



Agenda

Planning Committee

Date: Wednesday, 28 October 2015

Time: 10.00

Venue: Committee Room 3,
Council Offices, Garshake Road, Dumbarton

Contact: Nuala Quinn-Ross, Committee Officer
Tel: 01389 737210, nuala.quinn-ross@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of the **Planning Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor Lawrence O'Neill (Chair)
Provost Douglas McAllister (Vice Chair)
Councillor Denis Agnew
Councillor Gail Casey
Councillor Jim Finn
Councillor Jonathan McColl
Councillor Patrick McGlinchey
Councillor John Mooney
Councillor Tommy Rainey
Councillor Hazel Sorrell

All other Councillors for information

Date of Issue: 16 October 2015

PLANNING COMMITTEE

WEDNESDAY, 28 OCTOBER 2015

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING 5 - 12

Submit for approval as a correct record, the Minutes of Meeting of the Planning Committee held on 23 September 2015.

4. NOTE OF VISITATION 13 - 14

Submit, for information, Note of Visitation carried out on 16 September 2015.

5. PLANNING APPLICATION 15 - 30

Submit report by the Executive Director of Infrastructure and Regeneration in respect of the following planning application.

New Application:-

DC15/144 & DC15/145 – Erection of Council Office building incorporating restored façade and associated car park, landscaping and plant enclosure at the Old Academy Building, Church Street, Dumbarton by West Dunbartonshire Council.

6. RECEIPT OF APPEAL AGAINST THE REFUSAL OF APPLICATION DC15/041 FOR THE RETROSPECTIVE CHANGE OF USE FROM CLASS 1 RETAIL TO AMUSEMENT CENTRE AT UNITS 57-61, 36 SYLVANIA WAY, CLYDEBANK 31 - 32

Submit report by the Executive Director of Infrastructure and Regeneration advising of the submission of a planning appeal in relation to the above.

- 7. RECEIPT OF AN APPEAL AGAINST THE REFUSAL OF PLANNING PERMISSION FOR (DC14/168) ALTERATION TO PERMITTED EXTENT OF QUARRYING OPERATIONS AND CONSEQUENTIAL AMENDMENTS TO APPROVED LANDSCAPING, TREE PROTECTION AND RESTORATION SCHEMES (AMENDMENT TO CONDITION NUMBERS 22, 27, 28, 46 AND 47 OF PLANNING PERMISSION DC02/187) AT DUMBUCKHILL QUARRY, STIRLING ROAD, DUMBARTON BY PATERSON'S OF GREENOAKHILL LTD. 33 - 36**

Submit report by the Executive Director of Infrastructure and Regeneration requesting that the Committee note the receipt of a claim for an award of expenses in relation to the above appeal.

- 8. PLANNING PERFORMANCE FRAMEWORK 2014/15 37 - 88**

Submit report by the Executive Director of Infrastructure and Regeneration informing of the recent comments received from the Scottish Government and the peer review regarding the Planning Performance Framework submitted by this Council for 2014/15.

- 9. RENFREWSHIRE LOCAL DEVELOPMENT PLAN 89 - 92**

Submit report by the Executive Director of Infrastructure and Regeneration advising on the outcome of a legal challenge to the adoption of the Renfrewshire Local Development Plan.

- 10. CONSULTATION ON CHANGES TO NATIONAL BUILDING STANDARDS To Follow**

Submit report by the Executive Director of Infrastructure and Regeneration advising of the publication of a consultation on changes to national building standards to introduce in-building physical infrastructure for high speed electronic communications networks and to agree the Council's response.

PLANNING COMMITTEE

At a Meeting of the Planning Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 23 September 2015 at 10.02 a.m.

Present: Provost Douglas McAllister and Councillors Denis Agnew, Gail Casey, Jim Finn, Jonathan McColl, John Mooney and Lawrence O'Neill.

Attending: Jim McAloon, Head of Regeneration and Economic Development; Keith Bathgate, Team Leader (Development Management); Raymond Walsh, Network Services Co-ordinator; Nigel Ettles, Principal Solicitor and Nuala Quinn-Ross, Committee Officer, Legal, Democratic and Regulatory Services.

Apologies: Apologies for absence were intimated on behalf of Councillors Patrick McGlinchey, Tommy Rainey and Hazel Sorrell.

Councillor Lawrence O'Neill in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Planning Committee held on 26 August 2015 were submitted and approved as a correct record.

NOTE OF VISITATIONS

A Note of Visitations carried out on 19 August 2015, a copy of which forms Appendix 1 hereto, was submitted and noted.

PLANNING APPLICATIONS

Reports were submitted by the Executive Director of Infrastructure and Regeneration in respect of the following planning applications.

Continued Application:-

(a) DC14/096 - Erection of a 2½ Storey House and Installation of an Associated Driveway at Land Adjacent to Stirling Road, Glenpath, Dumbarton.

The Team Leader (Development Management) was heard in further explanation of the application and in answer to Members' questions.

The Chair, Councillor O'Neill, invited Mr Robert Anderson, local resident and representative for a number of local residents, to address the Committee. Mr Anderson made his and a number of local residents' views on the application known.

The Chair, Councillor O'Neill, then invited Mr Nazir, the applicant, to address the Committee. Mr Nazir spoke in further explanation of the application and was heard in answer to Members' questions.

The Network Services Co-ordinator was then heard in answer to Members' questions.

Following discussion Councillor Mooney, seconded by Councillor Casey moved:-

That Committee agree to grant full planning permission subject to the conditions specified within the report to the meeting of the Committee on 26 August 2015 and the condition specified within the report to this meeting of the Committee, details of which are contained within Appendix 2 hereto.

As an amendment, Councillor McColl, seconded by Councillor Finn moved:-

That the application be refused on the grounds that it is contrary to Policies H5 of the West Dunbartonshire Local Plan 2010 and BC3 of the proposed West Dunbartonshire Local Development Plan as the development is not in keeping with the character or the appearance of the neighbourhood.

On a vote being taken 3 Members voted for the amended and 4 for the motion, which was thereafter declared carried.

New Application:-

(b) DC15/073 - Change of Use from Vacant Industrial Unit to Gymnastics Club by Dynamite Gymnastics Club at Unit 1, 12 North Avenue, Clydebank Business Park.

Reference was made to the site visit which had been undertaken in respect of the above application.

The Committee agreed to grant full planning permission subject to the conditions specified within the report, details of which are contained within Appendix 3 hereto.

PLANNING APPEALS

A report was submitted by the Executive Director of Infrastructure and Regeneration advising of the receipt of:-

- (1) an appeal decision in relation to change of use of 18 Britannia Way, Clydebank from retail to public house/restaurant and associated works (DC14/251); and
- (2) notice of an appeal against the refusal of planning permission for alteration to the permitted extent of quarrying operations and consequential amendments to approved landscaping, tree protection and restoration schemes at Dumbuckhill Quarry, Stirling Road, Dumbarton (DC14/168).

After discussion and having heard the Team Leader (Development Management) in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

The meeting closed at 10.49 a.m.

PLANNING COMMITTEE

NOTE OF VISITATIONS – 19 AUGUST 2015

Present: Councillors Jim Finn, Denis Agnew ((a) only) and Tommy Rainey ((b) only)

Attending: Pamela Clifford, Planning & Building Standards Manager

SITE VISIT

Site visits were undertaken in connection with the undernoted planning applications:-

(a) Former Dunclutha site, Parkhall Road, Clydebank

DC15/027 - Erection of 6 flats and 4 houses with associated landscaping, access road and boundary treatments at Site of "Dunclutha", Parkhall Road, Clydebank.

(b) Land adjacent to Stirling Road, Glenpath, Dumbarton

DC14/096 - Erection of a 2½ Storey House and Installation of an Associated Driveway at Land Adjacent to Stirling Road, Glenpath, Dumbarton.

DC14/096 - Erection of a 2½ Storey House and Installation of an Associated Driveway at Land Adjacent to Stirling Road, Glenpath, Dumbarton.

Permission was GRANTED subject to the following conditions:-

1. Exact details and specifications of all proposed external materials shall be submitted for the further written approval of the Planning Authority prior to any work commencing on site and shall be implemented as approved. Such materials shall include the use of natural slate for roofs and wetdash render for elevational treatment.
2. Prior to the commencement of any works on the site the position of the house shall be pegged out on site for inspection and further written approval of the Planning Authority.
3. No trees or shrubs shall be felled or removed from the site until such time as a detailed tree survey and proposed landscaping scheme have been submitted to and approved by the Planning Authority. These shall detail the position of all significant trees and clearly identify those which are to be felled and those for retention. The tree retention and landscaping proposals shall ensure the retention and where necessary enhancement of screening along the Stirling Road and Glenpath boundaries of the site. The landscaping and tree retention shall thereafter be implemented as approved, with new planting taking place not later than the next appropriate planting season after the occupation of the house. The scheme shall also include details of the maintenance arrangements, which shall retain the boundary screen planting in perpetuity, and the landscaping shall thereafter be maintained in accordance with these details.
4. No development shall commence until such time as a detailed levels plan showing ground and finished floor levels and detailing the extent of any cut and fill operations has been submitted to and approved by the Planning Authority. The development shall thereafter be implemented in accordance with these levels unless otherwise agreed in writing by the Planning Authority.
5. Prior to the commencement of development, full details of any fences, walls, railings or gates to be erected shall be submitted for the further written approval of the planning authority and implemented as approved. Such boundary treatment on Stirling Road shall be of a type which prevents pedestrian access.
6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), no pedestrian or vehicular access shall be formed from the site onto Stirling Road at any time.
7. During the period of construction, all works and ancillary operations which are audible at the site boundary, or at such other places that may be agreed by

the Planning Authority shall be carried out between 8am and 6pm Mondays to Fridays, 8am and 1pm on Saturdays and not at all on Sundays or Public Holidays.

8. No development shall commence until such time as the details of the surface water drainage arrangements have been approved in writing by the Planning Authority. Such drainage arrangements shall ensure that there is no run-off from the site onto the public road.
9. The dwelling shall not be occupied until such time as the section of Glenpath between the site access and the junction with Barnhill Road (as marked on the approved plan) has been upgraded to the standard required by the Council's adopted Roads Development Guideline (or such other standard as might first be approved in writing by the Planning Authority). Details of the works to be carried out shall be submitted to and approved by the Planning Authority prior to any works on site and implemented as approved.

Informative:

Permission is granted for a single house with ancillary domestic accommodation. Any use falling out with Use Class 9 (Houses) of the Town and Country Planning (Use Classes) (Scotland) Order 1997 (as amended) would require a separate application for planning permission, as would any subdivision of the house into multiple separate dwellings.

DC15/073 - Change of Use from Vacant Industrial Unit to Gymnastics Club by Dynamite Gymnastics Club at Unit 1, 12 North Avenue, Clydebank Business Park.

Permission was GRANTED subject to the following conditions:-

1. Notwithstanding the provisions of the Town and Country Planning (Use Classes) (Scotland) Order 1997, and any subsequent order amending, revoking or re-enacting that Order, the premises shall be used as a gymnasium / gymnastics club only, and not for any other purpose (including another 'Class 11' purpose) without the express permission of the Planning Authority.
2. Prior to the occupation of the development hereby approved the associated ancillary car parking area for the unit shall be delineated on the site.

DRAFT

PLANNING COMMITTEE

NOTE OF VISITATION – 16 SEPTEMBER 2015

- Present:** Councillor Jim Finn
- Attending:** Keith Bathgate (Development Management Team Leader)
- Apologies:** Councillors Patrick McGlinchey, Tommy Rainey, Martin Rooney

SITE VISIT

A site visit was undertaken in connection with the undernoted planning application:-

- (a) 12 North Avenue, Clydebank Business Park

DC15/073 - Change of Use from Vacant Industrial Unit to Gymnastics Club by Dynamite Gymnastics Club at Unit 1, 12 North Avenue, Clydebank Business Park.

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Planning Committee: 28 October 2015

**DC15/144 &
DC15/145** **Erection of council office building incorporating restored
façade and associated car park, landscaping and plant
enclosure at Old Academy Building, Church Street,
Dumbarton by West Dunbartonshire Council.**

1. REASON FOR REPORT

- 1.1** These applications raise issues of local significance. Under the terms of the approved Scheme of Delegation they require to be determined by the Planning Committee.

2. RECOMMENDATION

- 2.1** **Grant** full planning permission (DC15/145) subject to the conditions set out in Section 9 below.
- 2.2** **Delegate authority to grant** listed building consent (DC15/144) to the Planning and Building Standards Manager subject to the conditions set out in Section 9 below and to the conclusion of formal notification of Historic Scotland.

3. DEVELOPMENT DETAILS

- 3.1** The site is 1.2 hectare in area within Dumbarton town centre, which includes the 'A'-listed façade of the Old Academy building on Church Street. The rest of the Old Academy building had been demolished in 2005, and the remainder of the site previously contained the Burgh Hall which was demolished earlier this year. Aside from the listed façade, the site has recently been cleared in preparation for redevelopment.
- 3.2** The site is bounded by Church Street, Castle Street and Glasgow Road, with frontages onto all three of these streets. To the north is the Dumbarton Sheriff Court, to the south west is a corner tenement block with ground floor commercial units, and to the south east is a small public car park. Glasgow Road is a busy traffic route which bypasses the town centre, whilst both Castle Street and Church Street are the main vehicular and pedestrian routes into the town centre. Other nearby uses on these streets include offices, a church, a masonic hall and the Denny Tank museum, along with the vacant former Allied Distillers development site on Dumbarton waterfront.

- 3.3** The Council proposes to build a new 5,455m² office building to replace its existing facility on Garshake Road and both planning permission and listed building consent is sought for the development. The proposed development would incorporate the existing façade onto Church Street, which would become the front elevation and main public entrance into the building. The side gable walls of the façade would also be retained, and it is proposed to rebuild a pitched roof with dormer windows fronting the street to replicate those of the original building. Works would be carried out to restore the stonework of the façade. New windows with double glazing and slim profile timber frames would be installed within the existing openings. The original timber doors and associated ironmongery would be refurbished and reused on the main entrance, and a ramp will be constructed to the right of the main entrance to provide level access to the building. This part of the building will be 2 storeys in height and would contain the public parts of the building including the reception, “One Stop Shop” and civic spaces for events and meetings.
- 3.4** The larger part of the new building would be built onto the rear of the restored façade. This would be a three-storey high building of simple design, with a flat roof and large floor to ceiling windows. It would contain the main office space, ancillary meeting rooms and welfare accommodation, arranged around a central atrium. A staff entrance would be located at the rear of the building adjacent to a 195-space car park, which would have separate vehicular access and egress points on Castle Street. As the building itself would be well set back from Castle Street, an area of landscaped amenity space would be formed to the south of the building, adjacent to the gable of the neighbouring tenement block. Another strip of landscaping would be formed between the northern side elevation of the building and the boundary with the Sheriff Court. There would be no direct pedestrian or vehicular access onto Glasgow Road or into the adjacent public car park, and existing trees around these edges of the site would be retained, while some new trees would also be planted within the new car park. Plant equipment for the new offices would be in a purpose built enclosure clad with metal panels, located in the northern part of the site between the car park and the retained tree belt, while a bin storage enclosure would be formed behind an existing substation in the north-western corner of the site.

4. CONSULTATIONS

- 4.1** West Dunbartonshire Council Roads Service has no objection subject to conditions relating to the provision of cycle facilities, disabled parking and directional signage.
- 4.2** West Dunbartonshire Council Environmental Health Service has no objection, subject to a number of conditions relating to the submission of a final remediation scheme for the site, a noise impact assessment, dust/noise control method statements and a condition restricting hours of construction.

- 4.3** Historic Scotland has been consulted informally throughout the design phase, and has indicated support for the façade retention project. They have suggested a number of minor alterations to the access ramp and certain other features, which can be dealt with by way of conditions. As this is an “A” listed building and is owned by the Council, a formal notification of Historic Scotland will be required before listed building consent can be granted.
- 4.4** SEPA has no objections to the proposal.
- 4.5** West of Scotland Archaeology Service has no objections to the proposal subject to a condition requiring a programme of archaeological works to be undertaken.
- 4.6** Scottish Water have not responded at the time of writing this report

5. REPRESENTATIONS

- 5.1** One representation has been received from the Architectural Heritage Society of Scotland. They welcome the proposed re-use and restoration of the listed façade, and the attention to stone repair and of restoration of the carved stonework in the design statement. Whilst they would ideally have wished to see a replica of the original spire reinstated on top of the tower they recognise that realistically that may not be affordable. They initially also suggested that glazing on the front elevation could incorporate contemporary leaded glass to replicate the original glazing and improve privacy, but following discussions with Historic Scotland it was agreed that on the evidence available the building was unlikely to originally have featured leaded glass.

6. ASSESSMENT AGAINST THE DEVELOPMENT PLAN

West Dunbartonshire Local Plan (2010)

- 6.1** The proposed development site is within Dumbarton Town Centre. Policy RET1 identifies town centres as the preferred location for new public service developments. Policy RET5 supports non-retail uses within town centres where they contribute to vitality and viability and do not conflict with other Local Plan policies. The town centre is also identified as a Strategic Business Centre and Core Economic Development Area by Policy LE6, where office and business uses are supported. The proposal supports the town centre and economic development policies of the Local Plan
- 6.2** The Old Academy façade is a listed building. Policy BE2 seeks to protect listed buildings. Policy BE4(2), identifies the Academy buildings as a listed building opportunity, suitable for a number of uses including business. Its retention and restoration is supported by these policies.

7. ASSESSMENT AGAINST MATERIAL CONSIDERATIONS

Scottish Planning Policy (SPP)

7.1 This promotes a 'Town Centre First' policy for uses that attract significant numbers of people, including offices. The development supports the town centre first principle and the sequential approach. The SPP also requires that the planning system promotes business and industrial development that increases economic activity while safeguarding and enhancing the natural and built environments as national assets. The SPP also supports a parking restraint policy for significant trip-generators, and contains a national maximum parking standard for new business development (Use Class 4) of 2,500m² and above of 1 space per 30m². Parking issues are addressed below.

West Dunbartonshire Local Development Plan (WDLDP), Proposed Plan

7.2 On 8 April 2015, the Council advertised its intention to adopt the WDLDP, incorporating all of the Examination Report recommended modifications (with the exception of those relating to the inclusion of Duntiglennan Fields, Duntocher as a housing development opportunity). On the same date, the Council advised the Scottish Ministers of its intention to adopt the Plan. The policies referred to below therefore incorporate the recommended modifications. The formal adoption of the plan is presently with the Scottish Ministers.

7.3 The Dumbarton Town Centre and Waterfront "Changing Place" section of the Plan identifies the site as an opportunity for a new Civic Quarter. The Plan outlines the Council's commitment to the retention and restoration of the A-listed façade, and supports the development of civic and public services on the remainder of the site where these present an appropriately designed and active frontage along Castle Street. Policy SC3 states that proposals for non-retail uses will be supported within Town Centres where these encourage visits to the centre and are appropriate to the centre's role and function. Town Centres are the preferred location for public services.

7.4 Policy BH3 supports appropriate enhancement of listed buildings and indicates that demolition or development that would adversely affect the special interest, character or setting of a Listed Building will not be permitted.

7.5 Policy DS1 states that all development will be expected to contribute towards creating successful places by having regard to the relevant criteria of the six qualities of a successful place including: distinctive, adaptable, resource efficient, easy to get to/move around, safe and pleasant, and welcoming.

7.6 It is considered that the proposal would be consistent with all of these policies.

Dumbarton Strategy

7.7 The revised strategy for Dumbarton Town Centre and Waterfront was approved by IRED Committee in December 2014. The Strategy supports a new Council office building on the proposed site.

History of Old Academy

- 7.8** The French Gothic façade in ornately carved sandstone is the last remnant of the Old Academy building, and is of significant historical and architectural importance. The building was originally designed by Thomas Leiper and was constructed in 1865 as the Dumbarton Academy and Burgh Halls, originally with a hipped roof and a wooden spire. After a fire in 1882 the spire was omitted and the roof was rebuilt with gables and dormer windows facing Church Street. The building later became a primary school and then Education Department offices. It was again damaged by fire in 1976, which resulted in the halls at the rear of the site being demolished and replaced by the free-standing New Burgh Hall (1984-2015). Although the remainder of the building was listed in 1981, after the fire it gradually fell into a dangerous state of disrepair. In 1992 an application for listed building consent to demolish the building was refused, and in 1995 the listing category was raised from 'B' to 'A'. In 2005 planning permission and listed building consent were granted for the partial demolition of the building, with only the front façade and gables being retained.

Principle of Development

- 7.9** The Council has previously taken a decision to build a significant new office development within Dumbarton town centre as part of its office rationalisation project, enabling closure of the existing Garshake Road facility. In addition to office accommodation the new building will also provide civic space for Council events as it will contain a large multi-functional space within the restored part of the building. The development will bring a large number of employees and visitors into the town centre, many of whom will be likely to use local amenities such as shops and cafes and thus support the local economy. Despite significant investment in improvement works over the years, Dumbarton town centre has suffered a significant decline in its retail offer and footfall; a vicious circle that the proposal will help to break. In addition to its contribution towards the vitality and viability of the wider town centre, the development will also allow the listed façade to be retained, renovated and brought back to life, which will visually improve this main route into the town centre and secure the future of this nationally important building. The principle of the development is therefore fully in line with policies and aspirations for the town centre, and the proposal is to be welcomed.

Design and Appearance

- 7.10** Prior to the submission of the application, several meetings were held with the project design team and Historic Scotland to ensure that the listed façade was incorporated into the design of the new building as sympathetically as possible. The proposed design was regarded as the best option as it fully incorporates the façade into the rest of the building. The original pitched roof will be rebuilt with a high quality slate covering to match the character and appearance of the original roof. Some of the original slates have been salvaged and may be reused, but this will depend upon their condition. The dormer windows will be replicated with timber frames and slate roofs and

cheeks. The existing window openings will have timber framed windows in a style to match the original windows; however, the glass will be double glazed to meet modern standards for sound and heat insulation. The original timber entrance doors, which were retained prior to the demolition works around 10 years ago, will be restored and refitted, adding some of the original character back to the building. The intricately carved stonework will be restored and the tower will also be restored with new timber louvres fitted within the openings. Historic Scotland has raised some concern over the design of the new access ramp that would provide level access at the main entrance to the building. They are concerned that the densely arranged vertical railings add an element of clutter to the front elevation of the building and have suggested that a simpler, more sympathetic style should be considered. Alternative designs are being discussed with Historic Scotland to ensure that they do not detract from the appearance of the building and to provide level access to the building. This matter can be dealt with by condition. Historic Scotland has also asked for further details in relation to some of the features of the development including the dormer windows, pend opening and cleaning of the masonry and these details can again be dealt with by conditions.

- 7.11** The 'new' part of the building will have a more contemporary and simple design to avoid competing or clashing with the ornate façade. Due to the differences in ceiling heights between the old and new parts of the building, the new section will have three storeys while the 'original' section will have two storeys, with the first floor partly open to the ceiling space. The new part of the building will have a flat roof with a raised section above the atrium in the centre to provide light into the building. Ceiling to floor windows will be placed at regular intervals across all three sides of the building with perforated metal panelling beside each window. On the south-eastern corner of the building the windows on the top floor will be recessed to create a covered balcony, providing a place for employees to sit and enjoy the views across to Dumbarton Castle and the River Clyde. The finishing materials for the walls of the building are a key part of the design and will ensure that the new part of the building compliments the existing façade. Wienerberger Marziale has been carefully chosen as the facing brick to be used on the project. The brick is textured with an uneven colour giving the impression of a more natural material, in the same way that the sandstone facade has a rough texture and different shades of colour.
- 7.12** An area of formal landscaped amenity space will be formed to the south of the building, adjacent to the vehicular access. This space will be available to both staff and visiting public and will incorporate both formal and informal seating through the use of benches and steps/walls. A second area of landscaping will be formed to the north of the building and landscaping in the form of trees and grass will also be used within the car park to soften this area. The existing trees around the outer edge of the site to the east and north will be retained.
- 7.13** Although the car park will be fairly large it will be broken up visually through the use of different materials, with block pavers used for the parking spaces and a shared surface area, and two different tarmac finishes used on the

roads. As the car park will be located at the rear of the building it will not be visible from Church Street and from Castle Street it will be partly screened by the boundary wall. The pedestrian footpaths around the edge of the building and around the plant enclosure will use high quality paving in colours complimentary to the building while Caithness paving with granite trims will be used on the pavement immediately in front of the façade. The existing cobbles at the pend entrance at the front of the building will be retained and re-laid to suit pavement levels.

Accessibility, Traffic and Parking

7.14 Scottish Planning Policy supports developments with good access to public transport networks and local plan policy also states that developers should ensure that sites are well integrated into walking, cycling and public transport routes. The site is well served by public transport, with all of the local bus services through Dumbarton passing close to the site, and Dumbarton Central railway station being located less than 300 metres away. The site is also accessible to cyclists as it is within 500 metres of National Cycle Network Route 7, which lies to the north of the site. To support this method of transport the scheme will incorporate a secure cycle parking area for 40 bicycles at the side of the building and shower/changing facilities.

7.15 The 195 space car park would be located at the rear of the building and accessed from Castle Street. The SPP does set national maximum parking standards for new development, which the proposal exceeds by around 13 spaces, however due to the nature of the office as a Council building with a significant number of visiting members of the public this overprovision is considered acceptable. Furthermore, when compared to the number of parking spaces currently accommodated at the Council's Garshake Road office (approx. 300 spaces) it is clear that the proposal incorporates significantly less parking. It is expected that this reduction in parking provision will be offset both by increased public transport use (due to the new office being much more conveniently sited) and by the intended move to flexible working (with greater use of home-working). It is proposed that in the evenings and weekends the car parking would be made available for use by members of the public visiting the town centre, again helping to support the regeneration of the town centre.

Technical Issues

7.16 The site is located a short distance away from the River Leven and the culverted Silverton Burn, the flood risk assessment recommends that the finished floor level of the development should be at least 5.1m AOD. The new building will have a finished floor level of 5.24m AOD and therefore it will not be at risk of flooding and most of the car park will be above the minimum level recommended in the Flood Risk Assessment. Permeable block paving will be used to surface the bays within the car park which will allow surface water to permeate through to the ground underneath. Both SEPA and the Council's flooding officer are content with the measures being proposed to address any flood risk.

- 7.17** The site is located on a former gas works and therefore a contaminated land investigation was carried out to assess the potential for contamination. The investigation found a number of tanks located underneath the ground which were associated with the gas works. Some of the tanks contained contaminants, much of which has since been removed. Further investigation and works will be required to fully remediate the site to ensure that it is suitable for its end use. A condition is recommended to ensure that the final remediation scheme is acceptable and implemented as agreed.
- 7.18** West of Scotland Archaeology Service(WSAS) has advised that the site is likely to retain some potential to produce buried sub-surface deposits associated with the early development of the town due to its position in the core of the medieval burgh. Although the site has been subject to substantial levels of disturbance during the 20th century it is possible that archaeological material may still exist. The implementation of a programme of archaeological works can be secured by condition.
- 7.19** An Ecological Appraisal of the site found that the Burgh Hall did not have any bat roost potential and demolition of the building was delayed until birds on the roof of the building had finished breeding. The landscape ecology of the site was found to be of low value to bats and no tree roosts were found on the site although bats were recorded foraging around the walls of the façade and two trees were found to have some bat roost potential. One of these trees is located outwith the site and will be retained while the other tree is part-fallen and located in what will become the car park therefore its removal is required. The listed façade was found to have moderate bat roost potential, and although all of the major openings such as doors and windows have been sealed with wire mesh and weatherproof sheeting has been fixed against much of the walls, the most recent bat survey, which was carried out in July this year, found a bat roost for a single bat in the tower and a further bat was identified as possibly roosting in the walls. Due to the nature of the works to the listed building it is recommended that a European Protected Species licence is obtained from Scottish Natural Heritage, which can be applied for once planning consent is granted. This will ensure that bats are not harmed during the works to the building and that roosting opportunities remain during and after the works. The ecological survey also recommends fitting bird and bat boxes to suitable trees, as well as the new building, and the planting of native species within the landscaped areas to encourage wildlife.

8. CONCLUSION

- 8.1** This new Council building within Dumbarton town centre will make a significant contribution towards the regeneration of the centre, as well as securing the future of a nationally important “A” listed building and improving the appearance of the area. The location of this development will bring vibrancy and vitality to a town centre which has suffered in recent years from competition from other retail destinations and is supported by national and local planning policies. The proposal is consistent with all relevant policies and all technical consultations are satisfactory.

9. CONDITIONS

DC15/144

- 01. The facing brick to be used on the development hereby approved shall be Wienerberger Marziale facing brick unless otherwise agreed in writing with the Planning Authority**
- 02. Prior to the commencement of the development on site details and specifications of all external materials (other than the facing brick referred to in condition 01) shall be submitted for the further written approval of the planning authority and implemented as approved.**
- 03. Prior to the commencement of the development on site, detailed drawings of the following features shall be submitted for the further written approval of the planning authority, in consultation with Historic Scotland, and implemented as approved;**
 - The dormer windows, including the half-timbered detail**
 - The rear pend opening**
 - The entrance steps**
 - The windows to be installed in the existing openings on the listed façade**
- 04. Prior to the commencement of the development on site, details of an amended design for the infilling of the door opening on the left hand side of the facade shall be submitted for the further written approval of the planning authority and implemented as approved.**
- 05. Prior to the commencement of the development on site, details of an amended design for the ramp handrail shall be submitted for the further written approval of the planning authority and implemented as approved.**
- 06. Prior to the commencement of the development on site, test patches for the cleaning of the stonework shall be carried out and details of the method(s) used and the associated results submitted for the further written approval of the planning authority in consultation with Historic Scotland. The agreed stone cleaning method shall thereafter be implemented as approved.**
- 07. Prior to the commencement of the development on site, full details of all hard surfaces shall be submitted for the further written approval of the Planning Authority and implemented as approved.**
- 08. Prior to the commencement of the development on site, full details of the design and location of all walls and fences to be erected on**

site and details of the treatment of the existing boundary wall on Castle Street, shall be submitted for the further written approval of the Planning Authority and implemented as approved.

09. Prior to the commencement of the development on site full details of the landscaping scheme for the site shall be submitted for the further written approval of the planning authority and implemented as approved not later than the next appropriate planting season after occupation of the building. The scheme shall include details of the maintenance arrangements and the landscaping shall thereafter be maintained in accordance with these details.
10. Prior to the commencement of development on site, full details of any external lighting including floodlights shall be submitted for the further written approval of the Planning Authority and implemented as approved.

DC15/145

01. The facing brick to be used on the development hereby approved shall be Wienerberger Marziale facing brick unless otherwise agreed in writing by the Planning Authority.
02. Prior to the commencement of the development on site, details and specifications of all external materials (other than the facing brick referred to in condition 01) shall be submitted for the further written approval of the planning authority and implemented as approved.
03. Prior to the commencement of the development on site, detailed drawings of the following features shall be submitted for the further written approval of the planning authority, in consultation with Historic Scotland, and implemented as approved;
 - The dormer windows, including the half-timbered detail
 - The rear pend opening
 - The entrance steps
 - The windows to be installed in the existing openings on the listed façade.
04. Prior to the commencement of the development on site, details of an amended design for the infilling of the door opening on the left hand side of the facade shall be submitted for the further written approval of the planning authority and implemented as approved.

- 05. Prior to the commencement of the development on site, details of an amended design for the ramp handrail shall be submitted for the further written approval of the planning authority and implemented as approved.**
- 06. Prior to the commencement of the development on site, full details of all hard surfaces shall be submitted for the further written approval of the Planning Authority and implemented as approved.**
- 07. Prior to the commencement of the development on site, full details of the design and location of all walls and fences to be erected on site and details of the treatment of the existing boundary wall on Castle Street shall be submitted for the further written approval of the Planning Authority and implemented as approved.**
- 08. Prior to the commencement of the development on site full details of the landscaping scheme for the site shall be submitted for the further written approval of the planning authority and implemented as approved not later than the next appropriate planting season after occupation of the building. The scheme shall include details of the maintenance arrangements and the landscaping shall thereafter be maintained in accordance with these details.**
- 09. Prior to the commencement of the development on site, full details of any external lighting including floodlights shall be submitted for the further written approval of the Planning Authority and implemented as approved.**
- 10. No development (other than investigative works and any site preparation works as agreed in writing with the planning authority) shall commence on site until such time as a final detailed quantitative risk assessment and a final remediation scheme for the entire site has been submitted to and approved in writing by the Planning Authority. The scheme shall be prepared by a suitably qualified person and shall detail the measures necessary to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property, and the natural and historical environment. The scheme shall include details of all works to be undertaken, the remediation objectives and criteria, a timetable of works and/or details of the phasing of works relative to the rest of the development, and site management procedures. The scheme shall ensure that upon completion of the remediation works the site will not qualify as contaminated land under Environmental Protection Act 1990 Part IIA in relation to the intended use of the land after remediation.**

- 11. The approved remediation scheme shall be carried out in accordance with its terms prior to the commencement of development on site unless otherwise agreed in writing by the Planning Authority. The Planning Authority shall be notified in writing of the intended commencement of remediation works not less than 14 days before these works commence on site. Upon completion of the remediation works and prior to the site being occupied, a verification report which demonstrates the effectiveness of the completed remediation works shall be submitted to and approved in writing by the Planning Authority.**
- 12. The presence of any previously unsuspected or unencountered contamination that becomes evident during the development of the site shall be brought to the attention of the Planning Authority within one week. At this stage, if requested, a comprehensive contaminated land investigation shall be carried out and any measures arising shall be implemented within a timescale agreed with the Planning Authority.**
- 13. During the period of construction, all works and ancillary operations which are audible at the site boundary, or at such other places that may be agreed by the Planning Authority, and any piling works shall be carried out between 8am and 6pm Mondays to Saturdays and not at all on Sundays or Public Holidays.**
- 14. No commercial vehicle making deliveries to or collecting material from the development shall enter or leave the site before 8am or after 6pm.**
- 15. Prior to the commencement of the development on site a noise control method statement for the construction period shall be submitted for the further written approval of the planning authority. The statement shall identify likely sources of noise (including specific noisy operations and items of plant/machinery), the anticipated duration of any particularly noisy phases of the construction works, and details of the proposed means of limiting the impact of these noise sources upon nearby residential properties and other noise-sensitive properties. The construction works shall thereafter be carried out in accordance with the approved method statement unless otherwise approved in writing by the Planning Authority.**
- 16. Prior to the commencement of the development on site a scheme for the control and mitigation of dust shall be submitted for the further written approval of the Planning Authority. The scheme shall identify likely sources of dust arising from the development or its construction, and shall identify measures to prevent or limit the occurrence and impact of such dust. The approved scheme shall thereafter be implemented fully prior to any of the identified**

dust generating activities commencing on site and shall be maintained thereafter, unless otherwise approved by the planning authority.

17. Prior to the commencement of the development on site a noise impact assessment for the operational use shall be submitted for the further written approval of the Planning Authority. The noise impact assessment shall include an assessment of the potential for the proposed use to cause noise nuisance affecting nearby properties, including noise from plant such as heating and ventilation systems etc. Where potential noise disturbance is identified, proposals for the attenuation of that noise shall be submitted to and approved in writing by the Planning Authority. Any such approved noise attenuation scheme shall be implemented prior to the development being brought into use and shall thereafter be retained in accordance with the approved scheme.
18. No development shall take place within the development site until the developer has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted by the applicant, agreed by the West of Scotland Archaeology Service, and approved by the planning authority. Thereafter the developer 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.
19. Drainage of the site shall be in accordance with the details shown on drawing number ED1297/DR01 Rev T1.
20. Prior to the commencement of the development, full details of the cycle racks to be erected on site shall be submitted for the further written approval of the Planning Authority and implemented as approved.
21. Prior to the commencement of the development, full details of bat and bird boxes to be erected on site shall be submitted for the further written approval of the Planning Authority and implemented as approved prior to the occupation of the building.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 9 October 2015

Person to Contact: Pamela Clifford, Planning & Building Standards Manager,
Housing, Environmental and Economic Development,
email: Pamela.Clifford@west-dunbarton.gov.uk

Appendix: None

Background Papers:

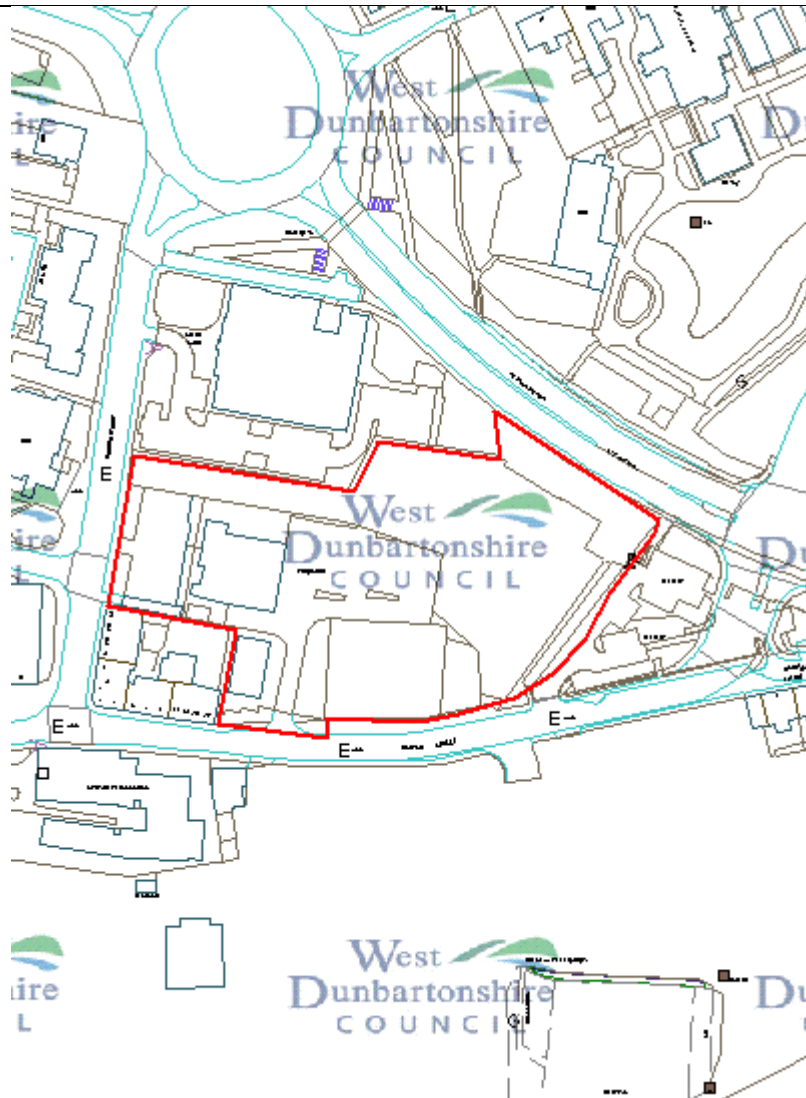
1. Application documents and plans
2. West Dunbartonshire Local Plan 2010
3. West Dunbartonshire LDP - Proposed Plan
4. Consultation responses
5. Representation
6. Previous applications:
Demolition of boundary wall (DC15/102), granted 19 June 2015.
Partial demolition of building with retention of front façade and return gables (DC05-272 and DC05-277), granted 8 March 2006.

Wards affected: Ward 3 (Dumbarton)

**DC15/144
&
DC15/145**

**Erection of Council Office
building incorporating
restored facade and
associated car park,
landscaping and plant
enclosure**

**Old Academy Building
Church Street
Dumbarton**



WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Planning Committee: 28 October 2015

Subject: Receipt of appeal against the refusal of application DC15/041 for the Retrospective Change of Use from Class 1 Retail to Amusement Centre at Units 57-61, 36 Sylvania Way, Clydebank

1. Purpose

1.1 To advise the Committee of the submission of a planning appeal.

2. Recommendations

2.1 That the Committee **notes the receipt of this appeal.**

3. Background

3.1 A retrospective planning application for the change of use of units within the Clyde Shopping Hall from Class 1 retail to an amusement centre was refused by the Planning Committee on 24 June 2015. The application was refused on the grounds that it would result in an overconcentration of gambling uses within the southern part of Clydebank Town Centre, where such uses are detrimental to and harmful to the vitality, character and amenity of the town centre.

4. Main Issues

4.1 An appeal against the refusal of planning permission has been lodged with Scottish Ministers. The appellant has requested the appeal be dealt with by way of a site visit and written submissions. The Committee will be notified of the outcome of the appeal in due course.

5. People Implications

5.1 None.

6. Financial Implications

6.1 The appellant has not submitted an application for an award of costs, although the time period for doing so had not expired at the time of writing of this report.

7. Risk Analysis

7.1 No risks have been identified.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact assessment is not required.

9. Consultation

9.1 Not required.

10. Strategic Assessment

10.1 There are no strategic issues.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date 8 October 2015

Person to Contact: Pamela Clifford, Planning and Building Standards Manager, Housing, Environmental and Economic Development,
email: pamela.clifford@west-dunbarton.gov.uk

Appendices: None

Background Papers:

1. Application documents and plans;
2. Refusal decision notice;
3. Appellant's grounds of appeal and associated documents

Wards Affected: Ward 6(Clydebank Waterfront)

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Planning Committee: 28 October 2015

Subject: Receipt of an appeal against the refusal of:

- a) **Planning permission for (DC14/168) Alteration to permitted extent of quarrying operations and consequential amendments to approved landscaping, tree protection and restoration schemes (amendment to condition numbers 22, 27, 28, 46 and 47 of Planning Permission DC02/187) at Dumbuckhill Quarry, Stirling Road, Dumbarton by Paterson's of Greenoakhill Ltd.**

1. Purpose

- 1.1 To update the Committee regarding a planning appeal.

2. Recommendations

- 2.1 That the Committee **note the receipt of a claim for an award of expenses in relation to this appeal.**

3. Background

Dumbuckhill Quarry

- 3.1 A planning application which sought to alter the permitted extent of quarrying operations and associated planning conditions was refused by the Planning Committee on 29 April 2015. The reasons for refusal related to the impact of the proposal on Dumbarton's landscape heritage since it would involve the lowering of a ridgeline and it would also result in the loss of protected trees. In addition, it was considered that the proposal would result in increased noise and disturbance to local residents.

4. Main Issues

- 4.1 The Committee has previously been advised that an appeal against the refusal of the above application has been lodged with Scottish Ministers. The appellant has now submitted a claim for an award of expenses. The appellant has made the claim due to what they consider unreasonable behaviour by the Council in refusing this application. Specifically, they have stated that the reasons for refusal are not complete, precise or relevant, that there is insufficient justification for refusing this application, due consideration was not given to all relevant material considerations and there was an unacceptable

delay in determining this application. The Committee will be notified of the outcome of the appeal and award of expenses in due course.

5. People Implications

5.1 None.

6. Financial Implications

6.1 The appellant has now submitted a claim for an award of expenses and they are seeking payment of the costs associated with the handling of this appeal.

7. Risk Analysis

7.1 No risks have been identified.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact assessment is not required.

9. Consultation

9.1 Not required.

10. Strategic Assessment

10.1 There are no strategic issues.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 9 October 2015

Person to Contact: Pamela Clifford, Planning and Building Standards Manager, Housing, Environmental and Economic Development
email: pamela.clifford@west-dunbarton.gov.uk

Appendices: None

Background Papers:

1. Application documents and plans;
2. Decision notice;
4. Claim for an award of costs; and
3. Appellant's grounds of appeal and associated documents.

Wards Affected:

Ward 3 (Dumbarton)

WEST DUNBARTONSHIRE COUNCIL**Report by the Executive Director of Infrastructure and Regeneration****Planning Committee: 28th October 2015**

Subject: Planning Performance Framework 2014/15**1. Purpose**

- 1.1** To inform the Committee of the recent comments received from the Scottish Government and the peer review regarding the Planning Performance Framework submitted by this Council for 2014/15.

2. Recommendations

- 2.1** That the Committee notes the content of this report and agrees to the implementation of the improvement plan contained in Appendix 4.

3. Background

- 3.1** A Planning Performance Framework was introduced in 2012 by the Scottish Government and this was seen as a balanced measurement of the overall quality of the Planning Service which would be used as a vehicle to drive continuous improvement. This is the fourth Planning Performance Framework to be submitted and assessed. The feedback received on the previous Planning Performance Frameworks was very favourable, and indicated a well presented report that includes good case studies and customer feedback with a strong commitment to decision making timescales and the provision of an open for business culture.
- 3.2** The Scottish Government and the Heads of Planning (Scotland) have agreed a different approach this year for the assessment of the Planning Performance Frameworks by Planning Authorities. The Scottish Government would assess the reports against Performance Markers to give an indication of priority areas for improvement action and a peer review of the reports was to be undertaken in SOLACE Groups. West Dunbartonshire are in the SOLACE group with East Dunbartonshire, Edinburgh Council, Glasgow City Council, Dundee, Aberdeen City and Falkirk Councils.

4. Main Issues

- 4.1** This year the annual Planning Performance Framework was submitted at the end of July 2015 as agreed by the Scottish Government and Heads of Planning instead of September for the previous years, in order to be closer to the reporting year. In future all Planning Performance Framework reports will be submitted by the end of July. The report outlined our performance and demonstrated our achievements, actions and improvements in 2014-15 and is

contained in Appendix 1. The Framework is again centred around key themes of national headline indicators, defining and measuring a high quality Planning Service identifying high quality development on the ground, certainty and communications, engagement and customer service, efficient and effective decision making and management structures, financial management and local governance and a culture of continuous improvement.

- 4.2** In the SOLACE Group we were paired with East Dunbartonshire who carried out a peer review of our Report and we carried out a similar peer review of their report. The reviewer commented that our report is a good example of a well written, concise Planning Performance Framework and as a result this is accessible to external stakeholders. They recognised that there were positive detailed quotes provided from stakeholders relevant to each section. Use of graphics in the overall document presentation, the simplicity of text presentation and report headings and structure is a positive and should be kept similar to this for future versions. A copy of the returned template is contained in Appendix 2.
- 4.3** The performance markers for the Planning Performance Framework report undertaken by the Scottish Government were rated red, amber or green and we received 9 green performance markers, 2 amber and 2 red markers and the report is contained in Appendix 3. This compares to 10 green, 2 amber and 1 red markers for last year. We received green performance markers for decision making timescales, processing agreements, early collaboration, legal agreements, enforcement charter, regular and proportionate policy advice, corporate working across services, sharing good practice, skills and knowledge and legacy cases. Positive comments were received about decision making timescales of 19.8 weeks for major developments which is much better than the national average of 46.4 weeks, 10.5 weeks for local development which is above the national average of 12.9 weeks and householder development of 6.8 weeks which remains better than the national average of 7.5 weeks. It was recognised that there was strong evidence of an open for business culture around pre-application discussions with good use of “pre-application consultation events” for key regeneration sites. There was good use of case studies to identify and evidence good practice on the use and requirements of developer contributions including commuted payments. West of Scotland Archaeology Service was identified as an excellent example of a joint service and cross authority engagement and our new offices allowed further joint working with cross service colleagues.
- 4.4** One “amber” performance marker related to developer contributions, and indicated that further detail was needed to illustrate how the examples cited (green network and parting contributions) were clear and proportionate. The second “amber” marker related to continuous improvement, and indicated that whilst decision making timescales showed continuous improvement and were well above the national average, the development plan at 5 years was considered out of date and there was slippage in the development plan scheme. The latter has led to 2 “red” performance markers in the categories for the local development plan and development plan scheme. They have indicated that the Development Plan was 5 years old at the end of the

reporting period and the replacement plan will not be available for some time given the modifications made and they have noted the reasons for this. They have indicated that we should ensure that any further amendments to the timescales should be subject to strong project management to try and avoid slippage. These comments by the Scottish Government are disappointing given that the development plan was just out with the 5 year period at the end of March 2015. Also their comments do not reflect the circumstances of the delay; strong project management skills would not have avoided the current situation. They have also indicated that a replacement plan will not be available for some time given the modifications made however any proposed modifications made by the Council has been made without delays. Presently the local development plan is back with the Scottish Government following the Council rejecting the Direction by the Scottish Government to modify the proposed Local Development Plan to reflect the Examination Report's recommendations on the Duntiglennan Fields site. As a result of these comments within the Performance Markers Report we have written to the Chief Planner asking for an explanation of these comments. An Improvement Plan for the feedback received on the Planning Performance Framework is contained in Appendix 4.

5. People Implications

5.1 There are no personnel issues associated with this report.

6. Financial Implications

6.1 None.

7. Risk Analysis

7.1 It is important that good decision making timescales are achieved to ensure that Section 55 of the Regulatory Reform (Scotland) Act is not enacted to vary the planning application fees.

8. Equalities Impact Assessment (EIA)

8.1 It is not considered that the report or recommendations raise any equalities issues.

8.2 None.

9. Consultation

9.1 No consultation was necessary for the preparation of this report.

10. Strategic Assessment

10.1 The content of this report supports the Council's Strategic Priorities.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 9 October 2015

Person to Contact: Pamela Clifford, Planning & Building Standards Manager,
Housing, Environmental and Economic Development
Email: pamela.clifford@west-dunbarton.gov.uk

Appendices: Appendix 1: Planning Performance Framework 2014/15
Appendix 2: PPF Peer Review September 2015
Appendix 3: Performance Markers Report 2014-15
Appendix 4: Improvement Plan 2014/15

Background Papers: None

Wards Affected: All

West Dunbartonshire Council

Planning and Performance Framework

Planning and Building Standards Service



Foreword

Welcome to the fourth Planning Performance Framework and thank you for your interest in the Planning and Building Standards service in West Dunbartonshire. The Planning Performance Framework outlines our performance and shows our achievements, actions and improvements in 2014-15. It also outlines our proposed service improvements for 2015-16.

The feedback we received from the Scottish Government was once again positive and has helped shape the Planning Performance Framework for 2014-15:

"Evidence of a range of activities that contribute to an Open for Business approach. Collaborative working through regular internal meetings and clearly publicised protocols and this is supported by positive customer experience."

West Dunbartonshire is one of the smallest local authorities in Scotland with just over 90,000 residents and is made up of rural, urban and waterfront locations. The Planning Authority excludes parts of Balloch and the countryside to the east and west of Loch Lomond which forms part of Loch Lomond and the Trossachs National Park. Previously we have highlighted the challenges and opportunities which have faced the Council area. In the past year and in this forthcoming year the Council has been making steady progress in addressing the challenges and exploiting the opportunities within the area. The Council's ambitious Capital Programme is well underway and Planning and Building Standards are a key service in the delivery of its outcomes. The private sector has also shown renewed interest in the local area with the highest number of housing completions since 2006 and new accommodation being provided for businesses.

Significant progress has been made to unlock the Queens Quay site in Clydebank with the Council investing in partnership with the landowners enabling the regeneration of this important riverside site. Another significant regeneration opportunity - the Exxon site in Bowling - is a Glasgow and the Clyde Valley City Deal project. Both projects will depend on a large planning and building standards input to allow development to progress.

As a result of the improved economic conditions planning application fee level exceeded projected budget level by more than £80,000 in 2014/15. The Council still faces substantial financial challenges in the coming years with a funding gap of £16 m for 2016-17. As a result all services have been addressing this gap in the past year through management adjustments, bringing in additional income and through savings. Again, it is expected in the coming year the pressure to address the funding gap will continue.

The Local Development Plan is progressing to adoption.



Our partnership working continues to be recognized with the charrette at Bowling Basin undertaken with Scottish Canals winning an award at the annual Scottish Planning Awards in the category of community involvement.

In March 2015 the service moved into new modern offices on the Clydebank waterfront next to the West College Scotland. Staff have adapted well to new ways of working and greater interaction between team members and other teams.

Pamela Clifford
Planning and Building Standards Manager
July 2015
Email address: pamela.clifford@west-dunbarton.gov.uk

Part 1: National Headline Indicators (NHIs)

Key Outcomes	2014-2015	2013-2014
Development Planning: <ul style="list-style-type: none"> age of local/strategic development plan(s) (years and months) at end of reporting period Requirement: less than 5 years Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y/N) Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier/Y-later/N) Were development plan scheme engagement/consultation commitments met during the year? (Y/N) 	<p>5 years 0 months</p> <p>No</p> <p>Yes – later</p> <p>Yes</p>	<p>4 years</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
Effective Land Supply and Delivery of Outputs <ul style="list-style-type: none"> Established housing land supply 5-year effective housing land supply 5-year housing supply target 5-year effective housing land supply (to one decimal place) Housing approvals Housing completions over the last 5 years Marketable employment land supply Employment land take-up during reporting year 	<p>5,873 units</p> <p>1,747units</p> <p>1,600 units</p> <p>5.4 years</p> <p>193 units</p> <p>1,164units</p> <p>35.05ha</p> <p>0.83ha</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>382 units</p> <p>35.66ha</p> <p>0.87ha</p>
Development Management Project Planning <ul style="list-style-type: none"> Percentage of applications subject to pre-application advice Number of major applications subject to processing agreement or other project plan Percentage planned timescales met 	<p>43%</p> <p>1</p> <p>85%</p>	<p>43%</p> <p>0</p> <p>N/A</p>
Decision-making <ul style="list-style-type: none"> Application approval rate Delegation rate 	<p>96%</p> <p>86%</p>	<p>97.6%</p> <p>81.9%</p>
Decision-making timescales Average number of weeks to decision: <ul style="list-style-type: none"> Major developments Local developments (non-householder) Householder developments 	<p>19.8</p> <p>10.5</p> <p>6.8</p>	<p>32.4</p> <p>15.2</p> <p>7.5</p>
Legacy Cases <ul style="list-style-type: none"> Number cleared during reporting period Number remaining 	<p>1</p> <p>7</p>	
Enforcement <ul style="list-style-type: none"> Time since enforcement charter published/reviewed (full years). Requirement: review every 2 years Number of breaches identified/Resolved 	<p>15 months</p> <p>38/24</p>	<p>1</p> <p>34/23</p>

Contextual Statement

The proposed Local Development Plan was submitted to the Scottish Ministers for Examination in June 2014. The 2013 Development Plan Scheme in place at that time had indicated it would be submitted in March 2014. The reason for the slippage was a modification made to the Proposed Plan by elected members following consultation on an earlier version of the Proposed Plan. Adoption of the new Local Development Plan has not been achieved within 5 years of the adoption of the previous local plan owing to elected members declining an Examination Report recommendation, and the subsequent processes related to that decision.

Housing figures are based on the draft 2015 Housing Land Audit (dated 31/3/2015) prior to consultation with Homes for Scotland and RSLs. Housing approvals include all housing approvals on sites of 4 or more units, and includes changes of house types, permissions in principle and in detail. Owing to a change in indicators, direct comparison with housing figures in 2014 PPF is not appropriate. Employment land figures are based on the 2015 industrial and business land monitoring (based 31/3/2015).

43% of all applications were subject to pre application advice which is a very similar percentage as last year. All 7 major applications were subject to pre application advice which is consistent with the developer's protocol. One processing agreement was concluded in this period although there are a number of processing agreements in the process of being concluded in 2015-16. The agreed timescale for the processing agreement concluded slightly slipped as the application went to a Committee a month later than agreed and the legal agreement took slightly longer to conclude.

The approval rate for applications fell slightly however the delegation rate increased again from 82% in 2013/14 to 86% this year. This has been due to the impact of the amended scheme of delegation and that some Council applications did not require to be determined by Committee.

There were 7 major applications in this period and they were determined on average of 5 months which is very good given that they were often requiring complex issues to be addressed. They included a new care home for Dumbarton, new leisure centre, large residential developments and new schools.

The local development applications saw a decrease in average weeks to determination by 5 weeks. This again is very good as these types of applications often require difficult issues to be resolved such as roads matters, design adjustments, land contamination issues. The average numbers of weeks for householder applications decrease from 7.5 weeks to 6.8 weeks.

The Enforcement Charter was published in December 2013 and will be reviewed in late 2015. The number of enforcement cases remains very similar to previous years.

Part 2: Defining and measuring a high-quality planning service

Open for business

Pre-Application Consultee Events

These events were held for two of our key regenerations sites - Queens Quay in Clydebank and the Exxon site in Bowling - and a site for a new football stadium for Dumbarton Football Club. The purpose was to discuss the issues and information requirements for forthcoming masterplan submissions. Several “issue specific” sessions were held over the day and consultees were asked to come prepared to raise any potential issues and/or information requirements. Consultees such as Environmental Health, SEPA, SNH, SPT and the Roads Service were involved. Sessions were tightly managed by the Lead Planning Officer to ensure that they did not overrun and that requests for information were clear and proportionate and the applicant received all the necessary information to allow them to progress the application.

“SNH are keen to engage with developers and local authorities in an open, positive way from the earliest stages in the planning process. We have found the Queens Quay pre-application event very useful as it gave us the chance to highlight likely natural heritage issues, as well as mitigation and enhancement opportunities, from the outset. We hope that this ultimately assists developers in making key decisions on how to take their proposal forward.” John Shelton Operations Officer SNH

“GVA James Barr are instructed as planning advisors on the Queens Quay, Clydebank Masterplan project. The site extends to 24ha and there are a number of consultants working on varying disciplines to bring this scheme together. Therefore, it was key that from the outset the project team and West Dunbartonshire Council (WDC) worked collaboratively to clarify expectations from all involved. A key part in this was the Stakeholder Meeting which invited all key stakeholders (statutory and non-statutory) to provide initial feedback on the Masterplan and the key issues. The attendee list was well prepared by WDC and the sessions were well attended. The time given to each session was adequate and allowed the key issues to be discussed and expectations made clear. The event worked well and the feedback from our client was that they found it very useful.” Tracy Hughes, Principal Planner, Planning, Development and Regeneration, GVA James Barr

Exxon/City Deal

This 63 hectare site formerly accommodating the Bowling oil terminal is one of 20 projects identified as part of the Clyde Valley Infrastructure Fund which is a key component of the Glasgow and Clyde Valley “City Deal”. The site is to benefit from £27.89m City Deal funding. It involves the construction of road network accesses at the eastern and western extents of the site linked by a distributor road through the centre of the site and the creation of development platforms. The project will deliver substantial economic benefits to West Dunbartonshire. This is a land-use project with Planning a key member of the Project Team and Board. Extensive support and advice has been

given in terms of scoping the Environmental Impact Assessment, helping to formulate the masterplan, ensuring timescales are realistic and that key stakeholders and the community are engaged.

Former Kippen Dairy site Main Street Alexandria

The site is within the heart of Alexandria town centre and it has been vacant for a number of years. There have been previous proposals for this important site which did not come to application stage. The development of 11 terraced houses and 44 flats for social rent, which is now on-site, was subject to detailed pre application discussions. A new civic space will be formed at the corner of Main Street and Bank Street which will include landscaping and seating. As the site is within the town centre and Christie Park is located on the opposite side of Main Street it was considered reasonable to require a developer contribution towards improvement of the park in lieu of onsite provision. Following negotiations the housing association agreed to pay a commuted sum which would enhance the large quality open space nearby which also can be used by the wider community. By engaging in pre application discussions and being clear and proportionate in terms of developer requirements a high quality development has been delivered which will assist in the regeneration of Alexandria town centre.

Stirling Road Bonhill

The site has been identified in the proposed local plan as suitable for residential development, with an indicative capacity of 113 units. The Protocols on Pre Application Advice and Processing Agreements set out the framework for the preferred progression of development proposals within West Dunbartonshire. The developer is making use of the Council's pre-application service and has agreed to enter into a processing agreement. The discussions to date and the use of a processing agreement have provided the developer with clarity on timescales, processes and information requirements. The developer has also agreed to trial the aligning of the planning and Roads Construction Consent application processes. The pre-application discussions have resulted in significant revisions to the proposals to better reflect the 'Designing Streets' guidance.

Commuted Payments for Parking Planning Guidance

Occasionally planning applications for developments within town centres are received, which are in the main acceptable, but because of the surrounding high density pattern of development are not able to meet parking standards. Developments within town centres are generally within close proximity to sustainable transport modes and to areas of public parking. The planning guidance establishes a commuted sum which may be requested in lieu of full parking provision and outlines which types of parking/transport-related measures the payments will support. The guidance therefore provides clarity for developers where they are unable to provide parking in town centre locations.

High quality development on the ground

Lomondgate Development Dumbarton

A petrol filling station was a key component of the roadside services masterplan at Lomondgate and is now trading. There had been several proposals for a petrol filling station which had not progressed for a number of reasons. However, the regular liaison meetings between the Council and the developer continued to focus on this key component and when the most recent proposals came forward it allowed all parties to react quickly. The design and siting of the petrol filling station has taken advantage of its unique location on the main gateway to the Loch Lomond and Trossachs National Park. The single storey building uses a large element of timber and the filling station has been specifically designed for this site with a concave roof canopy.



The petrol filling station and associated shop and catering outlets provide additional attractive and convenient facilities for those travelling along the busy A82 and help to strengthen the roadside services offer at this location. The roadside services have been further strengthened by a new diner, which is also designed to take advantage of this unique location. Over 277 houses have been built on the residential part of Lomondgate and the location now provides 300 more jobs than the J&B plant which previously occupied the site.



Beardmore Place Clydebank

This development of 54 three storey flats sits within an existing residential area and adjacent to the Forth and Clyde Canal. The layout and design of the development has been informed by the Councils Supplementary Guidance on Residential Developments. It was desirable to provide an attractive frontage onto adjacent streets and onto the canal. Two linear blocks are



positioned along Beardmore Street in a traditional tenement-style arrangement with entrance doors opening onto the street. These follow the building line established by the existing properties to the west which strengthened the streetscape along Beardmore Place. The two smaller blocks at the north of the site were designed to have principal frontages overlooking the canal. The design of the flats is contemporary with a mix of pitched and feature monopitch elements, which echo the design of the adjacent houses thus providing visual continuity. The Councils pre application service was used and the development was subject to a processing agreement which provided a degree of certainty to the applicant regarding timescales, information requirements and the provision of a financial contribution towards upgrading the adjacent community park.

Kilpatrick Hills Statement of Importance

The Kilpatrick Hills Statement of Importance was prepared to support the designation of the Local Landscape Area within the emerging Local Development Plan. The Kilpatrick Hills Local Landscape Area covers an extensive upland area, which forms a high quality and scenic backdrop to West Dunbartonshire's urban area and helps frame the gateway to the Loch Lomond and the Trossachs National Park. The designation of the Local Landscape Area is intended to give greater protection to the character and qualities of the Hills and will ensure their landscape value is given appropriate recognition in response to any development proposals. The Statement of Importance describes what is special about the Kilpatrick Hills and explains why they should be protected. The special qualities of the Hills identified in the Statement include the unique diversity of views on offer and the strong sense of remoteness and wildness that can be experienced. The Statement gives weight to the Local Landscape designation, by providing the justification for the designation and provides a framework for managing change within the Hills. The Statement was prepared with active involvement from Scottish Natural Heritage and in full consultation with neighbouring East Dunbartonshire and Stirling Councils. The Statement of Importance was subject to full public consultation, alongside the Proposed Local Development Plan, ensuring interested organisations, communities and individuals had the opportunity to help shape the final document.

Bowling Basin

Following on from the Bowling Basin charrette run jointly by the Council and Scottish Canals, bi-monthly liaison meetings with Scottish Canals continue to oversee proposals for the redevelopment of the Bowling Basin area.

The first phase of the redevelopment, the refurbishment of the swing bridge arches to the south of the canal, has been completed with a cycle sale and hire business occupying 2 of the 5 arches. An arts charity has made use of another on a temporary basis, and negotiations are advanced for the occupation of the remaining arches. Planning permission



was recently granted for the refurbishment of arches to the north of the canal and work is expected to take place in late 2015. Together, these refurbishment projects will enable the introduction of a mix of businesses and activities, increasing footfall and establishing Bowling Basin as an important tourist destination within West Dunbartonshire.

Monitoring of Quarries and Landfill Sites

Monitoring of the 2 quarries and 2 landfill sites within this Council area takes place formally on an annual basis usually during the month of May unless specific issues require more frequent visits. An annual report is presented to the Planning Committee in August following the formal monitoring of the sites. Work has been carried out by external consultants on the restoration bonds for Auchencarroch landfill site and Dumbuckhill Quarry site which reviews the implementation of restoration proposals and provides updated cost breakdowns of the restoration plans which determine the levels of the bonds. Both site operators received a copy of the report and we have been working with the site operators to secure adequate bonds and revised restoration schemes for each of the sites. Furthermore an application for the reworking of the landfill site at Rigangower has allowed a bond to be secured on a site which previously had no bond to secure the full restoration of the site.

Pay Day Lending and Betting Offices

As part of the Scottish Government town centre planning pilot programme the Council is developing supplementary guidance on pay day lending and betting shops. Working closely with the Scottish Government and Glasgow City Council, the project will develop a robust evidence base as to the impact that these uses have, particularly when clustered, on the vibrancy of town centres and the impact on community well-being. The supplementary guidance is scheduled to be prepared by Autumn 2015.

Certainty

“Our Green Network” Supplementary Guidance

This guidance complements the green network strategy of the Local Development Plan (chapter 8) and seeks to ensure new development enhances and expands the green network by improving existing open space assets and the connections between them, and creating new multifunctional green and open spaces. The document has developed out of a series of area-based workshops with officers from the Council’s Greenspace, Scottish Natural Heritage, the Glasgow and Clyde Valley Green Network Partnership and elected members. It comprises three parts: part one comprises a mapping exercise which identifies the most important assets and key enhancement opportunities, part two sets out the level of open space provision for new developments in order to enhance and expand the green network, and part three provides design guidance for green infrastructure. The document is presently out for consultation and it is intended that it will be adopted as part of the Local Development Plan and used to assess planning applications and direct resources towards the key enhancement opportunity sites. It will make clearer to developers the expected level of contribution to the green network, where/how it will be spent, and design expectations in respect of the green network.



Elected Members Pre-application meeting – Bowling Basin Masterplan

The charrette process had been used to prepare a masterplan for the redevelopment of Bowling Basin. Following the agreement by the Council of the procedures and protocol for Elected Member involvement at the pre-application stage, Scottish Canals requested the opportunity to advise Elected Members of their forthcoming major application. A briefing note was produced by officers which provided details of the site and development, planning policies and main issues requiring to be addressed as part of any planning application. Scottish Canals gave a short presentation of their proposals. All Elected Members were invited to attend the presentation and were given an opportunity to highlight any additional issues which they consider the application ought to address.

The event was well attended and well received by the Elected Members attending.

“In terms of the experience of presenting to the Council members we found it a very valuable exercise. It was great to meet the members and get time to present to them and explain the rationale behind our proposals and our engagement work in Bowling to date. We had a very useful discussion at the meeting and we were also able to give detailed answers to the Members. The Committee room and the setting up provided by West Dunbartonshire Council staff was particularly helpful. Also Karen McChesney was really clear and helpful about what would be required in advance of the presentation.

I am confident that when we come to finally submitting our PPiP application that the members will now be much more fully briefed on the proposals and the background to the scheme. On the whole we were really happy and grateful for having the pre-application meeting and the organisation and arrangements made by West Dunbartonshire staff in helping set the meeting up.” Chris Breslin Strategic Planning and Design Manager Scottish Canals

Communications, engagement and customer service

Charrettes

The Bowling Basin charrette which last year's Planning Performance Framework covered in detail won an award in the 2014 Scottish Awards for Quality in Planning in the Community Involvement category.

The Council has continued its charrette programme in 2014/15. Successful bids were made for Scottish Government mainstreaming charrette funding to hold charrettes for Clydebank Town Centre and Dumbarton Rock and Castle.

The purpose of the Clydebank charrette was to develop a community-inspired vision for the future of the town centre, therefore the involvement of the community was central to the success of the charrette. Preparations for the charrette involved visits by a community arts company to both of Clydebank's high schools and a nursery, as pre-school and school age residents have been recognised as 'hard-to-reach' in previous planning consultation exercises. Pupils wrote 'postcards from the future' setting out their vision of how Clydebank town centre will look in 10 year's time. The pupils were then invited to the opening session of the charrette to see their postcards displayed. Pre-charrette work was also undertaken in the Clyde Shopping Centre, Playdrome Leisure Centre and with the Y-sort-it youth organisation. The charrette received significant press coverage, was heavily promoted through the Council's social media, and had a dedicated Twitter account. The charrette ran over 4 days (11-14 February 2015) with morning, afternoon and evening sessions to maximise attendance, with a follow-up session on 25 March to present outcomes. There were around 200 attendees over the different charrette sessions including from the community, the Council, Key Agencies and other interested organisations.

The purpose of the Dumbarton Rock and Castle charrette was to provide all parties with an interest in the area, from the local community through to national agencies, an opportunity to formulate a shared long term vision for the Rock and Castle and its surrounds. Key aims were to consider how the tourism, cultural and heritage assets within the area could be maximised and to identify how Dumbarton could benefit from the Rock and Castle being promoted as a major visitor attraction and from the redevelopment of adjacent waterfront sites. The charrette was promoted by the Council with support from Historic Scotland. Careful preparation and communication with the local community and key stakeholders in the run up to the charrette laid the basis for a successful event. Pre-event workshops took place with local schools and the charrette was widely publicised via mainstream and social media. People were able to follow the charrette on twitter at #dumbartonrock. The event ran over 4 days from 25 and 28 February 2015. Days 1 and 2 (at Dumbarton Football Club) involved morning, afternoon and evening sessions around themed discussions and design workshops to capture the views of all stakeholders. On days 3 and 4 a design studio, with scheduled public drop in sessions, was set up at Dumbarton Burgh Hall cumulating in a public exhibition on the

final day. A follow up session to present outcomes was held on 26 March. Throughout all the charrette sessions 289 people attended.

The spatial and action plans from the charrette reports are to be adopted and taken forward by the Council.

Customer Survey

A customer satisfaction survey was commenced in February 2015. It comprises 5 short questions which ask the customer to rate the service they received from Planning in general terms and then be more specific in terms of meeting timescales, responding promptly to problems, and communicating clearly and effectively. The survey has been emailed with all decisions notices. 100% of responses rated the service received either excellent or good, although completion rates for the survey have been low despite a link to the online survey being emailed with all planning application decisions. A copy of the customer survey has been shared with the HoPs Development Management sub group which is investigating a survey to be used by all Planning authorities. We are now looking at measures to encourage higher completion of the customer survey.

Complaints continue to be low with 2 received and resolved in 2014/15. The developers of our major sites are always willing to give feedback regarding the service they received.

Use of the Planning Enforcement Charter

Planning enforcement is of interest to the community in West Dunbartonshire however it can be a lengthy and complicated process. The Planning Enforcement Charter was revised in 2013 explaining how the enforcement process works in West Dunbartonshire in a more simplified way. It identifies possible breaches of planning control and outlines that in some cases that enforcement action may not be appropriate if it is not considered to be in the wider public interest. The Charter is used by officers when dealing with enforcement complaints and members of the public are often referred to the Charter if they are unhappy that enforcement action is not being taken for minor breaches of planning control.

Social Media

The Planning Service continues to make good use of social media to encourage engagement. The Council's Facebook page has been used for a number of years to publicise planning applications, and consultation documents and events. In September 2014, the Planning Service launched its own Twitter feed (@wdcplanning), which is also used to advise of current planning applications and other consultations. The Clydebank charrette also had its own Twitter feed (@cbankcharrette) which was used to promote the event and encourage debate.

Efficient and effective decision-making

Committee Structure

The Planning Committee continues to meet on a monthly basis, with the exception of July. Major and contentious applications continue to be determined by the Planning Committee. This allows good performance statistics whilst maintaining a good balance between the use of delegated powers and committee applications. In 2014/15, 31 applications were determined by Planning Committee. 12 applications involved a hearing. Types of applications determined by Committee included renewal of a permission for a recycling centre, erection of the Clydebank asbestos memorial and new workshops in the Vale of Leven Industrial Estate. Site visits continue to take place before the Planning Committee for applications which are subject to objection or if the application is of local significance. A total of 18 site visits took place.



Asbestos Memorial

The Committee also considered 24 other reports on matters such as the Local Development Plan and Supplementary Guidance, the outcome of appeals, consultations from neighbouring authorities and the Kilpatrick Hills Statement of Importance. Prior to the Committee a workshop format was adopted for certain issues such as for the supplementary guidance and local development plan reports. This allowed elected members to be informed of the content in an informal manner and allowed them to discuss and help shape the documents. Therefore when the report was presented at Planning Committee the members were very aware of its content and were able to address any issues with a greater understanding and awareness.

Effective Decision-making: New Clydebank Leisure Centre

A new four storey leisure centre was proposed adjacent to the Clyde Waterfront and its delivery is a key priority of the Council. The major development was viewed as significantly contrary to the adopted local plan, although it complied with the SDP and the emerging Local Development Plan. A pre-determination hearing took place at the Planning Committee in the morning with the full Council considering and determining the application in the afternoon of the same day. As the Council had an interest in the development the application required referral to the Scottish Ministers under the notification procedures. By tight management of the decision making process and extensive use of the Councils pre-application service this decision was released in just over 5 months.



Local Development Plan Examination

The consultation period on the Proposed West Dunbartonshire Local Development Plan (as modified) ended on 4 April 2014. This allowed for the preparation of Schedule 4s to begin. The preparation of these was project-managed by the Forward Planning Team Leader to enable them to be reported to the Council's May Planning Committee, and submitted to the DPEA on 20 June. The Council's Examination paperwork was found to be in order by the DPEA allowing the Examination to commence on 21 July 2015. Significant effort had gone into making the Schedule 4s as thorough as possible, and this resulted in the Council receiving only 7 Further Information Requests and a ½ day Hearing on housing land issues. The Examination Report was received by the Council on 8 January 2016.

"The recent examination of the West Dunbartonshire Local Development Plan was completed within ministerial target dates. The council's officers played an important role in the efficient operation of the examination with timeous submission of documents, responses to further information requests, help with arranging an accompanied site visit and through their participation in the hearing session. Such well organised and helpful co-operation is essential to the smooth running of the examination and we would wish to extend our appreciation to the council in this respect." Directorate of Planning and Environmental Appeals

Effective management structures

Office Move/New way of working

The Planning and Building Standards Service completed a major office move in March 2015. In the lead up to the move staff at all levels in the service were involved in cross-departmental discussions to ensure the new office space was fit for purpose and that the move itself went as smoothly as possible. Preparations included a significant level of electronic file and email clearance ahead of the installation of new software for all staff, thus reducing pressure on Council server space. A significant thinning of paper files in preparation of scanning also took place. The move itself was from a dated office building to a new building on Clydebank Waterfront.



Aurora House, Clydebank

The new office accommodation offers a flexible working environment, with a desk staff ratio of 7:10 saving on accommodation space and costs, which are also reduced by being in a more efficient building. All staff have been issued with laptops to enable home/remote working, thus facilitating the flexible working approach. Rationalisation of paper files will continue and the Council continues to promote electronic submission of planning application and LDP material with 67% of all planning applications submitted online in 2014/15, and work towards the implementation of e-Building Standards. In the next year, the Planning Service will introduce a flexible working protocol to encourage and enable staff to work remotely from the office.

Major Application Meetings

Fortnightly meetings are held between the Planning and Building Standards Manager and senior Planning Policy and Development Management staff to discuss the progress of major planning applications or locally significant applications. This is an opportunity to discuss any issues at an early stage and facilitate early decisions on issues. Through these meetings application progress is monitored and Committee dates can be programmed. This allows early decisions with major applications in 2014/15 being determined within an average of 19 weeks. The Roads Service is now part of these major applications meetings.

Collaborative Working

Liaison meetings continue to take place with the Manager and Team Leader of the Roads Service on a monthly basis, usually a few days before the Planning Committee. Items on the agenda include speed of responses to consultations, and parking

contributions and standards. The agreed Roads Protocol continues to determine the level of service between Roads and Planning.

Given our new working environment we have been working with the Roads Service to progress joint working whereby a Roads officer would work in our office once a week and a planning officer in the Roads office. We have also progressing work on joint consents and this is being taken forward for the Stirling Road Dumbarton site which is discussed in more detail on page 6.

Within our new office we are located adjacent to the Environmental Health and this has substantially assisted creating closer links between the two services. Monthly meetings with the Manager and Team Leader in Environmental Health are taking place and presently the Planning and Environmental Health Protocol is being reviewed.

We continue to meet with our colleagues in Regeneration and Asset Management to provide an update on activity on our key development sites. The Forward Planning Team Leader is also part of the Strategic Land Disposal Group.

Collaborative working as a member authority of the Strategic Development Plan Authority with officers taking part in the various topic groups, Heads of Policy meetings and the Steering Group. Elected Members participate in the Strategic Development Plan Committee on a quarterly basis. The Council is also a partner in the Glasgow and Clyde Valley Green Network Partnership and the West of Scotland Archaeological Service.

Financial management and local governance

Financial Management

The service budget is monitored on a monthly basis by the Manager and the Service accountant to ensure that outturn is being achieved. The budget is discussed at Team Leader and Management Team meetings. The revenue budget continues to be heavily weighted towards employees costs and related items. The main payments to other agencies and bodies are the Strategic Development Planning Authority, Ordnance Survey computer licences and the Archaeology Service. The main source of external income is from application fees and related items. Planning application fee income in 2014/15 exceeded the original estimate by more than £80,000. This has been assisted by a number of major applications which brought in the maximum fee.

Reviewing Payments to other Bodies

This Council still faces substantial financial challenges in the coming years and all services are required to take forward measures to address the gap in the past year. We have been reviewing the payments to other bodies in order to identify savings. A service review of the “Clydeplan” team is being undertaken and this Council is part of the review team together with Glasgow City, Renfrewshire and South Lanarkshire Councils.

West of Scotland Archaeological Service

The Council is a partner of the West of Scotland Archaeological Service. This shared service maintains the Historic Environment Record and offers development management advice in respect of archaeological resources to 11 planning authorities, offering a good value, high quality service. Elected members attend the Joint Committee of the Service which approves its Business Plan, annual report and accounts, and officers attend quarterly steering group meetings which monitor implementation of the business plan and finances

Culture of continuous improvement

Performance & Development Planning and training

All Planning staff have a Performance and Development Plan (PDP) which is undertaken on annual basis and reviewed half yearly in November. Their training requirements are identified in the Service Training Plan and this is supported through both the Service and Departmental budget to ensure that training requirements are met. Internal training continues with the sharing of knowledge and skills between team members and with events held by the Councils Organisational Development team as well as with neighbouring Planning Authority. This year Development Management Planning Officers attended joint training with the National Park Authority on report writing

External events attended included the National Development Planning Forum, HoPs events, including the annual conference and development management and development plan sub-groups, and Improvement Service workshops of the Planning Performance Framework and project managing development plans.

Training and development needs will continue to be identified through Performance and Development Planning work. This coming year joint training events with our benchmarking partners are being explored and progressed.

Our Benchmarking Partners

The group (West Dunbartonshire, East Renfrewshire Renfrewshire, East Dunbartonshire, North Ayrshire and Inverclyde Councils) continues to meet every four months to share good practice and to benchmark on specific planning issues. Appendix 2 includes a range of topics discussed at our meetings in 2014/15 and these included benchmarking feedback received on the Planning Performance Framework, High Hedge appeal decisions and the different approaches to pre application councillor briefings. The email group continues to be used at Manager, Team Leader and Planning Officer levels to exchange information and to get views on specific planning issues such as part approvals, attaching conditions to Local Authority applications.

Local Development Plan Benchmarking

The Glasgow and Clyde Valley LDP Forum consists of the eight Clyde Valley authorities and the SDP Core Team. The Forum is scheduled to meet every 6 months. Its principle purpose is to share and exchange best practice in respect of LDP and SDP development and implementation. At the February 2015 meeting the Forum discussed:

- Supplementary Guidance - Authorities discussed what Guidance they had/will produce and reflected on recent guidance from the Scottish Government. As a result information on guidance produced/proposed was collated with a view to discuss consistency and best practice at the next Forum.

- Examinations – Authorities discussed key recommendations from their LDP Examination including shared themes. The administration of Examinations was also discussed in order to share best practice.
- MIRs – Authorities considered approaches to the next round of Main Issues Reports.

Planning staff are regular participants at HoPS Development Planning, Development Management, and Performance and Practice sub-committees.

Improvement Plan for Planning Performance Framework 2013-14

This was put together to address matters raised from feedback and performance indicators of PPF3 and is contained in Appendix 2. The improvement plan addressed matters such as decision making timescales, monitoring delegation rates, producing a protocol on legal agreements and promoting the use of processing agreements. The improvement plan was reported to the January Planning Committee and it allowed these matters to be progressed.

Part 3: Supporting Evidence

Part 2 of this report was compiled, drawing evidence from the following sources:

Open for Business

Protocols on Pre application Advice and Processing Agreements (Protocol 1 and 4 in this document) http://www.west-dunbarton.gov.uk/media/2115391/facilitating_appropriate_development_inc_protocols_34.pdf

High Quality Development on the Ground

Protocol on Liaison meetings (Protocol 2 of this document) http://www.west-dunbarton.gov.uk/media/2115391/facilitating_appropriate_development_inc_protocols_34.pdf
Kilpatrick Hills Statement of Importance <http://www.west-dunbarton.gov.uk/media/4307970/kilparick-hills-local-landscape-area-may-2015.pdf>

Certainty

Green network guidance <http://www.west-dunbarton.gov.uk/media/4307855/supplimentary-guidance-our-green-network-june-2015.pdf>
Elected members pre application procedures (Protocol 3 of this document) http://www.west-dunbarton.gov.uk/media/2115391/facilitating_appropriate_development_inc_protocols_34.pdf

Communications

Clydebank Charrette <http://www.west-dunbarton.gov.uk/planning-building-standards/clydebank-town-centre-design-charrette/>
Dumbarton Rock & Castle Charrette <http://www.west-dunbarton.gov.uk/planning-building-standards/dumbarton-rock-charrette/>
Customer survey <https://www.surveymonkey.com/s/77MLCDN>
Planning Enforcement Charter 2013 http://www.west-dunbarton.gov.uk/media/3199135/planning_enforcement_charter_2013.pdf
Social Media <https://twitter.com/wdcplanning>

Efficient and effective decision-making

Committee reports <http://wdccmis.west-dunbarton.gov.uk/cm5/5/Home.aspx>
West Dunbartonshire Local Development Plan (Proposed Plan) http://www.west-dunbarton.gov.uk/media/4307506/ldp-adopted-version-march-2015-web.pdf_fc.pdf

Effective management structures

Planning and Roads Protocol http://www.west-dunbarton.gov.uk/media/4051800/planning-roads_protocol_2014-09.pdf

Financial Management and local governance

West of Scotland Archaeological Service <http://www.wosas.net/>

Culture of continuous improvement

Appendix 2 Topics discussed at Benchmarking Group 2014/15

Part 4: Service Improvements 2015-16

In the coming year we will:

- Develop Spatial Plans from the Clydebank and Dumbarton Charrettes and implement action plans.
- Prepare supplementary guidance on renewable energy and pay day lending and betting shops.
- Review the Environmental Health Protocol.
- Prepare a Flexible Working Protocol.
- Promote the Protocols on Processing Agreements and Elected Members involvement in the pre application stage.
- Promote and implement a Protocol on Legal Agreements.
- Formally monitor landfill and quarry sites and present report to Planning Committee.
- Review our pre application service.
- Review Committee report format.
- Review our working practices to further improve performance levels
- Review our systems performance.
- Benchmark with other authorities on processes, best practice and cost
- Hold an annual Planning and Building Standards Forum to enable contact with frequent users of the service,
- Hold an annual Service Development Day
- Progress training plan for elected members with Improvement Service,
- Review and undertake individual PDPs and prepare training implementation programme.

Delivery of our service improvement actions in 2014-15:

Committed improvements and actions	Completed
<p>Prepare Development Briefs for Council disposal sites as required so to ensure high quality development on the ground Development briefs have been prepared when requested by Asset Management.</p>	Yes
<p>Hold a Planning and Building Standards forum to enable contact with frequent users of the service This was not achieved in 2014/15 due to other commitments but one is scheduled for October 2015. It is an action for 2015/16.</p>	No
<p>Carry out Customer surveys to measure customer satisfaction A customer survey for both Planning and Building Standards has been implemented and is circulated with all decision notices.</p>	Yes
<p>Provide guidance on trees and publicise trees protected by TPO Supplementary guidance on the green network has been produced and more detailed guidance will be provided for trees.</p>	Partial
<p>Promote the Protocols on Processing Agreements, and Elected Members involvement in the pre application stage One processing agreement signed in the period and another 3 processing agreements being progressed. One developer used the elected member's pre application meeting and a number of requests being taken forward next year.</p>	Yes
<p>Review the Environmental Health Protocol This is presently being reviewed with our colleagues in Environmental Health.</p>	Partial
<p>Review restoration bonds for quarries and landfill sites This has been achieved with negotiations taking place with operators and regular updates to Planning Committee.</p>	Yes
<p>Formally monitor landfill and quarry sites and present an updated report to Planning Committee This has been implemented and an annual report is presented to the August Planning Committee</p>	Yes
<p>Preparation of supplementary guidance on the green network This has been achieved and is presently out for consultation.</p>	Yes

Committed improvements and actions	Completed
<p>Benchmark with other authorities on processes, best practice and cost The Benchmarking Group continues to meet every 3-4 months to share best practice and to benchmark on specific planning issues.</p>	Yes
<p>Promote and implement a Protocol on Legal Agreements There have been initial discussions with Legal but a Protocol has not yet been produced due to other commitments. It is an action for 2015/16</p>	No
<p>Scan and archive planning records A significant thinning of paper files has taken place in preparation of scanning.</p>	Yes
<p>Review Planning Website and continue to encourage use of electronic communication This has taken place and continues to be undertaken on a regular basis</p>	Yes
<p>Hold away day for all staff to view examples of good development. This was not achieved in 2014/15 due to other commitments but is scheduled for August 2015 It is an action for 2015/16.</p>	No
<p>Introduce new ways of working associated with our new offices This has been implemented due to the new flexible working environment.</p>	Yes

Part 5: Official Statistics

A: Decision-making timescales

Category	Total number of decisions 2014-15	Average timescale (weeks)	
		2014-15	2013-14
Major developments	7	19.8	32.4
Local developments (non-householder)	82	10.5	15.2
• Local: less than 2 months	56.1%	6.9	7.0
• Local: more than 2 months	43.9%	15.1	28.0
Householder developments	98	6.8	7.5
• Local: less than 2 months	90.8%	6.3	6.9
• Local: more than 2 months	9.2%	11.7	12.6
Housing developments			
Major	2	23.5	15.9
Local housing developments	15	13.2	24.9
• Local: less than 2 months	20%	5.9	7.4
• Local: more than 2 months	80%	15.1	45.3
Business and industry			
Major	1	11.7	N/A
Local business and industry	18	9.1	9.8
• Local: less than 2 months	72.2%	7.4	6.1
• Local: more than 2 months	27.8%	13.4	20
EIA developments	0	0	90
Other consents*	28	9.6	11.1
Planning/legal agreements**			
• Major average time	1	32.8	
• Local average time	0	0	
Local Reviews	1	12	5.0

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld	
		2014-2015 No. %	2013-2014 No. %
Local Reviews	1	0 (0%)	1(0%)
Appeals to Scottish Ministers	2	1 (50%)	3(33%)

C: Enforcement activity

	2014-15	2013-14
Cases taken up	38	65
Breaches identified	38	34
Cases resolved	24	23
Notices served***	2	5
Reports to Procurator Fiscal	0	1
Prosecutions	0	0

D: Context

The average timescale for major development of 19.8 weeks is well below the Scottish average of 36.6 weeks. The overall average was 12 weeks less than last year even though there were 3 more major applications. This good performance level has been achieved by front loading applications at the pre application stage and working very closely with our stakeholders. The average timescale for local development was reduced by 5 weeks this year and the householder applications timescales fell to under 7 weeks. Both timescales are well below the Scottish average for local developments of 12.9 weeks and 7.5 weeks for householder developments.

One of the major applications was subject to a legal agreement which took 32 weeks to issue a decision. Work is underway to look at ways to conclude a legal agreement in a shorter timescale.

Appeals and Local Reviews remain low compared to the number of applications determined. There was only one local review held this year which was achieved within 12 weeks and 2 appeals to the Scottish Ministers of which one was upheld.

Enforcement activity was largely similar to last year in terms of breaches identified and cases resolved although the cases taken up did fall. There was also a reduction in the number of enforcement notices issued.

Part 6: Workforce and Financial Information

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

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

		DM	DP	Enforcement	Other
Managers	No. Posts	1	1		0.5
	Vacant				
Main grade posts	No. Posts	4	2.5		
	Vacant				
Technician	No. Posts	0.5	1		
	Vacant				
Office Support/Clerical	No. Posts	2.5	0.5		
	Vacant	1			
TOTAL		9	5		0.5

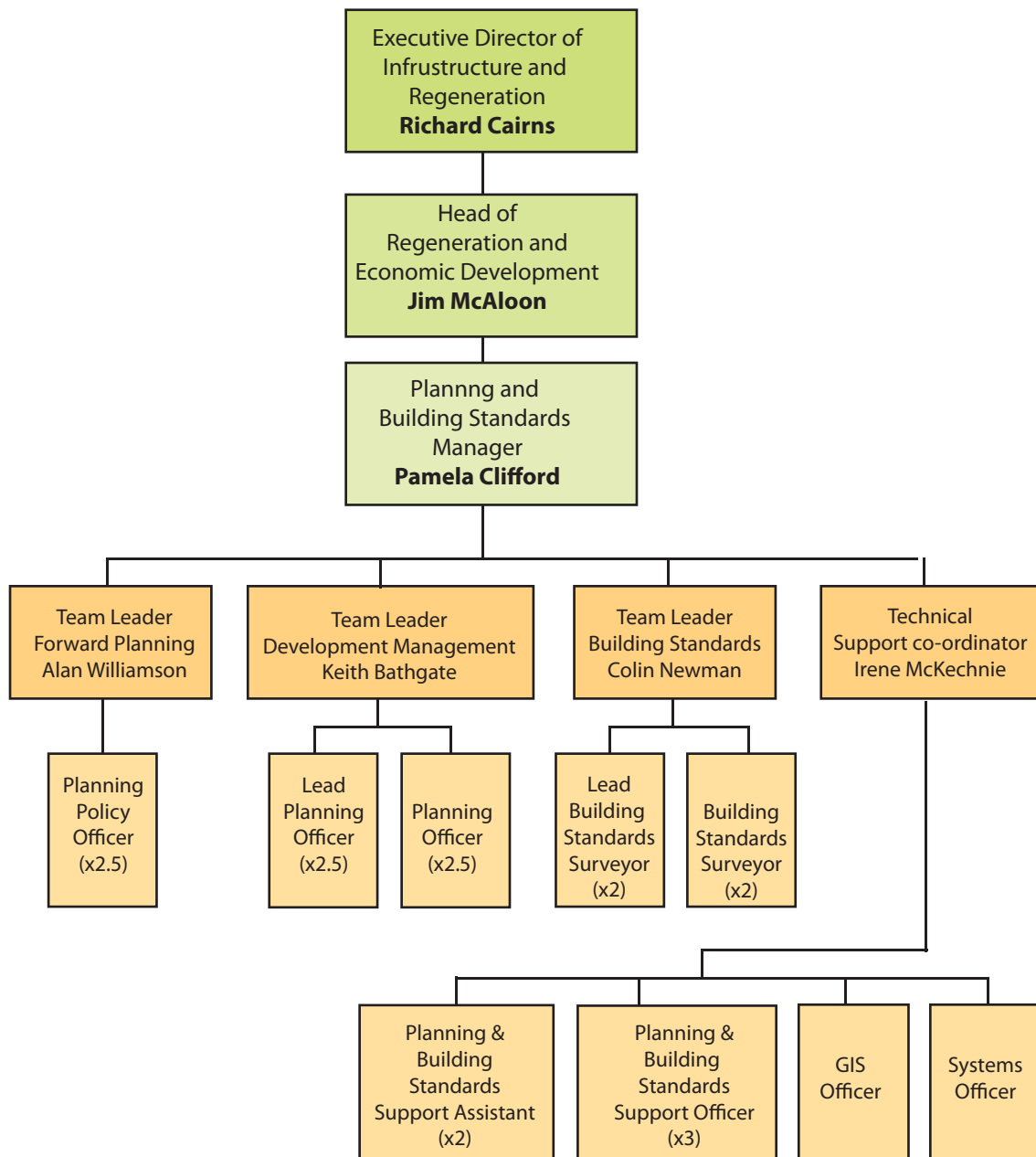
Staffing Profile	Number
Under 30	3
30-39	4
40-49	5
50 and over	7

Committee & site visits	Number per year
Full Council committees	4
Planning Committees	11
Area Committees (where relevant)	0
Committee site visits	18
LRB**	1
LRB site visits	0

	Total Budget	Costs		Income
		Direct	Indirect	
Development management	£226,008	£290,800		£304,789
Development planning	£187,481	£171,700		
Enforcement	N/A	N/A	N/A	
Other		£221,245	£250,400	
TOTAL	£879,966			

Appendix 1

Planning and Building Standards Service Structure



Appendix 2

WEST OF SCOTLAND PLANNING BENCHMARKING GROUP 2014-2015

The Benchmarking Group consists of participants from the following Councils: East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire & West Dunbartonshire. The Group normally meets every 3 – 4 months and met three times between 1st April 2014 and 31st March 2015: 29th May 2014 (at East Renfrewshire); 23 September 2014 (at North Ayrshire) and 27th January 2015 (at Inverclyde). The meetings are minuted, with the host council and chairperson rotating around the councils.

A wide range of topics were discussed at these meetings:-

1. Planning Performance Framework
2. Scottish Minister call-in of applications
3. Decision Notice contents
4. High Hedges Act and DPEA appeal interpretation
5. Restoration Bonds
6. Electric car charging points in new developments
7. Pre-application briefings & guidance for councillors
8. Legal Agreement procedures
9. Retention of planning registers procedures
10. Charging for pre-application enquiries
11. Certificates of Lawful Use or Development
12. Charging for street naming and numbering
13. Costing the planning service
14. Local Review Body procedures & judicial review
15. Processing agreements
16. Staffing levels
17. Review of quarries and landfill sites
18. Validation standards guidance note
19. EPlanning and EBuilding Standards portal and agency agreement
20. Content of reports of handling
21. Hearings procedures
22. Section 42 applications
23. Advertisement Stop Notices
24. Policy on houses in the countryside
25. Obtaining archaeological expert advice
26. Pay-day loan government consultation
27. Format of EIA screening opinions
28. Procedures for Rights of Way diversion orders

The meetings allow for the sharing of experiences and of best practice. This does not necessarily lead to standardisation of practice, but allows for legislative interpretation and practice to be shared.

Of particular note this year have been our discussions on:

- The Planning Performance Framework, where the Councils' submissions and feedback reports were discussed, with the Council's learning from each-other's reports.
- The High Hedges Act, where policy and practice was shared, leading to a better understanding of the legislation, and experiences shared of the approaches which can be taken on a range of issues on this new subject.
- Pre-application councillor briefings, allowing the authorities to share how they are implementing the government advice.
- Staffing levels within the authorities, looking at how each authority's service is staffed, allowing comparisons with performance statistics.
- Archaeological advice and how the authorities purchase this service through either the West of Scotland Archaeological Service or from private consultants, and whether value-for-money is obtained.

In addition to the formal meetings, the participants also use the email list as a 'forum' for quickly asking questions on areas of uncertainty.

This group concentrates on development management issues. Development plans teams benchmark extensively with the eight Councils who prepare the Glasgow & Clyde Valley Strategic Development Plan (including sub-groups); as well as through Heads of Planning and the national Development Plans Forum. Benchmarking also takes place supporting environmental and technical functions, including through the Glasgow and Clyde Valley Green Network Partnership; the Scottish Outdoor Access Forum; the Scottish Strategic Environmental Assessment Forum; the Local Authorities Historic Environment Forum; the Corporate Address Gazeteer Forum; the One-Scotland Mapping Agreement Group; and the Ordnance Survey User Group.

Appendix 3: Improvement Plan - Planning Performance Framework 2014-2015

Ref	Action	Milestone	Target Date
PPF1	Record and conclude legal agreements/ section 69 agreements within 6 weeks of planning decision.	<ul style="list-style-type: none"> Produce a protocol on legal agreement process and timescales. Make officers and legal officers aware of the timescales. Promote protocol to developers. 	<p>28/2/2015</p> <p>30/3/2015</p> <p>30/3/2015</p>
PPF2	Review all remaining legacy applications.	<ul style="list-style-type: none"> Facilitate progression of applications. 	30/3/2015
PPF3	Monitor on a monthly basis, decision making timescales for all applications.	<ul style="list-style-type: none"> Produce monthly list of applications decision timescales. Identify applications which have not met target and reasons for this team Leader weekly meetings with officers. Identify problematic applications at registration and project manage. 	<p>30/1/2015</p> <p>30/1/2015</p> <p>30/1/2015</p> <p>30/1/2015</p>
PPF4	Monitor delegation rates.	<ul style="list-style-type: none"> Identify applications determined by Planning Committee and reasons for this. 	30/3/2015
PPF5	Continue to promote and publicise the use of processing agreements.	<ul style="list-style-type: none"> Promote the protocol with developers. 	30/3/2015

Cabinet Secretary for Social Justice, Communities and Pensioners' Rights
Alex Neil MSP

T: 0300 244 4000
E: scottish.ministers@gov.scot



Ms Joyce White
Chief Executive
West Dunbartonshire Council



5th October 2015

Dear Ms White

PLANNING PERFORMANCE FRAMEWORK 2014-15

Thank you for submitting your authority's annual Planning Performance Framework (PPF) report covering the period April 2014 to March 2015.

Please find enclosed your authority's feedback on the 15 performance markers. I intend to share the performance ratings with the High Level Group on Performance when we next meet at the end of October.

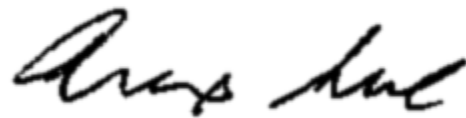
You will note that this year we have only provided feedback on the performance markers. I am encouraged to hear that supported by Heads of Planning Scotland, you will be providing wider feedback to other authorities through your benchmarking groups. I am grateful to HOPS for taking this proactive approach and I very much hope that it will help communication and better support the sharing of practice amongst authorities.

I am pleased to report that Scotland-wide performance is improving and the number of red markings has reduced considerably over the last 3 reporting periods. Overall, I am impressed with the commitment to improvement and the good position that many authorities are now in. There are however, a small number of authorities where progress in delivering the markers has been slower. I will be encouraging COSLA and Heads of Planning Scotland at the next High Level meeting to ensure that those authorities are supported.

I would also like to thank those of you who submitted information on your live applications which are over a year old. The study shows that there are over 1800 legacy cases, dating as far back as 1983. I accept that there are circumstances where applications will take an extended amount of time and that withdrawal or

refusal is not in the best interests of either the applicant or authority. However, it is critical that action is taken to reduce the number of legacy cases and I would again encourage you all to put strategies in place to prevent cases reaching legacy status. I will discuss legacy cases at the next High Level Group and the Chief Planner will also set up a meeting to discuss the situation with HOPS and the development industry.

You will be aware of my recent announcement to hold a review of the planning system. The review will depend on the co-operation, expertise and input of all those with an interest in the planning system. There will be opportunities to provide evidence to the panel and I strongly encourage planning authorities to actively participate. We will communicate further information through our website, e-alerts and twitter feeds as soon as the panel confirm the process and timetable.

A handwritten signature in black ink, appearing to read 'Alex Neil', written in a cursive style.

ALEX NEIL

CC: Pamela Clifford, Head of Planning

PERFORMANCE MARKERS REPORT 2014-15

Name of planning authority: **West Dunbartonshire Council**

The High Level Group on Performance agreed a set of performance markers. We have assessed your report against those markers to give an indication of priority areas for improvement action. The high level group will monitor and evaluate how the key markers have been reported and the value which they have added.

The Red, Amber, Green ratings are based on the evidence provided within the PPF reports. Where no information or insufficient evidence has been provided, a 'red' marking has been allocated.

No.	Performance Marker	RAG rating	Comments
1	Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]	Green	<p>Major Developments</p> <p>At 19.8 weeks your decision making timescales have improved from 32.4 weeks last year. This continues to remain better than the national average of 46.4 weeks.</p> <p>RAG = Green</p> <p>Local (Non-Householder) Developments</p> <p>You have improved your timescales for this category and at 10.5 weeks are now quicker than the national average of 12.9 weeks.</p> <p>RAG = Green</p> <p>Householder Developments</p> <p>At 6.8 weeks your decision times have improved from 7.5 weeks last year. This remains better than the national average of 7.5 weeks.</p> <p>RAG = Green</p> <p>TOTAL RAG = Green</p>
2	<p>Processing agreements:</p> <ul style="list-style-type: none"> offer to all prospective applicants for major development planning applications; and availability publicised on website 	Green	<p>The report lacks evidence on the availability of processing agreements. The link to your protocol on pre-application advice and processing agreements does not work, although it was available through a search engine.</p> <p>However, the case studies note that there are a number of applications being progressed through the use of a processing agreement.</p>

			The stats you have provided do not match those in the National Planning Performance Statistics published in July 2015. You should ensure that the correct statistics are used within your PPF report.
3	<p>Early collaboration with applicants and consultees</p> <ul style="list-style-type: none"> availability and promotion of pre-application discussions for all prospective applications; and clear and proportionate requests for supporting information 	Green	<p>Strong evidence provided of an open for business culture around pre-application discussions. This has now been extended to elected members is welcome.</p> <p>The protocol you have in place provides a comprehensive set of clear expectations required from developers for various types of contributions.</p>
4	<p>Legal agreements: conclude (or reconsider) applications after resolving to grant permission</p> <ul style="list-style-type: none"> reducing number of live applications more than 6 months after resolution to grant (from last reporting period) 	Green	<p>You have only had one legal agreement in the last year and this took 32 weeks to sign off. This was a reduction from the average of 38 weeks last year.</p> <p>We note that in your SIP you intend to implement a protocol on handling legal agreements.</p>
5	Enforcement charter updated / re-published within last 2 years	Green	Updated in December 2013
6	<p>Continuous improvement:</p> <ul style="list-style-type: none"> progress/improvement in relation to PPF National Headline Indicators; and progress ambitious and relevant service improvement commitments identified through PPF report 	Amber	<p>At 5 years your development plan is out of date and there has also been slippage in your development plan scheme.</p> <p>Decision making timescales continue to improve.</p> <p>Enforcement charter up to date.</p> <p>You have made good progress with last year's commitments although we note a couple have been carried over to this year. This year's SIPs are relevant however a number of them relate to the general day-to-day running of the planning service. In future you should focus on service improvement.</p>
7	Local development plan less than 5 years since adoption	Red	Your Development Plan was 5 years old at the end of the reporting period and the replacement plan will not be available for some time given the modifications made. The reasons for this are noted.

8	<p>Development plan scheme – next LDP:</p> <ul style="list-style-type: none"> on course for adoption within 5 years of current plan(s) adoption; and project planned and expected to be delivered to planned timescale 	Red	<p>Your LDP is 5 years old and the new plan is not yet available for adoption.</p> <p>The DPS was not able to deliver to the timescales set out. You should ensure that any further amendments to timescales should be subject to strong project management to try and avoid further slippage.</p>
9	<p>Elected members engaged early (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i></p>		N/A
10	<p>Cross sector stakeholders* engaged early (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i></p> <p><i>*including industry, agencies and Scottish Government</i></p>		N/A
11	<p>Regular and proportionate policy advice produced on:</p> <ul style="list-style-type: none"> information required to support applications; and expected developer contributions 	Green	<p>Good use of ‘pre-application consultation events’ for key regeneration sites which clearly set out the guiding principles and requirements for development.</p> <p>RAG = Green</p> <p>Good use of case studies to identify and evidence good practice on the use and requirements of developer contributions including use of commuted payments.</p> <p>RAG = Green</p>
12	<p>Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)</p>	Green	<p>West of Scotland Archaeology Service is an excellent example of a joint service and cross authority engagement. We note your close ties with the roads service. Given your new location this should allow for further joint working with cross-service colleagues. We note that you also hope to hold a developer forum next year which should help strengthen relationships with stakeholders.</p>
13	<p>Sharing good practice, skills and knowledge between authorities</p>	Green	<p>WOSAS is a very good example of skill sharing across authorities to the benefit of both the authorities and developers. You have provided evidence of a wide range of activities/discussions as part of the West of Scotland Benchmarking group.</p>

14	<p>Stalled sites / legacy cases: conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old</p>	Green	<p>You have concluded only 1 legacy case and 7 remain. This is an increase from the 3 you noted last year. We would encourage you to withdraw or determine these where you are able to. Whilst an increase in cases would normally result in an amber or red marking we recognise the very small number of legacy cases.</p>
15	<p>Developer contributions: clear and proportionate expectations</p> <ul style="list-style-type: none"> • set out in development plan (and/or emerging plan); and • in pre-application discussions 	Amber	<p>There is some evidence in the report of the requirements set out in the LDP relating to developer contributions. Specific examples are the 'green network' and parking guidance, but it is less clear on how these are clear and proportionate.</p> <p>RAG = Amber</p> <p>One of your case studies provides some evidence of what is required regarding developer contributions at the pre-application stage of the process. However the report would benefit from further detail.</p> <p>RAG = Amber</p>

WEST DUNBARTONSHIRE COUNCIL
Performance against Key Markers

Marker		2012-13	2013-14	2014-15
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
10	Stakeholders engaged early (pre-MIR)	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			

Overall Markings (total numbers for red, amber and green)

	Red	Amber	Green
2012-13	1	6	6
2013-14	1	2	10
2014-15	2	2	9

Decision Making Timescales (weeks)

	2012-13	2013-14	2014-15	2014-15 Scottish Average
Major Development	19.2	32.4	19.8	46.4
Local (Non-Householder) Development	12.3	15.2	10.5	12.9
Householder Development	7.3	7.5	6.8	7.5



PPF Peer Review Template

PPF Report: West Dunbartonshire Council

Reviewer: Alex Laidler

Authority: East Dunbartonshire Council

Date: 28/9/15

General

Is the PPF clear and concise?
Yes. Clear, concise prose and formatting. Sufficiently detailed to address criteria below without being excessively long.
Would the content be understood by stakeholders?
Yes. The right context and technical detail have been explained (e.g. key details describing a development case study), with others unnecessary explanations left out (for example there was no need to explain an EIA)

Improvement from last year

How has improvement been evidenced?
General meeting of service improvements, headline statistics improvements in DM and positive stakeholders quotes.
What did stakeholders say about service quality?
Positive, detailed quotes provided from stakeholders relevant to each section they were cited in.

Measures of a high quality planning service

- Open for Business
- High Quality Development on the Ground
- Certainty
- Communications, Engagement and Customer Service
- Efficient and Effective Decision Making
- Effective Management Structures
- Financial Management and Local Governance
- Culture of Continuous Improvement

1. Open for Business
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.
Are stakeholder testimonies used to evidence good practice?
Yes, evidence has been provided.
Are there any obvious omissions?
No. Good range of case studies used to evidence criteria.

2. High Quality Development on the Ground
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.
Are stakeholder testimonies used to evidence good practice?
No.
Are there any obvious omissions?
No. Good range of case studies used to evidence criteria.

3. Certainty
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.
Are stakeholder testimonies used to evidence good practice?
Yes, evidence has been provided.
Are there any obvious omissions?
No. Less content in this section but the case studies provided evidenced the topic well.

4. Communications, Engagement and Customer Service
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.

Are stakeholder testimonies used to evidence good practice?
No quotes used however evidence of positive customer feedback providing in the form of survey ratings provided by those receiving decisions.
Are there any obvious omissions?
No. Case studies cover a range of different functions and aspects to evidence meeting the criteria.
5. Efficient and Effective Decision Making
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.
Are stakeholder testimonies used to evidence good practice?
Yes, evidence has been provided.
Are there any obvious omissions?
No. Both DM and DP referenced.

6. Effective Management Structures
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.
Are stakeholder testimonies used to evidence good practice?
No, however the nature of this section makes this seem an unnecessary as a measure of delivery.
Are there any obvious omissions?
No. Good level of practical detail provided to evidence this topic.

7. Financial Management and Local Governance
Is the descriptive evidence clearly related to the specific measurement?
Yes, evidence has been provided.
Is there a good use of case studies as evidence?
Yes, evidence has been provided.
Are stakeholder testimonies used to evidence good practice?
No, however the nature of this section makes this seem an unnecessary as a measure of delivery.

Are there any obvious omissions?

No. Limited statistical data however a high-level summary of the notable areas of expenditure evidences this topic.

8. Culture of Continuous Improvement

Is the descriptive evidence clearly related to the specific measurement?

Yes, evidence has been provided.

Is there a good use of case studies as evidence?

Yes, evidence has been provided.

Are stakeholder testimonies used to evidence good practice?

No, however the nature of this section makes this less relevant than in other sections involving third parties. Quotes from staff could potentially be used.

Are there any obvious omissions?

No.

Learning Points

What are the positives to be shared?

Good example of a well-written, concise PPF report. As a result this is accessible to external stakeholders.

Suggestions for strengthening the next PPF?

Use of graphics in overall document presentation, however the simplicity of text presentation and report headings/structure is a positive and should be kept similar to this version.

Issues for further discussion about PPF format or process?

PPF reports can fall into trap of being too long in an attempt to excessively cover every box that can be ticked for an LPA in marking criteria. This PPF report avoids this and becomes more accessible as a result.

Improvement Plan – Planning Performance Framework 2014-15

Ref	Action	Milestone	Target Date
PPF1	Record and conclude legal agreements/section 69 agreements within agreed timescale	Produce a protocol on legal agreement process and timescales and get Committee approval	30/12/2015
		Promote protocol to developers and implement	30/3/2016
PPF2	Review all remaining legacy applications	Facilitate progression of applications.	30/3/2016
PPF3	Monitor on a monthly basis, decision making timescales for all applications	Hold Regular Workload Meetings with Team Leader	Ongoing
		Implement Holiday Handover	Ongoing
		Identify Quick Win Applications	Ongoing
		Identify quick refusals	Ongoing
		Ensure stopping the clock is used	Ongoing
		Circulate list of applications close to target	30/10/2015
		Identify applications missed target and reasons	30/10/2015

PPF4	Monitor delegation rates.	Identify applications determined by Planning Committee and reasons for this.	30/3/2016
PPF5	Continue to promote and publicise the use of processing agreements.	Promote the protocol with developers.	30/3/2016

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Planning Committee: 28 October 2015

Subject: Renfrewshire Local Development Plan**1. Purpose**

- 1.1 To advise the Committee of the outcome of a legal challenge to the adoption of the Renfrewshire Local Development Plan.

2. Recommendations

- 2.1 It is recommended that the Committee note the report.

3. Background

- 3.1 The proposed Renfrewshire Local Development Plan was published in January 2013. It included Braehead shopping centre and adjoining leisure facility (formerly known as Xscape, now Soar) as a town centre. This Council submitted an objection to the inclusion of Braehead as a town centre as part of its representation on the Renfrewshire Local Development Plan. Glasgow and Inverclyde Councils also objected on this matter, as did a number of commercial organisations. As part of the Examination of objections to the Renfrewshire Local Development Plan, the Council, along with the aforementioned parties, participated in a Hearing into the Braehead issue.
- 3.2 The subsequent Examination report recommended that Braehead should not be identified as a town centre in the Renfrewshire Local Development Plan. However, Renfrewshire Council declined this recommendation and sought to adopt its Local Development Plan with Braehead identified as a town centre. The Scottish Ministers chose not to intervene in this matter, and Renfrewshire Council proceeded to adopt its Local Development Plan.

4. Main Issues

- 4.1 Retail Property Holdings (owners of Silverburn shopping centre) legally challenged Renfrewshire Council's refusal to give effect to the Reporter's recommendations to not designate Braehead as a town centre in its adopted Local Development Plan. The Respondents to the action were Renfrewshire Council and the Scottish Ministers. Intu Properties, owners of Braehead, involved themselves in the action as an interested party.
- 4.2 The case was heard at the Court of Session in June 2015, and the opinion of the court published on 18 September. This found that the challenge was sound and that the Renfrewshire Local Development Plan 2014 fell to be quashed in part in so far as it designated Braehead as a town centre.

- 4.3** There were two main aspects to the defence of the appeal. The first was that in deciding whether to accept or reject a recommendation from a reporter, a local authority was engaged in the exercise of a planning judgement, and that the local authority was entitled to reach its own view of what would be a reasonable conclusion for the reporter to have reached. The appeal judges rejected this, stating that the Regulations setting out the grounds on which recommendations can be declined do not provide for a further layer of judgement or discretion on the part of the local planning authority.
- 4.4** The second was that the reporter's decision was fundamentally flawed because she had materially misunderstood the 2012 Strategic Development Plan. The arguments were (i) that the Strategic Development Plan, through its listing of the "current status" of the network of centres did not designate Braehead as a "commercial centre", rather this was a reference to its historical status, and (ii) that by way of the "challenges" facing Braehead as set out in the Strategic Development Plan, it was inevitable that the Local Development Plan would designate it as a town centre. The appeal judges were not persuaded by these arguments. In relation to (i) they did not consider that the use of the term "current" must in effect be read as "past" or "previous". In relation to (ii) they were of the view that had those who drew up and approved the Strategic Development Plan considered it inevitable that Braehead should have town centre status, it would have been readily possible for them to say so.
- 4.5** The judgement is to be welcomed by the Committee, which has long objected to Braehead being identified as a town centre. Of particular note is the findings in relation to the status of Braehead in the Strategic Development Plan, which officers and Members were closely involved in ensuring that it protected the position of this Council at the time the Proposed Strategic Development Plan was published in 2011.
- 4.6** The judgement is also significant in relation to the view that the Court of Session may take in other cases where a recommendation of an Examination Report has been declined.
- 4.7** As a result of the above decision, a legal challenge of a Renfrewshire Council decision to approve a planning application for new development at Braehead – which was objected to by this Council - was conceded by Renfrewshire Council, as the decision had been taken on the back of the centre having town centre status. The decision on the planning application now requires to be retaken by Renfrewshire Council.

5. People Implications

- 5.1** None.

6. Financial Implications

- 6.1** None.

7. Risk Analysis

7.1 None.

8. Equalities Impact Assessment (EIA)

8.1 It is not considered that the report or recommendations raise any equalities issues.

9. Strategic Environmental Assessment

9.1 Not applicable

10. Consultation

10.1 Not applicable.

11. Strategic Assessment

11.1 It is considered that the designation of Braehead as a town centre would have had implications for the Council's strategic priority of economic growth and employability as it is likely that expenditure and possibly investment would be lost to Renfrewshire.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 8 October 2015

Person to Contact: Pamela Clifford, Planning & Building Standards Manager
email: pamela.clifford@west-dunbarton.gov.uk

Alan Williamson, Team Leader – Forward Planning,
Email: alan.williamson@west-dunbarton.gov.uk

Appendices: None

Background Papers: Opinion of the Court in the appeal by Retail Property Holdings Ltd against against Renfrewshire Council and the Scottish Ministers – 18 September 2015.
<http://www.scotcourts.gov.uk/search-judgments/judgment?id=b316eda6-8980-69d2-b500-ff0000d74aa7>

Wards Affected: All

