



# PLANNING PERFORMANCE FRAMEWORK

# 9

ANNUAL REPORT 2019 - 2020









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# FOREWORD

As Chair of the Planning & Regulatory Services Committee I am delighted to endorse the Planning Performance Framework for 2019/20 as the last 12 months has seen significant progress on the Moray Local Development Plan 2020, moving from Examination to adoption within the 5 year statutory timescale.

Work on a replacement High School for Lossiemouth has moved towards completion and work has started on delivering Linkwood Primary School part of Elgin South masterplan. A number of affordable and private housing projects have also started/continued in Fochabers, Mosstodloch, Forbes, Elgin, Buckie and Keith. New retail Cooperative stores have opened in Lhanbryde and Forbes serving local communities.

A number of case studies have been included in the document which cover a range of topics and demonstrate how Moray provides a high quality planning service and how it works in partnership with a number of key agencies and stakeholders. The case studies cover redevelopment of a former public house in Lhanbryde, temporary planning consents, archaeology, consultee training sessions, COVID19 working practices, working in partnership on a carbon conscious Masterplan for Elgin City Centre and Food Growing Strategy.

Service improvements and actions have been identified as we strive to continuously improve our service standards and look forward next year to implementing the Moray Local Development Plan 2020 and the new requirements of the Planning (Scotland) Act 2019.

The Council's aspirations to deliver better quality outcomes was recognised at the Scottish Awards for Quality in Planning 2019 with an award for Delivering Successful Places through Quality Auditing.



**Councillor David Bremner**  
**Chair of the**  
**Planning and Regulatory Services Committee**  
**Moray Council**

# PART 1

## Qualitative Narrative and Case studies

### QUALITY OF OUTCOMES

High quality development is a continuing theme where all development to be delivered on the ground aspires to be of a high standard and the Quality Audit process has played a key part in raising the standard of developments particularly in residential development. One scheme that has been completed this year is the redevelopment of a derelict hotel in a prominent High Street Location in Lhanbryde. The scheme set out is a good example of how pre-application advice can assist in delivering high quality development on the ground.

The Council has also been working closely in partnership with a range of organisations to progress the Elgin City Centre Masterplan, aiming to deliver quality outcomes and regenerate a number of key vacant and derelict sites of historic interest in the Centre.

### CASE STUDY 1 Tennant Arms, Lhanbryde

#### LOCATION & DATES:

Tennant Arms, Lhanbryde 2015-2020

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

Quality of Outcomes

#### KEY MARKERS: 2,3

#### KEY AREAS OF WORK

- Design
- Planning applications

#### STAKEHOLDERS INVOLVED

- Local Developers
- Authority Planning Staff
- Authority Other Staff





**OVERVIEW:** This was an application to demolish a former hotel and build a retail unit on the site. The building was not listed or in a conservation area but was greatly valued by the community. Two previous applications had been withdrawn as they had failed to provide either the necessary infrastructure and servicing for the retail unit or a proposed design that was considered to be a suitable replacement for the existing hotel building. Extensive negotiations between the developer, planning staff and staff from the Council's Transportation Section was undertaken to achieve a solution that met both the technical requirements but also achieved a high quality design solution. Two applications to amend the originally approved scheme were submitted to address issues with the layout and finishes that arose during construction. Effective engagement between the developer and planning staff ensured that the key attributes of the scheme were not compromised. The final design reflects the style and scale of the original building while also providing a functional and practical retail unit.

**GOALS:** The goal of the scheme was to provide a high quality redevelopment of the site that enhanced the streetscape

**OUTCOMES:** This long running case has now been concluded and a high quality development has been provided on site. This is the result of continuing engagement between the developer, the planning service and other internal consultees within the Council. The work has been completed to a high standard and the site is fully operational. The high standard of design and finish has resulted in a building that compliments and enhances the surrounding streetscape. The technical and servicing requirements of the development have also been addressed in consultation with the Council's Transportation Section. The case demonstrates how the development management process can add value through continuing meaningful engagement and negotiation with the developer. Experience gained from this case can be applied elsewhere.

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## CASE STUDY 2

### Pilot Carbon Conscious Elgin City Centre Masterplan

#### LOCATION AND DATES:

November 2019 ongoing

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

Quality of Outcomes

Cross sector engagement

**KEY MARKERS:** 2, 6, 9, 10, 11, 12, 13

#### KEY AREAS OF WORK:

- Masterplanning

#### STAKEHOLDERS INVOLVED:

- Elgin Community Council
- Elgin BID
- Local businesses
- Homes for Scotland
- SNH
- SEPA
- Council services
- HES
- Archaeology Service.

**OVERVIEW:** The Council was working in partnership with Elgin Community Council and Elgin BID on the very early stages of a comprehensive Masterplan for Elgin City Centre. Architecture and Design Scotland invited expressions of interest from planning authorities to participate in pilot projects looking at creating carbon free or carbon conscious places. The Council contacted ADS and following discussion, the Elgin City Centre Masterplan was one of four pilot projects selected. Two workshops were held with partners on 13th November 2019 and 11th February 2020 to explore ways in which carbon could be reduced in the City Centre. The challenge of retrofitting carbon conscious thinking into an existing City Centre is very interesting and some of the key themes emerging were around;

- Severance between the retail area and Cooper Park and associated severance/ lack of attractive active travel connections into the City Centre
- The opportunity the Moray Growth Deal brings to re-use vacant/derelict property in the City Centre and make better use of empty space

**GOALS:** To embed carbon conscious thinking into the preparation of the Masterplan.

**OUTCOMES:** Two workshop reports and a push towards a more carbon conscious Masterplan. Consultation on the draft has been delayed due to Covid-19, but is now programmed for late 2020. The draft Masterplan is being amended to reflect the additional challenges brought by lockdown.

#### NAME OF KEY OFFICER

**Gary Templeton**

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**Diane Anderson**

*Senior Engineer, Transportation*

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## QUALITY OF SERVICE AND ENGAGEMENT

During 2019/20 we issued just under 40 pre-application information packs for local developments and 1 for a major development all of which has assisted with front loading planning applications. Since charges have been introduced for preliminary enquiries and development enquiries this has reduced the number of enquiries received but has enabled resources to be re-focused on determining planning applications and being able to spend more time on negotiating positive outcomes. The web site offers guidance on how to go through the pre-application process and promoted the use of processing agreements as a project management tool for giving develops the certainty that they need for large projects.

The need to engage as widely as possible is evidenced in the Food Growing Strategy case study, which was led by the Planning Service to help the Council meet the statutory requirements of the Community Empowerment Act.

This year has ended with a need to adapt to working from home full-time whilst ensuring that a service continues to be delivered.



# CASE STUDY 3

## COVID19 – Change in Working Practices

### LOCATION AND DATES:

March 2020 – Ongoing

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

Quality of service and engagement  
Governance

### KEY MARKERS: 1, 3 & 6

### KEY AREAS OF WORK

- Planning applications

### STAKEHOLDERS INVOLVED:

- Local Developers
- Authority Planning Staff
- Authority Other Staff

**OVERVIEW:** As a result of COVID19 our Council offices were closed but with the planning portal still open there was an expectation that dealing with planning applications and enquires had to continue to be processed. The option of closing down the service and creating a back log of legacy cases was never a real consideration as this would have only undermined all the continued performance improvements that have been made over the last 9 years. The majority of Planning Officers were already equipped with lap tops and had previously worked from home but technical support and admin staff were not. In a short period of time we were able to issue a weekly list of registered planning applications, post neighbour notification letters and issue decision notices.

**GOALS:** To maintain and continue to deliver an efficient and effective Planning Service to support the local economy.

**OUTCOMES:** As a team we have had to adapt our practices to work from home full-time which has required work to be allocated to Officers based on their previous involvement, proximity to site (reducing travel time on the road) and most importantly to work as a team. By using virtual and digital practices this has required our processes to be adapted and has required supporting information such as photographs and videos to be requested to assist with site assessments. Team meetings have been held weekly through Microsoft Teams and has helped share corporate updates and raise issues quickly. The Development Management team are fully supported by admin, internal and external consultees and without their continued support and input through these challenging times we wouldn't have been able to provide the level of service that we have. Some of the changes made will be a base for moving forward in future and will help us realise the benefits of digital planning, reduce our resources in terms of travel and become more efficient and equipped to be a team that can rise and adapt to new ways of working.

### NAME OF KEY OFFICERS

**Beverly Smith**

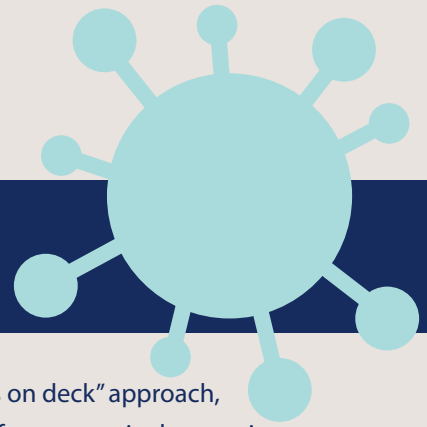
*Development Management & Building Standards  
Manager*

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## CASE STUDY 4

### All hands on deck to approve an LDP during a pandemic



#### LOCATION AND DATE:

March 2020- July 2020

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

Quality of Service & Engagement/Governance

#### KEY MARKERS: 2,6,7,8

#### KEY AREAS OF WORK:

- Local Development Plan Examination through to adoption.

#### STAKEHOLDERS INVOLVED:

- Local Authority staff across various services
- Scottish Government Planning and Architecture Division.

**OVERVIEW:** Throughout the LDP Examination process, responding to Further Information Requests was prioritised and timescales for responses were always met, often significantly exceeded as the Council tried to move the process along as quickly as possible. However, the Examination Report took longer than anticipated and was published on 19th May 2020 (2 months later than anticipated) with the deadline for replacing the Moray Local Development Plan 2015 being 31st July 2020. This left a very tight timescale for notifying objectors, making the modifications to the Plan, reporting the modifications to Council and submitting to the Scottish Government for Ministers approval. This was made even more challenging with two experienced members of staff on maternity leave, normal Committee schedules not operating during Covid-19, our Graphics officer having no ICT access to our servers, no official ICT platform for communicating in the early stages of lockdown and an extremely heavy workload on other issues such as supporting businesses and developing Business cases for Moray Growth Deal projects.

However, with an “all hands on deck” approach, including a member of staff on maternity leave using Keeping in Touch arrangements to help the team , using Google drive options and other communication platforms until Microsoft Teams was officially rolled out and with a herculean effort from our Graphics, GIS and planning officers, the modifications were made and reported to a meeting of the Council’s Emergency Cabinet on 3rd June 2020 and sent to the Scottish Government immediately thereafter.

The Scottish Government Planning and Architecture Division were equally supportive and processed the Plan extremely quickly and responded on the 9th July giving the green light to adopt the new Plan, which the Council did on the 27th July 2020.

**GOALS:** To meet the statutory target for replacing the Moray Local Development Plan 2015 by 31 July 2020.

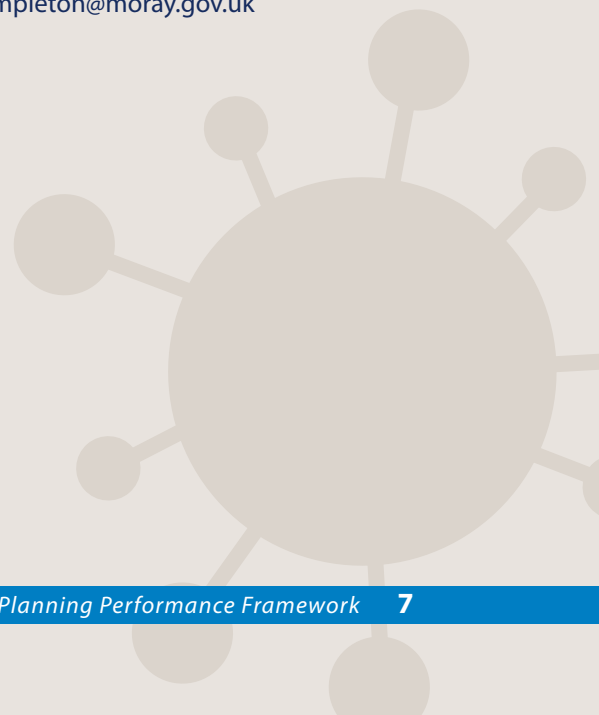
**OUTCOMES:** Achieved the statutory target for the first time in Moray. New Local Development Plan was adopted on 27th July 2020.

#### NAME OF KEY OFFICERS

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## CASE STUDY 5

### Moray Food Growing Strategy

#### LOCATION AND DATES:

August 2019 to March 2020.

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

Quality of Service & Engagement/Governance

#### KEY MARKERS: 10, 11, 12

- Continuous improvements
- Cross sector stakeholders
- Engaged in development plan preparation.

#### KEY AREAS OF WORK

- Green spaces
- Carbon reduction
- Food growing
- Community empowerment.

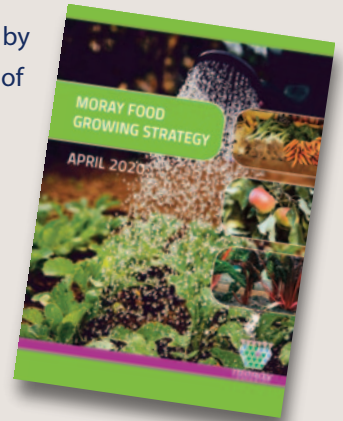
#### STAKEHOLDERS INVOLVED

- Local Authority staff across various services
- Community groups
- members of the public

**OVERVIEW:** In August 2019 the Council issued a draft Food Growing Strategy for consultation and held three consultation events over the 8 week consultation period, with over 145 people attending, including a free community lunch and family friendly events. 36 responses were received generally very supportive of the Strategy, with queries raised over funding to support delivery of the strategy and some site specific questions.

Feedback on the events identified that 93% of respondents providing feedback at consultation events strongly agreed they found the exhibition materials very useful and 100% of respondents strongly agreed that staff manning the exhibitions were very knowledgeable and helpful.

The Strategy has now been adopted by the Council and identifies a network of food growing opportunities across towns and villages in Moray. The Strategy will be used as a material consideration in the determination of planning applications supporting Policy EP5 Open Spaces in the Moray Local development Plan 2020.



The Strategy identifies an action to develop pilot food growing projects working with partners linked to Locality Plans for New Elgin East and Buckie Central East.

**GOALS:** To prepare and adopt a Food Growing Strategy by 1st April 2020 to meet the requirements of section 119 of the Community Empowerment (Scotland) Act 2015, which requires every local authority to prepare a Food growing Strategy by 1st April 2020.

**OUTCOMES:** Approved Strategy to meet statutory requirement and action plan being implemented.

#### NAME OF KEY OFFICER:

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## GOVERNANCE

The Planning & Regulatory Service Committee meet every two months and the Local Review Board meet every six weeks. Any special meeting that is required for both Development Planning and Development Management purposes are arranged to ensure that developer's timescales and delivery of projects can be accommodated. All our committee meetings are available to be viewed by web cam. In 2019/20 there were two special meetings. In terms of the delegation scheme 96.6% of applications were determined, of which 96.4% were approved very similar to previous years. The scheme was reviewed and approved in January 2019 as well as a temporary COVID19 scheme being approved in April 2020 to assist with ensuring that applications continued to be delivered in challenging circumstances.

In terms of average performance during 2019/20 we have slightly increased our average timescales across all development types whilst still remaining significantly below the Scottish Average. As the Moray Local Development Plan 2020 and associated Supplementary Guidance have been introduced along with increased development requirements application determination rates have been impacted upon. What is also important is ensuring that decision-making continues to ensure that planning applications are not held up in the system.

We have a Service Level Agreement with Aberdeenshire Council to deliver our archaeology advice and this has been particularly valuable at the Pre-application stage to assist with front loading supporting information on sites that come forward from the Local Development Plan to a formal application.

Delivering development on the ground as approved is important to making sure our local outcomes are delivered as many schemes often lack the ability to deliver and opportunity sites can be the ones that are the most difficult to be implemented on the ground.

# CASE STUDY 6

## Archaeology - Service Level Agreement Aberdeenshire Council

### LOCATION AND DATES:

2019/20 - On going

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

Governance

### KEY MARKERS: 3, 11, 12 & 13

### KEY AREAS OF WORK:

- Planning applications
- Collaborative working
- Interdisciplinary working

### STAKEHOLDERS INVOLVED:

- Local Developers
- Authority Planning Staff
- Authority Other Staff

**OVERVIEW:** The Local Planning Authority has a Service Level Agreement with Aberdeenshire Council to deliver a service of archaeological advice, guidance and support. The service includes responding to planning consultations and providing pre-application advice to developers/applicants.

**GOALS:** To ensure that archaeology within Moray is dealt with in a professional manner and avoiding any unnecessary enforcement or development works being stalled on sites due to lack of knowledge/investigation.



**OUTCOMES:** The service level agreement has enabled the material consideration of Archaeology to be dealt with efficiently with average consultation responses being returned in approximately 7.7 days on average. A number of archaeology mitigation measures have been able to be incorporated into planning decision as suspensive planning conditions covering a variety of recording and watching briefs. The effectiveness of building archaeology at pre-application stage is invaluable as it allows developers the certainty of timescales and reassurance that these works can be programmed into a development timetable. The service also covers work on the Moray Local Development Plan. A valuable training session was arranged in February 2020 covering a variety of topics and issues which allowed the Development Management team to gain a greater understanding of archaeology generally.

### NAME OF KEY OFFICER:

**Beverly Smith**

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# CASE STUDY 7

## Temporary Planning Consents

### LOCATION AND DATES:

May - June 2019/Ongoing

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

- Quality of service and engagement.
- Governance.

### KEY MARKERS: 12 & 14

### KEY AREAS OF WORK:

- Development Management Processes
- Skills Sharing

### STAKEHOLDERS INVOLVED:

- Moray Council Education
- Career Ready
- Planning Officers
- General Public

**OVERVIEW:** A young person nearing school leaving age worked within Development Management and developed/implemented a protocol to identify and address temporary planning consents which were close to or had expired. This work experience placement was part of the young person's Curriculum for Excellence experience - opportunities for developing skills for learning, skills for life and skills for work. The individual was additionally enrolled in the Career Ready which uses mentoring to prepare a young person for the world of work. The young person's project directed and led Planning Officers to deliver an effective process for following up specific temporary planning conditions which in turn would give the general public confidence that planning consents and temporary conditions would be discharged.

### Name of Key Officer:

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## CULTURE OF CONTINUOUS IMPROVEMENT

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

A significant amount of Supplementary Guidance has been adopted over the last year but the most significant has been that of Developer Obligations which has given greater clarity to the development process and has ensured that major planning applications are delivered and not stalled in the system. This contributes significantly to the delivery of housing and jobs within Moray and has been supported by the continued meeting of the Infrastructure Delivery Group. A further update of the Developer Obligations Guidance and the Flood Risk and Drainage Guidance has been completed and are currently being considered by Scottish Ministers.

As part of the benchmarking exercise Moray was partnered with Aberdeenshire Council in 2017 and experiences of aligning Planning and Roads Construction Consent have been shared. This has aided a review of internal processes to move the two separate consenting regimes closer together to improved certainty and reduce conflict at implementation stages.

The Employee Review Development programme plays an important part in identifying training opportunities and service improvements through the holding of individual review meetings. Training has been held on a range of topics mainly those delivered by internal consultees such as Noise Contours (Environmental Health) and Housing in the Countryside. 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 corporate themes. Listening meeting are also held by the Chief Executive and have recently centred on shared learning experiences.

### **In 2019/20 Officers from the Planning service attended the following training/CPD events:**

- Member induction & Planning Training
- SEPA & SNH Liaison/CPD meeting
- Trevor Roberts – Design in Planning Applications (shared event with Highland Council)
- Planning Law Update - Brodies
- Leadership Forum – Moray Council
- Heads of Planning Conference
- RTPi Highland Chapter Events
- Scottish Forestry Training
- Archaeology CPD Update
- Repair & Maintenance of Historic Buildings – Aberdeenshire Council CARS Project CPD Event
- Sustainable Drainage/Assessments CPD

### **Officers also Chaired and attended the following forums:**

- 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
- Digital Planning Taskforce
- Scotland Planning Enforcement Forum
- Developer Obligations Forum



# CASE STUDY 8

## Dedicated Training Sessions/Development Management

### CASE STUDY TITLE:

**Development Management – Consultee Liaison and Training**

### LOCATION AND DATES:

The Moray Council Offices, 2019-2020

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

Quality of service and engagement, Culture of continuous improvement

### KEY MARKERS: 1, 2, 3, 6, 12

### KEY AREAS OF WORK:

- Staff Training
- Interdisciplinary Working

### Stakeholders Involved:

- Authority Planning Staff
- Authority Other Staff
- Key Agencies

**Overview:** Over 2019-2020, a number of planning consultees in the planning process were invited to attend Development Management team meetings. Consultees were able to share information on the work they do when considering consultation responses to planning applications. It also offered case officers to understand what work consultees undertake in assessing planning applications from various technical perspectives.

The Council's Flood Risk Management Team, Environmental Health, Archaeology and Transportation attended meetings, along with Scottish Forestry, SNH and SEPA.

**GOALS:** Improve knowledge of technical matters for DM staff, ensure consultations were necessary.

**OUTCOMES:** Both case officers and consultees were able to develop an understanding of each other's workflows and pressures when it comes to dealing with planning applications. Case officers were made aware of specialist/technical knowledge applicable to consultees work, gaining an understanding on when and why individual consultees should engage with the planning process. This in turn resulted in CPD benefits for staff.

Consultees were able to highlight any concerns or issues with the planning consultation process (e.g. when to consult, what information is required), as well as allowing case officers to highlight pressures facing them in relation to the determination of planning applications.

As a result of this engagement, internal procedures and work streams for engaging with consultees that took part have evolved (e.g. removal of unnecessary consultations, making use of standing advice, ensuring appropriate supporting information is provided prior to consultation). A subsequent benefit has been realised in the determination of planning applications, streamlining the consultation process and enabling consultees to dedicate more time to key projects.

### Name of Key Officer:

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# PART 2

## Supporting Evidence

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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
- Informal benchmarking
- Partnership working

Case Study Topics	Issue covered by case study	Case Study Topics	Issue covered by case study
Design	CS1, pg 2	Interdisciplinary Working	CS6, pg 10
Conservation			CS8, pg 13
Regeneration		Collaborative Working	CS6, pg10
Environment		Community Engagement	CS5, pg 8
Greenspace	CS5, pg 8	Place making	
Town Centres		Charrettes	
Master planning	CS2, pg 4	Place Standard	
LDP & Supplementary Guidance	CS4, pg 7	Performance Monitoring	
Housing Supply		Process Improvement	
Affordable Housing		Project Management	
Economic Development		Skills Sharing	
Enforcement		Staff Training	CS8, pg 13
Development Management Processes		Online Systems	
Planning Applications	CS1, pg 2	Transport	
	CS 3, pg 6	Active Travel	
	CS6, pg 10	Food Growing	CS5, pg 8



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 Information is Required?](#)

[Supporting Information Checklist](#)

[Heads of Planning Scotland Guidance Note on National Standards for Validation and determination of planning applications and other related consents](#)

[Developer Obligations Supplementary Guidance – draft approved December 2019](#)

[Flood Risk and Drainage Supplementary Guidance](#)

[Moray Onshore Wind Energy Supplementary Guidance – approved November 2017](#)

[Open Space Strategy – January 2018](#)

[Dallas Dhu Masterplan – May 2018](#)

[Kinloss Golf Course Masterplan](#)

[Draft Development Briefs – approved May 2018](#)

[Committee Reports Development Briefs](#)

[Guidance Note on Landscape and Visual Impacts of Cumulative Build-up of Houses in the Countryside – Approved August 2017](#)

## **QUALITY OF SERVICE & ENGAGEMENT**

[Moray Local Development Plan Scheme – January 2020](#)

[Moray Housing Land Audit - May 2019](#)

[Making a Preliminary Enquiry – local developments guidance and form](#)

[Major Developments Pre-application Advice & EIA](#)

[Planning Enforcement Complaint Form](#)

[Processing Agreements](#)

[Moray Council Complaints](#)

[Planning Enforcement Charter – 2020-2022](#)

[Customer Care](#)

[Development Management Service Charter](#)

## **GOVERNANCE**

[The Moray Council Corporate Plan 2023](#)

[Scheme of Delegation:](#)

[Committee Diary:](#)

## **CULTURE OF CONTINUOUS IMPROVEMENT**

[Development Services Service Plan 2015-2018](#)

[Development Services Service Plan - Improvement Actions and Service Developments 2018](#)

# Performance Markers Report 2019/20

No.	PERFORMANCE MARKER	EVIDENCE
1.	<b>Decision-making:</b> continuous reduction of average timescales for all development categories	See National Headline Indicators in the PPF. All average timescales are lower than the average timescales for Scotland. Major applications 10.3 week, Local (Non-householder) applications 6.5 weeks and Householder Applications 5.7 weeks. Maintained same level of determination rate in Local Applications (Non-householder).
2.	<b>Processing Agreements (PA):</b> <ul style="list-style-type: none"> <li>Offer to all prospective applicants for major development applications; and</li> <li>Availability publicised on web site</li> </ul>	Offer and encourage use of PA as a project management tool for major applications with specific PPA Template and guidance publicised on website under Pre-application advice section for Major Developments <b>Website link:</b> <a href="http://www.moray.gov.uk/moray_standard/page_105746.html">www.moray.gov.uk/moray_standard/page_105746.html</a>
3.	<b>Early collaboration</b> with applicants and consultees: <ul style="list-style-type: none"> <li>Availability and promotion of pre-application discussions for all prospective applications; and</li> <li>Clear and proportionate requests for supporting information</li> </ul>	Offer of pre-application advice available on website with standard form, guidance and charges. All pre-application requests are logged in uniform <b>Website link:</b> <a href="http://www.moray.gov.uk/moray_standard/page_41735.html">www.moray.gov.uk/moray_standard/page_41735.html</a>
4.	<b>Legal Agreements:</b> conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	Front loading of Heads of Terms and identifying timescales in processing agreements. Legal & Developer Obligation team work together with Development Management to ensure consistency. Planning Committee agreed a four Month target with mechanisms for reporting back to committee. <b>Website link:</b> <a href="http://www.moray.gov.uk/moray_standard/page_123173.html">www.moray.gov.uk/moray_standard/page_123173.html</a>
5.	<b>Enforcement Charter</b> updated/re-published within last 2 years	Enforcement Charter reviewed and republished it in February 2020 with enhanced focus on monitoring planning conditions for major developments. <b>Web site link:</b> <a href="http://www.moray.gov.uk/downloads/file132655.pdf">www.moray.gov.uk/downloads/file132655.pdf</a>



No.	PERFORMANCE MARKER	EVIDENCE/COMMENTS
6.	<b>Continuous Improvement:</b> <ul style="list-style-type: none"> <li>Progress/improvement in relation to PPF National Headline Indicators; and</li> <li>Progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	Service commitments and case studies demonstrate this. Continuous improvement made to time-scales for local developments along with constant review of processes to ensure efficiency and consistency of delivery.
7.	<b>Local development plan</b> less than 5 years since adoption	Moray Local Development Plan 2020 being adopted on 27th July 2020 meaning the LDP2015 has been replaced within 5 years. <a href="http://www.moray.gov.uk/MLDP2020">www.moray.gov.uk/MLDP2020</a>
8.	<b>Development Plan Scheme</b> - next LDP: <ul style="list-style-type: none"> <li>on course for adoption within 5 years of current plan(s) adoption; and</li> <li>project planned and expected to be delivered to planned timescale</li> </ul>	Annual Development Plan Scheme approved at Planning and Regulatory Service Committee on 25th Feb 2020, anticipating Examination Report by end March 2020 ( <b><u>received 19th May from DPEA</u></b> ) and adoption of new LDP by end July, which was achieved.
9.	<b>Elected members engaged early</b> (pre-MIR) in development plan preparation - <i>if plan has been at pre-MIR stage during reporting year</i>	N/A
10.	<b>Cross sector stakeholders*, engaged Early</b> (pre-MIR) in development plan preparation - <i>if plan has been at pre-MIR stage during reporting year *including industry, agencies and Scottish Government</i>	N/A
11.	<b>Regular and proportionate policy advice</b> <i>produced on information required to support applications</i>	Updated Supplementary Guidance on Developer Obligations and Flood Risk and Drainage Impact agreed by the Council. Kinloss Golf Course Masterplan agreed and working in partnership with Elgin BID, Elgin Community Council and Architecture and Design Scotland on carbon conscious Elgin City Centre Masterplan.

No.	PERFORMANCE MARKER	EVIDENCE/COMMENTS
12.	<b>Corporate working across services</b> <i>to improve outputs and services for customer benefit (for example: protocols; joined up services; single contact arrangements; joint pre-application advice)</i>	<p>Protocols are in place for joint working with the Cairngorms National Park Authority.</p> <p>Service level agreement with Aberdeenshire Council to deliver the Archaeology Service/advice.</p> <p>Pre-application advice is delivered with a single point of contact covering all internal and external consultees.</p>
13.	<b>Sharing good practice, skills and knowledge</b> between authorities	<p>Chair Heads of Planning Development Management Sub-Committee and attend Executive Committee, Energy Sub-Committee, Development Plan sub-Committee, North East Scotland Local Biodiversity Action Plan Partnership and North of Scotland Development Plans Forum</p> <p>Peer review of PPF with Neighbouring authorities – Benchmarking meeting</p> <p>Scotland Forestry Liaison Meetings/Training on Tree Management</p> <p>Annual Liaison meetings/ Training with SEPA &amp; SNH</p>
14.	<b>Stalled Sites/legacy cases:</b> Conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	<p>No stalled cases over a year old all progressed or waiting acknowledgment of S.75 legal agreement. All covered by processing agreements.</p> <p>Council taking a proactive approach to develop a project for vacant and derelict sites and other designated sites which have not progressed. Further details of this project will be provided in the 2020/21 PPF.</p>
15.	<b>Developer Contributions:</b> clear and proportionate expectations <ul style="list-style-type: none"> <li>• set out in development plan (and/or emerging plan); and</li> <li>• in pre-application discussions</li> </ul>	<p>Updated Supplementary Guidance on Developer Obligations to support the new Local Development Plan has been approved by the Council and is being considered by Scottish Ministers at the time of writing. The Evidence Base is reviewed regularly and new education, health and transport infrastructure is set out in the LDP. An Infrastructure Delivery group meets regularly to monitor progress and discuss any issues arising. Infrastructure requirements and supporting policy are included within the Local Development Plan to give early advice to developers and a free indicative developer obligation assessment service is provided to help inform developers as they consider proposals.</p>



# PART 3

## Service Improvements 2020/21

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### Service Improvements in the coming year:

- Continue to implement the legislative requirements arising from the Planning Act 2019
- Embed the implementation of Moray Local Development Plan 2020 & Supplementary Guidance
- Review Digital Resources and requirements
- Review site visit procedures
- Review Consultee Input into Planning applications
- Implement Enforcement & Condition Discharging requests into Enterprise in Uniform
- Review communication methods with all customers
- Review monitoring and discharge of conditions in line with the Enforcement Charter 2020 -2022
- Review Processing Agreements procedures
- Review of Open Space Strategy
- Consult on draft Elgin City Centre Masterplan
- Prepare development briefs for first tranche of stalled sites
- Complete Action/ Delivery Programme for LDP2020
- Prepare new Monitoring Framework to support LDP2020
- Prepare indicative Regional Spatial Strategy

### Delivery of our service improvement actions in 2019-2020:

Looking back at the Service Improvements we identified for 2019/20 we have made progress with many of them despite the COVID19 challenges. As a result of a change in our practices this has highlighted the requirement to prioritise other service improvement commitments (see above).

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

**Progress:** Forms part of the Quality Audit 2 and Street Engineering Review.

**Commitment:** Implement Enterprise in Uniform for Enforcement & Condition Monitoring.

**Progress:** Partly implemented and rolled into 2020/21.

**Commitment:** Review the web site and content.

**Progress:** Partly reviewed and updated Environmental Impact Assessment & Archaeology content.

**Commitment:** Implement the requirements of the Planning Bill 2019.

**Progress:** Five briefing notes issues internally and ongoing.

**Commitment:** Investigate closer working with Building Standards to ensure delivery on the ground meets with developer expectations.

**Progress:** Exchange of information on common issues between Development Management Officers & Building Standards Officers at a higher rate.

**Commitment:** Submission of Proposed Plan for Examination in August 2019

**Progress:** Plan was submitted in June 2019 for Examination.

**Commitment:** Approving a Youth Engagement Strategy before the end of 2019

**Progress:** Draft delayed until end 2020 due to other commitments.

**Commitment:** Staff Structure change to align Development Planning with delivery of Moray Growth Deal and Moray Economic strategy before end of 2019

**Progress:** Change Management process completed and Moray Growth Deal and Moray Economic Strategy staff within Strategic Planning and Development section.

**Commitment:** Preparing Elgin City Centre Masterplan Discussion paper by end 2019 and consultation early 2020.

**Progress:** Work has progressed significantly and a draft Masterplan was to be reported in April 2020 with consultation thereafter, however this has been delayed due to Covid-19. Two early consultation workshops with a range of stakeholders were held as well as a business breakfast.

**Commitment:** Committing Tesco, Buckie Developer Obligations funding by end June 2020.

**Progress:** This has been almost completed, some small works are outstanding, due to Covid-19, including the installation of art gateway feature.

**Commitment:** Preparing a draft Food Production Strategy before the end of 2019.

**Progress:** This has been completed, with the final Strategy approved 3rd March 2020, following the draft being issued for consultation August 2019.

**Commitment:** Prepare concise draft Placemaking Guidance by end of 2019

**Progress:** This work has been delayed due to resource issues and is now being reported in November 2020. The Guidance covers a range of topics to support interpretation and delivery of the LDP2020, including guidance on “how to achieve green in Quality Auditing”.

**Commitment:** Develop process for monitoring site delivery strategies before June 2020.

**Progress:** This has been drafted, however, consultation with Homes for Scotland has been delayed due to Covid-19.

**Commitment:** Review Developers Obligations “Cap” by end March 2020.

**Progress:** This was completed December 2019.

**Commitment:** Develop programme for compensatory tree planting by end March 2020.

**Progress:** Programme was approved in February 2020.



# PART 4

## National Headline Indicators (NHI's) 2019/20

A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2019-20	2018-19
<b>LOCAL &amp; STRATEGIC DEVELOPMENT PLANNING</b> <ul style="list-style-type: none"> <li>Age of local/strategic development plan(s) (full years) at the end of the reporting year. <i>Requirement: less than 5 years</i></li> <li>Will the local/strategic development plan be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)</li> <li>Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past Year?</li> <li>Were development plan scheme engagement/consultation commitments met during the year? (Y/N)</li> </ul>	One month MLDP 2020 Adopted  Yes  No  Yes	Four years since the MLDP 2015 was adopted  Yes  Yes  Yes
<b>EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUTS</b> <ul style="list-style-type: none"> <li>Established housing land supply units</li> <li>5-year effective housing land supply programming</li> <li>5-year effective housing land supply total capacity</li> <li>5-year effective housing supply target</li> <li>5-year effective housing land supply (to one decimal place)</li> <li>Housing approvals</li> <li>Housing completions over the last 5 years</li> <li>Marketable employment land supply</li> <li>Employment land take-up during reporting year</li> </ul>	12,528 units 2,160 units 5,638 units 2,070 units 13.6 years 835 units 1,793 units 129.68 ha 0.85 ha	12,387 units 2,328 units 4,189 units 2,690 units 7.8 years 1,141 units 1,475 units 79.84 ha 1.29 ha

B: NHI KEY OUTCOMES - DEVELOPMENT MANAGEMENT	2019-20	2018-19
<b>DEVELOPMENT MANAGEMENT</b> <b>Project Planning</b> <ul style="list-style-type: none"> <li>Percentage and number of applications subject to pre-application advice</li> <li>Percentage and number of major applications subject to processing agreement</li> </ul> <b>Decision Making</b> <ul style="list-style-type: none"> <li>Applications approval rate</li> <li>Delegation rate</li> <li>Validation</li> </ul> <b>Decision Making Timescales</b> Average number of weeks to decisions: <ul style="list-style-type: none"> <li>Major developments</li> <li>Local development (non-householder)</li> <li>Householder developments</li> </ul> <b>Legacy Cases</b> <ul style="list-style-type: none"> <li>Number cleared during reporting period</li> <li>Number remaining</li> </ul>	6% 41  20% 1  96.4% 96.6% X  10.3 6.5 5.7  0 0	10.1% 70  80% 4  94.6% 97.5% X  8.9 6.5 5.3  1 0
C: NHI KEY OUTCOMES - ENFORCEMENT ACTIVITY	2019-20	2018-19
<ul style="list-style-type: none"> <li>Time since enforcement charter published/reviewed</li> </ul> Requirement: review every two years <ul style="list-style-type: none"> <li>Cases Take up</li> <li>Notices served</li> <li>Reports to the Procurator Fiscal</li> <li>Prosecutions</li> <li>Number of breaches resolved</li> </ul>	2 months  312 3 0 0 356	13 months  314 7 0 0 -

## EXPLANATORY NOTES

All the average decision-making timescales are slightly higher than 2019/18 but still remain significantly lower than the national average. There has been an increase in the number of processing agreements.

# PART 5

## Scottish Government Official Statistics

### A: Decision-making timescales (based on 'all applications' timescales) 2019/20

CATEGORY	TOTAL NUMBER OF DECISIONS 2019-20	AVERAGE TIME WEEKS 2019-20	AVERAGE TIME WEEKS 2018-19
<b>Major Developments</b>	<b>6</b>	<b>10.3</b>	<b>8.9</b>
<b>All Local Developments</b>	<b>570</b>	<b>6.2</b>	<b>6.1</b>
Local: less than 2 months	522	5.8	5.8
Local: more than 2 months	48	11.2	11.3
<b>Local Developments (non-householder)</b>	<b>350</b>	<b>6.5</b>	<b>6.5</b>
Local: less than 2 months	314	6.0	6.1
Local: more than 2 months	36	11.2	11.3
<b>Householder Developments</b>	<b>183</b>	<b>5.7</b>	<b>5.3</b>
Local: Less than 2 months	208	5.4	5.3
Local: more than 2 months	12	11.1	8.4
<b>Housing</b>	<b>183</b>	<b>6.5</b>	<b>6.5</b>
Local: less than 2 months	162	5.9	6.1
Local: more than 2 months	21	10.8	10.0
<b>Business and Industry</b>	<b>115</b>	<b>6.4</b>	<b>6.7</b>
Local: less than 2 months	104	5.8	6.1
Local: more than 2 months	11	12.2	15.1
<b>Other Developments</b>	<b>40</b>	<b>6.9</b>	<b>6.3</b>
Local: Less than 2 months	36	6.5	6.1
Local: more than 2 months	4	10.4	9.6
<b>EIA developments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other consents</b>			
All Other Consents	95	6.3	6.1
Listed Buildings & Conservation Area	64	6.8	6.0
Advertisements	22	5.8	6.6
Hazardous Substances	-	-	3.4
Other consents and certificates	9	4.6	6.1
<b>Planning/legal agreements**</b>			
(major applications)	3	11.4	-
(local applications)	3	14.6	5.4



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

TYPE	TOTAL NUMBER OF DECISIONS	ORIGINAL DECISION UPHELD			
		2019-20		2018-19	
		No	%	No	%
Local reviews	13	9	69%	11	61%
Appeals to Scottish Ministers	4	2	50%	1	0%

# PART 6

## Workforce Information

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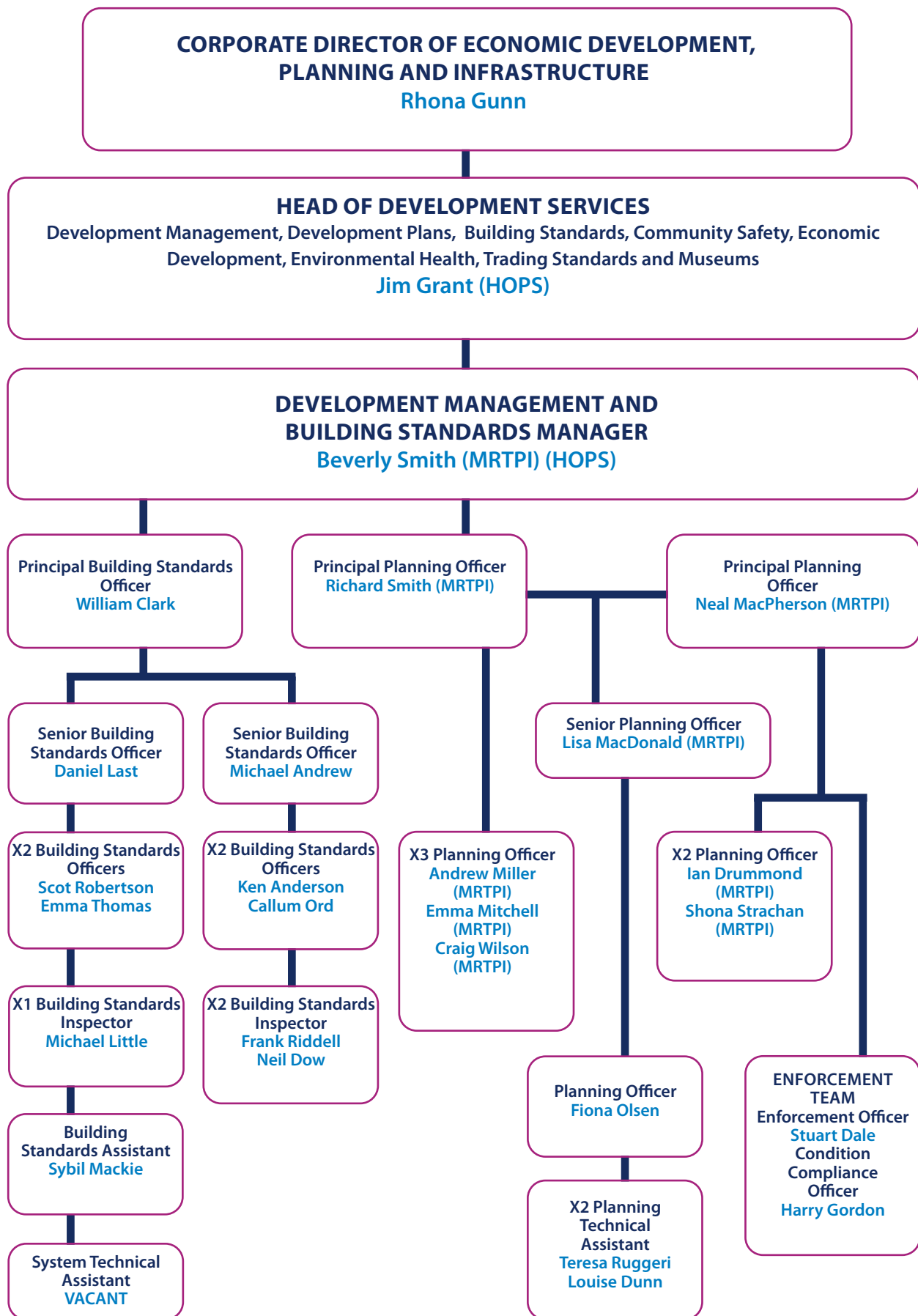
This information requested in this section is an integral part of providing the context for the information in part 1-5. Staffing Information should be a snapshot of the position on the 31 March.

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

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

RTPI QUALIFIED STAFF	HEADCOUNT
Chartered Staff	14

STAFF AGE PROFILE	HEADCOUNT
Under 30	2
30-39	4
40-49	6
50 and over	7





**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)

**STRATEGIC PLANNING AND DEVELOPMENT MANAGER**  
Gary Templeton (MRTPI)

**Principal Planning Officer**  
Eily Webster (MRTPI)

**Senior Economic  
Strategy/Growth  
Officer**  
Michael O'Donnell

**Project Officer**  
Dave Morton

**Senior Infrastructure  
Growth/ Obligations  
Officer**  
Hilda Puskas

**Infrastructure  
Growth/  
Obligations Officer**  
Rebecca Morrison

**Planning Officer**  
Emma Gordon  
(MRTPI)

Keith Henderson  
(MRTPI)

Darren Westmacott

Negar Maydanchi  
(Maternity Cover for  
Rowena MacDougall)

**Planning Design  
Officer**  
Jane Clark

# PART 7

## Planning Committee Information

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COMMITTEE & SITE VISITS*	NUMBER PER YEAR
Full council meetings	11
Planning committees	6
Committee site visits	7
LRB meetings*	9
LRB site visits	8

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



Cooper Park, Elgin bi-monthly food growing group



*Photo Credit front page Linkwood School - Hub North Scotland*

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