits into it.

The planning service offers to meet early in the design process with developers to front load the application process and in some cases this has helped with a more streamlined process and better quality of outcomes. Through the Quality Auditing process, officers engage with developers to identify mitigation actions required to ensure applications achieve the requirements of the Placemaking policy in the Local Development Plan 2015. Officers also engage with potential inward investors in helping to identify potential sites.



Members at Inverness College/UHI

CASE STUDY 7

COMMUNITY COUNCIL ENGAGEMENT & TRAINING EVENT

LOCATION & DATES

Elgin High School 17 & 23 April 2019

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of service and engagement
Culture of continuous improvement
Community Engagement
Governance
Quality of Outcomes

KEY MARKERS: 12 and 13

KEY AREAS OF WORK:

Community Engagement
Corporate Working
Sharing knowledge with Community
Councils

STAKEHOLDERS INVOLVED:

Community Councils, Community Liaison,
Transportation, Development Management,
Enforcement & Building Standards Officers

OVERVIEW: Engagement with Community
Council and the provision of training took
place over two evenings through the use of
presentations, workshops and Q & A sessions.

GOALS: Improve engagement with
community councils and provide a guide to
the planning system aimed at helping
community councils to understand the role
they play in the planning system.



OUTCOMES: Sharing of
knowledge/information with Community
Councillors and developing relationships to
assist with governance and procedures.
Understanding how transportation officers,
planning, enforcement and building
standard officers all work together in the
public interest. A guide for Community
Councillors to the planning system was
produced and added to the web site.

NAME OF KEY OFFICERS:

Jane Martin, Community Liaison Officer
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Beverly Smith, Development Management &
Building Standards Manager
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CASE STUDY 8

PILOT GATECHECK

LOCATION & DATES: September 2017 to June 2018

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Outcomes, culture of continuous improvement

KEY MARKERS: 7, 10, 12, 13

KEY AREAS OF WORK

Local Development Plan

- Cross sector stakeholders, including industry Agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation.
- Corporate working across services to improve outputs and services for customer benefit (for example: protocols: joined up services: single contact: joint pre-application advice).
- Sharing good practice, skills and knowledge between authorities.

STAKEHOLDERS INVOLVED:

Scottish Government Planning Division, DPEA Reporters Unit, Homes for Scotland, Scottish Forestry, SEPA, SNH, Moray Council Planning, Transportation, Moray Council Education, Transport Scotland, Joint Community Councils, HIE.

OVERVIEW: The Council worked in partnership with the above stakeholders as part of a pilot for the new Gatecheck procedure being introduced through the Planning (Scotland) Bill. A working group was set up with regular meetings held in Aviemore to explore the possible purpose and process for a Gatecheck, as a form of ensuring that a robust and up to date evidence base was in place prior to planning



authorities progressing through the next stages of the Local Development Plan process. The Working Group consisted of planners from Moray Council and Scottish Government, an officer from Homes for Scotland and a Reporter from the DPEA. This group engaged with a larger group of key stakeholders to test the evidence and support the pilot project.

A procedure drawing was prepared setting out the steps the Gatecheck would go through, a sample Gatecheck report was prepared with a workshop for key stakeholders. A presentation on the pilot project was given at the National Development Plans Forum in April 2018.

GOALS: To trial and pilot a Gatecheck process, what the process might look like, who might be involved and what evidence would be scrutinised.

OUTCOMES: Procedural drawing of Gatecheck process.
Sample Gatecheck Evidence Report chapters.
Shared learning and understanding.

NAME OF KEY OFFICERS:

Gary Templeton, Principal Planning Officer
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Eily Webster,
Senior Planning Officer,
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CASE STUDY 9

VALIDATION OF PLANNING APPLICATIONS – PART 2 & STREAMLINING CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLANS (CEMP's)

LOCATION AND DATES: Moray Council Elgin, January & July 2019

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of service and engagement
Culture of continuous improvement
Community Engagement
Governance
Quality of Outcomes

KEY MARKERS: 1, 3, 6, 12 & 13

KEY AREAS OF WORK:

Reducing average timescales for decision making
Process Improvement
Corporate Working
Early Collaboration with applicants/agents
Environment
Planning Applications

STAKEHOLDERS INVOLVED:

Planning Officers, Flood Risk Management Officers, Agents, Developers, SEPA & SNH

OVERVIEW: A review of the increased validation requirements following the publication of the Heads of Planning Validation Guidance Note and Other consents and progress made over the first 12 months of increasing validation requirements. In addition a review of Construction Environmental Management Plans (CEMP's) in terms of planning conditions was undertaken.

A workshop and training sessions were held and attended by 20 agents/developers with contributions from Flood Risk, Members, SEPA and Building Standards.

OUTCOMES: Streamlining of process.
Sharing of knowledge/information with internal and external consultees.
Improving monitoring of environmental outcomes.
Front loading planning applications with the necessary supporting information and improving decision making timescales.
Environmental improvements and high quality delivery of development on the ground.

NAME OF KEY OFFICERS:

Beverly Smith, Development Management & Building Standards Manager
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Alison Wilson, Senior Planning Officer, SEPA
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Will Burnish, Senior Engineer,
Flood Risk Management
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1.3 GOVERNANCE

Decision Making

Our governance is underpinned by the Planning & Regulatory Services Committee who meet every two months and any special meetings that are required to be held to meet developers' timescales and delivery of projects that are funding constrained, these are arranged with the prior agreement of the Chair. Three Special meetings were held in 2018 to deal with the Local Development Plan and a Pre-determination Hearing. All of the committees can be viewed through the web cam facility. The delegation scheme was reviewed by the Planning & Regulatory Services Committee in January and approved by Scottish Ministers in February 2019. This has assisted with decision making timescales. In terms of decision making 94.6% of applications were approved with 97.5% under delegated powers by the Appointed Officer. The Major and Strategic decisions are made by the Planning & Regulatory Services Committee in line with Scottish Government Policy. The Local Review Board meets every six weeks and 28 were held over the year with 61% of decisions being upheld.

Staffing

In 2018 a further restructuring has been undertaken which has resulted in Development Management being managed by one Manager shared with Building Standards, see staffing structure in Part 6. This has created two Senior Building Standards Officer posts, an additional part-time Planning Technical Assistant (additional cover Monday – Friday) and a reduction in Development Management Officer resources. This has required our face to face duty officer service to be restricted to a telephone service only between 2pm and 4pm Monday to Friday.

Our customer service has improved as we are now able to return calls in the order they are received, no longer leave customers waiting to be seen or turn those away who arrive in the morning. Development Management Officers are also able to attend meetings as and when required during the duty slot making them more flexible and be readily available when needed.

Discretionary Charging

Following the introduction of discretionary charges for preliminary advice and determining whether or not planning permission is required for proposed developments in November 2017 a review was undertaken and these charges were updated along with introducing charging for non-material variations requests. The result of this has enabled staff resources to be re-directed. Lower number of preliminary enquiry requests and informal determinations have been received and as a result reduced response times and improving our level of customer service has occurred.

Average Performance

In terms of average performance during 2018/19 we have maintained our average timescales across householder development types but made improvements across local and major developments as a result of redirecting our resources with more being concentrated on major and large residential development types. We have no legacy cases in the system with the last one being issued in June 2019. We have only reported one application back to committee due to it not being issued as a result of the S.75 but since then this has now been improved.

Our continued use of project plans and processing agreements and working collaboratively with developers and agents has resulted in none of our planning applications being appealed against for non-determination. This locally for a rural authority is an important outcome and

demonstrates that we are committed to delivering high quality development on the ground by working in partnership to deliver local outcomes in terms of both affordable and private housing as well as developments that support infrastructure and create employment.

CASE STUDY 10

PROCESSING A NATIONAL PLANNING APPLICATION – CROSS BOUNDARY WITH ABERDEENSHIRE COUNCIL

LOCATION AND DATES:

Moray Council & Aberdeenshire 2017 & 2018

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO

INCLUDES: Quality of service and engagement
Governance
Quality of Outcomes

KEY MARKERS: 1, 2, 3, 11 & 12

KEY AREAS OF WORK:

Reducing average timescales for decision making
Process Improvement
Corporate Working
Early Collaboration with applicants/agents

STAKEHOLDERS INVOLVED: Planning Officers, Agents, Developers, Internal & External Consultees, Aberdeenshire Council

OVERVIEW: A national planning application with a boundary shared with Aberdeenshire Council involved pre-application discussion and agreement, timing of determination and processing of a national planning application to meet an applicants short timescale. The use of a processing agreement signed by both authorities ensured that the processing of this application at a pre-determination hearing meet expectations and needs of the applicant.

OUTCOMES: Streamlining of process
Sharing of knowledge/information with internal and external consultees
Improving monitoring of environmental outcomes
Front loading planning applications with the necessary supporting information and improving decision making timescales.

NAME OF KEY OFFICER:

Neal.Macpherson, Principal Planning Officer
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1.4 CULTURE OF CONTINUOUS IMPROVEMENT

Officers are encouraged to be creative and innovative, exploring new ways of working. The Council is supporting a trainee planning officer through Open University modules which will be complete July 2019, then eligible to enrol on an MSc Open University course on Urban and Rural Planning. The Developer Obligations officer is also being supported in undertaking distance learning modules to study towards MSc Urban and Rural Planning.

The planning service has continued over the last 12 months to embed a culture of continuous improvement into its delivery of the services, despite the challenging financial climate. The Service Plan is updated annually and as a document is a record of proposed service improvements for 2018/19 and really focusses in on those changes that are required by legislation, the introduction of new technology and customer demand.

A number of training events, many shared, ensure the most effective use of our internal resources and close working with our partners, have been held over the last 12 months. The Employee Review Development programme plays an important part in identifying training opportunities and service improvements through the holding of individual review meetings. Senior Management and Team meetings are held monthly to provide an opportunity to share concerns, identify needs for training and ensure staff are well briefed on corporate issues.

The Development Services Service Plan is updated and reported on annually ensuring that continuous service improvements are made.

The Moray Council has continued over the last 12 months to arrange regular leadership forum meetings attended by the Chief Executive, Directors, Heads of Service and third tier managers and provides an opportunity to network and focus on common themes that cut across the Council.

A peer review of the PPF was hosted by Officers from Moray Council in 2018 and was attended by neighbouring authorities Highland, Aberdeenshire, and Cairngorms National Park. Shetland and Western Isles dialled in. This is a valuable and effective way of reviewing the content of the Planning Performance Framework and assists to ensure that the content is clear, easy to understand and offers opportunity for shared learning.

In 2018/19: Officers from the Planning service attended the following training/CPD events:

- Building Standard site visit event
- Mediation Training, Moray College
- RTPi Chapter Events, Grampian & Highland, Brodies Legal Update
- Development Plan Training afternoon on Quality Place Making
- In house training on Surface Water
- Compulsory Purchase training event hosted by Scottish Government
- Communication & Reporting Skills, Improvement Service
- Trevor Roberts – GPDO Course (Shared with Highland Council)
- SNH Webinar, Coastal Erosion
- Historic Building repair & Maintenance, hosted by Aberdeenshire Council
- Mediation Training, Elgin College

Officers also attended the following forums to share good practice:

- North of Scotland Development Plans Forum
- Heads of Planning Executive Committee
- Heads of Planning Development Plans Sub-Committee
- Heads of Planning Development Management Sub-Committee
- Heads of Planning Enforcement Forum
- Heads of Planning Energy Sub-Committee
- Local Authority Urban Design Forum
- National Development Plans Forum
- Developer Obligations Forum
- Leadership Forum – Moray Council
- Heads of Planning Conference
- Community Council training events
- Scottish Society of Chief Transportation Officers Conference
- Cairngorm National Park Annual Protocol Forum
- RTPI Highland Chapter events

CASE STUDY 11 PLACEMAKING TOUR FOR ELECTED MEMBERS

LOCATION AND DATES:

1st November- Tornagrain new town, Inverness Housing Expo site at Balvonie Street, Inverness and Inverness College/ HIE campus, Inverness.

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO

INCLUDES: Quality of Outcomes
Quality of service and engagement
Culture of continuous improvement

KEY MARKERS: 7, 12, 13

Local Development Plan

Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined up services: single contact: joint pre-application advice).

Sharing good practice, skills and knowledge between authorities.

KEY AREAS OF WORK:

Design, Environment, Greenspace, Masterplanning, Housing Supply, Placemaking, Inter- disciplinary working

STAKEHOLDERS INVOLVED:

Moray Council Elected Members, Highlands and Islands Enterprise, Inverness College, Moray Estates

OVERVIEW: To assist with the Council's move towards better Placemaking Outcomes, a study tour of Tornagrain new town, Inverness College/ HIE campus and the Highland Expo Housing site in Inverness was organised for Moray Council elected members. To aide understanding of the complexity, funding challenges and time periods involved in planning for a new town.



Members at Tornagrain

A guided tour and Q & A session at Tornagrain new town was hosted by Andrew Howard, Managing Director of Moray Estates Development Company. A tour of the Highland Expo site was provided by a planning officer and a tour of Inverness College/ UHI campus provided by HIE and Inverness College staff.

GOALS: To provide elected members with opportunities to visit different examples of urban design, particularly different character areas, Designing Streets approaches to shared surfaces, quality and multi- functional green spaces and multi- functional sustainable urban drainage systems.

OUTCOMES: Elected members greater understanding of issues around planning a new town. Elected members greater understanding of multi- functional spaces, Designing Streets and different approaches to character, identity and good placemaking.

NAME OF KEY OFFICER:

Gary Templeton, Principal Planning Officer
gary.templeton@moray.gov.uk



Inverness Housing Expo

CASE STUDY 12

UNIFORM ENTERPRISE PROJECT – CASE MANAGEMENT

LOCATION AND DATES:

Moray Council Elgin, 2018 & 2019

ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Culture of continuous improvement
Governance
Quality of Outcomes

KEY MARKERS: 1, 6, & 12

Key Areas of Work: Performance Monitoring
Process Improvement
Development Management processes
Planning Applications

STAKEHOLDERS INVOLVED:

Planning Officers, Systems Support Assistant,
Planning Technical Assistant and
Administration Assistant

OVERVIEW: The introduction of an Enterprise module added into Uniform has required a full review of the processing of a planning application from validation to determination with key tasks being identified. This service improvement has required collaboration with a number of officers and has enabled a case management system to be implemented with a key driver being the delivery of an efficient process for determination planning applications.

OUTCOMES:

Streamlining of process
Improved Case Load Management
More efficient and effective recording of process for monitoring purposes
Ensuring allocation of work across the team is effectively managed
Improved average timescales for determination of applications

NAME OF KEY OFFICER:

Beverly Smith, Development Management & Building Standards Manager
beverly.smith@moray.gov.uk

Angus Burnie, Principal Planning Officer

Steve Mouncher, Systems Support Assistant
steve.mouncher@moray.gov.uk

PART 2

Supporting Evidence

Part 2 of this report was compiled using evidence from a variety of sources including:

- Development Services Service Plan
- A range of committee reports
- Case Studies
- Benchmarking
- Partnership working
- Moray Local Development Plan Scheme January 2019
- Housing Land Audit and Employment Land Audits 2018

Case Study Topics	Page number & Case Study Number (CSN)	
Design	Pg 2 & 3, Pg 5 & 6, Pg 18,	CSN 1 CSN 3 CSN 11
Conservation	Pg 2 & 3, Pg 9 & 10,	CSN 1 CSN 6
Regeneration	Pg 9,	CSN 6
Environment	Pg 2 & 3, Pg 5 & 6, Pg 7, Pg 8, Pg 14, Pg 18,	CSN 1 CSN 3 CSN 4 CSN 5 CSN 9 CSN 11
Greenspace	Pg 2 & 3, Pg 5 & 6, Pg 7, Pg 18,	CSN 1 CSN 3 CSN 4 CSN 11
Master planning	Pg 2 & 3, Pg 4, Pg 5 & 6,	CSN 1 CSN 2 CSN 3

Case Study Topics	Page number & Case Study Number (CSN)	
LDP & Supplementary Guidance	Pg 8, Pg 13,	CSN 5 CSN 8
Housing Supply	Pg 2 & 3, Pg 5 & 6, Pg 7, Pg 18,	CSN 1 CSN 3 CSN 4 CSN 11
Affordable Housing	Pg 4,	CSN 2
Development Management Processes	Pg 9 & 10, Pg 14,	CSN 6 CSN 9
Planning Applications	Pg 9 & 10, Pg 14, Pg 20,	CSN 6 CSN 9 CSN 12
Interdisciplinary Working	Pg 2 & 3, Pg 4, Pg 5 & 6, Pg 7, Pg 8, Pg 18,	CSN 1 CSN 2 CSN 3 CSN 4 CSN 5 CSN 11
Collaborative Working	Pg 2 & 3, Pg 5 & 6, Pg 9, Pg 12, Pg 13, Pg 14, Pg 16,	CSN 1 CSN 3 CSN 6 CSN 7 CSN 8 CSN 9 CSN 10
Community Engagement	Pg 12,	CSN 7
Place making	Pg 2 & 3, Pg 5 & 6, Pg 7, Pg 18,	CSN 1 CSN 3 CSN 4 CSN 11
Place Standard	Pg 7,	CSN 4

Case Study Topics	Page number & Case Study Number (CSN)	
Process Improvement	Pg 14, Pg 16, Pg 20,	CSN 9 CSN 10 CSN 12
Project Management	Pg 4,	CSN 2
Skills Sharing	Pg 13,	CSN 8
Rural Housing	Pg 5 & 6,	CSN 3
Landscape	Pg 8,	CSN 5
Health & Well Being	Pg 7,	CSN 4



To assist with the 15 key performance markers relevant hyperlinks have been added in below under the four sub-headings when combined together define and measure a high-quality planning service:

QUALITY OF OUTCOMES

[Making a Planning Application](#)

[What Else is Required?](#)

[What Plans are needed?](#)

[Guidance Note and Checklist](#)

[Supporting Information Checklist](#)

[Heads of Planning Validation Guidance Note](#)

[Developer Obligations Supplementary Guidance March 2018](#)

[Elgin South Masterplan](#)

[Dallas Dhu Masterplan- May 2018](#)

[Planning and Architecture Scottish Awards for Quality in Planning 2018](#)

QUALITY OF SERVICE & ENGAGEMENT

[Moray Local Development Plan Scheme 2019](#)

[Moray Employment Land Audit May 2019](#)

[Moray Housing Land Audit 2019](#)

[Town Centre Health Checks 2018](#)

[Major Developments Pre-application Advice](#)

[Major Pre-application Forms and Guidance](#)

[Planning Enforcement Charter March 2018](#)

[Aligning Planning & RCC - Committee Report](#)

[Aligning Planning & RCC Consent Implementation Plan](#)

[Processing Agreements](#)

GOVERNANCE

[Moray Council Corporate Plan 2023](#)

[Moray 10 Year Plan Local Outcomes Improvement Plan](#)

[Scheme of Delegation Approved 2019](#)

[Committee Diary](#)

CULTURE OF CONTINUOUS IMPROVEMENT

[Development Services Service Plan 2016-2018](#)

[Planning Performance Framework 2017/2018](#)

[Planning Performance Framework Committee Report 2019](#)



Performance Markers Report 2018/19

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
DRIVING IMPROVED PERFORMANCE				
1	Decision-making Authorities demonstrating continuous evidence of reducing average timescales for all development types	Below average for Scotland and all average timescales improved upon last year. Major Applications 8.9 weeks. Local Non-Householder Applications 6.5 weeks and Householder Applications 5.3 weeks.	See Official Statistics and PPF report	NHI and Scottish Government Official Statistics
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	<p>Offer of Processing Agreement available on website and case study on National Planning Application. Specific PPA Template and guidance on the web site under pre-application advice. Number of processing agreements and project plans being entered into are being increased.</p> <p>Preparation and delivery of the Local Development Plan is managed by the Principal Planning Officer in Development Plans. The Development Plan Scheme sets out the key milestones for the various stages of the Plan and the Development Plans team meet regularly to progress the Plan, supported by an Infrastructure/ Delivery Group and a series of sub-groups to progress various aspects of the Plan.</p>	Modernising the Planning system (Audit Scotland); Scottish Government website/template	NHI, Quality of Service & Engagement

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
		<p>All projects have a project plan with progress feeding into team plans and the service plan, monitored through 1-2-1 staff meetings.</p> <p>Regular progress updates are provided to the Head of Service and Director and reported to the Planning and Regulatory Service Committee.</p>		
3	Early collaboration with applicants and consultees on planning applications: <ul style="list-style-type: none"> • Availability and promotion of pre-application discussion for all prospective applications; and • Clear and proportionate requests for supporting information 	<p>Offer of pre-application advice available on website, see case study on National Planning Application. Pre-application advice requests are logged in uniform and now subject of a charge. There is a link on the website to the form, guidance and charges.</p>	<p>White Paper; Delivering Planning Reform; Planning Reform Next Steps</p>	<p>NHI, Quality of Service & Engagement</p>
4	Legal Agreements: Conclude (or reconsider) applications within 6 months of 'resolving to grant'	<p>Front loading of Heads of Terms and identifying timescales through processing agreements is assisting to reduce timescales. One case has been reported back to committee as an update only and has now been issued.</p>	<p>See Official Statistics and PPF report</p>	<p>Quality of Service & Engagement</p>
5	Enforcement Charter updated/re-published	<p>Enforcement Charter reviewed and re-published March 2018 following approval by the Scottish Government.</p>	<p>Planning Act (s158A)</p>	<p>Part 2 Evidence</p>

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
6	<p>Continuous Improvement: Show progress/improvement in relation to PPF National Headline Indicators;</p> <p>Progress ambitious and relevant service improvement commitments identified through PPF report</p>	See service commitments and case studies. Continuous improvements have been made to timescales and processes to support these key drivers.	Delivering Planning Reform & PPF Report	Culture of Continuous Improvement & Service Improvement Plan
7	<p>Local development plan -less than 5 years since adoption</p>	Less than 5 years since adoption- The Local Development Plan was adopted on 31st July 2015 and is less than 5 years old. The replacement Plan is slightly ahead of schedule and is anticipated to be adopted June 2020.	Planning Act (s16) Scottish Planning Policy	NHI Quality of Outcomes Quality of Service and Engagement
8	<p>Development Plan Scheme</p>	The Development Plan Scheme 2019 was approved on 29th January 2019. The DPS identifies the key milestones for the preparation of the LDP2020, including completing public consultation on the Proposed Plan, reporting representations to Committee and submitting the Plan for Examination between June and August 2019. This is currently on track with submission for Examination anticipated to be at the end of June,		NHI Quality of Outcomes Quality of Service and Engagement

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
8	Development Plan Scheme cont.	<p>following Committee consideration of Schedule 4's summarising unresolved objections on the 25th June.</p> <p>This is a considerable time saving from the last local development plan, as the process for registering and summarising representations has been streamlined and simplified. This has made up for a deliberate delay in the process which involved delaying consideration of the Proposed Plan until the preferred route of the A96 dualling was published.</p> <p>As noted under performance marker number 2, the Local Development Plan preparation is project managed by the Principal Planning Officer, with regular project meetings, supported by an Infrastructure/ Delivery group and a series of sub-groups working on SEA/ Natura/ Developer Obligations and Viability, Communications and Engagement. Deadlines are set for each stage allowing committee deadlines to be met. Performance indicators monitoring progress against the annual Development Plan Scheme are reported to the Planning and Regulatory Services Committee.</p>		

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
9	Elected members engaged early (pre MIR) in development plan preparation.	Not applicable. Extensive engagement undertaken during 2017/18 (see PPF 7). Members are engaged on a continual basis through the LDP preparation process, including workshops to consider new policies and a series of ward level briefings at different stages.		Quality of Service and Engagement Governance
10	Cross sector stakeholders including industry, agencies and scottish government, engaged early (pre-MIR) in development plan preparation	<p>Stakeholders have been engaged throughout the Local Development Plan process, a series of meetings were held on a 1-2-1 basis throughout the process, featuring in the Main Issues Report publicity films and providing consultation responses and further information as and when required.</p> <p>Stakeholders participated and supported the pilot Gatecheck process. Community Planning partners have been engaged throughout the process with presentations given at various levels.</p> <p>Stakeholders have attended LDP/ Infrastructure Delivery Group meetings and policy workshops.</p> <p>Joint community councils have been engaged at different stages through dedicated events to explore policy and strategic issues facing Moray.</p>		Quality of Service and Engagement Governance

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
10	Cross sector stakeholders cont.	Officers have especially aimed to engage with a younger audience and created a successful film making project for local schools as well as other classroom based planning activities and participated in a STEM project to consider a hypothetical new town proposal.		
11	Production of regular and proportionate policy, advice for example through supplementary guidance, on information required to support applications.	<p>Dallas Dhu Masterplan was approved in May 2018.</p> <p>Bilbohall Masterplan was approved in November 2018.</p> <p>Kinloss Masterplan was approved in June 2019.</p>		<p>Quality of Service and Engagement</p> <p>Part 2 Evidence</p>
SIMPLIFYING AND STREAMLINING				
12	Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined up services; single contact; joint pre-application advice).	<p>See Elgin South Case study and Cross boundary case study delivering a national planning application</p> <p>The Infrastructure Delivery Group has been combined with the Local Development Plan Delivery Group and has representation from Transportation, Education, Planning, NHS Grampian, Scottish Water and Transport Scotland.</p>	Corporate Plan and Local Improvement Plan	Quality of Service and Engagement Governance

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
		<p>Planning officers work closely with other services and community planning partners to align future infrastructure requirements with projected development, including assisting with work on the future school estate.</p> <p>Scottish Natural Heritage take part in the Quality Auditing process to support implementation of the Council's Placemaking policy, joining colleagues from Development Plans, Development Management, Transportation, Housing and Flood Team in a multi-disciplinary assessment team.</p> <p>The developer obligations function is carried out within Development Plans and ensuring a robust evidence base is kept up to date requires significant corporate working.</p> <p>Protocols are in place for joint working with Cairngorms National Park. Joined up pre-application advice process and meetings pre-booked in advance.</p> <p>A Service Level Agreement is in place with the Woodland Trust to deliver compensatory planting.</p>		

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
13	Sharing good practice, skills and knowledge between authorities	<p>Attendance at HOPS Development Plans sub-Committee, active participation and chairing of meetings on a rotational basis of the North of Scotland Development Plans Forum, participation as a pilot exercise for the Planning (Scotland) Bill on the proposed Gatecheck process and sharing the experience with various local authorities.</p> <p>The Developer Obligations officer attends national Developer Obligations Forum meetings.</p> <p>Meeting with highland and island authorities to discuss rural housing issues.</p> <p>Attendance and presentations at Local Authority Urban Design Forum.</p> <p>Attendance and participation in West Dunbartonshire Council/ Improvement Service event on delivering great places.</p> <p>Attendance and presentation at Integrated Health Board and Community Planning Partnership meetings.</p> <p>Peer Review of PPF with neighbouring authorities – benchmarking meeting.</p>	Delivering Planning Reform, Planning Reform Next Steps	Culture of continuous improvement

No.	PERFORMANCE MARKER	MEASURE	POLICY BACKGROUND MARKER	PART OF PPF REPORT BEST SUITED TO EVIDENCE THIS MARKER
		Cairngorms National Park Annual Protocol meeting. Attendance of HOPS Executive Committee, Chair of HOSP DM Sub-Committee and attendance of Development Plans Sub-Committee. Developer Obligations Forum meetings.		
14	Stalled Sites/Legacy cases:	Reduced numbers of legacy cases from last year and no cases are now over 12 months old.	Planning Reform	NHI
15	Developer Contributions Clear expectations set out in development plan (and/or emerging plan) and in pre application discussions.	<p>Clear expectations set out in development plan and in pre-application discussions. Early assessments offered to inform developers at an early stage.</p> <p>Updated Supplementary Guidance adopted in March 2018 and early work has started on a further update to be reported to Planning and Regulatory Services Committee in December 2019.</p> <p>Pre-application advice is available through pre-arranged meetings with the Developer Obligations Officer and is available on the website.</p>	Part of the Local Development Plan	Quality of Service and Engagement

PART 3

Service Improvements 2019/20

Service Improvements in the coming year:

- Continue to implement revised procedures for aligning Planning and RCC consents in relation to street design
- Implement Enterprise in Uniform for Enforcement & Condition Monitoring
- Review the web site and content
- Implement the requirements of the Planning Bill 2019
- Investigate Closer working with Building Standards to ensure delivery on the ground meets with developers expectations
- Submission of Proposed Plan for Examination in August 2019
- Approving a Youth Engagement Strategy before the end of 2019
- Staff structure change to align Development Planning with delivery of Moray Growth Deal and Moray Economic Strategy before end of 2019
- Preparing Elgin City Centre Masterplan Discussion paper by end 2019 and consultation early 2020
- Committing Tesco, Buckie Developer Obligations funding by end June 2020
- Preparing a draft Food Production Strategy before the end of 2019
- Prepare concise draft Placemaking Guidance by end 2019
- Develop process for monitoring site delivery strategies before June 2020
- Review Developer Obligations “cap” by end March 2020
- Develop programme for compensatory tree planting by end March 2020

Delivery of our service improvement actions in 2018-19:

Looking back at the Service Improvements we identified for 2018/19 we are proud of the progress made against the vast majority of these:

Commitment: Implement revised procedures for aligning Planning and RCC consents in relation to street design.

Progress: Implementation Plan approved and implementation ongoing in 2019/20.

Commitment: Ensure GDPR Regulations have been fully implemented.

Progress: Completed.

Commitment: Implement Enterprise in Uniform and review associated procedures.

Progress: Completed for all planning applications.

Commitment: Review standard Validation Guidance & hold a update workshop for agents.

Progress: Completed.

Commitment: Review Condition Monitoring procedures.

Progress: Partially completed and ongoing for 2019/2020.

Commitment: Hold a workshop with SNH and SEPA on condition monitoring and focus on environmental construction management plans.

Progress: Completed



A more illustrative approach included in the Proposed Plan.

Commitment: Review our desk duty service.

Progress: Completed only telephone advice now provided.

Commitment: Participate in a pilot project with Historic Environment Scotland and the Buildings at Risk register.

Progress: Not progressed.

Commitment: Review the web site and content.

Progress: To be rolled into 2019/20.

Commitment: Report the Proposed Plan to Committee in December 2018.

Progress: Complete. This was achieved with the Proposed Plan being reported to Committee on 18th December 2018.

Commitment: Move towards a Place based Plan in terms of presentational techniques in the Proposed Plan and other guidance.

Progress: Complete. This has been achieved with a much more illustrative approach included in the Plan, including a series of sketches done in house for key design principles and a series of Place based drawings commissioned from a local artist. Site specific mapping has also been included for each proposed development site, providing clearer and more easily interpreted plans.

Commitment: Adopt and operate Quality Audit 2, incorporating Mood, Mobility and Place findings.

Progress: Complete. Quality Audit 2 has been developed, tested and approved by the Planning and Regulatory Services Committee on 26th March 2019 for use upon adoption of the new Local Development Plan. The findings from Mood, Mobility and Place have been incorporated into the new policies in the Proposed Plan and are embedded in Quality Audit 2.

Commitment: Move towards closer alignment between spatial planning and the Local Outcome Improvement Plan

Progress: Ongoing. Progress is being made, with planning officers involved in delivery of the LOIP and future work on projects such as Elgin City Centre Masterplan and Buckie Town Centre Masterplan and Food Production Strategy will all bring closer alignment between these processes.

Commitment: Further test and refine draft policies prior to inclusion in the Proposed Plan.

Progress: Complete. A series of policy testing sessions were held by planning officers in Quarter 3 2018 and some changes made to policies as a result. Further testing was carried out with development management colleagues and elected members in Quarter 3 2019 through a series of workshops.

Commitment: Consult on candidate Special Landscape Areas.

Progress: Complete. A new suite of Special landscape Areas were consulted upon in October/ November 2018 and the final Special Landscape Areas were agreed by the Planning and Regulatory Services Committee on 18th December 2019, which have been included in the Proposed Plan.

Commitment: Closer alignment between the LDP and Town Centre Improvements.

Progress: Ongoing. A programme of Town Centre Masterplans has been identified with work starting on Elgin City Centre Masterplan in August 2019, with a view to consulting on a Masterplan discussion paper in early 2020.

Commitment: Closer alignment between the LDP and Moray Economic Strategy

Progress: Complete. Responsibility for input to and monitoring of the Moray Economic Strategy is proposed to transfer to Strategic Planning through Change Management , which will achieve closer alignment.

Commitment: Develop a longer term programme for youth engagement.

Progress: Ongoing. Significant progress has been made on this action in terms of delivery, with the Council winning the SAQP award for Youth Engagement in 2018, which was the year of Young People. The Council's planners have also engaged in STEM related activities. A strategy is being reported to Planning and Regulatory Services before the end of 2019 once change management process is complete.

Commitment: Developer a longer term programme for use of the Place Standard in Moray.

Progress: Complete. Quality Audit 2 has been developed and is ready for implementation upon adoption of the new Local Development Plan.



Special Landscape Area - Spey Valley

PART 4

National Headline Indicators (NHI's) 2018/19

A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2017/2018	2018/2019
LOCAL & STRATEGIC DEVELOPMENT PLANNING		
• Age of local/strategic development plan(s) (full years) at the end of the reporting year.	Three years since the MLDP 2015 was adopted	Four years since the MLDP 2015 was adopted
• Will the local/strategic development plan be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)	Yes	Yes
• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past Year?	Yes	Yes (Submission anticipated to be earlier)
• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)	Yes	Yes
EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUT		
• Established housing land supply (units)	12,848 units	12,387 units
• 5-year effective housing land supply programming	2,391 units	2,328 units
• 5-year effective housing land supply total capacity	3,638 units	4,189 units
• 5-year effective housing supply target	2,690 units	2,690 units
• 5-year effective housing land supply (to one decimal place)	6.76 units	7.8 years
• Housing approvals (units)	704 units	1141 units
• Housing completions over the last 5 years (units)	1618 units	1475 units
• Marketable employment land supply	80.72 ha	79.84 ha
• Employment land take-up during reporting year (hectares)	1.6 ha	1.29 ha

B: NHI KEY OUTCOMES - DEVELOPMENT MANAGEMENT	2017/2018	2018/2019
DEVELOPMENT MANAGEMENT Project Planning <ul style="list-style-type: none"> Percentage and number of applications subject to pre-application advice Percentage and number of major applications subject to processing agreement Decision Making <ul style="list-style-type: none"> Applications approval rate Delegation rate Validation Decision Making Timescales Average number of weeks to decisions: <ul style="list-style-type: none"> Major developments Local development (non-householder) Householder developments Legacy Cases <ul style="list-style-type: none"> Number cleared during reporting period Number remaining 	17% 166 50% 1 94.7% 97.4% 67.1% 16.5 6.6 5.3 1 1	10.1% 70 80% 4 94.6% 97.5% 62.2% 8.9 6.1 5.3 1 0
C: NHI KEY OUTCOMES - ENFORCEMENT ACTIVITY	2017/2018	2018/2019
<ul style="list-style-type: none"> Time since enforcement charter published/reviewed Complaints lodged and investigated Breaches identified - no further action taken Cases Closed Notices served Direct Action Reports to Procurator Fiscal Prosecutions 	4 months 295 12 272 2 1 0 0	13 months 314 78 284 7 0 0 0

EXPLANATORY NOTES

All the average decision-making timescales are lower than 2017/18 and significant improvements have been made in determination rates for both major and householder developments. For local developments, average timescales have been reduced by 0.5 weeks and householder developments are the same. Major applications have an average of 8.9 weeks and are also below the national average and lower the last year.

PART 5

Official Statistics

A: Decision-making timescales (based on 'all applications' timescales 2018/19)

CATEGORY	TOTAL NUMBER OF DECISIONS 2018-19	AVERAGE TIME WEEKS 2018-19	AVERAGE TIME WEEKS 2017-18
Major Developments	5	8.9	16.9
All Local Developments	542	6.1	
Local: less than 2 months	512	5.8	
Local: more than 2 months	30	11.2	
Local Developments (non-householder)	369	6.5	
Local: less than 2 months	340	6.1	6.8
Local: more than 2 months	29	11.3	13
Householder Developments	173	5.3	
Local: Less than 2 months	172	5.3	5.7
Local: more than 2 months	1	8.4	-
Housing	195	6.5	
Local: less than 2 months	178	6.1	
Local: more than 2 months	17	10.0	
Business and Industry	115	6.7	
Local: less than 2 months	108	6.1	6.5
Local: more than 2 months	7	15.1	11.8
Other Developments	37	6.3	
Local: Less than 2 months	35	6.1	
Local: more than 2 months	2	9.6	
EIA developments	0	0	0
Other consents			
All Other Consents	88	6.1	6.4
Listed Buildings & Conservation Area	64	6.0	6.8
Advertisements	17	6.6	5.1
Hazardous Substances	1	3.4	-
Other consents and certificates	6	6.1	5.1
Planning/legal agreements**			
(major applications)	0	-	-
(local applications)	2	5.4	-
Local Reviews	18	9.4	12.2

B: Decision-making: Local Reviews and Appeals

TYPE	TOTAL NUMBER OF DECISIONS	ORIGINAL DECISION UPHELD			
		2017-18		2018-19	
		No	%	No	%
Local reviews	18	11	73%	11	61%
Appeals to Scottish Ministers	1	1	50%	1	0.0%

C: Context

In general, performance on planning application determination timescales has improved for all development categories major, local and householder in comparison to last years' figures and also compares favourably with the national average and in all instances being well below the national average.

There has been an increase in the number of processing agreements for local applications, but numbers are still relatively small when compared to the overall total number of applications determined.

PART 6

Workforce Information

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

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

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

	HEADCOUNT
RTPI Chartered Staff	16

STAFF AGE PROFILE	HEADCOUNT
Under 30	3
30-39	8
40-49	7
50 and over	10

**CORPORATE DIRECTOR OF ECONOMIC DEVELOPMENT,
PLANNING AND INFRASTRUCTURE**

Rhona Gunn

HEAD OF DEVELOPMENT SERVICES

Development Management, Development Plans, Building Standards, Community Safety,
Economic Development, Environmental Health, Trading Standards and Museums

Jim Grant (HOPS)

**DEVELOPMENT MANAGEMENT AND
BUILDING STANDARDS MANAGER**

Beverly Smith (MRTPI) (HOPS)

**Principal Building
Standards Officer**
William Clark

**Principal Planning
Officer**
Richard Smith (MRTPI)

**Principal Planning
Officer**
Neal MacPherson (MRTPI)

**Senior Building
Standards Officer**
Daniel Last

**Senior Building
Standards Officer**
Michael Andrew

Senior Planning Officer
Lisa MacDonald (MRTPI)

**X2 Building
Standards Officers**
Scot Robertson
VACANT

**X3 Building
Standards Officers**
Ken Anderson
Callum Ord
Douglas Graham

**X3 Planning
Officer**
Andrew Miller (MRTPI)
Emma Mitchell (MRTPI)
Craig Wilson (MRTPI)

**X3 Planning
Officer**
Ian Drummond (MRTPI)
Shona Strachan (MRTPI)
Cathy Archibald (MRTPI)

**X1 Building
Standards
Inspector**
Michael Little

**X2 Building
Standards
Inspector**
Frank Riddell
Neil Dow

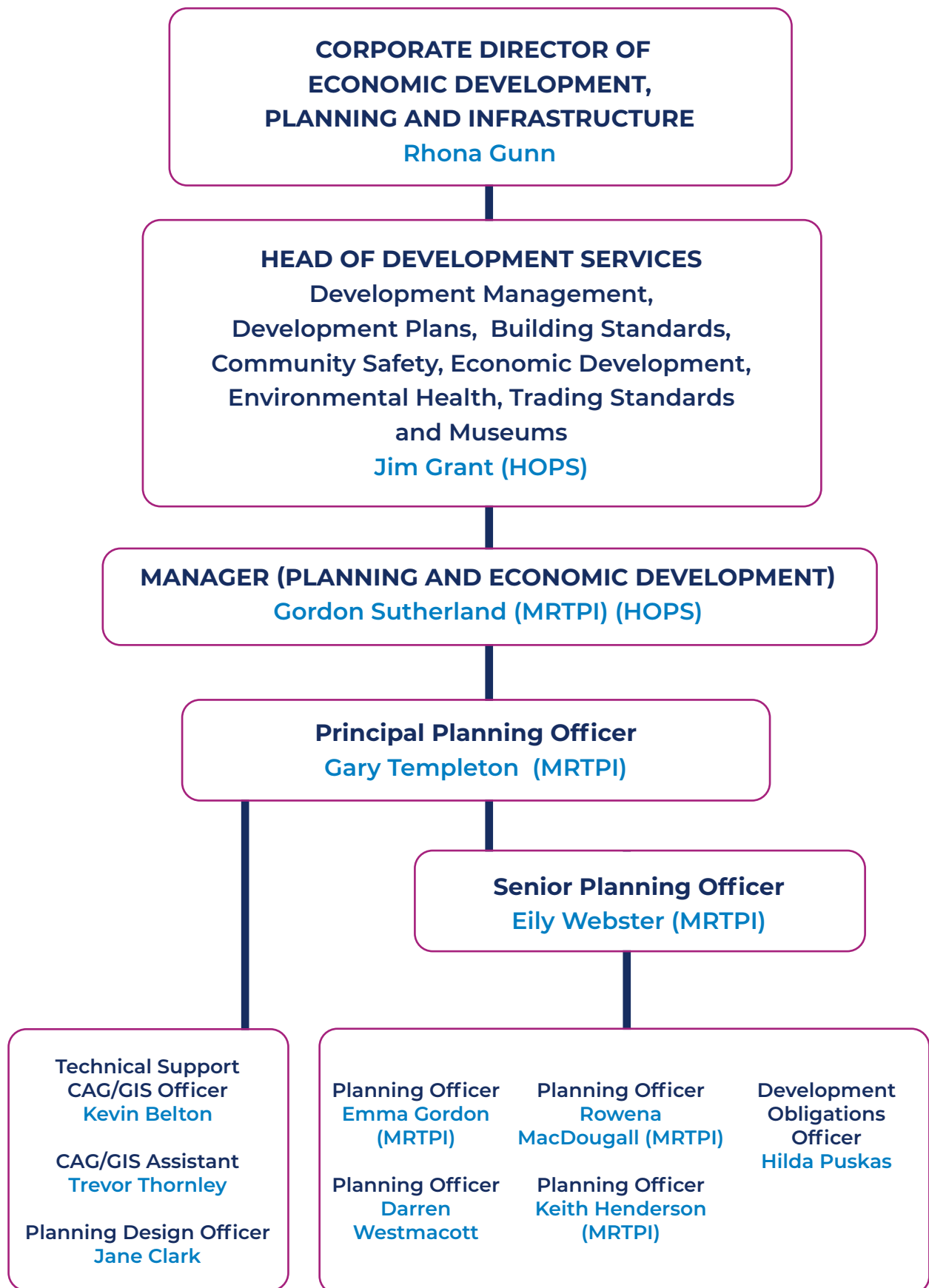
**Building Standards
Assistant**
Emma Thomas

**System Technical
Assistant**
Sybil Mackie

Planning Officer
Fiona Olsen

**X2 Planning
Technical
Assistant**
Teresa Ruggeri
Louise Dunn

**ENFORCEMENT
TEAM**
**Enforcement
Officer**
Stuart Dale
**Condition
Compliance
Officer**
Harry Gordon



PART 7

Planning Committee Information

COMMITTEE & SITE VISITS*	NUMBER PER YEAR
Full council meetings	18
Planning committees	9
Area committees (where relevant)	Not applicable
Committee site visits	7
LRB*	10
LRB site visits	10

* This relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.

