



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Cunninghame House,
Irvine.

4 September 2014

Planning Committee

You are requested to attend a Meeting of the above mentioned Committee of North Ayrshire Council to be held in Committee Room 1, Cunninghame House, Irvine on **WEDNESDAY 24 SEPTEMBER 2014** at **2.00 p.m.** to consider the undernoted business.

Yours faithfully

Elma Murray

Chief Executive

1. Declarations of Interest

Members are requested to give notice of any declarations of interest in respect of items of business on the Agenda.

2. Minutes

The accuracy of the Minutes of the special meetings of the Committee held on (i) 22 July, (ii) 22 August, and (iii) 2 September 2014, will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copies enclosed).

3. Irvine

Submit report on the following application:

14/00473/PP: Heatherhouse, Irvine

Siting of mobile snack bar on a permanent basis at site to north of Albann Limited (copy enclosed).

4. Planning Performance Framework

Submit report by the Executive Director (Economy & Communities) on the Planning Performance Framework 3 (copy enclosed).

Planning Committee

Sederunt: Matthew Brown
John Ferguson
Robert Barr
John Bell
John Bruce
Joe Cullinane
Ronnie McNicol
Tom Marshall
Jim Montgomerie
Robert Steel

(Chair)
(Vice-Chair)

Chair:

Attending:

Apologies:

Meeting Ended:

Planning Committee
22 July 2014

IRVINE, 22 July 2014 - At a Special Meeting of the Planning Committee of North Ayrshire Council at 2.00 p.m.

Present

Matthew Brown, John Ferguson, Robert Barr, John Bruce, Joe Cullinane, Ronnie McNicol, Tom Marshall and Robert Steel.

Also Present

Jean Highgate.

In Attendance

J. Miller, Senior Manager (Planning, Transportation and Regeneration) and D. Hammond, Senior Manager (Strategic Planning and Infrastructure) (Development and Environment); and A. Craig, Team Manager (Litigation), L. McEwan Communications Manager and Committee Services Officer (Chief Executive's Service).

Chair

Councillor Brown in the Chair.

Apologies for Absence

John Bell and Jim Montgomerie.

1. Declarations of Interest

There were no declarations of interest by Members in terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors.

2. Minutes

The accuracy of the Minutes of the (i) ordinary meeting of the Committee held on 28 May 2014 was confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

3. Garnock Valley

3.1 14/00284/PPM: Site to the North West of Longbar Farm, Glengarnock, Beith

North Ayrshire Council (Finance and Property) has applied for planning permission for the erection of a secondary school, primary school and nursery building, incorporating swimming pools, indoor sports facilities, playing fields and parking/drop off area on a site to the north west of Longbar Farm, Glengarnock, Beith. Twenty-five letters members of the public have submitted objections, some having sent multiple comments in separate correspondence. Objections have also been received from the parent councils of three local schools. Two letters of representation in support of the proposal, one from the parent council of a local school, have also been received.

The Senior Manager (Planning, Transportation and Regeneration) advised that 2 representations and a letter of objection had been received in respect of this application since the Committee papers were published.

Councillor Cullinane moved to adjourn the meeting for a site visit to be undertaken by the Committee. There being no seconder, the motion fell.

Councillor Marshall, seconded by Councillor McNicol, moved to grant the application, subject to the conditions outlined in Appendix 1 to the report. As an amendment, Councillor Cullinane moved that the application be refused. There being no seconder, the amendment fell. There being no amendment, the motion was declared carried.

The Committee, having considered the terms of the objections, representations and letters of support, agreed to grant the application, subject to the following conditions:-

1. That, prior to the commencement of the development, hereby approved, a revised masterplan showing the campus building in a position approximately 10 metres further east of that shown on site plan refs. L(90)001, L(90)002 and L(90)003 shall be submitted to North Ayrshire Council as Planning Authority. The revised masterplan shall take into account all other layout/siting matters arising as a consequence of the amended campus building position, and shall be approved in writing by North Ayrshire Council as Planning Authority prior to the commencement of any works on site. Thereafter, the development shall be implemented only in accordance with such details as may be approved, unless otherwise agreed in writing with North Ayrshire Council as Planning Authority. For the avoidance of doubt, site masterplan drawings ref. L(90)001, L(90)002 and L(90)003 are not hereby approved.

2. That, prior to the commencement of the development, hereby approved, an addendum to the Transport Assessment, addressing the matters raised in the consultation response of North Ayrshire Council Strategic Planning & Infrastructure (Transportation) dated 1st July 2014, shall be submitted for the written approval of North Ayrshire Council as Planning Authority.

3. That, prior to the commencement of the development, hereby approved, detailed SUDS drawings and calculations shall be submitted demonstrating a reduction in surface water flow from the development below the green field run-off rate for the written approval of North Ayrshire Council as Planning Authority. Thereafter, the SUDS scheme as may be approved shall be fully implemented prior to the campus becoming operational and shall be maintained thereafter to the satisfaction of North Ayrshire Council as Planning Authority.

4. That, prior to the commencement of the development, hereby approved, the applicant shall secure the implementation of a programme of archaeological works in accordance with a written scheme of investigation, the scope of which shall be agreed with the West of Scotland Archaeology Service and approved in writing by North Ayrshire Council as Planning Authority. Thereafter, the applicant shall ensure

that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within the development site is undertaken to the satisfaction of North Ayrshire Council Planning Authority in agreement with the West of Scotland Archaeology Service.

5. That, prior to the commencement of the development, hereby approved, an updated bat survey shall be undertaken following an inspection of the site for the presence of bat roosts. In the event of any bat roosts being found within the site, the report shall include a mitigation plan to conserve or replace bat roosting sites, and shall be submitted for the written approval of North Ayrshire Council as Planning Authority prior to the commencement of the development. Any mitigation plan which may be approved shall be brought into operation prior to the commencement of site operations.

6. That the presence of any significant unsuspected contamination that becomes evident during the development of the site shall be brought to the attention of Environmental Health. Thereafter, a suitable investigation strategy as agreed with North Ayrshire Council shall be implemented and any necessary remediation works carried out prior to any further development taking place on the site, all to the satisfaction of North Ayrshire Council as Planning Authority.

7. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority full details of all external path and lighting improvement works, including the upgrading of the footpath between the site and Beith together with all other works as may be deemed necessary by North Ayrshire Council as Roads Authority. Thereafter, the external path improvements and all other works as may be approved shall be fully implemented prior to the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority.

8. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority a detailed schedule of the proposed external finishes to be used on the campus building and an annotated plan indicating the surface treatments for open spaces, footpaths, play areas, roads and car parks. Thereafter, the development shall be implemented only in accordance with such details as may be approved, unless otherwise agreed in writing with North Ayrshire Council as Planning Authority.

9. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority a detailed plan and schedule of the proposed boundary treatments to be formed as part of the development. Thereafter, the boundary treatments as may be approved shall be implemented prior to the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority.

10. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority a scheme of landscaping, which shall include details of species, planting densities, soil treatment and aftercare. Thereafter, the landscaping scheme as may be approved shall be implemented prior to the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority.

11. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority a noise impact assessment in accordance with PAN 1/2011 'Planning and Noise' and the associated Technical Advice Note (TAN) - 'Assessment of Noise'. The assessment shall take into account all noise related details contained in the consultation response of Environmental Health dated 25th June 2014. Thereafter, the findings arising from the noise impact assessment as may be approved shall be implemented prior to the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority.

12. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority the specification of the boiler plant to be installed at the campus. The specification shall take into account all of the air quality related details contained in the consultation response of Environmental Health dated 25th June 2014. Thereafter, the building operations shall be implemented only in accordance with such details as may be approved to the satisfaction of North Ayrshire Council as Planning Authority.

13. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority details of measures to be taken to reduce carbon dioxide emissions arising from the campus building. Thereafter, the building operations shall be implemented only in accordance with such details as may be approved to the satisfaction of North Ayrshire Council as Planning Authority.

14. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority details of all external lighting and signposting within the site. Thereafter, the external lighting and signposting scheme as may be approved shall be implemented prior to the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority.

15. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority details of secure cycle parking within the site, which shall be provided at a rate of 10% for the peak level of staff/visitors and 10% of pupils within a defined cycling catchment area. The cycling catchment area shall be defined by the applicant for the written agreement of North Ayrshire Council as Planning Authority prior to the calculation of the 10% figure. In addition, details of secure scooter parking at a rate of 1% of pupil numbers within the defined cycling catchment area shall be submitted for the written approval of North Ayrshire Council as Planning Authority. Thereafter, all details as may be approved shall be implemented prior to the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority.

16. That prior to the campus becoming operational, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority details of a Travel Plan for the campus. Such a Travel Plan shall include details of active travel proposals for all users of the site and an indication of the measures which shall be undertaken to reduce car journeys. Thereafter, the Travel Plan as may be approved shall be implemented upon the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority and reviewed at 2 yearly intervals thereafter, unless otherwise agreed in writing with North Ayrshire Council as Planning Authority.

17. That, within 12 months of the date of approval, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority a Public Transport Strategy for the campus. This shall provide details of public transport infrastructure to be provided (bus stops and shelters) and travel information to be provided to ensure users are aware of pedestrian, cycle and public transport provision. The strategy may also include measures for the provision of real time public transport information and details of the frequency, routing of and funding mechanisms for any new or amended bus services to serve the development. Thereafter, the development shall be implemented in accordance with such details as may be approved, unless otherwise agreed in writing with North Ayrshire Council as Planning Authority.

18. That prior to the campus becoming operational, the applicant shall submit for the written approval of North Ayrshire Council as Planning Authority details of a Site Waste Management Plan (SWMP). Thereafter, the SWMP as may be approved shall be implemented upon the campus becoming operational to the satisfaction of North Ayrshire Council as Planning Authority and reviewed at 5 yearly intervals thereafter, unless otherwise agreed in writing with North Ayrshire Council as Planning Authority.

4. Enforcement Notice: Irvine: 44 Caldon Road

Submitted report by the Corporate Director (Development and Environment) on a proposed Enforcement Notice under the Town and Country Planning (Scotland) Act 1997 requiring cessation of unauthorised hot-food takeaway use (copy enclosed).

Complaints were received in September 2013 that the property at 44 Caldon Road, Irvine, was in use as a hot-food takeaway. An inspection of the property on 11 September 2013 confirmed that this use was in operation. An application to retain the use of the property as a hot-food takeaway was received by the Council in November 2013 and was subsequently refused for the reasons detailed in the report. A later review against the refusal of planning permission was then dismissed by the Local Review Body on 28 May 2014.

An inspection of the property on 1 July 2014 revealed that the hot-food takeaway use remained in operation with the cooking equipment on site. The operator of the use indicated that it was intended to continue the use and submit a further application for planning permission, which would address the previous reasons for refusal. To date, however, no application has been received.

The operation of the hot-food takeaway use at the Property has resulted in the loss of Class 1 (Retail) unit for the area and has undermined local shopping facilities. There are at least two other hot-food takeaway uses in the area and there is no demonstrable need for further hot-food takeaway uses.

The Committee agreed, in the interest of protecting local shopping facilities, to approve the serving of a Notice under Section 127 of the Town and Country Planning (Scotland) Act 1997 to requiring the cessation of the hot-food takeaway use of the property at 44 Caldon Road, Irvine, and the removal of the deep-fat fryers, oven, hotplate/griddle, grills and all other cooking equipment which facilitate the use.

5. Breach of Condition Notice: Beith: 54 Eglinton Street

Submitted report by the Corporate Director (Development and Environment) on a proposed Breach of Condition Notice under the Town and Country Planning (Scotland) Act 1997 requiring removal of a caravan from the land in accordance with Condition 2 of Planning Permission dated 24 July 2013 (ref: 13/00357/PP).

Planning permission was granted on 24 July 2013 for the erection of detached dwelling house to include the formation of raised timber decking to rear, at 54 Eglinton Street, Beith. The development allowed the temporary placing of a caravan on site to allow the developer to live on site whilst the dwelling house was being built, as detailed in the report.

The Council wrote to the owner to advise that Condition 2 of the planning permission was in breach and the caravan should be removed by 24 July 2014. The owner was further advised that, if the caravan was removed, the Council would have no option but to consider formal enforcement action. To date, no response has been received and a recent inspection has revealed that the caravan remains in situ. Although the last possible date the caravan could remain on site until is 24 July 2014, Condition 2 has been in breach since 24 September 2013.

The Committee agreed, in the interest of protecting the amenity of the area, to approve the serving of a Breach of Condition Notice under Section 145 of the Town and Country Planning (Scotland) Act 1997 requiring the removal of the caravan from the land at 54 Eglinton Street, Beith.

6. North Ayrshire Local Development Plan: Action Programme

Submitted report by the Corporate Director (Development and Environment) on the proposed adoption and publication of the revised Action Programme in respect of the North Ayrshire Local Development Plan (LDP)

The North Ayrshire LDP was adopted on 20 May 2014. Planning legislation requires the LDP to be accompanied by an action programme, which sets out how the Council intends to implement the plan. The document requires to be updated and republished at least every two years. In addition, the Planning Authority is obliged to publish an Action Programme within three months of adoption of the LDP. A proposed Action Programme was set out at Appendix 1 to the report.

The Committee agreed to (a) note progress on the implementation of the North Ayrshire Local Development Plan to date, as summarised within the report; and (b) adopt and publish the Action Programme set out at Appendix 1 to the report.

7. Seascape/Landscape Assessment for the Firth of Clyde

Submitted report by the Corporate Director (Development and Environment) on the Seascape and Landscape Assessment for the Firth of Clyde as non-statutory planning guidance, for use as a material consideration in the determination of planning applications.

The key findings of the Seascape and Landscape Assessment of the Firth of Clyde carried out on behalf of the Firth of Clyde Forum were summarised at Appendix 1 to the report highlights the importance in the Clyde of the interrelationship of views and the importance it has to a range of economic interests. The North Ayrshire coastal area falls within the four coastal character areas described at Section 2.2 of the report. This categorisation into four coastal character types is a reflection of the extent, diversity of coastal features, uniqueness of the seascape and openness of the North Ayrshire coastline. Any offshore development within these coastal areas would be sensitive to onshore interests and any landward development would require to be compatible in terms of scale with existing landscape and seascape characteristics.

The Committee agreed to approved the Seascape and Landscape Assessment of the Firth of Clyde as non-statutory planning guidance for use as a material consideration in the determination of planning applications which are anticipated to have an impact on the seascape and/or coastal landscape.

The Meeting ended at 2.55 p.m.

Planning Committee
22 August 2014

IRVINE, 22 August 2014 - At a Special Meeting of the Planning Committee of North Ayrshire Council at 10.00 a.m.

Present

Matthew Brown, John Ferguson, Robert Barr, Tom Marshall, Jim Montgomerie and Robert Steel.

Also Present

Alex Gallagher.

In Attendance

J. Miller, Senior Manager (Planning, Transportation and Regeneration); J. Law, Solicitor (Contracts and Licensing) and Melanie Anderson, Acting Committee and Member Services Manager (Chief Executive's Service).

Chair

Councillor Brown in the Chair.

Apologies for Absence

John Bell, John Bruce, Joe Cullinane and Ronnie McNicol.

1. Declarations of Interest

There were no declarations of interest by Members in terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors.

2. Call In Request: 14/00477/PP: Largs: The Promenade: Escape Amusement Complex

Submitted report by the Chief Executive on a call in request, in accordance with the approved call in procedure, in relation to an application for planning permission which would otherwise be determined by Officers under delegated powers.

The request, submitted in accordance with the approved call in procedure, has been made by Councillors Gallagher, Hill and Marshall that the application for Planning Permission should be determined by the Planning Committee and not by Officers under delegated powers. The stated reason for the call in request was as follows:-

"There is sufficient concern locally, including possible over-supply of pubs, for this application to be fully considered [by the Planning Committee]."

Councillor Gallagher addressed the Committee in support of the call in request. Councillor Gallagher referred to the level of public interest in the application locally and to concerns expressed about a potential over-concentration of this type of provision within Largs town centre. Councillor Gallagher also commented on the scale of the proposed development in close proximity to the site of local festival and fair events and to licensing considerations which would be require to be determined

separately by the Licensing Committee.

Councillor Marshall then addressed the Committee, concurring that the significant level of public interest in the application would merit its consideration and determination at a public meeting of the Planning Committee, rather than by officers under delegated powers. Councillor Marshall made reference to the local planning history of the site and to the change in the scale of operation which is proposed by the application.

Thereafter, Members debated the merits of the call in request.

The Committee agreed, Councillor Marshall dissenting, not to call in the application and that it instead be determined by officers under delegated powers.

The Meeting ended at 10.50 a.m.

Planning Committee
2 September 2014

IRVINE, 2 September 2014 - At a Special Meeting of the Planning Committee of North Ayrshire Council at 10.00 a.m.

Present

Matthew Brown, John Ferguson, Robert Barr, John Bruce, Tom Marshall, Ronnie McNicol and Robert Steel.

Also Present

Alan Hill

In Attendance

J. Michel, Senior Planning Officer (Economy and Communities); and A. Craig, Team Manager (Litigation) and M. Anderson, Acting Committee and Member Services Manager (Chief Executive's Service).

Chair

Councillor Brown in the Chair.

Apologies for Absence

John Bell, Joe Cullinane and Jim Montgomerie.

1. Declarations of Interest

There were no declarations of interest by Members in terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors.

2. Call In Request: 14/00490/PP: Isle of Cumbrae: Millport: 19 Cardiff Street

Submitted report by the Chief Executive on a call in request, in accordance with the approved call in procedure, in relation to an application for planning permission which would otherwise be determined by Officers under delegated powers.

The request, submitted in accordance with the approved call in procedure, has been made by Councillors Gallagher, Hill and Marshall that the application for Planning Permission should be determined by the Planning Committee and not by Officers under delegated powers. The stated reason for the call in request was as follows:-

- "1 To enable full public discussion of the planning issues;
- 2 To assess the economic impact of the Application on the existing small business on this economically fragile island;
- 3 To assess what impact this Application will have on the current policies of NAC to regenerate the Millport Townscape."

Councillor Hill then addressed the Committee in support of the call in request. Councillor Hill made reference to the the fragile economy of the island and the potential effect of the development on existing local businesses and employment, suggesting that the application be the subject of detailed consideration by the Planning Committee, including an economic impact study.

Thereafter, Members debated the merits of the call in request.

The Committee agreed that the application be determined by the Planning Committee.

The Meeting ended at 10.15 a.m.

NORTH AYRSHIRE COUNCIL

Agenda Item 3

Planning Committee

24 September 2014

Planning Area

Irvine/Kilwinning

Reference

14/00473/PP

Application

07 August 2014

Registered

Decision Due

07 October 2014

Ward

Irvine West

Recommendation	Approve Subject to conditions contained in Appendix 1
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Location

Site to North of Albann Limited
3rd Avenue
Heatherhouse Industrial Estate
Irvine

Applicant

Daniel McKay
3 Carnoustie Place
Irvine

Proposal

Siting of mobile snack bar on a permanent basis.

1. Description

This application seeks planning permission for the permanent siting of a mobile hot food takeaway trailer on a public road.

Planning application (N/11/00650/PP) was previously refused at Committee on 22nd November 2011 for the reason that the proposed development would be contrary to the Development Control Statement of the North Ayrshire Local Plan (excluding Isle of Arran) due to the potential detrimental impact on road safety arising from the siting in the public road.

An Appeal against the refusal was allowed by the Scottish Government Reporter and planning permission was granted on 8th May 2012, subject to three conditions: (1) that the permission was personal to the applicant; (2) that the permission was for a period of two years from the start date notified to the Council by the applicant that the kiosk was first placed on site for trading; and (3) that the mobile snack bar and all materials waste etc associated with the business should be removed from the site at the end of the day. The applicant thereafter confirmed the start date for trading as Monday 7th January 2013. The temporary consent will therefore expire 7th January 2015 and the applicant has made this application for permission to permanently site the business.

The unit would be sited within the carriageway of the public road on the north side of Third Avenue at the edge of Heatherhouse Industrial Estate. To the south is the Sigma-Aldrich BioSciences manufacturing facility, to the west is an engineering workshop and vacant motorcycle showroom, to the south east is a Sainsbury's Superstore and to the north is a Tesco Superstore. Riverway Retail Park lies further to the north and east beyond Tesco and the carriageway of Riverway Retail Park.

The mobile unit itself is of a standard design for such a facility and measures some 5m long by 2.1m wide by 2.6m high. The business sells a range of hot and cold foods and drinks ranging from traditional breakfast rolls to baked potatoes, home made meals, vegetarian options and teas/coffees etc. The unit is located at the site between 0700 hours and 1700 hours 7 days a week and is stored elsewhere outwith these times. The kiosk is mobile, fully self contained and no connection to any public utilities supply is required.

The application site is located within an area allocated for Employment and Industry in the Adopted North Ayrshire Council Local Development Plan.

2. Consultations and Representations

Neighbour notification was carried out and the application was advertised in the local press on 29th August, 2014 both for neighbour notification and as a potential 'bad neighbour' development. No objections or representations have been received to date.

Consultations :

Environmental Health - No objection.

Strategic Planning & Infrastructure (Roads) - No objection. SPI recommended refusal of the previous application and still have concerns that a mobile snack van sited on the public road is a road safety issue by creating an obstruction for road users. As the previous application was granted on appeal SPI is unable to recommend refusal but would advise that the applicant should comply with the relevant requirements of the Road Traffic Acts with regards to the siting of a trailer on the public road.

Response: Noted. The applicant has been made aware of this requirement.

3. Analysis

The previous application was considered against Local Plan policy at the time and it was concluded that, due to the general industrial character of the area there were no significant amenity issues meriting refusal of the application. The North Ayrshire Local Development Plan has since been adopted on 20th May 2014 with Policy A1 (Non-conforming uses not otherwise provided for by any other policy in the LDP) and the General Policy replicating the relevant policy considerations of the previous application. As the principle of the use has therefore been established, there is no requirement to re-assess the application in light of these policies.

There have been no changes to the particulars of the proposal and in line with the Reporter's comments, the main consideration in the determination of the application is whether the permanent siting of the mobile unit would result in any significant road safety issues.

In allowing the appeal, the Reporter noted that the temporary period was in order to monitor road safety issues. The unit has operated consistently from the same site since the commencement date notified by the applicant. There have been no issues associated with the siting on the road. SPI (Roads) has offered no objection following the monitoring period. It is therefore concluded that planning permission on a permanent basis would not be prejudicial to road safety provided the business continues to be operated in the same manner within the parameters of the planning permission. In order to ensure this continuity, it is therefore considered proportionate to apply the same conditions as before with regard to the permission being personal to the applicant and the requirement that the van and all materials be removed from the site at the end of each day.

It is therefore recommended that conditional planning permission be granted.

4. **Full Recommendation**

Grant subject to the conditions contained in appendix 1.

A handwritten signature in dark ink, appearing to read 'Karen Yeomans', is positioned above the printed name.

KAREN YEOMANS
Executive Director (Economy and Communities)

Cunninghame House, Irvine
28 August 2014

For further information please contact Neil McAteer, Assistant Planning Officer ,
on 01294 324316

RECOMMENDATION FOR PLANNING APPLICATION REF NO 14/00473/PP

Grant subject to the following conditions:-

1. That the planning permission hereby granted shall enure not for the benefit of the land to which it relates but for the benefit of the applicant only.
2. That the mobile snack bar, and all materials, waste etc. associated with the business shall be removed from the site at the end of each day.

The reason(s) for the above condition(s) are:-

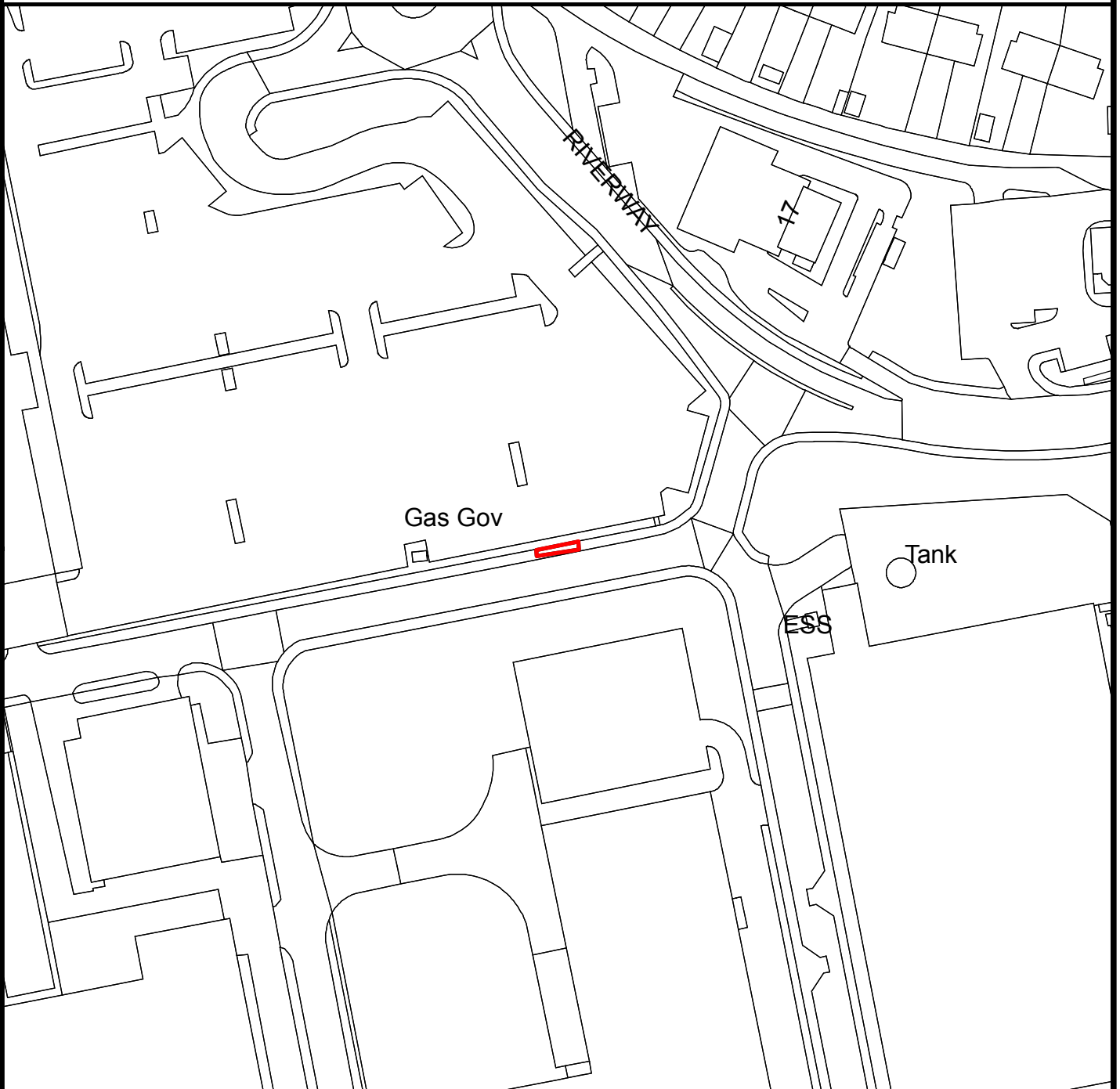
1. In the interest of the proper planning of the area.
2. To ensure that the site is left in a tidy condition and that there is no potential hazard to road users overnight.

Reason(s) for approval:

1. The proposal does not comply with the relevant provisions of the Local Development Plan, however other material considerations indicate otherwise and planning permission should be granted.

Committee Plans

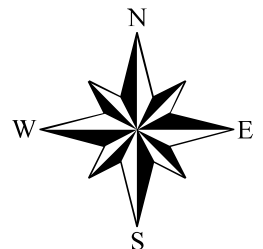
14/00473/PP



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

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1:1250 SCALE



NORTH AYRSHIRE COUNCIL

Agenda Item 4

24 September 2014

Planning Committee

Subject: **Planning Performance Framework**

Purpose: To present Planning Performance Framework 3 for publication and submission to Scottish Government.

Recommendation: That the Committee (a) notes the content of the Planning Performance Framework 3 (Appendix 1); and (b) approves the document's publication and submission to Scottish Government.

1. Introduction

- 1.1 The Planning Performance Framework (PPF) is a contemporary performance management framework. It was launched in April 2012 by Heads of Planning Scotland, in conjunction with the Scottish Government. The PPF was developed in response to the Scottish Government's planning reform agenda. An annual return is required from each planning authority. PPF3 (Appendix 1) is the third submission from the Council and covers the period from April 2013 to March 2014.
- 1.2 The PPF provides the planning system with a "balanced score card" approach to performance which enables each planning authority to demonstrate its achievements and individuality. The PPF was introduced to provide a broader picture of performance than that offered by the statutory performance indicators set by Audit Scotland.
- 1.3 At a meeting on 19 March 2014 the Committee noted the feedback received from Scottish Government on the Council's PPF2, and approved the Action Programme which has informed PPF3 (Appendix 1).

2. Current Position

- 2.1 The PPF sets out a variety of quantitative and qualitative indicators to measure the performance of the planning authority across five headings as follows:-

2.2 Part 1 - National Headline Indicators (NHIs).

2.2.1 The 11 NHIs are quantitative indicators which examine all aspects of the planning process. They assess areas such as planning decision making timescales, the progress of the Local Development Plan, and the level of the housing land supply. For PPF3 the results show that all of the development management indicators have improved from PPF2. Highlights include that application approval rates are continuing to improve year on year – 97.8% of applications were approved during the period 2013-14 compared to 96% during the period 2012-13. The full range of indicators are detailed within Appendix 1.

2.2.2 As stipulated within PPF2 processing agreements have been used and promoted within the Service. We have completed one so far and have a further two underway. A total of 8 major applications were received during the period. Average timescales for applications have reduced significantly from 30.9 weeks to 21.5 weeks.

2.3 Part 2 - Defining and Measuring a High Quality Planning Service

2.3.1 Part 2 provides a qualitative assessment, across eight areas of activity in order to define and measure a high quality planning service. The areas for performance assessment include the headings such as 'open for business', 'high quality development on the ground', and 'culture of continuous improvement'. Full details are available within Appendix 1.

2.3.2 In terms of defining and measuring the high quality planning service which the Council delivers, some points to note are that:

- The Local Development Plan was adopted in May 2014. Prior to adoption, several planning applications have been consented for new allocations with the plan, including Middleton Road, Perceton, North Gailes, Irvine, and Beith Road Longbar. Pre-application consultation is currently underway for further allocations at Sharphill, Saltcoats, and Lundholm Road, Stevenston.

- The Planning Service was recognised by the Scottish Government through the Scottish Awards for Quality in Planning. The collaborative and co-ordinated approach to the briefing and procuring of affordable housing won the award for Quality of Service in November 2013. The partnership approach used at Middleton Road has been shortlisted for the awards this year and will be considered later this year.
- We implemented our customer feedback survey, and have received some 150 responses from planning applicants, as well as a range of responses from other customers. The results provide convincing evidence of the quality of service that we are providing. The survey has been left open for planning applicants, with an invitation to submit comments issued with each decision notice.

2.4 Part 3 - Supporting Evidence

2.4.1 Supporting evidence is provided to substantiate the findings of the PPF. Evidence can be provided from a variety of sources such as customer input, any audit or management / process reviews, Council reports and initiatives, informal and formal benchmarking and partnership working with others. Details of the evidence base for PPF3 are outlined within Appendix 1.

2.4.2 Last year's feedback noted that the PPF2 lacked feedback of what customers think of our service delivery. This year's PPF3 details the results of the customer feedback survey undertaken during the period. Some 83% of 150 responses confirmed that their involvement with the Planning Service was positive.

2.5 Parts 4 & 5 - Service Improvements

2.5.1 Based upon the findings of Parts 1 & 2 of the PPF, the planning authority compiles a list of key actions for future service improvements during 2014-15. Progress on actions from 2013-14 is also noted. This year commitments for 2014-15 include that:

- We will undertake Community Council training on design;
- We will further integrate our processes with the Council's Economic Development services to assist in the delivery of the Council's Economic and Regeneration Strategy; and

- We will undertake a comprehensive review of our online planning presence on the Council website to improve the content and accessibility of information.

3. Proposals

- 3.1 It is proposed that the Committee approves the PPF3 for publication, after which the document will be submitted to Scottish Government for review and feedback.

4. Implications

Financial Implications

- 4.1 N/A.

Human Resource Implications

- 4.2 N/A.

Legal Implications

- 4.3 N/A.

Equality Implications

- 4.4 N/A.

Environmental and Sustainability Implications

- 4.5 N/A.

Implications for Key Priorities

- 4.6 The PPF3 contributes to the Council Plan - Action Plan Core Objective 4 'operating more efficiently and effectively' by increasing the levels of accountability and transparency within the Strategic Planning and Infrastructure Service and Planning Service and by introducing annual service improvement commitments.

5. Consultations

- 5.1 None.

6. Conclusion

6. 1 The PPF approach to measuring performance of planning authorities provides a balanced score card of qualitative and quantitative evidence. This provides a more rounded picture of performance, and facilitates improved benchmarking with other authorities. The PPF3 outlines a range of achievements as well as identifying specific areas for improvements which are in the process of being addressed during 2014-15.



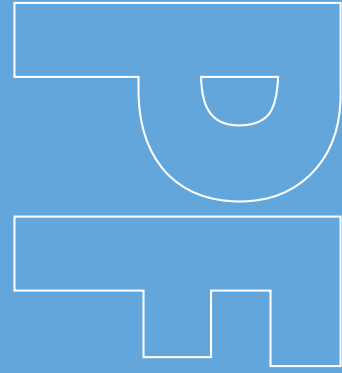
KAREN YEOMANS
Executive Director (Economy and Communities)

Reference :

For further information please contact David Hammond, Senior Manager
(Strategic Planning & Infrastructure) on 01294 324764

Background Papers

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North Ayrshire Planning Performance Framework 2013–2014

September 2014



FOREWORD



Councillor Matthew Brown
Chair of the Planning Committee



I am delighted to present the third North Ayrshire Planning Performance Framework. The information within this document reflects a great deal of hard work in sustaining our high performance, and in places improving upon already high standards. I am particularly pleased to note the findings of our first ever customer feedback survey, which shows outstanding satisfaction results. I am also confident that the constructive comments within the report from Scottish Government on PPF2 have been addressed within this latest PPF which demonstrates excellent progress since the last reporting period.



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

1. National Headline Indicators (NHIs)

Key outcomes	2013-2014	2012-2013	2011-2012
Development Planning:			
1. age of local/strategic development plan(s) (full years) ¹ <i>Requirement: less than 5 years</i>	8	7	6
2. development plan scheme: on track? (Y/N)	Y	Y	Y
Effective Land Supply and Delivery of Outputs			
3. effective housing land: years supply	5.89 years	6.57 years	4.29 years
4. effective housing land supply ²	3,300 units	3,683 units	2404 units
5. housing approvals	285 units	366 units	165 units
6. effective employment land supply	161ha	333ha	XXX ha
7. employment land take-up	39,295m ²	27,672m ²	25,900 m ²
8. effective commercial floor space supply	302,907m ²	129,179m ²	n/a m ²
9. commercial floor space delivered	5,781 m ²	9,789 m ²	4,828 m ²
Development Management			
Project Planning			
10. percentage of applications subject to pre-application advice	51%	33%	n/a%
11. number of major applications subject to processing agreement or other project plan	1	0	0
12. percentage planned timescales met	n/a%	n/a%	n/a%
Decision-making			
13. application approval rate	97.8%	96.1%	94%
14. delegation rate	93.8%	91.7%	92%
Decision-making timescales			
Average number of weeks to decision:			
15. major developments	21.5 weeks ³	30.9 weeks	14.7 weeks
16. local developments (non-householder)	6.8 weeks	8.7 weeks	8.7 weeks
17. householder developments	5.7 weeks	6.6 weeks	6.9 weeks
Enforcement			
18. time since enforcement charter published/reviewed (months) <i>Requirement: review every 2 years</i>	Feb 2013/2	Feb 2013/1	June 2011/15
19. number of breaches identified/resolved	127/169	137/138	20/11

¹ Please note that the North Ayrshire Local Development Plan was adopted on 20th May 2014. We state an age of 8 years because within the PPF period the previous Local Plan was technically still the prevailing development plan. The Scottish Government's comments in relation to concerns regarding our LDP timescales last year have been noted and there is no need for these to be repeated this year.

² The effective housing land supply is based on our draft 2013-2014 Housing Land Audit.

³ Figure distorted by a major application which took 37 weeks to process.

PLANNING PERFORMANCE FRAMEWORK

2. Defining and measuring a high-quality planning service

Open for business

North Ayrshire Council is committed to providing the highest quality of service to all customers of the planning service. This is evidenced by our high level of planning approvals in the period (97.8%), the assessment of a number of significant planning applications and our customer feedback as reported on below.

Our commitment to quality of service is further demonstrated by the percentage of planning applications subject to pre-application discussion, which has increased dramatically, from a respectable 33% to an impressive 51%. We believe this has contributed to the reduction across all of our determination timescales, as issues can be addressed before a formal application is submitted.

The Enterprise Area Protocol we have previously reported on has supported the delivery of four applications at the GlaxoSmithKline (GSK) plant, assisting with economic growth of this major employer in Irvine.



Planning applications have been brought forward for several new allocations in the LDP, including Middleton Road, Perceton, North Gales, Irvine, and Beith Road, Longbar. Two of these applications have been consented, while the other is awaiting a planning obligation. We are also pleased to report that at the time of writing, Pre-Application Consultation (PAC) is underway for further LDP allocations at Blairlands Farm, Dalry, Sharphill, Saltcoats, and Lundholm Road, Stevenston.

We have consented three interlinked proposals (one subject to a planning obligation at the time of writing) which were provided for within the LDP. These proposals, across three existing large industrial sites, provide for residential development on one of the sites to cross fund employment space enhancement and new provision at the other two.

These LDP proposals evidence our commitment to providing a plan-led system which addresses our legacy of industrial sites in seeking new uses which provide for large scale regeneration through new housing, retail and commercial development. Delivery of the Action Programme which accompanies the LDP is demonstrated by the progress on the above sites, all of which are included within the programme.

Our positive involvement in the consented applications associated with the redevelopment of Ayrshire Central Hospital, Irvine Leisure Centre, the public realm at Bridgegate, Irvine and the delivery of the Hunterston Test Turbine demonstrate the success of our open for business approach.

Further major developments consented during the period include consent for a new rehabilitation centre in Kilwinning and for a day care centre for dementia sufferers in Largs.

During the period, the Council launched the 'Team North Ayrshire' initiative, which is an account management programme for our key growth companies. The delivery of this initiative is led by colleagues in Business Development Services, however we have established a service agreement to provide timely planning advice as appropriate where companies have expressed a desire to physically expand premises, relocate etc. This joint working has delivered several successes to date, including the consent of amendments to an existing building to facilitate a multimillion pound expansion of Howco Group PLC into additional premises at i3 Innovation and Industry Park in Irvine.

To ensure we provide a consistent, positive customer experience we deliver a round the clock service, provided by dedicated staff. This includes an effective online presence delivered through our website, and eplanning as well as the provision of face to face guidance and advice from staff who are readily available on a daily basis.

As mentioned in last year's PPF, we commissioned GVA Consultants to prepare a development delivery study. The study is now complete, and the output includes recommendations to look at how Planning and Asset Management within the Council can work together to stimulate development. To that end, we are actively engaged with colleagues to look at the scope for 'buy now, pay later' arrangements for developers purchasing Council owned land. This has been successfully piloted at Montgomerie Park in Irvine. We are also exploring the scope for disposal of Council owned land for self build plots, which would require a development brief for sites and infrastructure provision arrangements.

North Ayrshire Council is committed to innovation and creativity. As mentioned in the last PPF, work undertaken to develop a new approach to the briefing and procuring for the development of affordable homes through the Council house building programme was shortlisted by the Scottish Awards for Quality in Planning (SAQP). In November 2013 North Ayrshire won the award for Quality of Service at the SAQP and this is a prime example of the service which we deliver to our customers.

The publication for the awards noted that:

“through this style of teamwork, a new model has been created which can be used again, by the Council, and potentially by other local authorities.”

Open for business

Case Study: Middleton Road – Place through Partnership

The pre-application discussions and service delivered through this case study demonstrate that at North Ayrshire Council we work in a partnership across the public and private sectors to deliver the development allocations within our LDP.

This project reflects a pro-active 'open for business' approach from the Council to the developer of the site. The Council arranged a workshop incorporating all the internal and external stakeholders for the development proposal to walk round the site before retiring to conference facilities to undertake an iterative process of layering the opportunities and constraints on to a site plan to create a block plan. This was then worked up into a fully detailed development proposal.



The outcomes of this process included that a high quality housing development layout which reflects Designing Streets was created, and the interests of different design stakeholders were more holistically reflected. The process also significantly reduced the number of layout iterations, and that, combined with the early involvement of all stakeholders, facilitated faster submission and processing of the planning application.

Planning consent was granted earlier this year, and the developer, Dawn Homes, is now on site.

We actively promote our level of service and as a result this project has been shortlisted for the Scottish Awards for Quality in Planning 2014.

High quality development on the ground

Following the approval of planning permission, significant regeneration projects took place during 2013/14 in the centre of Irvine, resulting in the transformation of the public realm at Bridgegate, a contemporary refurbishment of Bridgegate House and the completion of restoration works at the former Trinity Church.

Bridgegate & Trinity Church



At a smaller scale, the planning service also supported the development of a contemporary dwellinghouse at Meikle Auchengree between Beith and Dalry. Designed by an award winning architect, construction of the new house is now well underway. When complete, the building will add to the range and diversity of contemporary architecture being encouraged by the planning service throughout North Ayrshire's towns, villages and countryside.

Our 'open for business' approach and proactive attitude to development is evidenced through high quality development on the ground. The redevelopment of the public realm at Bridgegate, Irvine, was shortlisted as a finalist for the RTPi Excellence Awards 2014. The images below evidence the success and benefits of the improvements delivered.

In our 2012-13 PPF we referenced the work of the Redstone Design Team, which front loaded planning input to the delivery of 44 affordable homes by the Council in Kilwinning. This development is now complete. The result is an exemplar project of high quality development on the ground. The sense of place and the implementation of Designing Streets is evident in the images of the development below. In conjunction with Housing Services we will continue to monitor this development and hope that its success will be recognised through national award schemes which we intend to take part in.



In October 2013 we opened the first development of Council houses to be built on Cumbrae in over three decades which helps address the mismatch between the high proportion of older residents and existing housing stock that fails to adequately meet their needs.



St. Beya Gardens is intended as an exemplar for accessible, sustainable older people's housing and establishes a North Ayrshire benchmark for this type of accommodation. In 2014 it was the winner of the Rural Development of the Year and Senior Living Development of the Year at the Scottish Home Awards. It was recognised by Inside Housing as one of the Top 50 Affordable Developments in the UK and one of the Top 5 Small Affordable Developments in the UK, and it was also a finalist within the Residential category of the RICS Scotland Awards.

At both Redstone and St. Beya Gardens, the sites were identified through the emerging, now adopted, Local Development Plan. The promotion of a plan led system is key to our delivery of a high quality planning service. Our innovative use of the planning process through collaborative, partnership working has made a significant contribution to the delivery of these projects.

Conservation Area Regeneration Schemes

The repairs to Trinity Church, Irvine, were completed in November 2013. Since then Irvine Bay Urban Regeneration Company has been trying to source a suitable user. The Irvine Small Grants Scheme is progressing well and we have received an influx of enquiries. This scheme provides financial support to building owners within the core of Irvine Conservation Area to carry out necessary repairs to their property. We have delivered on 2 large projects at the crossroads of Bank Street/High Street and provided a small grant to a property on Hill Street. We are aiming to deliver a few more projects before the year end.

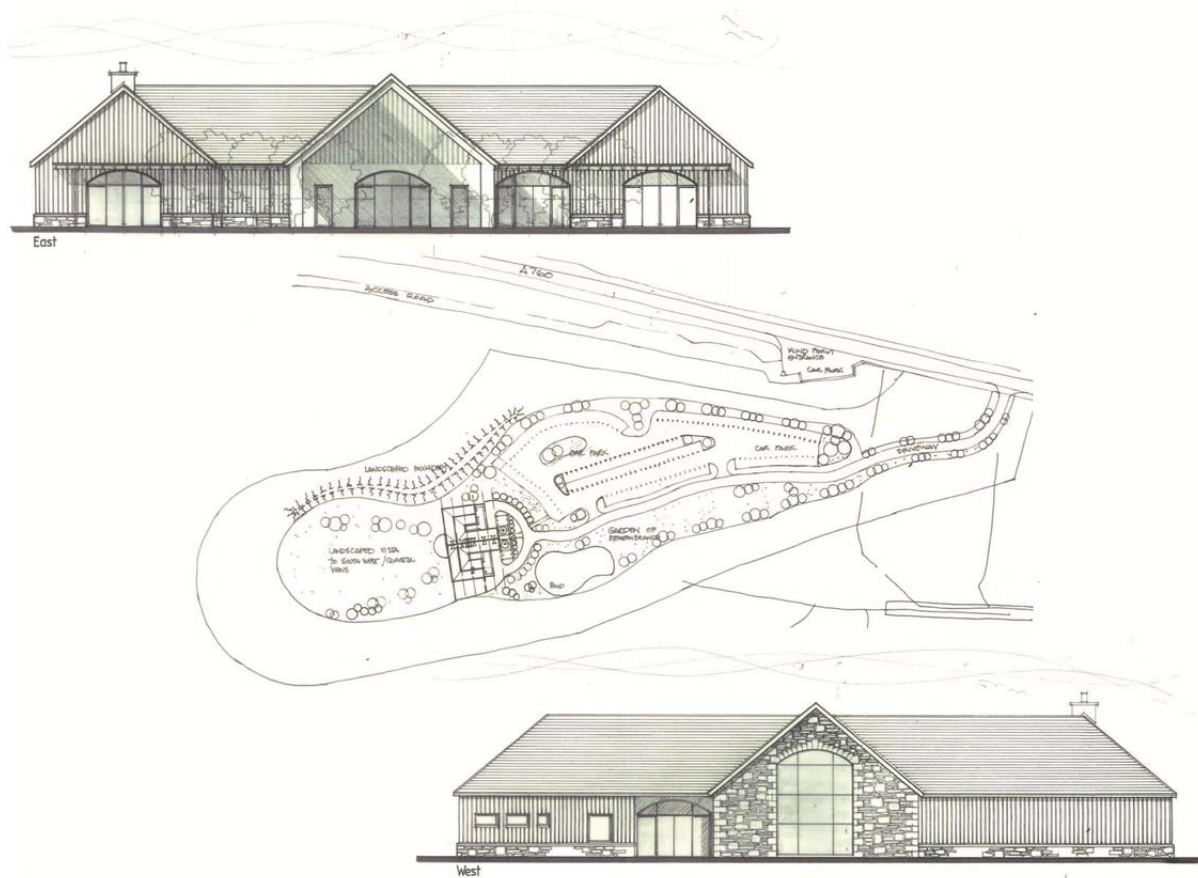
In Kilbirnie, over the past year the Small Grants Scheme has been a success and we have a reserve list for applications at the moment. We have one small project on site with 2 larger ones in development. The repairs to the Walker Hall started in June 2014 and will continue until November 2014. This is a significant project for the Council, with a budget cost of £410,000, and will deliver much needed repairs to a public hall.

High quality development on the ground

Case Study: North Coast Crematorium

This case study provides evidence of value added to planning applications in design terms. Early meetings with the applicants for a proposal for a new crematorium east of Largs highlighted that design was a key factor in working up detailed proposals.

With reference to our Rural Design Guidance, we were able to provide clear and concise advice on design changes required to improve the proposal.



Through pre-application discussion, the applicants were advised to refer to the Rural Design Guidance which advocates that new development takes cognisance of its landscape context, in this case an area of open, relatively remote moorland with a backdrop of steeply rising hills and fine expansive views to the east and west and also North Ayrshire's rural character, buildings and groupings. Design iterations produced a solution based on a courtyard arrangement of buildings of scale, massing, design and finishes more sympathetic to the rural situation. The buildings are orientated to maximise coastal views to the west framed within a landscaped vista. Mounding and planting are also proposed to integrate the building and its associated parking into the landscape to minimise their impact and avoid visual domination of the setting. A planning application is anticipated by the end of the year.

Certainty

The Scottish Government noted within our last PPF that there was insufficient evidence of the policy, advice and guidance in place to support proportionate information requirements to support planning applications. To address these comments, some examples of evidence of our policy, advice and guidance include:

- An Affordable Housing Policy Implementation Protocol, which is an internal document governing the process by which we secure affordable housing contributions from developers. This protocol was refreshed during the period to address issues of affordable housing considerations delaying determination of planning applications;
- Our suite of Design Guidance which sets out the design considerations applicants should have regard to in formulating their proposals;
- Guidance on Single Houses in the Countryside, which sets out detailed requirements for applicants making submissions under the associated policy;
- Our suite of Supplementary Guidance on turbine and wind farm development, which was updated with an addendum during the period to provide greater clarity for single turbine proposals;
- We have embraced new legislative requirements by producing High Hedge Notices Guidance for applicants and owners, which both outlines the purpose and criteria of the High Hedges (Scotland) Act 2013 and also indicates how we will process applications, and what supporting information or evidence applicants will be expected to provide. The document takes SG guidance into account and offers certainty to the public on whether their case is likely to be considered within the scope of the Act.

The new Local Development Plan was adopted in May 2014. The comments by the Scottish Government on our last PPF return in relation to LDP timescales have been noted. The reasons for the delay in adopting our LDP included the fact that we had to make a modification to the Plan, resulting in republication and reconsultation. We also received approximately four times the number of representations to the last plan, with associated additional time required to process these.

We have since undertaken a ‘post-mortem’ exercise involving all of the officers involved in the plan-making process. This exercise generated a significant number of recommendations for how we will do things differently in preparing the next LDP. These recommendations include considerations such as:

- Improved approach to the project management of the LDP process – including the Development Plan Scheme.
- Develop more efficient processes for engagement and evidence gathering to inform the Main Issues Report.
- Strengthen the LDP’s approach to focus more on people and placemaking.
- Develop a strategy for improved engagement with elected members, encouraging more effective interaction with the plan process.

It should be noted that following consultation on our proposed Supplementary Guidance on Developer Contributions, the Council decided to directly fund the required trunk road improvements, negating the need for a developer contributions policy.

Earlier this year, we prepared and published design principles for a major regeneration site at Ardrossan North Shore, and are working with the developer and other stakeholders to deliver development on this site.

Further evidence of the certainty that we are providing is reflected within our work on Middleton Road, Perceton, as outlined above. Bringing together all the stakeholders in preparing new development proposals provides a much higher level of certainty to the applicant.

Communications, engagement and customer service

We implemented our customer feedback survey during the period, and have received some 150 responses from planning applicants, as well as a range of responses from other customers whom we targeted, including elected Members and planning consultees. The survey has been left open for planning applicants, with an invitation to submit comments issued with each decision notice.

The results have been overwhelmingly positive. Some 83% of respondents confirmed that their involvement with the Planning Service was positive. Around 88% of respondents said that any advice offered was clear, and 96% stated that staff were quite or very knowledgeable. We were also successful in maintaining a single point of contact for customers, with 90% of respondents stating that they dealt with the same person all the way through their experience with us.

96% of respondents were happy with the promptness of reply to any correspondence. Statutory timescales aside, 92% of respondents were satisfied or very satisfied with the time taken to determine their planning application.

These results provide convincing evidence of the quality of service that we are providing. The main area for improvement identified was for improvement to the quality and content of the planning pages on the Council's website. This has been captured as a service improvement action for next year's PPF.

Some testimonials that we have secured from our customers during the period include:

'In our recent discussions with the Planning Service, we would commend the Council on being approachable and proactive. We have found the Planning Service to be very helpful and beneficial, and the Officers we have dealt with have been professional and approachable. The message that this sends out is that the Council is very much 'open for business'.

In particular I would comment that the staff we dealt with have a good commercial understanding of the development industry and the fact that some had worked in the private sector is an asset. Working in partnership with Councils is a priority for Springfield. We want to invest resources in areas where there is a mutual understanding and respect and our Chairman is keen for the company to focus on North Ayrshire.'

Springfield Homes

'The service has helped us navigate our investment proposals through the complexities of the statutory planning system, whilst avoiding prejudicing other stakeholders and Councillors. What has particularly stood out is the team's practical understanding of business and their willingness to find solutions rather than problems.'

North Gailes Leisure Ltd

"Thanks for the prompt delivery of the planning consent for the Dundonald Links clubhouse scheme – consent was received on Friday, bang on a month."

Keppie Design

North Ayrshire Community Hospital

"You are probably aware that Financial Close was reached on North Ayrshire Community Hospital in June and that work has now commenced on site at the Ayrshire Central Hospital site. I would like to thank you and your team for the time and effort put in to ensuring that planning approval was achieved in line with our original Processing Agreement."

NHS Ayrshire & Arran

Efficient and effective decision-making

A review was undertaken of the approach to 'legacy cases'. As a result a new working practice was introduced. A Legacy Case is now considered to be any application which has not been determined within 120 days from the date of registration, and includes applications subject to a Planning Obligation. Such cases are monitored on a regular basis by the Senior Manager, with contributions from the Case Officer and Legal Services as required, with project management files produced for each case. In this way the Legacy Cases are more effectively and efficiently managed. Since the inception of the revised practice, some 8 cases have been determined in accordance with the revised practice.

Effective management structures

One to one meetings with all staff on a monthly basis continue to be undertaken. This ensures that senior management have the opportunity to discuss with staff any changing priorities that arise which require response.

A review was undertaken of the approach to the monitoring of applications. As a result a new working practice was introduced. The Senior Manager reviews progress of all applications which are nearing determination over 3 time periods, at 6.5, 7 and 8 weeks from registration. Case Officers provide commentary on the progress of each identified case. In this way, applications are more effectively and efficiently managed, maintaining

the Authority's high level of performance.

DM Officers continue to benchmark with the West of Scotland grouping of East and West Dunbartonshire, Inverclyde, East Renfrewshire, Renfrewshire, and North Ayrshire Councils, and at the Heads of Planning DM Sub-Committee and Executive. Issues discussed include: PPF, staffing levels, costing the Planning Service, pre-application guidance for Councillors, high hedges, validation, review of quarries and landfill sites, format of screening opinions, S42 applications, archiving records and archaeology support.

The final phase of the restructure of the Planning Service was delayed to 2014/15, pending the completion of the corporate restructure, which has seen the Service move from the Development and Environment Directorate to the new Economy and Communities Directorate.

Financial Management & Local Governance

We have streamlined our budget reporting procedures and the management team continue to meet six weekly to monitor the service budget.

The Scheme of Delegation to Officers, which permits decisions on applications to be taken by Officers, was amended to include the determination of applications submitted in respect of the High Hedges (Scotland) Act.

Culture of continuous improvement

Our commitment to training continues. During the period we undertook project management training for staff, as well as time management training and customer service training. This was to facilitate the efficient and effective deployment of our limited resources.

Staff feedback suggested that this training has been useful, and we believe that it has contributed to the reduction in our timescales during the period.

Through the Performance and Personal Development process, we identified an opportunity for further training to enhance our implementation of, and consideration of applications arising from, the High Hedges legislation. Members of staff have attended training events on arboriculture assessment and contribute to on-going workshops arranged by the SG Improvement Service on the implementation of the High Hedges Act.

Other training included:

- 'Community Benefits' seminar, provided for elected members.
- 'The role of Councillors within pre-application discussion' seminar for elected members.

We also held a mini 'Drawing Places' event, following the successful roll out of Scottish Government led design training under the same title. We directly engaged a consultant to provide the training which has built confidence amongst staff in articulating advice and guidance by drawing and sketch work as opposed to verbal or written description. An example where this capacity was successfully deployed was as part of the Middleton Road design workshop reported on above. Internal staff were able to use their drawing skills confidently to articulate design options for this site.

Our commitment to staff and stakeholder training has been apparent in all of our PPF returns to date, but we recognise that an annual training plan would be an effective way to identify, plan and implement our training proposal. This has therefore been recorded as a service improvement action for 2014-2015.

During the period we have carried out a review, and subsequently updated the Enforcement Charter to ensure that a culture of continuous improvement is evident throughout all aspects of the planning service.

A total of 380 planning applications received during the period had a record of at least one 'value added' by the case officer. This represents 60% of the total number of planning applications for the period, and a significant increase from last year. Officers continue to be encouraged to suggest ideas and improvements to applications, and to record these using our UNIFORM system.

3. Supporting evidence

Part 2 of this report was compiled drawing on evidence from statistical data, discussion with team managers, PSIF activity, customer feedback survey, team development work and external benchmarking activity.

4. Service improvements: 2014-15

High Quality Development:

- We will implement a local design awards programme;
- We will undertake Community Council training on design; and
- We will review our suite of Design Guidance to ensure that it remains fit for purpose, and to identify whether consolidation is required in light of national guidance such as Designing Streets and the SCOTS Roads Development Guide.

Certainty:

- We will benchmark with other authorities in relation to guidance on pre-application advice and protocols with internal and external consultees;
- We will set up a programme of regular meetings with Action Programme stakeholders to monitor progress on programme delivery; and
- We took part in the review of Validation Standards to gain a consensus on minimum standards of information required to validate different types of applications. We will continue to participate and to review and simplify our application forms and guidance in line with the conclusions.

Communications, Engagement & Customer Service:

- We will prepare a Customer Service Charter, following the baseline evidence gathered from our customer feedback work;
- We will upgrade the public access to our planning records and guidance; and
- We will undertake a comprehensive review of our online planning presence on our website to improve the content and accessibility of information.

Efficient & Effective Decision Making:

- We will prepare a protocol for progressing and monitoring more effectively applications which are subject to a restoration bond.

Effective Management Structures:

- We will complete the restructure of the Planning Service; and
- We will further integrate with the Council's Economic Development services to assist in the delivery of the Council's Economic Strategy.

Culture of Continuous Improvement:

- We will prepare an annual plan of staff, elected Member and other stakeholder training initiatives, building on our significant successes to date.

5. Service improvements: 2013-14

Open for Business:

- We will work with developers to bring forward applications on at least three major development sites that are new allocations within the Local Development Plan.
 - Progress: Applications have been brought forward for several new allocations in the LDP, including Middleton Road, Perceton, North Gailes, Irvine, Beith Road, Longbar, Blairland Farm, Dalry. Two of these applications have been consented, with the other awaiting a planning obligation. We are also pleased to report that Pre-Application Consultation is underway for further LDP allocations at Sharphill, Saltcoats, and Lundholm Road, Stevenston.
- We will consult with businesses on Arran as part of preparation of new Supplementary Guidance on Affordable Housing for the island.
 - Progress: Consultation is scheduled for Autumn 2014, following changes to the scope of this project which resulted in additional time required for research.

High Quality Development:

- We will create a new internal 'design panel' to review and advise on proposals where design is particularly sensitive.
 - Progress: The design panel has been created and advice has been provided on a range of applications, but also on pre-application proposals as well.
- We will identify a mechanism to review development outcomes and monitor the changes in the physical environment.
 - Progress: This action has been subsumed into our Monitoring Framework for the LDP, which is now in place. This includes the monitoring of the employment and housing land supply as well as the capturing of more qualitative data in relation to the completion of developments, customer experience and wider community benefits.

Certainty:

- We will adopt the new Local Development Plan.
- Progress: The LDP was adopted in May 2014. We note that this is considered core business and as such is not relevant as a service improvement.

- We will implement processing agreements for at least three planning applications to assist in reducing our average timescales for determining applications.
- Progress: We have completed one processing agreement and have an additional two currently underway. This is further supplemented by new guidance developed in relation to the processing of major applications to ensure the following:
 - More effective and earlier engagement of key stakeholders;
 - Clarity early in the process about information requirements and any matters to be addressed by a planning obligation;
 - Greater lines of communication;
 - Greater predictability and certainty over the timing of key stages;
 - Greater transparency in decision making for everyone involved in the process; and
 - Faster decision making through effective project management with a focus on delivery.

Communications, Engagement & Customer Service:

- We will implement a customer feedback programme to identify further service improvements.
- Progress: A customer feedback survey was undertaken during the period. The results are detailed elsewhere within this report.

Efficient & Effective Decision Making:

- We will bring resolution to our remaining 5 'legacy' cases.
- Progress: A review was undertaken of the approach to 'legacy cases'. As a result a new working practice was introduced. A Legacy Case is now considered to be any application which has not been determined within 120 days from the date of registration, and includes applications subject to a Planning Obligation. Such cases are monitored on a regular basis by the Senior Manager, with contributions from the Case Officer and Legal Services as required, with project management files produced for each case. In this way the Legacy Cases are more effectively and efficiently managed. Since the inception of the revised practice, some 8 cases have been determined in accordance with the revised practice.

Effective Management Structures:

- We will implement the remaining elements of the Planning Services restructure, including incorporation of a Transportation team within Planning Services.
- Progress: Completed.

Financial Management & Local Governance:

- We will streamline our budget reporting procedures and the management team will meet six weekly to monitor the service budget.
- Progress: The management team continue to meet regularly to discuss the budget.

Culture of Continuous Improvement:

- We will embed a project management culture through project management training for all staff, to assist in the efficient and effective deployment of resources and to reduce average timescales.
- Progress: Project Management training for all staff was undertaken in September 2013. Staff feedback suggested that this training has been useful, and we believe that it has contributed to the reduction in our timescales during the period.

PLANNING PERFORMANCE FRAMEWORK OFFICIAL STATISTICS

Decision-making timescales

Category	Total number of decisions 2013-2014	Average timescale (weeks)	
		2013-14	2012-2013
Major developments	8	21.5 weeks	30.9 weeks
Local developments (non-householder)	261	6.8 weeks	8.7 weeks
• Local: less than 2 months	93.1%	6.2 weeks	6.6 weeks
• Local: more than 2 months	6.9%	14.2 weeks	22 weeks
Householder developments	234	5.7 weeks	6.6 weeks
• Local: less than 2 months	99.1%	5.7 weeks	6.4 weeks
• Local: more than 2 months	0.9%	9.1 weeks	13.1 weeks
Housing developments			
Major	0		27.8 weeks
Local housing developments	87	7.2 weeks	11.5 weeks
• Local: less than 2 months	93.1%	6.6 weeks	7.2 weeks
• Local: more than 2 months	6.9%	14.6 weeks	29 weeks
Business and industry			
Major	0		0 weeks
Local business and industry	21	6.1 weeks	9.9 weeks
• Local: less than 2 months	100%	6.1 weeks	6.5 weeks
• Local: more than 2 months	0%	0 weeks	37.8 weeks
EIA developments	0	0	0
Other consents*	74	2.8 weeks	7.4 weeks
Planning/legal agreements**	4	18.7 weeks	108.6 weeks
Local reviews	9	7.0 weeks	9.9 weeks

* Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

** Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2013-2014 No.	%	2012-2013	
Local reviews	9	7	77.8%	9	64.3
Appeals to Scottish Ministers	1	1	100%	3	75

Enforcement activity

	2013-2014	2012-2013
Cases taken up	158	138
Breaches identified	127	122
Cases resolved	169	137
Notices served***	7	5
Reports to Procurator Fiscal	1	0
Prosecutions	0	1

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

Context

The Council continues to maintain a high level of performance to assist with the Council's Aims and Strategies.

WORKFORCE AND FINANCIAL INFORMATION

Head of Planning Service	Tier								
	1	2	3	4					
	Managers		Main Grade Posts		Technicians Posts		Office Support/ Clerical		Totals
	No. of Posts	Vacant	No. of Posts	Vacant	No. of Posts	Vacant	No. of Posts	Vacant	
Development Management	2	0	4.2	0	2	0	2	0	10.2
Development Planning	1	0	3	0	3	0	0	0	7
Enforcement Staff	0	0	1	0	0	0	0	0	1
Cross Service/ Other Planning	1	0	3	0	0	0	0	0	4
									22.2

Staffing Profile	Number
Under 30	3
30-39	14
40-49	1
50 and Over	6

Committees & site visits	Number per year
Full Council Committees	8
Planning Committees	14
Area Committees (where relevant)	n/a
Committee site visits	Unknown
LRB	9
LRB site visits	TBC
LDP Committees	2

Planning Service Budgets	Budget	Costs		Income
		Direct	Indirect	
Development Management	TBC	TBC	TBC	TBC
Development Planning	TBC	TBC	TBC	
Enforcement	TBC	TBC	TBC	

