

# PLANNING PERFORMANCE FRAMEWORK

Planning and Building  
Standards Service

July 2020





## Foreword

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

Last year's Planning Performance Framework was peer reviewed by Edinburgh City Council who are part of our Solace Benchmarking Group. Officers from Edinburgh City Council visited the Council in January 2020 to share good practice and they indicated that there is a strong sense of collaborative working within the planning service, which created a good team ethos where sharing experience and knowledge was common. A return visit to Edinburgh City Council area is planned in the near future.

This year as we put together the Planning Performance Framework it is during a global health pandemic. At this time, a collaborative approach has never been more important to the functioning of our planning services. The focus of the service has moved to addressing the public health emergency by implementing our local business continuity plans, prioritising our resources to meet local

community needs and ensuring the health and well-being of our teams. It has been good to see how the team has reacted, with many pragmatic measures being taken forward and a clear commitment to continue to provide a service in very difficult and challenging times.

Before the pandemic, development interest in West Dunbartonshire was high with the first phase of the Dumbarton waterfront path being opened for use. Queens Quay continues to progress with the waterfront path now constructed, the spine road through the site complete and the care home and the energy centre buildings near completion. The energy centre is already attracting a lot of interest in terms of helping to facilitate carbon reduction, reducing fuel poverty and the “eye-catching” designed building with the gold flue sitting alongside the ionic Titan Crane. Our work on Queens Quay recently was recognised within an article in the Planner on Co-design in the UK which sat alongside developments in Wimbledon, Bellaghy in Northern Ireland and Ty Pawb Wales.

The Exxon site proposals took another

important step forward this year with the Council agreeing to purchase the site and the submission of the Planning in Principle application which will allow this 63 hectare site to be remediated and developed, part of our City Deal project.

The Place and Design Panel continues to be recognised nationally and has become embedded in the planning process in West Dunbartonshire. In September, we co-hosted an event - Place and Design: Interventions to Create Successful Places with over 70 delegates from the public and private sectors to share insight and experience of these interventions. An important milestone was reached in February when the Council agreed that the Panel should become permanent. I would like to thank everyone over the last 3 years who have contributed to the Panel and for all their hard work especially Ashley and our volunteers.

The Service continues to be impacted by the financial pressures of the Council and even more with COVID-19 and the impact that this pandemic has on the Council in terms of increased service provision costs and reduced income. Similar to other

Planning Authorities, in the forthcoming months as a Service, we will need to adapt to this as well as any changing economic conditions.

This year, we welcomed a number of new people to the Planning team: Helen Atkinson - Lead Planning Officer, Murdo MacArthur - Planning Compliance Officer, Lesley Dewar - Systems Officer, Chris Reilly - Support Officer.

This year marked 20th year of the Scottish Quality Awards in Planning and

10 years of the Designing Places Student Competition and it was good to be part of the evening to celebrate as well as receive an award for our fantastic 16 Church Street office.

On a personal note, it was nice to be nominated and recognised as one of the “Women of Influence 2020” – The Planner in terms of my role in encouraging teams to work collaboratively across local authority, NHS, private sector and local communities and being not afraid to do things differently.

Please enjoy reading this document about the important work taking place in West Dunbartonshire and please free to offer feedback and comments.

*Pamela Clifford*

Planning, Building Standards and Environmental Health Manager

July 2020

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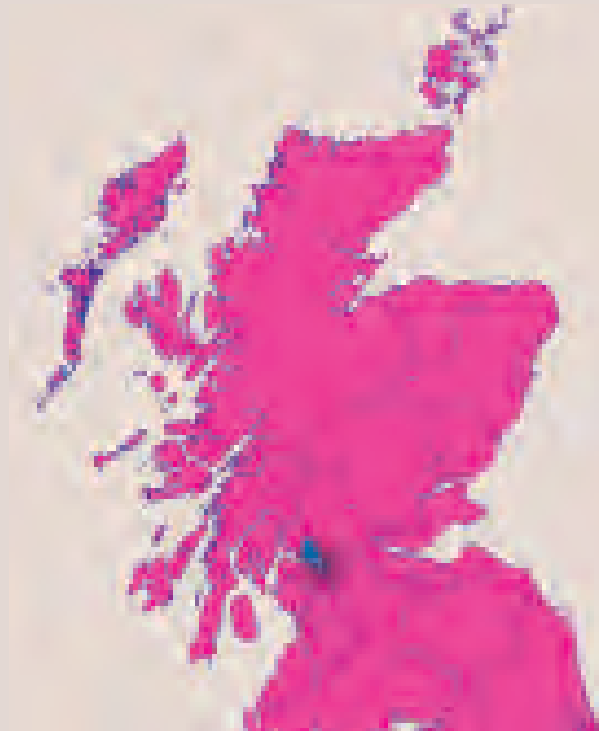


*Cruise ship sailing past Dumbarton Castle*

# Introduction

## Context

West Dunbartonshire is one of the smallest local authorities in Scotland with just over 90,000 residents and is made up of rural, urban and waterfront areas. The Planning Authority excludes parts of Balloch and the countryside to the east and west of Loch Lomond which forms part of Loch Lomond and the Trossachs National Park Planning authority area.



## Our Vision

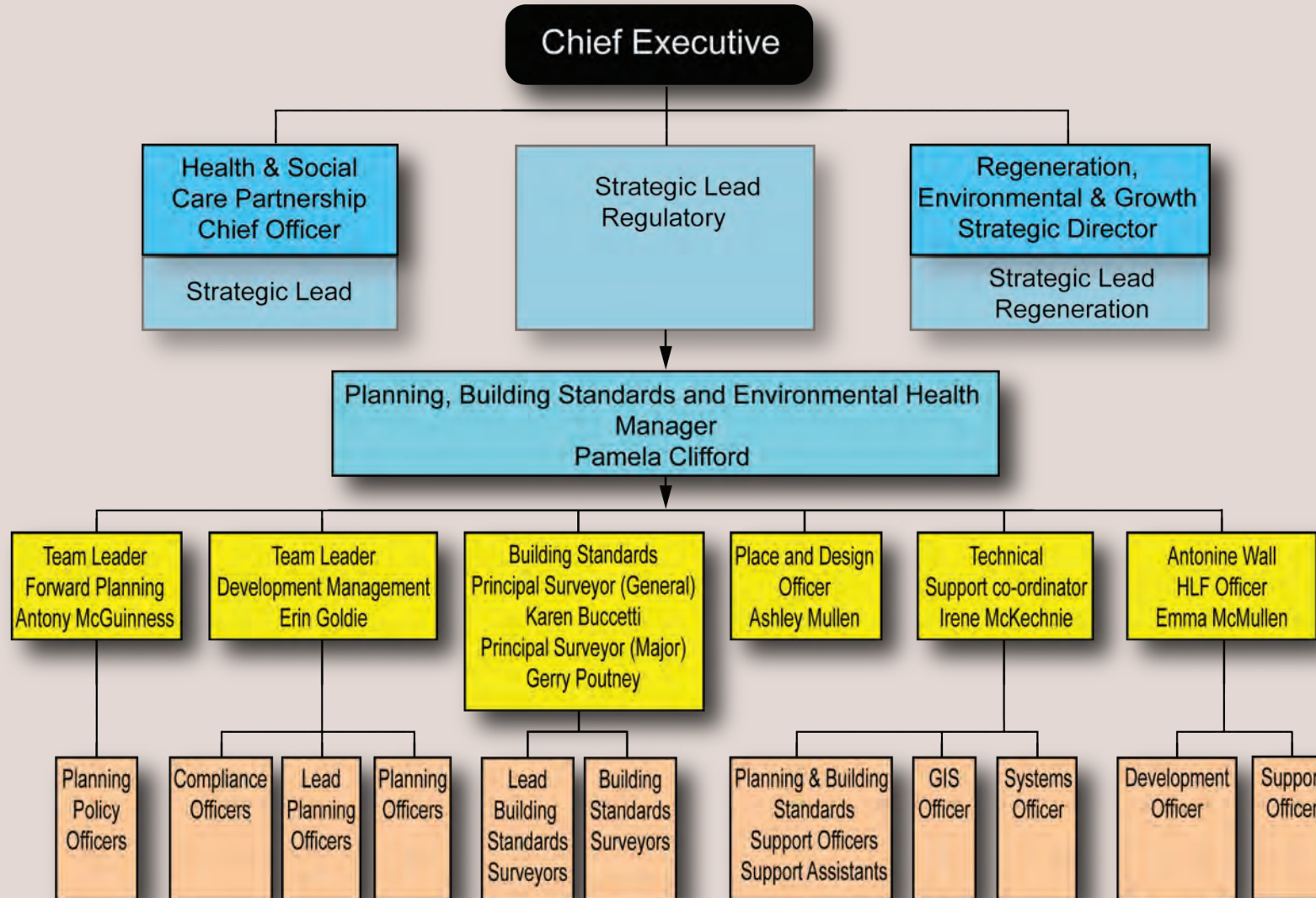
“West Dunbartonshire Council will deliver high quality services led by priorities identified by the communities of West Dunbartonshire in an open and transparent way”.

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

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

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

The Examination Report of Local Development Plan 2 was received on 22nd April 2020 and will be presented to the August Planning Committee seeking authorisation to adopt the modified Local Development Plan 2 and associated documents.



## 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 2020.

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.

## Part 1: Qualitative Narrative and Case Studies

### Quality Design

#### The Place and Design Panel

#### Two Years On

The Place and Design Panel is now over 2 years old and in that time it has reviewed 26 projects in 20 sittings from private and affordable housing, schools, marine fabrication building, masterplan and development briefs. In last years PPF we explained in detail the review and evaluation process and the added value the Panel process has brought to projects. This is once again demonstrated by the Table below. The Place and Design Officer also has been leading on the Planning Aid Initiative of getting school children to engage in their local place and ongoing work with HSCP to facilitate health and well being improvements through the Panel process and assessing impact.

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





## Place and Design Meetings 2019-2020

Date	Site	Proposal	Outcomes/added value
28th May 2019	Stanford Street 2, housing site, Clydebank	Residential development comprising 70, two storey terraced, semi detached and detached houses with 65 two bedroom flats over three & four storeys.	Site layout, connections and relationship with the canal, height and density
28th May 2019	Highdykes housing site, Bonhill	Residential development comprising 49 terraced houses and cottage flats.	Enhanced use of site levels, site density, open space, site wide connections
25th June 2019	Muir Rd housing site, Dumbarton	Residential development comprising 44 dwellings and 22 flats.	Orientation of buildings on streetscape and enhanced relationship with open space
1st August 2019	Renton Primary School site, Renton	Demolition of existing Primary School & erection of new build education campus (including Renton Primary School, Language & Communication Unit and Riverside Early Learning and Childcare Centre).	Connections, traffic and pedestrian flow and enhanced setting with adjacent listed structures
10th September 2019	Stanford St 1 housing site, Clydebank	Residential development of 100 flats, townhouses and semi-detached properties	Relationship with canal and site context, permeability, building design and presence
10th September 2019	Rosebery Place housing site, Clydebank	62 unit residential development	Improved open space central to the development site, reduction in road length and improved geometry, enhanced connections to the canal and site layout
13th December 2019	West Bridgend, open space	New Community Centre and associated works	Building massing, secure by design including boundary treatments and landscaping, relationship with waterfront
16th January 2020	White land site (former industrial use) at Old Kilpatrick	2 six storey flatted blocks, comprising 48 flats	Enhanced landscaping, open space provision and site connections.
11th February 2020	Queens Quay Design Codes	Design Codes - structured guidance to assess planning applications to ensure high standard of design quality maintained to deliver the masterplan vision.	Contributed to the preparation of the codes which will ensure that the aspirations for consistent quality across Queens Quay are realised to deliver the overall vision for this important site
11th February 2020	Alexandria	Masterplan approach to Alexandria town centre	Identifying existing positive aspects of the town centre, constraints, opportunities and potential zoning

## Queens Quay Update

The Queens Quay site – the 80 acre residential led mixed use waterfront development in the heart of Clydebank continues to make good progress. The main spine road is now completed together with the pathway along the waterfront. This will give access to the river from this site to the people of Clydebank - the first time in over 100 years.

The Health hub is progressing with work commenced on the new health and

care centre and the care home nearly complete externally. The care home will be fully complete by November with residents being welcomed shortly after. Work is also underway in constructing the 142 affordable housing units. These developments have been severely delayed by the Covid situation, however construction work has now recommenced on all sites.

Regular meetings continue to take place with the overall site developer and the developers of each of the sites to ensure that conditions are discharged and the overall quality of the development is maintained. Close collaboration continues to take place with the Contaminated Land Officer to ensure that conditions in terms of site remediation and validation are met.

The energy centre is the first large-scale water source heat pump scheme of its kind in Scotland. This year, the landmark building is near completion with the gold

cladding part erected on the 32-metre high flue. The substantial internal equipment of the energy centre is now housed within the building. It is anticipated that it will be complete by October 2020 and thereafter commissioned and become operational. The District Heating Network at Queens Quay will make a valuable contribution to achieving carbon reduction targets in West Dunbartonshire with connection of existing and new Council buildings including the proposed 1,200 planned homes. In the absence of the District Heating Network this would be provided by traditional gas fired boilers. It is expected to remove over 4,000 tonnes of carbon from the environment each year over the next 40 years. This energy centre is multi-functional: carbon reduction, addressing fuel poverty, a landmark building and visitor attraction, all achieved with a big input from the Planning Service. (Performance marker 3,12)





*District Heating Network*



*District Heating Network*



*Health Hub*



*District Heating Network*



*District Heating Network*



*Queens Quay Walkway*

## Queens Quay Design Codes

In last year's PPF it was indicated that the Council had commissioned Design Codes to support the delivery of the remainder of the development plots on Queens Quay which are to be developed mainly for private housing. It is intended that the Design Codes will provide clarity and certainty to decision makers and to prospective developers about the expected outcomes with regard to key aspects of the street layout, development pattern, massing, density, architectural treatment and materials.

The Design Codes will assist in providing clear guidance at an early stage of the development process and provide a structured approach for the assessment of future planning applications in the Development Management process.

The guidance builds upon the approved Design Framework for Queens Quay and will be used by developers, planning officers and decision makers to inform design requirements and place making ambitions at an early stage of the development process..



The Design Codes are not 'rules' that encourage uniformity or that stifle innovation or creativity but are furnished with examples of well designed places elsewhere to ensure the basics are right in evolving the physical fabric of the area. The Design Codes Draft Document was well received by elected members at a workshop in December as it offered assurances that the development coming forward would be held to a high standard. The Place and Design Panel also praised the document as offering clarity around expectations but still offering flexibility for design.

The Design Codes were approved for consultation in February and a total of 25 responses were received from the landowner, design professionals, individual developers, Council Services, key agencies, the local MP and community groups. It is hoped that a finalised version of the Design Codes will be agreed as planning guidance this summer.



**QUEENS QUAY DESIGN CODES**

Draft 02.12.2019



**THE MASTERPLAN**

A Masterplan has been prepared for the development area by Cushman Property and Design (in partnership with West Coast Council). The Masterplan's objectives will:

- **Creating a quality public realm:** An activated urban environment with a mix of uses and activities.
- **Maximising sustainability:** Limiting the development's impact on the environment and ensuring that the development is a net-zero carbon building.
- **Creating a vibrant place:** Encouraging the site as a key destination with opportunities to enhance cultural offerings in the area and to provide a sustainable community.
- **Maximising:** Changing the surrounding built form to meet the needs of the site and to be a part of the surrounding context.

- **The Kings Quay Station:** The existing concrete structure will be made safe for use by the Council and will be used as the station for a healthy area of development.
- **Healthcare:** The Kings Quay Station will be a key part of the development.
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**CLYDEBANK CONTEXT**



*Extracts from the Design Code*

**Annexes associated with the Design Codes**

The work done around the Design Codes by officers and some of the responses has suggested that further work to develop strategies around sustainability, street naming, heritage and the arts should be taken forward. Already, work has commenced on an Energy Strategy annexe which will encourage a 'fabric first' approach in the design of the future homes on Queens Quay. This will ensure the sustainability credentials of new development work cohesively with the new energy centre. Health and wellbeing strategies will be embedded as a cross cutting theme in all documents.

- Annexe 1: Queens Quay Energy Strategy
- Annexe 2: Queens Quay Street Naming Strategy
- Annexe 3: Queens Quay Arts Strategy

(Performance Indicator 11)

## Delivering Quality Housing

We have been building on the significant progress that was made last year in raising the quality of housing proposals by continuing to adopt a Green Infrastructure first approach, encouraging enhanced accessibility and connectivity and pushing for quality design and materials. This approach has been adopted on all four sites below - two to be developed for affordable housing needs and two for private housing, all on brownfield site.

### Creveul Court

Historic maps showed that the site was previously occupied by residential buildings dating from circa 1960, most notably with a three storey tenement block situated hard on the street frontage facing onto Bank Street. Twenty-two affordable housing units will provide much needed amenity and supported housing predominantly for the elderly in Alexandria town centre.

A central aspect of the development will be reinstatement of the previous urban layout. A four storey flatted building on Bank Street reflects much of the

characteristics of the former historic tenement style building (in terms of scale, mass and presence) but with a more contemporary design. It will have a positive impact upon the wider streetscape including the setting of the nearby “B” listed Smollet Fountain and will repair part of the urban fabric of the town centre - a key aspiration of the Alexandria Masterplan.

The Place and Design Panel played a big role in shaping this development encouraging the inclusion of usable public spaces that offer opportunities for socialising and promote health and wellbeing benefits. As a result of this input, a high quality community garden and public realm area for residents and the public has been incorporated within the final scheme. This aligns with the need for wider areas of public space for health and wellbeing.





*Mock up of Creveul Court development*

## Highdykes Bonhill

This site has lain vacant for over 4 years since the school was demolished. The site's topography is particularly challenging for the delivery of a residential development with an 18 metre change

in level across the site. The significant change in site levels also presented a number of opportunities.

A Green infrastructure first approach was adopted with the housing concentrated to the perimeters of the site. The 'no build'

zones form generous areas of centrally located open space that are usable, well integrated, accessible and directly link with an open and established woodland immediately neighbouring the site. An abundance of tree and shrub planting is proposed across this central area with a mixture of native trees, hedgerows and wild meadow planting and a footpath through this area will link to nearby amenities and provide access to the adjacent woodland. Once again the Place and Design Panel was able to maximise the opportunities of the site. Through discussions, we have been able secure the use of a particular form of retention for these areas with vertical elevations that can be fully planted





## Stanford Street and Rosebery Place

These two strategic brownfield sites have been vacant for a number of years and are adjacent to the Forth and Clyde Canal and within walking distance of Clydebank town centre. Both sites were to be developed for private housing. From the outset, we were looking to achieve a high quality development solution which maximises the canal location, provides a strong street frontage and uses high quality design and materials.

Front loading at the pre application stage was essential if the above objectives were to be achieved. This made the formal application stage a more smoother and efficient process.

Dual frontage houses with sawtooth roof arrangements and flatted units of modern and contemporary design were achieved. High quality natural materials including a mix of tumbled facing brick and zinc for elevational treatments. The houses and flats befit the sites industrial past and Canal location.

Accessibility and connectivity were important due to the sites location

adjacent to the Forth and Clyde Canal. Bespoke dual frontage houses directly face onto the canal itself offer an active relationship with the canal with increased opportunity to increase security and surveillance. The Stanford Street development proposes a series of physical connection links to the canal towpath. The space between the site and the Canal towpath is to be fully recreational and usable in nature by a variety of seating, play equipment/gym equipment along its full length. Scottish Canals has been able to be actively involved in this aspect of the development



*Illustration of proposed development at Stanford Street*

For the Rosebery Place site, dilapidated paths will be physically upgraded to a standard to link to the existing National Cycle Network running east and west along the Forth and Clyde Canal and a mix of landscaping will be used to create an active setting and environment.

Both developments were presented to the Place and Design Panel to add additional value with the Rosebery Place development also being presented to the pre application elected member briefing.

(Performance marker 3,12)



Above and below are illustration of buildings at the proposed development at Rosebery Place



“The non-standard house types, site specific elevations and material palette have all been arrived at as a consequence of the input of the Panel and the number of pre-application meetings we had with yourself and your colleagues. It was a surprise to us to be encouraged to consider a higher density scheme than was initially proposed, however, this has not only provided additional units but has invited more detailed consideration of the relationship with and treatment of the public and open space areas and the adjacent canal.”

Elaine Mooney (Director, Turnberry Homes)



*Illustration of proposed development at Stanford street*

## Enabling Regeneration

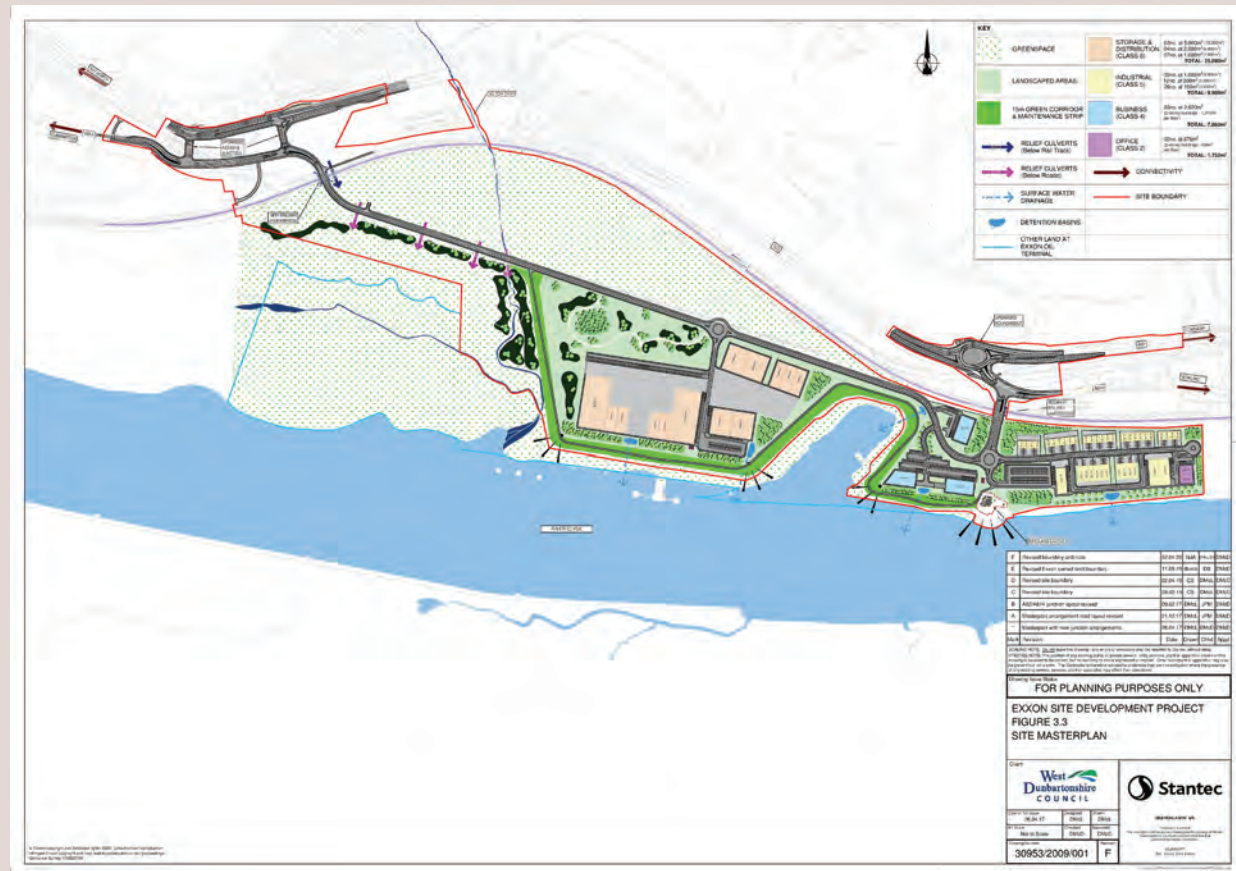
### EXXON Site

The redevelopment of the former ESSO oil terminal site has taken a further exciting and progressive step forward with the lodging of a Masterplan Planning Permission in Principle application.

This site is the Council's City Deal project and if the £34,050,000 million project is completed, it will provide 44,550 m<sup>2</sup> of industrial and commercial floorspace and up to 980 full time jobs by 2035.

The masterplan layout identifies the areas to deliver the commercial/industrial floorspace by the construction of platforms for development, green infrastructure, a new link road with upgraded A82 and A814 access junctions alongside a railway underpass and overbridge. A heritage area has been identified around the "B" listed Dunglass Castle.

Both the Planning and Environmental Health Services have worked closely with the applicant and the relevant stakeholders to get to this point and the submission of the application represents the end process of months of extensive





*View looking over Bowling towards Exxon site*

pre-application dialogue that have taken place. Most recently, the Council facilitated a Stakeholder Consultation Digital Event that took place in March of this year. This involved a series of presentations with 'virtual round table' discussion that involved a number of key consultees such as SEPA, SNH, HES and Transport Scotland, as well as internal Council Services such as Environmental Health. Undertaking these processes prior to the submission of the formal application has been beneficial in ensuring that all stakeholders are informed and aware of the proposals with clear and proportionate advice being given in line with the Council's Protocol on Pre-application advice. The Masterplan Planning Permission in Principle application is currently being assessed and it is anticipated to be presenting to Committee in late summer.

(Performance marker 3)

## Dumbarton Waterfront

Work along Dumbarton waterfront continues to progress at a fast pace with a number of exciting developments progressing over the last year. The LIDL supermarket is now open with this development successfully regenerating a longstanding redundant, brownfield site. This now provides an accessible retail offering close to the town centre of Dumbarton and it has already proved popular since it opened in February of this year. The neighbouring housing site has also continued to progress well with a number of the residential flatted blocks and family homes now nearing completion. Both developments sitting alongside the award winning 16 Church Street Council office. The progress of these developments has opened up the waterfront to the wider community with sizeable sections of waterfront path now in place offering alternative views of the Clyde and Dumbarton Rock and Castle that has previously been restricted for years.

The renewed views of the Dumbarton Rock and Castle are to get even better once the bespoke lighting strategy is implemented, enhancing the appearance and setting of Dumbarton Rock and Castle during darker hours, and creating a sense of atmosphere for this important landmark feature from other viewpoints in Dumbarton.

(Performance Marker 1,3,12)

“I wasn’t joking when I mentioned on site that the way the development is shaping up is as much yours as anyone else’s. You have been instrumental from the very outset, and had the original vision in terms of the masterplan and design criteria. I can remember sitting in the workshops at the football club all these years ago, then in the old offices, when you talked about what needs to be achieved on the site! It means more than you know to have not let you down!”

Ryan Fletcher Culross Ltd



*Dumbarton Rock*



*View looking over Dumbarton to Loch Lomond*



*Work on the new walkway at Dumbarton Harbour*



*New housing in Dumbarton*

## Renton campus

Planning permission was granted in the reporting period for a new school campus within the site of the existing Renton Primary school which is in the heart of the Renton community. The campus will include a replacement school, an integrated Language and Communication Unit for pupils in mainstream education with additional support needs and an early education and childcare centre.

Pre-application discussion with the planning service started at the earliest conceptual stage of the process and ensured a design led approach and early consultation with statutory consultees, staff, children and the local community.

Input from the Council's Place and Design Panel ensured that the development proposals were of the highest quality achievable and that value was added in terms of the overall approach to the development of the site layout and building design.

Sites constraints include the limited size

of the site, existing trees and the listed war memorial and monument on the perimeter of the site. While these proved challenging, the approach to achieve the floor space over three levels will ensure



outdoor space is not compromised. Staggered roof top terraces create additional outdoor learning space over

two levels and are connected by a slide; an unconventional way of travelling from the third to the second floor of the campus for the more adventurous children (and staff!). The staggered roof terrace approach to the building and the striking material palette of gold cladding and buff brick plinth will compliment and enhance the adjacent sandstone listed structures. Existing trees will be retained and supplemented with additional planting and landscaping including raised beds for growing vegetables and natural play equipment which will all provide opportunities for learning and exploration and will contribute to the health and wellbeing of users of the campus. Work has now started on the site and we are looking forward to seeing the positive impact that this landmark building of outstanding quality, within the heart of Renton, has on education and the regeneration of the area. We are confident this will be a development that the community and the Council will be proud of.

(Performance marker (3,12).



## North Clyde Riverside – National Planning Framework 4 Submission

National Planning Framework 4 will set the vision for Scotland until 2050 and the Scottish Government have commenced its preparation. The National Planning Framework will include a number of national developments required to improve Scotland's economy, environment, health and well being, transportation links. The Council has submitted the North Clyde Riverside proposal to the Scottish Government seeking it's inclusion within the forthcoming National Planning Framework 4 as a 'national development' given the potential of many of its sites along the River Clyde combined with the backdrop of the Kilpatrick Hills.

North Clyde Riverside is an ambitious vision for the future of the River Clyde and provides an exceptional opportunity for sustainable growth and regeneration, bringing together a number of interconnected sites all bound by a common goal, the rediscovery of the Clyde as a vital social, economic and environmental resource.

The ambition of the Council is to see an intensification of the physical activity on the River Clyde and on the land that lines its shores, including the key regeneration sites at Queen's Quay and Carless in Clydebank, Bowling Basin, and the

Exxon and Scott's Yard sites. Activity could take many forms: living, working, recreation, energy production, advanced manufacturing, assembly and fabrication to support offshore wind and wave technology.



North Clyde Riverside will be an exemplar of a joint living and working environment, linked to the creation of healthy places and a focus on wellbeing and recreation, on the stretch of the Clyde from Clydebank to the boundary with the Loch Lomond and Trossachs National Park.

The vision for this area has the potential to create a 'Green Clyde' that is a gateway to rediscovering the River and transform the future of Scotland's West Coast, as well as, the many towns and villages within West Dunbartonshire and linking into the Kilpatrick Hills and Loch Lomond and the Trossachs National Park.

A national development focussed on the West Dunbartonshire waterfront will elevate this part of the River Clyde and the unique opportunities it brings to a national level, as a key dimension of the Clyde Mission. It will also have real benefits for businesses in West Dunbartonshire and will increase the opportunities of the area securing additional investment and support from all areas of Government and the private sector.

The Scottish Government stated that:

"The submission from West Dunbartonshire Council to the call-for- ideas is an interesting example that illustrates where the graphic layout and visual quality of the presentation can help to strengthen and support a general message about the importance of working towards the delivery of well considered, high quality outcomes."





*Looking from Bowling to Esrkin Bridge*

## Heritage Regeneration

### Designation of a Conservation Area in Dumbarton Town Centre

A new Conservation Area for Dumbarton Town Centre was agreed in August 2019. This is the sixth conservation area in West Dunbartonshire and the first new conservation area in 26 years. This included modifications to the boundaries following a successful public consultation held between January and March 2019. The Conservation Area therefore incorporates the surviving medieval layout of the High Street, Church Street and the riverside, together with most of Station Road and Strathleven Place to the north. It also includes Dumbarton Central Station, which is a Category “A” Listed Building and around 20 listed buildings (5 ‘A’ listed), and many other unlisted buildings of significant interest and quality.

A full Conservation Area Appraisal will be commissioned to provide an understanding of the Conservation Area’s character and opportunities for enhancement, and which can be used to develop a robust policy framework for planning decisions and set the groundwork for future funding bids to enhance and regenerate the Conservation Area and it will have an awareness of and synergy with other regeneration projects being undertaken by other Council services.

The Appraisal process will also involve significant engagement and consultation with the public and town centre businesses, to gain a closer understanding of the main issues and feedback on the proposed improvements to drive the regeneration of



*16 Chruch Street, Dumbarton*

the town. The exact timescales for the Appraisal, and the nature of the public engagement is evolving, in response to the challenges posed by the Covid-19 restrictions. The appraisal may also be linked into the Council's Covid Recovery Plan for town centres.

(Performance Markers 11,12)



*Municipal Buildings,  
Dumbarton*

## Rediscovering the Antonine Wall

Over the past year, our multi-partner heritage project has successfully raised the profile of the UNESCO World Heritage Site and has made progress connecting harder to reach groups with their local heritage.

The first of the five Roman themed playpark in Callendar Park, Falkirk, opened in August 2019. The Roman themed playpark offers the opportunity to recreate Roman buildings and associated interpretation, which educates the future generation about the importance of their Roman heritage. There has been an exceptionally high level of usage and engagement in the playpark since opening. The further four playparks will be installed throughout 2020 and 2021 but have been delayed due to the Covid situation.



A partnership with City of Glasgow College's Built Environment Faculty has seen the 2019/20 advanced craft class stone masonry apprentices work on creating exact replicas of the distance stones from the originals on display in the Hunterian Museum. Roman distance stones, which were used as propaganda tools by the Roman Army to celebrate their success in conquering the local Iron Age population of Caledonia. This partnership has also provided unique and unprecedented experiences for the students, allowing them to experience heritage crafts and opening up new employment opportunities both for the students and for their employers.

Over the year the project has worked in partnership with Cycling Without Age (CWA) to engage an entirely different audience, older people and those with mobility problems. This presents opportunities for the project in the future to engage with residents of care homes, elderly relatives of those looking to access the Wall and people of all ages with mobility issues. The first trishaw will commence operation in Bo'ness, taking people to the Bridgeness Slab and Kinneil Fortlet. A second trishaw will start operating from Auchinstarry in 2021, allowing trips along the Forth & Clyde Canal with views of Bar Hill and Croy Hill Forts.





*Falkirk Playpark*

As part of the project's engagement with communities in North Lanarkshire a conference was organised to celebrate International Women's Day, featuring prominent academic experts and community speakers on the role of women in the occupation, protection and promotion of the Antonine Wall. The

event was very well attended by the local community as interest in women's involvement on the wall was one of communities most popular questions.

The project has adapted to the ongoing Covid situation through its social media site with a home schooling activity on

a Monday, a virtual museum on a Wednesday and electronic postcards from the Wall on a Friday. Themes have included transport and travel, food and drink, clothing and women on the Wall. Engagement through this method has increased followers by over 500

## Policy Framework

### Local Development Plan 2: Proposed Plan

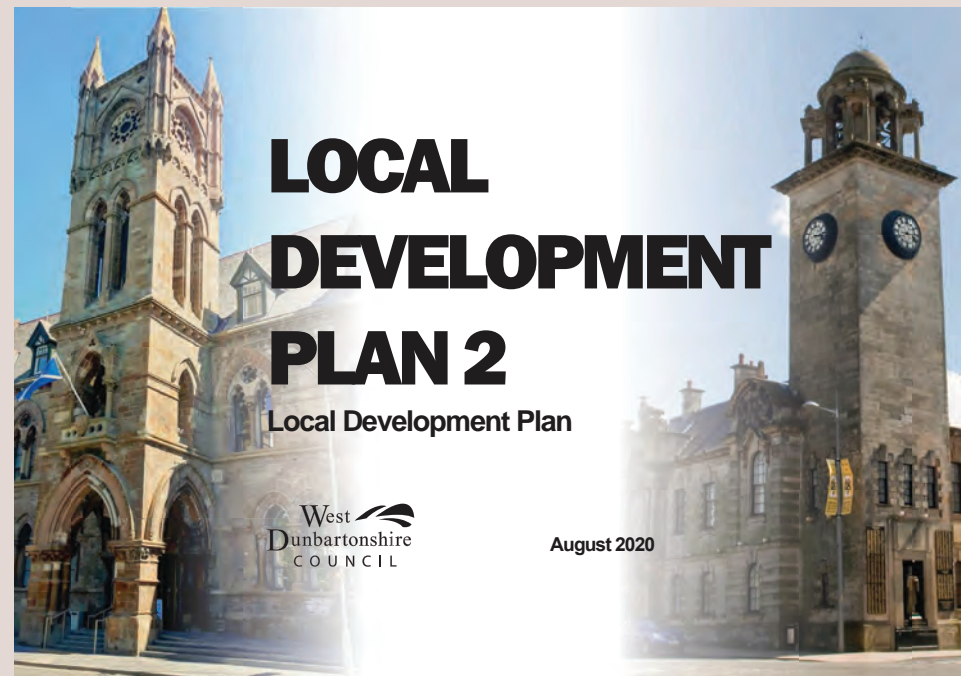
Local Development Plan 2 was submitted to the Department of Planning and Environmental Appeals (DPEA) on 30th May 2019 commencing its Examination phase. The Examination formally started on 22 August 2019.

During the course of the Examination, 11 Further Information Requests were received, mainly relating to housing land. No Hearing or Inquiry sessions were held, but one accompanied site visit was undertaken in relation to the Exxon site. The Reporters also undertook unaccompanied site visits to other sites subject of the Examination.

The Examination Report was received on 22 April 2020 and it is intended to take the Modified Local Development Plan 2, the Examination Report and associated documents to Planning Committee in August 2020 seeking authorisation to adopt the Plan. Should this be granted the Council will submit the Plan to the Scottish Government for adoption. Formal

Adoption of the Plan will hopefully occur in September 2020. This will replace the current Adopted Plan which is 10 years old. Working with one Development Plan will assist developers and officers in providing an updated streamline land-use strategy and policies for the West Dunbartonshire area.

(Performance Markers 6,10,12)





### Locality Place Plans

The previous PPF detailed the Council's approach to aligning and integrating Spatial and Community Planning, the policy framework for Locality Place Plans in Local Development Plan 2; and the pilot Locality Place Plans.

Considerable progress has been made on the Alexandria Locality Place Plan, which has been community led. Designed and written by the Alexandria Neighbourhood Action Group and supported by both the Forward Planning and Communities Team in an advisory role. The Group are made up of members of local community groups such as the Central Alexandria Tenants and Residents Association; the Leamy Foundation and businesses such as Lodestone Creative. Together they bring together a wealth of local knowledge, creativity and project skills.

The Alexandria Neighbourhood Action Group have developed a draft Neighbourhood Action Plan, which is the first step in the Locality Plan Process. The next stage would be to consult the community. The Neighbourhood Action Plan has also been drafted in tandem with the forthcoming Alexandria Masterplan

and is interrelated where appropriate. However, due to the Covid 19 restrictions, the draft Neighbourhood Action Plan has not been able to be consulted upon however, the Group and Council are

looking at other innovative methods on how to carry this consultation out in the next few months.

(Performance Markers 10, 12



## Engagement

### Alexandria Masterplan

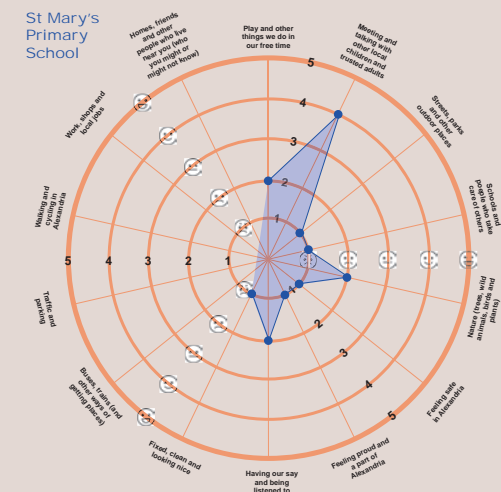
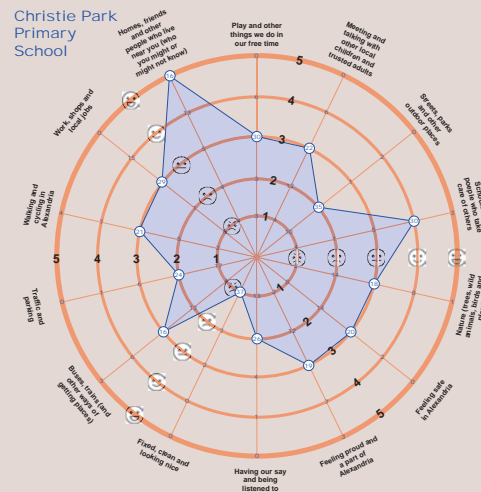
In recent years, there has been a renewed focus on Alexandria town centre with a number of active community groups coming together to form a Neighbourhood Action Group (See case study on Locality Place Plan Update) and the Council has re-established the Town Centre Forum.

The Forum meets quarterly to enable the community and local businesses to get involved in discussions about the future of the town centre. At its meeting in August 2019, there was a recognition that a collaborative approach is required to secure the successful regeneration of the town and that the community must be at its core. On this basis the Council is currently in the process of preparing a new masterplan for Alexandria Town Centre, which will create a collective vision for the future of Alexandria. The previous masterplan, dating back to 2008, has had some successes, such as delivery of award winning social housing at Kippen Dairy and ongoing discussions about the redevelopment of Mitchell Way. While much of the masterplan remains

relevant, the changes in the economic climate have meant that an approach more focussed on local delivery and less reliant on private sector investment is required.

Since Autumn 2019, a team including Regeneration, Planning and consultants have been working on a participatory approach to engagement with local groups in Alexandria. This has included online engagement, targeted meetings with the Town Centre Forum, Neighbourhood Action Group and local schools, as well as, a public event at a

vacant unit on Main Street. There has also been involvement of the Council's Place and Design Panel. The starting point for the project team has been to use previous Place Standard studies undertaken by local groups and then to use these as a the starting point for conversations with members of the community. Working with established community groups and the studies that they had already undertaken has been a successful way of building on existing assets and resources so as to avoid consultation fatigue, which asking the same questions again may have caused.



Place standard spiderwheels



*Alexandria Masterplan  
Community Engagement*

## Lessons Learned

The COVID-19 pandemic has caused significant disruption to this project, arriving just as the team had produced draft proposals for discussion with the community and stakeholders. The team are currently developing an approach to consultation which will enable engagement with the project to take place under the current circumstances. Prior to the pandemic, the project had a strong online presence and engagement using the Alexandria town website, as well as, taking a targeted personal approach to engagement with community groups, such as the neighbourhood action group and the wider networks its membership represent. The project also successfully tested the Children and Young People's Place Standard Tool with St Mary's (Primary 7) and Christie Park (Primary 5) Primary Schools as part of the engagement process.

These aspects of the project have given it a resilience which have meant that contacts and communication could be maintained through the lockdown period.

(Performance Markers 11, 12)



## Working in Partnership

### Health and Social Care Partnership

Health and well-being is being embedded within the planning process in West Dunbartonshire with regular liaison meetings being held between officers from Planning and West Dunbartonshire Health and Social Care Partnership (HSCP).

Processes have been put in place to allow the HSCP to comment, from a health and well-being perspective, on planning applications 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.

### Regional and local partnerships

#### City Region Land Use and Sustainability Portfolio Group

The Council continues to work collaboratively with the other 8 Councils within the City Region. The Land Use and Sustainability Portfolio is led by the Chief Executive of East Dunbartonshire Council and contributes to the City Region and City Deal structures. Recent discussions have taken place on how to integrate Clydeplan into the City Region Structure in light of the new Planning Act; the Indicative Regional Spatial Strategy; and National Planning Framework 4

### 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 production of the Indicative Regional Spatial Strategy and how Clydeplan will be subsumed into the City Region.

### Glasgow and Clyde Valley Green Network Partnership

The Council continues to be a partner with the other 7 Glasgow and Clyde Valley authorities, the Central Scotland Green Network, the Forestry Commission, SNH, SEPA, Scottish Enterprise and the Glasgow Centre for Population Health. The Council, as part of the wider partnership, 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.

### 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. 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. Over the last year, Scottish Canals have been involved as a key partner in the submission of the Council's RGCF project in Clydebank and on taking forward its implementation; the preparation of a funding bid for a linear park in Clydebank; and in the preparation of the Council's submission to National Planning Framework 4.

### HoPS: Executive and Performance and Practice Sub Committee

Heads of Planning Scotland (HOPS) continues to be recognised and called upon by politicians and senior officials in government in the wake of our contribution to the Planning Bill. HOPS as a representative organisation for senior planning officers from Scotland's 32 local authorities, 2 national park authorities and 4 strategic development planning authorities maintains a high profile and is a valued contributor to the reform agenda. It plays an important role in driving and implementing change at national and local levels.

The Planning, Building Standards and Environmental Health Manager is a member of the HoPS Executive and Vice Chair of the Performance and Practice Sub Committee. Over the past year there has been collaborative working between HOPS and our partners in government (both national and local), the development sector and in other agencies. The Performance and Practice Sub Committee has been involved in potentially shaping the new PPF and measuring planning outcomes, progressing digital transformation, skills development

and performance and fees.

The theme of "collaboration" was explored in the annual HOPS conference, with some real insight, inspiration and advice from those taking part.

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

The work of the Development Planning sub-group has fed into the overall work of HoPS and this year especially in relation to the new Planning Act and National Planning Framework 4. In particular, the sub group held a 4 hour long workshop to discuss the main issues in relation to the implementation of both the new Planning Act and National Planning Framework 4.

The Development Management Sub Group has also contributed to key areas of work, especially in relation to the implementation of the new Planning Act, Permitted Development, small scale housebuilding; and validation and determination.

## Service and Council Governance

### Council

Planning Committee continues to meet on a monthly basis with the exception of July. In 2019/20 20 applications were determined by Planning Committee with a total of 11 Hearings. A total of 15 Committee site visits took place. The Committee also considered 14 policy and corporate reports on representations received to Local Development Plan 2, Revised Dumbarton Waterfront Path Planning Guidance, Proposed Dumbarton Town Centre Conservation Area, update on work of Place and Design Panel, Draft Design Codes, Street naming and the Scottish Government Consultation on Planning fees. Separate briefings were also issued to elected members on the new Planning Act 2019. The approved scheme of delegation (April 2019) still provides a good balance between the use of delegated powers and Committee applications

## Corporate Working across Services

Strong cross service working takes place between Planning, Regeneration, Housing Services, Asset Management, Health and Social Care Partnership, Roads Services and Community Planning.

Monthly catch ups continue to take place with the Strategic Lead for Regeneration and the Economic Development Manager to ensure that planning and regeneration priorities are taken forward in a co-ordinated way.

## The More Homes Board

The Project Board continues to provide strong governance in the delivery of the Council's affordable housing supply programme ensuring the delivery of high quality Council homes within agreed timescales. The More Homes Board brings together expertise from Planning, Housing, Roads, Legal Services, Procurement Asset Management, Architects and Surveyors. With a number of the housing sites under construction it provides a mechanism to update and address issues which would affect the delivery of these houses. It is also used

as a way of highlighting planning issues which may not have come to the fore or may become an issue later.

(Performance Marker 12)

## City Deal Groups

The Exxon Project Board continues to meet on a bi-monthly basis and it gives advice and support for the Council's City Deal Project. As detailed earlier, an application for Planning Permission in principle for this masterplan development has recently been lodged.

The Glasgow City Region Landuse Portfolio Group with all Glasgow and Clyde Valley Councils continues to meet on a regular basis and has inputted into NPF4 and the Regional Strategy.

(Performance Marker 12)

## Financial Governance

The service budget continues to be monitored on a monthly basis by the Manager and Service Accountant.

Planning fee income for 2019/ 20 was £341,698 which was £75,000 more than the previous year. Additional fee income is used to support an additional Monitoring Officer and temporary Support Officer. There continues to be increased pressure on the revenue budget. The main payments continue to be Clydeplan, West of Scotland Archaeology Service, Ordnance Survey, the Green Network Partnership and the Examination costs associated with the Local Development Plan.

### 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. The developer contribution fund is managed by the Forward Planning Team. Between 31 March 2019 and 31 March 2020 we received £34,876.44 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 and this Plan is nearing its adoption (see section on the Local Development Plan). Supplementary Guidance on Green Networks and Green Infrastructure (which has been drafted and will be

due for consultation in Autumn 2020) provides further detail on a list of green infrastructure projects that the contributions will be spent on. These projects will also be subject to public consultation as part of the Supplementary Guidance process.

Currently, we are still progressing a number of 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; 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; and a strategic access project linking Dalmuir Station and Golden Jubilee Hospital and into the wider Clydebank area and beyond.

These projects are at still at an early stage, but developer contributions will be used as match funding towards the implementation and delivery of these projects, which will increase the opportunities for recreation, health and well-being for the communities within Clydebank and further afield.

(Performance Marker 15)



## Covid -19 Response

Our Planning Service responded swiftly to the Covid-19 government 'lockdown' by implementing our business continuity plan. We demonstrated excellent organisational resilience.

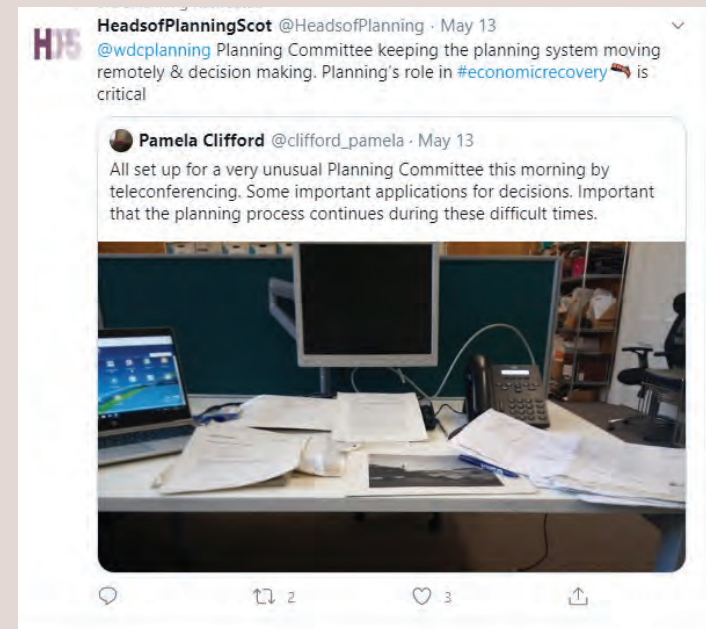
The majority of staff already had a laptop for home working and those who did not have a lap top were given one before the office closed. From the first day of the office closing, all staff were able to work from home and arrangements were quickly put in place to ensure open lines of communication across the service which included the use of a range of technologies such as Jabber instant messenger, WhatsApp groups, Zoom, teleconference and Microsoft Teams.

We have responded quickly and effectively to implementing new arrangements and procedures such as the Pre-application consultation with communities following the new legislation and guidance issued by the Chief Planner. We are currently leading on a project for the flexible use of outdoor spaces that will allow businesses to operate safely thereby contributing to economic recovery.

The collection and issuing of mail, especially neighbour notification proved challenging because of the restrictions however we overcame this by having one member of staff assigned to office duty one day per week to carry out this task in safe conditions.

We have maintained an excellent level of customer service and have determined approximately 80 applications following the government lockdown in March. We have successfully managed two remote Planning Committees, one through

teleconferencing and the other via Zoom and both included input from applicants and objectors and statutory consultees together with Elected Members and we have since received positive feedback. To achieve this success we carefully planned arrangements with our Committee and Legal Services and consulted with our Elected Members. We intend to use our positive learning and reflections of this period of time to influence working practices and our business model going forward.



## Planning Compliance and Monitoring

We have continued to see an increase in enforcement cases with 88 being recorded in the reporting period, an increase of around 22 percent from last year. The cases range from unauthorised household and commercial developments, quarry complaints and non compliance with planning conditions. As indicated last year, in November we recruited a further Compliance Officer, working 2 days per week principally to monitor the conditions of permissions associated with the large regeneration sites at Queens Quay and Dumbarton Waterfront as well as assisting the other Compliance Officer.

This has facilitated a swifter discharge of conditions for the major sites along with a physical presence on the sites enabling a robust compliance/resolution response to complaints. The addition of the monitoring officer has also positively influenced the number of breaches identified requiring no further action, reduced from 46 in the reporting period last year to 16 in the current reporting period. Service improvements have been undertaken with

the introduction of a dedicated mailbox for members of the public to email complaints direct along with a quarterly compliance/ monitoring report. The report covers in depth the work undertaken by the officers, highlighting any key issues and contentious enforcement cases.

This year the Enforcement Charter has been updated to reflect the busy reporting period and as part of our bi-annual review of our enforcement procedures. The updated Enforcement Charter will go to our Planning Committee for approval in September. There has been a slight delay with this as we have been

focusing our resources on ensuring quick and effective responses to the high volume of enforcement activity during the government lockdown as a result of Covid-19.

We continue to present an annual report on the quarry and landfill sites to Committee which provides an update on the progress of each site along with commentary on compliance matters. We look forward to reporting on the continued benefits of our compliance and monitoring officers at the next reporting period.

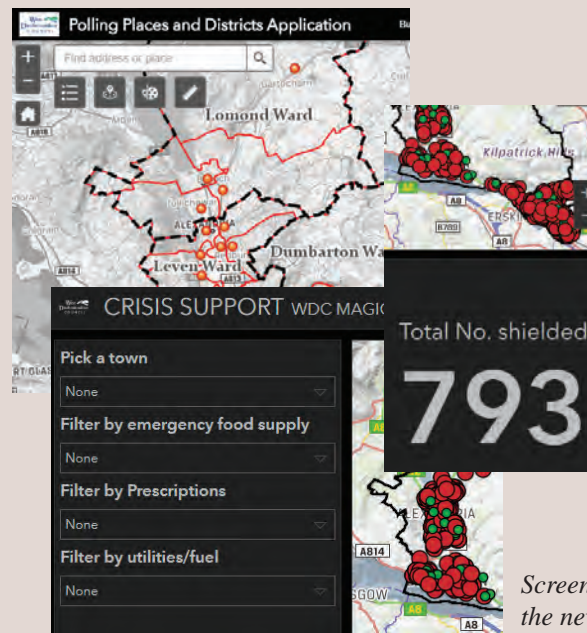
(Performance Indicator 5)



## Corporate Geographic Information System (GIS)

We have implemented the new GIS system and we are deploying it across the Council. Various map tools, web apps, and dashboards have been developed with more to come including story maps. Examples include the deployment of a dashboard app for COVID-19 response within the Council, home working analyses and apps, and the updating of web maps currently on the council web site. We also have a web GIS in test with the Joint Valuation Assessors Board (JVAB). The old GIS performs very poorly for JVAB and their response so far to the new GIS has been very positive.

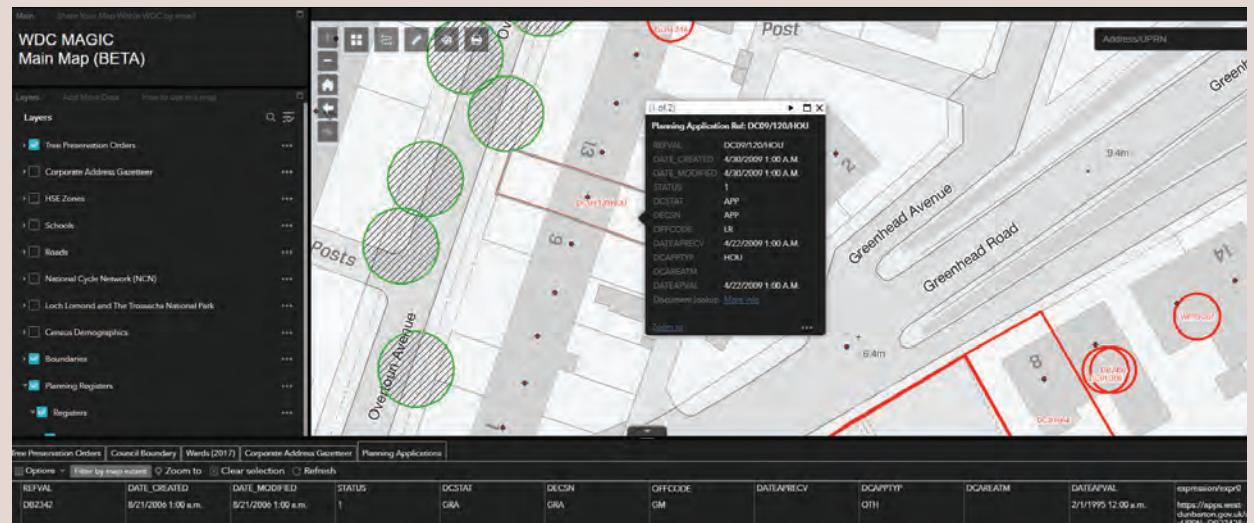
Fundamental to the new system is the ease of data sharing, that it integrates with other systems and supports mobile/flexible working. For example, we now link directly to planning and buildings standards, and gazetteer data within our IDOX systems. The new GIS will play a fundamental role in the new Local Development Plan in terms of layout, and final production of documents.



Screenshots of the new GIS

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).

In light of the current working restrictions during COVID-19 we are looking to arrange virtual workshops, training sessions using technologies like Microsoft teams to facilitate the launch and rollout of the new GIS.



## 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 2019 and 31st March 2020 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 imposition of additional charges for Pre-apps, Non-material variations, Street naming and numbering, Planning Act, Planning Fees, PPF Feedback/PPF8, SQAP, Queens Quay Design Codes, and specific Development Management issues on mobile advertising, Amenity Notices, Roads' parking standards, Masterplanning, time extensions by DPEA, stopping the clock, decisions taken contrary to SEPA advice,

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

In addition this year a well attended training day was held by the Benchmarking Partners for Planners from each Authority at Whitelee Windfarm on renewables and climate change.



*Benchmarking Exercise*



*Planning Skills Event*

## Service Improvements

In the reporting period we set up a service improvement working group and had workshop sessions with officers to identify issues with processes and procedures. We identified opportunities to improve and streamline the work to create efficiencies and ultimately speed up decision making. We mapped out the planning application journey process 'end to end' and identified focus areas and actions. Our first area for change is the pre-application process and we are looking forward to reporting the impact of our changes in the next PPF.

Our Development Management Team Leader has been on a Lean Six Sigma Course in the reporting period which looked at ways to improve performance by systematically removing 'waste' such as streamlining a process and reducing variation in processes. This has also been involved in the Council's Service Design Programme which looks at designing services to meet user and customer needs and create greater efficiencies.



## Planning Skills Event – 5th September 2019

### **Place and Design: The Contribution to Successful Places -Interventions that WDC are adopting and evolving to create better place**

The event was hosted in 16 Church Street, showcasing our wonderful new building to over 90 delegates from the public and private sectors and academia.

The event arranged by the Place and Design Officer in conjunction with the Improvement Service discussed the 'Interventions to Create Successful Places' that the Planning Service have implemented a robust pre-planning application process, the Place and Design Panel and the Elected Member Briefing which all assist in achieving a high standard of quality and design value in the developments coming forward.

There was also strong discussions around collaborative working practices that have been fostered across the council that assist with achieving a shared vision around what creates a successful place with strong character and longevity.

(Performance Indicator 12, 13)

## Scottish Quality Awards in Planning 2019

This year marked a special occasion with the Awards celebrating its 20th Anniversary together with 10 years of the Student Design Competition. The 10th Student Design Competition was held on Queens Quay, the first Designing Places Competition to take place on a site and included a special visit to the Titan Crane.

The commitment of Susie Stirling- Head of Placemaking and Housing to champion quality design has been instrumental to the success of the awards together with her support of students wanting to work in the Planning and Architectural professions.

This year we again received an award in the Place Category for our Council offices at 16 Church Street Dumbarton



“Whilst easier sites existed the Council took the bold step of redeveloping this listed façade which had become an eyesore in the town. It is a successful example of an old façade successfully integrating with a new building. Achieving a high quality civic building on this site has been instrumental in the Council being more ambitious in terms of what it can achieve in terms of high quality development.

The Council is very proud of what has been achieved on the ground.

The building will leave a legacy for the existing and future residents of West Dunbartonshire”

SQAP Judging Panel

## People Management

Support for staff continues through “Be the Best Conversations” to keep staff motivated and engaged and to identify training needs. Once again officers were able to attend and take part in both external and internal training events including EIA training, Local Place Plan Research Events, Development Viability, International Making Places Conference, Place Standard Tool for Children and Young People Event.

HOPS events are supported through the annual 2 day conference in Edinburgh on Collaboration in which our Place and Design Officer presented our approach to collaboration through the Place and Design Panel. This year, the Planning Manager presented to the annual RTPi Conference in Glasgow about our approach of raising aspirations around design quality in a deprived area. The event was also attended by the Place and Design Officer and two other Planning Officers.

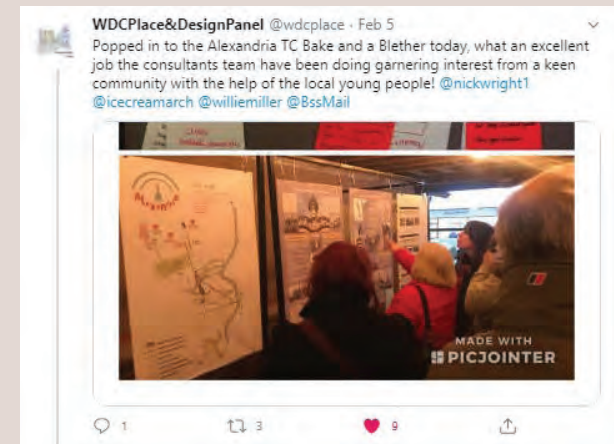
## Integrative Placemaking, Addressing the ‘Silos’ with Collaborative Approaches Event’ led by the Academy of Urbanism in collaboration with the University of Dundee

Two planning officers and the Place and Design officer attended this interactive day event. Built Environment Specialists from all over Europe presented case studies showcasing their direct involvement in the regeneration of cities such as Utrecht, Porto, Aalesund and Edinburgh. The message was clear: to create successful places and communities, we need to break down silo mind-sets created through competing policies and legislation and create a shared and strong vision for place. The event has inspired the Planning team to move towards a more integrated approach in the planning, design, engineering and management of places within West Dunbartonshire.

The opportunity also was taken to have a bespoke tour of the recently regenerated Dundee waterfront led by the Planning Team of Dundee City Council. This gave us an excellent opportunity to establish new contacts, share ideas and see first-hand the excellent work that can be achieved through effective planning.

## Social Media

We are continuing to use Twitter as a platform to share our achievements, promote our work and decision making and raise our profile. We have 596 followers now and this demonstrates the public interest in decision making in West Dunbartonshire. We also use Twitter to communicate messages such as during Covid - 19 to show how approachable we are and that we are open for business. We have always found it to be a great networking tool too, to share ideas and interact with other planning authorities, consultancies etc.





## Chief Planners Of Tomorrow Training

At the start of 2020, I was one of several young planners to successfully secure a place on the RTPI 'Chief Planners of Tomorrow' training initiative. I was offered an opportunity to work-shadow Fife Council's Chief Planning Officer: Pam Ewen.

The day started with a chat over a coffee where I gained valuable insight into the role of Chief Planner and her various departments such as staff management, problem solving and decision making.

We then met a private developer to discuss delays in developments and staffing capacity and resources. The Chief Planner adopted a mediation role and highlighted the challenging nature of planning and the need to see the bigger picture. The meetings in the afternoon sessions focused on completely different matters and included a series of wider service manager meetings. This allowed an understanding how planning feeds into other sections of a Council.

The final meeting of the day was the weekly catch-up session that Pam



*Ross Lee*

as Chief Planner hosts with various managers from the planning teams at Fife Council in which she took time out to make herself available to other managers in her team.

This was a fantastic opportunity to gain exposure to a potential career progression path. Having only been in my post as 'Lead Planning Officer' at West Dunbartonshire Council for just over a year, this was an invaluable opportunity to get additional experience at a different local authority. It has given me additional confidence from meeting and talking to such accomplished senior people and I am now enthused to apply what I have learned in my current role. I am grateful to both West Dunbartonshire Council and the RTPI for facilitating this.

Ross Lee

Lead Planning Officer

(Performance Markers 12,13 )

## CPD Session for Fife Council on West Dunbartonshire Council's approach to integrating community and Spatial Planning

In November 2019, the Forward Planning Team Leader was invited by Fife Council to give a CPD talk on the West Dunbartonshire Council's approach to aligning and integrating community planning and spatial planning as part of their lunchtime CPD session. This was following on from the presentation that had been given to the Scottish Planning and Environmental Law Annual Conference in September 2019.

Fife Council were interested in learning about the Council's journey in this regard; the progress that has been made; how we have approached Local Place Plans; and the difficulties we have faced and the lessons learned.

The CPD session was very well attended from staff in their Community Planning and Planning Services and an interesting Q and A session followed. This has led to further collaboration between the two Councils on the subject of Local Place plans and alignment of community and spatial planning.



Pam Ewen, Head of Planning, Fife Council said that “Learning from other excellent projects across Planning Authorities is really important. As part of our planning services CPD programme, Antony led a training event on Local Place Plans and the West Dunbartonshire experience. With 50+ colleagues attending from a range of Services this sparked some really good discussions and work across Planning and Community Planning teams in Fife Council. A really good example of collaborative working, sharing knowledge and experiences.”

(Performance Marker 13)

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

West Dunbartonshire Council and East Ayrshire Council decided to set up a benchmarking/ learning group for community and planning officers to learn from each other approaches and experiences of Community Led Action Plans in East Ayrshire and the Locality Place Plan approach in West Dunbartonshire.

The Councils have had a series of meetings/learning days to benefit from each other's experience. One of those meetings was a half day information and learning day where community and planning officers came together to explore and discuss each others approaches.

Most recently, Fife Council and Angus Council have expressed an interest in also joining the benchmarking/ learning group and it is hoped, in time, that the group will expand to allow officers involved in Local Place Plans to have a network where they can learn from each other and share experiences of best practice. This will hopefully provide a forum to enable us to move into the Local Place Plan requirements of the Planning (Scotland) Act 2019 and to continue to implement the Community Empowerment (Scotland) Act 2015.

(Performance Marker 6, 13)

Melissa McCulloch, Acting Team Leader – Vibrant Communities, East Ayrshire Council said

“It has been great to develop a learning partnership with colleagues from West Dunbartonshire Council. As well as management meetings on numerous occasions to discuss national and local developments around place plans, action plans and LDPs, the opportunity was provided for staff from both teams to meet up. This was where the real learning came from, and it was a very productive day in that experiences were shared and connections were made. This has continued after the visit and information has been shared between both Councils, such as the CAT information from Ochiltree within East Ayrshire and the Community Empowerment Strategy produced by West Dunbartonshire.

Although both Councils are taking processes forward slightly differently it is clear that our ethos is exactly the same and that we both strive for true community engagement in the planning & community development work that we do.”

## 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](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](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](https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf)

Conservation Area Appraisals

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

Proposed Plan

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

Development Plan Scheme

<https://www.west-dunbarton.gov.uk/media/4317902/development-plan-scheme-and-participation-statement-2019.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](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

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

### See Sections

- Service and Local Governance

## Culture of continuous improvement

West of Scotland Archaeology Service

[www.wosas.net](http://www.wosas.net)

Committee reports

[www.west-dunbarton.gov.uk/council/councillors-and-committees/minutes-agendas-and-reports/](http://www.west-dunbarton.gov.uk/council/councillors-and-committees/minutes-agendas-and-reports/)

### See Sections

- Continuous Improvement

## Part 3: Service Improvements 2020-2021

In the coming year we will

- Assist with the preparation of an Action Plan for North Clyde Riverside;
- Undertake a Conservation Area Appraisal of the Dumbarton Town Centre Conservation Area;
- Review the Planning website and implement changes;
- Continue to take forward the implementation of projects associated with the outcomes of the Clydebank Can Community Led Design Workshops and work in conjunction with Scottish Canals and other Council Services to take forward the community projects;
- Progress the implementation of the Strategic Access project linking Dalmuir Station and the Golden Jubilee Hospital;
- Implement the new GIS/mapping system to wider Council Services and assess its usage and effectiveness
- Publish the next edition of the Planning and Building Standards newsletter;
- Continue to prepare and publish locality plans in conjunction with the Performance and Strategy and Communities Teams based around place where appropriate;
- Continue to expand the benchmarking and learning group with other Council's in terms of community led action plan's/neighbourhood plans/Local Place Plans;
- Continue to assist in the review of the masterplan for Alexandria;
- Continue to assist in preparation of a signage strategy for the area;
- Assist with the preparation of Council Sustainable Development Strategy and Climate Change Strategy for the area;
- Implement the Strategic Green Infrastructure Projects in conjunction with the Glasgow and Clyde Valley Green Network Partnership;
- Approve the Design Codes as Supplementary/ Planning Guidance
- Seek approve of the Sustainability, Street Naming, Arts Strategy Annexes of the Design Codes;
- Produce a housing visionary document of quality housing;
- Implement 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.
- Develop and integrate health and wellbeing considerations in the LDP and planning application process.

## Delivery of our Service Improvement Actions in 2019 - 2020

Committed improvements and actions	Complete?
<b>Implement the new GIS/mapping system</b> <i>The new GIS system has been installed and is currently being rolled out on a phased basis to all Services.</i>	Ongoing
<b>Publish the next edition of the Planning and Building Standards newsletter</b> <i>A news letter was not issued due to other commitments</i>	No
<b>Designate the new Conservation Area in Dumbarton Town Centre ;</b> <i>The Conservation Area was designated in October 2019</i>	Yes
<b>Review the Planning website and implement changes</b> <i>The Planning website has been reviewed with new documents added and details updated</i>	Ongoing
<b>Establish a monitoring board for the HSCP and Planning Liaisons</b> <i>A monitoring board has been established</i>	Yes
<b>Continue to prepare and publish locality plans in conjunction with the Performance and Strategy and Communities Teams based around place where appropriate</b> <i>This work is ongoing and the Alexandria Locality Place Plan is currently under preparation. See section on Locality Place Plans.</i>	Ongoing

Committed improvements and actions	Complete?
<b>Set-up benchmarking group with other Council's in terms of community led action plans/neighbourhood plans</b> <i>This has been established with East Ayrshire Council and three meetings have been held. Interest has been expressed by other Council's and this is currently being explored.</i>	Ongoing
<b>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</b> <i>The preparation of this document is currently under preparation.</i>	Ongoing
<b>Prepare and publish new Design Guidance in line with the new design policies in Local Development Plan 2: Proposed Plan</b> <i>The Supplementary Guidance is currently under preparation and is due to be published for consultation in Autumn 2020</i>	Ongoing

Committed improvements and actions	Complete?
<p><b>Scope, prepare and deliver Strategic Green Infrastructure Projects in conjunction with the Glasgow and Clyde Valley Green Network Partnership</b></p> <p>A number of strategic and local green infrastructure projects have been scoped and are to be included within the forthcoming Green Network and Green Infrastructure Supplementary Guidance, which will be consulted upon in the Autumn of 2020</p>	Ongoing
<p><b>Approve Queens Quay Design Codes as Interim Planning Guidance .</b></p> <p>The Design Codes have recently been subject to public consultation and the Design Codes will be presented to August 2020 Planning Committee for approval as Planning Guidance.</p>	Ongoing
<p><b>Produce a housing visionary document of quality housing</b></p> <p>This has not been achieved due to other commitments. The Design Codes and Creating Places guidance provides examples of quality housing.</p>	Partial
<p><b>Revise the Place and Design Panel Terms of Reference</b></p> <p>The Place and Design Panel Terms of Reference were revised and agreed by the Evaluation Board and by Council.</p>	Yes

Committed improvements and actions	Complete?
<p><b>Produce and implement a stamp approval of Quality Development</b></p> <p>This has not been achieved due to other commitments</p>	No
<p><b>Produce an annual Place and Design Panel newsletter</b></p> <p>This has not been achieved due to other commitments</p>	No
<p><b>Hold a Place Event regarding the work of the Design Panels</b></p> <p>A joint event was held between the Council and the Improvement Service on the work of the West Dunbartonshire Place Panel on 5<sup>th</sup> September 2019. Over 70 delegates attended from both the public and private sectors.</p>	Yes
<p><b>Review and streamline Development Management processes and provide training if required</b></p> <p>A number of processes to streamline the development management service are currently being implemented.</p>	Ongoing



Committed improvements and actions	Complete?
<p><b>Hold annual service day or service visit</b>  <i>The Service dis not hold an annual service day but instead hosted a joint event with the Improvement Service on the work of the West Dunbartonshire Place Panel on 5<sup>th</sup> September 2019. Planning, Environmental Health, , Housing, Regeneration and Health Improvement Officers attended the event as well as officers from other Councils and the private sector. Over 70 delegates attended from both the public and private sectors.</i></p>	<p><i>Partial</i></p>
<p><b>Hold “Be the Best “ conversations</b>  <i>All staff have had their be the best conversations.</i></p>	<p><i>Yes</i></p>
<p><b>Implement new Committee report format</b>  <i>This has not been progressed to severe staffing issues that have been encountered over the preceding year.</i></p>	<p><i>No</i></p>
<p><b>Continue to use social media .</b>  <i>The Service continues to use social media to promote the Service and has over 600 followers and tweets on a regular basis.</i></p>	<p><i>Ongoing</i></p>

## Part 4: National Headline Indicators (NHIs)

### A:NHI Key outcomes - Development Planning:

Development Planning	2019-2020	2018-2019
<b>Local and Strategic Development Planning:</b>		
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	<b>10 years and 0 months</b>	<b>9 years and 0 months</b>
Will the local/strategic development plan(s) be replaced by their 5 <sup>th</sup> anniversary according to the current development plan scheme?	<b>N (see explanation in context section)</b>	<b>N (see explanation in context section)</b>
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	<b>N</b>	<b>N</b>
Were development plan scheme engagement/consultation commitments met during the year?	<b>Y</b>	<b>Y</b>

	2019-2020	2018-2019
<b>Effective Land Supply and Delivery of Outputs</b>		
Established housing land supply	<b>4,964 units</b>	<b>5,305 units</b>
5-year effective housing land supply programming	<b>2,271 units</b>	<b>1,953 units</b>
5-year effective land supply total capacity	<b>3,339 units</b>	<b>3,386 units</b>
5-year housing supply target	<b>1,150 units</b>	<b>1,150 units</b>
5-year effective housing land supply (to one decimal place)	<b>9.9 years</b>	<b>8.5 years</b>
Housing approvals	<b>363 units</b>	<b>299 units</b>
Housing completions over the last 5 years	<b>879 units</b>	<b>1,037 units</b>
Marketable employment land supply	<b>32.71ha</b>	<b>32.71ha</b>
Employment land take-up during reporting year	<b>0ha</b>	<b>0ha</b>

B: NHI Key outcomes – Development Management:

Development Management:	2019-2020	2018-2019
<b>Project Planning</b>		
Percentage and number of applications subject to pre-application advice	<b>45%</b>	<b>51%</b>
Percentage and number of major applications subject to processing agreement	<b>0%</b>	<b>0%</b>
<b>Decision Making</b>		
Application approval rate	<b>97.60%</b>	<b>98.10%</b>
Delegation rate	<b>92.50%</b>	<b>91.90%</b>
Validation	<b>39%</b>	<b>58%</b>
<b>Decision-making Timescales</b>		
Major Developments	<b>14.8 weeks</b>	<b>22.5weeks*</b>
Local Development(non householder)	<b>16.8 weeks</b>	<b>14.4weeks</b>
Householder developments	<b>12.7 weeks</b>	<b>8.6weeks</b>
<b>Legacy Cases</b>		
Number cleared during reporting period	<b>4</b>	<b>1</b>
Number remaining	<b>8</b>	<b>7</b>

C: Enforcement activity

	2019-2020	2018-2019
Time since enforcement charter published / reviewed Requirement: review every 2 years	<b>21 months*</b>	<b>12 month</b>
Complaints lodged and investigated	<b>88</b>	<b>76</b>
Breaches identified – no further action taken	<b>16</b>	<b>46</b>
Cases closed	<b>62</b>	<b>52</b>
Notices served	<b>1</b>	<b>4</b>
Direct Action	<b>0</b>	<b>0</b>
Reports to Procurator Fiscal	<b>0</b>	<b>0</b>
Prosecutions	<b>0</b>	<b>0</b>

\*Enforcement Charter reviewed and updated to be presented to Planning Committee after the summer recess.

## Contextual Statement

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

Local Development Plan 2: Proposed Plan has undergone its Examination and the Examination Report was published on 27th April 2020. The Modified Plan, Examination Report and associated documents will be presented to Planning Committee in August 2020 seeking adoption of the Plan. After that, the Plan will be submitted to the Scottish Government for approval to adopt. Adoption is therefore anticipated August/September 2020. If adopted the Council will have an up to date local development plan for the area replacing the 2010 Adopted local Plan and the Proposed Plan 2016.

Housing figures are based on the agreed 2019 Housing Land Audit (base dated 31/3/2019). Comparison figures are from the draft 2018 Housing Land Audit (base date 31/3/2018). Housing approvals are for the year ending 31 March 2020 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 2020. Employment land figures are based on the draft 2020 industrial and business land monitoring (base date 31/3/ 2020).

In the reporting period 6 major applications were determined two of which were for the re-development of former primary

school sites for affordable housing. Two long standing former industrial sites were granted permission for private housing. Two applications were linked to the former Carless oil refinery site; one for its remediation and the other for a Marine Fabrication building which will return ship building to the Clyde within West Dunbartonshire and generate jobs in the area. All these projects relate to key regeneration sites and their redevelopment will make a significant impact and contribution to the regeneration of the area. Our resources in the reporting period have been heavily focused on front loading these complex and high profile applications through the pre-application service and at the planning application stage which has ensured speedy and quality decision making with an excellent average determination period of 14.8 weeks; a substantial improvement on the last reporting period of 22.5 weeks and well under the statutory 4 month determination period for major applications and the Scottish national average for major applications of 33.5 weeks.

The Development Management Team is a small team and in the reporting period there were unforeseen and significant staffing issues within the central administrative support leading to delays in applications being registered and validated. Furthermore there were staff shortages including a Lead Planning Officer vacancy, a Lead Planning Officer on maternity leave and a Planning Officer vacancy in February. The circumstances with administrative support, staffing, together with a high volume of case work, contributed to delays in the determination of applications at householder and local level, with resources at

that time being focused on the major and large regeneration applications as stated above. Administrative support issues and staffing at Lead Officer level was addressed by January 2020 so we are expecting to see a good improvement in performance for local and householder development and look forward to reporting on this next year. Despite this challenging year we consider that we have performed very well under the circumstances.

There was an increase in the delegation rate which averaged 92.5% and the approval rate for applications was 97.6% demonstrating front loading applications and working very closely with applicants to get acceptable developments. Excellent progress has been made to clear legacy cases with 4 cleared during the reporting period. Most of those still in the system are associated with legal agreements or outstanding developer contributions. We have recently adopted a new procedure that allows for such cases to be moved to being refused if the legal agreement has not been progressed by the applicant or if the financial contribution is not received to ensure cases do not sit in the system for a prolonged period of time.

The current Enforcement Charter was still up to date in this PPF reporting period. It has since been updated but circumstances with Covid-19 delayed this being referred to our planning committee for approval in June 2020. It is instead scheduled to go to our planning committee for approval in September. The appointment of our Monitoring Officer in the reporting period has seen significant improvements in the effective recording and management of enforcement cases in line with the timescales as set out in our Charter together with closer monitoring of

key regeneration sites within the Council area. This ensures that the quality secured at the planning application stage is not compromised. This post has also been able to assist with the significant rise in enforcement cases during the period of the Covid-19 lockdown.

The number of local reviews and appeals remains low compared to the overall number of applications determined and this is a reflection of the work of officers at front loading applications through the pre-application service and during the application stage.

## Part 5: Official Statistics

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

<b>Timescales</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2018-2019</b>
<b>Overall</b>			
<b>Major developments</b>	<b>6</b>	<b>14.8weeks</b>	<b>28.5weeks</b>
<b>Local developments (non-householder)</b>	<b>79</b>	<b>16.8weeks</b>	<b>14.4weeks</b>
Local: less than 2 months	<b>13.9%</b>	<b>6.1weeks</b>	<b>6.8weeks</b>
Local: more than 2 months	<b>86.1%</b>	<b>18.5weeks</b>	<b>17.6weeks</b>
<b>Householder developments</b>	<b>101</b>	<b>12.7weeks</b>	<b>8.6weeks</b>
Local: less than 2 months	<b>22.8%</b>	<b>7weeks</b>	<b>7.2weeks</b>
Local: more than 2 months	<b>77.2%</b>	<b>14.4weeks</b>	<b>17.6weeks</b>
<b>Housing developments</b>			
<b>Major</b>	<b>4</b>	<b>15.7weeks</b>	<b>33.3weeks</b>
<b>Local housing developments</b>	<b>16</b>	<b>16.3weeks</b>	<b>15.7weeks</b>
Local: less than 2 months	<b>12.5%</b>	<b>5.7weeks</b>	<b>6.2weeks</b>
Local: more than 2 months	<b>87.5%</b>	<b>17.8weeks</b>	<b>18.5weeks</b>
<b>Business and industry</b>			
<b>Major</b>	<b>1</b>	<b>12.6weeks</b>	<b>n/a</b>
<b>Local business and industry</b>	<b>37</b>	<b>14.5weeks</b>	<b>10.6weeks</b>
Local: less than 2 months	<b>18.90%</b>	<b>5.8weeks</b>	<b>6.9weeks</b>
Local: more than 2 months	<b>81.10%</b>	<b>16.6weeks</b>	<b>n/a</b>
<b>EIA developments</b>	<b>0</b>	<b>0weeks</b>	<b>0weeks</b>
<b>Other developments</b>	<b>0</b>	<b>0weeks</b>	<b>13.9weeks</b>
<b>Major</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>
<b>Local Planning/legal agreements</b>	<b>1</b>	<b>27.4</b>	<b>n/a</b>
Major: average time	<b>0</b>	<b>n/a</b>	<b>n/a</b>
Local: average time	<b>1</b>	<b>27.4</b>	<b>n/a</b>

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2019-20		2018-19	
		No.	%	No.	%
<b>Local reviews</b>	1	1	100.00%	0	n/a
<b>Appeals to Scottish Ministers</b>	2	2	100.0%	1	50.0%

## 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>
<b>Head of Planning Service</b>				1

Staff	Headcount	FTE
Development Management	5	4.5
Development Planning	3	3
Enforcement	2	1
Specialists	5	5
Other	5	4.5

Staff Age Profile	Headcount
Under 30	3
30-39	7
40-49	6
50 and over	5

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, Technical Support including a Place and Design officer. This year the Development Management and Forward Planning has remain consistent with Technical Support team introducing 2 Support Assistants into their team. The Antonie Wall Project Team has a Project Manager, one Development Officer and a Support Officer.



## Part 7: Planning Committee Information

Committee & Site Visits	Number per year
Full council meetings	11
Planning committees	11
Area committees	0
Committee site visits	15
Local Review Body	1
LRB site visits	0

## Appendix 1 - Performance Markers

No.	Performance Marker	Evidence
1	<b>Decision-making:</b> continuous reduction of average timescales for all development categories [Q1 - Q4]	The average timescale for major development is 14.8 weeks (Scottish average of 33.5 weeks); local (non householder) average of 7.3 weeks). Source : <a href="https://www.gov.scot/publications/planning-performance-statistics-2019-20-annual/">https://www.gov.scot/publications/planning-performance-statistics-2019-20-annual/</a>
2	<b>Processing agreements:</b> <ul style="list-style-type: none"> <li>· offer to all prospective applicants for major development planning applications; and</li> <li>· availability publicised on website</li> </ul>	Protocol on Processing Agreement <a href="https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf">https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf</a>  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.
3	<b>Early collaboration</b> with applicants and consultees <ul style="list-style-type: none"> <li>· availability and promotion of pre-application discussions for all prospective applications; and</li> <li>· clear and proportionate requests for supporting information</li> </ul>	Protocol on Pre application advice <a href="https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf">https://www.west-dunbarton.gov.uk/media/4313073/facilitating_appropriate_development_inc_protocols_3-4.pdf</a>  Case studies: Delivering Quality Housing, Design Codes, Exxon and Renton Campus
4	<b>Legal agreements:</b> conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	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. <a href="https://www.west-dunbarton.gov.uk/media/4309581/our-green-network-supplementary-guidance.pdf">https://www.west-dunbarton.gov.uk/media/4309581/our-green-network-supplementary-guidance.pdf</a>

5	<b>Enforcement charter</b> updated / re-published within last 2 years	Enforcement Charter updated April 2018 approved by June Planning Committee and published July 2018. The updated Enforcement Charter will be submitted to Planning Committee in September 2020. See section on Service and Council Governance.
6	<b>Continuous improvement:</b> <ul style="list-style-type: none"> <li>· progress/improvement in relation to PPF National Headline Indicators; and</li> <li>· progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	<p>Case Study: Local Development Plan 2: Proposed Plan</p> <p>Development land statistics broadly stable. See Housing Land Supply 2019: <a href="https://www.west-dunbarton.gov.uk/media/4319146/final-agreed-2019-audit.xlsx">https://www.west-dunbarton.gov.uk/media/4319146/final-agreed-2019-audit.xlsx</a></p> <p>Decision making timescales for major development is still well below the national average . Although timescales for householder and local development are above the national average 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.</p> <p>Good feedback from developers/service users</p> <p><a href="https://www.gov.scot/publications/planning-performance-statistics-2019-20-annual/">https://www.gov.scot/publications/planning-performance-statistics-2019-20-annual/</a></p> <p>The updated Enforcement Charter will be submitted to Planning Committee in September 2020 for approval - See section on Service and Council Governance Good progress was made on last years service commitments – see delivery of our service improvement actions 2019-20 and also our service improvements 2020-21 detailing our commitments for the coming year.</p>
7	<b>Local development plan</b> less than 5 years since adoption	Ten years since Local Plan adoption. See Local Development Plan 2: Proposed Plan case study for further information. Local Development Plan 2 is being submitted for adoption to Planning Committee in August 2019.
8	<b>Development plan scheme</b> – next LDP: <ul style="list-style-type: none"> <li>· on course for adoption within 5 years of current plan(s) adoption; and</li> <li>· project planned and expected to be delivered to planned timescale</li> </ul>	<p>Most recent Development Plan Scheme, <a href="https://www.west-dunbarton.gov.uk/media/4317902/development-plan-scheme-and-participation-statement-2019.pdf">https://www.west-dunbarton.gov.uk/media/4317902/development-plan-scheme-and-participation-statement-2019.pdf</a> relates to Development Plan Scheme for Local Development Plan taken to September 2019 Planning Committee. The new Development Plan Scheme will be taken to September 2020 Planning Committee. Local Development Plan 2 meeting the timescales of the Development Plan Scheme approved in September 2019.</p>

9	<b>Elected members engaged early</b> (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i>	Pre-MIR Elected Member Ward meetings and workshops into the Main Issues Report. See Planning development plan preparation Performance Framework July 2017 - Case Study :Local Development Plan 2 :Main Issues Report.
10	<b>Cross sector stakeholders* engaged early</b> (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i>  <i>*including industry, agencies and Scottish Government</i>	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	<b>Regular and proportionate policy advice</b> produced on information required to support applications.	Preparation of new Supplementary Guidance associated with Local Development Plan 2 has commenced. The Guidance on Creating Places and Green Network and Green Infrastructure will be subject to consultation in Autumn 2020 with the other SG's subject to consultation Autumn to Winter 2020.  Current Planning Guidance can be found at  <a href="https://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/other-guidance-and-information/">https://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/local-development-planning/other-guidance-and-information/</a>
12	<b>Corporate working across services</b> to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	Case studies: Locality Place Plans; LDP 2; Delivering Quality Housing, Design Codes, Exxon. Renton Campus, 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, and Financial Management
13	<b>Sharing good practice, skills and knowledge</b> between authorities	Case studies: West of Scotland Benchmarking Group, Solace Benchmarking Group, Rediscovering the Antonine Wall Project, Place and Design Panel, Heads of Planning (Scotland), Community Led Action Plans/Local Place Plans benchmarking/learning Group.  .
14	<b>Stalled sites / legacy cases:</b> conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Progress being made to clear legacy cases, as the majority are associated with legal agreements and outstanding financial contributions. All applicants have been contacted with 4 legacy case cleared and 8 legacy cases remained during the year.

15	<p><b>Developer contributions:</b> clear and proportionate expectations</p> <ul style="list-style-type: none"><li>· set out in development plan (and/or emerging plan); and</li><li>· in pre-application discussions</li></ul>	<p>Main contributions expected are towards the green network. Local Development Plan 2: Proposed Plan contains a policy on developer contributions and applied proportionately. Developers made aware of developer contributions at pre application stage.</p> <p>See section: Developer Contributions and</p> <p><a href="https://www.west-dunbarton.gov.uk/media/4309581/our-green-network-supplementary-guidance.pdf">https://www.west-dunbarton.gov.uk/media/4309581/our-green-network-supplementary-guidance.pdf</a></p>
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## CONTACT DETAILS

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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.

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