

PLANNING PERFORMANCE FRAMEWORK

Planning and Building Standards Service



Scottish Awards for
Quality in Planning
2017: Award Winner



Scottish Awards for
Quality in Planning 2018:
Award Winner

July 2019

Foreword

Welcome to the annual Planning Performance Framework which outlines our performance, showcases our achievements and improvements in 2018-19 and outlines our service improvements for 2019-20.

Last year's Planning Performance Framework was peer reviewed by Falkirk Council who are part of our Solace Benchmarking Group. They also took the opportunity to visit our new office and Dumbarton Town centre our future Conservation Area. We are hoping to have a return visit to Falkirk later this year to view some of the Projects which were featured in their Planning Performance document.

It is difficult to believe that this time last year we only had moved into our new office at 16 Church Street. The new office has been a real boost for Dumbarton Town Centre and is being admired by all. We are very proud of our new office and leading by example is so important when negotiating quality development.

Development interest in West Dunbartonshire continues to increase with significant progress being made on Queens Quay, Dumbarton Waterfront, delivery of affordable housing as well as an exciting project for the Carless site. It is

good to see the building frames being erected on Queens Quay and new houses being constructed on Dumbarton Waterfront demonstrating that we are starting to change the economic prosperity of this area. The Place and Design Panel has become an integral part of the Planning process and it is having a significant influence in the change being seen in the quality of the proposals, we are being presented. Recently, it was good to welcome Mr Kevin Stewart Minister for Local Government, Housing and Planning, Fiona Simpson, Assistant Chief Planner and Eric Dawson to visit the Queens Quay site and to hear about the good work of the Place and Design Panel.

Whilst we all welcome the development interest in the area, this has put significant pressure on the existing resources within the Planning, Building Standard and Environmental Health Services at a time when the Council continues to address financial challenges. However, with increased income from fees and the Council recognising the important role that Planning and Building Standards play in delivering these economic projects some additional resources have been provided.

A number of new people have joined the team: Ross Lee, Craig Jardine – Lead Planning Officers Development Management, Jane Tennant Development Management Planning Officer. It is good to have them part of the team. Bernard Darroch left the Council this year for a job in North Lanarkshire after 16 years with West Dunbartonshire. Bernard joined West Dunbartonshire as a young graduate and has been involved in many of the significant developments happening in West Dunbartonshire. I thank Bernard for all his work in West Dunbartonshire and I wish him well in his future career.

The Antonine Wall Project continues to go from strength to strength and there are more details in this document. This year, Emma the project manager has recruited 2 Development Officers – Ruth Impey, Severine Peyrichou, and Project Support Officer Jennifer Ramage. All are welcome to the wider team and I look forward in working with them to progress this innovative heritage project.

We continue to support the Scottish Quality Awards in Planning and were privileged to receive two awards this year for the fantastic Clydebank Leisure Centre in the

Place Category and for the Elected Member Briefing at the Pre application stage in the process category. An article as part of the engagement theme in the Scottish Planner on our elected member engagement was published. Our Place and Design officer also wrote an article for the Scottish Planner about our Place and Design Panel. Hear more about these projects further on in this document. This year we have been shortlisted for 16 Church Street our new Dumbarton Council offices in the Place Category for the Scottish Quality Awards in Planning.

Please enjoy reading about the exciting developments taking place in West Dunbartonshire and we always welcome your feedback and comments

Pamela Clifford

Pamela Clifford

Planning, Building Standards and
Environmental Health Manager

July 2019

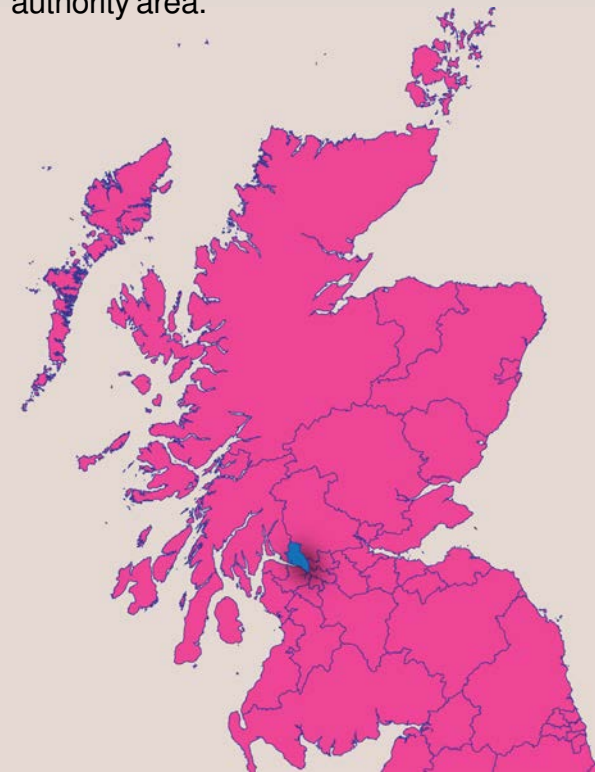
pamela.clifford@west-dunbarton.gov.uk



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

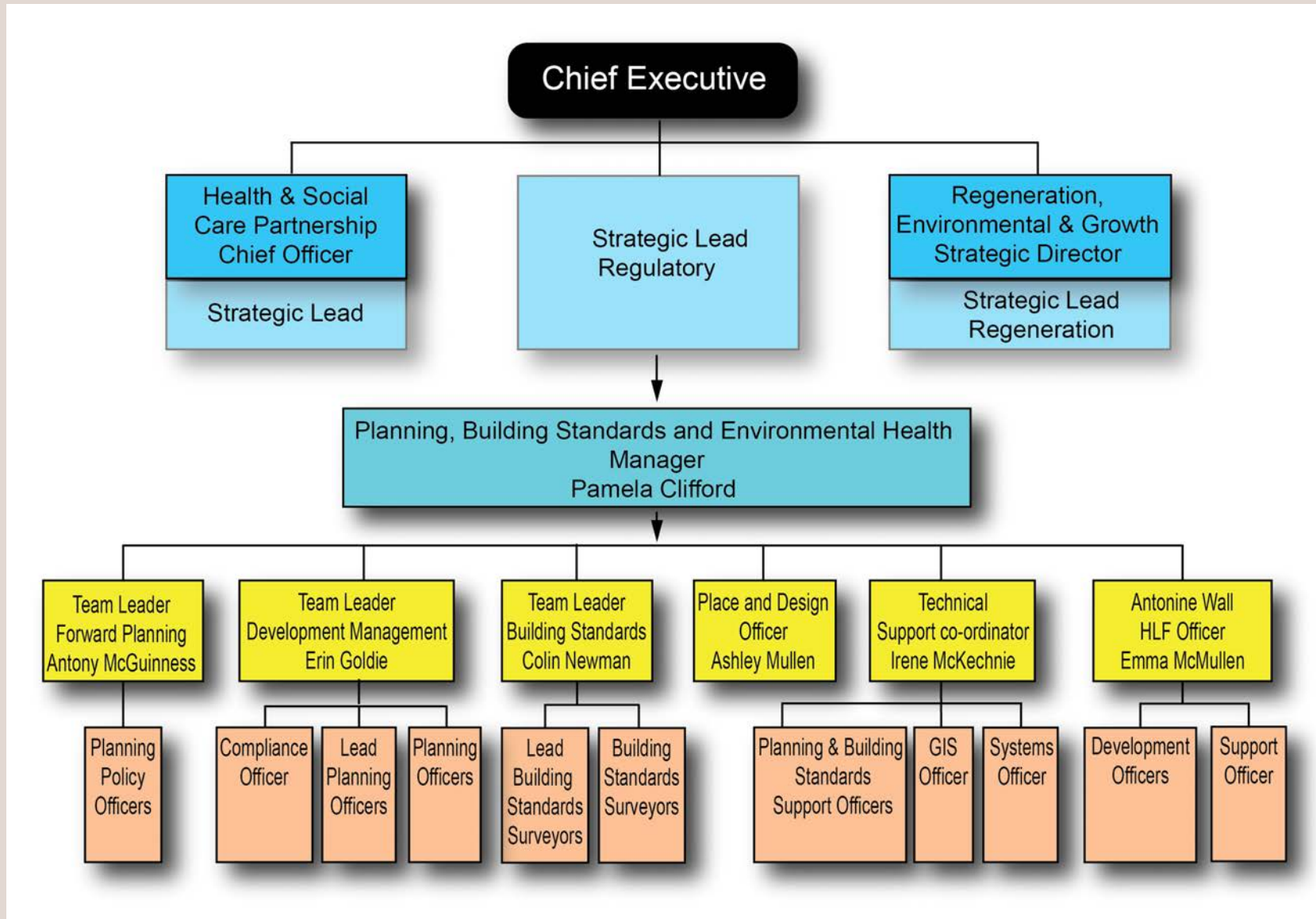
“ West Dunbartonshire Council will deliver high quality services led by priorities identified by the communities of West Dunbartonshire in an open and transparent way”.

The Strategic Plan 2017-2022 sets out the vision and direction for Council services over the next 5 years. 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 Proposed Plan (2016) has remained at the proposed plan stage. Local Development Plan 2 Proposed Plan is presently at examination with DEPA.



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 March 2019. 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 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.

Given our extensive social media presence in the past year to raise the profile of planning we have used Twitter tweets throughout the PPF to demonstrate the value of our work and feedback received.

Part 1: Qualitative Narrative and Case Studies

Quality Design

The Place and Design Panel One Year On

The Place and Design Panel has been in operation for 15 months and in that time it has reviewed 18 projects in 15 sittings, varying in nature, stage of development and complexity. These have included affordable housing developments, projects on our key regeneration sites, vacant sites requiring redevelopment and smaller sites which contribute to the overall quality of Place.

Added Value

The added value that the Panel process has brought to projects can now begin to be evidenced in that we have seen real results in the change in quality of the proposals that have come forward after the Panel process. This includes better consideration of materials in terms of sustainability, robustness and longevity, better quality landscape and SUDS solutions, more consideration of pedestrian movement in and through sites and how sites relate to important routes or transport linkages and development of more inclusive designs in our affordable homes and in our streets and external spaces.

Evaluation and Governance

We continue to evaluate the Panel process by seeking the views of Panellists and presenters in order to reflect on the strengths of the review process and where it can be improved. However, the work of the Panel is also subject to annual external review by an Evaluation Board; made up of senior members of the Scottish Government Planning and Architecture Division, Architecture and Design Scotland, the Improvement Service and Senior Managers from West Dunbartonshire Council – Director for Regeneration and Place and Strategic Lead – Regulatory.

The more formal review process is to demonstrate the impact of the work undertaken by the Panel and the Place and Design Officer. The Evaluation Board were also presented with details of the wider work undertaken and the future work to be progressed in the coming year. Changes have been made to the governance procedures for the Panel in order to more accurately reflect the manner in which the Place and Design Panel is now run following the lessons learned in the first year. The revised document will be presented to Committee later in the year.



Housing development the former Aitkenbar Primary School , Bellsmyre



Review Process

The key changes to the Panel Governance includes reflecting the number and diversity of skills required of panellists in order for it to convene. This is in recognition that the number of panellists volunteering their time to the Panel allows for a tailored skill set that reflects the unique circumstances of the specifics of each proposal. This has been recognised as a key strength of the panel.

The changes also reflect the value of the information available at Pre-Panel stage. Presenters are now steered towards focusing on scene setting; site analysis and context.

Other changes to the review process within the Governance document includes the removal of stringent timing during the review, the allowance of controlled dialogue between Panel and presenter and the expectation for a concise presentation that supplements the Pre-Panel information.

There is further clarification on the role of the Place and Design Officer. The formality of having a 'Chair' was at odds with the collaborative workshop setting of the Panel. As Facilitator and Co-ordinator, the Place and Design Officer summarises the key themes raised at the Panel, noting the key

areas of focus and ensuring the ambitions of the Council in achieving quality development are upheld, with involvement that spans all the Panel activities.

Remit

Experience has enabled the remit of the Panel to be more clearly specified within the Governance document. Activities that it was initially hoped the Panel might undertake, are now within the remit of the Place & Design Officer- for example, coordinating partners involved in the development strategy for Queens Quay and working with other Council Services involved in built environment projects such as Housing, Asset Management, Education and Consultancy Services.

Wider Impact and Closer Collaboration

The work of the Panel and role of the Place and Design Officer has had a much wider impact than first anticipated. Close working relationships have emerged between the Panel and Planning officers and the revised Governance document strengthens the integral role the Panel plays in the planning process by supporting and assisting projects.

Closer working relationships have been fostered between Council services of



Housing, Asset Management, Consultancy Services, Capital Projects, Education, Regeneration and Roads teams. A Planning/Health Social Care Partnership working group has begun to convene regularly and we are working to incorporate



Place and Design Panel visiting former Council HQ offices at Garshake Road , Dumbarton

the knowledge of our HSCP colleagues into the Panel process to drive forward health and well-being improvements through development.

The increased collaboration with wider council services has led to a heightened awareness of the benefits that early engagement with planning can bring to a development. There has also been a marked increase in awareness within council teams and external project delivery partners of what it takes to create places with longevity and resilience, where people can thrive and the mistakes of the past are to be avoided.

This ethos aligns comfortably with the 'Place Principle' adopted by the Scottish Government and COSLA to take a more joined up – collaborative, place based approach to support a clear way for all services, assets and investments, maximising the impact of combined resources.

We are getting to a position where it feels less and less daunting to ask for better design from developers. Where the desire for growth does not surpass the desire for good urban design.

(Performance marker 3,10,11,12,13)



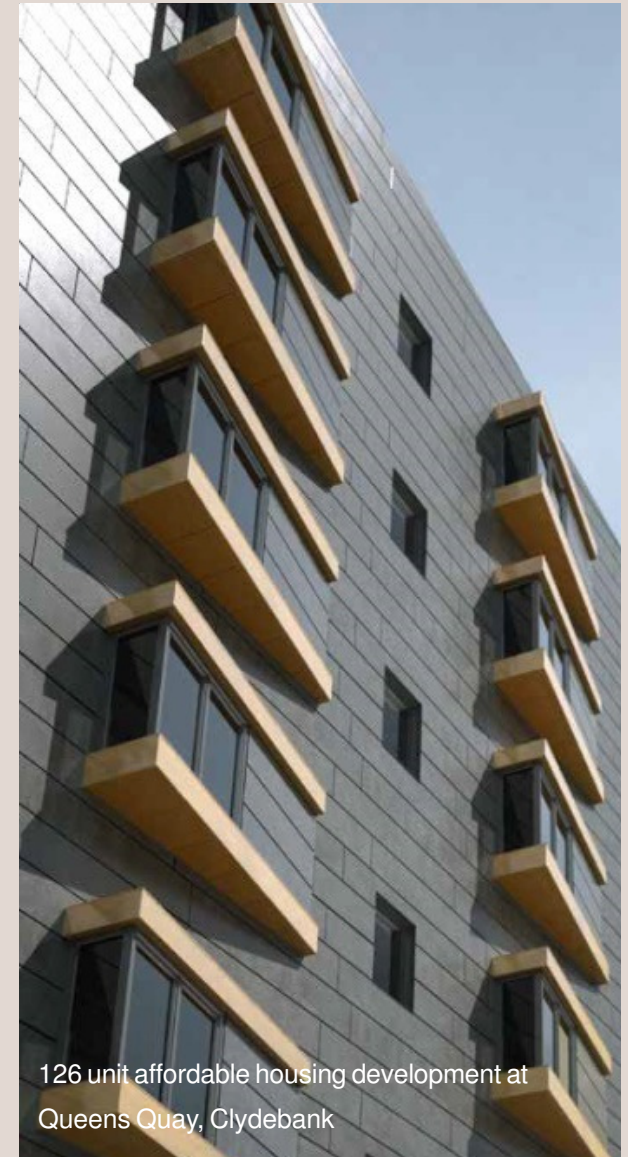
Queens Quay One Year On

This 80 acre residential led, mixed use waterfront development in the heart of Clydebank has featured strongly in previous Planning Performance Framework documents and is seen as the catalyst to the future prosperity of Clydebank. A future place to live, work and play .

Last year, works around the basin and on the road infrastructure had commenced. One year on, the works around the basin are complete and the full steel frame of the energy centre has started to become a



126 unit affordable housing development at Queens Quay, Clydebank



126 unit affordable housing development at Queens Quay, Clydebank



landmark against the iconic Titan Crane. The steel frame of the care home has also been erected with completion of the care home due by April 2020. Work will commence shortly on the health and care centre and the affordable housing.

Regular meetings have been taking place with the Project Manager for the overall Queens Quay site and the various developers, to ensure that conditions to the various permissions are discharged and complied with to ensure that the very high quality development is achieved.

Article in Clydebank Post from WDC
Councillor Danny Lennie on his recent visit
to the Queens Quay site

“When I took a walk to view the progress at Queens Quay, it was great to see so much work going on and real progress being made.

This massive project under construction will be a real asset to Clydebank and to West Dunbartonshire.

Inevitably I started thinking of years gone-by when I was much younger and how John Brown’s, the Clydebank ship builders, held such a huge fascination for me.

I remember my dad taking me down to the yard one day for a visit and as we walked along. I asked him where was the ship that they were building and he replied :”Beside you” beside me all I could see was what, to me, looked like a wall.

“ Look up” my father said and I looked up at what I thought was miles until I saw the top of the wall that was my first view of the QE2.

Back then living in Clydebank you were destined to do one of three things when you grew up.

You either worked at Brown’s, Singer or Dawson & Downie- which meant you either built ships, sewing machines or pumps.

No more will we see thousands of workers flooding into Glasgow Road , onto Kilbowie Road or down Elgin Road.

Those days may be gone but the Queens Quay project does at least offer some hope for the future not, perhaps, not to the scale of days gone by, but it gives hope for a brighter future for Clydebank.”

Visit by the Minister for Local Government, Housing and Planning to West Dunbartonshire

In early April we hosted a visit from Mr Kevin Stewart, Minister for Local Government, Housing and Planning. Mr Stewart was interested to learn about the work of the Place and Design Panel and the innovative work being undertaken on Queen Quay.



A pleasure to welcome @KevinStewartSNP to @WDCouncil and share the work we are doing at our @Queens_Quay site to deliver quality development on the ground #regeneration #Clydebank @wdcplace @ScotGovPlanning @DianeDocherty3 @clifford_pamela @ErinGoldie5 @AAMcGuinness



Kevin Stewart MSP @KevinStewartSNP
Inspirational visit to Clydebank to see all that is going on at Queen's Quay & to hear all about @WDCouncil's Place & Design Panel. Some great work going on. #PlanningForTheFuture

8:12 AM - 16 Apr 2019



Kevin Stewart, Minister for Local Government, Housing and Planning, Fiona Simpson, Assistant Chief Planner, WDC Planning Team and Councillors

"Thank you for the invitation yesterday. It was a pleasure to spend sometime with your team and hear about the fantastic work you're all doing. Their enthusiasm and commitment to making WD a great place to live was there for all to see and it was gratifying to see WD being showcased by people who passionately believe in what they're doing. I certainly think your team made a positive impact on the Minister and did themselves proud."

(Performance marker 3,12)

Caroline McAlister Vice Leader of West Dunbartonshire Council

Queens Quay Design Codes

The Council have a clear and ambitious vision for Queens Quay.

The creation of a sense of place is essential if the former industrial site is to be transformed into a vibrant, resilient neighbourhood and encouraging increased economic vitality and well-being. This is to be achieved with quality design and attention to place making.

The Aspirational Vision document was compiled to depict in one document the key character of Queens Quay to provide clarity with precedent projects and to feature the exemplary high quality achieved on the projects that have already been granted permission.

Design Codes have been commissioned by the Council with the aim to set out the parameters for the development of the remaining plots by providing clarity and certainty about the expected outcomes regarding key aspects of the urban layout, architectural treatment, materials, details, identity, character and sustainability.

The Codes will assist with balancing the ambitions to create an attractive

sustainable development with the need to produce a commercially viable and deliverable development. Developer partners will be encouraged by the codes to undertake collaborative discussions from an early stage with key stakeholders and encourage creative interpretation of the design principles by experienced professionals.

It is intended that the codes will be used by development partners and by planning officers with the aim of streamlining the processes in delivering future high quality development.

The intention is that the Design Codes will be adopted as planning guidance in order to provide certainty about the Council's ambition to achieve a cohesive, resilient, high quality place at Queens Quay.

(Performance marker 10,12)



Connecting Clydebank

'Connecting Clydebank', approval in November 2018, a Council project born out of the community consultation that took place through the Clydebank Charrette in 2015. The approved development meets the aspirations of the community charrette as it will achieve the aim of 'Connecting Clydebank' by providing a more attractive environment where emphasis is placed on pedestrian movement and cyclists through the forming of a number of raised table crossings, widening of footways/ narrowing

of carriageways, resurfacing works with quality granite materials and the installation of street furniture. This will achieve a more pedestrian focused and quality public realm space that improves linkages with Clydebank and provides a gateway befitting of Queens Quay. The works will improve and enhance the setting of the important civic core along the A814 where the town hall and library are located.

Traffic will continue to flow but at a lesser speed contributing to a safer environment for cyclists and pedestrians. The project will



link the new infrastructure associated with Queens Quay to National Cycle Route 7 on the Forth & Clyde Canal via Hall Street and Miller Street. It will also allow easy access to Clydebank Station via Titan Boulevard and Hume Street.

The project was reviewed by an Inclusive Design Officer who is also a panellist for the Place and Design Panel and following this, adjustments were made to further improve access to both Clydebank Town Hall and library buildings and 'Button by Neatebox systems' were agreed to be installed at the controlled crossing points. These will allow pedestrians with visual impairments, through the use of a free app to use their mobile phone or smart watch to activate the pedestrian crossing without pressing the button, giving them more time to focus on their orientation and to cross the road resulting an inclusively designed development for all.

(Performance marker 3,12)



Plan for A814 Dumbarton Road, Clydebank

Delivering Quality Housing

We have made further significant progress this year in raising the quality and standard of planning application proposals by engaging with and influencing applicants and developers at pre-application stage and ensuring review of major developments and proposals of a significant nature by the Place and Design Panel and the Council's Health and Social Care Partnership. Some examples of our successes are three approved applications for the re-development of former primary school sites and an extensive housing development at Queens Quay. All four applications were for affordable housing needs and there were common themes across the applications in terms of quality of outcomes:



Housing development at the former Aitkenbar Primary School, Bellsmyre

Green infrastructure first approach

The re-development of the former St Andrew's, Aitkenbar and Haldane Primary school sites all had a green infrastructure first approach as advocated by our proposed Local Development Plan 2. Both Aitkenbar and Haldane sites were adjacent to woodland and open space and this was an opportunity to create a quality setting. Through the site layout we have ensured that the woodland areas will be well integrated by extending the green network into the sites and filtering through appropriate native landscaping, extensive tree planting, sustainable drainage swales and rain gardens. This will create welcoming and attractive developments that will enhance the health and wellbeing of residents through opportunities to access a quality outdoor environment that includes biodiversity benefits. The Aitkenbar site also features a community garden within a prominent part of the site and was a clever use of the area designated for underground Suds attenuation. This has been designed to be accessible to all, not just the residents of the site. The community garden retaining wall will double up as an art wall to be designed by children at the local Bellsmyre

school campus which encourages ownership of space and pride within the community. The St Andrews site is more urbanised in terms of its location adjacent to Clydebank Town Centre, however we ensured that the layout benefits from significant areas of well-connected, usable, safe and attractive open space that filters throughout the site rather than one formal designated area.



The affordable housing sites at Queens Quay were identified through the masterplan for the wider site. A central landscaped courtyard with drying greens and seating areas was provided within the site boundaries but the location of the housing within Queens Quay means the residents will benefit from the substantial areas of public space along Titan Boulevard, a mainly pedestrianised street and high quality public realm space that connects to the head of the basin at the heart of Queen Quay, and along the line of the waterfront together with a number of pocket parks. The residents of this



126 unit affordable housing development at Queens Quay, Clydebank

development will have ready access to these areas together with people accessing the other facilities on the Queens Quay site.

Accessibility and Connectivity

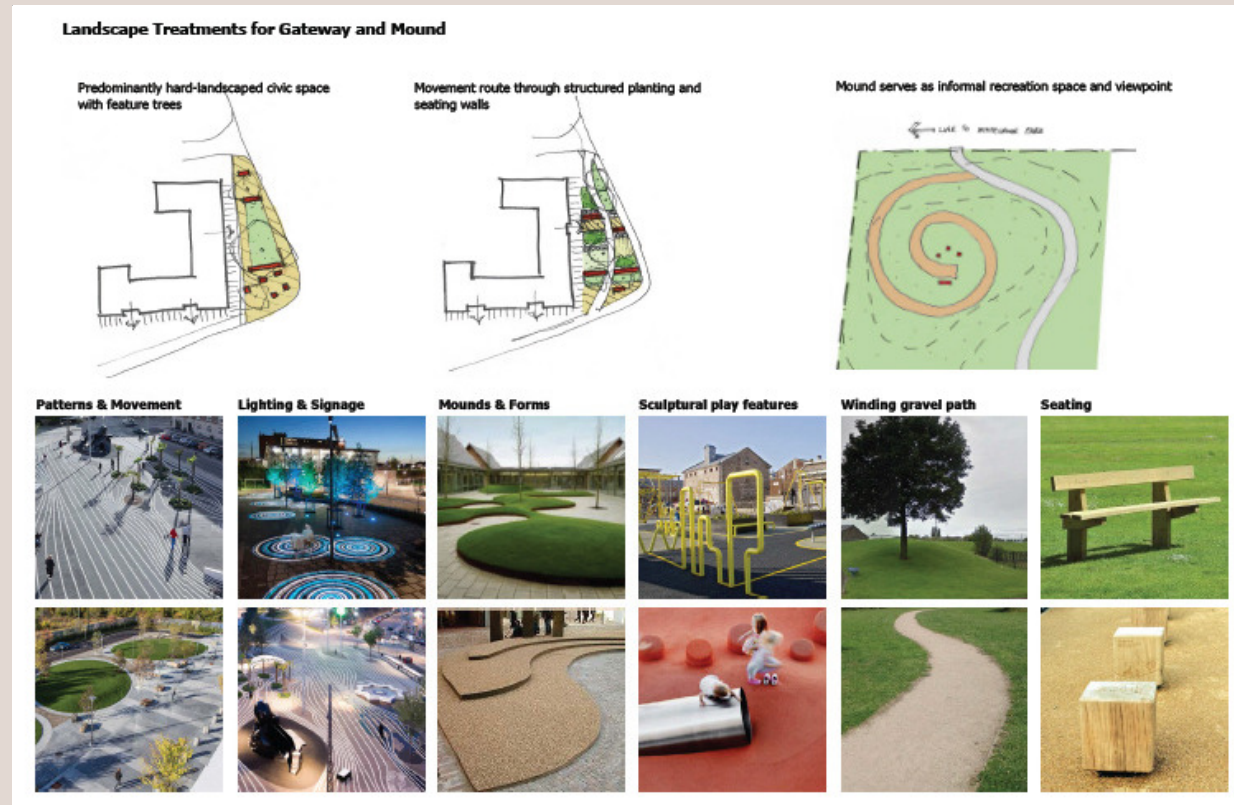
The road layouts for all three former primary school sites reflect the aspirations for the Scottish Government's policy on Designing

Streets through more pedestrian focused layouts and natural traffic calming as a result of road alignment and geometry. The housing has strong interaction with the streets and will add vibrancy and activity. New footpath networks will ensure good permeability and connections with the surrounding areas. The sites will feature natural, informal play equipment along the length of footpaths that connects to the surrounding areas and encourages 'play along the way.' Some of the equipment will be made from recycled timber from trees that are to be felled on the sites which is a sustainable use of natural resources. All three sites have excellent public transport connections.

The housing at Queens Quay has a quality interface with Glasgow Road, Titian Boulevard and the spine road and creates a strong identity of place, character and a gateway befitting of Queens Quay. The permeability of the site will encourage walking and ensure pedestrians can easily pass through the site while travelling to other parts of the Queens Quay site, the College and the Clydebank Leisure Centre. The site also has excellent connections to cycle routes and public transport links including rail and bus.

Quality Design and Materials

All the sites feature contemporary building design with quality material palates of clay bricks with a variety of texture and tone to reflect the local area and that will result in a distinctive identity of place. Durable powder coated aluminium door and window frames are to be used which provide a slimmer profile and superior quality finish. At Queens Quay, the buildings underwent a robust design process resulting in a unique design that reflects the standard already achieved with the health and care centre, care home and energy centre and the materials selected are of an equal outstanding quality. The porcelain clay bricks and metal cladding reflect the industrial heritage of the site, are durable and suitable for the marine environment and set a benchmark for future proposals at Queens Quay.



Landscape options for re-development of a brownfield site being considered by the Place and Design Panel.

Delivering Affordable Housing

All four sites are key regeneration projects within the Council area and will provide in total, 383 much needed affordable homes for residents of West Dunbartonshire. Delivery of these sites, together with other affordable housing projects, will contribute towards Scottish Government affordable housing targets and the Council's ambitious plans to deliver 1000 new

3.) 146 unit [#affordable](#) and [#amenity](#) [#housing](#) development [@Queens_Quay](#)
An outstanding development contributing to the further [#regeneration](#) of the area and providing quality housing for residents of [#Clydebank](#) [#placemaking](#)



7:45 AM - 20 Mar 2019

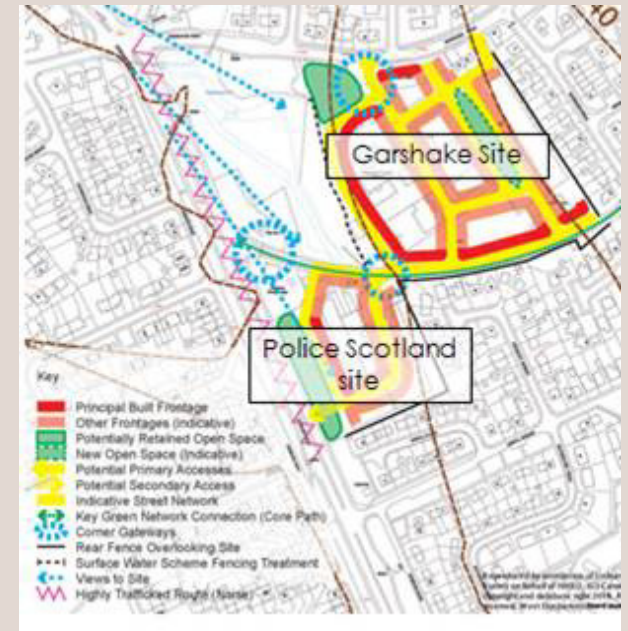
Council and Registered Social Landlord homes in the next five years.

Work has commenced on the St Andrew's site with the other three at building warrant stage with site starts programmed for year end. We are excited to see these quality developments get off the ground.

(Performance marker 3, 11,12)

Development Briefs

A new format for developer briefs has been implemented this year which takes on a much more urban design approach to the preparation and formulation of the Briefs. This gives more information on how the Council wish to see the site developed in the future and aligns with our objective of frontloading development sites so all information to potential developers, is set out at an early stage of how we would like key sites to be taken forward. During this year, two Development Briefs for major redevelopment sites were done and used by the Council's Asset Management Team to market the respective sites. These were for the redevelopment of the former Council Offices at both Roseberry Place, Clydebank and Garshake, Dumbarton.



Development Brief extract for former Council HQ site at Garshake Road, Dumbarton

The preparation of these briefs involves consultations with internal services and both of the Development Briefs have been assessed by the Council's Place and Design Panel. The recommendations of the Panel and comments from other consultees have been incorporated in the final version of the Briefs.

(Performance marker (3,12).

Enabling Regeneration

Exxon & Carless Regeneration Sites

On the Clyde Waterfront, the former industrial sites of the former Esso petroleum fuel distribution terminal and the Carless Oil Refinery have combined land holdings amounting to a total of 50 hectares. These sites have remained vacant and unused for many years partly due to their historic contamination. However, this year significant progress has now been made to unlock the future redevelopment of these key regeneration sites with the approval of the remediation strategies to remove and manage the historic hydrocarbon contamination on both sites.

The Planning and Environmental Health Services have worked very closely with landowners and key agencies guiding and advising at each key stage of the process. This resulted in Committee approval being gained for these very complex proposals in March and April 2019.

In addition to the obvious benefits in remediating these sites for strategic

economic investment are the immediate environmental benefits of reducing the long-standing environmental risk to the adjacent European designations of the Inner Clyde Special Protection Area and Ramsar site.

Elected Members have been informed at key stages of the processes with the Carless proposals being the subject of an elected member briefing before submission and a detailed site visit took place to the Exxon site before the application was presented to Committee so members could be shown how the proposed remediation strategy was to be implemented on site.



The Exxon site is the Council's City Deal project and the remediation works will help to facilitate wider economic development of the site through the proposed masterplan.

The Carless site, with its historic quay access to the River Clyde, attracted the Malin Group, who own the whole site, and have now submitted a planning application for a Marine Fabrication Complex with their aim of bringing shipbuilding employment back to West Dunbartonshire. The application is currently being assessed and it is anticipated presenting this to Committee in late summer.

The future prospects are exciting for these sites both from an economic and environmental perspective with the Planning Service playing an important role in their future development.

(Performance Marker 1,3,12)



Former Carless oil refinery site

Heritage Regeneration

Rediscovering the Antonine Wall

This year the project was successful in being awarded funding from the National Lottery Heritage Fund and Kelvin Valley & Falkirk LEADER Programme, towards a

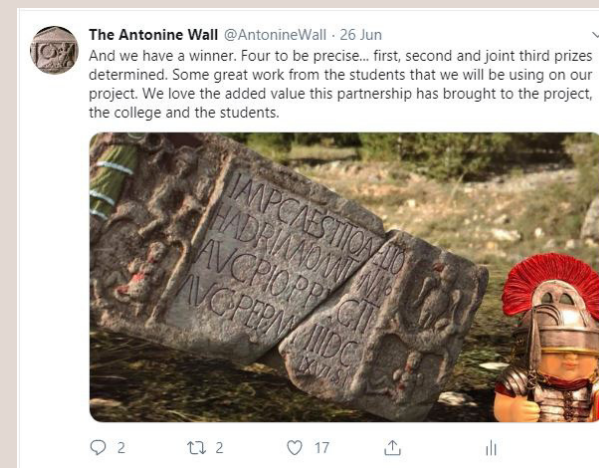


£2.1m three year project which will run until 2021. The multi-partner heritage project led by West Dunbartonshire Council and involving five local authorities along with Historic Environment Scotland intends to raise awareness and understanding of the Antonine Wall UNESCO World Heritage Site in local communities, particularly amongst audiences who do not traditionally engage with heritage. The project has also involved working with other organisations along the line of the Wall such as Forestry Land Scotland, Scottish Canals and Central Scotland Green Network Trust.

Funding is being directed towards community projects, which allows, through a co-design approach, communities to fulfil their own ambitions and proposals relevant to the Antonine Wall. This year two new Development Officers are in post and a support officer. These officers will assist the Project Manager to deliver the objectives of this unique Project and they will work very closely with the communities to deliver the projects.

Further value has been added to the project through a partnership with City of Glasgow College. The students are delivering the digital and stone masonry elements of the

project. This collaboration provides skills training for young people, giving them a live project and physical outcomes to enhance their future employment prospects. The project, in return, is using the best emerging talent in the industry, along with raising awareness of the Antonine Wall to a new and mostly younger audience.



Social media has helped promote and extend the reach of the Antonine Wall to a new audience with many followers from elsewhere in the UK and Europe. The Antonine Wall Twitter account has 1,532 followers, the Facebook page has 355 followers and we also have a newly



established Instagram account. Our social media campaign has allowed for the introduction of an Antonine Wall mascot, Marcus Minimus, on World Heritage Day 2019, who was named as the result of a social media competition.

Over the coming year, the project will see the completion of five Roman themed

playparks; installation of five replica distance stones; community mural projects; Roman gardens and Cycling Without Age trishaws. These projects reflect the diverse reach of the project, focusing on engaging across generations and allowing participation for all.

(Performance markers 12)

Antonine Wall Community Conference

The inaugural Antonine Wall Community Conference took place on Saturday 29th September 2018. Approximately 80 members of the public attended the one

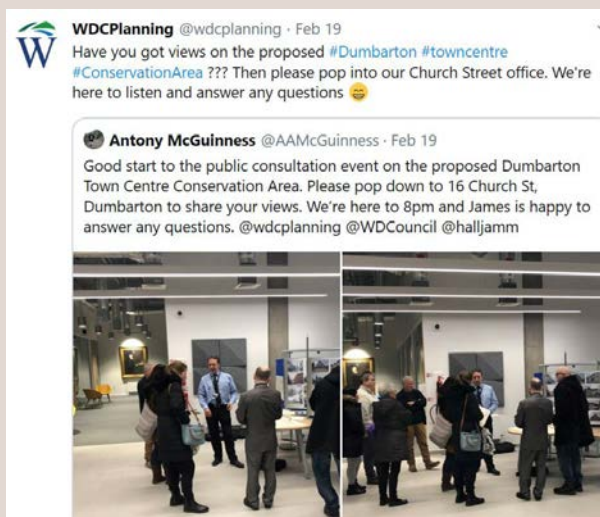
day event. The morning session combined a series of academic and community based talks alongside a marketplace which allowed organisations and community groups associated with the Antonine Wall and Roman heritage to meet each other, network and share ideas. The afternoon session offered the opportunity to remain at the conference venue and take part in workshops and a screening of a 1950s silent film of the Antonine Wall or a tour to Bar Hill and Croy Hill forts with expert guides David Breeze and Bill Hanson.

(Performance Markers 13)



Designation of a Conservation Area in Dumbarton Town Centre

The potential for a conservation area in the town centre is based primarily on the heritage quality of the area and the opportunities to regenerate the town centre. The town centre is of medieval origins and the High Street, in particular, retains much of its medieval street pattern; the curve of the street following that of the adjacent River Leven. There are 23 listed buildings (6 'A' listed), located mostly around High Street, Church Street and Station Road and there are many other unlisted buildings of significant interest and quality.



A Conservation Area would form the first part of restoring and regenerating the heart of Dumbarton, helping to revitalise the High Street and reconnect it to the riverside.

A public consultation was held between January and March 2019, including a drop-in exhibition event which was attended by around 30 people most of whom were local residents and business owners. Social media was used to further the reach of the consultation on the proposed Conservation Area.

Approximately 25 written comments were received during the consultation period, almost all of which were strongly supportive of a conservation area within the town centre, and of the proposed boundaries. A number of small changes to the boundaries were also suggested.

A revised boundary for the conservation area will be taken back for approval to Committee in August 2019, and will then be submitted to Historic Environment Scotland. If approved, the Council will commission a full Conservation Area Appraisal, which will identify key features, opportunities and challenges in the area, and is likely to include a building condition survey.

David Harvie, Convener of the Dumbarton Stations Improvement Trust, said:

“West Dunbartonshire Council’s current progressive approach has recently been shown in numerous ways, from the clear writing style of the LDP-2 to regeneration planning, charrettes and other consultations such as the consultation on the proposed conservation area.

The proposal to designate a Conservation Area around Dumbarton Town Centre, including the Town’s A-Listed Central Station will be a vital factor in rescuing the tired, diminished centre of one of Scotland’s most historic medieval towns.”

(Performance Markers 11,12)



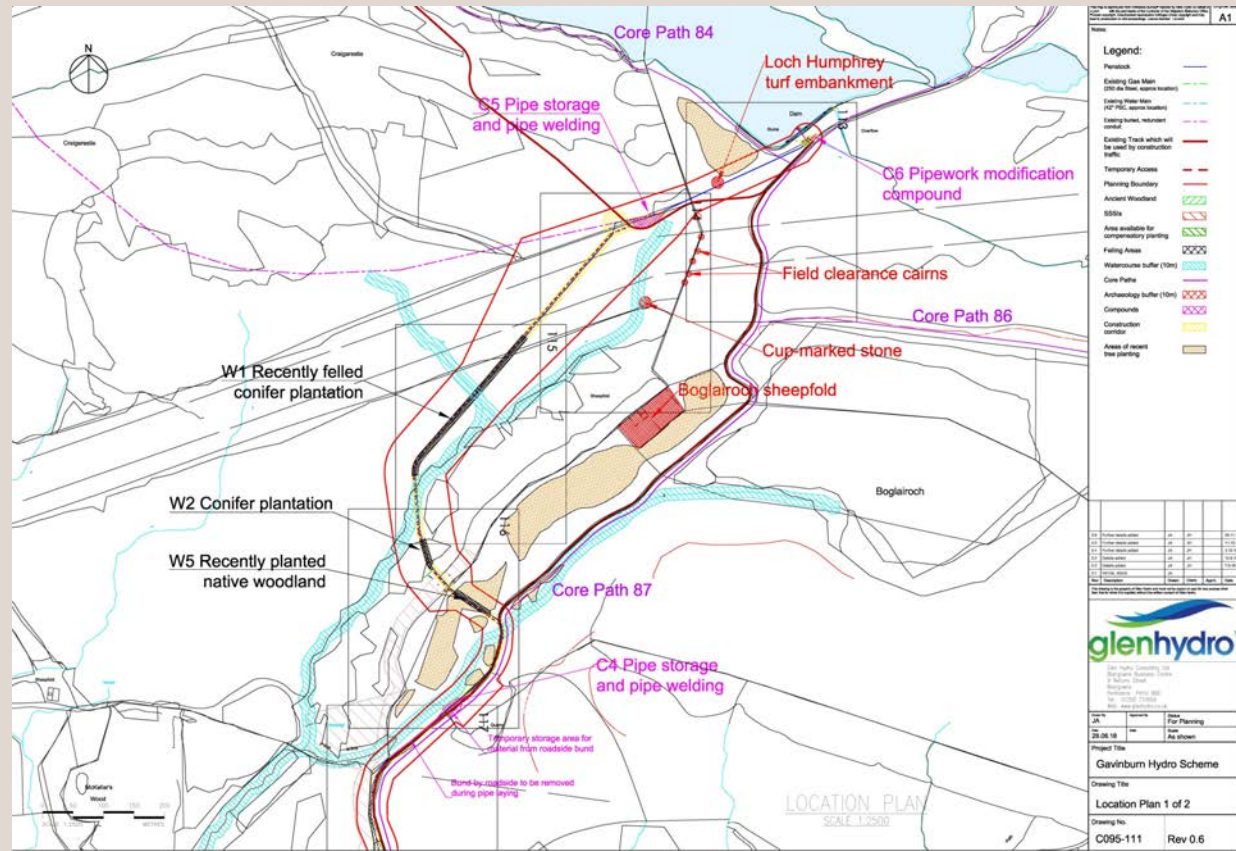
Proposed Dumfries and Galloway Conservation Area, Public Consultation

Sustainability

Gavinburn Hydro Electric Scheme

Approved in Spring 2019 and located in the Kilpatrick Hills just north of Old Kilpatrick, the scheme will use water from Loch Humphrey to generate a clean, sustainable source of renewable energy and it is the first hydro scheme for West Dunbartonshire.

The Kilpatrick Hills are an important local asset, designated for landscape and environmental features and are also a popular destination for recreational users. With this in mind, it was essential that the scheme was designed to integrate with and enhance its surroundings to minimise any potential impacts while balancing the need for clean, renewable energy. Wide consultation took place with the local and wider community and key consultees with supporting information requests being proportionate and clear both at the pre-application and application stages. Changes to the pipeline route resulted to avoid highly sensitive ecological features of the Glenarbusk and Haw Craig SSSI, Ancient Woodland and areas known to be inhabited by protected species. Another

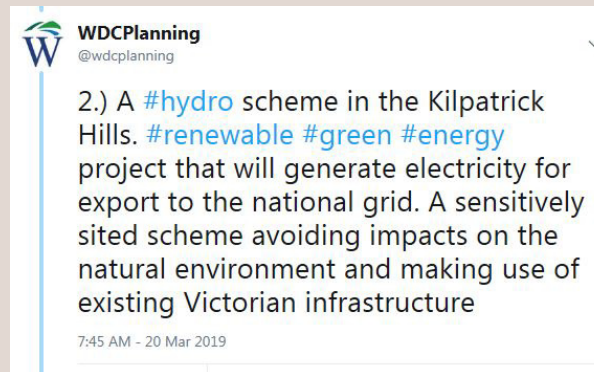


Layout Plan of 'Penstock' for Gavinburn Hydro Electric Scheme, Kilpatrick Hills, Old Kilpatrick

factor key to the success of the scheme was the wide use of existing infrastructure to minimise impacts.

A comprehensive access management and restoration plan to ensure that recreational users could continue to use the hills safely during construction and that any disturbed ground is restored in accordance with good practice and to a quality standard to protect the special landscape features of the Kilpatrick Hills was also secured. New interpretation boards will also be installed at Loch Humphrey which will provide information on the history of Loch Humphrey and its new use and these were all negotiated during the consideration of the application.

(Performance Markers 3,11, 15)



Building with Nature

The Proposed Plan is the first Local Development Plan in the United Kingdom to be awarded the Building with Nature Candidate

award. Building with Nature is the UK's first benchmark for green infrastructure, which has been developed by Gloucestershire



Wildlife Trust in partnership with the University of the West of England and is jointly awarded by these organisations. This means that the policies within Local Development Plan 2 ensure that Green Infrastructure is considered from the outset of the development process; throughout its construction, and is sustainably managed after the development has been completed.

(Performance marker 10,12,13)

View from Kilpatrick Hills to River Clyde

Policy Framework

Local Development Plan 2: Proposed Plan

The Proposed Plan was published for consultation for six weeks between 12 October and 23 November 2018. During that time, a number of consultation and engagement events were held including three information sessions in Alexandria, Clydebank and Dumbarton. We also meet separately with members of the Public, Community Councils and other community groups and bodies to answer any questions they may have on the Plan.

Dumbarton East and Central Community Council comments that

“during the consultation on Local Development Plan 2: Proposed Plan, Dumbarton East & Central Community Council asked the Forward Planning Team to attend one of our regular monthly meetings to discuss the contents of the Plan. We were very happy with the level of information we received to the questions we asked and we appreciate being part of the consultation process to help shape the future development of Dumbarton and West Dunbartonshire.”

We also used Community Council Training, facilitated by Planning Aid for Scotland, to use the Proposed Plan as a bespoke session in relation to Development Planning and Local Development Plans. This session allowed the community council representatives, who attended the session, to discuss the Plan amongst each other and provided more insight into each community council's concerns before they



submitted their representations. This provided an opportunity to go beyond the participation statement and enhance consultation during this stage of the Proposed Plan.



The Council's and the Planning and Buildings Standards social media accounts were used extensively during the consultation period to inform the public of the publication of the Proposed Plan for consultation and the forthcoming information sessions. This helped to increase the public exposure of the Proposed Plan and its consultation phase. The Proposed Plan itself was written and published in a style which was easy to read

and visually recognisable. Any resident, stakeholder and developer could easily navigate the document as it was divided into separate sections to aid the readability of the Plan. The Plan itself is very visual, using photographs, aerial maps etc to help all users easily understand what the sections of the Plan relate too.

Silvertoun and Overtoun Community Council commented that

“the Plan is comprehensive, clear, jargon free, and the information well laid out and accessible. We particularly welcome the various photographs of West Dunbartonshire, which, as the introduction states, reflect the attractive nature of the local environment, the history of the area, and the potential for acceptable and sustainable development.”

776 representations to the Plan were received and the majority of these representations related to four development sites. An Elected Members seminar was held to brief members on the

representations received to the Proposed Plan and what the major issues of objection were. The responses to the representations were approved by Planning Committee on 22nd May 2019 and the Proposed Plan was submitted to the Department for Planning and Environmental Appeals on 30th May 2019 for Examination, which was in line with the 2018 Development Plan Scheme and Participation Statement.

(Performance Markers 6, 10, 12)

Tweet Activity															
WDCPlanning @wdcplanning Lots of ambition in @wdcplanning to improve #health and #wellbeing of residents of the @WDCouncil area through the #planning process. Working closely with the Health and Social Care Partnership to make this happen #HSCP @BethCuthshaw @thepolicyind https://twitter.com/AAM:Guinness/status/1134012227631455744 ...	<table border="1"> <tr> <td>Impressions</td> <td>1,192</td> </tr> <tr> <td>Total engagements</td> <td>44</td> </tr> <tr> <td>Detail expands</td> <td>21</td> </tr> <tr> <td>Likes</td> <td>14</td> </tr> <tr> <td>Retweets</td> <td>4</td> </tr> <tr> <td>Profile clicks</td> <td>4</td> </tr> <tr> <td>Replies</td> <td>1</td> </tr> </table>	Impressions	1,192	Total engagements	44	Detail expands	21	Likes	14	Retweets	4	Profile clicks	4	Replies	1
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Replies	1														

Locality Place Plans

The previous PPF detailed the Council's approach to aligning and integrating Spatial and Community Planning. As part of that wider work by the West Dunbartonshire Community Planning Partnership, the Forward Planning, Communities and Performance and Strategy Teams are currently integrating Place into Locality Planning to form Locality Place Plans, which will help to deliver service provision around what Communities want for their Place.

Local Development Plan 2: Proposed Plan sets out a policy framework which allows Locality Place Plans to be adopted as Supplementary Guidance. This gives statutory weight to the aspirations of our communities for their place, expressed through the neighbourhood action plan section of the Locality Place Plan. It also allows developers and landowners to understand how their development should help to strengthen the existing community and place. Currently, we are undertaking two community led Locality Place Plans – one in Old Kilpatrick, Clydebank and one in Alexandria. The Forward Planning, Communities and Performance and

Strategy Services are working in collaboration to support the communities in their development.

(Performance Markers 10, 12)

“ We at Old Kilpatrick Community Council are delighted to be involved in partnership with West Dunbartonshire Council in preparing a Locality Plan for our village.

This will allow us to work with other community groups and interested parties in the area, to determine in detail our plans for the area and reflecting local circumstances our priorities for development”

Isobel Plunkett,

Chair of Old Kilpatrick Community Council.



LOCAL DEVELOPMENT PLAN 2

Proposed Local Development Plan

West 
Dunbartonshire
COUNCIL

September 2018

Engagement

Working in Partnership

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 how to take forward Regional Planning in light of the new Planning Bill and also contributing to revision of the City Economic Strategy.

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 Planning Bill, especially with its implications

on Strategic Planning and Regional Partnerships, as well as, how Clydeplan can better support City Deal, the City Region Cabinet and the implementation of the City Region Economic Strategy.

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



Working in partnership

Network, the Forestry Commission, SNH, SEPA, Scottish Enterprise and the Glasgow Centre for Population Health. The Council has contributed to the development and launch of the Green Network Blueprint Strategy, which was a major focus of work this year. The Blueprint 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. Currently, the Planning and Building Standards and Greenspace Services are working with officers from the Partnership on delivery plans associated with the Blueprint Strategy for West Dunbartonshire. Officers from the Green Network Partnership have also assisted with the preparation of Local Development Plan 2 and its submission for a Building with Nature Award. We are also jointly working on the Green Network Supplementary Guidance which will form part of LDP 2 and the delivery of Strategic Green Network projects identified in the Plan.

[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. The Council has been very supportive of the work to remodel the service to make it more cost effective and to meet the needs of the partner Councils. The WOSAS continues to add new members to the partnership which demonstrates that the Service is value for money for the comprehensive service it provides.

[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. These meetings are extremely useful and are an example of a strong working relationship with a key regeneration partner. Currently, we are

exploring a project to introduce a linear park on the Canal within Clydebank, based on the ideas contained within the 2015 Town Centre Charrette and the Community Led Design workshops that took place in 2018.

[Renfrew Bridge Group](#)

Following the granting of planning permission by the Scottish Ministers in November 2018 for the opening bridge across the River Clyde connecting West Dunbartonshire and Renfrewshire, a community liaison group was established. The group provides an opportunity for those communities that will be affected by the development including West Dunbartonshire, Renfrewshire and Glasgow to connect and gather together to discuss opportunities and any concerns regarding the works and the operation of the bridge thereafter. The group is attended by residents, councillors, community councillors and business owners from across the three authority areas. West Dunbartonshire Council representatives from the planning, communities and youth co-ordination teams attend to be appraised of any issues coming out of the group meetings and assist when required. This

demonstrates excellent community collaboration and cross authority partnership working that brings together and supports communities through change.

The officer Steering Group comprising of Renfrewshire Council, Glasgow City Council and West Dunbartonshire Council continues to meet in order to address the discharge of conditions associated with the opening bridge and any other cross-boundary issues.

HoPS: Executive and Performance and Practice Sub Committee

Heads of Planning Scotland (HOPS) plays an important role in driving and implementing change at national and local levels and it is the representative organisation for senior planning officers from Scotland's 32 local authorities, 2 national park authorities and 4 strategic development planning authorities.

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. This year there has been collaboration with other professional groups in local government, particularly with

SCOTS (transport) and SLAED (economic development), where joint working will be of mutual benefit. The Planning Bill has dominated the agenda of the HoPS Executive this year, with the record number of amendments. Other work included improving communications by launching a first series of blogs, on priorities of resourcing, submitting HOPS views on Scottish government consultations, the work on the costs of Planning Service, shared services and skills, digital transformation and work on the Planning Performance Framework.

HoPS: Development Planning and Development Management Sub-Groups

Officers fully participate 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 Planning Bill; housing figures and approaches; digital strategies; and health and well-being. The sub-group has also had site visits to the waterfront in Dundee and learned about the regeneration ongoing within the City, as well as, presentations on

health and wellbeing; approaches to housing land from guest presenters.

The Development Management Sub Group has also contributed to key areas of work, especially in relation to HoPS response to the Planning Bill with a focus on Validation Guidance, Permitted Development Rights, the Use Classes Order and Digital Planning.

(Performance Markers 12,13)

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 and the HSCP are developing a process that will allow the Place and Design Panel to ensure that health and well-being is considered when development proposals are in front of the Panel. The HSCP are also be heavily involved in the development of the Creating Places and Green Infrastructure Supplementary Guidance documents for Local Development Plan 2, as well as, Locality Place Plans – again to ensure that health and well-being is considered at the outset.

The collaboration has also involved the Forward Planning Team Leader and Place and Design Officer presenting to the NHS Greater Glasgow and Clyde Public Health Inequalities Board on our approach to Place. This has generated further discussions between the Service, HSCP and the NHS on the Council's approach to integrating place and how our experiences could help the NHS better shape their approach, internally, to the consideration of how place and health and well-being can function together.

“Just wanted to thank you for coming along to the NHSGGC group to share the WD innovative approach to planning and place and work to influence health and wellbeing outcomes.

Linda De Caestecker, Director of Public Health for NHSGGC was very interested to hear more on the approach taken in WD as were other public health colleagues.

As I said at the meeting your energy and enthusiasm clearly had others on board and I do feel they will seek out opportunities within their own areas given discussions that ensued.”

Jacqui McGinn West Dunbartonshire
Health Improvement and Inequalities
Manager

Alexandria and Dumbarton Town Centre Forums

The Dumbarton Forum is managed by the Regeneration Team and chaired by the Convenor for Regeneration, however Planning input into this Forum. It continues to meet every 3 months in order that the community can engage in the many developments and projects happening in the town. Attended by local businesses, Stations Improvement Trust, Community Councils, Councillors, MSP, Police and Council officers it is a good opportunity to provide an update on the various developments and get their input into various projects. This year, there have been presentations to the Forum about the Conservation Area Appraisals, the waterfront interpretation project, International Dumbarton Festival and proposals for Glencairn House.

The Alexandria Forum was resurrected this year and operates very similar to the Dumbarton Forum with local businesses, Community Groups, Councillors and Council officers involved in the Forum. It had its first meeting in May and provided an update on the Town Centre Fund, the

Mitchell Way redevelopment proposals and the reuse of St Andrews Church.

(Performance Markers 12,13)



CLYDEBANK LEISURE CENTRE



Service and Council Governance

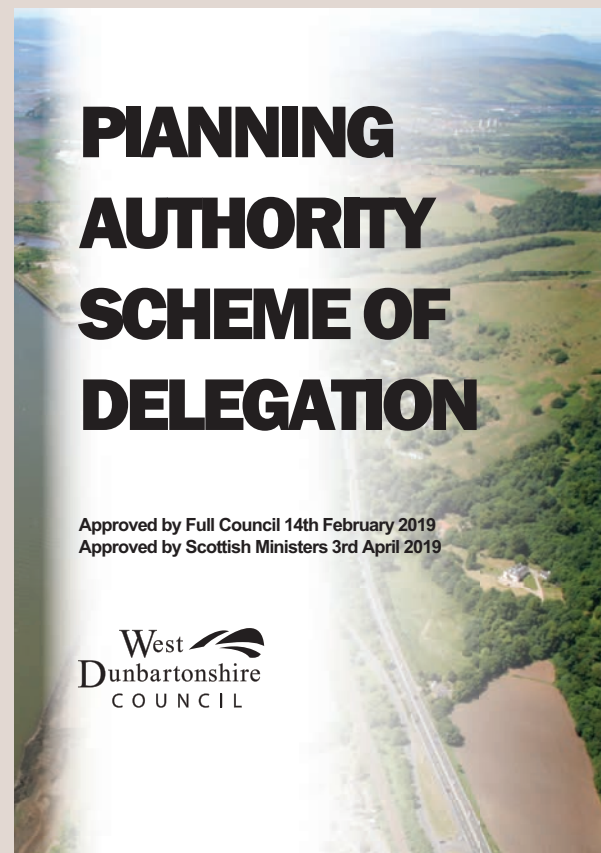
Council

Planning Committee continues to meet on a monthly basis with the exception of July. In 2018/19, 20 applications were determined by Planning Committee with a total of 8 hearings. A total of 15 site visits took place for applications subject to objection or if the application is of local significance. The Committee considered 15 reports on matters such as Local Development Plan 2: Proposed Plan, submissions of the Stage 2 bid for the Rediscovering the Antonine Wall Project; Conservation Area Appraisals, Consultation on the Proposed Dumbarton Town Centre Conservation Area and the decision of the Scottish Ministers on the Renfrew Bridge. The Planning Manager also attends on a regular basis the Infrastructure and Regeneration Committee to provide input into regeneration initiatives and development proposals.

Scheme of Delegation

This year the Planning scheme of delegation was reviewed. In 2018-19 92 % of applications were determined under delegated powers which is a good balance between officer delegation and Committee involvement and reflects the national average for delegated decisions. This is a slight increase from previous years. The new scheme of delegation has been simplified and streamlined so it is much clearer of what requires to be determined by Planning Committee and Council. Major applications continue to be determined by Committee together with those subject to a formal objection by a statutory consultee, from a Community Council, from a neighbouring planning authority or from another Council Service. Added to the scheme of delegation is a request by an elected member for an application to be determined by Planning Committee. Requests have been made in the past but this is now specified in the revised scheme of delegation.

The revised scheme of delegation was approved by the Scottish Government in April 2019 and maintains a good balance between the use of delegated powers and



Committee applications.. The hearing procedure also was reviewed at the same time.

Planning Compliance and Monitoring

Our Compliance Officer joined us in September 2017 and we have felt the benefits of this post in the past year. We have maximised the use of the Uniform system to effectively manage and record enforcement related cases of which there were seventy two in the reporting period. This has enabled us to provide a pro-active service to our customers in line with our Enforcement Charter. There were a real variety of cases including two instances involving untidy land both resulting in amenity notices being issued and complied with. A long standing issue relating to non-compliance with a High Hedge notice was also resolved and complied with during the reporting period. The Planning Compliance Officer works closely with the Planning Officers to determine a breach, planning history of the site and any potential action going forward.

A good working relationship has been developed with operators of our quarry and landfill sites as these are closely monitored. The formal annual visits were also

undertaken and a report presented to Planning Committee in August 2018 outlining progress on each of the sites over the preceding 12 months. We continue to closely monitor sites under construction to ensure compliance with the approved plans and conditions with a key focus on our regeneration sites including Queens Quay and Dumbarton Waterfront. We are currently recruiting for a Monitoring Officer who will work closely with the Compliance Officer and we are looking forward to reporting on the impact of this investment in the next PPF.

(Performance Marker 5)

Corporate Working across Services

Regular meetings continue to take place with the Community Planning team, Housing Services, Roads Service, Regeneration and Asset Management colleagues along with more frequent catch-ups on specific matters. The Planning Manager has monthly catch up with the Strategic Lead for Regeneration and the Economic Development Manager to ensure that both planning and regeneration priorities are taken forward in a co-ordinated way.

This year two new groups were set up - the More Homes Board and Planning and Health and Social Partnership Liaison group.

More Homes Project Board

The objective of the Project Board is to lead on developing and delivering a new bold and ambitious affordable housing supply programme in West Dunbartonshire especially up to 2021 and beyond. Meeting on a bi-monthly basis, the Project Board provides strong governance in respect of the delivery of the Council's affordable housing supply programme, including ensuring the delivery within agreed timescales and parameters. The More Homes Project Board consists of Officers from across a large number of different services including Planning, Building Standards, Place and Design Officer, Legal Services, Housing, Roads, Environmental Health, Procurement, Architects, and Surveyors.

The More Homes Board brings together expertise to effectively deliver good quality Council homes that meet the needs of those demanding quality social housing in the area.

(Performance Markers 12)

Exxon Project Board

Planning continues to be represented on the Project Board and gives advice and support in terms of the City Deal project. The Glasgow city region Landuse Portfolio Group meets every quarter and inputs into the economic strategy for the Glasgow and Clyde Valley City Region. It is anticipated that an application for the overall masterplan for the Exxon site will be submitted later in this PPF reporting year.

(Performance Markers 12)

Major Application Meetings

The fortnightly meetings between the Planning Manager and Senior Planning Policy and Development Management officers and the Place and Design officer continues to be a very valuable way to discuss the progress of major applications or locally significant applications.

(Performance Markers 12)

Pre Application Governance

The Council is committed to the delivery of quality development and early and effective engagement. Both the developer and the council will benefit from early engagement in terms of saving time and money.

Guidance has been produced on the pre application process which we would expect developers to adhere to in terms of major development, sensitive housing sites and on our key regeneration and waterfront sites. It sets out the various steps that should be undertaken before submitting an application.

(Performance Markers 12)

Financial Governance

The service budget continues to be monitored on a monthly basis by the Manager and Service accountant. Planning fee income for 2018/19 was £266,650. Additional fee income has been invested in additional half Monitoring Officer and Temporary Lead Planning Officer which has been difficult to fill due to the temporary nature of the post. There is still increased pressure on the revenue budget which is heavily weighted towards employee costs. The main payments continue to be to Clydeplan, West of Scotland Archaeology Service, Ordnance Survey and the Green Network Partnership

(Performance Markers 12)

Developer Contributions

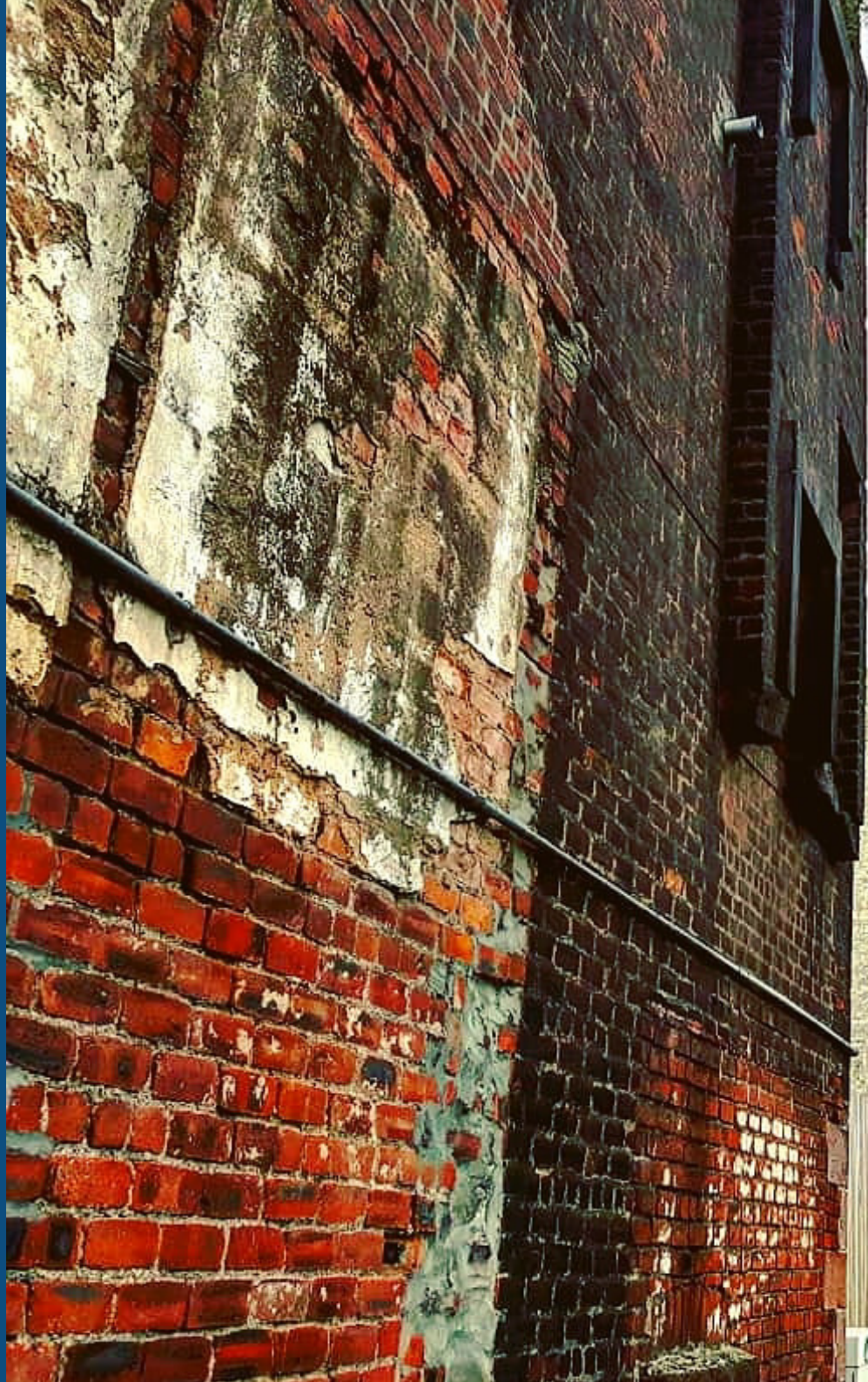
Developer Contributions from planning applications continue to be taken for green network enhancements and parking improvements. All of the payments received relate to residential developments, with the majority of developer contributions being sought in relation to the provision or upgrading of open space or green network enhancements, usually where onsite provision was not possible or appropriate. A small number of contributions have been made to address shortfall in parking provision in town centre locations. The developer contribution fund is managed by the Forward Planning Team. Between 31 March 2018 and 31 March 2019 we received £22,230 from planning applications decided in that period, which were taken for single houses to large scale residential developments in line with Our Green Network Planning Guidance.

Local Development Plan 2: Proposed Plan (2018) included a Policy on Developer Contributions, which outlined the types of Green Infrastructure Projects. Revised Supplementary Guidance on Green Infrastructure will also provide further detail on a list of green infrastructure projects that

the contributions will be spent on. These projects are currently being discussed internally and with the Glasgow and Clyde Valley Green Network Partnership and will be subject to public consultation as part of the Supplementary Guidance process.

Currently, we are progressing two strategic green infrastructure projects: 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; and 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. These projects are at an early stage, but developer contributions will be used as match funding towards the implementation and delivery of these two projects, which will increase the opportunities for recreation, health and well-being for the communities within Clydebank and further afield.

(Performance Markers 11,15)



New Council Office 16 Church Street –One year on

Last year we had only moved into the new purpose built flexible office space which reuses the grade A listed building façade at 16 Church Street. Over 500 employees work out of the building and it is a modern efficient state of the art workplace. The new work space has helped to foster greater collaborate working whereby informal meetings can take place at all levels and has resulted in better outcomes that may not have been achieved with a more formal work place.

Employees have adapted to the more flexible working pattern with most employees experiencing the benefits of home working and using more flexible work places. The new multi-use civic space which is used for Council, Committees and events has provided a modern environment which facilitates better decision-making. The building is a talking point for visitors attending and canvas art produced by young people as part of the Antonine Wall Project has been placed on the wall of one of the meeting rooms.



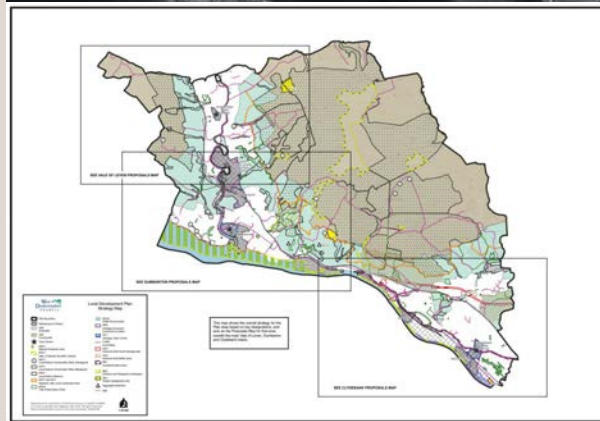
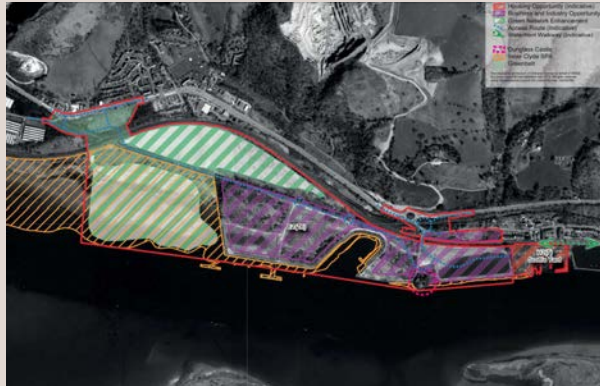
Church Street Council offices



The outside environment is of equal quality with an area of formal landscaped amenity area which incorporates both formal and informal seating.

The new Council office has brought a large number of Council staff and visitors to the town centre, many of whom are using the local amenities and supporting the local economy.

The building won the Regeneration category at Royal Institute of Chartered Surveyors (RICS) Awards and Scottish Property Award 2019.



Corporate Geographic Information System (GIS)

Widely used by Planning and Building Standards as well as other Council Services for storing, analysing and mapping data. Last year it was indicated that a business case was being developed for a new mapping system to take advantage of rapidly evolving GIS technology and to give better service delivery. The business case has been agreed and the new system has now been procured.

Fundamental to the new system is ease of data sharing, that it integrates with other systems and supports mobile/flexible working. Discussions have also taken place with the Council’s Customer Transformation team to allow the new mapping system to give resident and customers greater access to wider Council services such as school catchment areas, Council tax accounts, street lighting faults. Consultation has taken place with existing users of the GIS system in order to review and refine their current data holdings and to provide an understanding how they use GIS and what how they should access GIS.

A new digital data and mapping system will play an important role in the Local Development Plan and other policy documents in terms of layout and the final production of documents and how data is shared, collated and analysed. The Corporate Address Gazetteer (CAG) which is linked into the One Scotland Gazetteer (OSG) and continues to be promoted across the Council with close liaison with the Improvement Service. (Performance marker 12)

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) continues to meet every 3-4 months with high attendance levels. It met three times between 1st April 2018 and 31st March 2019 to share good practice and benchmark on specific planning issues.

The meetings are minuted and chaired by the host council. Topics discussed this year included the Planning Bill, PPF Feedback/ PPF 7, and specific DM issues on storage of shipping container, Reg 28 DM Regs, Defective Decision Notice, Protocols for Member site visits, Section 42 Variation extension to landfill site.

In addition there was discussion on publishing sensitive material on eDevelopment, forestry developments, overturn recommendations, Business

Support, Elected Member briefings, Data Protection Act, WDC Place & Design Panel, Legal involvement in Committee Reports, EIA screening, Hazardous substances consent, FOI for copies of planning consents, consultation with HES on delisting Listed Buildings, Purchase Notice served by a landowner on a local planning authority, LRB procedure, developer contributions, paperless committees, scanning and indexing, and pre-application charging.

The email group continues to be used by all levels to exchange information and to get views on specific planning issues.

This year a well attended training afternoon was held by Inverclyde Council at Greenock in September on the regeneration of the waterfront and the town centre. The Partners also received a presentation on the Place and Design Panel at West Dunbartonshire Council and a tour of their newly built office.

People Management

Regular “Be the Best Conversations” continue to take place to provide support and keep staff feeling valued, motivated and engaged. The “Be the Best Conversations” ensure that staff are empowered and have the required skills and knowledge to Be their Best at work. External training events attended including DEPA Schedule 4 training, Facilitation training, Understanding Developers and Development Finance Training, Management of Designated Conservation Areas by the Scottish Civic Trust, Place Standard Alliance Event, Enforcement powers, Local Authority Urban Design Forum, Partners in Planning.

HoPS events are frequently supported including the annual conference in Shetland as well as the annual Chief Planner event held by the Scottish Government.



Development Day

A Joint Service Development day was held in the Council's new award winning 16 Church Street offices and this was attended by all officers from the Planning and Building Standards and Environmental Health Services. This was to encourage more collaboration working given that the Services were now under the same Manager. Officers from Environmental Health gave presentations on Air Quality, Contaminated Land and Waste Management. There were presentations from Jamie Crawford, Lead Building Standards Officer, on the Verification Process and Dangerous Buildings; Antony McGuinness, Team Leader – Forward Planning, on Local Development Plan 2: Proposed Plan and from James Hall, Planning Policy Officer, on the Dumbarton Town Centre Proposed Conservation Area.

Emma McMullen, Rediscovering the Antonine Wall Project Manager, updated Officers on the Revisiting the Antonine Wall project and Erin Goldie, Team Leader – Development Management and Ashley Mullen, Place and Design Officer, gave a presentation on Development Management

and its relationship with the Place and Design Panel in terms of significant applications.



Irene McKechnie, Technical Support Co-ordinator, gave a presentation on the Council's new GIS system. This was supplemented by our Guest Speaker, Roddy Bowden from ESRI, who took officers through what the new GIS system could do for the overall Service.

90% of those attending found the day extremely or very informative with 100% recommending to attend future Development Day events to colleagues. The day was also attended by the Strategic

Lead for Regulatory Services: Peter Hessett and George Hawthorn, the Manager of Democratic and Registration Services.

A workshop on the delivery plan for 2019/20 and for service improvements for the year ahead also took place which will inform the PPF for 2019/20 and the delivery plan.

Feedback received:

“I thought the day was very well put together. I found it a fantastic forum to learn more about the remit of colleagues within other departments, alongside receiving updates on current live and topical projects within the wider department. I think this should be an annual event, the facilitators should be proud, the format of the event could be replicated by other departments and can also lend itself to inform stakeholders of the ‘day job’ of regulatory services.”

Training Our Community

Community Council training previously took place in 2017 however since then there have been a number of new Community Councils and new office bearers and there was a request for further planning training. Organised by the Communities and Planning Services Team, Planning Aid for Scotland once again facilitated training for Community Councils in October 2018 on their statutory role within the Planning System. The training sessions were attended by a number of community council representatives from West Dunbartonshire and looked at the Community Councils role in both Development Planning and Development Management and an update on the new Planning Bill. Officers from the Planning Service and the Communities Team, as well as the Place and Design Officer, were in attendance to help support the session and the community councils.

There was a specific session on Effective Community Council participation in Development Planning, with a focus on the West Dunbartonshire Local Development Plan 2: Proposed Plan, which was out for consultation at the time of the training event

and also there was a mock planning exercise where the community councils became planning officers deciding a fictional planning application.

There was also a Question and Answer session after each session which allowed the community councils to ask various questions of the Planning Aid for Scotland volunteers and officers from the Council. Feedback from those who attended rate the event either excellent or good.

Visit to Manchester/Liverpool

Invited by the Scottish Government's Planning and Architecture Division, the Planning and Building Standards Manager, Manager of Housing, Place and Design Officer and the Council's Convener of Housing and Acting Convener of Planning undertook a visit to Manchester and Liverpool to learn about the Build to Rent and Modular Housing models being implemented by developers in those Cities. Each of the developers we heard from offered solutions for different housing needs relating to the specifics of the site locations, typology requirements, scale requirements and the market they were aimed at.

The ultimate aim for each developer was provide Private Rental Sector homes with the focus on community and placemaking at the forefront of their model.



We were presented with the neighbourhood of New Islington, one of the seven Millennium Communities programme areas where the developer has been utilising existing built assets and reintroducing the sense of purpose and place for buildings within a wider masterplan framework. We visited flatted accommodation being on the Rochdale Canal and adjacent 2 and 3 storey modular housing development. The wider site included an eclectic mix of accommodation typologies. The

development has excellent connections to the wider city via walking and cycling networks and quality amenity spaces available throughout and is anchored by a high ranking school.

The visit to Liverpool took us to 2 very different developments; on the city edge we visited a suburban housing development that had successfully developed a tenure neutral development that had properties for sale and for rent. The final visit was to the Welsh Streets in Liverpool whereby traditional terraced accommodation that had been set for demolition had undergone a quality redevelopment that incorporated restored brick work, application of insulation, new roofing and windows, remodelled internal arrangements, streets and rear courts to support the needs of modern family life and successful community living.

We made excellent contacts and developers are keen to visit the Council area and were impressed by the work of the Place and Design Panel and the exciting development opportunities in West Dunbartonshire.

(Performance Markers 13)

Designing Places Student Competition 2019

It was a real privilege to be chosen to hold the Designing Places Student Competition for the 10th Anniversary on the Queens Quay site. The masterplanning event took place, on Saturday 6th April. The aim of the day was to get practical with designing a place through using 'Design Light' which had been adapted from the Smart Design approach currently being developed through the Scottish Government's Simplified Planning Zone pilots. This was the first Designing Places competition which took place on a site and included a special visit to Titan Crane. All of the students entered into the spirit of the day by producing imaginative design solutions. The winning team called themselves 'Blue Planet'. Their masterplan composed of a hierarchy of well-connected streets which maximised building blocks that not only took advantage of waterfront views but also created small courtyards for more intimate spaces.

“With thanks to Pamela Clifford for spearheading the competition. Pamela was joined, on the day, by her team Ashley Mullen (Design Champion) and Erin as well as Councillor Diane Doherty. This was a first to have a Councillor as part of the Competition”.

Susie Stirling

Head of Placemaking and Housing
for Scottish Government



‘Creating well-designed places: what does it take?’ from Rob Richardson PhD Research Student

Last year we reported that the Planning Service had agreed with the Professor in Urban Studies at Glasgow University to collaborate on a PhD research project examining how the Council is equipped to meet the Scottish Government’s key priorities for place making in recognition that the Council are investing in the Place and Design Panel and elevating the importance of design quality in the built environment. Based on engagement with the Council to date, a series of

reflections and observations have helped guide the direction of the research. Firstly, the role of the Place and Design Officer and the Place and Design Panel as internal champions for design quality helps embed the focus on creating better places across the Council’s services. In addition, the Panel offers access to a variety of skills and experience unavailable in-house. In the current climate, this could represent a cost-effective method of extending design capacity. Furthermore, the Panel’s recommendations provide additional institutional strength within the Council’s pursuit of higher design quality, particularly when trying to secure improvements at an early stage. Significantly, the Panel’s informal workshop format is an innovative step.



Scottish Quality Awards in Planning 2018

The Scottish Awards for Quality in Planning are one of the Governments most prestigious awards.

The stunning Clydebank Leisure Centre Queens Quay Clydebank in the Place category and elected member engagement at the pre application stage in the Process category won awards at 2018 Scottish Quality Awards in Planning.

Located on a triangular site within the historic former John Brown shipyard site, the Clydebank Leisure Centre is part of the wider Queens Quay site.



The SQAP judges witnessed

“a bold, new sharp building which housed an immense amount of state-of-the-art recreational activity that brought the place to life –both inside and out. The ambition to create something special was clear and there was no doubt that this had been achieved. The centre was a thriving hub for young and old and well connected with the heritage of the area as well as the College and Council offices”.



implementing a similar process within their Councils and are intending to attend a future elected member engagement meeting. Elected member briefings were held this year for the affordable housing on Queens Quay, the proposed marine fabrication operation on the Carless site. This has facilitated improvements to the quality of the development and a more smoother and quick application process. The elected member engagement process was also adapted to inform a formal consultation response as a neighbouring Planning Authority for the West Riverside application within the Loch Lomond and Trossachs National Park Planning Authority.

The SQAP judges

“appreciated the ambition of the Council to establish a new way of working in their decision making process to “fill a gap”. In particular it showed a determination to improve place making decisions within their local area. The process is proving to enhance the understanding of development by dealing with any issues, well, in advance to ensure a smooth outcome within decision making process. This linked to the establishment of a Design Panel, was considered to be a great success.”

The Clydebank Leisure Centre also won the RIAS award as one of the best examples of architecture in Scotland 2018.

Early engagement of elected members on major applications and complex developments has now been part of the pre application process for over 5 years in West Dunbartonshire.

Overall the Judges felt the approach was shaping quality and delivery in a transparent way.

Following the award, Edinburgh City Council and Renfrewshire Council have been in contact and are interested in



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

<http://www.west-dunbarton.gov.uk/planning-building-standards/your-place-your-plan/>

See Sections

- Quality Design
- Delivering Quality Housing
- Enabling Regeneration
- Heritage Regeneration
- Sustainability
- 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

<http://www.west-dunbarton.gov.uk/media/4313519/development-plan-scheme-and-participation-statement-2017-with-appendix.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/4314867/planning-enforcement-charter2018-web.pdf>

Committee reports

www.west-dunbarton.gov.uk/council/councillors-and-committees/minutes-agendas-and-reports/

Pre Application Governance

See Sections

- Service and Local Governance

Culture of continuous improvement

West of Scotland Archaeology Service

www.wosas.net

Committee reports

www.west-dunbarton.gov.uk/council/councillors-and-committees/minutes-agendas-and-reports/

See Sections

- Continuous Improvement

Part 3: Service Improvements 2019-20

In the coming year we will

- Implement the new GIS/mapping system
- Publish the next edition of the Planning and Building Standards newsletter;
- Designate the new Conservation Area in Dumbarton Town Centre;
- Review the Planning website and implement changes;
- Establish a monitoring board for the HSCP and Planning Liaisons;
- Set-up benchmarking group with other Councils in terms of community led action plans/neighbourhood plans;
- Prepare and publish new Design Guidance in line with the new design policies in Local Development Plan 2: Proposed Plan;
- 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;
- Prepare new Supplementary Guidance creating a design and project framework on the Forth and Clyde Canal based on the Clydebank Town Centre Charrette Report (2015) and Clydebank Can Report (2019) recommendations;
- Assist in the review of the masterplan for Alexandria;
- Assist in preparing a signage strategy for the area;
- Scope, prepare and deliver Strategic Green Infrastructure Projects in conjunction with the Glasgow and Clyde Valley Green Network Partnership;
- Approve Queens Quay Design Codes as Interim Planning Guidance
- Produce a housing visionary document of quality housing;
- Revise the Place and Design Panel Terms of Reference
- Produce and implement a stamp approval of Quality Development;
- Produce an annual Place and Design Panel newsletter;
- Hold a Place Event regarding the work of the Design Panels;
- Review and streamline Development Management processes and provide training if required;
- Hold annual service day or service visit;
- Hold “Be the Best “ conversations;
- Implement new Committee report format;
- Continue to use social media;

Delivery of our Service Improvement Actions in 2018 - 2019

Committed improvements and actions	Complete?
<p>Review and streamline eDevelopment workflow and systems further providing training were necessary.</p> <p>A workshop was held with officers and the workflow system is being streamlined with customers having better access to information in terms of application.</p>	Yes and Ongoing
<p>Procure and implement a new GIS/mapping system</p> <p>The new mapping system has been procured and is presently being implemented. See case study on GIS</p>	Yes and Ongoing
<p>Publish the next edition of the Planning and Building Standards newsletter</p> <p>A newsletter was not issued but a joint development day was held with Environmental Health. See case study :Development Day .</p>	No
<p>Consider designating Dumbarton Town Centre as a Conservation Area</p> <p>The Council concluded consultation on the proposal to designate Dumbarton Town Centre as a conservation area. See section on Dumbarton Town Centre Conservation Area.</p>	Yes

<p>Set up a Monitoring Board to assess the progress and actions of the Place and Design Panel and report to Planning Committee</p> <p>The Place and Design Panel concluded its first evaluation board earlier this year. See section on the Evaluation of the Design Panel.</p>	Yes
<p>Review Environmental Health Protocol</p> <p>This has not been achieved due to other commitments</p>	No
<p>Review enforcement processes and procedures</p> <p>The Compliance Officer has reviewed enforcement processes and Uniform to provide a more effective management of enforcement cases.</p>	Yes
<p>Hold annual Service Day</p> <p>The Planning, Building Standards and Environmental Health Service held it service day on 2nd February 2019. See section on the Development Day.</p>	Yes
<p>Hold "Be the Best " conversations</p> <p>All staff have had their be the best conversations.</p>	Yes

continued on next page

Committed improvements and actions	Complete?
<p>Formulate and implement an elected member training plan</p> <p>A formal training plan has not been produced but members are receiving regular training after Planning Committee, site visits and briefings. See case study on Manchester and Liverpool study visit. A members briefing has been held on the Place and Design Panel to update them on the value it is adding to development proposals.</p>	Partial
<p>Review the Planning website and implement changes</p> <p>The Planning website is being reviewed so it is more easy to navigate with old documents being removed and replaced by new documents.</p>	Yes and Ongoing
<p>Implement new Committee report format</p> <p>Initial discussions have taken place on how to shape the new committee report format. Adjustments have been made to the existing template the high number of plans and complexity of some of the applications.</p>	Yes and Ongoing
<p>Set up a webpage for the Place and Design Panel and place all reports on it</p> <p>The Council's website has a dedicated page for the Place and Design Panel and a number of reports have been placed on it for viewing by the public.</p>	Yes

<p>Speak to other Planning Authorities about the Place and Design Panel</p> <p>East Dunbartonshire Council and Perth and Kinross Councils have come to view the Panel in operation with Edinburgh City Council intending to attend in late summer. The Place and Design Officer has spoke at a number of events – HOPS, ADS Panel information event.</p>	Yes and Ongoing
<p>Prepare and publish locality plans in conjunction with the Performance and Strategy and Communities Teams based around place</p> <p>The integrated teams are currently working with two communities to prepare their Local Place Plan. See section on Locality Place Plans.</p>	Yes and Ongoing
<p>Review, prepare and publish new Design Guidance in line with the new design policies in Local Development Plan 2: Proposed Plan</p> <p>The Forward Planning Team are currently preparing the new Creating Places Design Guidance. It is intended to take the draft Supplementary Guidance to Planning Committee before the end of 2019 for approval to consult on the document.</p>	Yes and Ongoing

Committed improvements and actions	Complete?
<p>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.</p> <p><i>The Council are taking forward a number of projects contained within Clydebank Can. We have submitted a stage 1 bid to the RGCF for an arts and community hub within the Town Centre and are currently scoping the Canal Linear Park project with Scottish Canals.</i></p>	<p>Yes and Ongoing</p>
<p>Prepare new Supplementary Guidance based on the Clydebank Can Community Led Workshops and the Clydebank Town Centre Charrette (2015).</p> <p><i>The preparation of this Supplementary Guidance will commence in Summer 2019. It was held up due to the late completion of the Clydebank Can.</i></p>	<p>Ongoing</p>
<p>Form an Internal Urban Design (or Place) Steering Group to monitor capital and other projects for the Place and Design Panel.</p> <p><i>This has not formally taken place due to other commitments and projects being taken forward by the Place and Design officer. It may be developed in a different form in the forthcoming year.</i></p>	<p>No</p>

Part 4: National Headline Indicators (NHIs)

A:NHI Key outcomes - Development Planning:

Development Planning	2018-19	2017-18
Local and Strategic Development Planning:		
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	9 years and 0 months	8 years and 0 months
Will the local/strategic development plan(s) be replaced by their 5 th anniversary according to the current development plan scheme?	N (see explanation in context section)	N (see explanation in context section of 2016/17 PPF)
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N	N (see explanation in context section 2016/17 of PPF)
Were development plan scheme engagement/consultation commitments met during the year?	Y	Y

	2018-19	2017-18
Effective Land Supply and Delivery of Outputs		
Established housing land supply	5,305 units	5,398 units
5-year effective housing land supply programming	1,953 units	1,697 units
5-year effective land supply total capacity	3,386 units	3,551 units
5-year housing supply target	1,150 units	1,150 units
5-year effective housing land supply (to one decimal place)	8.5 years	7.4 years
Housing approvals	299 units	271 units
Housing completions over the last 5 years	1,037 units	1,010 units
Marketable employment land supply	32.71ha	30.84 ha
Employment land take-up during reporting year	0 ha	0 ha

B: NHI Key outcomes – Development Management:

Development Management:	2018-19	2017-18
Project Planning		
Percentage and number of applications subject to pre-application advice	51%	45%
Percentage and number of major applications subject to processing agreement	0%	0%
Decision Making		
Application approval rate	98.10%	94.30%
Delegation rate	91.90%	90.60%
Validation	58%	60%
Decision-making Timescales		
Major Developments	22.5weeks*	18.3weeks
Local Development(non householder)	14.4weeks	11.8weeks
Householder developments	8.6weeks	7weeks
Legacy Cases		
Number cleared during reporting period	1	7
Number remaining	7	8

C: Enforcement activity

	2018-19	2017-18
Time since enforcement charter published / reviewed Requirement: review every 2 years	12months	1 month
Complaints lodged and investigated	76	74
Breaches identified – no further action taken	46	40
Cases closed	52	59
Notices served	4	1
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

* The major development statistic reported to the Scottish Government was 28.5 weeks. This was based on 4 major applications rather than 5 and Stop the Clock not being applied fully due to administrative error. Taking account of all 5 major developments and the application of Stop the Clock retrospectively, the average weeks for major developments has been re-calculated at 22.5 weeks.

Contextual Statement

As detailed in the 2017/18 Planning Performance Framework, 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 at Proposed Plan stage.

Local Development Plan 2: Proposed Plan was published for consultation for six weeks between 12 October and 23 November 2018. 776 representations to the Plan were received. The responses to the representations were approved by Planning Committee on 22 May 2019 and the Proposed Plan was submitted to the Department for Planning and Environmental Appeals (DPEA) on 30 May 2019 for its Examination.

Housing figures are based on the draft 2018 Housing Land Audit (base dated 31/3/2018). Comparison figures are from the finalised 2017 Housing Land Audit (base date 31/3/2017). Housing approvals are for the year ending 31 March 2019 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 2019. Employment land figures are based on the draft 2019 industrial and business land monitoring (base date 31/3/ 2019).

This year there was a slight increase by 4 weeks in the average number of weeks to decision for major applications however it still compares very favourable to the Scottish average of 33.4 weeks. This is due to extensive discussion at the pre application stage which highlighted issues at this early stage so they can be addressed before the application is submitted. The official

Scottish Government Statistics are based on 4 major applications instead of 5 major applications. Stopping the clock was not applied to the official statistics due to an administrative error. This has been applied retrospectively which resulted in 22.5 weeks decision making timescale instead of 28.5 weeks as reported to the Scottish Government. The 5 major applications included 146 flatted units on Queens Quay, two housing proposals for 88 and 126 units, retail development on Dumbarton Waterfront and the Connecting Clydebank proposal. One application for 126 housing units took just over 12 weeks due to extensive pre application discussions. All of these applications were very complex however very important for the regeneration of the area. The Connecting Clydebank proposal for the upgrading of the A814 took longer than expected as the Planning Committee wanted a site visit to a town where a similar scheme had been implemented and requested that officers discuss further issues raised by disability groups with the applicant; but nevertheless was still determined below the national average for timescales. The favourable major applications decision making timescales meets a key priority of the Council as these developments will change the economic prosperity of the area.

The Development Management team is a small team and this year it has faced staffing issues. One of the Lead Planning Officers went off on maternity leave and despite advertising the post several times it has not been possible to fill this temporary post. Another one of the Lead Planning Officers was on extended long term leave for nearly a year and that post was only filled in March 2019. This has had a major impact on a small team together with the substantial increase in workload especially in terms of major applications. This has had an impact on processing times with the average number of weeks for local development and householder

developments increasing by just over 2 weeks and over 1 week respectively. With long term absence and a very heavy workload it is considered, we have performed well under the circumstances.

There was an increase in the delegation rate to 92% and the approval rate for applications increases to 98% demonstrating front loading applications and working very closely with applicants to get an acceptable development. 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 1 legacy case cleared and 7 legacy cases remained during the year.

The Enforcement Charter is up to date and relevant and greater priority has been given to enforcement and compliance now that the Compliance Officer is in post and a further Monitoring Officer to be recruited shortly.

The number of local reviews and appeals continues to remain low compared to the overall number of applications determined.

Part 5: Official Statistics

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

Timescales	2018-2019	2018-2019	2017-2018
Overall			
Major developments	4	28.5weeks*	18.3weeks
Local developments (non-householder)	67	14.4weeks	11.8weeks
Local: less than 2 months	29.90%	6.8weeks	6.2
Local: more than 2 months	(70.1%)	17.6weeks	16.1
Householder developments	115	8.6weeks	7weeks
Local: less than 2 months	(69.6%)	7.2weeks	6weeks
Local: more than 2 months	(70.1%)	17.6weeks	11.2weeks
Housing developments			
Major	3	33.3weeks	18.2weeks
Local housing developments	9	15.7weeks	10.6weeks
Local: less than 2 months	(22.2%)	6.2weeks	6.3weeks
Local: more than 2 months	(77.8%)	18.5weeks	13.1weeks
Business and industry			
Major	0	n/a	18.9weeks
Local business and industry	22	10.6weeks	9.1weeks
Local: less than 2 months	(45.5%)	6.9weeks	5.4weeks
Local: more than 2 months	(54.5%)	n/a	15.4weeks
EIA developments	0	0weeks	0weeks
Other developments	34	13.9weeks	9.1weeks
Major	0	n/a	17.7weeks
Planning/legal agreements	0	n/a	9.1weeks
Major: average time	0	n/a	n/a weeks
Local: average time	0	n/a	12.4weeks

* The major development statistic reported to the Scottish Government was 28.5 weeks. This was based on 4 major applications rather than 5 and Stop the Clock not being applied fully due to administrative error. Taking account of all 5 major developments and the application of Stop the Clock retrospectively, the average weeks for major developments has been re-calculated at 22.5 weeks.

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2018-19		2017-18	
		No.	%	No.	%
Local reviews	0	0	n/a	0	n/a
Appeals to Scottish Ministers	2	1	50.0%	1	33.3%

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	Headcount	FTE
Development Management	6	5.5
Development Planning	3	3
Enforcement	1	0.8
Specialists	2	2
Other	6	5.5

Staff Age Profile	Headcount
Under 30	3
30-39	9
40-49	5
50 and over	2

The Planning and Building Standards Service sits under the Strategic Lead for Regulatory who now reports directly to the Chief Executive. Regulatory Services includes Legal, Committee and Environmental Health Services. The Planning and Building Standards Manager is also responsible for the Environmental Health Service. The Service Structure is provided at the front of this document. The Planning Service is divided into three teams – Development Management, Forward Planning and Technical Support. This year the Development Management had three new Planning Officers. The Forward Planning and Technical Support teams have remained consistent from last year apart from a support officer on maternity leave being replaced by a temporary officer. The Antonie Wall Project Team expanded with 2 new Development Officers and a Support Officer.

Part 7: Planning Committee Information

Committee & Site Visits	Number per year
Full council meetings	9
Planning committees	9
Area committees	0
Committee site visits	15
Local Review Body	0
LRB site visits	0

Appendix 1 - Performance Markers

DRIVING IMPROVED PERFORMANCE

	Performance Marker	Evidence
1	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	The average timescale for major development is 22.5 weeks (Scottish average of 33.4 weeks); local (non householder) development is 14.4 weeks (Scottish average of 10.7 weeks) and householder development is 8.6 weeks (Scottish average of 7.3 weeks). Source https://www.gov.scot/Topics/Statistics/Browse/Planning/Publications/PlanningApplicationStatistics1718
2	Project management: offer of processing agreements or other agreed project plan) made to prospective applicants in advance of all major applications and availability publicised on planning authority website	Protocol on Processing Agreement https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf 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. See pre application governance and pre application guidance.
3	Early collaboration with applicants and consultees on planning applications: - availability and promotion of pre-application discussions for all prospective applications - clear and proportionate requests for supporting information	Protocol on Pre application advice http://www.westdunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf Case studies: Place and Design Panel, Queens Quay, Carless, Exxon, Gavinburn Hydro Scheme, Elected Members Pre-Application Briefings.
4	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant' * * this will require production of supporting guidance, following wider stakeholder input	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	Case Study: Planning Compliance and Monitoring. Enforcement Charter updated April 2018 approved by June Planning Committee and published July 2018.
6	Continuous improvements: - show progress/improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report	Case Study: Local Development Plan 2: Proposed Plan Development land statistics broadly stable. See Housing Land Supply 2017: http://www.west-dunbarton.gov.uk/media/4313352/housing-land-audit_2017.pdf 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 this was due to a high workload and staffing issues. One officer was on maternity leave and another Lead Planning Officer was on long term leave. This has a major impact on a small team with a very heavy workload. For further information provided in contextual statement. Good feedback from developers/service users https://www.gov.scot/Topics/Statistics/Browse/Planning/Publications/PlanningApplicationStatistics1718 Enforcement Charter is up to date- see case study on Compliance and Monitoring . Good progress was made on last years service commitments – see delivery of our service improvement actions 2018-19 and also our service improvements 2019-20 detailing our commitments for the coming year.

PROMOTING THE PLAN-LED SYSTEM

	Performance Marker	Evidence
7	LDP (or LP) less than 5 years since adoption	Nine years since Local Plan adoption. See Local Development Plan 2: Proposed Plan case study for further information. Local Development Plan 2: Proposed Plan is currently at the DPEA for Examination.
8	Development plan scheme demonstrates next LDP: - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale	Most recent Development Plan Scheme, http://www.west-dunbarton.gov.uk/media/4315702/development-plan-scheme-2018.pdf relates to Development Plan Scheme for Local Development Plan taken to September 2018 Planning Committee. New Development Plan Scheme to September 2019 Planning Committee. Local Development Plan 2 meeting the timescales of the Development Plan Scheme approved in September 2018
9	Elected members engaged early (pre-MIR) in development plan preparation	Pre-MIR Elected Member Ward meetings and workshops into the Main Issues Report. See Planning Performance Framework July 2017 - Case Study :Local Development Plan 2 :Main Issues Report.
10	Cross-sector stakeholders, including industry, agencies and Scottish government, engaged early (pre-MIR) in development plan preparation	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	Production of regular and proportionate policy advice, for example through supplementary guidance, on information required to support applications	<p>Guidance for three Conservation Areas was approved by Planning Committee in September 2018.</p> <p>Preparation of the new Green Infrastructure Guidance and review of existing Guidance has also commenced. Planning guidance on renewable energy, payday lending and betting shops, residential design guidance, and Clydebank Business Park remain in force and will be adopted as Statutory Supplementary Guidance as part of LDP2, with the exception of residential design guidance which will be replaced by new Supplementary Guidance on Creating Places.</p> <p>http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/other-guidance-and-information/</p> <p>Case Studies: Gavinburn Hydro Electric Scheme and Development Briefs</p>

SIMPLIFYING AND STREAMLINING

	Performance Marker	Evidence
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	<p>See case study: Protocols/Guidance on pre-application advice, processing agreements, liaison meetings and elected member involvement in pre-application discussions: https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf</p> <p>Place and Design Panel Terms of Reference and Governance 2017</p> <p>Case Studies : Place and Design Panel, Queens Quay, Design Codes, Delivering Quality Housing, Development Briefs, Carless, Exxon, LDP 2: Locality Place Plans; Elected Member Briefings, Rediscovering the Antonine Wall Project, Engagement case studies, Major Application meetings, Renfrew Bridge Group. corporate working across services, Exxon Project Board, More Homes Project Board, Financial Management,</p>
13	Sharing good practice, skills and knowledge between authorities	<p>Case studies: West of Scotland Benchmarking Group, Solace Benchmarking Group, Rediscovering the Antonine Wall Project, Manchester and Liverpool Scottish Government collaborative housing study trip, Place and Design Panel, Heads of Planning (Scotland), Designing Places Student Competition, Aligning Spatial and Community Planning. http://www.west-dunbarton.gov.uk/planning-building-standards/your-place-your-plan/</p>

DELIVERING DEVELOPMENT

	Performance Marker	Evidence
14	Stalled sites/legacy cases: conclusion/withdrawal of planning 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 1 legacy case cleared and 7 legacy cases remained during the year.
15	Developer contributions: clear expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	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. See case studies on Delivering Quality Housing and Building with Nature. See section: Developer Contributions and https://www.west-dunbarton.gov.uk/media/4309581/our-green-networksupplementary-guidance.pdf

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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.

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



Scottish Awards for
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Scottish Awards for
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2017: Award Winner