

West Dunbartonshire

Planning Performance Framework



Foreword

Welcome to 10th annual Planning Performance Framework which outlines our performance, showcases through case studies our achievements and the quality of service we deliver in 2020-21. We continue to deliver the majority of the Planning Service through home working in this global pandemic. This has brought challenges and opportunities for the delivery of the service. As restrictions start to lift, most staff are looking forward to coming back to the office in a hybrid form. Progress on our key regeneration sites and developments has continued this year. Development on Queens Quay is making good progress with the new residents of the care home enjoying their new high quality home and the energy centre now providing low cost and low carbon energy to various developments. Further details of the progress of Queens Quay is provided later in the document.

The Council's affordable housing programme is making good progress with new residents living in their new homes and using the surrounding quality environment. This year, two significant private housing developments were approved on former Council office sites

and one now is under construction. On both developments officers have worked very closely with the private housebuilder to raise the quality of the houses and the surrounding environment so they take into account the particular characteristics of the area and are of very high quality. We are very keen to see these new houses constructed and what they will bring to our communities and the local area.

Other significant development for the West Dunbartonshire area is the approval of the masterplan for Exxon and the approval of a major extension to the Golden Jubilee hospital. Both developments will help transform the area and provide much needed employment and services. Further details are provided later.

Our work in West Dunbartonshire continues to be recognised on a national level and beyond with the Team Leader in Forward Planning being asked to speak at the Academy of Urbanism – Landscape and Urbanism event in November which focused on our green infrastructure approach and the Building with Nature accreditation and the links to Ian McHarg.

I also presented at an RTPI online event about how we are championing quality places together with representatives from Vale of Glamorgan Council and the Government on the new national Design Codes. It was really good to share experience across the nations. The Service continues to be impacted by the financial pressures of the Council and this has been more pronounced with the pandemic where we have seen a reduction in income due to a fall in high fee paying applications. It is hoped that once restrictions are lifted that development and income will go back to the pre pandemic level. This year we welcomed a number of new people to the Planning team:

- Wojciech Borowski - Planning Officer
- Marta Borkowska - Support Officer
- Eva Hutchison - Support Assistant

Our Technical Support Co-ordinator Irene McKechnie retired from her position as Technical Co-ordinator this year and has been replaced by Ashleigh Ross, one of our Support Officers. Irene is remaining with us on a part time basis to undertake

the role of service improvements. Irene has been a substantial support to myself, the Planning Service and the wider Council and it is good that she is remaining with us to undertake the service improvement role. I wish Ashleigh all the best in her new role.

The Forward Planning Team Leader - Antony McGuinness recently took up a post in South Ayrshire Council. Antony led the work on LDP2 and the Locality Place Plans and always played an important role in the Planning Performance Framework. His substantial planning knowledge and his "can do attitude" will be missed and we wish him well in South Ayrshire.

Please enjoy reading the document about the work we are undertaking in West Dunbartonshire and please free to offer feedback and comments.

Pamela Clifford

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Environmental Health Manager

July 2021

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Introduction

Context

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 areas. 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 Planning authority area.



Our Vision

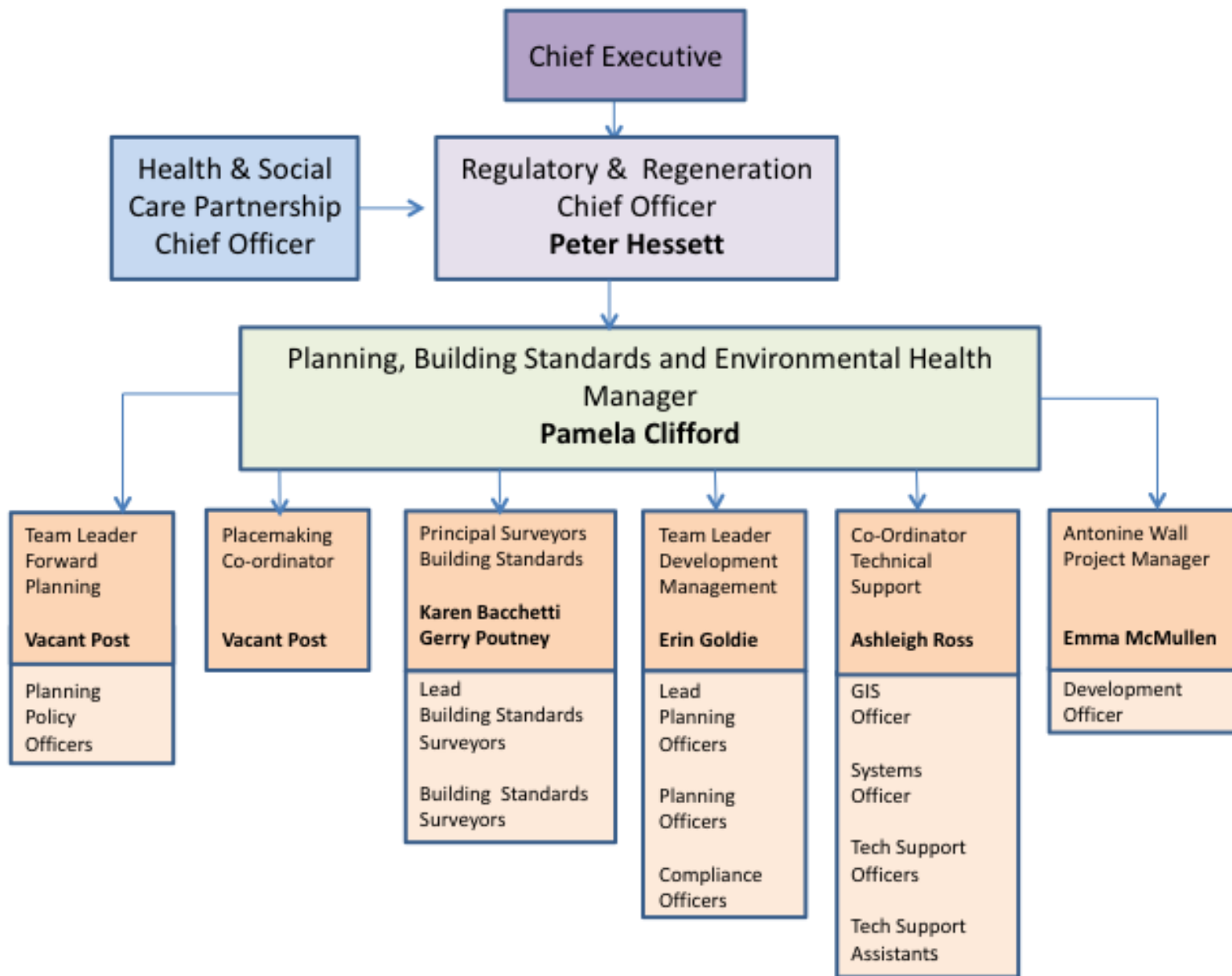
“West Dunbartonshire Council will deliver high quality services led by priorities identified by the communities of West Dunbartonshire in an open and transparent way”.

The Strategic Plan 2017-2022 sets out the vision and direction for Council services. It will inform the delivery of Council Services and provide a context for decision making at a service level. The strategic priorities will be delivered through the Service Delivery Plans and those of the Strategic Partners in the Community Planning Partners. Key strategic priorities:

- ☐ Strong local economy and improved job opportunities
- ☐ Supported individuals, families, carers living independently and with dignity
- ☐ Meaningful engagement with active, empowered and informed citizens who feel safe and engaged
- ☐ Open, accountable and accessible local government
- ☐ Efficient and effective frontline services that improve the everyday lives of residents

The Planning Service is identified as a lead service in delivering the first priority of a strong local economy and improved job opportunities through the local development plan, the Place and Design Panel and the planning application process.

The Local Development Plan 2 remains at Finalised Stage until the issue at Duntiglen Fields is resolved at the Court of Session.



What is the Planning Performance Framework

The Planning Performance Framework (PPF) defines and measures how a planning authority is achieving a high-quality planning service. The general format is determined by the Template and Guidance Notes issued in May 2021.

The PPF has been designed to be flexible and to evolve as experience grows. The report begins with a qualitative story of that year's performance supported by case studies.

The information and policy that sits behind this performance story is then included prior to the considering of what improvements are desired in the coming year. It then provides more measured information on the authorities' work programmes called National Headline Indicators (NHI). This is followed by the Scottish Government Annual Official Statistics for that Authority. It ends with a snapshot of the workforce and planning committee meeting information for that planning authority.

The PPF is used both as a promotional tool and an audit document.

The Scottish Government assess the PPF against a set of performance markers.

These markers give an indication of good performance, good practice and help to identify priority areas for improvement action. In order to demonstrate the importance of meeting the 15 Performance Markers, these have been identified against evidence within the report. In addition a Performance markers checklist is contained in Appendix 1.

The case studies throughout the Report give examples of how good practice and quality development has been achieved resulting in a high performing planning service.

Part 1: Qualitative Narrative and Case Studies

Quality Design

Queens Quay Update

The Queens Quay site has featured in a number of the Planning Performance Framework documents over the years. This 23 hectare residential led mixed-use development which reintegrates the waterfront with the wider Clydebank area, is one of the largest regeneration sites in Scotland. Last year it was reported that the main spine road was completed together with the pathway along the waterfront and around the Basin.

This year the Clydebank Care Home welcomed its first new residents and it provides state of the art care and accommodation for our elderly residents. The energy centre is now operational and provides low cost and low carbon energy to the care home, College and Leisure Centre with plans to expand to the Golden Jubilee hospital and other Council properties.

The energy centre with the landmark building and 32metre high gold flue is attracting a lot of interest from Government officials, sustainability experts and will be promoted in COP 24 in November. Work is well underway with new Clydebank Health Centre and the 142 affordable housing units which are due to be completed early 2022.

Regular meetings continue to take place with the overall site developer and the developers of each of the ongoing sites to ensure that conditions are discharged and the overall quality of the development is maintained.



Queens Quay Design Codes

The Design Codes built upon the approved documents associated with the masterplan Planning Permission in Principle for Queens Quay by providing detailed guidance regarding the future development form in particular the housing element.

Consultation took place on the Draft Queens Quay Design Codes in February 2020 and as reported last year a total of 25 responses were received from various individuals including the landowner. Many of the comments received through the consultation required further consideration to ensure that there is clarity around the detail, the purpose and application of the Design Codes and resulted in changes in the final Design codes document which was presented to the Planning Committee in September 2020 for approval.

It has always been envisaged that the Design Codes document would strike a balance between providing guidance and being overly prescriptive to deliver high quality places.



Queens Quay Design Code Extract

This would be integrated into the planning and design processes that would shape the Queens Quay environment. An over prescriptive document would weaken the approach and vision for the Queens Quay site, however, a level of guidance and advice that still allows freedom for developers to innovate would be encouraged with marketability and commercial viability would be embedded in the Design Codes. As result the landowner/ developer has made an application to vary a condition of the Planning Permission in Principle to incorporate reference to the approved Design Codes for Queens Quay to ensure its requirements are given due weight as a material planning consideration as part of subsequent planning applications coming forward and it also stands as non-statutory planning guidance.

Performance Markers 3 and 11

Annexe 1: Queens Quay Energy Strategy

It is intended that Queens Quay will be one of the most sustainable new residential and mixed use areas in Scotland. New housing and other uses can be connected to the District Heating Network and by the inclusion of a Sustainability annex as part of the Design Codes it is our aspiration that all future housing is connected to the District Heating System whilst the building fabric still meets the minimum quality standards of the Building (Scotland) Act.

The requirements of the annex brings together the District Heating Network with the building regulations put forward by the Building Standards Domestic Technical handbook set in the Building (Scotland) Regulations 2004. New dwellings on Queens Quay must be designed to comply with Gold Aspect 1 of Section 7 in the Domestic Technical Handbook thus balancing the need for sustainable development with low occupant running costs.



By connecting to the district heating network and achieving Silver Aspect 2 of Section 7 in the Domestic Technical Handbook most properties can then achieve Gold Aspect 1. The Local Development Plan 2 contains a number of policies to encourage and support this Sustainability annex.

The draft Sustainability annex has been published for consultation and a finalised Sustainability annex will be placed to Committee shortly taking into account the representations received during the consultation process.

Annexe 2: Queens Quay Street Naming Strategy

A Street Naming Strategy and list of street names was approved for consultation in August 2020 for the principal public spaces and streets identified in the masterplan. The strategy and street names seek to reflect the history and heritage of the site and the surrounding area within Clydebank. They also aim to proactively contribute to placemaking and streetscape across the Queens Quay site, sharing key heritage narratives and telling Clydebank's stories to a much wider audience.

A public consultation ran for 6 weeks from 9th September to 23rd October and was publicised on the Council's news and consultation webpages, as well, as social media pages. Elected members, Community Councils, equalities groups and other community groups were contacted directly regarding the consultation. A total of 17 formal responses and this has shaped the final street names.

The street naming strategy centres on a storytelling approach, bringing focus to Clydebank's rich history and heritage and linking the former John Brown's yard to the landscape beyond Clydebank and involved working very closely with the Council's Cultural Heritage Co-ordinator. Through these narratives, opportunities exist to create digitally available heritage interpretation and associated learning materials that tell Clydebank's story from its pre-burgh history to the global boom of shipping and industry, encapsulated by the internationally recognised term 'Clydebuilt'.

There is an opportunity to include additional names for streets that reference the various trades and skills carried out at John Brown's shipyard. This would reflect the many thousands of workers at the yard who – over the century of its existence – contributed to its success and that of Clydebank. These are included Beacon, Bothy School, Foundry, East Yard, Rigger etc. This approach offers insight to the workings of the yard and represents numerous opportunities to engage Clydebank's citizens in memory sharing, reminiscence and storytelling.

Performance marker 12

Virtual Place & Design Panel: Sandpoint Marina Development Brief

Sandpoint Marina is a private housing opportunity in Dumbarton. A housebuilder with an interest in the site approached the Council seeking pre-application planning advice. A brief was prepared providing details of the planning context and design advice which will guide the development of the site. In the past the Council has prepared design guidance for council assets which to be disposed of for development. This was the first brief for an allocated site which is not in Council ownership. A draft brief for the site was presented to the first online Place and Design panel session in order to allow the Panel to continue to operate during covid restrictions.

The virtual meeting allowed panellists to take part from across Scotland, enabling participation from some who would not normally be able to attend in person panel session. In a change from previous panels, a virtual site visit, made up of photos and videos of the site and its

surroundings, was presented to give the opportunity for panellists to familiarise themselves with the site. The Terms of Reference for the Place and Design Panel have been amended to address virtual Place and Design Panels

A number of key themes emerged from the discussion which have been incorporated into the finalised brief. These included a more aspirational vision for this site which better articulated the Council's ambitions for high quality design; making more use of the previous studies which provide guidance for the site and embedding a design led approach which responds to the unique landscape and townscape which the development must fit into.

The online format of the panel session was successful in shaping the brief which has been issued to the developer of the site. There were certainly some benefits to having the meeting online such as being able to invite panellists from further afield and requiring less time from all of the panellists because they weren't

required to travel to the meeting in person. It was also beneficial to be able to record the audio conversation to inform the reporting of the session, this enabled the Place and Design Officer to engage more in the conversation and focus more on facilitation rather than note taking. The virtual site visit also worked well, and it would be beneficial for this kind of information to be shared with panellists in advance of a panel sitting in the future, whether or not the session was to be online or in person.





Sandpoint Marina Dumbarton

Delivering Quality Housing

Pre application Engagement

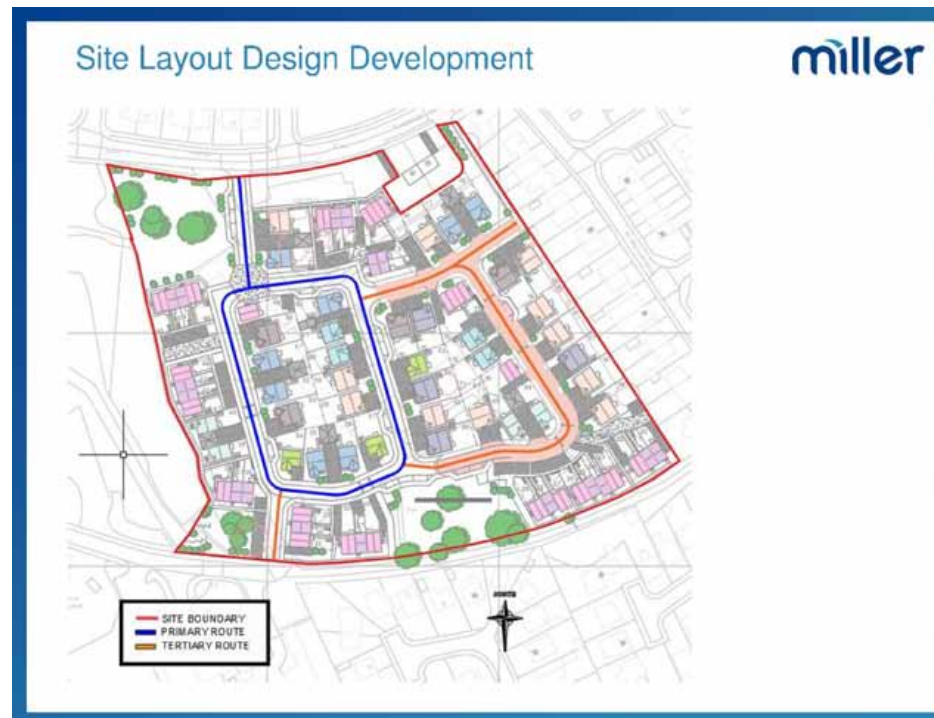
The Development Management team continue to provide access to free pre-application advice to all stakeholders and this includes major schemes too during the pandemic. Ahead of applications and Proposal of Application Notices being submitted developers are encouraged to engage with the team with a view to starting discussions. This allows the team to identify issues and betterment early in the process and provides a degree of certainty to the developer in any submission as well as additional technical information which would be needed to support an application. Ahead of a formal application submission the Elected Member Briefing continues to take place whereby the developer presents their development to Councillors and takes questions. This provides an early opportunity for elected members to become involved in major proposals with a view to limiting potential delays in the more formal process or at the Planning Committee stage.

A few examples of early engagement and the benefits this provides are below.

Garshake Road, Dumbarton (76 dwellings)

This was an application for residential redevelopment at the former WDC office building. A number of meetings were held ahead of the application submission whereby issues with the layout, house orientation, materials palette, tree retention, footpath links and developer contributions were discussed. Various options were discussed and ongoing virtual meetings continued whereby a more creative and distinctive layout was achieved and a more bespoke material palette was also secured.

No revisions were necessary upon application submission and the application was determined within the 16 week determination period.



Clydebank East (88 dwellings)

This application was submitted in May 2021 and is also for the residential redevelopment for a key Council housing site at the boundary of West Dunbartonshire and Glasgow City Council. Several virtual meetings were held whereby a clear message to the architects was to create a landmark building to mark entry to West Dunbartonshire, to be brave and bold with materials and look at increasing the height of flatted elements of the build. As the Proposal of Application Notice had been submitted over 2 years ago the architects were asked to re-engage with the community which resulted in some positive discussions taking place with the wider community.



This application has been submitted on behalf of the Council's Housing Service. A Design Workshop was facilitated by the Housing Service and local community members were invited and their views were sought on this proposal. This is a format that housing colleagues are likely to repeat on forthcoming housing applications and evidences the benefits of early collaboration. The application has now been submitted and reflects the pre-application discussions. It is anticipated that this application will also be determined within the 16 week target date.

Cardross Road, Dumbarton (90 dwellings)

This proposal relates to the residential redevelopment of a former school site. The Proposal of Application Notice has been responded to and the Elected Member Briefing has also taken place. There have now been several virtual meetings with a view to securing a creative layout that works well with the challenging site gradients, access and tree retention. Further work is needed to create more distinctive use of materials and discussions remain ongoing with a view to seeking to agree details ahead of formal application submission. These examples show three key sites at different stages but all show the benefit of early engagement with the team to resolve issues, to involve Councillors at an earlier stage and hopefully, provide greater certainty in the application process for all stakeholders.



The team have also taken the opportunity to review responses provided and have finalised a template for pre-application responses for major proposals. This provides a consistency of response across the team and a good level of detail and signposting for developers/agents.

Enabling Regeneration

Exxon Site

Last year we advised that the 56 hectares former ESSO site had taken an exciting and progressive step forward with the lodging of a Masterplan Planning Permission in Principle application for the Council's City Deal project.

The application was determined by the Planning Committee in January of this year and all Elected Members had an opportunity to visit the site to view the proposals.

The masterplan approach has divided the site into seven Development Zones.

- Zones A, B,C – areas where buildings proposed for business, industrial and storage uses
- Zones D and E – landscaping and open space due to topographical and flooding constraints
- Zone F – Transport infrastructure
- Zone G – Listed Dunglass Castle and Henry Bell Obelisk and their settings

There were 228 representations to the application on multiple issues from the principle of development, placemaking, ecology and biodiversity, traffic issues, flooding and heritage. In terms of this application it was very important that the information requested was proportionate to the issues raised and working closely with stakeholders allowed this to happen. A total of 31 conditions were imposed on the planning permission to meet the requirements of the stakeholders such as Historic Environment Scotland, SEPA, Nature Scot, the Council's Contaminated Land Officer as well as meet some of the issues raised through representation.

Given the natural heritage opportunities of the site, an initial landscape framework was submitted following discussions with Nature Scot. A more detailed Landscape Framework will compliment the masterplan and set out placemaking principles, objectives and parameters once detailed applications are brought forward. This will maximise the riverside location, deliver multi-functional green infrastructure spaces and biodiversity enhancements as well

as harness opportunities for active travel. A Placemaking group has been set up which will drive the objectives of the Landscape Framework and includes representatives from the applicant, Planning Service, Nature Scot, RSPB, GCV Green Network, Sustrans and the Council's Biodiversity Officer and Sustainability Officer. This will feed into the detailed application ensuring the issues of stakeholders are addressed at an early stage and in order to put natural placemaking at the forefront of the development.

Performance Markers 3, 11 and 12



Exxon Site & Scott's Yard Bowling

Sheephill Quarry – Review of Minerals Permission and Extension to Quarry

This year saw two of the longest running and most complex applications in Scotland being determined by the Council. The Review of Minerals (ROMP) application was first submitted in 1998 and the extension application in 2002. The ROMP application does not revisit the principle of whether the quarry should be allowed as this was established by 1949 permission but brings planning conditions up to date with new conditions based on current best practice methods and environmental procedures. If the new conditions affect the economic viability of the quarry the Council may be required to compensate the quarry operator accordingly. The 1949 permission for the quarry was subject to seven conditions which are no longer “fit for purpose” due to changes in environmental and working practices.

The matter is further complicated by the 1949 permission which allows the quarry to operate right up to the edge

of residential properties on Miltonhill. The intention behind the planning application for the new extension was that the existing permission to develop next to Miltonhill would be “swapped” for the new consent to develop the north western extension. Both the ROMP and planning application for the extension were presented to Committee in 2005 but the decisions were not issued as the required Legal Agreement had not been signed due to difficulties on the part of the applicant in securing all of the necessary signatures. Updates on the progress of the applications were presented to various Planning Committee meetings over the 15 years.

The final determination of the ROMP this year will allow the quarry to operate under modern working conditions which include 42 conditions on hours of working, noise, dust and blasting monitoring, landscaping, phasing and restoration conditions. The agreement of the conditions provides a comprehensive compliance monitoring framework for complaints received and to secure the future restoration of the quarry.

Performance Markers 11 and 4

Extension to Golden Jubilee Hospital Clydebank

The national recognised Golden Jubilee Hospital required a new “Surgical Centre” to provide a range of elective and scheduled orthopaedic care and surgery services. The specific location was particularly selected for the proposed extension as it connects to the main hospital to allow for existing services on that side of the building to be directly extended. The extension was 3 storeys in height and reached a height of 17 metres. It was located adjacent to a row of 25 properties comprising a mix of two storey semi-detached houses and three storey town houses which had short back gardens. These residents expressed concerns about the impact of the extension. Careful consideration has been given to potential impacts of the 3 storey extension upon amenity of these properties in terms of overbearing, overshadowing and overlooking of both their rear elevations and rear private garden ground.

A detailed daylight and solar assessment was requested to assess the shadow cast by the building at different times of days and during different seasons. The conclusion of the assessment was that there will be no impact during spring, summer and autumn and limited overshadowing of these properties during winter months and this was presented to residents and the Planning Committee. It has been established that through this robust assessment that any reduction in sunlight/daylight post development

would not materially noticeable to the occupants of these properties. Windows on the second and third storey level of the extension are to be finished in obscured glazing achieved through condition which will allow light into the rooms of the hospital but will remove any perception of being overlooked by the residents. These changes required and negotiated by Planning allowed a national important but sensitive application to be approved by the Planning Committee.

Performance Marker 3 and 11



Clydebank Town Centre Development Framework

Clydebank town centre will be shaped by a number of factors over the coming years, including the ongoing trend of internet shopping and its impact on traditional shopping centres, the regeneration of Queens Quay and the new homes being delivered there, and the potential provided by the proposed Clyde/Renfrew Bridge. The redevelopment of the Playdrome site together with other emerging opportunities in the town centre must be considered in that context, to ensure credible offers for the site and for the right development to be delivered.

A Clydebank Town Centre Working Group comprising of Regeneration, Planning, Asset Management and Roads and Transportation has been formed.

To that end the Council has commissioned consultants to develop a Framework to develop guidance for the marketing of the Playdrome site, to inform options for the creation of a town centre transportation hub, to make town centre improvements, identify site opportunities and to recommend better connectivity. The Framework will take account of the impacts of specific opportunities and challenges to Clydebank, and will provide a vision for the future of the town centre that is both ambitious and deliverable. The guiding principles of Clydebank Town Centre Development Framework will be to:

- Promote not restrict growth;
- Provide deliverable solutions for development opportunities and recommend suitable delivery vehicles assessed against current market conditions;
- Ensure there is a framework for connected, complementary growth in the town center;

- Consider and recommend necessary infrastructure or alterations to existing;
- Design and plan for a strong relationship and safe and convenient pedestrian/cycle connections between the shopping center, Glasgow Road, Queens Quay, Kilbowie Road and Argyll Road and the potential transportation hub on Chalmers Street; and
- Build a sense of place so that each opportunity offered is part of a cohesive whole, with environmental, health and wellbeing, and climate change considerations.

The Development Framework is not intended to “reinvent the wheel” and the external consultancy team will incorporate the community aspirations that developed from previous Clydebank Charrettes and public consultation. The Framework is anticipated to be completed before the end of 2021.

Performance Marker 11 and 12

Heritage Regeneration

Conservation Area Appraisal for Dumbarton Town Centre

A Conservation Area Appraisal process is underway for the new Conservation Area in Dumbarton Town Centre, which was designated in August 2019; the sixth in West Dunbartonshire. Fiona Sinclair Architects have been appointed to carry out the Appraisal, bringing a wealth of experience and expertise in heritage and conservation assessment, and with Nick Wright part of the team to lead the public consultation events.

The Appraisal will be conducted in two stages: the first stage will include a building study and urban analysis, based on visual surveys, to understand the condition, uses, character and importance of the buildings and public realm within the conservation area. It will also analysis previous studies to develop a comprehensive character assessment of the town, identifying the key challenges and opportunities for enhancement of the area.

Stage two work will include a more detailed physical survey of key buildings identified for improvements, with cost estimates provided. The Appraisal will be used to develop a robust policy and priority framework for planning decisions and set the groundwork for future funding bids to enhance and regenerate the Conservation Area, including future Conservation Area Regeneration Scheme funding and projects stemming from the Levelling Up Fund.

Crucially, the Appraisal has been designed to maximise public input and engagement with two separate consultation events planned, after each stage of the appraisal is published, plus an initial information and awareness event. This allows all comments and ideas received to feed into the evolving appraisal report. The team will be engaging with as many local residents, businesses, community groups, clubs, and other stakeholders as possible. It will also try to go beyond what most consultations achieve by engaging young people and collaborating with local schools.



High Street Dumbarton

Rediscovering Antonine Wall

Over the past year, the Rediscovering the Antonine Wall project, which is hosted by West Dunbartonshire Council, responded to the pressures of lockdown. This has had a significant impact on the community engagement projects, but other projects have progressed despite the restrictions. The primary focus during 2020-21 has been the creation of replica Roman distance stones, based on the originals found in close proximity to the line of the Antonine Wall. Building on the success of the Bridgeness Slab, the project has installed a total of five replica stones across the central belt of Scotland, one in each local authority through which the Wall runs.



Replica Distance Slab



In West Dunbartonshire, the stone at Portpatrick Road in Old Kilpatrick was created by students at City of Glasgow College as a partnership with the stone

masonry department to promote work experience opportunities for young people.

In addition to the replica stones, two of the sites feature large Roman head sculptures. At Nethercroy in North Lanarkshire, a sculpture named Silvanus has been created from corten steel and a partner sculpture named Aurelius, constructed of resin and concrete, has been installed at Lambhill Stables. Both sculptures have been installed in areas of regeneration and are already making an impact in terms of being visitor attractions. Silvanus in particular became a destination on social media during lockdown, with members of the public keen to visit to have their photograph taken with the sculpture. This has helped the project to achieve its key aim of raising awareness of the Antonine Wall by creating accessible visitor attractions and providing a signpost to the route of the Wall.

In November 2020, the project was selected as an example of best practice by Eurocities. Rediscovering the Antonine Wall was included in the Cultural Heritage in Action European Union Catalogue of Good Practices.

One of only 30 projects selected from across the European Union and the only UK project to be selected, the project was further shortlisted in a group of 12 to host a peer learning visit of delegates from across the Europe. A virtual week long peer learning visit was held with good attendance from delegates from the Europe and the UK.

The Arniebog distance stone and Silvanus sculpture at Nethercroy now have been shortlisted for the Engaging People Awards by the Association for Heritage Interpretation.

Performance Marker 12



*Silvanus Sculpture Nethercroy
North Lanarkshire*

Policy Framework

Local Development Plan 2: Proposed Plan

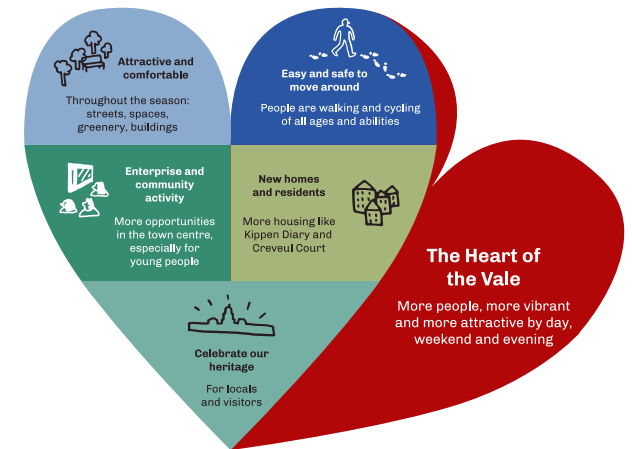
Planning Committee agreed to adopt Local Development Plan 2 on 23rd August 2020. The Intention to Adopt Local Development Plan 2 was advertised on 28 August 2020 and the Plan and associated documents were forward to the Scottish Government for adoption on the same date. On 18 December 2020, the Scottish Ministers issued a Direction to not adopt the Plan unless the modifications specified in the Direction were made. The required modifications are in relation to the Housing Land Requirement chapter of the Plan are in relation to recent decisions of the Court of Session.

At the time of writing, the Council had not made a decision on whether to comply with the Directive or not as the Council are awaiting for the outcome of the Court decision to the appeal at Duntiglennan Fields Clydebank.

Performance Markers 6,10,12

Locality Place Plans

Previous Planning Performance Framework documents detailed the Council's approach to aligning and integrating Spatial and Community Planning, the policy framework for Locality Place Plans in Local Development Plan 2; and the pilot Locality Place Plans. Last year the Planning Performance Framework outlined the considerable progress that has been made on the Alexandria Locality Place Plan, which has been community led which was designed and written by the Alexandria Community Action Network and supported by both the Forward Planning and Communities Team in an supporting role. The Group are made up of members of local community groups such as the Central Alexandria Tenants and Residents Association; the Leamy Foundation and businesses. A draft Neighbourhood Action Plan has been subject to an initial consultation as part of the Alexandria Masterplan consultation. This is to soft test the proposed actions and projects with the community. The draft Neighbourhood



Action Plan has also been through the Community Planning Partnership Delivery Improvement Groups and at the time of writing we are close to an agreement on how the community aspirations will be delivered by themselves; the Council/ Partners; or in partnership but led by the community.

The Locality Plan for the Leven Ward has been prepared and will be combined with the Neighbourhood Action Plan to form the Locality Place Plan for Alexandria. This will then be subject to further consultation in the second half of 2021.

Performance Markers 10, 12

Engagement

Alexandria Masterplan

The previous PPF explained the ongoing project to prepare a revised masterplan for Alexandria Town Centre in order to create a collective vision for the future of the Town Centre. The masterplan project, has been using a participatory approach to engagement with local groups in Alexandria since autumn 2019. Prior to the COVID-19 pandemic this included online engagement, targeted meetings with the Town Centre Forum, local groups and schools as well as a public event at a vacant unit on Main Street.



Images: Proposal graphics from the consultation



This project was about to commence stakeholder engagement on draft proposals as the Covid-19 pandemic started to cause disruption to working practices. The team agreed an approach to engagement which involved small targeted review meetings with a range of stakeholders via Zoom. This enabled focussed discussion on the themes of Arts and Heritage, Community Development, Greenspace and Land Use. These meetings took place with council officers as well as sessions with community groups. Following these early reviews proposals were refined and collated to into a web based consultation on the Alexandria.town website.

As a parallel process the Community Action Network, see Alexandria Locality Place Plan, had a section of the website dedicated to their visioning exercise for the whole town. Although, accommodating this community organisation's processes caused some delay to the masterplan consultation, it was considered that aligning the consultations would limit consultation fatigue in this area. Officers, their consultants and the community action network are currently reviewing comments with a finalised masterplan intended to be published later in the year.

Performance Markers 10, 11, 12





Dumbarton Walkway

Working In Partnership

Health and Social Care Partnership

Health and well-being is being embedded within the planning process in West Dunbartonshire with regular liaison meetings being held between officers from Planning and West Dunbartonshire Health and Social Care Partnership (HSCP). Processes have been put in place to allow the HSCP to comment, from a health and well-being perspective, on planning applications.

In particular, the HSCP have been developing a Health Impact Assessment Tool and this is currently being trailed on the Council's new Local Housing Strategy. This tool will help the Forward Planning and Development Management Teams to undertake health impact assessment as prescribed in the Planning Scotland (Act) 2019 as this continues to be implemented.

Senior Managers in HSCP and Planning have been supporting the Shaping Places for Wellbeing programme from the Improvement Service and Public Health Scotland whereby working in partnership to achieve the place and wellbeing

outcomes to increase prevention and reduce inequalities and collaborative cross system partnership working which is centred on the experiences of citizens and communities and data driven decision making actions.



Clydebank Health and Care Centre

Regional and local partnerships

City Region Land Use and Sustainability Portfolio Group

The Council continues to work collaboratively with the other 8 Councils within the City Region. The Land Use and Sustainability Portfolio is led by the Chief Executive of East Dunbartonshire Council and contributes to the City Region and City Deal structures. Recent discussions have taken place on National Planning Framework 4 and the minimum all tenure housing figures to be included within it; climate change, flooding consequences, the indicative Regional Spatial Strategy and the integration of Clydeplan into the City Region Structure. During Covid 19, all meetings have been held online and the work of the group has progressed in a virtual environment.

Clydeplan

The Council continues to work collaboratively with the Clydeplan team by providing information on housing land audits; business and industrial; and retail

figures and other data and information. Officers continue to participate in the Steering Group, Heads of Policy Group; topics groups and the development management forum. The main discussions this year have been focussed on the new Housing Needs and Demand Assessment and the minimum housing figures to be incorporated in National Planning Framework 4. All meeting have been held virtually throughout the Covid pandemic.

Glasgow and Clyde Valley Green Network Partnership

The Council continues to be a partner with the other 7 Glasgow and Clyde Valley authorities, the Central Scotland Green Network, the Forestry Commission, SNH, SEPA, Scottish Enterprise and the Glasgow Centre for Population Health. The Council, contributes to the Green Network Blueprint Strategy which sets out how the Green Network will allow people to move around and between their communities via off-road paths and greenspaces and identifies where these connections currently exist and where there is a need to complete the

Network. The Planning and Building Standards and Greenspace Services continue to work with officers from the Partnership on delivery plans associated with the Blueprint Strategy for West Dunbartonshire.

Other work has focused on climate change, the Clyde Climate Forest and other nature based solutions. Over the course of the year the Partnership Manager has retired and the Partnership has been absorbed into a new Strategic Environment Partnership which is an amalgamation of the Partnership board and the Clydeplan Environmental Topic Group. This new group will be managed by the Clydeplan manager. During Covid, the partnership has been able to advance its work virtually.

West of Scotland Archaeology Service

The Council continues to be a partner of the West of Scotland Archaeological Service (WOSAS) and attends the steering group meetings to ensure the Council has oversight of the Service in partnership with other Local Authorities.

This shared service maintains the Historic Environment Record and offers quality Development Management advice in respect of archaeological resources.

Scottish Canal Liaison Meetings

The six weekly liaison meeting with Scottish Canals, the Regeneration Service and the Planning Service to discuss progress on projects at Bowling Basin and on other related items focussed on the Forth and Clyde Canal. Due to operational issues, the meetings have not been held as regularly this year, however, we have continued to meet to discuss the projects at Bowling Harbour and to start the work to prepare a funding bid for a linear park in Clydebank.

HoPS: Executive and Performance and Practice Sub Committee

Heads of Planning Scotland (HOPS) is a representative organisation for senior planning officers from Scotland's 32 local authorities, 2 national park authorities and 4 strategic development planning authorities and maintains a high profile and is a valued contributor to the reform

agenda. During these Covid times it continues to play an important role in driving and implementing change at national and local levels.

The Planning, Building Standards and Environmental Health Manager is a member of the HoPS Executive and Vice Chair of the Performance and Practice Sub Committee. The Performance and Practice Sub Committee's work over the past year has been focused on the key areas of performance, resources, skills and digital transformation. The Sub-committee held three virtual meetings in October, February and May. There has been a good mix of members, representatives from the Improvement Service including Spatial Information, Scottish Government including Digital Planning, RTPI Scotland and COSLA attending the meetings. Key activities have been more limited than usual in 20/21 mostly due to the consequences of the Covid situation and the impact on planned Scottish Government work related to performance and fees. However, the sub-committee has considered the feedback from the

Quarterly Fees Surveys undertaken to gain a national view on Covid related impacts on Planning Services.

The Planning Performance Framework (PPF) remains core business for the subcommittee. Members of the sub-committee undertook a review of the Key Markers and HOPs Executive have made representation to the Scottish Government to alter some of the Key Markers. This is yet to be considered by the Scottish Government Planning Performance High Level Group.

HoPS: Development Planning and Development Management Sub-Groups

Officers from the Planning service also fully participates in the Heads of Planning in Scotland (HoPS) Development Planning and Development Management Sub-Groups.

The work of the Development Planning sub-group has fed into the overall work of HoPS and this year especially in relation to the new Planning Act and National Planning Framework 4. In particular, the sub-group have been heavily involved in determining what should be in the Development Planning Secondary Legislation and the Local Place Plan Legislation, Regional Spatial Strategies, NPF 4 housing figures, as well as, digital planning. The Forward Planning Team Leader also became Senior Vice Chair of the Group this year.

The Development Management Sub Group has also contributed to key areas of work, especially in relation to the implementation of the new Planning Act, non-domestic Permitted Development, small scale housebuilding; validation and determination; and Covid-19 emergency legislation and temporary relaxation of planning controls.



Service and Council Governance

Council

Planning Committee continues to meet on a monthly basis with the exception of July. In 2020/21 17 planning applications were determined by Planning Committee with a total of 9 Hearings. A total of 7 Committee site visits took place. The Committee also considered 14 policy and corporate reports on Local Development Plan Examination Report, Design Codes, Street naming, Sustainability annex, Development Plan Scheme and Annual Review of Quarries and Landfill Sites. Separate briefings (Monthly Elected Member Bulletin) were issued to elected members on Sheephill Quarry, Enforcement matters, appeal decisions and the Scottish Government Consultations on NPF4 and Proposed Changes to Pre-Application Consultation Requirements in Planning.

All decisions were made in line with the approved scheme of delegation (April 2019) which provides a good balance between the use of delegated powers and referring applications and items for a Committee decision.

Financial Governance

The service budget continues to be monitored on a monthly basis by the Manager and Service Accountant. There was a reduction in planning fee income for 2020/21 and this was due to a reduction in the number of large and medium scale applications which would result in a high planning fee.

Planning fee income for 2020/21 was £183,878. This was £157,820 less than the previous year. It is hoped that planning fee income will increase for the remaining of 2021 as some of the planning fee income is used to support additional staff such as the Compliance Monitoring Officer.

The main payments continue to be Clydeplan, West of Scotland Archaeology Service, Ordnance Survey and the Green Network Partnership. Additional payments this year were Legal Fees in terms of external advice for Local Development Plan and Duntiglennan Fields Clydebank.

Corporate Working across Services

Strong cross service working between Planning, Regeneration, Housing Services, Asset Management, Health and Social Care Partnership, Greenspace, Roads Service and Community Planning continued during the pandemic through the use of teams and via email.

In January 2020 the Regeneration Service came under the responsibility of the Chief Officer Regulatory following the retirement of the Strategic Lead for Regeneration. By having both Planning and Regeneration Services under the same Chief Officer this has further strengthened the strong already corporate working between both services.

The More Homes Board

The Project Board continues to provide strong governance in the delivery of the Council's affordable housing supply programme ensuring the delivery of high quality Council homes within the agreed timescales. The More Homes Board brings together the expertise from Planning, Housing, Roads, Legal Services, Procurement, Asset Management, Architects and Surveyors. The More Homes Board has played an important role during the pandemic to discuss and resolve issues and to allow the completion and occupation of much needed high quality affordable housing.

City Deal Groups

The Exxon Project Board continued to meet on a bi-monthly basis through the pandemic to give advice and support for the Council's City Deal Project. As detailed earlier the Planning Permission in Principle for the masterplan was approved this year and the Project Board is now supporting the detailed implementation of the various aspects of the development.



Developer Contributions

Developer Contributions from planning applications continue to be taken for green network enhancements and parking improvements. The majority of developer contributions being sought are in relation to the provision or upgrading of open space or green network enhancements, usually where onsite provision was not possible or appropriate. The developer contribution fund is managed by the Forward Planning Team. Between 31 March 2020 and 31 March 2021 we received £271,157.42 from planning applications decided in that period, which were taken for single houses and large scale residential developments in line with Our Green Network Planning Guidance. This included a Developer Contribution of £200,000 to provide more sustainable travel as a result of a large extension at the Golden Jubilee Hospital.

Local Development Plan 2: Proposed Plan included a Policy on Developer Contributions, which outlined the types of Green Infrastructure Projects and this Plan is nearing its adoption (see section on the Local Development Plan). Supplementary Guidance on Green Networks and Green Infrastructure (which has been drafted and will be due for consultation in Autumn 2021) provides further detail on a list of green infrastructure projects that the contributions will be spent on. These projects will also be subject to public consultation.

Currently, we are still progressing a number of strategic green infrastructure projects, including: biodiversity, habitat and path improvements for Faifley Knowles in partnership with the Central Scotland Green Network and the Glasgow and Clyde Valley Green Network Partnership; a Linear Park along the length of the Forth and Clyde

Canal in Clydebank in partnership with Scottish Canals and Glasgow and Clyde Valley Green Network Partnership; a local nature reserve at Havoc Fields, Dumbarton; upgrades at Lusset Glen, Old Kilpatrick to make a multi-functional Park and wildlife reserve; and a strategic access project linking Dalmuir Station and Golden Jubilee Hospital and into the wider Clydebank area and beyond. These projects are at still at an early stage, but developer contributions will be used as match funding towards the implementation and delivery of these projects, which will increase the opportunities for recreation, health and well-being for the communities within Clydebank and further afield.

Case Study: Promoting Sustainable Travel through Developer Contributions

No further car parking was proposed as part of the large extension to the Golden Jubilee Hospital which was detailed earlier. The site is well served by public transport with frequent bus services running along the nearby Dumbarton Road and the Dalmuir Train Station is a 10-15 minute walk away however the route to the Hospital is not easily accessed or signposted. The Golden Jubilee has agreed to make a financial contribution of £200,000 towards enhancing cycle and pedestrian linkages and this has been secured by a legal agreement.



The financial contribution will further support the Travel Plan which identifies measures to increase the number of people travelling to the site by sustainable transport modes and reduce car journeys particularly single occupancy car travel.

This financial contribution will facilitate improvements of nearby footpaths and cycle paths and is now being taken forward by the Council's Regeneration Team with additional financial contributions being sought from other organisations.

Performance Marker 13 and 15

Pandemic Response

As reported last year the Planning Service responded swiftly to the government lockdown by implementing our business continuity plan. During 2020/21 the majority of staff continue to work from home although some members of the Technical Support officers have been in the office to carry out tasks which cannot be carried out effectively from home. The Service continue to use Jabber instant messenger, WhatsApp groups, Zoom and Microsoft Teams as a means of communicating with team members, other teams and with our customers.

We continue to assist applicants in implementing the online arrangements and procedures for the pre-application consultation with communities.

Planning Committee continues to be held remotely through Zoom with input from applicants and objectors and hearings taking place, when required. Site visits for elected members also continued during this period. There has been close working with Committee Services and Legal Services to ensure that the Planning

operating during these challenging times. Good positive feedback has been received from elected members, applicants and objectors regarding the continuation of the service and Committees during these challenging times.

Planning Compliance and Monitoring

This year we received a significant increase in enforcement cases with 219 being recorded in the reporting period and 2 Enforcement Notices served. The majority of the cases are household complaints, with other complaints received regarding unauthorised commercial development and advertisement, quarry complaints and non-compliance with planning conditions. As a result of the increase in the number of complaints this was resulted in a service review of planning enforcement. A new online enforcement complaint form has been introduced together with a general response letter. This has resulted in approximately 3-4 complaints being received per week. Other changes being

taken forward is further categorisation of the complaint when it is received, less use of site visits for more minor breaches. It is hoped that the implementation of these service improvements will result in a more streamline and robust enforcement service.

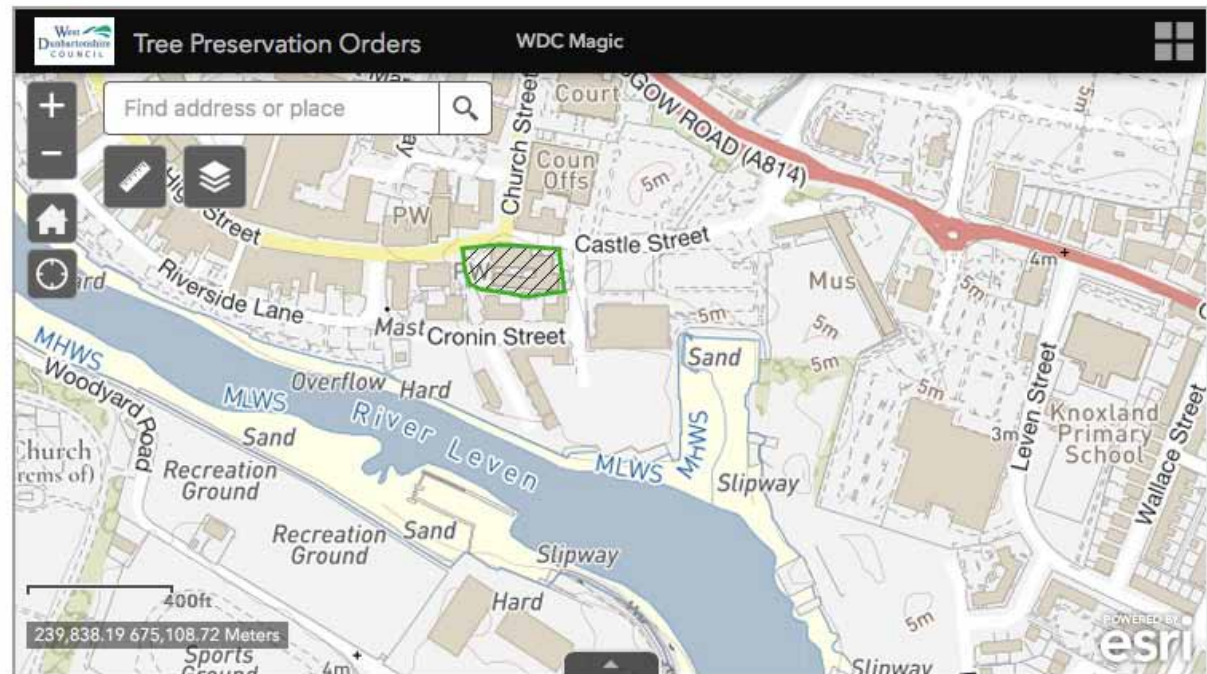
The updated Enforcement Charter on the Council's website continues to explain the enforcement process to the public as well as ensuring that adopted procedures are fair and reasonable and the public are kept informed at each stage of the process.

Performance Marker 5

Corporate Geographical Information System (GIS)

During 2020/21 there has been close working between the GIS officer and the Improvement Service regarding data for the Spatial Hub. This involved the collation of datasets from planning and other council services, correction/cleansing of this and conversion to the Spatial Hub schemes together with responding to regular address file matching reports in terms of the Corporate Address Gazetteer (CAG).

There was a soft launch for the new ESRI system which involved preparing user manuals, visual presentations and short awareness training for power users in the first instance. There is a lot of interest in the new ESRI mapping system from other services of the Council and an officer from the Organisational Development Service has been assisting in enrolling “data champions” in various services so that the full functionality of the new mapping system is maximised and encouraging other Services to self serve.



<https://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/tree-preservation-orders/>



Continuous Improvement

Our Benchmarking Partners

The West of Scotland Planning Benchmarking Group is a good example of Councils working collaboratively in a cost effective way.

The group (West Dunbartonshire, East Renfrewshire, Renfrewshire, East Dunbartonshire, North Ayrshire and Inverclyde Councils) were not able to hold any face to face meetings in 2020/2. The email group has continued during this period to get views on specific planning issues. It is intended to have an online Benchmarking meeting in the next few weeks as the Councils involved in the Benchmarking Group have missed the collaborative working and to get a Group view on specific planning issues.

People Management

Support for staff continues through “Be the Best Conversations” to keep staff motivated and engaged and to identify training needs. This year attendance at external training events was online and this allowed wider access to courses and events which would not otherwise be previously accessible. Events attended included Local Place Plans, Reallocating road space for walking and cycling, RTPi week event, RTPi annual conference - health and wellbeing, Place Standard Alliance Event, Place Standard Tool Improvement Programme Strategic Planning: moving with the times.

Placemaking Co-ordinator Post

The Place and Design Officer left the Council in February. This was an opportunity to look at the role and responsibilities of the post to ensure it meets the future requirements of the Service and Council. The job title has changed to “Placemaking Co-ordinator” with more focus now on acting as a “Place Champion “ for the council embracing and advocating a place based approach in achieving health and wellbeing and creating well designed quality places. The postholder will still have responsibility for the operation and management of the Place and Design Panel but will develop networks in and outwith the Council to facilitate co-ordinated placemaking decisions and uphold an overall culture supportive of placemaking.

Community Led Action Plans/ Locality Place Plans Benchmarking and Learning Group

The benchmarking learning group is chaired by the Forward Planning Team Leader and has grown in strength and memberships since last year. The Group now has planners, community planners and senior officers from the majority of Councils meeting every 3 months to discuss and learn from each other in terms of community planning, spatial planning, community led action plans and the forthcoming local place plans. This year the group has concentrated on understanding the implications of local place plans and how this will change existing community planning and planning structures and the resources that will be available to meet the new requirements. The group has also fed into the responses from HoPS to the Local Place Plan regulations and will continue to assist the HoPS Development Planning Sub-Committee in this regard.

During the Covid 19 pandemic, the group has met on line through Teams and the group is hosted and received administrative support from the Improvement Service. The benefits of virtual meetings has helped to increase the groups size and also to exchange knowledge and expertise from a wider range of colleagues than would have been able to do at traditional meetings.

Service Improvements

We have focused on making various changes to our existing processes and ways of working to improve both the customer journey and efficient ways of working.

- New validation process where all householder planning applications are validated by Technical Support Team.
- Portal 360 introduced and now LIVE on the Web
 - quick and easy way of searching Planning Applications online.
 - currently investigating using this to search Enforcement Cases online
 - investigating the possibility for showing the Weekly List using Portal 360 given the data come direct from Uniform this will streamline, improve and provide up to date information.
- New planning pre-application achieve form with associated process which has reduced the volume of enquiries being received.
- New Section 50 Cert and Section 50 Consultation e-processes now LIVE. Introduction of new online achieve forms for both. Web site updated with links to online forms.
- New HMO e-process now LIVE. Requests to be distributed evenly across the team by the lead planner.
- New Enforcement Enquiry achieve form and response set up – reduced number of Enforcement cases to average 2 to 3 per week.
- New enforcement e-process now LIVE currently being rolled out to compliance officers this includes DMS workflow functionality.
- Enforcement undertaking Service Review to ensure complaints are categorised and planning related, reduce site visits and adopt a more desk top focus and strategic approach towards monitoring the major regeneration sites.

Part 2: Supporting evidence

Quality of outcome

Terms of Reference of Place and Design Panel

<https://www.west-dunbarton.gov.uk/media/4314971/x-planning-building-standards-place-and-design-officer-design-panel-place-and-design-panel-terms-of-reference-and-governance.pdf>

Protocol on pre application advice (Protocol 1)

https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf

Protocol on Liaison meetings (Protocol 2)

https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf

Committee reports

<https://www.west-dunbarton.gov.uk/council/councillors-and-committees/minutes-agendas-and-reports/>

Spatial/Community Planning links

<https://www.west-dunbarton.gov.uk/planning-building-standards/>

See Sections

- Quality Design
- Delivering Quality Housing
- Enabling Regeneration
- Heritage Regeneration
- Policy Framework

Quality of service and engagement

Protocol on Processing Agreement (Protocol 4)

https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf

Conservation Area Appraisals

<https://www.west-dunbarton.gov.uk/planning-building-standards/conservation-areas/>

Proposed Plan

<https://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/local-plan/>

Development Plan Scheme

https://www.west-dunbarton.gov.uk/media/4317902/appendix-1-development_plan_scheme_and_participation.pdf

Committee reports

<https://www.west-dunbarton.gov.uk/council/councillors-and-committees/minutes-agendas-and-reports/>

See Sections

- Engagement

Governance

Elected members pre application procedures (Protocol 3)

https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf

Planning Enforcement Charter

<https://www.west-dunbarton.gov.uk/media/4319625/planning-enforcement-charter-2020.pdf>

Committee reports

<https://www.west-dunbarton.gov.uk/council/councillors-and-committees/>

Pre Application Governance

<https://www.west-dunbarton.gov.uk/planning-building-standards/planning-applications/pre-application/pre-application-advice/>

See Sections

- Service and Local Governance

Culture of continuous improvement

West of Scotland Archaeology Service

www.wosas.net

Committee reports

<https://www.west-dunbarton.gov.uk/council/councillors-and-committees/>

See Sections

- Continuous Improvement

Part 3: Service Improvements 2021-22

In the coming year we will:

- Undertake an Urban Capacity Assessment and Open Space Strategy and Play Sufficiency Assessment;
- Assist with the preparation of an Action Plan for North Clyde Riverside;
- Assist with the preparations and implementation of the Clydebank Town Centre Development Framework;
- Publish and implement the Conservation Area Appraisal of the Dumbarton Town Centre Conservation Area;
- Continue to implement the review the Planning website and implement changes;
- Continue to take forward the implementation of projects associated with the outcomes of the Clydebank Can Community Led Design Workshops and work in conjunction with Scottish Canals and other Council Services to take forward the community projects;
- Progress the implementation of the Strategic Access project linking Dalmuir Station and the Golden Jubilee Hospital;
- Continue the implementation of the new GIS/mapping system to wider Council Services and assess its usage and effectiveness ;
- Continue to prepare and publish locality place plans in conjunction with the Performance and Strategy and Communities Teams based around place where appropriate;
- Continue to assist in the review of the masterplan for Alexandria and assist with its implementation;
- Continue to assist in preparation of a signage strategy for the area;
- Assist with the implementation of Council Climate Change Strategy for the area;
- Assist with the preparations of a Renewable Energy Strategy for West Dunbartonshire;
- Implement the Strategic Green Infrastructure Projects in conjunction with the Central Scotland Green Network and the Glasgow and Clyde Valley Strategic Environment Partnership;
- Implement and help deliver Green Infrastructure Projects with the Council's Greenspace Service;
- Seek to approve of the Sustainability and Arts Strategy Annexes of the Design Codes;
- Produce a housing visionary document of quality housing;
- Implement further streamline automated Development Management processes and provide training if required;
- Implement streamline enforcement processes following full Enforcement review;
- Take part in the Shaping Places for Wellbeing Programme;
- Develop a 20 minute neighbourhood case study;
- Hold "Be the Best " conversations;
- Continue to use social media.

Delivery of our Service Improvement Actions in 2020 - 2021

Committed Improvements	Complete
Assist with the preparation of an Action Plan for North Clyde Riverside <i>The preparation of the Action Plan had been put on hold awaiting the publication of the draft National Planning Framework 4 and the proposed national developments.</i>	Ongoing
Undertake a Conservation Area Appraisal of the Dumbarton Town Centre Conservation Area <i>The consultants undertaken the Conservation Area Appraisal commenced its preparation in June 2021.</i>	Ongoing
Continue to take forward the implementation of projects associated with the outcomes of the Clydebank Can Community Led Design Workshops and work in conjunction with Scottish Canals and other Council Services to take forward the community projects. <i>A submission to the TCGF fund was successful for a community hub within Clydebank Town Centre and this is currently being progressed. A proposal for a Linear Park utilising the Forth and Clyde Canal is being brought together for a funding bid to Sustrans for a design and feasibility study to be undertaken.</i>	Ongoing

Committed Improvements	Complete
Progress the implementation of the Strategic Access project linking Dalmuir Station and the Golden Jubilee Hospital <i>A high level transport appraisal and design and feasibility brief has been completed and we are currently progressing with the procurement of contractors to undertake the design and feasibility of the project.</i>	Ongoing
Review the Planning website and implement changes <i>The Planning website has been implemented as part of the service improvements being undertaken.</i>	Complete
Continue to assist in the review of the masterplan for Alexandria <i>The masterplan was being consulted upon at the time of writing the PPF. See case study on the Alexandria Masterplan.</i>	Ongoing
Continue to assist in preparation of a signage strategy for the area <i>The strategy is currently being prepared.</i>	Ongoing

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Committed Improvements	Complete
Assist with the preparation of Council Sustainable Development Strategy and Climate Change Strategy for the area <i>There has been close working between the Forward Planning Team and the Council's Sustainable Officer. Work is ongoing with the production of a Renewable Energy Strategy and the Climate Change Strategy was in its consultation stage at the time of writing the PPF.</i>	Ongoing
Implement the Strategic Green Infrastructure Projects in conjunction with the Glasgow and Clyde Valley Green Network Partnership <i>The Faifley Knowes project has been subject to consultation and a project steering group has been set up. Central Scotland Green Network are leading on the project and funding bids are being prepared for submission in 2020/21 to progress the delivery of the project.</i>	Ongoing
Approve the Design Codes as Supplementary/ Planning Guidance <i>The Design Codes have been approved as non-statutory planning guidance.</i>	Complete

Committed Improvements	Complete
Implement the new GIS/mapping system to wider Council Services and assess its usage and effectiveness <i>The new GIS/mapping system continues to be rolled out throughout the Council. A number of training sessions have been undertaken in this regard in order for Services to be able to use the system.</i>	Ongoing
Publish the next edition of the Planning and Building Standards newsletter <i>Due to other commitments and the pandemic this was not issued.</i>	No
Continue to prepare and publish locality place plans in conjunction with the Performance and Strategy and Communities Teams based around place where appropriate <i>Progress continues to be made on the preparations and publication of locality place plans. See case study on Alexandria Locality Place Plan.</i>	Ongoing

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Committed Improvements	Complete
<p>Continue to expand the benchmarking and learning group with other Council's in terms of community led action plan's/neighbourhood plans/Local Place Plans</p> <p><i>The group continues to expand with the majority of local authorities represented on the group. See case study on this within the continuous improvement section of the PPF.</i></p>	Ongoing
<p>Seek to approve of the Sustainability, Street Naming, Arts Strategy Annexes of the Design Codes</p> <p><i>The street naming strategy has been approved and forms part of the Design Codes as non-statutory planning guidance. Consultation on the Sustainability annex has taken place but the document has yet to be finalised. See case study on Queens Quay.</i></p>	Partial
<p>Produce a housing visionary document of quality housing</p> <p><i>This has not been achieved due to other commitments. Both the Design Codes and Creating Places guidance provides examples of quality housing.</i></p>	Partial

Committed Improvements	Complete
<p>Improve and streamline Development Management processes and provide training if required</p> <p><i>Service improvements have been implemented to streamline the Development Management process such as a new pre application form and validation of householder applications by the Technical Support team. See case study on Service Improvements</i></p>	Complete
<p>Hold annual service day or service visit</p> <p><i>Due to Covid pandemic it was not possible to hold an annual service day or undertake a site visit.</i></p>	No
<p>Hold "Be the Best " conversations</p> <p><i>The are ongoing " Be the Best" conversations happening throughout the year.</i></p>	Ongoing
<p>Implement new Committee report format</p> <p><i>This has not been progressed due to other work commitments and the covid pandemic. .</i></p>	No
<p>Continue to use social media</p> <p><i>The service continues to regularly use social media to promote our work.</i></p>	Ongoing

Part 4: National Headline Indicators (NHIs)

A:NHI Key outcomes - Development Planning:

Development Planning	2020-2021	2019-2020
Local and Strategic Development Planning		
Age of local/strategic development plan(s) at end of reporting period	11 years and 0 months	10 years and 0 months
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?	N (See explanation in context section)	N (See explanation in context section)
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N	N
Were development plan scheme engagement/consultation commitments met during the year?	Y	Y

	2020-2021	2019-2020
Effective Land Supply and Delivery of Outputs		
Established housing land supply	4,793 units	4,964 units
5-year effective housing land supply programming	2,725 units	2,271 units
5-year effective land supply total capacity	3,832 units	3,339 units
5-year housing supply target	1,159 units	1,150 units
5-year effective housing land supply (to one decimal place)	11.8 years	9.9 years
Housing approvals	301 units	363 units
Housing completions over the last 5 years	891 units	879 units
Marketable employment land supply	32.71 ha	32.71 ha
Employment land take-up during reporting year	0 ha	0 ha

B: NHI Key outcomes – Development Management:

Development Management	2020-2021	2019-2020
Project Planning		
Percentage and number of applications subject to pre-application advice	255 (44%)	45%
Percentage and number of major applications subject to processing agreement	0 (0%)	0%
Decision Making		
Application Approval Rate	93.5%	97.6%
Delegation Rate	94.4%	92.5%
Validation	52.2%	39%
Decision-making Timescales		
Major Developments	11.2 weeks	14.8 weeks
Local Development (non-householder)	12.6 weeks	16.8 weeks
Householder Developments	9.6 weeks	12.7 weeks
Legacy Cases		
Number cleared during reporting period	8	4
Number remaining	6	8

C: Enforcement activity

	2020-2021	2019-2020
Time since enforcement charter published/reviewed Requirement: Review every 2 years	10 months (SEP 20)	21 months
Complaints lodged and investigated	219	88
Breaches identified - no further action taken	33 (21 NFA)	16
Cases closed	102	62
Notices served	2	1
Direct action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

Contextual Statement

As detailed in previous Planning Performance Framework documents, the Planning Committee took a final decision in April 2016 to decline a recommendation of the Examination Report and therefore the Local Development Plan remains unadopted and remains at Proposed Plan stage.

Local Development Plan 2: Proposed Plan was submitted to the Scottish Ministers for adoption on 28th August 2020. On 18th December 2020, the Scottish Ministers issued a Direction not to adopt the Plan unless the modifications specified in the Direction were made. These related to the housing land requirement chapter of the Plan. At the time of writing the PPF, the Council had not made a decision on whether to comply with the Direction or not. It is presently awaiting for a Court of Session decision on an appeal for residential development at Duntiglennan Fields Clydebank. A Court hearing took in place in early July 2021 and a decision is expected in the next few months.

The inclusion of the site at Duntiglennan Fields in Proposed Plan 1 prevented the Council from adopting Local Development Plan 1. Once the Court of Session decision is received on Duntiglennan Fields the Council will determine whether it will accept the Scottish Government Direction or not and whether Local Development Plan 2 will proceed to adoption.

Housing figures are based on the draft 2020 Housing Land Audit (base dated 31/3/2019). Comparison figures are from the agreed 2019 Housing Land Audit (base date 31/3/2019).

Housing approvals are for the year ending 31 March 2021 and include all housing approvals on sites of 4 or more units, including changes of house types, permissions in principle and in detail. Housing completions are for the 5 year period ending 31 March 2021. Employment land figures are based on the 2021 industrial and business land monitoring (base date 31/3/ 2021).

In the reporting period 6 major applications were determined. This included a major extension to the Golden Jubilee Hospital and key residential developments on the former Council offices of Garshake Dumbarton and Rosebery Place Clydebank. The Council's City Deal project which involves significant redevelopment of the former oil refinery site also was determined this year.

Once again resources have been heavily focused on front loading these complex and high profile applications through the pre application service and at the planning application stage which ensured speedy and quality decision making with an excellent determination of 11.2 weeks which is well below the Scottish average of 41.3 weeks and well below the statutory 4 month determination period for major applications. In terms of both local development and householder applications there was a significant improvement in the average weeks determination period from last year and we hope that this trend will continue into 2021/22. The Development Management Team is a small team and any vacancy will have an impact on performance and speed of determination. There was a vacant Planning Officer post for the first quarter of the reporting period. This post has now been

filled and the Lead Planning Officer has returned from maternity leave. The Development Management Team is now fully staffed and despite the challenges of the pandemic we consider that we have performed very well in this reporting year.

There was an increase in the delegation rate which averaged at 94.4% and the approval rate was 93.5% demonstrating front loading applications and working very closely with applicants to get acceptable developments. Excellent progress has been made to clear legacy cases with 8 cleared during the reporting period. One of the Lead Planning Officers has been focusing on the legacy cases moving them to be refused or withdrawn if a legal agreement has not been progressed or if a financial contribution has not been received.

The current Enforcement Charter is up to date and was agreed by Planning Committee in this reporting year. There has been a substantial increase in the number of complaints lodged and investigated in this period however the additional resource of the Monitoring Officer has assisted. As detailed under the section Planning Compliance and Monitoring the enforcement service is being reviewed and the introduction of an online enforcement reporting form and general response form should assist with addressing the increase in enforcement cases. There was an increase in the number of local reviews and appeals although they remain low compared to the overall number of applications determined. Again this is a reflection of front loading applications through the pre-application service and during the application stage.

Part 5: Official Statistic

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

Timescales	2020-2021	2020-2021	2019-2020
Overall			
Major developments	6	11.2 weeks	14.8 weeks
Local Developments (non-householder)	57	12.6 weeks	16.8 weeks
Local: Less than 2 months	29 (50.9%)	7.3 weeks	6.1 weeks
Local: More than 2 months	28 (49.1%)	18.0 weeks	18.5 weeks
Householder developments	135	9.6 weeks	12.7 weeks
Local: Less than 2 months	90 (66.7%)	6.6 weeks	7 weeks
Local: More than 2 months	45 (33.3%)	15.5 weeks	14.4 weeks
Housing Developments			
Major Housing Developments	3	8.0 weeks	15.7 weeks
Local Housing Developments	10	21.9 weeks	16.3 weeks
Local: Less than 2 months	3 (30.0%)	7.3 weeks	5.7 weeks
Local: More than 2 months	7 (70.0%)	28.2 weeks	17.8 weeks
Business and Industry			
Major Business and Industry	1	23.7 weeks	12.6 weeks
Local Business and Industry	29	10.4 weeks	14.5 weeks
Local: Less than 2 months	18 (62.1%)	7.3 weeks	5.8 weeks
Local: More than 2 months	11 (37.9%)	15.6 weeks	16.6 weeks
EIA Developments	0	n/a	0 weeks
Other Developments	32	9.6 weeks	0 weeks
Planning/Legal Agreements	1	7.4 weeks	27.4
Major: Average time	0	n/a	n/a
Local: Average time	1	7.4 weeks	27.4

B: Decision-making: local reviews and appeals

Type	Total Number of Decisions	Original Decision Upheld			
		2020-21		2019-20	
		No.	%	No.	%
Local Reviews	3	0	0%	1	1
Appeal to Scottish Ministers	7	3	42.9%	2	2

Part 6: Workforce Information

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

Staff Age Profil	Headcount
Under 30	2
30-39	5
40-49	10
50 and over	5

RTPI Chartered Staff	Headcount
Chartered Staff	8

The Planning and Building Standards Service sits under the Chief Officer for Regulatory and Regeneration who now reports directly to the Chief Executive. Regulatory and Regeneration Services also includes Planning, Building Standards, Legal, Committee, Environmental Health and Regeneration Services. The Planning and Building Standards Manager is also responsible for the Environmental Health Service. The Service Structure is provided at the front of the document. The Planning Service is divided into four teams –Development Management, Forward Planning, Technical Support, Antonine Wall Project Team and a Placemaking Co-ordinator.

The Technical Support Co-ordinator semi-retired and one of the Support Officers was successful in getting the Technical Support Co-ordinators post. Two new Support Officers have joined the team and a new Support Assistant. A new Planning Officer joined the Development Management Team. The Antonine Wall Project Team has a Project Manager and one Development Officer. The age profile of the workforce is ageing with a high number of people over 40 years old

Part 7: Planning Committee Information

Committee & Site Visits	Number per year
Full council meetings	14
Planning committees	10
Area committees	n/a
Committee site visits	7
Local Review Body	3
LRB site visits	2

Appendix 1 - Performance Markers

No	Performance Marker	Evidence
1	Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]	<p>The average timescale for major development is 11.2 weeks (Scottish average of 41.3 weeks); local development (non householder) development is 12.3 weeks (Scottish average of 10 weeks) and householder development is 9.6 weeks (Scottish average of 8.1 weeks).</p> <p>Source: http://www.gov.scot/publications/planning-performance-statistics-2018-19-annual/</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 	<p>Protocol on Processing Agreements:</p> <p>https://www.westdunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf</p> <p>Processing agreements offered to all applicants of major development and important local development. Applications are front loaded at the pre application stage which allows the application stage to be much smoother and quicker and removes the need for a processing agreement.</p>
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 	<p>Protocol on Pre application advice http://www.westdunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf</p> <p>Case studies: Virtual Place and Design Panel – Sandpoint Marina, Exxon, Golden Jubilee Hospital, Queens Quay, Early Engagement –Delivering Quality Housing</p>

No	Performance Marker	Evidence
4	Legal agreements: conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	No legal agreements were entered into in terms of developer contribution towards local open space provision or associated green infrastructure. Developer contributions secured by other legal mechanisms. See planning guidance below. https://www.west-dunbarton.gov.uk/media/4309581/our-green-network-supplementary-guidance.pdf
5	Enforcement charter updated / re-published within last 2 years	Enforcement Charter was updated in September 2020 and approved by the November 2020 Planning Committee. It was published thereafter.

No	Performance Marker	Evidence
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 	<p>Case Study: Local Development Plan 2: Proposed Plan</p> <p>Development land statistics broadly stable. See Housing Land Supply 2019: https://www.west-dunbarton.gov.uk/media/4319146/final-agreed-2019-audit.xlsx</p> <p>Decision making timescales for major development is still well below the national average. Although timescales for householder and local development are above the national average there has been an improvement from last year. This was due to a high workload and staffing issues. There was a vacancy for a Planning Officer and this took some time to recruit. For further information provided in contextual statement.</p> <p>Good feedback from developers/service users http://www.gov.scot/publications/planning-performance-statistics-2018-19-annual/</p> <p>The updated Enforcement Charter was approved by Committee in September 2020 - See section on Service and Council Governance Good progress was made on last years service commitments – see delivery of our service improvement actions 2020-21 and also our service improvements 2021-22 detailing our commitments for the coming year.</p>
7	Local development plan less than 5 years since adoption	Eleven years since Local Plan adoption. See Local Development Plan 2: Proposed Plan case study for further information.
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 	<p>Most recent Development Plan Scheme, https://www.west-dunbarton.gov.uk/media/4317902/appendix-1-development_plan_scheme_and_participation.pdf relates to Development Plan Scheme for Local Development Plan taken to September 2020 Planning Committee. The new Development Plan Scheme will be taken to September 2021 Planning Committee. Local Development Plan 2 meeting the timescales of the Development Plan Scheme approved in September 2020.</p>

No	Performance Marker	Evidence
9	Elected members engaged early (pre-MIR) in development plan preparation – if plan has been at pre-MIR stage during reporting year	Pre-MIR Elected Member Ward meetings and workshops into the Main Issues Report. See development plan preparation Planning Performance Framework July 2017 - Case Study :Local Development Plan 2 :Main Issues Report.
10	Cross sector stakeholders* engaged early (pre-MIR) in development plan preparation – if plan has been at pre-MIR stage during reporting year *including industry, agencies and Scottish Government	Wide range of stakeholder engagement pre-MIR (Scottish Water, SEPA, SNH etc) and pre-proposed plan. See Planning Performance Framework July 2017 - Case Study :Local Development Plan 2 :Main Issues Report
11	Regular and proportionate policy advice produced on information required to support applications.	Preparation of new Supplementary Guidance associated with Local Development Plan 2 has commenced. The Guidance on Creating Places and Green Network and Green Infrastructure will be subject to consultation in Autumn 2021 with the other SG's subject to consultation Autumn to Winter 2021. Development Brief for Sandpoint Marina – Virtual Place and Design Panel Alexandria masterplan, Clydebank Town Centre Development Framework, Exxon, Sheephill Quarry Golden Jubilee Hospital, Queens Quay, Early Engagement: Delivering Quality Housing Current Planning Guidance can be found at http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/otherguidance-and-information/

No	Performance Marker	Evidence
12	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)	Case studies: Locality Place Plans, LDP2, Alexandria masterplan, Clydebank Town Centre Development Framework, Rediscovering the Antonine Wall, Place and Design Panel, Elected member Briefings, Engagement case studies, Working in Partnership section, Service and Council Governance, Early Engagement: Delivering Quality Housing, Queens Quay, Exxon
13	Sharing good practice, skills and knowledge between authorities	Case studies: West of Scotland Benchmarking Group, Rediscovering the Antonine Wall, Place and Design Panel, Queens Quay, Working in Partnership section, Heads of Planning (Scotland), Community Led Action Plans/ Local Place Plans Benchmarking/ Learning Group
14	Stalled sites / legacy cases: conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Progress being made to clear legacy cases, as the majority are associated with legal agreements and outstanding financial contributions. All applicants have been contacted with 8 legacy case cleared and 6 legacy cases remained during the year.
15	Developer contributions: clear and proportionate expectations <ul style="list-style-type: none"> • set out in development plan (and/or emerging plan); and • in pre-application discussions 	<p>Main contributions expected are towards the green network. Local Development Plan 2: Proposed Plan contains a policy on developer contributions and applied proportionately. Developers made aware of developer contributions at pre application stage.</p> <p>See section: Developer Contributions and https://www.west-dunbarton.gov.uk/media/4309581/ourgreen-networksupplementary-guidance.pdf</p> <p>Case Study: Promoting Sustainable Travel – Developer Contributions</p>



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OTHER FORMATS

This document can be made available on request in alternative formats such as large print, Braille, audio tape or computer disc as well as in five community languages.

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。