



# PLANNING PERFORMANCE **11** FRAMEWORK

ANNUAL REPORT 2021 - 2022







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*Lossiemouth new and old bridges*



# FOREWORD

As Chair of the Planning & Regulatory Services Committee, I am delighted to endorse the Planning Performance Framework for 2021/22 as the last 12 months have been particularly challenging with teams working remotely from home and some returning to the office.

We have moved to a more delivery focussed planning service, working with communities, developers and the wider public to support the aspirations set out in draft National Planning Framework 4. We have prepared and consulted on a suite of Town Centre Improvement Plans, prepared additional policy guidance and are working with a number of partners to address long term vacant and derelict sites. We have also worked closely with partners to develop Moray's bid to the UK Levelling Up Fund.

We have recruited a new Climate Change team and a Community Wealth Building Officer who all sit within the Economic Growth and Development Service. A Climate Change Strategy has been approved by the Council and a Community Wealth Building Strategy is being drafted.

We have worked collaboratively on a new Masterplan for Buckie South, a long term growth area and have seen housing development progressing rapidly at Findrassie and Glassgreen in Elgin and Knockomie in Forres.

The case studies cover a range of subjects including the replacement of a dangerous pedestrian bridge in Lossiemouth, a review of consultations for planning applications, the formation of an internal working group to assist in implementing new permitted development rights and a project to manage enforcement workload through the Enterprise module in uniform.



**Councillor Donald Gatt**  
**Chair of the Planning and Regulatory  
Services Committee**  
**Moray Council**

# Part 1

## Qualitative Narrative and Case studies

### Quality of Outcomes

#### Case Study 1

#### Replacement of Dangerous Lossiemouth Bridge

##### LOCATION & DATES:

July 2019 - May 2022

##### ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Outcomes

##### KEY MARKERS: 1, 3 & 12

##### KEY AREAS OF WORK

- Design
- Planning applications
- Development Management Processes
- Interdisciplinary Working
- Regeneration
- Active Travel

##### STAKEHOLDERS INVOLVED

- Development Management
- Authority Other Staff

**OVERVIEW:** In late 2018 Lossiemouth Community Development Trust (LCDT) approached Moray Council to discuss future options for a bridge to Lossiemouth's East Beach. The unknown ownership, subsequent lack of maintenance and relatively poor condition of the existing bridge gave concern that the bridge may become unsafe in time, severing access to a key attraction in the town. Options discussed included repair, replacement in the same location or a replacement elsewhere.

During a spell of warm weather in July 2019 significant numbers of beachgoers used the bridge and concern was raised at movement within the bridge structure. As the ownership of the bridge was unknown, the responsibility of ensuring the structure was safe fell to Building Standards.

The Building Standards service in conjunction with structural engineers assessed the bridge and deemed it to be unsafe for use at that time. A decision was then taken in terms of Section 29 of the Building (Scotland) Act 2003 that closure was necessary in order to protect public safety. The Council is obliged to act in these circumstances and the duty exists despite the Council not owning the bridge.





Following closure of the bridge, efforts of the LCDT ramped up to reinstate a link to the East Beach. Development Management acted as the point of contact for the LCDT to liaise with various council services and key stakeholders to identify the main issues and considerations. During this process it became clear there would be significant cost involved, regardless of replacement or repair. The Scottish Government committed funding to the project in September 2019.

As part of the Scottish Government funding, Moray Council became responsible for delivering the bridge and subsequent maintenance. Efforts were underway to determine ownership of the bridge and undertake survey work, in the midst of a global pandemic and lockdowns. Following public consultation and an options appraisal for reconnecting Lossiemouth to the East Beach, a tender was issued to erect a new bridge from the Esplanade to the East Beach.

The sudden closure of an important pedestrian link which connected Lossiemouth's promenade from its beach caused a significant amount of attention and concern from the local businesses. The replacement bridge became a Council priority with Officers from Building Standards,

Flood Risk Management and Development Management working closely together to ensure that the scheme that was approved on this site respected its important setting. Timing was critical and ensuring that the planning application was frontloaded with the necessary supporting information was paramount to delivering the planning consent in a few weeks.

**GOALS:** A planning application was submitted at the end of May 2021. The application was ready to report to the next available Planning and Regulatory Services Committee within the space of six weeks, with planning approval given to the bridge on 3 August 2021. The quick turnaround of the application was testament to the detailed pre-application discussions with relevant parties and the Council in formulating a design that worked for all key stakeholders. Works commenced on the bridge in late 2021.

**OUTCOMES:** The new bridge opened on 31 May 2022, re-establishing the connection between Lossiemouth and its treasured East Beach.

**NAME OF KEY OFFICER**

**Andrew Miller, Senior Planning Officer**

**Email: [Andrew.miller@moray.gov.uk](mailto:Andrew.miller@moray.gov.uk)**

## Quality of Service and Engagement

The last 12 months have been challenging in terms of continuing to deliver a high quality service and engagement whilst part of the team has been working remotely and partly in the office. In this regard we have relied heavily on our website to be the interface with our customers whilst still operating a duty service by phone. A few face-to-face meetings have now taken place with developers and agents but with Microsoft Teams meetings still being offered. This has allowed us to re-connect with developers and house builders. In light of this, we have made sure that our web site has been kept up to date.

## Case Study 2

### Extension of Permitted Development Rights Working Group

#### LOCATION AND DATES:

Jan 2021 - present

#### ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of service and engagement.

#### KEY MARKERS: 1, 6 & 13

#### KEY AREAS OF WORK

- Development Management Processes
- Process Improvement

#### STAKEHOLDERS INVOLVED:

- Authority Planning Staff
- Systems Support

**OVERVIEW:** The Town and Country Planning (GPDO and Use Classes) (Scotland) Amendment Order 2020 introduced a range of new permitted developments including classes relating to the conversion of agricultural and forestry buildings to residential and flexible commercial uses. The Council established a working group to deal with the new procedures and processes for dealing with these. The group produced templates for reports and decision notices and ensured processes were set up and coded for Uniform. Separate guidance notes for officers and consultees were produced and circulated. Training sessions were also held with the

Development Management Team and with internal consultees. Staff also liaised with other rural authorities to ensure a consistency of approach and to contribute towards the preparation of appropriate guidance ahead of the commencement of the regulations on 1 April 2021. The group continues to monitor the system and advise colleagues and stakeholders of any updates.

**GOALS:** The goal of the project was to ensure that adequate procedures and processes were in place in time for the changes to the GPDO and to monitor these during the first year of applying these permitted development rights.

**OUTCOMES:** The necessary templates for reports and decisions notices are now in place and have been tested in 'live' situations. The development management team and other relevant consultees are aware of the changes and it has been an opportunity to refresh understanding of prior notification procedures generally. Working with colleagues from other authorities has provided an opportunity to share experience and ensure consistency across authorities.

#### NAME OF KEY OFFICERS

**Lisa MacDonald, Senior Planning Officer**  
Email: [lisa.macdonald@moray.gov.uk](mailto:lisa.macdonald@moray.gov.uk)



## Case Study 3

### Review of Consultations for Planning Applications

**LOCATION AND DATE:**

May 2022

**ELEMENTS OF A HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:**

Quality of Service & Engagement, Governance

**KEY MARKERS: 1, 3 & 6****KEY AREAS OF WORK:**

- Development Management Processes
- Process Improvement

**STAKEHOLDERS INVOLVED:**

- Authority Planning Staff
- Systems Support

**OVERVIEW:** During the course of the past year, there was concern that officers were consulting with consultees unnecessarily or missing consultees when dealing with applications. Unnecessary consultation was wasting time of consultees, who may not need be involved in the particular applications/development types. More importantly, missed consultations were causing delay to issuing of decisions when it transpired they were missed during the latter period of application determination.

In order to bring some consistency to the consultee approach, a comprehensive list of consultees has been collated. This document contains information on when to consult parties, along with contact details in one place. Previously this information was held in different documents, meaning any changes were not reflected in all records.

**GOALS:** To improve and deliver an efficient and effective Planning Service to support the local economy.

**OUTCOMES:** Implemented in early spring 2022, the comprehensive consultee list will be a tool for all Development Management staff in their day-to-day work. Having an up to date single point of reference will enable consultees to focus on relevant and important work, whilst also ensuring all they are consulted at point of registration. This will subsequently lead to early identification of issues and ensure applications are determined as early as possible. It will also ensure any changes to consultees and their consulting requirements are in one accurate and up-to-date document.

**NAME OF KEY OFFICERS**

Andrew Miller, Senior Planning Officer

Email: [Andrew.miller@moray.gov.uk](mailto:Andrew.miller@moray.gov.uk)

## Case Study 4

### Policy Guidance to support Moray Local Development Plan 2020

#### LOCATION AND DATES:

February 2022 to June 2022

#### ELEMENTS OF HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Service and engagement and culture of continuous improvement.

#### KEY MARKERS: 1, 6, 11 & 12

#### KEY AREAS OF WORK

- Policy advice and corporate working

#### STAKEHOLDERS INVOLVED

- Strategic Planning and Development
- Development Management
- Transportation

**OVERVIEW:** To support interpretation and implementation of the new policies in the Moray Local Development Plan 2020, further additional guidance has been prepared on a number of topics. This is aimed at assisting developers to understand the policy requirements and give examples to help the development management process.

[www.moray.gov.uk/moray\\_standard/page\\_134856.html](http://www.moray.gov.uk/moray_standard/page_134856.html)

The guidance covers policy DP1 Development Principles, DP7 Retail/ Town Centres, PP3 Infrastructure and Services and updates previous planning policy guidance for EP7 Trees and Woodlands and EP10 Listed Buildings. The specific aspects of the above policies addressed within the guidance are;

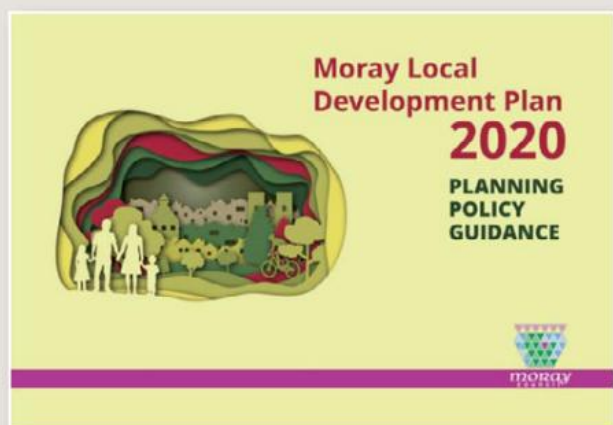
- Methodology used to assess the impact of proposals on the sunlight and daylight of neighbouring properties
- The type and level of supporting information that applicants are required to submit to demonstrate compliance with DP7.
- The definition of a bedroom to assess developer obligations and parking standards
- Updated guidance to clearly address the need for tree root protection and clarify definitions of tree and woodland removal
- Updated guidance to clarify the type and level of information required to demonstrate that enabling development is the only option to retain a listed building

**GOALS:** Provide further guidance on aspects of policy to assist with policy interpretation.

**OUTCOMES:** Approved and operational additional guidance to assist with consistent policy interpretation

#### NAME OF KEY OFFICER:

Eily Webster, Principal Planning Officer  
Email: [eily.webster@moray.gov.uk](mailto:eily.webster@moray.gov.uk)





# Case Study 5

## Design Guide for Dallas Dhu, Forres

### LOCATION AND DATES:

October 2021 to June 2022

### ELEMENTS OF HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Policy advice and engagement

**KEY MARKERS: 1, 6, 11 & 12**

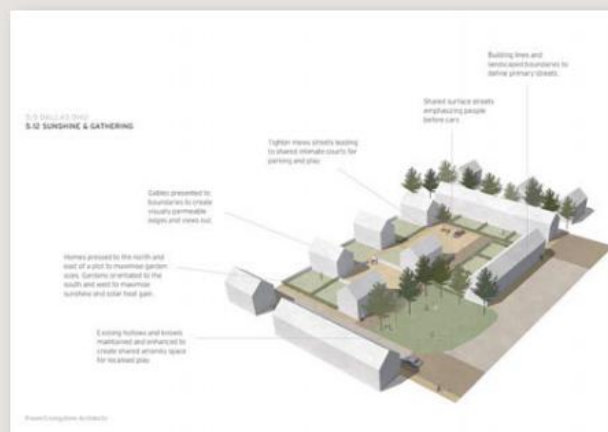
### KEY AREAS OF WORK

- Policy advice and partnership working

### STAKEHOLDERS INVOLVED

- Strategic Planning and Development
- Transportation
- Housing
- Altyre Estate
- Appointed architects Fraser Livingstone.

**OVERVIEW:** To update and provide further level of detail to the approved Dallas Dhu, Forres Masterplan and act as a bridge between Masterplan and detailed design stage, which has now gone out to tender. The brief was commissioned by Altyre Estate to ensure the high quality placemaking aspirations of the landowner is maintained through the procurement and detailed design stages. The site is the flagship project for the Housing Mix Delivery Project one of 8 projects in the Moray Growth Deal which are being supported through UK and Scottish Government funding. The Dallas Dhu project will embed digital healthcare into a smart community and act as an innovation demonstration site.



**GOALS:** To provide an updated design brief to maintain high placemaking aspirations.

**OUTCOMES:** Design guide prepared in collaboration between private and public sector, which is being used to inform the procurement process.

### NAME OF KEY OFFICER:

**Emma Gordon, Planning Officer**

Email: [emma.gordon@moray.gov.uk](mailto:emma.gordon@moray.gov.uk)

**Hilda Puskas, Senior Project Manager Housing Mix Delivery**

Email: [hilda.puskas@moray.gov.uk](mailto:hilda.puskas@moray.gov.uk)

## Case Study 6

### Vacant and Derelict land and property

#### LOCATION AND DATES:

September 2021 to present

#### ELEMENTS OF HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Outcomes, Quality of Service and Engagement

#### KEY MARKERS: 6, 11 & 12

#### KEY AREAS OF WORK

- Climate Change
- Corporate Working

#### STAKEHOLDERS INVOLVED

- Property
- Transportation
- Finance

**OVERVIEW:** In preparation for a greater focus on regeneration of vacant and derelict property in National Planning Framework 4, Council officers have carried out a comprehensive survey of all vacant and derelict property, which extends well beyond the annual returns provided to Scottish Government.

This baseline information is now being used to prioritise sites against a range of criteria and develop an action plan to be embedded within the new Local Development Plan. This work will also help to inform the percentage housing land target to be met from brownfield land.

**GOALS:** Prioritised list of brownfield sites for inclusion within next Local Development Plan. Baseline information to inform housing land requirements.

#### OUTCOMES:

- Brownfield sites identified within next Local Development Plan.
- Ownership and constraints on vacant and derelict sites known.
- Ambitious but achievable brownfield housing land target.

#### NAME OF KEY OFFICER:

Rowena MacDougall, Senior Planning Officer

Email: [rowena.macdougall@moray.gov.uk](mailto:rowena.macdougall@moray.gov.uk)





# Case Study 7

## Town Centre Improvement Plans

### LOCATION AND DATES:

August 2021 to present

### ELEMENTS OF HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Outcomes, Quality of Service and Engagement

### KEY MARKERS: 6, 9, 11 & 12

### KEY AREAS OF WORK

- Town Centre Regeneration
- Active Travel

### STAKEHOLDERS INVOLVED

- Community Councils and community amenity/project groups
- Council Transportation



**OVERVIEW:** Following completion of the Elgin City Centre Masterplan, officers prepared and consulted upon a series of Town Centre Improvement Plans (TCIP) aiming to support the regeneration of town centres in Moray, setting out proposals including bringing vacant and derelict sites back into use, improving active travel connections, greening and other streetscape improvements in order to create vibrant, attractive, green, healthy, safer and inclusive town centres.

The TCIP cover Aberlour, Buckie, Dufftown, Forres, Keith and Lossiemouth and were subject to public consultation running from 18th January to 14th March 2022. Consultation responses and final plans will be reported back to the Council's Planning and Regulatory Services Committee in August 2022. Discussions are ongoing to use Participatory Budgeting exercise to distribute economic recovery funding which has been provided to support some of the projects within the TCIP.

**GOALS:** Support town centre regeneration and diversification.

### OUTCOMES:

- Agreed TCIP.
- Budget allocated to support regeneration.
- Plans to provide basis for working with communities to secure funding to deliver projects.

### NAME OF KEY OFFICER:

Eily Webster, Principal Planning Officer  
Email: [eily.webster@moray.gov.uk](mailto:eily.webster@moray.gov.uk)



## Case Study 8

### Elgin City Centre Masterplan- UK Levelling Up Fund bid

#### LOCATION AND DATES:

June 2021 to present

#### ELEMENTS OF HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

Quality of Outcomes, Quality of Service and Engagement

#### KEY MARKERS: 9 & 12

#### KEY AREAS OF WORK

- Town Centre Regeneration
- Active Travel

#### STAKEHOLDERS INVOLVED

- Elgin BID
- Elgin Community Council
- Council Strategic Planning
- Transportation and Consultancy services
- Highlands and Islands Enterprise
- Property owners
- MADE
- Moray College/ UHI
- Historic Environment Scotland.

**OVERVIEW:** Project team formed to consider options for a submission to the second round of the UK Levelling Up Fund. Team considered various options for projects within Moray against the criteria and aims of the Fund. A long list of options was reported to Council in June 2022 and a series of feasibility and design works were commissioned along with an economic impact assessment to move to a short list when details of the second round of funding and deadlines were announced.

The short list of projects formed a cohesive package of projects aiming to deliver significant change in support of the approved Elgin City Centre Masterplan. The projects include;

- Addressing transportation and flooding issues to bring two long vacant/ derelict sites back into use as a wetland park and opening up pockets of development for commercial uses.
- Bringing a number of vacant, derelict and underused properties in the Centre into more active use for mixed retail, commercial, residential, creative and student social space, with associated traffic control measures.



- Projects within Cooper Park to bring the pond back into use for recreation, the creation of an outdoor performance space, repurposing the toilet block and extending it to create a café, ticket office and changing places facility.

The Benefit to cost ratio (BCR) for the project is 2.7 and it is an example of planners being proactive to secure funding to deliver change and support the ambitions for the planning system.

#### GOALS:

- Bringing vacant and derelict sites back into use
- Promoting active travel
- Supporting and creating employment opportunities
- Inclusive and accessible town centre
- Reducing carbon
- Attracting investment and footfall



#### OUTCOMES:

- The outcome of the submission will be known in October 2022. If successful the projects will deliver a BCR of 2.7 and 2,950 employment years.
- Projects will bring 7 properties back into use, create new wetland park, enhance recreation offer within Cooper Park, provide student social space, 50 residential units, considerable commercial space, improve active travel and reduce car use.

#### NAME OF KEY OFFICER:

**Gary Templeton, Strategic Planning and Development Manager**

Email: [gary.templeton@moray.gov.uk](mailto:gary.templeton@moray.gov.uk)

**Diane Anderson, Senior Engineer (Transportation)**

Email: [diane.anderson@moray.gov.uk](mailto:diane.anderson@moray.gov.uk)



## GOVERNANCE

The Planning & Regulatory Services Committee has continued to meet more regularly over the last 12 months with more special meetings being arranged to ensure that when planning application reports were ready there was no delays as regular meetings are held every two months. Committee site visits have been temporarily halted and enhanced committee information packs have continued to be introduced.

In terms of average performance during 2020/21 our average timescales have increased slightly across all development types which is as a direct result of COVID-19 and delays in site visits and the necessary input from a number of consultees. However, the rates are still below the Scottish average. A significant effort across all sections of the Council have dedicated time to prevent back logs building-up and cases becoming stalled within the system.

## CULTURE OF CONTINUOUS IMPROVEMENT

One of the key elements to delivering high quality outcomes on the ground is to ensure that Pre-application advice is robust and proportionate to the development being proposed. Identifying supporting information at an early stage can be critical to ensuring that developments that have time constraints are guided through the regulatory process. Part of this process is ensuring that all necessary consultations both internally and externally have been carried out to ensure that all issues have been identified before the application is submitted. A review was undertaken of all consultees and named contacts with the objective of having a definitive list that could be easily accessed and updated.

The Employee Review Development Programme has continued to play a large part in identifying training opportunities and service improvements through regular review meetings. The leadership Forum has met twice and there has been regular Management Forums arranged through teams.

In 2021/22 Officers from the Planning service attended the following training/CPD events:

- SEPA Triage Framework meetings – held remotely
- Leadership Forum – Moray Council – held remotely
- Heads of Planning Conference – held remotely
- RTPi Highland Chapter Events
- Brodies – legal Updates
- SEPA Training
- Carbon Literacy Training
- Treasury Green Book Training
- Introduction to Economic Development
- Project Management training
- First Line Manager Training

Officers also Chaired and attended the following forums remotely:

- North of Scotland Development Plans Forum
- Heads of Planning Executive Committee
- Heads of Planning Development Plans Sub-Committee
- Heads of Planning Development Management Sub-Committee
- Heads of Planning Energy Sub-Committee



## Case Study 9

### Planning Enforcement & Enterprise/Uniform System

**LOCATION AND DATES:**

October 2021 - May 2022

### ELEMENTS OF HIGH QUALITY PLANNING SERVICE THIS STUDY RELATES TO:

## Quality of Service and engagement, Governance

**KEY MARKERS: 1 & 13**

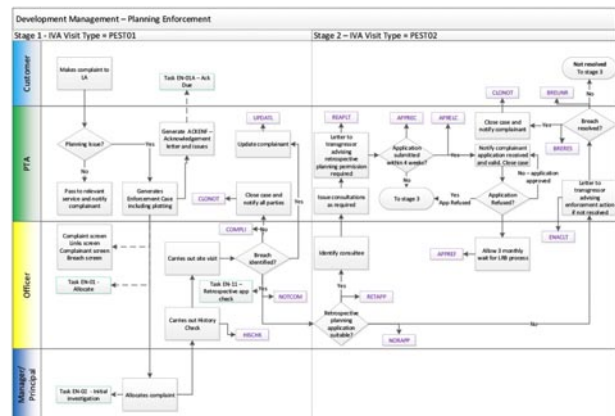
## KEY AREAS OF WORK

- Enforcement
- Process Improvement

## STAKEHOLDERS INVOLVED

- Authority Planning Staff
- Systems Support

**OVERVIEW:** All development management case work is managed through the enterprise module. It was identified that enforcement cases were one of the areas that was not covered. A small working group was established to agree the process of dealing with an enforcement investigation from start to finish with key tasks being identified along the way. The process was mapped and a bespoke system designed. This required input from the Enforcement teams, Planning Technical Assistant, Systems Support Officer and Principal Planning Officers.



**GOALS:** Ensuring that Enforcement cases can be tracked through uniform and the enterprise module to ensure that cases are more easily tracked and workload can be managed more effectively. Improving efficiency and streamlining the process were key goals identified.

**OUTCOMES:**

Key tasks have been set up in the enterprise module of the different stages of an enforcement investigation. Cases can be reallocated more easily and managed. The process has just been implemented and will be the subject of a progress review.

## NAME OF KEY OFFICER:

**Beverly Smith, Development Management &  
Building Standards Manager**  
Email: [Beverly.smith@moray.gov.uk](mailto:Beverly.smith@moray.gov.uk)

# Part 2

## Supporting Evidence

Part 2 of this report was compiled using evidence from a variety of sources including:

- Development Plan Services Service Plan
- A range of committee reports
- Case Studies
- Informal benchmarking
- Partnership working

Case Study Topics	Issue covered by case study	Case Study Topics	Issue covered by case study
Design	CS 4, pg 6	Planning Applications	CS 2 & 4, pg 4 & 6
Climate Change	CS 6, pg 8	Interdisciplinary Working	CS 1, pg 2
Conservation	CS 7, pg 9	Collaborative Working	CS 1 & 3, pg 2 & 5
Biodiversity	CS 7, pg 9	Community Engagement	
Regeneration	CS 7 & 8, pg 9 & 10	Placemaking	
Environment	CS 6 & 7, pg 8 & 9	Design Workshops/ Charrettes	CS 5, 7 & 8, pg 7, 9 & 10
Greenspace	CS 6, 7 & 8, pg 8, 9 & 10	Place Standard	
Town Centres	CS 6, 7 & 8, pg 8, 9 & 10	Performance Monitoring	
Masterplanning	CS 5 & 7, pg 7 & 9	Process Improvement	CS 1 & 9, pg 2 & 13
LDP & Supplementary Guidance	CS 4, pg 6	Project Management	
Housing Supply		Skills Sharing	CS 2, pg 24
Affordable Housing	CS 6 & 7, pg 8 & 9	Staff Training	CS 2 & 3, pg 4 & 5
Economic Development	CS 6 & 7, pg 8 & 9		
Enforcement	CS 9, pg 13	Online Systems	
Development Management	CS 2,3 & 6, pg 4, 5 & 6	Data and Information	
Processes	CS 2,4 & 9, pg 5, 6 & 13	Digital Practice	
		Transport	



To assist with the 14 key performance markers relevant hyperlinks have been added in below under the four sub-headings when combined together define and measure a high-quality planning service:

## **Quality of Outcomes**

[Making a Planning Application – What Information is Required?](#)

[Supporting Information Checklist](#)

[Heads of Planning Scotland Guidance Note on National Standards for Validation and determination of planning applications and other related consents](#)

[Developer Obligations Supplementary Guidance](#)

[Flood Risk and Drainage Supplementary Guidance](#)

[Moray Onshore Wind Energy Supplementary Guidance – October 2020](#)

[Open Space Strategy – January 2018](#)

[Dallas Dhu Masterplan – 2020](#)

[Kinloss Golf Course Masterplan](#)

[Guidance Note on Landscape and Visual Impacts of Cumulative Build-up of Houses in the Countryside – Approved August 2017](#)

[Local Development Plan Additional Guidance](#)

[Elgin City Centre Masterplan](#)

[Buckie South Masterplan](#)

[Elgin South Masterplan](#)

## **Quality of Service & Engagement**

[Moray Local Development Plan Scheme – January 2022](#)

[Moray Housing Land Audit - 2022](#)

[Employment Land Audit 2022](#)

[Making a Preliminary Enquiry – local developments guidance and form](#)

[Major Developments Pre-application Advice & EIA](#)

[Planning Enforcement Complaint Form](#)

[Processing Agreements](#)

[Moray Council Complaints](#)

[Planning Enforcement Charter – 2020-2022](#)

[Customer Care](#)

[Development Management Service Charter](#)

## **Governance**

[The Moray Council Corporate Plan 2023](#)

[Scheme of Delegation:](#)

[Committee Diary:](#)

[Culture of Continuous Improvement Development Services Service Plan](#)

# Performance Markers Report 2021/22

No.	PERFORMANCE MARKER	EVIDENCE
1.	<b>Decision-making:</b> authorities demonstrating continuous evidence of reducing average timescales for all development types	See National Headline Indicators in the PPF. All average timescales are lower than the average timescales for Scotland. The majority of major applications covered by processing agreements, 15.1 weeks. Slight decrease for both Local (Non-householder) applications 6.8 weeks and Householder applications 6.2 weeks
2.	<b>Project management:</b> 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	Offer and encourage use of PA as a project management tool for major applications. Template and guidance publicised on website under Pre-application advice section for Major Developments <b>Website link:</b> <a href="http://www.moray.gov.uk/moray_standard/page_105746.html">www.moray.gov.uk/moray_standard/page_105746.html</a>
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;</li> <li>• Clear and proportionate requests for supporting information</li> </ul>	Offer of pre-application advice available on website with standard form, guidance and charges. All pre-application requests are logged in uniform <b>Website link:</b> <a href="http://www.moray.gov.uk/moray_standard/page_41735.html">www.moray.gov.uk/moray_standard/page_41735.html</a>
4.	<b>Legal Agreements:</b> conclude (or reconsider) applications within 6 months of 'resolving to grant'	Front loading of Heads of Terms and identifying timescales in processing agreements. Legal & Developer Obligation team work together with Development Management to ensure consistency. Planning Committee agreed a four month target with mechanisms to report back to committee. <b>Website link:</b> <a href="http://www.moray.gov.uk/moray_standard/page_123173.html">www.moray.gov.uk/moray_standard/page_123173.html</a>
5.	<b>Enforcement Charter</b> updated/re-published	Enforcement Charter reviewed and republished on March 2022 with enhanced focus on monitoring planning conditions for major developments. <b>Web site link:</b> <a href="http://www.moray.gov.uk/downloads/file132655.pdf">www.moray.gov.uk/downloads/file132655.pdf</a>



No.	PERFORMANCE MARKER	EVIDENCE/COMMENTS
6.	<b>Continuous Improvement:</b> <ul style="list-style-type: none"> <li>Progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	See case studies and details of continuous improvement in the PPF.
7.	<b>Local development plan</b> less than 5 years since adoption	Moray Local Development Plan 2020 adopted on 27th July 2020 - replaced within 5 years. <a href="http://www.moray.gov.uk/MLDP2020">www.moray.gov.uk/MLDP2020</a>
8.	<b>Development Plan Scheme</b> - next LDP: <ul style="list-style-type: none"> <li>on course for adoption within 5 year cycle</li> <li>project planned and expected to be delivered to planned timescale</li> </ul>	Yes, Development Plan Scheme was approved January 2022. The Scheme sets out indicative timescales until further details for each stage of the new Local Development Plan process are finalised through new Regulations and Guidance. The 2023 Development Plan Scheme will be informed by NPF4 and new LDP process and will set out key milestones. At present early project planning work on the Evidence Report has started and a new Senior Planning Officer post has been created to lead on this work. LDP will be project managed and delivered within the timescales set out in the annual DPS. A number of internal workshops have taken place for planning officers to consider and inform the next DPS.
9.	<b>Stakeholders</b> including Elected Members, industry, agencies the public and Scottish Government are engaged appropriately through all key stages of development plan preparation	N/A
10.	<b>Kept for data continuity</b>	
11.	<b>Production of relevant and up to date policy advice</b>	See case studies, further additional policy guidance has been published and a design brief for Dallas Dhu, Forbes

No.	PERFORMANCE MARKER	EVIDENCE/COMMENTS
12.	<b>Corporate working across services</b> to improve outputs and services for customer benefit (e.g: protocols; joined up services; single contact; joint pre-application advice)	<p>Protocols are in place for joint working with the Cairngorms National Park Authority.</p> <p>Partnership agreement with Aberdeenshire Council to deliver our Archaeology Service/advice.</p> <p>Pre-application advice is delivered with a single point of contact covering all internal and external consultees.</p> <p>Production of relevant and up to date policy - see case studies, further policy guidance has been published and a design brief for Dallas Dhu, Forres</p>
13.	<b>Sharing good practice, skills and knowledge</b> between authorities	<p>Chair Heads of Planning Development Management Sub-Committee and attend Executive Committee, Energy Sub- Committee, Development Plan sub-Committee, North East Scotland Local Biodiversity Action Plan Partnership and North of Scotland Development Plans Forum, various national planning and health working groups.</p> <p>Peer review of PPF with Neighbouring authorities – Benchmarking meeting</p> <p>Scotland Forestry Liaison Meetings</p> <p>Annual Liaison meetings/ Training with SEPA &amp; SNH</p>
14.	<b>Stalled Sites/legacy cases:</b> conclusion/withdrawal of planning applications more than one-year-old	No stalled cases over a year old all progressed or waiting S.75 acknowledgement. All covered by processing agreements.
15.	<b>Developer Contributions:</b> clear expectations <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>Adopted Supplementary Guidance on Developer Obligations to support the new Local Development Plan. The Evidence Base is reviewed regularly and new education, health and transport infrastructure is set out in the LDP. An Infrastructure Delivery group meets regularly to monitor progress and discuss any issues arising. Infrastructure requirements and supporting policy are included within the Local Development Plan to give early advice to developers and a free indicative developer obligation assessment service is provided to help inform developers as they consider proposals.</p>



# Part 3

## Service Improvements 2022/23

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### Service Improvements in the coming year:

- Continue to implement the legislative requirements from the Planning Act 2019
- Review & Embed SEPA Triage Framework into procedures
- Meet main agents to ensure lines of communication are effective
- Continue to implement Enforcement & Condition Discharging requests into Enterprise in Uniform
- Implement new discharge of conditions procedure in line with the Enforcement Charter 2022 -2024
- Meet with Homes for Scotland representatives to discuss NPF4 policies and any local issues
- Complete carbon literacy training for all planners
- Introduce Performance Indicators for completing Quality Audit process in tandem with streamlining process
- Review approach to regeneration and delivery of LDP projects

### Delivery of service improvements in 2021/22:

Looking back at our service improvements we identified in 2021/22 we have made progress with many of them despite the COVID19 challenges. As a result of a change in our practices this has highlighted the requirement to prioritise other service improvement commitments (see above).

**Commitment:** Continue to implement the legislative requirements arising from the Planning Act 2019

**Progress:** Ongoing and been delayed due to COVID19. Propose to set up a small number of working groups looking at how some of the policies will be delivered.

**Commitment:** Embed the implementation of Moray Local Development Plan 2020 & Supplementary Guidance

**Progress:** Further supplementary policy guidance produced.

**Commitment:** Review Digital Resources and requirements

**Progress:** ICT strategy prepared by service.

**Commitment:** Review site visit procedures

**Progress:** Complete

**Commitment:** Review Consultee Input into Planning applications

**Progress:** Complete

**Commitment:** Implement Enforcement & Condition Discharging requests into Enterprise in Uniform

**Progress:** Ongoing and rolled into 2022/23

**Commitment:** Review communication methods with all customers.

**Progress:** Ongoing and rolled onto 2022/23

**Commitment:** Review monitoring and discharge of conditions in line with the Enforcement Charter 2020 -2022

**Progress:** Partially complete and ongoing

**Commitment:** Review of Open Space Strategy

**Progress:** Early discussions and planning. Delayed while LDP Regulations and Guidance are finalised.

**Commitment:** Consult on draft Elgin City Centre Masterplan

**Progress:** Completed. Masterplan was approved in January 2021 following extensive engagement.

**Commitment:** Prepare development briefs for first tranche of stalled sites

**Progress:** Not progressed.

**Commitment:** Complete Action/ Delivery Programme for LDP2020

**Progress:** Completed and officers working through the actions which are reported through an annual Monitoring Report

**Commitment:** Prepare new Monitoring Framework to support LDP2020

**Progress:** Completed and implemented.

**Commitment:** Prepare indicative Regional Spatial Strategy

**Progress:** Completed.



*New development at Findrassie, Elgin*



# Part 4

## National Headline Indicators (NHI's)

A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2021-22	2020-21
<b>LOCAL &amp; STRATEGIC DEVELOPMENT PLANNING</b> <ul style="list-style-type: none"> <li>• Age of local/strategic development plan(s) (full years) at the end of the reporting year. <i>Requirement: less than 5 years</i></li> <li>• Will the local/strategic development plan be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)</li> <li>• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past Year?</li> <li>• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)</li> </ul>	<p>two years MLDP 2020 Adopted</p> <p>Yes</p> <p>No</p> <p>Yes</p>	<p>One year MLDP 2020 Adopted</p> <p>Yes</p> <p>No</p> <p>Yes</p>
<b>EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUTS</b> <ul style="list-style-type: none"> <li>• Established housing land supply units</li> <li>• 5-year effective housing land supply programming</li> <li>• 5-year effective housing land supply total capacity</li> <li>• 5-year effective housing supply target</li> <li>• 5-year effective housing land supply (to one decimal place)</li> <li>• Housing approvals</li> <li>• Housing completions over the last 5 years</li> <li>• Marketable employment land supply</li> <li>• Employment land take-up during reporting year</li> </ul>	<p>12,192 units</p> <p>3,242 units</p> <p>5,365 units</p> <p>2,070 units</p> <p>13 years</p> <p>285 units</p> <p>1,752 units</p> <p>100.37 ha</p> <p>4.74 ha</p>	<p>12,346 units</p> <p>2,766 units</p> <p>5,508 units</p> <p>2,070 units</p> <p>13.3 years</p> <p>463 units</p> <p>1,688 units</p> <p>101.68 ha</p> <p>4.68 ha</p>

22

# Part 5

## Scottish Government Official Statistics

### A: Decision-making timescales (based on 'all applications' timescales) 2021/22

CATEGORY	TOTAL NUMBER OF DECISIONS 2021-22	AVERAGE TIME WEEKS 2021-22	AVERAGE TIME WEEKS 2020-21
<b>Major Developments</b>	<b>5</b>	<b>15.1</b>	<b>21.3</b>
<b>All Local Developments</b>	<b>557</b>	<b>6.5</b>	<b>6.9</b>
Local: less than 2 months	482	5.6	6.1
Local: more than 2 months	75	12.4	12.5
<b>Local Developments (non-householder)</b>	<b>302</b>	<b>6.8</b>	<b>7.1</b>
Local: less than 2 months	254	5.4	6.0
Local: more than 2 months	48	13.8	13.0
<b>Householder Developments</b>	<b>255</b>	<b>6.2</b>	<b>6.7</b>
Local: Less than 2 months	228	5.8	6.2
Local: more than 2 months	27	10.0	11.0
<b>Housing</b>	<b>132</b>	<b>7.4</b>	<b>6.7</b>
Local: less than 2 months	111	5.4	6.2
Local: more than 2 months	21	17.7	11.0
<b>Business and Industry</b>	<b>110</b>	<b>6.2</b>	<b>6.7</b>
Local: less than 2 months	93	5.4	6.0
Local: more than 2 months	17	10.8	12.6
<b>Other Developments</b>	<b>42</b>	<b>6.3</b>	<b>5.9</b>
Local: Less than 2 months	36	5.7	5.4
Local: more than 2 months	6	10.1	9.2
<b>EIA developments</b>	<b>1</b>	<b>6.9</b>	<b>0</b>
<b>Other consents</b>			
All Other Consents	69	6.1	7.5
Listed Buildings & Conservation Area	45	7.2	7.4
Advertisements	10	4.2	6.1
Hazardous Substances	3	7.0	42.4
Other consents and certificates	11	2.9	-
<b>Planning/legal agreements**</b>			
(major applications)	0	0	12.7
(local applications)	2	3.5	13.6



## B: Decision-making: Local Reviews and Appeals

TYPE	TOTAL NUMBER OF DECISIONS	ORIGINAL DECISION UPHELD			
		2021-22		2020-21	
		No	%	No	%
Local reviews	15	6	40%	12	75%
Appeals to Scottish Ministers	1	1	100%	0	0%

# Part 6

## Workforce Information

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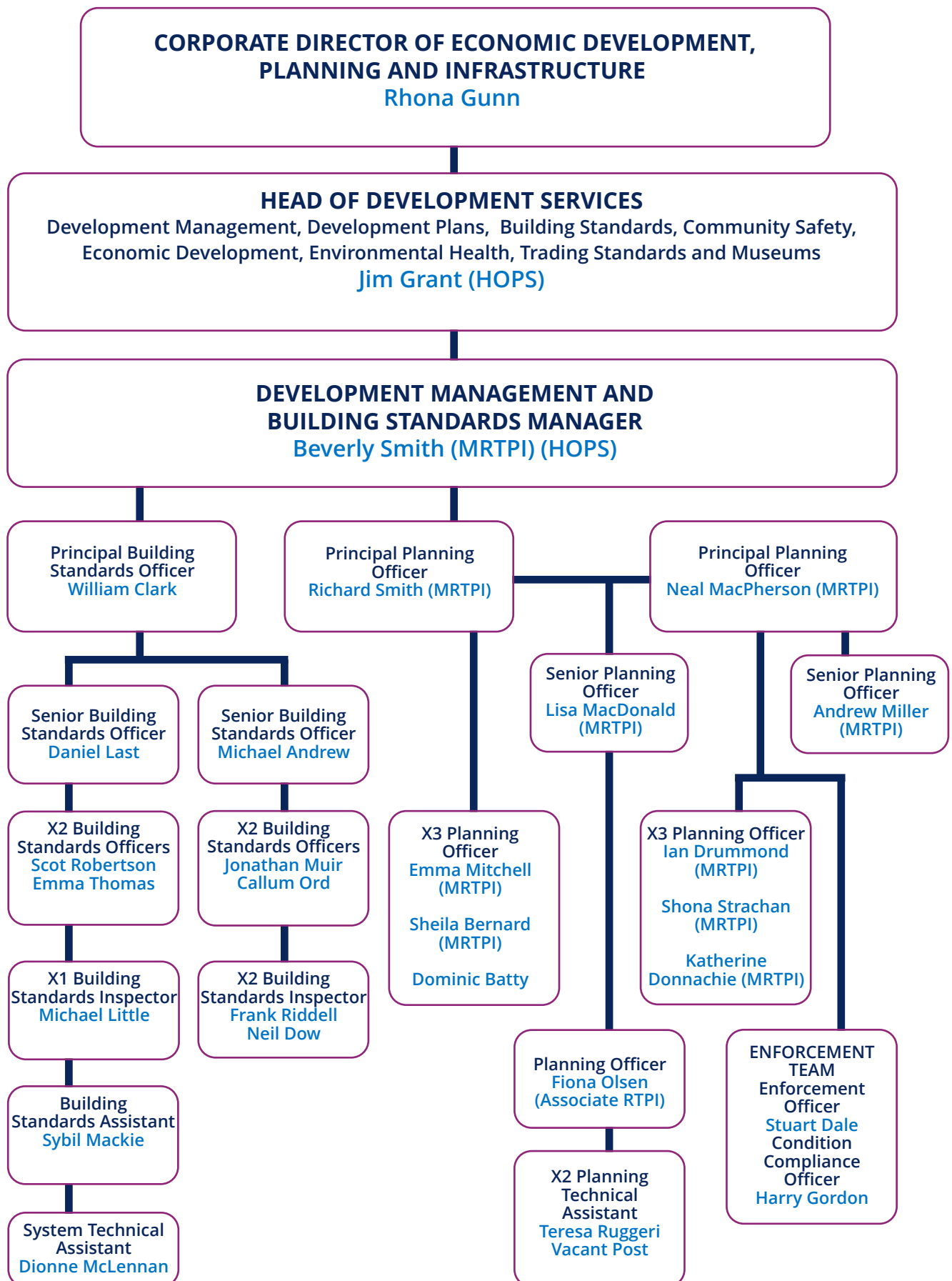
This information requested in this section is an integral part of providing the context for the information in part 1-5. Staffing Information should be a snapshot of the position on the 31 March.

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

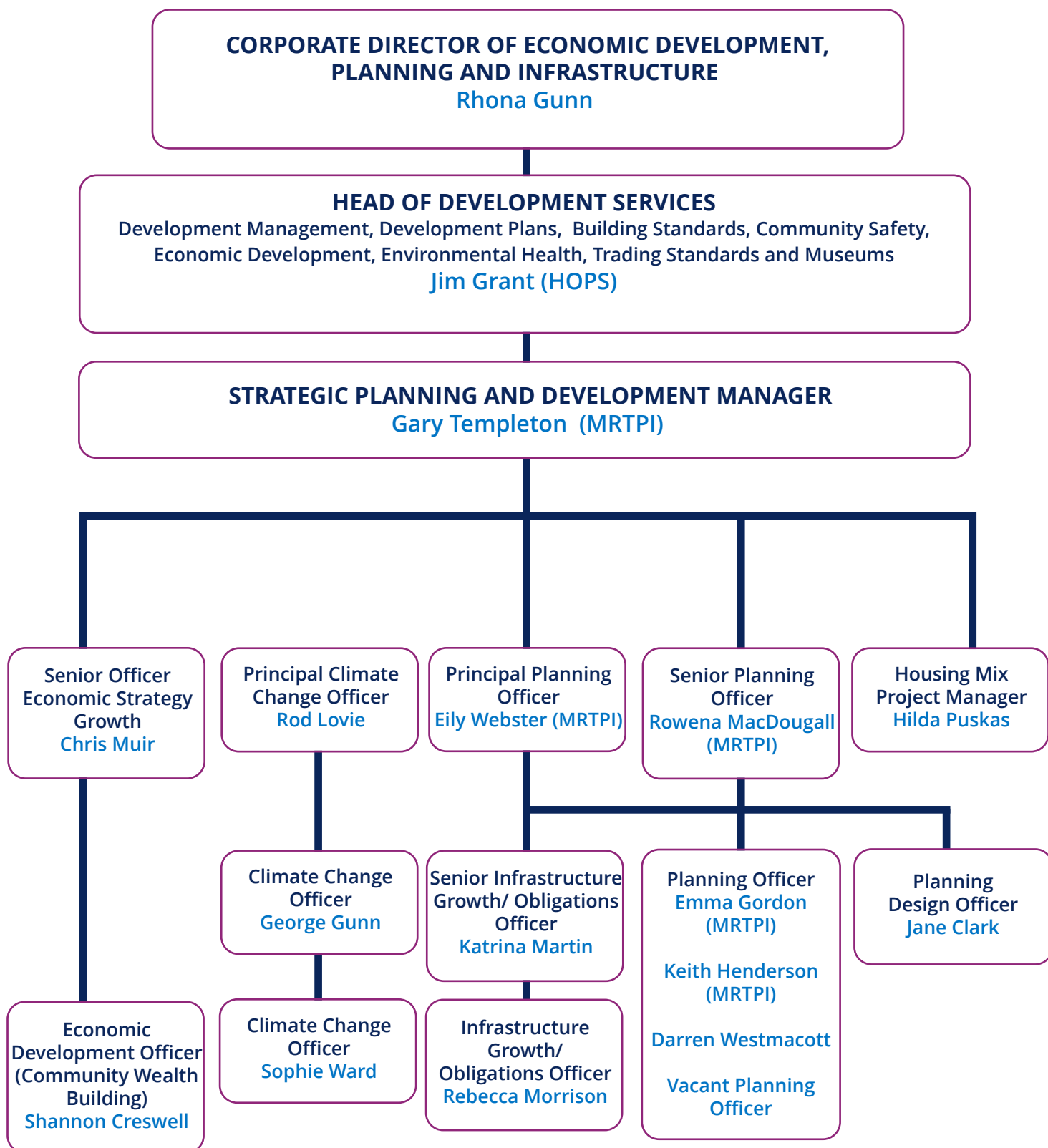
Note: Tier 1 = Chief Executive, Tier 2 = Directors, Tier 3 = Heads of Service, Tier 4 = Managers

RTPI QUALIFIED STAFF	HEADCOUNT
Chartered Staff	15

STAFF AGE PROFILE	HEADCOUNT
Under 30	3
30-39	4
40-49	6
50 and over	7







# PART 7

## Planning Committee Information

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COMMITTEE & SITE VISITS*	NUMBER PER YEAR
Full council meetings	13
Planning committees	9
Committee site visits	0
LRB meetings*	9
LRB site visits	0

\* This relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.





*New development Alba Place, Elgin*



