



# PLANNING PERFORMANCE FRAMEWORK

# 10

ANNUAL REPORT 2020 - 2021





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# FOREWORD

As Chair of the Planning & Regulatory Services Committee, I am delighted to endorse the Planning Performance Framework for 2020/21 as the last 12 months have been particularly challenging with teams working remotely from home.

We have carried out an extensive virtual engagement on our draft Elgin City Centre Masterplan, refined our indicative Regional Spatial Strategy and developed additional guidance on a range of topics to support implementation of the Moray Local Development Plan 2020.

Work has been completed on Linkwood Primary School and Lossiemouth High School both of which are open to pupils. Affordable and private schemes have continued to be built-out in Forres, Buckie, Elgin and Keith despite periods where sites were closed. In Elgin city centre work has commenced on the dountaking of a prominent listed building in the conservation area due to its dangerous condition. It's replacement is anticipated to be complete over the next 18 months providing new retail floor space and residential flats in the city centre.

The case studies cover a range of subjects including the redevelopment of a listed building in Elgin city centre, COVID19 working practices 2, a review of pre-application advice, the challenges of carrying out public engagements during lockdown, developing and refining the indicative Regional Spatial Strategy and web site review.



**Councillor David Bremner**  
**Chair of the**  
**Planning and Regulatory Services Committee**  
**Moray Council**

# Part 1

## Qualitative Narrative and Case studies

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### Quality of Outcomes

Town centres have been particularly hard hit over the last 18 months and ensuring that new development that is delivered if of high quality is increasingly become part of a strategy to attract visitors to return and enjoy attractive places to shop and spend leisure time. A prominent listed building in Elgin Conservation Area had been a dangerous building Pre-Covid. A significant amount of time was allocated to supporting the development of this sensitive site with Officers from Building Standards and Development Management working closely together to ensure that the scheme that was approved on this site respected its important setting.

## Case Study 1

### Poundland Redevelopment/Dangerous Building

#### LOCATION & DATES:

Elgin City Centre, 2018-2023

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

Quality of Outcomes

#### KEY MARKERS: 2,3

#### KEY AREAS OF WORK

- Design
- Planning applications
- Town Centres
- Joint working
- Conservation Areas & Listed Buildings

#### STAKEHOLDERS INVOLVED

- Development Management
- Statutory and Internal Consultees
- Local Architects & Developers





**OVERVIEW:** In 2018 an application was submitted to regularise the emergency doughtaking of the west gable and pitched roof of the B listed building at 161 High Street following the discovery that the masonry walls and roof structure had been compromised by water ingress. A Dangerous Building Notice was served when the extent of the problem became evident. Given the constraints of the site, the scope for a re-design of the urban spaces involved was complicated and challenging. The reinstatement of a building on the site of the listed building has been important to the retention of the character and appearance of the conservation area. A significant amount of historic fabric would be lost but was unavoidable given the circumstances where the building had essentially structurally failed. Extensive discussions with the applicant, their architect and engineers resulted in extensive pre-application advice being given on the suitability of a replacement building and further development to the rear.

After lengthy negotiations the development proposed now replicates the diminishing scale of buildings from the High Street to Alexandria Road and presents a gable frontage to the North. This is a key character feature evident throughout the Conservation Area. In addition the scale and massing of the new build has been reduced and interest added with variation in forms and high quality material finish consistent with other development in the internationally significant conservation area.

The proposed replacement buildings will use a palette of traditional and historically accurate materials in the detailed reconstruction, consisting of sandstone walls, traditional sash and case timber windows and slate roof. Moulds of the original high level stone cornice and decorative stone work have been taken to be recreated for installation on new dressed sandstone façade. The high quality finish and detailing proposed would preserve and enhance the conservation area.

**GOALS:** Address a dangerous (listed) building in a prominent High Street location in a Conservation Area and ensure the replacement building was of a high quality supporting town centre living.

**OUTCOMES:** To demolish and rebuild a prominent building in the High Street and introduce housing and commercial space into the town centre will enhance the conservation area. This in turn will support the wider aims of promoting economic growth and improving the vitality of the city centre. The proposal has been well designed and draws on the historic character of the conservation area and will significantly enhance North Street which has always been perceived as being unattractive.

**NAME OF KEY OFFICER**

**William Clark, Principal Building Standards Officer**

**Email: [William.clark@moray.gov.uk](mailto:William.clark@moray.gov.uk)**

**Craig Wilson, Planning Officer**

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# 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 teams have been working remotely. 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. No face-to-face meetings have taken place and these have been replaced with Microsoft Teams meeting. This has allowed us to stay connected to developers and house builders. In light of this, we have undertaken a review of our web site to ensure all links are up to date and the content is up dated and refreshed.

## Case Study 2

### Pre-application Advice Service Review

#### LOCATION AND DATES:

March 2021 – Ongoing

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

Quality of service and engagement  
Culture of continuous improvement.

#### KEY MARKERS: 1, 2, 3, 4, 6, 12

#### KEY AREAS OF WORK

- Pre-application advice
- Front loading planning applications

#### STAKEHOLDERS INVOLVED:

- Development Management
- Statutory and Internal Consultees

**OVERVIEW:** Amid a backdrop of increased workload for Council officers and key-stakeholders, a new development plan and a global pandemic, pre-application advice has been and continues to be an important service offered by Development Management. However, amongst staff there is a recognition that the service requires significant resources, particularly when there is a significant body of work in determining planning applications, these often taking some degree of priority over non-statutory work.

Following discussions on how this function could be improved amongst Development Management staff, updates to the pre-application advice service have been investigated during 2020/21 to ensure the service can continue to provide high quality, measured and relevant advice to customers whilst minimising time of officers (including stakeholders) spend responding to enquiries. Changes are to be implemented in summer 2021.

**GOALS:** Streamline procedures and timelines for officers and stakeholders for pre-application enquiries.

**OUTCOMES:** Maintained and improved pre-application consultation service, subsequent benefit to determination of planning applications, minimising determination times and suspensive planning conditions.

#### NAME OF KEY OFFICERS

**Andrew Miller, Planning Officer**

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# Case Study 3

## Web site Review & Refresh

### LOCATION AND DATE:

March 2021 – rolling programme

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

Quality of Service & Engagement and culture of continuous improvement.

### KEY MARKERS: 1, 3 & 6

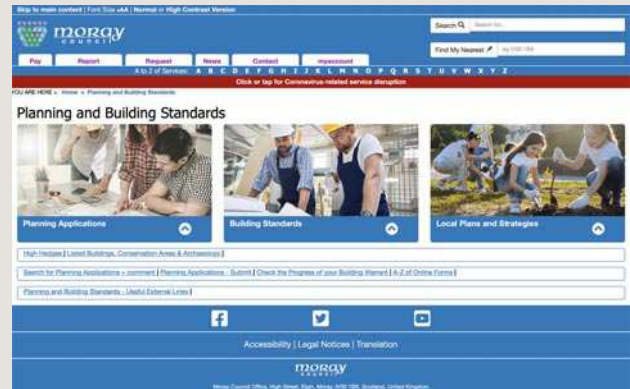
### KEY AREAS OF WORK:

- Pre-application advice
- Front loading planning applications

### STAKEHOLDERS INVOLVED:

- Development Management
- Systems Support

**OVERVIEW:** As engagement with customers has become increasingly difficult over the last 18 months due to COVID-19 and working remotely there has been an ever-increasing reliance placed on our web site. There is a recognition that due to the high volume of enquiries we now receive mainly by e-mail it is important that we can quickly direct customers to areas of the web site that will guide them through are processes quickly and easily. Without the content being part of a review and rolling programme it can quickly become out of date and not fit for purpose resulting in unnecessary resources being taken to answer simple queries.



With the above been paramount a Technical Support Officer has been nominated to coordinate a review of the content of the web site and making sure all links are up to date along with charges and fees. By allocating a specific Officer with this task it will be easier in future to ensure changes happen more quickly allowing more time to be spent on improving the content to ensure that it is of use to all our customers.

**GOALS:** Streamline website content, making it up to take and fit for purpose for all customers.

**OUTCOMES:** Reduces Officers time answering enquiries, front-loads development management processes, improves efficiency and increase customer satisfaction.

### NAME OF KEY OFFICERS

Louise Dunn, Planning Technical Support Assistant

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# Case Study 4

## Virtual Engagement on Elgin City Centre Masterplan

Covid-19 has brought challenges in terms of how consultation and engagement is carried out virtually and the team took this as a challenge rather than a barrier to consider how to virtually replicate those one to one discussions that take place at a more traditional development planning event.

### LOCATION AND DATES:

August 2019 to March 2020.

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

Quality of Service and engagement and culture of continuous improvement.

### KEY MARKERS: 1, 6, 10 & 11

### KEY AREAS OF WORK

- Community and stakeholder engagement
- Policy guidance and delivery framework

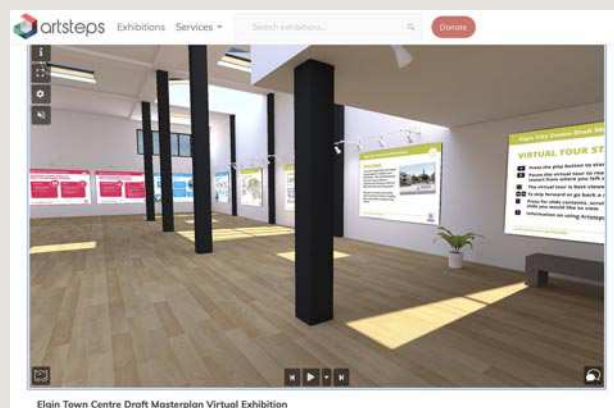
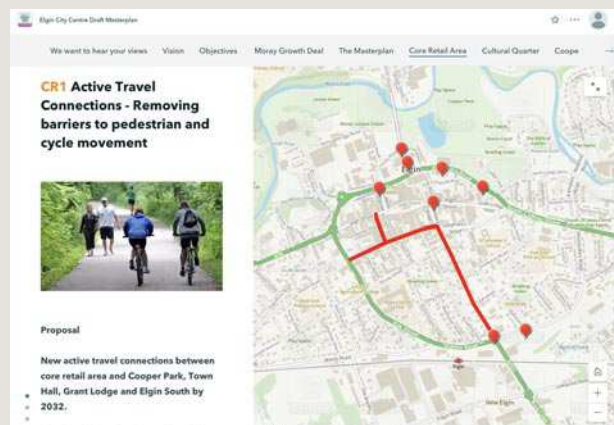
### STAKEHOLDERS INVOLVED

- Elgin Community Council
- Elgin BID
- Statutory consultees and members of the public

**OVERVIEW:** A range of interactive materials was developed, including story mapping to provide an interesting resource for people to explore the range of proposals set out in the draft Masterplan. These were supported by online meetings with key stakeholders and an opportunity for people to book 1-2-1 discussion slots with members of staff. This proved to be invaluable with a number of investment and development proposals coming forward which are being followed up.

An online design competition for young people to design improvements to Cooper Park was organised and this has proved to be very popular with young people from across Moray.

[www.moray.gov.uk/ECCMP](http://www.moray.gov.uk/ECCMP)



**GOALS:** Create an interesting online engagement resource and replicate 1-2-1 discussions

**OUTCOMES:** Very positive feedback for the online content and for the opportunity for 1-2-1 discussion.

### NAME OF KEY OFFICER:

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

**Jane Clark, Planning Design Officer**

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# Case Study 5

## Policy Guidance to support Moray Local Development Plan 2020

### LOCATION AND DATES:

August 2019 to March 2020.

### 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, Consultancy and NatureScot

**OVERVIEW:** To support interpretation and implementation of the new policies in the Moray Local Development Plan 2020, 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.

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

There are currently three parts to the guidance, covering;

- Electric Vehicle Charging Points & Car Sharing Spaces, Cycle Parking & Storage, Low Intensity Recreational & Tourism Uses, Tree and Woodland Removal & Compensatory Planting, Private Water Supplies, Restoration and Aftercare of Excavated Mineral Sites
- PP1 Placemaking (Character and Identity, Healthier, Safer Environments, Housing Mix, Open Space/Landscaping, Biodiversity, Street Layout and Detail)

- PP1 Placemaking (Parking), EP10 Listed Buildings, Placemaking Statement Template and an update to EP7 Forestry, Woodlands and Trees

**GOALS:** Provide further guidance on aspects of policy to aide applicants.

**OUTCOMES:** Approved and operational additional guidance to aide implementation of policy.

#### NAME OF KEY OFFICER:

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



## Case Study 6

### Embedding Regional Spatial Planning in the Climate Change Strategy

#### LOCATION AND DATES:

August 2019 to March 2020.

#### ELEMENTS OF HIGH QUALITY PLANNING SERVICE

##### THIS STUDY RELATES TO:

Quality of Service and engagement and culture of continuous improvement.

#### KEY MARKERS: 10

#### KEY AREAS OF WORK

- Strategic Planning, Climate Change and Stakeholder Engagement

#### STAKEHOLDERS INVOLVED

- NatureScot, Council Housing and Transportation Services, HIE, UHI, Sustrans, HiTrans

**OVERVIEW:** In developing the Council's indicative Regional Spatial Strategy, the approach aimed to embed Climate Change mitigation and adaptation as well as highlighting key infrastructure and economic growth opportunities. This provided a balanced draft iRSS and internal discussion within the Council which resulted in many of the climate change related actions within the draft iRSS being incorporated into the Council's Climate Change Strategy which was being prepared at the same time. This reflects the key role that the planning system has in Climate Change mitigation and adaptation, with the Council creating a new Climate Change team of 3 staff within the Strategic Planning and Development section.

When planning authorities were invited to review their iRSS by the Scottish Government, Moray Council made very minor changes, having embraced social, environmental and economic issues in the first version, thanks to the input of key stakeholders.

Moving forward, the publication of National Planning Framework 4 will provide further momentum and clarification of planners role in Climate Change and Moray's approach of linking the iRSS with the Climate Change Strategy and setting up a new Climate Change team within the Strategic Planning and Development team will progress actions to achieve the Council's ambition to be net zero by 2030.

**GOALS:** Provide strategic level spatial planning and strengthen links between spatial planning and the Climate Change Strategy.

**OUTCOMES:** Climate Change Strategy includes actions from the draft iRSS and Climate Change team incorporated into Strategic Planning and Development section.

#### NAME OF KEY OFFICER:

**Name of key officer:**

**Gary Templeton,**

**Strategic Planning and Development Manager**

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## GOVERNANCE

At the start of 2020 due to COVID-19 the Planning & Regulatory Services Committee was temporarily suspended and replaced by an Emergency Committee operating under a revised delegation scheme with meetings being carried out remotely. As a result of putting these temporary measures in place the determination of planning applications was allowed to continue at a reduced rate. The Planning & Regulatory Services Committee was reconvened and over the last nine months has continued to meet every two months and the Local Review Board has met every six weeks remotely. Site visits have been temporarily halted and enhanced committee information packs 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.

The Service Level Agreement with Aberdeenshire Council to deliver our Archaeology Service is now a partnership agreement giving more stability and certainty over the provision of archaeological advice in Moray.



## Case Study 7 COVID19 – Change in Working Practices - 2

### LOCATION AND DATES:

March 2020 – ongoing

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

Quality of Service and engagement, Governance

### KEY MARKERS: 1, 3 & 6

### KEY AREAS OF WORK:

- Pre-application Advice, Planning Applications

### STAKEHOLDERS INVOLVED:

- Authority Planning Staff, Authority Other Staff, Local Developers

**OVERVIEW:** As a result of COVID 19 our Council Offices never re-opened and officers continued to work remotely from home. Our working practices have continued to evolve and along the way have had to deal with a variety of challenges ranging from ICT

issues, schools and nurseries being closed and self-isolating requirements. The increased reliance on Microsoft Teams to host virtual meetings has been critical to allowing Development Management to continue to make recommendations and decisions on planning applications.

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

**OUTCOMES:** Officers being more resilient and time conscious, recognising the importance of team morale and supporting each other remotely through a variety of mediums, becoming more flexible and be able to adapt rapidly to change.

### NAME OF KEY OFFICER:

**Beverly Smith**  
**Development Management & Building Standards Manager**  
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## 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. The Pre-application advice service is a fee-paying service with the exception of community developments and those within town centres. A review was undertaken of the advice that was being provided with an objective of making it more streamlined. This was to assist with improving timescales for responses being issued and avoid unnecessary delays.

Irrespective of COVID-19 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 once and Officers have taken part in a Front Line Managers programme remotely.

In 2020/21 Officers from the Planning service attended the following training/CPD events:

- Cairngorms National Park LDP 2021 Training session – held remotely
- SEPA Triage Framework meetings – held remotely
- Public Inquiry Training held jointly with Highland & Aberdeenshire Council – held remotely
- Leadership Forum – Moray Council – held remotely
- Heads of Planning Conference – held remotely
- RTPi Highland Chapter Events
- Community Wealth Building- held remotely, series of 4 webinars

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
- Developer Obligations Forum

# Part 2

## Supporting Evidence

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

- Development 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	CS1, pg 2	Planning Applications	CS2, pg 4
Conservation	CS1, pg 2 CS6, pg 8		CS3, pg 5 CS5, pg 7
Regeneration	CS1, pg 2 CS4, pg 6	Interdisciplinary Working	CS6, pg 8
Environment	CS6, pg 8	Collaborative Working	CS1, pg 2 CS5, pg 7
Greenspace	CS4, pg 6	Community Engagement	
Town Centres	CS1, pg 2 CS4, pg 6	Placemaking	CS4, pg 6
Master planning	CS4, pg 6	Charrettes	
LDP & Supplementary Guidance	CS4, pg 6 CS5, pg 7 CS6, pg 8	Place Standard	
Housing Supply		Performance Monitoring	
Affordable Housing	CS1, pg 2	Process Improvement	CS2, pg 4 CS3, pg 5
Economic Development	CS1, pg 2 CS4, pg 6	Project Management	
Enforcement		Skills Sharing	
Development Management Processes	CS2, pg 4 CS3, pg 5 CS7, pg 10	Staff Training	
		Online Systems	CS3, pg 5 CS4, pg 6
		Transport	
		Active Travel	
		Food Growing	



To assist with the 15 key performance markers relevant hyperlinks has 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 – approved November 2017](#)

[Open Space Strategy – January 2018](#)

[Dallas Dhu Masterplan – May 2018](#)

[Kinloss Golf Course Masterplan](#)

[Draft Development Briefs – approved May 2018](#)

[Committee Reports Development Briefs](#)

[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](#)

### **Quality of Service & Engagement**

[Moray Local Development Plan Scheme – March 2021](#)

[Moray Housing Land Audit - August 2020](#)

[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 2015-2018](#)

[Development Services Service Plan - Improvement Actions and Service Developments 2018](#)

# Performance Markers Report 2020/21

No.	PERFORMANCE MARKER	EVIDENCE
1.	<b>Decision-making:</b> continuous reduction of average timescales for all development categories	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, 21.3 weeks. Slight increase for both Local (Non-householder) applications 6.7 weeks.
2.	<b>Processing Agreements (PA):</b> <ul style="list-style-type: none"> <li>• Offer to all prospective applicants for major development applications; and</li> <li>• Availability publicised on web site</li> </ul>	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; and</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 after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	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 within last 2 years	Enforcement Charter reviewed and republished on February 2020 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/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>Service commitments and case studies demonstrate this. Average timescales below Scottish average and all major applications covered by processing Agreements.</p>
7.	<b>Local development plan</b> less than 5 years since adoption	<p>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></p>
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>Development Plan Scheme 2021 was approved on 23rd March 2021. Early work considering what information will be required in the Evidence Report is being progressed and linked with the annual Monitoring Report.</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>	<p>N/A</p>
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 *including industry, agencies and Scottish Government</i>	<p>N/A</p>
11.	<b>Regular and proportionate policy advice</b> <i>produced on information required to support applications</i>	<p>See Case study 5 which details additional policy guidance produced to support implementation of the MLDP 2020. The Elgin South Masterplan has also been subject of a review during the reporting period and is anticipated to be approved later in 2021. Other Masterplans and policy guidance have been updated to ensure consistency with the MLDP2020 policies.</p>

No.	PERFORMANCE MARKER	EVIDENCE/COMMENTS
12.	<p><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)</p>	<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>
13.	<p><b>Sharing good practice, skills and knowledge</b> between authorities</p>	<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</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.	<p><b>Stalled Sites/legacy cases:</b> Conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old</p>	<p>No stalled cases over a year old all progressed or waiting S.75 acknowledgement. All covered by processing agreements.</p>
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>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 2020/21

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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
- Review communication methods with all customers
- Review Enforcement Charter in 2022
- Review remote working and performance management
- Implement Enforcement & Condition Discharging requests into Enterprise in Uniform
- Review monitoring and discharge of conditions in line with the Enforcement Charter 2020 -2022

### Delivery of service improvements in 2020/21:

Looking back at our service improvements we identified in 2020/21 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.

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

**Progress:** Complete through the production of additional policy guidance.

**Commitment:** Review Digital Resources and requirements

**Progress:** Complete

**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 2021/22

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

**Progress:** Rolled onto 2021/22

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

**Progress:** Partially complete and ongoing

**Commitment:** Review Processing Agreements procedures

**Progress:** Complete

**Commitment:** Review of Open Space Strategy

**Progress:** Delayed due to Covid and other workload pressures

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

**Progress:** Completed

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

**Progress:** This work has been incorporated into the Moray Growth Deal Housing Mix delivery project.

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

**Progress:** Completed. Annual reviews of the Action/ delivery programme will be reported to Committee.

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

**Progress:** In production, due to be reported in November 2021.

**Commitment:** Prepare indicative Regional Spatial Strategy

**Progress:** Completed.

# Part 4

## National Headline Indicators (NHI's) 2020/21

A: NHI KEY OUTCOMES - DEVELOPMENT PLANNING	2020-21	2019-20
<p><b>LOCAL &amp; STRATEGIC DEVELOPMENT PLANNING</b></p> <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>One year MLDP 2020 Adopted</p> <p>Yes</p> <p>No</p> <p>Yes</p>	<p>One month MLDP 2020 Adopted</p> <p>Yes</p> <p>No</p> <p>Yes</p>
<p><b>EFFECTIVE LAND SUPPLY AND DELIVERY OF OUTPUTS</b></p> <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>12,346 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>	<p>12,528 units</p> <p>2,160 units</p> <p>5,638 units</p> <p>2,070 units</p> <p>13.6 years</p> <p>835 units</p> <p>1,793 units</p> <p>129.68 ha</p> <p>0.85 ha</p>

<b>B: NHI Key Outcomes - DEVELOPMENT MANAGEMENT</b>	<b>2020-21</b>	<b>2019-20</b>
<b>DEVELOPMENT MANAGEMENT</b>		
<b>Project Planning</b>		
• Percentage and number of applications subject to pre-application advice	7.8% 50	6% 41
• Percentage and number of major applications subject to processing agreement	57% 4	20% 1
<b>Decision Making</b>		
• Applications approval rate	92.5%	96.4%
• Delegation rate	96.7%	96.6%
• Validation	48.2%	62.2%
<b>Decision Making Timescales</b>		
Average number of weeks to decisions:		
• Major developments	21.3	10.3
• Local development (non-householder)	7.1	6.5
• Householder developments	6.7	5.7
<b>Legacy Cases</b>		
• Number cleared during reporting period	0	0
• Number remaining	0	0
<b>C: NHI Key Outcomes - ENFORCEMENT ACTIVITY</b>	<b>2020-21</b>	<b>2019-20</b>
• Time since enforcement charter published/reviewed Requirement: review every two years	17 months	2 months
• Cases Take up	328	312
• Notices served	1	3
• Reports to the Procurator Fiscal	0	0
• Prosecutions	0	0
• Number of breaches resolved	264	356



# Part 5

## Scottish Government Official Statistics

### A: Decision-making timescales (based on 'all applications' timescales) 2020/21

CATEGORY	TOTAL NUMBER OF DECISIONS 2020-21	AVERAGE TIME WEEKS 2020-21	AVERAGE TIME WEEKS 2019-20
<b>Major Developments</b>	<b>3</b>	<b>21.3</b>	<b>10.3</b>
<b>All Local Developments</b>	<b>544</b>	<b>6.9</b>	<b>6.2</b>
Local: less than 2 months	471	6.1	5.8
Local: more than 2 months	73	12.5	11.2
<b>Local Developments (non-householder)</b>	<b>340</b>	<b>7.1</b>	<b>6.5</b>
Local: less than 2 months	285	6.0	6.0
Local: more than 2 months	55	13.0	11.2
<b>Householder Developments</b>	<b>204</b>	<b>6.7</b>	<b>5.7</b>
Local: Less than 2 months	186	6.2	5.4
Local: more than 2 months	18	11.0	11.1
<b>Housing</b>	<b>186</b>	<b>6.7</b>	<b>6.5</b>
Local: less than 2 months	149	6.2	5.9
Local: more than 2 months	37	11.0	10.8
<b>Business and Industry</b>	<b>111</b>	<b>6.7</b>	<b>6.4</b>
Local: less than 2 months	99	6.0	5.8
Local: more than 2 months	12	12.6	12.2
<b>Other Developments</b>	<b>28</b>	<b>5.9</b>	<b>6.9</b>
Local: Less than 2 months	24	5.4	6.5
Local: more than 2 months	4	9.2	10.4
<b>EIA developments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other consents</b>			
All Other Consents	76	7.5	6.3
Listed Buildings & Conservation Area	56	7.4	6.8
Advertisements	19	6.1	5.8
Hazardous Substances	1	42.4	-
Other consents and certificates	-	-	4.6
<b>Planning/legal agreements**</b>			
(major applications)	4	12.7	11.4
(local applications)	12	13.6	14.6

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

TYPE	TOTAL NUMBER OF DECISIONS	ORIGINAL DECISION UPHELD			
		2020-21		2019-20	
		No	%	No	%
Local reviews	16	12	75%	9	69%
Appeals to Scottish Ministers	3	0	0%	2	50%

# 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

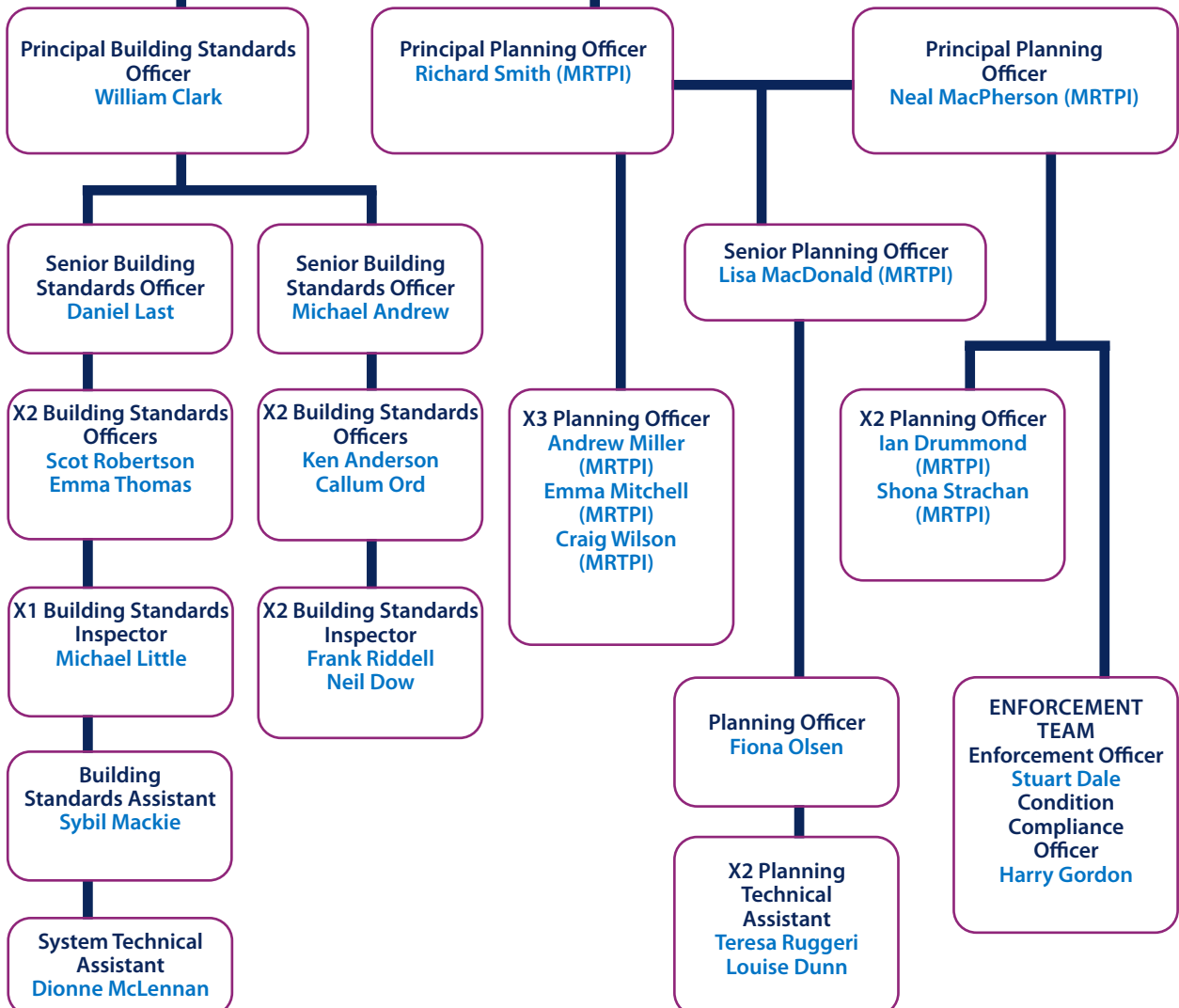
RTPI QUALIFIED STAFF	HEADCOUNT
Chartered Staff	14

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

**CORPORATE DIRECTOR OF ECONOMIC DEVELOPMENT,  
PLANNING AND INFRASTRUCTURE**  
Rhona Gunn

**HEAD OF DEVELOPMENT SERVICES**  
Development Management, Development Plans, Building Standards, Community Safety, Economic  
Development, Environmental Health, Trading Standards and Museums  
Jim Grant (HOPS)

**DEVELOPMENT MANAGEMENT AND  
BUILDING STANDARDS MANAGER**  
Beverly Smith (MRTPI) (HOPS)



**CORPORATE DIRECTOR OF  
ECONOMIC DEVELOPMENT,  
PLANNING AND INFRASTRUCTURE**  
Rhona Gunn

**HEAD OF DEVELOPMENT SERVICES**  
Development Management,  
Development Plans, Building Standards,  
Community Safety, Economic Development, Environmental  
Health, Trading Standards  
and Museums  
Jim Grant (HOPS)

**STRATEGIC PLANNING AND DEVELOPMENT MANAGER**  
Gary Templeton (MRTPI)

**Principal Planning Officer**  
Eily Webster (MRTPI)

**Senior Economic  
Strategy/Growth  
Officer**  
Michael O'Donnell

**MGD Programme  
Manager**  
Amy Higgin

**Senior Infrastructure  
Growth/ Obligations  
Officer**  
Hilda Puskas

**Planning Officer**  
Emma Gordon  
(MRTPI)

**Planning Design  
Officer**  
Jane Clark

**Economic  
Development Officer  
(Community Wealth  
Building)**  
Chris Muir

**Infrastructure  
Growth/  
Obligations Officer**  
Rebecca Morrison

Rowena MacDougall  
(MRTPI)

Keith Henderson  
(MRTPI)

Darren Westmacott

# PART 7

## Planning Committee Information

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COMMITTEE & SITE VISITS*	NUMBER PER YEAR
Full council meetings	11
Planning committees	6
Committee site visits	7
LRB meetings*	9
LRB site visits	8

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



CGI visual - part of Elgin City Centre Masterplan

*Photo Credit: Page 2 & 3 - LDN Architects*

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