

# PLANNING PERFORMANCE FRAMEWORK 9

2019 - 20



# CONTENTS

## PPF9



The purpose of the Planning Performance Framework (PPF) is to show how as a planning authority we are working to achieve a high-quality planning service: how we have performed and also, plan to improve. It also provides more measured information on the authority's work programmes, called National Headline Indicators (NHI), along with the Scottish Government Annual Official Statistics for that authority. The PPF concludes with a snapshot covering the workforce and planning committee meeting information.

Our previous PPF submissions have contained significant information on the qualitative and quantitative achievements of our planning authority, providing evidence of these through case studies. Whilst we had hoped to be able to produce a similar report for 2019-20, this has not been possible due to the impacts of the Coronavirus pandemic. The related lockdown restrictions, necessitating homeworking, along with redeployment of staff and the need for childcare and home-schooling, has meant that we have not been able to provide as much resource to this year's PPF. However, we have been doing our best to ensure that we have continued to provide a high-quality planning service to our customers, receiving many positive comments on our efforts in the circumstances. Necessity has meant that we have led the way in developing and delivering virtual planning committee meetings, and more recently Local Review Body meetings, ensuring we continued to determine applications of all types and scales, rather than only those delegated to officers. This operational continuity focus was a significant draw on our available staff resource and again, limited our ability to create the normal level of content for PPF9.

As will be seen, this simplified PPF9 still includes: Service Improvements; National Headline Indicators (NHI); Official Statistics; Workforce Information; Planning Committee Information; and Performance Markers, which we hope you will find interesting and useful.

In the coming year, we will focus on performance improvements and innovation that allows us to deliver the planning service safely and efficiently, contributing to the post-pandemic recovery of the region. We will also continue to work towards the implementation of the planning reform programme and meeting the requirements set by the new Planning Act.



# SERVICE IMPROVEMENTS



# PART 1 Delivery of Service Improvements 2019-20

*In last year's PPF, we identified a number of areas where we could improve the service to the benefit of our customers. The table below sets out what we hoped to achieve and how successful we were.*

## What we said we would do

### **Look to engage more proactively with developers, agents and other stakeholders.**

In February 2019 we held a successful workshop with developers and agents to explore our draft Placemaking Supplementary Guidance and we aim to build on this in 2019-20. We also intend to review the remit and membership of our Planning User Forum to create a greater focus on improvement actions. In addition we will resurrect our annual liaison meeting with Homes for Scotland (HfS) which had fallen by the wayside due to staff changes in HfS.

## What we have achieved

**DELIVERED**

- **SuDS workshops:** Following on from the successful consultation event, it was identified that SuDS advice was an area which required further discussion with developers, Scottish Water, SEPA and PKC. Two workshops have since been undertaken to work through the barriers that prevent creative solutions. This has helped all parties gain a better understanding of the design process, resulting in consistent advice being offered to planning applicants.
- **Planning User Forum:** A review was undertaken in the last year to understand how this forum could work better with the changing planning system and focus it more on improving the authority's service. It was agreed that we would broaden the membership to get a greater range of views and provide more focused sessions discussing key topics and policies.
- **Homes for Scotland:** Contact has been made with Homes for Scotland and a meeting was held in May 2019. A further annual meeting was in the process of being arranged at the outset of the Coronavirus crisis. However, due to the reprioritisation of staff workloads, this has been postponed until later in the year.

## What we said we would do

**Look to establish effective methodologies for implementing the delivery of elements of the City Deal, including joint and collaborative working.**

## What we have achieved

**DELIVERED**

- Although the Full Deal has yet to be signed off, work is progressing through developing the business cases for the identified projects. A significant number of the overall list of projects are located within Perth & Kinross, with a number being led by this Council. In addition, significant progress has been made in developing Collaborative Working across the Tay Cities partners through the development of the [Tay Cities Economic Strategy](#).

## What we said we would do

**Seek to create the ability for customers to submit preapplication enquiries, with payments, via MyPKC webpage.**

## What we have achieved

**ON TARGET**

- Perth & Kinross Council is committed to delivering on its [Digital Strategy](#). Our Planning team was already well-placed, providing digital services through our Local Development Plan, ever-increasing use of ePlanning for submitting planning applications, discretionary services and reporting functions (such as our enforcement - [Report a Breach Online](#)). To enhance our [Pre-Application Service](#), the Council's own [MyPKC](#) – an online portal for applying for services and making enquiries – has been used and a new eForm developed for Pre-Application Enquires. This form captures details of the proposed development, mapping of the site location, allows drawings and supporting information to be appended and for the required fee to be paid online using credit/debit card. This form is then forwarded electronically and can be processed directly by Development Management. This service is on target to go live later this summer.

# PART 1 Delivery of Service Improvements 2019-20

## What we said we would do

**Provide a tailored service for major applications and set out in a new Guidance Note what developers can expect from the Planning Authority and the stakeholders involved.** We routinely offer multi-stakeholder meetings for major development as part of our Pre-Application Advice Service. The process and customer expectations are in place for this in our current 'Guide to Pre-Application Guidance Note' but the process could benefit from more specific information.

## What we have achieved

**ON TARGET**

- Before deciding what best to offer, we reviewed our pre-application service for all scales of development. This review identified an opportunity to improve the customer focus of our responses. It was recognised that this enhanced service required additional resourcing and, to address this, Perth & Kinross Council approved an increase in the discretionary fees within their 2020/21 budget for pre-application enquires for major and local applications and to maintain the fee level for householder proposals. For major applications, the fee is proposed to be increased from £600 to £2000. It had been the intention to implement the new fee structure and service level, including an updated process and the publication of a new Guidance Note for major developments from 1 April 2020. However, in light of the challenges currently facing the Council and development industry, we have decided to delay the implementation and, instead, we will review this position in September 2020. The new guidance note, which is currently being drafted, will be published in advance of any change in service where possible. As such this service improvement will be carried over to 2020/2021 for completion. Although not able to conclude this improvement during the past year due to circumstances outwith our control, we are on target to implement in the coming year.

## What we said we would do

**Establish methods to support the understanding and role of placemaking in the planning process** through design training for staff and Elected Members, the development of a Placemaking Audit to analyse the success of the Placemaking policy and Supplementary Guidance, and further research the development of a peer review process through either the establishment of a Design Panel or Design Awards.

## What we have achieved

**DELIVERED**

- **Elected Member Training:** Three half-day workshops were organised for Elected Members on Placemaking in order to introduce them to: the key principles of placemaking; demonstrate how to put the principles into practice; and then assessing the success of these principles on site. Unfortunately, and due to pressure on Members' time, sign up and attendance was very low with only four Elected Members present at the first session. This prevented the follow up workshops from taking place, until further stage 1 events took place. The workshop sessions will be run again, once it has been established what barriers prevented greater uptake.
- **Placemaking workshops:** These, primarily established to discuss significant planning applications, have been running since 2016. They see a wide range of internal teams attend, advising on: biodiversity; community greenspace; transport planning; environmental health; social housing; and any other key issues that might require an input into the placemaking process. This has helped to create better relationships internally and has also allowed us to provide a more established and consistent view to external customers.
- **Placemaking Audit:** Following the adoption of LDP2 and the Placemaking Supplementary Guidance (SG), a placemaking audit has been devised and is now being piloted to analyse the quality of placemaking when developments have been completed. This will help us to monitor the placemaking policy and SG and identify areas that require improvement. This audit will also be used to support the Sustainable Design Awards which are to be established in 2021.

# PART 1 Delivery of Service Improvements 2019-20

## What we said we would do

**Develop a relationship with the urban planning and architecture students of the University of Dundee and the planning authority staff with a view to developing a unique partnership, with the output of a Design Thinking session for all Planning & Development staff being used to provide a brief for urban planning and architecture students at the University of Dundee** to work in Perth over two semesters to develop imaginative solutions to repurpose the city centre - using buildings and spaces more imaginatively to support sustainable and inclusive economic growth. Planning Officers will mentor students over this period and the students will be based in the Creative Exchange in Perth city centre, which itself is an imaginative re-purposing of a former school building. At the end of the process Planning & Development staff will participate in shortlisting projects for an award sponsored by Perth & Kinross Council.

## What we have achieved

**DELIVERED**

- The Council have worked with the University of Dundee Planning and Architecture Masters programme, the Academy of Urbanism and Urban Design Group to help inform and shape our thoughts on the future of Perth. This new and exciting interdisciplinary approach and interface between academic, and public and private practitioners has helped drive forward research and inform best practice approaches to future place-based investment and development.
- The output of the project will support the principles of co-design and co-production, established locally through the emerging Perth and Kinross Offer. We are keen that our businesses and communities take the opportunity to view this work by commenting on the proposals through a planned online exhibition. This will let us capture views and begin to consider how we can help make some of these ideas a reality as part of the future transformation of the city to meet economic, environmental and social challenges we face in these unprecedented times.
- We have also agreed that the Council will jointly credit performance of the best performing students and award a prize, via a cash uploaded Perth Card. Moving forward, we will explore potential future internships/graduate employment to help retain and use knowledge gained as part of our work. We intend to apply, with Dundee University, for an RTPI award based on our innovative inter disciplinary approach.

## What we said we would do

**Investigate ways to enable more effective legal agreement focus and reduce determination periods for planning applications with legal agreements.**

Timescales for the completion of Legal Agreements has been a problem area within PKC for many years. We have tried various options to increase the efficiency in the process with limited success. We will look to improve the process to reduce the time for completing Legal Agreements. We will continue this review going forward and expect further reviews to take place in 2019/20 and as part of this we will publish a new Advice Note to explain the Planning Obligation and S75 Agreement procedures to applicants.

## What we have achieved

**ON TARGET**

- It has continued to prove challenging to find a method of bringing applications with legal agreements to an earlier conclusion in a manner that is acceptable to all parties, and to the benefit of the wider community. We have ensured case officers have maintained regular and frequent contact with both agents and legal teams, with a view to driving cases forward. We have emphasised our delegated ability to refuse applications where agreements are not concluded timeously. Frequently responses argue for continuing the applications for either economic development or political reasons. Our reticence to refuse applications which are not progressing through the legal agreement process timeously, is highlighted by the increase in legacy applications in the past year. Whilst we do want to make progress to achieve this service improvement, we find this to be a balancing act between encouraging developments which have already been considered to be appropriate, with the Council being minded to approve subject to legal agreement, and statistical performance. Other challenges include that often the development industry does not focus so much on the timescales, depending on their circumstances, or that detailed legal discussions result in considerable delay.
- We have seen a betterment in timescales for agreements dealt with within PKC but some are still dealt with externally which can result in a communication chain which affects progress. Whilst on target for achieving swifter conclusions to legal agreements, we appreciate more can still be done and this we plan to achieve in the coming year.
- We know we need to focus resources on resolving this issue and therefore we have again included this service improvement in next year's plan, with a view to streamlining and simplifying processes, however this may not eliminate the underlying issues, which largely lie outwith the control of the Planning Authority staff involved.

# PART 1 Delivery of Service Improvements 2019-20

## What we said we would do

**Investigate ways to resolve legacy applications within more appropriate timeframes**

## What we have achieved

**DELIVERED**

- Whilst headway is being made in this challenging area, as discussed above several applications have stalled at the finalisation of the legal agreement stage, particularly in the first three months of 2020
- We have used Enterprise (our workflow and process management system integrated with our casework database) to manage application workload for several years and have established that, by using the linked graphs facility, we can readily see the number of legacy applications and the type of applications affected. Further work can be done on this aspect and, again, we will build on this improvement through the next year with the intention of significantly reducing legacy applications. Again, as alluded to earlier, we will balance the need to reach a determination against acceptable delays that would secure social, economic or environmental benefits.

## What we said we would do

**Broaden the use of project management, and processing agreements, to include Local applications** that represent significant business or economic development proposals, rather than solely Major applications. These smaller development or local applications play an important role in delivering on Council priorities and objectives for, and contribution towards, delivering sustainable and inclusive economic development.

## What we have achieved

**DELIVERED**

- The benefits of Planning Processing Agreements (PPAs) have been successfully highlighted by officers at all stages in the planning process, which has resulted in a significant increase in the numbers of Local applications with PPAs, from 12 in 2018/19 to 37 in 2019/20. We have also seen PPAs used to good effect for applications for Listed Building Consent, another area where we will continue to promote their use. The 50% increase in use of PPAs for Major applications, from 4 last year to 6 this year, is still an improvement but it is accepted that there are lower number of these application types and in real terms the increase is lower compared to Local applications. All Major applications subject to a PPA were dealt within the agreed timeframes.
- We can further promote the use of PPAs, as it becomes apparent to applicants that there are significant benefits for them and provides a project focus for us.





# PART 1 Planned Service Improvements 2020-21

We are providing a high quality, fair and reliable planning service to all our customers however we do want to keep improving where we can. In order to provide the widest benefits, we have identified a few areas for us to focus on, perhaps with redirecting resources or by additional training, or by working more collaboratively. Our aim is to achieve all these improvements in the coming year.

- **Work closer with the Community Planning team developing our capacity for enhanced online engagement in response to the coronavirus pandemic and streamline the way we engage with communities.** We will look at how one consultation process could inform different strategies to increase efficiency and prevent consultation fatigue. The planning team will get involved with the engagement on the Perth and Kinross Offer and use the feedback to build the evidence base for the next Local Development Plan.
- **Review the Local Development Plan webpage to improve user experience.** We will revise the current structure and information available on our website, focusing on the needs of different users. We will also make more spatial data available in an interactive format, through Storymaps.
- **Front load information and engage early to improve the Strategic Environmental Assessment process.** The Development Plans team will be undertaking baseline data gathering for the preparation of LDP3. As part of this process, they will be frontloading site information to identify key design considerations with specific regard to drainage, habitat networks and green infrastructure. This will involve collaborative work with internal

and external experts on SUDS, landscaping and biodiversity, and follows on from the discussions held in 2019 on barriers preventing creative solutions. The aim is to provide developers with greater confidence in terms of site layout and key requirements whilst addressing long term climate change targets.

- **Establish a set of Placemaking Sustainable Design Awards to celebrate best practice in PKC.** These will reflect different types of development and how they've addressed the challenges of climate change and sustainability. The intention is to promote innovative and creative projects that reduce the area's carbon footprint and provide a range of benefits to people, through synergistic and collaborative design.
- **Investigate ways to enable more effective legal agreement focus and reduce determination periods for planning applications with legal agreements.** Timescales for the completion of Legal Agreements remain a problem area within PKC. We have tried various options to increase the efficiency in the process with limited success. We will look to further improve the process to reduce the time for completing Legal Agreements. We will continue this focus and expect further reviews to take place in 2020/21 and, as part of this, we will publish a new Advice Note to explain the Planning Obligation (PO) and S75 Agreement procedures to applicants and their agents.
- **Investigate ways to resolve legacy applications within more appropriate timeframes.** We will establish the cause of significant delays in all

legacy applications, with a view to finding ways to seek prioritisation from all involved parties. A clearer explanation of how the Council expects applications to progress through the PO process, set out in an Advice Note, should impact on some of the outstanding legacy applications, and reduce the numbers of new ones, but a more specific guidance may be required for legacy applications without POs.

- **Review and update our internal Development Management Procedure Notes.** This will ensure officers will be working in line with our best current practice. Although this may be seen as a housekeeping tool, it will result in improved officer-accuracy and consistency of delivery of service for our customers.
- **Review our digital working practices,** with a view to making all in-house aspects of the planning application process fully digital. We will investigate incorporating improved efficiency within other areas of the planning application process, for example, potentially reducing the number of site visits by using virtual alternatives where appropriate, which could reduce travel costs and officer time out of the office.



# NATIONAL HEADLINE INDICATORS



## PART 2 National Headline Indicators

The National Headline Indicators (NHI) are a detailed list of different parts of the local planning authority work programme, that each planning service report. The NHIs are designed by Heads of Planning Scotland ([HOPS](#)) to enable ongoing measurement of each planning authority's performance. Information on the previous year is included within the table and earlier information is available in our [previous PPF submissions](#).

### Key Outcomes - Development Planning

Local and Strategic Development Planning	2019-20	2018-19
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	<b>4 months</b>	5 years and 2 months
Will the local/strategic development plan(s) be replaced by their 5 <sup>th</sup> anniversary according to the current development plan scheme?	<b>Yes</b>	No
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	<b>No</b>	Yes later
Were development plan scheme engagement/consultation commitments met during the year?	<b>Yes</b>	Yes

Effective Land Supply and Delivery of Outputs <sup>1</sup>	2019-20	2018-19
Established housing land supply	<b>18,240 units</b>	18,777 units
5-year effective housing land supply programming	<b>4,166 units</b>	4,252 units
5-year effective land supply total capacity	<b>15,631 units</b>	16,112 units
5-year housing supply target	<b>4,230 units</b>	4,230 units
5-year effective housing land supply (to one decimal place)	<b>4.9 years</b>	5.3 years

<sup>1</sup> Housing land supply figures are taken from the Final 2019 Housing Land Audit

# PART 2 National Headline Indicators

## Key Outcomes - Development Planning

Effective Land Supply and Delivery of Outputs <sup>1</sup>	2019-20	2018-19
Housing approvals	<b>472 units</b> <i>(Covering the period April 2019 to March 2020)</i>	1,317 units <i>(Covering the period April 2018 to March 2019)</i>
Housing completions over the last 5 years	<b>3,469 units</b> <i>(Covering the period April 2015 to March 2020)</i>	2,998 units <i>(Covering the period April 2014 to March 2019)</i>
Marketable employment land supply	<b>288.10 ha</b> <i>(Base date June 2019)</i>	250.96 ha <i>(Base date June 2018)</i>
Employment land take-up during reporting year	<b>0 ha</b> <i>(Base date June 2019)</i>	1.92 ha <i>(Base date June 2018)</i>

<sup>1</sup> Housing land supply figures are taken from the Final 2019 Housing Land Audit



## PART 2 National Headline Indicators

### NHI Key Outcomes - Development Management

Project Planning	2019-20		2018-19	
Percentage and number of applications subject to pre-application advice	<b>13.7%</b>	<b>212</b>	15.6%	329
Percentage and number of major applications subject to processing agreement	<b>54.5%</b>	<b>6</b>	33%	4
Decision-Making	2019-20		2018-19	
Application approval rate	<b>90.7%</b>		88.7%	
Delegation rate	<b>97.0%</b>		96.8%	
Validation	<b>32%</b>		45.4%	
Decision-Making Timescales	2019-20		2018-19	
Major Developments	<b>28.2 weeks</b>		31.0 weeks	
Local developments (non-householder)	<b>8.1 weeks</b>		8.3 weeks	
Householder developments	<b>7.3 weeks</b>		6.9 weeks	
Legacy Cases	2019-20		2018-19	
Number cleared during reporting period	<b>11</b>		11	
Number remaining	<b>21</b>		17	

### Enforcement Activity

	2019-20	2018-19
Time since enforcement charter published/reviewed Requirement: review every 2 years	<b>14 months</b> <a href="#">Planning Enforcement Charter 2019</a>	2 Months
Complaints lodged and investigated	<b>397</b>	341
Breaches identified - no further action taken	<b>299</b>	141
Cases closed	<b>316</b>	412
Notices served	<b>39</b>	32
Direct Action	<b>0</b>	2
Reports to Procurator Fiscal	<b>0</b>	1
Prosecutions	<b>1</b>	0

## PART 2 National Headline Indicators



### Commentary

Towards the end of the previous reporting year, the Council adopted a new Local Development Plan. Within the same period, the Planning (Scotland) Act 2019 was passed by the Scottish Parliament to determine the future structure of the modernised system. In accordance, the next Perth & Kinross LDP3 will be prepared under new arrangements and we are awaiting transitional guidance to be published by the Government which will inform our next steps and timescales moving forward. Based on the information currently available, we are going to focus on preparing a Draft Evidence Report as a first step in the process towards preparing for LDP3.

The pre-application enquiry rate has dropped, possibly as a result of charges being sought for all but the simplest of enquires. Although this is a contributing factor, this fall is likely a result of the ease of access to [advice available](#) on our web pages, which allows applicants to 'self-assess' proposals rather than submit enquiries.

Decision-making Timescales saw improvements in both Major and Local (non-householder) applications. Although the average timescale has dropped from last year for Householder applications, we are still performing significantly better than the statutory timeframe of two months.

With regard to applications which have been valid for more than one year, there is a wide variety of reasons for the legacy cases: 10 are waiting for s75s; 7 are awaiting final consultee comments; 1 is awaiting species survey; 1, developer contributions; 1, revised drawings and; 1 is for Conservation Area Consent linked to an application awaiting s75. We are currently investigating how to better project manage these applications to bring decision forward as quickly as possible.

There has been a 14% rise in complaints against developments lodged in 2019/20 compared to 2018/19. This modest increase has influenced the investigation process and our productivity in resolving less cases this year. To ensure resources are utilised as effectively as possible, we are being more proportionate with what action we take. We expect to increase the throughput of case closures in the coming year to redress the increase in open cases. In accordance with our Enforcement Charter, we are taking less action on cases where there is little or no planning harm and instead directing resources to more significant breaches; this is reflected in the increase in number of cases closed without action being taken and the increase in notices being served. We are willing, where the harm warrants it, to pursue prosecution and were pleased that the one case reported to the PF last year resulted in a successful prosecution this year.

# PART 3 SCOTTISH GOVERNMENT OFFICIAL STATISTICS



# PART 3 SCOTTISH GOVERNMENT OFFICIAL STATISTICS

Scottish Government Official Statistics are drawn from quarterly returns submitted to them by all Scottish planning authorities. They are collated into an annual set of figures that is published on the [Scottish Government website](#). The template below allows the information from these returns to be recorded in a consistent format.

## Decision-Making Timescales

(based on 'all applications' timescales)

Timescales	2019-20	2019-20	2018-19
<b>Overall</b>			
<b>Major Developments</b>	<b>5</b>	<b>28.2 weeks</b>	31.0 weeks
<b>Local Developments (Non-Householder)</b>	<b>664</b>	<b>8.1 weeks</b>	8.3 weeks
• Local: less than 2 months	<b>520 (78.3%)</b>	<b>6.3</b>	6.1
• Local: more than 2 months	<b>144 (21.7%)</b>	<b>14.8</b>	14.8
<b>Householder Developments</b>	<b>514</b>	<b>7.3 weeks</b>	6.9 week
• Local: less than 2 months	<b>422 (82.1%)</b>	<b>6.5</b>	6.4
• Local: more than 2 months	<b>92 (17.9%)</b>	<b>10.9</b>	9.9
<b>Housing Developments</b>			
<b>Major</b>	<b>1</b>	<b>11.3 weeks</b>	18.7 weeks
<b>Local Housing Developments</b>	<b>278</b>	<b>8.3 weeks</b>	8.7 weeks
• Local: less than 2 months	<b>214 (77.0%)</b>	<b>6.4</b>	6.1
• Local: more than 2 months	<b>64 (23.0%)</b>	<b>14.6</b>	15.6

Timescales	2019-20	2019-20	2018-19
<b>Business and Industry</b>			
<b>Major</b>	<b>0</b>	-	8.1 weeks
<b>Local Business and Industry Developments</b>	<b>61</b>	<b>8.2 weeks</b>	8.7 weeks
• Local: less than 2 months	<b>42 (68.9%)</b>	<b>6.2</b>	6.3
• Local: more than 2 months	<b>19 (31.1%)</b>	<b>12.5</b>	12.8
<b>EIA Developments</b>	<b>3</b>	<b>16.6 weeks</b>	9.8 weeks
<b>Other Consents</b>			
• Including Listed Buildings and Conservation Area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notifications, directions and applications for prior approval under the <a href="#">General Permitted Development Order</a> .	<b>321</b>	<b>6.6 weeks</b>	6.2 weeks
<b>Planning/legal agreements</b>			
• Major: average time	<b>2</b>	<b>47.6 weeks</b>	71.0 weeks
• Local: average time	<b>19</b>	<b>18.4 weeks</b>	17.1 weeks



## Decision-Making: Local Reviews and Appeals

Type	Total number of decisions	Original Decision Upheld			
		2019-20		2018-19	
		No.	%	No.	%
<b>Local Reviews</b>	<b>39</b>	<b>31</b>	<b>79.5</b>	59	81.9
<b>Appeals to Scottish Ministers</b>	<b>6</b>	<b>5</b>	<b>83.3</b>	5	41.7



## Context

Applications with Planning Processing Agreements have been excluded by Scottish Government from the statistics. Perhaps worth noting that 100% of Major applications with PPAs were determined within the agreed timescale, 100% of Other applications (eg Listed Building Consent) and 94.6% of all Local applications met their targets, giving an overall performance of some 95.7% within agreed timescales.

While a small sample size, the significant reduction in the processing time for Major developments subject to legal agreements, from 71.0 to 47.6 weeks, is a reflection of us being more proactive in minimising timescales in this area. We note a slight increase in timescales for Local applications from last year. As noted in our proposed Service Improvements for 2020/21, we are investigating ways to be more effective in our processes for legal agreement, to gain better focus and reduce determination periods for these applications. We will improve these processes and provide an Advice Note for applicants to take a partnership approach to improving our performance.

We continue to see the majority (almost 80%) of original delegated decisions and subject to Review, being upheld by the Local Review Body. This reassures our customers that we, as officers, are interpreting policy, legislation and supporting information appropriately with the elected members' support in most cases. Similarly, the high percentage (83.3%) of appeal decisions issued by the Directorate for Planning and Environmental Appeals upholding the original determination of the Council also lends support to the quality of decision-making within Perth & Kinross Planning Authority.

## PART 4 WORKFORCE INFORMATION



# PART 4 WORKFORCE INFORMATION

The workforce information below is a snapshot of our planning staff in position on the 31st of March 2020.

	Tier 1 <i>Chief Executive</i>	Tier 2 <i>Director</i>	Tier 3 <i>Head of Service</i>	Tier 4 <i>Manager</i>
<b>Head of Planning Service</b>			1	

Staff Age Profile	Headcount
Under 30	6
30-39	18
40-49	17
50 and over	22

RTPI Chartered Staff	Headcount
Chartered Staff	27

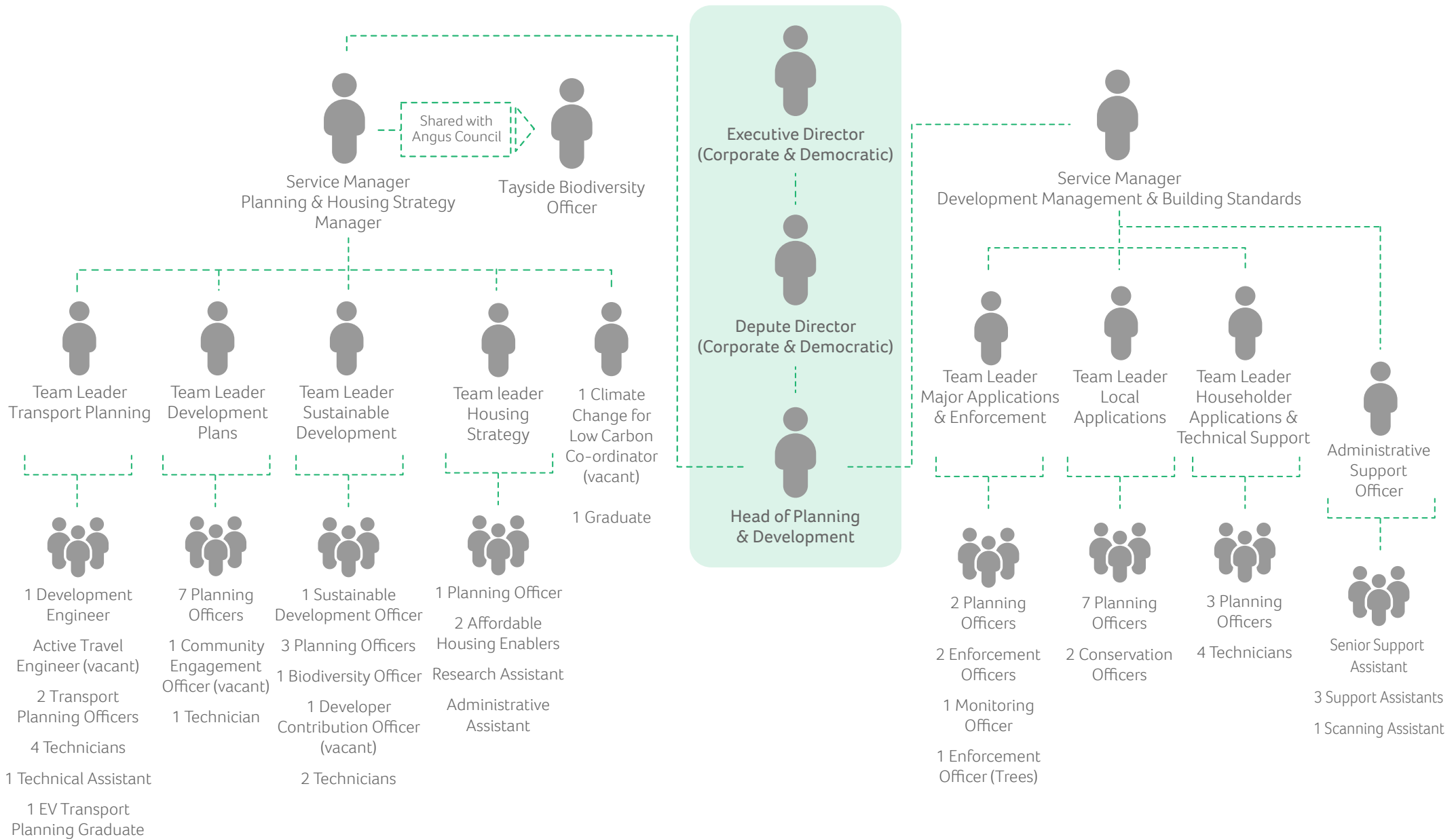
## Our Staffing Structure

The Planning & Housing Strategy Team brings together a series of interrelated disciplines which support the Planning & Development Service’s principal function to deliver sustainable economic growth. The main responsibility of the core Development Plans Team is producing, monitoring and implementing the Local Development Plan. Officers also work collaboratively with the Development Management team and provide regular policy advice on planning applications. The Sustainable Development Team provides support on a range of strategic issues including renewable energy and provides a research function to support the planning process. Both teams input into regional and national level strategies wherever required. The integration of the Transport Planning Team, and more recently, the Housing Strategy team\* into the section has allowed for closer collaboration and made it easier to streamline different land use related strategies. In October 2018 the team was supplemented by a Low-Carbon Co-ordinator, supported by a corporate virtual team, who is enhancing our ability to incorporate energy planning into the land use planning agenda.

After over two years with an Interim Development Quality Manager and as part of a management structure review, the permanent post was amalgamated with the manager post for Building Standards. We now have a Service Manager overseeing the Development Management and Building Standards functions. The structure changed further when the business support team, who were previously line-managed corporately, came under the new Service Manager. The Business Support team also provides support to the wider Planning & Development team.

\*It should be noted that only those team members who deliver or directly support the planning function have been included in the workforce figures above.

# PART 4 Development Management and Strategy and Housing Structure

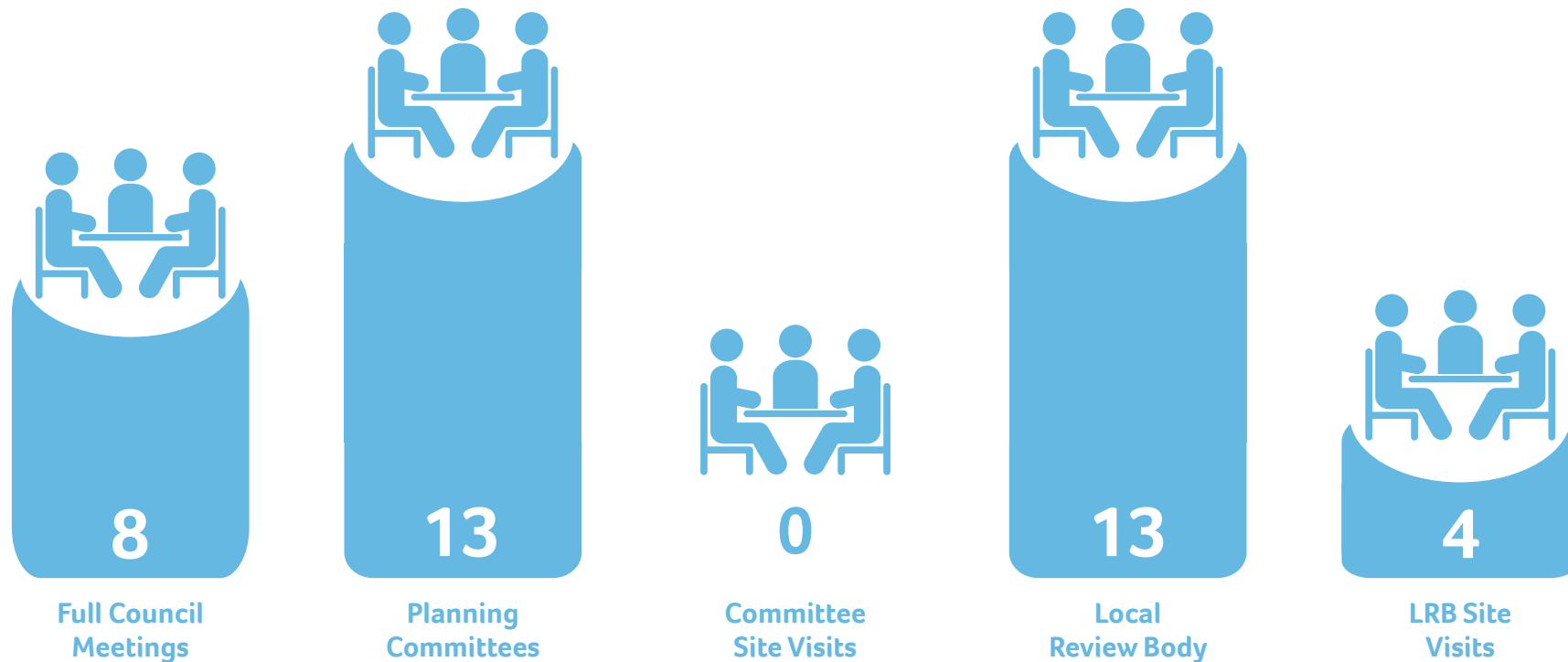


## PART 5 PLANNING COMMITTEE INFORMATION



## PART 5 PLANNING COMMITTEE INFORMATION

In order to fulfil our statutory duties we are required to report certain matters to different Council committees. The most regular of these is the Planning & Development Management Committee where applications which cannot be considered under delegated powers are determined. A breakdown of the committees and associated site visits is provided below. For clarification, Perth & Kinross Council does not have any Area Committees.



# PART 6 PERFORMANCE MARKERS



## PART 6 PERFORMANCE MARKERS

National oversight of the performance of the Scottish Planning System is taken by a High Level Group, chaired by the Minister for Local Government and Communities. Heads of Planning Scotland ([HoPS](#)) sits on this group alongside COSLA and the Royal Town Planning Institute ([RTPI](#)). In 2013 the group agreed a set of “Performance Markers” which allow the Scottish Government a consistent basis to consider performance.

The table below, setting out these markers, where or how we have evidenced that this marker has been met.

The PPF feedback report we receive each year from the Scottish Government stems purely from an assessment of whether these markers have been met and are shown to be met. There is no assessment of the situation behind that information. We therefore need to provide evidence showing the way we work meets the key markers. Usually much of this is done by including case studies, illustrating how we have operated and improved over the past year. Case studies can cover all aspects of the planning

function so can validate many of the key markers. The past six months have proven to be very challenging in providing as normal a planning service as possible and, as our focus has been on that, we have not been able to collate the usual case studies. Our evidence of meeting key markers this year is provided in the commentary in the table below. The feedback report from the Scottish Government scores each marker as red, amber or green depending on how we have performed. Our scorings over the past six years are shown in the tables on page 29.

Performance Marker	Evidence
<p><b>1 Decision-Making</b> Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]</p>	<p>The statistics above show how we have performed in comparison to last year and in some areas, we have improved and others, not. We determined 80% of all local applications within the two-month statutory period (a slight improvement on last year’s 79%), with those determined in that time taking around 6.4 weeks, significantly less than the statutory timeframe.</p>
<p><b>2 Processing agreements:</b></p> <ul style="list-style-type: none"> <li><i>offer to all prospective applicants for major development planning applications; and</i></li> <li><i>availability publicised on website</i></li> </ul>	<p>Planning Processing Agreements (PPAs) are recommended to all applicants of Major and Local pre-application enquiries, as a standard part of our response, and are promoted on the <a href="#">relevant pages</a> on our website, which also relates to EIA developments. PPAs can also be offered during the life of an application, in order to allow transparent programming. In the past year we have seen a significant take-up of PPAs in relation to the more complex Local applications. As awareness spreads amongst our regular agents, we are confident their use will continue to grow.</p>
<p><b>3 Early Collaboration with Applicants and Consultees</b></p> <ul style="list-style-type: none"> <li><i>availability and promotion of pre-application discussions for all prospective applications; and</i></li> <li><i>clear and proportionate requests for supporting information</i></li> </ul>	<p>We offer <a href="#">pre-application enquires and pre-validation checks</a> for all proposals on our website. As an initial point of contact, the pre-application enquiry response allows officers to direct prospective applications to our <a href="#">Planning application checklists</a> webpage which provide details of the supporting information required for different types of application.</p> <p>Pre-application enquiries for Major proposals tend to benefit from early meetings both with and without the applicant. This allows consultees to discuss any matters round the table with planners, establishing any potential limits to planning considerations. This allows any additional information requests to be proportionate at an early stage.</p> <p>We circulate the weekly list of valid applications to both internal and external consultees, in addition to application consultations being issued proactively. This allows early contact from consultees where they may be aware of site -specific issues.</p>



## PART 6 PERFORMANCE MARKERS

Performance Marker	Evidence
<p><b>4 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)</p>	<p>Where developer contributions are required in advance of issuing a decision notice, the Report of Handling contains an informative advising of the expected timeframes for either upfront payment to be made (28 days) or a legal agreement to be concluded (4 months). The applicant is further advised that the application may be refused under delegated powers, should progress not be made. As discussed above, we are keen to work with developers to bring forward as many permissions as we can within these target timeframes.</p>
<p><b>5 Enforcement Charter</b> updated / re-published within last 2 years</p>	<p>The most recent detailed review of the Perth &amp; Kinross Council Planning Enforcement Charter was published in January 2019.</p>
<p><b>6 Continuous Improvements</b></p> <ul style="list-style-type: none"> <li>• <i>progress/improvement in relation to PPF National Headline Indicators; and</i></li> <li>• <i>progress ambitious and relevant service improvement commitments identified through PPF report</i></li> </ul>	<p>Our improvements in relation to NHIs is clear: we have bettered performance across a number of areas and are making progress in others.</p> <p>The service improvements we identified last year have, in the main, been attained. Of the nine identified, we have attained six and are on target for providing the improvements in the remaining three, though we always anticipated that some of the proposed improvements would require more than a single year to resolve and these, such as legacy applications, will be brought forward to this coming year. The improvements we will focus on in the coming year will see significant benefits for all our partners and customers.</p>
<p><b>7 Local Development Plan</b> less than 5 years since adoption</p>	<p>Yes, Local Development Plan 2 was adopted in November 2019.</p>
<p><b>8 Development Plan Scheme</b> - next LDP</p> <ul style="list-style-type: none"> <li>• <i>on course for adoption within 5 years of current plan(s) adoption; and</i></li> <li>• <i>project planned and expected to be delivered to planned timescale</i></li> </ul>	<p>Yes. Parallel to the Examination stage and the subsequent adoption of LDP2, we have been working on revising and updating the associated <a href="#">Supplementary Guidance</a> documents over the reporting year. Most of this work is now complete and the team is starting to prepare for the next LDP cycle. Our focus in the next year will be on evidence gathering and early engagement in order to fulfil the requirements of the Planning (Scotland) Act 2019.</p> <p>Approval of our DPS for our next LDP has been held up as a result of delays in reporting to committee due to COVID. It will now be reported to the next available Strategic Policy &amp; Resources Committee.</p>

## PART 6 PERFORMANCE MARKERS

Performance Marker	Evidence
<p><b>9 Elected Members engaged early</b> (pre-MIR) in development plan preparation – if plan has been at pre-MIR stage during reporting year</p>	<p>The Plan has been at Examination stage during the reporting year. Officers held briefing sessions to outline the Reporter`s recommendations for members and discuss the implications of accepting or refusing the proposed changes to the Plan. Resolving issues prior to the Council meeting contributed to the prompt adoption of the revised Development Plan.</p> <p>One of the topics members raised concerns about was development density and the flexible policy approach taken in the Local Development Plan.</p> <p>To help address these concerns and introduce members to the new <a href="#">Placemaking Guidance</a>, a half day workshop was organised by officers. Participants explored how different densities can result in good placemaking outcomes and how potential overdevelopment can be identified and addressed. Unfortunately, due to pressures on Members` time, sign up and attendance was very low with only four Elected Members` present, however we hope to continue these discussions in the future in a format that encourages wider participation.</p>
<p><b>10 Cross sector stakeholders* engaged early</b> (pre-MIR) in development plan preparation – if plan has been at pre-MIR stage during reporting year</p> <p>*including industry, agencies and Scottish Government</p>	<p>The Plan has been at Examination stage during the reporting year. Engagement with the development industry and key agencies took place in relation to new and revised pieces of Supplementary Guidance.</p> <p>Two multi-stakeholder workshops were organised with a focus on delivering better quality Sustainable Urban Drainage Systems. Participants included representatives from the development industry, Scottish Water, SEPA, SNH and various Council teams. The sessions were aimed at facilitating collaboration between stakeholders and addressing concerns which were raised in response to the draft <a href="#">Open Space</a> and <a href="#">Flood Risk</a> guidance documents. The output of the sessions informed the revision of the drafts and helped establish an action plan moving forward.</p>



## PART 6 PERFORMANCE MARKERS

Performance Marker	Evidence
<p><b>11 Regular and proportionate policy advice</b> produced on information required to support applications</p>	<p>As noted elsewhere, we have been working on revising existing, and publishing new <a href="#">Supplementary Guidance</a> in order to support the implementation of LDP policies. The purpose of these can be to provide technical specifications (e.g. flood risk), detailed design standards (e.g. placemaking, open space) or set out location specific opportunities (e.g. green infrastructure, renewables) which cannot be covered in the Development Plan.</p> <p>Policy officers regularly provide written consultation responses on planning applications and attend applicant meetings wherever required. This helps ensure that feedback given by the wider planning team is thorough and consistent.</p> <p>We have reviewed all allocated development sites to establish whether they would benefit from more detailed site briefs. Different options, such as promotional and design briefs, have been considered, depending on the challenges associated with the sites. This work will be taken forward in the new reporting year subject to resource being available.</p>
<p><b>12 Corporate working across services</b> to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)</p>	<p>Project teams are often made up of staff from different teams/services across the Council in order to provide a joined-up approach, spread the workload and share specialist knowledge. Examples from the reporting year include:</p> <ul style="list-style-type: none"> <li>• Food Growing Strategy, involving Planning &amp; Community Greenspace</li> <li>• Flood Risk Guidance &amp; SuDS related projects involving Planning, Flooding, City Development, Community Greenspace and Roads Maintenance</li> <li>• Renewables comprising colleagues across Planning &amp; Housing Strategy as well as external input from James Hutton Institute and Consultation Authorities.</li> <li>• Biodiversity Ambassadors, involving colleagues from a range of services. This is an informal group that meets on a voluntary basis to discuss and help deliver biodiversity related projects across the Council area.</li> <li>• Climate Change Strategy and other CC related projects, supported by the cross-service Low Carbon Working Group</li> </ul> <p>We have continued to organise internal round table discussions where complex proposals are discussed from a planning, transport, greenspace and other specialist perspectives. This helps inform pre-application responses and decisions on planning applications. The sessions have also been used to review potential affordable and social housing sites which have not been allocated in the plan and give an indication on the acceptability of land use and design.</p> <p>Regular review of model planning conditions with internal consultees ensures they remain relevant and appropriate, whilst taking into account changes to legislation in other, related sectors.</p>

## PART 6 PERFORMANCE MARKERS

Performance Marker	Evidence
<p><b>13 Sharing good practice, skills and knowledge</b> between authorities</p>	<p>Regular informal benchmarking with peer authorities occurs almost without notice when, for example, new or revised legislation is enacted, and approaches are discussed across authorities. Other instances, such as the Uniform Users' Group annual meetings, provide a great opportunity to discuss how other authorities approach certain issues and deal with them. Very regularly, ideas are swapped, resulting in revised practices across authorities.</p> <p>The Council also regularly engages with other Local Authorities to share experience and good practice. Recent examples include discussions with Dundee City Council about our experience of moving from several Local Plans to one LDP and the issues this raised with the housing land supply. Furthermore, we shared ideas around preparing Urban Capacity studies. Officers also liaised with colleagues from Moray and West Lothian, regarding the challenges around implementing a new policy that seeks to ensure that low and zero carbon generating technology are embedded in new development.</p> <p>PKC is a member of the Scottish Government funded LHEES Knowledge Sharing Group along with other Councils, Zero Waste Scotland and Arup, who are working together to inform the development of a standardised approach, tools and resources ahead of future statutory duties for local authorities in this policy area.</p> <p>It is also worth mentioning that the Council is part of the Cairngorm National Park Authority (CNPA) working group. The six Authorities that make up the National Park meet annually to share best practice, which has been especially valuable from a development management perspective.</p>
<p><b>14 Stalled sites / legacy cases:</b> conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old</p>	<p>We cleared a significant number of legacy applications over the past year. As noted elsewhere, this remains a significant challenge to PKC with equivalent of the previously outstanding applications being cleared but a greater number being added, for a variety of reasons.</p>
<p><b>15 Developer contributions: clear and proportionate expectations</b></p> <ul style="list-style-type: none"> <li>• <i>set out in development plan (and/or emerging plan); and</i></li> <li>• <i>in pre-application discussions</i></li> </ul>	<p>The Developer Contributions and Affordable Housing Supplementary Guidance has been updated to support LDP2 Policy 5: Infrastructure Contributions and Policy 20: Affordable Housing. The revised guidance provides further details relating to the developer contribution and affordable housing requirement required from new developments across Perth &amp; Kinross.</p> <p>Links to the <a href="#">Developer Contributions &amp; Affordable Housing Supplementary Guidance</a> are on our <a href="#">Planning application process</a> webpage, allowing prospective applicants the opportunity to review in their own time.</p> <p>Reference to the requirement for Developer Contributions is made, where relevant, in pre-application enquiry responses, and the enquirer is directed to the LDP2 policy and supplementary guidance.</p>

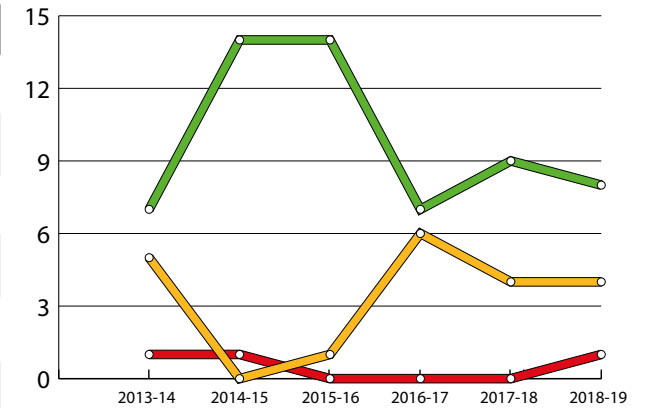
# PART 6 PERFORMANCE MARKERS

## Our Performance Graphic Against The Key Markers

Marker	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
1 Decision-making timescales	●	●	●	●	●	●
2 Processing agreements	●	●	●	●	●	●
3 Early collaboration	●	●	●	●	●	●
4 Legal agreements	●	●	●	●	●	●
5 Enforcement charter	●	●	●	●	●	●
6 Continuous improvement	●	●	●	●	●	●
7 Local development plan	●	●	●	●	●	●
8 Development plan scheme	●	●	●	●	●	●
9 Elected members engaged early (pre-MIR)	N/A	●	●	N/A	N/A	N/A
10 Stakeholders engaged early (pre-MIR)	N/A	●	●	N/A	N/A	N/A
11 Regular and proportionate advice to support applications	●	●	●	●	●	●
12 Corporate working across services	●	●	●	●	●	●
13 Sharing good practice, skills and knowledge	●	●	●	●	●	●
14 Stalled sites/legacy cases	●	●	●	●	●	●
15 Developer contributions	●	●	●	●	●	●

## Our Overall Markings

(total numbers for red, amber and green)



The red, amber and green ratings issued by Scottish Government show where we have evidenced our continued improvement (green), where we have not evidenced or performed as well as the previous year (amber) and where we have missed a key marker (red).

Clearly, we have been consistently surpassing statutory decision-making timescales and improving our performance year-on-year. Our Enforcement Charter is always current. It is recognised that we provide proportionate advice to applicants on both developer contributions and supporting information for applications. Our red was due to the age of the adopted local plan and was resolved by the adoption of a new local plan last year.

Within PKC there is a strong ethos of working together to provide a clear message to all our customers and this is shown in our ability to work collaboratively across services. We also have many established links with other local authorities where we can share and develop good practice. These are a few of the trends we will continue to build upon in the coming year and we will endeavour to resolve the issues contributing to our ambers.

## Get in Touch

We welcome any comments you may have about our service and suggestions about how we can improve. This might include comments about things that have gone well, what has not, and what we should continue to do. Please feel free to contact us with your views.


 @PKCplanning

 DevelopmentPlan@pkc.gov.uk

 DevelopmentManagement@pkc.gov.uk

 PlanningEnforcement@pkc.gov.uk

 PlanningVaildUpdates@pkc.gov.uk

 01738 475000



If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے نمونہ نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡 Customer Service Centre 01738 475000 來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P ejete-li si Vy, alebo n kdo, koho znáte, kopii této listiny v jiném jazyce nebo jiném formátu (v n kterých p ípadech bude p oložén pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Nam bu mhath leat fhèin no neach eile as aithne dhut lethbhreac den phàipear seo ann an cànan no ann an cruth eile (uairannan cha bhi ach gearr-ionradh den phàipear ri fhaotainn ann an eadar-theangachadh), gabhaidh seo a dhèanamh le fios a chur gu Ionad Sheirbheis Theachdaichean air 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

