

# Inverclyde council

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**PLANNING PERFORMANCE FRAMEWORK**

2023

# CONTENTS

INTRODUCTION

3

PART 1: QUALITATIVE NARRATIVE AND CASE STUDIES

5

PART 2: SUPPORTING EVIDENCE

15

PART 3: SERVICE IMPROVEMENTS

18

PART 4: NATIONAL HEADLINE INDICATORS

21

PART 5: SCOTTISH GOVERNMENT OFFICIAL STATISTICS

26

PART 6: WORKFORCE INFORMATION

30

PART 7: PLANNING COMMITTEE INFORMATION

33

APPENDIX A : PERFORMANCE MARKERS

35

# INTRODUCTION

Welcome to Inverclyde Council's 12th Planning Performance Framework. The Framework is published annually to record the activities, performance and continuous improvement of the Planning Service in Inverclyde. The Planning

Service in Inverclyde is a very compact service comprising two teams: Development Management and Planning Policy. These teams work together with the aim of providing a high quality Planning Service and are supported by a shared Administration Team.

Since May of 2022, population of the office has been on a rotational basis as the Council has undertaken a hybrid working model whereby staff mostly work from home, with 20-40% of the week spent in the office. This has largely meant one person from each part of the Service in the office each day. The Council is in the process of reviewing this working model to determine whether it should become permanent.

During 2021-22 there was a significant loss of staff across the Planning Service in particularly senior staff, with challenges faced in recruiting replacements. The Planning and Building Standards Manager and the Head of Service posts have remained vacant since December 2021 and February 2023 respectively, despite multiple advertisements.

Furthermore, the Policy Team Leader post was vacated in November 2021 and remains unfilled and a Policy Planner post remains vacant since April 2022. The Policy vacancies have adversely impacted on the commencement of work on the new Local Development Plan, under the Planning (Scotland) Act 2019.

Within Development Management, the Team Leader post and a Senior Planner post were vacated in April 2022 and March 2022 respectively. Both of these posts were filled in August 2022. However, a Senior Planner post and a Planner post both remain unfilled as of 31st March 2023. The departmental structure diagram on [page 39](#) represents a snapshot of the department at 31st March 2023.

Whilst we wish our former colleagues well and thank them for their contributions, these losses have been keenly felt and the ongoing vacancies are impacting on the ability of the Service to carry out its normal functions as efficiently as would otherwise be the case.

This year's case studies cover a range of projects and are reflective of the range of work the Planning Service has covered or had involvement with over the past year and several years leading up to the present time. They include environmental, heritage, major development, offices systems and procedural improvements.

**PART 1** of the Framework tells the story of the Planning Service's activities in the past year through a range of case studies including those mentioned above and **PART 2** sets out the evidence and references behind these case studies.

**PART 3** reviews the implementation of the service improvements we set for 2021-22 and sets out service improvements for 2022-23.

**PARTS 4** and **5** cover performance, with the former setting out National Headline Indicator data and the latter, Scottish Government Official Statistics.

**PART 6** sets out workforce information, and **PART 7** information on committee activity in Inverclyde during 2021-22.

**APPENDIX A** provides evidence and reference points in respect of the performance markers.

## **PART 1: QUALITATIVE NARRATIVE AND CASE STUDIES**

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<b>QUALITY OF OUTCOMES</b>	<b>Page</b>
Residential Development at Former Greenock Academy Site	<b>6</b>
<b>QUALITY OF SERVICE AND ENGAGEMENT</b>	<b>Page</b>
Access Issues	<b>8</b>
<b>CULTURE OF CONTINUOUS IMPROVEMENT</b>	<b>Page</b>
Monitoring Methods	<b>10</b>
Introduction of Charging Scheme for Street Naming and Numbering	<b>12</b>

Throughout the past year, the Planning Service has continued to focus on providing a high-quality service whilst responding to the challenges, difficulties and changes in working practices during the continuing Covid-19 pandemic. This section tells the story of the Planning Service's activities in the past year through a series of case studies.

**Case Study Title:**

**RESIDENTIAL DEVELOPMENT AT FORMER GREENOCK ACADEMY SITE**

**Location and Dates:**

Madeira Street, Greenock 2015-present

**Elements of a High Quality Planning Service this study relates to:**

- Quality of Outcomes

**Key Markers:**

3 - Early Collaboration	10 - Cross-Sector Stakeholder Engaged Early
15 - Developer Contributions: Clear Expectations	

**Key Areas of Work:**

- |                |                         |
|----------------|-------------------------|
| • Design       | • Environment           |
| • Regeneration | • Planning Applications |

**Stakeholders Involved:**

- |                      |                            |
|----------------------|----------------------------|
| • Local Developers   | • Authority Planning Staff |
| • Other (Consultees) |                            |

**OVERVIEW**

Planning Permission was granted in March 2023 for a residential development of 30 units, inclusive of associated access roads, footpaths, parking, landscaping and open space at the site of the former Greenock Academy, Madeira Street, Greenock.

The site extends to 1.47 hectares. The former school building was demolished in 2015. The site has been a long-standing derelict site, identified as being suitable for redevelopment in the local development plans and accords with the Spatial Development Strategy of both the adopted and proposed Inverclyde Local Development Plan (LDP). The principles of the National Planning Framework 4 (NPF4) in facilitating development of brownfield land, within the settlement boundary, which is well-connected, contributes to local living/the creation of 20-minute neighbourhoods and supports the provision of a choice of quality homes are also achieved.

The site is visually prominent, given its steep topography, its large scale within the context of the area; an established and close-knit residential area, straddled by the road network and bordering the Greenock West End Conservation Area.

Pre-application discussions involved site meetings, revisions of various plans and detailed analysis to scope key opportunities/issues of the site and its immediate context to inform, evolve and finalise the overall layout, building design and infrastructure that accompanied the planning application. This established clear expectations of design from the outset. It additionally informed, that in the absence in play provision, a developer contribution for off-site provision would be required and addressed by legal agreement prior to any grant of planning permission.

Key priorities to inform a high-quality design was to create a distinctive development which retains the locally distinct built and natural features of the site and its context; notably, the topography, the surrounding historical urban form and architecture. This was established through creation of three distinct levels/tiers of development, to avoid any extremity in level changes and the requirement for mass excavation, infilling and retention at proximity to dwellings, to detriment of residential amenity. A further solution was to create stepped level gardens, reducing the level of retention required throughout the site. This enabled the conservation of natural topography of the site, the attractive outlook over the river Clyde. It also facilitated a grid pattern design, providing a visual permeability through the site with a strong

street frontage. This created a welcoming environment which respects the surrounding historical context and urban form and enabled the bespoke design of each plot.

The density, scale, separation distance, relationship between buildings and open spaces was negotiated to achieve a sense of place with a high level of amenity for residents. This defined the short terrace rows, low pitched roofs, a height restriction on the flatted development at the top of the site, extensive landscaping around parking areas and fenestration on gables which face onto open spaces to enable natural surveillance. A similar palette was proposed throughout the development to balance the varying levels throughout the site, to ensure the development held together, yet, had interest and provided a close visual link to reference surrounding architecture and materials.

This development constitutes sustainable development. It provides a choice of high-quality homes, which will contribute to a key Council aim of re-population. It also facilitates the redevelopment of a large brownfield gap site within the heart of an established residential area, close to the conservation area. A site which in its current state significantly detracts from the amenity of the area has successfully been addressed, to bring a significant sustainable and environmental improvement and the creation of a successful place.

#### Goals:

The ultimate aim was to secure a successful housing development, to bring this sustainable site back into beneficial use. A focus on design and placemaking has resulted in an approved development which respects the distinct character of the site and area, to create a high-quality development with placemaking at its heart.

#### Outcomes:

Planning permission for a high-quality distinctive development has been granted conditional planning permission. The next steps are to review conditions to ensure successful implementation and delivery.

#### Contact:

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Case Study Title:

## ACCESS ISSUES

Location and Dates:

Wemyss Bay, 2022-23

Elements of a High Quality Planning Service this study relates to:

- Quality of Service and Engagement

Key Markers:

6 - Continuous Improvements

Key Areas of Work:

- Environment

Stakeholders Involved:

- General Public
- Authority Planning Staff

## OVERVIEW

It was brought to the Council's attention that it was not possible to obtain wheelchair access to the beach on Wemyss Bay Road as the gate had been padlocked. Although the beach is privately owned, there is a right of responsible pedestrian access, including wheelchair and mobility scooters under the Land Reform (Scotland) Act 2003.

Planning contacted the owner of the beach who explained that the gate had been padlocked to prevent car drivers taking their boat trailers onto the to still allow pedestrians to gain access but not wheelchair access.

Discussions were held by the Council with the owner and the wheelchair user and an agreement was reached whereby the owner would leave a key for the gate's padlock in a key safe in an accessible place for wheelchair users to pick up. Since then, any other people requiring disabled access have either contacted the Council which has directed them to the beach owner, or they have learned by word of mouth, locally about the key safe.

At the same location there has been an issue with visitors parking to use the beach. As this is a private road, drivers are permitted to drive along the road from one end to the other to get somewhere but they are only allowed to park with the permission of the road owners, in this case the residents of the road.

Due to people parking up and blocking the road, pitching tents on the grass verge and causing damage from barbeques and other activities, the residents do not wish people to park if they are visiting the beach. They have therefore put boulders along the edge of the road and put up 'no parking' signs. The Council did receive complaints about this but a site visit ascertained that the boulders are not obstructing pedestrians, wheelchairs or prams using the footpaths and could remain.

The outcome is that those pedestrians, including those requiring disabled access, can use the beach whilst the residents who own the road and the beach do not have their road access blocked, peace disturbed, or their property damaged.



**Goals:**

Improve the understanding of responsible access amongst landowners and the public

**Outcomes:**

Implemented the requirements of the Land Use (Scotland) Act 2003.  
Improved access options for people with disabilities whilst still addressing the concerns of landowners.

**Contact:**

*margaret.pickett@inverclyde.gov.uk*



**Case Study Title:**

**MONITORING METHODS**

**Location and Dates:**

Throughout Inverclyde 2022-23

**Elements of a High Quality Planning Service this study relates to:**

- Culture of Continuous Improvement

**Key Markers:**

6 - Continuous Improvements

**Key Areas of Work:**

- Process Improvement

**Stakeholders Involved:**

- Authority Planning Staff
- Key Agencies

**OVERVIEW**

Each year, Planning is required to:

- Carry out a Housing Land Audit to ensure that there is an appropriate Housing Land Supply
- Monitor the quantity and distribution of business and industrial land, including take-up rates, to ensure a suitable range and choice of sites are available to meet demand
- Establish the extent and state of vacant and derelict land to assist in reinforcing and justifying national policy on the re-use and regeneration of land

In the past this monitoring, was carried out by a team of planners, each using their individual set of maps, visiting each of the sites within their subject area. The results would then be written up for submission to either Clydeplan or directly to the Scottish Government, as would be the case for all Scottish authorities.

Due to staff shortages, a different approach was required when the 2022/23 monitoring was carried out. All of the monitoring was combined into one set of site visits as there was not time or personnel available to make three separate trips. To keep paperwork to a minimum, the sites were all combined on the same maps using a colour code of:

- Red line – housing
- Purple hatch – business and industry
- Aqua fill – vacant and derelict

Site numbers were added alongside each site.



As well as combining the sites on the maps, all the sites were recorded together on sheets for the first time.

SITE NAME	SITE CODE		
	VDL	HOUSING	BUS & IND
<b>Greenock</b>			
Rue End St, Greenock	11		
Kilmun Rd, Greenock	14		
Rue End St, Greenock	49		
Sinclair St, Greenock	99		59b
Garvel Island, Greenock	103		
Carwood St, Greenock	163	443	
Cartsburn Riverside/Cartsdyke Ave, Greenock	171		71a
Cartsburn St/Rue End St, Greenock	173		71c
Brougham St/Union St (Campbell St), Greenock	196	336A	

By combining the information, a few unforeseen benefits emerged:

- Overlaying site boundaries from the different categories allowed the identification of minor boundary errors and omissions which would not have been discovered if separate mapping had continued to be used.
- Combining the sites on one table highlighted differences in the names used for the sites under the three different categories and in the Local Development Plan which could then be standardised to avoid future complications.
- The combined table allowed the quick location of reference numbers for individual sites under each category rather than referring to three separate lists.

The monitoring will now continue to be carried out and recorded in this manner to allow for increased accuracy and ease of use.

#### Goals:

To provide an accurate and efficient way of surveying and recording housing, business and industry, and vacant and derelict land information.

#### Outcomes:

An updated recording scheme has been established and will be used in future monitoring.

#### Contact:

[margaret.pickett@inverclyde.gov.uk](mailto:margaret.pickett@inverclyde.gov.uk)

**Case Study Title:**

**INTRODUCTION OF CHARGING SCHEME FOR STREET NAMING AND NUMBERING SERVICES**

**Location and Dates:**

Inverclyde 2022-23

**Elements of a High Quality Planning Service this study relates to:**

- Culture of Continuous Improvement

**Key Markers:**

6 - Continuous Improvements

**Key Areas of Work:**

- Process Improvement

**Stakeholders Involved:**

- General Public
- Key Agencies

**OVERVIEW**

The provision of street naming and numbering is a statutory requirement. It had become apparent in recent years to street naming and numbering officers in Inverclyde that many other local authorities were charging for these services, at varying levels. Given current straitened financial circumstances, a proposal was put to committee in early 2023 suggesting that this was a source of additional revenue that should be utilised, and a charging scheme suggested.

Many of the services provided by street naming and numbering officers are aimed at providing swift and effective assistance to individuals encountering issues and difficulties with their address information. This assistance is naturally provided free of charge. In other cases these services are provided to assist with the addressing of new properties in residential and commercial developments of varying sizes. It was in these cases that it was seen appropriate to introduce charging.

Using other local authorities charging schemes as benchmarks, the following scheme was proposed:

NAMING NEW STREET	1 NEW UNIT	2-5 NEW UNITS	6-10 NEW UNITS	11-25 NEW UNITS	26-50 NEW UNITS	51-100 NEW UNITS	100+ NEW UNITS
£150	£50	£200	£300	£500	£750	£1000	£1500
(per street)	(total fee)	(total fee)	(total fee)	(total fee)	(total fee)	(total fee)	(total fee)

There had been three major residential developments in the previous two years which could have brought in significant additional revenue had such a charging scheme been in place. Across these three developments 21 new streets were named and 559 new units given addresses. Using the above rates, a total additional income of £7650 could have been generated.

The charging scheme was approved by the Council's Environment & Regeneration Committee in January 2023, with a view to it being introduced for all developments commencing on or after 1<sup>st</sup> April 2023. All developers contacting street naming and numbering officers for assistance are now being made aware of these charges, as well as their being detailed on the Council's website.



**Goals:**

To provide an additional, and proportionate, revenue source to the Planning Service, generated by developments in the area

**Outcomes:**

Charging scheme now in operation. Income from the charges will be monitored going forward

**Contact:**

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## **PART 2: SUPPORTING EVIDENCE**

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## **SUPPORTING EVIDENCE**

Part 1 of this Planning Performance Framework was compiled, drawing on evidence from the following sources:

### **Planning Home Page**

<https://www.inverclyde.gov.uk/planning-and-the-environment>

### **Development Management office contact information page**

<https://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/contacting-the-development-management-team>

### **Planning Policy office contact information page**

<https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/contacting-the-planning-policy-team>

### **Adopted Inverclyde Local Development Plan**

<https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp>

### **Proposed Inverclyde Local Development Plan**

<https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-review>

### **Inverclyde Local Development Plan Archive**

<https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-archive>

### **Former Greenock Academy Site, Madeira Street, Greenock - Planning Application and Associated Documents**

<https://planning.inverclyde.gov.uk/Online/applicationDetails.do?keyVal=RJDRZYIMN1E00&activeTab=summary>

### **Scottish Outdoor Access Code**

<https://www.nature.scot/doc/scottish-outdoor-access-code>

### **Land Surveys information page**

<https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/land-surveys>

### **Scottish Government - Vacant & Derelict Land Survey Guidance Notes**

<https://www.gov.scot/publications/scottish-vacant-and-derelict-land-survey-guidance-notes/>

### **Clydeplan - Housing Land Audit Guidance**

<https://www.transformingplanning.scot/media/2751/embedded-file-in-updated-response-template-clydeplan-hla-guidance-2020-pdf.pdf>

### **Address Enquiries page - Street Naming and Numbering charges**

<https://www.inverclyde.gov.uk/planning-and-the-environment/address-enquiries>

### **Report to January 2023 Meeting of Environment & Regeneration Committee - Street Naming and Numbering Charges**

<https://www.inverclyde.gov.uk/meetings/documents/15880/09%20-%20Street%20Naming%20and%20Numbering%20Charging%20Scheme.pdf>

Case Study Topics	Issue covered by case study on the following pages	Case Study Topics	Issue covered by case study on the following pages
Design	6	Interdisciplinary Working	
Conservation		Collaborative Working	
Regeneration	6	Community Engagement	
Environment	6, 8	Placemaking	
Greenspace		Charettes	
Town Centres		Place Standard	
Masterplanning		Performance Monitoring	
LDP & Supplementary Guidance		Process Improvement	10, 12
Housing Supply		Project Management	
Affordable Housing		Skills Sharing	
Economic Development		Staff Training	
Enforcement		Online Systems	
Development Management Processes		Transport	
Planning Applications	6	Active Travel	



## **PART 3: SERVICE IMPROVEMENTS**

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Delivery of our service improvements in 2022-23:

Committed improvements and actions	Complete?
<p><b>Aim to revise the internal scheme of delegation for the signing off of delegated decisions in Development Management</b></p> <p>Evidence: The scheme of delegation and delegated decisions were retained in current form due to the ongoing vacancies at Service Manager and Head of Service level. However, discussion with the Corporate Director are ongoing to implement change pending appointment to management positions</p>	IN PROGRESS
<p><b>Establish a protocol for the disposal/sale of Council owned land to ensure all Planning concerns and considerations are addressed at an early stage</b></p> <p>Evidence: The protocol for sale/disposal of Council own land was not completed due to resource issues and prioritising of application processing</p>	NO
<p><b>Produce a householder design guide to guide and inform planning applications.</b></p> <p>Evidence: Design guidance was not produced due to workload prioritisation and resource challenges</p>	NO

## IN 2022-23 WE WILL...

Address the scheme of delegation for planning applications to provide an increased response time and more efficient planning service

Commit further to hybrid working as a Local Authority Planning Service to demonstrate a more flexible and efficient business delivery model

Progress the renewal of the Local Development Plan by utilising all available resource to the Council

Provide a full compliment of staff in each respective area of Planning to ensure that the Planning function can be delivered by Inverclyde Council to as high a standard as possible

Seek feedback from our customers on our performance, engagement and new ways of working

Embrace change and digital transformation within the workplace to benefit internal and external stakeholders

## **PART 4: NATIONAL HEADLINE INDICATORS**

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A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2021-2022	2022-2023
<b>Local and Strategic Development Planning</b>		
<ul style="list-style-type: none"> <li>• Age of Local Development Plan at end of reporting period</li> <li>• Will the Local Development Plan be replaced by its 5<sup>th</sup> anniversary according to the current development plan scheme?</li> <li>• Has the expected date of submission of the plan to the Scottish Ministers in the development plan scheme changed over the past year?</li> <li>• Were development plan scheme engagement /consultation commitments met during the last year?</li> </ul>	<p>2 years, 7 months</p> <p>Yes</p> <p>N/A</p> <p>N/A</p>	<p>3 years, 7 months</p> <p>No</p> <p>N/A</p> <p>N/A</p>
<b>Effective Land Supply and Delivery of Outputs</b>		
<ul style="list-style-type: none"> <li>• Housing approvals</li> <li>• Housing completions over last 5 years</li> <li>• Marketable employment land supply</li> <li>• Employment land take-up during reporting year</li> </ul>	<p>920 units</p> <p>N/A</p> <p>30.13 ha</p> <p>0.04 ha</p>	<p>65 units</p> <p>1418 units</p> <p>29.92 ha</p> <p>0.21 ha</p>

B: NHI KEY OUTCOMES - DEVELOPMENT MANAGEMENT	2021-2022	2022-2023
<b>Project Planning</b>		
<ul style="list-style-type: none"> <li>Percentage and number of applications subject to pre-application advice</li> <li>Percentage and number of major applications subject to processing agreement</li> </ul>	<p>34/354 (9.6%)</p> <p>0%</p>	<p>88/257 34.2%</p> <p>0%</p>
<b>Decision-making</b>		
<ul style="list-style-type: none"> <li>Application approval rate</li> <li>Delegation rate</li> <li>Validation</li> </ul>	<p>92.2%</p> <p>94.6%</p> <p>30.7%</p>	<p>94.7%</p> <p>94.9%</p> <p>34.4%</p>
<b>Decision-making timescales</b>		
<ul style="list-style-type: none"> <li>Major developments</li> <li>Local developments (non-householder)</li> <li>Householder developments</li> </ul>	<p>47.0 weeks</p> <p>11.6 weeks</p> <p>8.3 weeks</p>	<p>24.0 weeks</p> <p>13.5 weeks</p> <p>10.3 weeks</p>
<b>Legacy Cases</b>		
<ul style="list-style-type: none"> <li>Number cleared during reporting period</li> <li>Number remaining</li> </ul>	<p>21</p> <p>28</p>	<p>8</p> <p>21</p>

C: ENFORCEMENT ACTIVITY	2020-2021	2021-2022
Time since enforcement charter published / reviewed	13 months	25 months
Complaints lodged and investigated	31	8
Breaches identified - no further action taken	48	12
Cases closed	62	12
Notices served	1	0
Direct action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

### LOCAL DEVELOPMENT PLANNING

In July 2020, a decision of the Court of Session quashed Chapter 7 of the Local Development Plan ('Our Homes In and Communities'). In light of this the Council agreed to review its Local Development Plan. It was intended to submit the Proposed Plan to the Scottish Government for consideration in August 2021. Unfortunately a number of issues – a legal challenge on Planning Advice Note 1/2020 and implications for Scottish Planning Policy, the awaited outcome of appeals on major sites in the Proposed Plan – mean preparation of a new Local Development Plan will now begin later in 2022 under the Planning (Scotland) Act 2019.

Following the outcome of appeals on two major housing sites, it was intended to start preparation on a new Local Development Plan in late 2022. Due to difficulties in maintaining staff numbers, however, this timeframe was not met and it is now intended to appoint planning consultants to assist in the preparation of the new LDP with a view to starting work early in 2024.

### EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUTS

2022/23 established and effective land supply figures are based on the finalised 2022 housing land audit.

The Housing Supply Target is based on the 2017 Clydeplan Strategic Development Housing Supply Target for the 2021-29 period. In February 2023 the Clydeplan SDP was superseded by the adopted National Planning Framework 4 (NPF4) whereafter the minimum all tenure housing land requirement (MATHLR) would be used. In Inverclyde's case, this is 1500.

The housing approvals figures are based on the number of houses approved between 1 April 2022 and 31 March 2023.

Housing completions figures for 2022/23 are based on completions 2018/23. The 2021/22 figure is based on completions 2017/2022

Marketable employment land supply is at 31/3/23 and 31/3/22 respectively.

Employment land take-up is for 2022/23 and 2021/22 respectively.

### DECISION-MAKING TIMESCALES

The decision making timescales have not varied significantly from last year, although it remains the case that in the previous year and this, the time taken to determine applications is higher than the historical norm at Inverclyde. There have been ongoing challenges due staffing difficulties, most notably in recruiting and maintaining staff. The Planning and Building Standards Manager post has been vacant for the entire period. The Team Leader Post and a Senior Planner post were vacant from April 2022 until August 2022. From August 2022 until the end of this period a Senior Planner post and a Planner post have also been vacant. The staffing situation created a difficult working environment for all of the past year including the Council's desire to actively seek to address issues where possible to add value to the development proposals and enable development to proceed. The Council records enforcement cases where a complaint is investigated and a "take up" letter issued. The enforcement function is undertaken by Planning Officers (there is no dedicated Enforcement Officer) in conjunction with their planning application case load and this has resulted in limited enforcement activity being undertaken in this period.



## **PART 5: SCOTTISH GOVERNMENT OFFICIAL STATISTICS**

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## A: DECISION-MAKING TIMESCALES

	2021-22	2022-23	
	Timescales	Applications	Timescales
<b>Overall</b>			
<b>Major developments</b>	N/A	1	24.0 weeks
<b>Local developments (non- householder)</b> <ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	11.6 weeks	86 23 (26.7%) 63 (73.3%)	13.5 weeks 7.4 weeks 15.8 weeks
<b>Householder developments</b> <ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	8.3 weeks	136 55 (40.4%) 81 (59.6%)	10.3 weeks 6.8 weeks 12.7 weeks
<b>Housing developments</b>			
<b>Major Local housing developments</b> <ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	52.8 weeks 17.0 weeks	1 24 5 (20.8%) 19 (79.2%)	24.0 weeks 17.3 weeks 7.4 weeks 19.9 weeks
<b>Business and industry</b>			
<b>Major Local business and industry</b> <ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	0 weeks 13.6 weeks	N/A 4 2 (50.0%) 2 (50.0%)	N/A 13.8 weeks 6.2 weeks 21.4 weeks
<b>EIA developments</b>	0 weeks	N/A	0 weeks
<b>Other consents*</b>	10.2 weeks	32	8.7 weeks
<b>Planning/legal agreements**</b> <ul style="list-style-type: none"> <li>Major: average time</li> <li>Local: average time</li> </ul>	N/A N/A	1 1	24 weeks 101 weeks

### Notes

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

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

## B: DECISION-MAKING: LOCAL REVIEWS AND APPEALS

Type	Total number of decisions	Original decision upheld			
		2022-23		2021-22	
		No.	%	No.	%
Local Reviews	10	4	40.0%	5	45.5%
Appeals to Scottish Ministers	1	1	100%	2	40.0%

## C: CONTEXT

The profile of applications received during 2022-23 has continued from the change seen in 2022-22, in that there has been a reduction in both major developments and larger local developments. The increase in householder applications as a proportion of overall workload has continued. Whilst the total number of applications decreased in 2022 – 23, with a total of 286 applications, the fee income increased from £180,674.49 in 2021 – 22 to £233,662.79 in 2022 – 23. This represents an average application fee of £817, again an increase from the average application fee of £420 in 2021-22.

When local applications are not determined within 2 months, the reason for this is recorded. 144 applications fell into this category, which is Inverclyde Council's highest annual number. In the previous year 120 applications fell into this category.

Requests for further information in response to issues arising following consultation, public comment and detailed plan assessment are an inevitable consequence of more complex applications. 13 applications were delayed due to the need to report the applications to the Planning Board.

There have been ongoing challenges due staffing difficulties on the small Development Management team, most notably in recruiting and maintaining staff. The Planning and Building Standards Manager post has been vacant for the entire period. The Team Leader Post and a Senior Planner post were vacant from April 2022 until August 2022. From August 2022 until the end of this period a Senior Planner post and a Planner post have also been vacant. This has resulted in increased workloads for the remaining officers.

This remains higher than Inverclyde's historical performance. It should be noted that "officer delays" also relates to delays in replies from other officers within the Council, including consultation replies from colleagues in Council Services who were diverted onto other Covid related duties for much of the period. These have recently largely ended which should facilitate a statistical improvement next year.

The Council has sought to respond positively to the challenges of the period. Recruitment was carried out for the vacant Senior Planner and Planner posts and the positions offered. However, the successful candidates declined to accept the posts. It is the case, however, that the Development Management team is currently under strength with a Senior Planner and a Planner vacancy. These vacant positions will have to be filled before an improvement in performance can hope to be secured.



## **PART 6: WORKFORCE INFORMATION**

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The Planning service is delivered under the Environment and Regeneration directorate of Inverclyde Council.

Within the 2022-23 financial year, the interim Director of Environment and Regeneration Services, formally in post as Head of Regeneration, Planning and Public Protection – and Chief Planning Officer – was permanently appointed to the role of Director of Environment and Regeneration Services. With the Head of Service position now vacant, and with the Planning and Building Standards Service Manager post remaining vacant after an unsuccessful recruitment process, the Director of Environment and Regeneration Services retained the role as Chief Planning Officer. The management of planning applications, planning enforcement, planning policy and tree preservation and conservation/design advice is the responsibility of the Planning and Building Standards Service Manager. As a result of the ongoing absence of an individual in this post, these responsibilities have been administered by the Development Management Team Leader until their departure and the Chief Planning Officer respectively. The Building Standards duties applicable to the Service Manager role were undertaken by the Building Standards Team Leader.

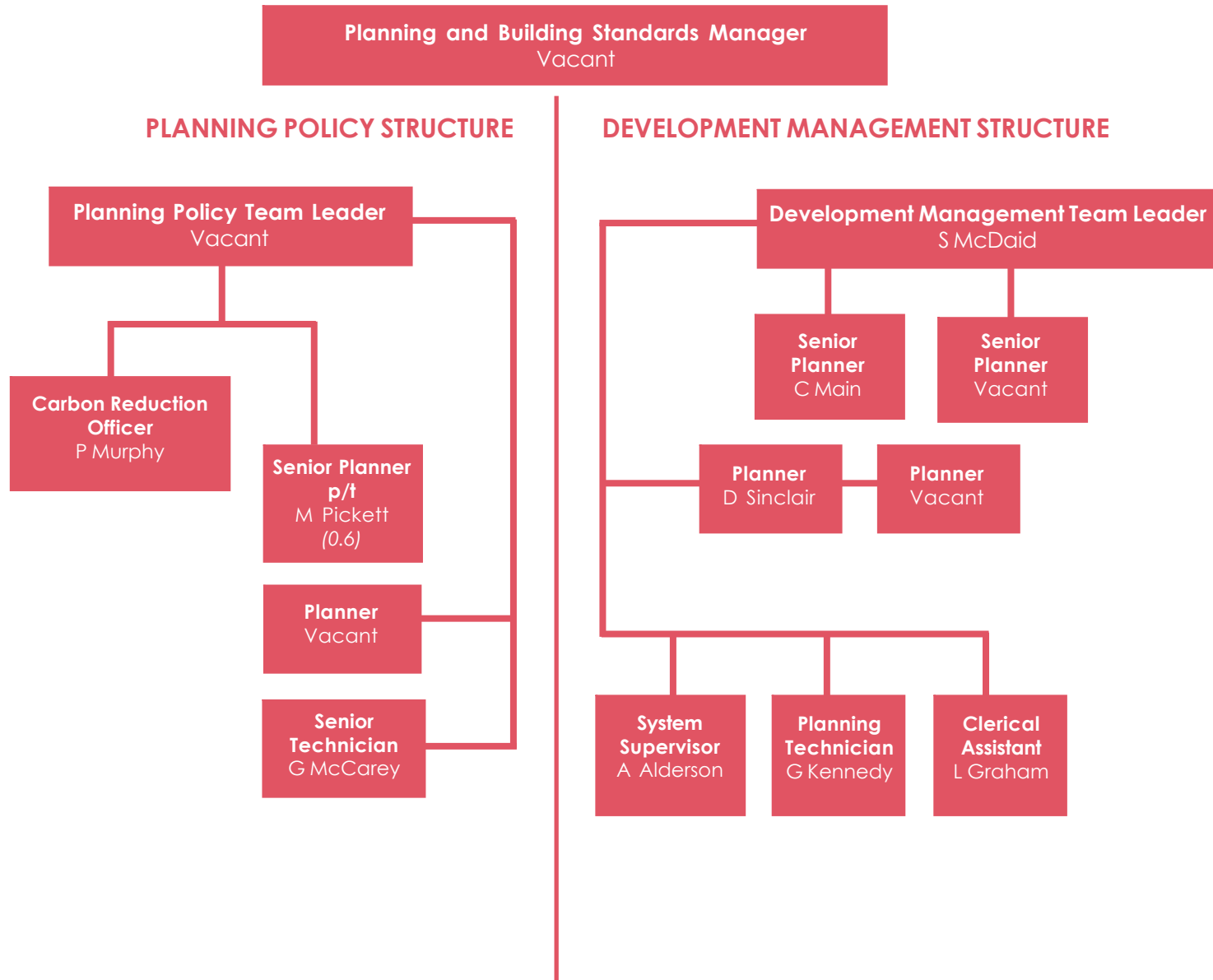
The Planning service was challenged by the resignations of staff within 2022-23 period, including the Development Management Team Leader and a Planning Officer within the Policy Team. The Development Management Team Leader post was filled through the promotion of a Senior Planning Officer, with the vacant Senior Planner posts and Planning Officer post in progress across the respective areas of the Planning service. In addition to this, readvertisements of the Head of Service and Service Manager positions were also in progress with intended advertisement in Q1 of 2023/24.

The service also lost a member of support staff to the conclusion of their Modern Apprenticeship.

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

<b>RTPI Chartered staff</b>	<b>Headcount</b>
<b>Development Management (RTPI)</b>	2
<b>Development Planning (RTPI)</b>	1
<b>Other (including staff not RTPI eligible)</b>	6

<b>Staff Age Profile</b>	<b>Headcount</b>
Under 30	0
30 - 39	2
40 - 49	1
50 and over	6



## **PART 7: PLANNING COMMITTEE INFORMATION**

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## COMMITTEES AND SITE VISITS 2020/21

Ordinarily the Planning Board sits on the first Wednesday of each month when there are cases to consider. There is a summer recess, with no meeting taking place in July. Site visits may be requested and agreed at Planning Board meetings, with the site visit generally occurring in advance of the next timetabled Board meeting. The Local Review Body is timetabled to meet immediately after each Planning Board meeting, although it will only sit when there are cases to be considered.

<b>Full Council Meetings</b>	<b>10</b>
<b>Planning Committees (Planning Board)</b>	<b>7</b>
<b>Area Committees</b>	<b>N/A</b>
<b>Committee Site Visits</b>	<b>1</b>
<b>Local Review Body</b>	<b>7</b>
<b>Local Review Body site visits</b>	<b>1</b>

## APPENDIX A: PERFORMANCE MARKERS

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	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this marker
<b>DRIVING IMPROVED PERFORMANCE</b>				
1	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	-	Official Statistics and PPF reports	NHI Scottish Government Official Statistics
2	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	Yes	Modernising the Planning System (Audit Scotland)	NHI Quality of Service and Engagement;
3	Early collaboration with applicants and consultees on planning applications:  - availability and promotion of pre-application discussions for all prospective applications  - clear and proportionate requests for supporting information	Yes  Availability of pre-application advice is publicised online in the webpage text at <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/applying-for-planning-permission</a> and in the Supplementary Guidance on Planning Application Advice Notes ( <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> ).  The Council continues to operate an open and free planning application advice service, with no current plans for charging for this service.  Requirements for supporting information and developer contributions are provided in the Development Management Charter (linked document on <a href="http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures">http://www.inverclyde.gov.uk/planning-and-the-environment/planning-applications/planning-application-procedures</a> )	White Paper; Delivering Planning Reform; Planning Reform Next Steps	NHI Quality of Service and Engagement

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this marker
4	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant' <sup>3</sup>	One application with a legal agreement was concluded in 2022-23 within the 6 months period.	Official statistics; PPF reports; evidence of delays to major developments	Quality of Service and Engagement  Governance
5	Enforcement charter updated / re-published	The Council's Planning Enforcement Charter was published in February 2021. ( <a href="https://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement">https://www.inverclyde.gov.uk/planning-and-the-environment/planning-enforcement</a> )	Planning Act (s158A)	NHI
6	Continuous improvements:  - progress ambitious and relevant service improvement commitments identified through PPF report	The Local Development Plan is less than 5 years old ( <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a> ) and the new Local Development Plan is under preparation with adoption expected within 5 years since the adoption of the current plan ( <a href="https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-review">https://www.inverclyde.gov.uk/planning-and-the-environment/planning-policy/development-planning/ldp-review</a> )  Participation Statement commitments were met in 2022-23  The Enforcement Charter was published in February 2021 and the Development Management Charter in February 2021 – both are less than 3 years old at base date of this report.  One service improvement was set in motion in 2022-23, with two still to be addressed.	Delivering Planning Reform; PPF Report	Culture of Continuous Improvement  Service Improvement Plan

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this marker
<b>PROMOTING THE PLAN-LED SYSTEM</b>				
7	LDP (or LP) less than 5 years since adoption	Yes  The Local Development Plan was adopted in August 2019  <a href="http://www.inverclyde.gov.uk/ldp">http://www.inverclyde.gov.uk/ldp</a>	Planning Act (s16); Scottish Planning Policy	NHI  Quality of Outcomes  Quality of service and engagement
8	Development plan scheme demonstrates next LDP:  - on course for adoption within 5-year cycle  - project planned and expected to be delivered to planned timescale	No Development Plan Scheme prepared in 2022-23.  No  No	Planning Act (s16); Scottish Planning Policy	NHI  Quality of Outcomes  Quality of service and engagement
9	Stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation	N/A		Quality of Service and Engagement  Governance
10	No longer applicable – gap kept for data continuity			
11	Production of relevant and up to date policy advice	There has been no change to the status of the Draft Supplementary Guidance prepared in association with the Proposed Local Development Plan.		Quality of Service and Engagement

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this marker
<b>SIMPLIFYING AND STREAMLINING</b>				
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	<p>Planning staff meet regularly with Housing colleagues to monitor progress on RSL development and progress housing studies.</p> <p>Planning staff work closely with Roads and Environmental Health colleagues on planning applications including at the pre-application stage. A pre-application protocol has now been put in place. Additionally, planning staff have regular dialogue and a close working relationship with internal colleagues in respect of planning application submissions for Council property.</p>		<p>Quality of Service and Engagement</p> <p>Governance</p>
13	Sharing good practice, skills and knowledge between authorities	The Council participates in a number of initiatives with adjoining authorities to share good practice.	Delivering Planning Reform; Planning Reform Next Steps	Culture of continuous improvement

	Performance Marker	Measure	Policy Background to Marker	Part of PPF report best suited to evidence this marker
<b>DELIVERING DEVELOPMENT</b>				
14	<p>Stalled sites/legacy cases: conclusion/withdrawal of planning applications more than one-year-old</p>	<p>8 legacy cases were cleared during the period. The Council continues to seek to reduce the number of legacy cases through a combination of regular dialogue with the together with the determination or withdrawal of applications.</p>		Governance
15	<p>Developer contributions: clear 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>Inverclyde Council has limited requirements for developer contributions at present.</p> <p>The Planning Application Advice Notes Supplementary Guidance allows for the contribution to off-site play equipment when housing developments are close to existing parks or play areas.</p> <p>Developers are required to provide or contribute to improvements to the transport network that are necessary as a result of the proposed development (Policy 11 of the LDP).</p> <p>The proposed Local Development Plan introduces a commitment to prepare new Supplementary Guidance setting out the types of community infrastructure developer.</p>		Quality of service and engagement