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THE CITY OF EDINBURGH COUNCIL

Planning Performance Framework

2016 - 2017

**The City of Edinburgh Council
Planning, PLACE**

Contents

Introduction

The City of Edinburgh Council is pleased to submit its sixth Planning Performance Framework (PPF) report. The document highlights the work undertaken from April 2016 to March 2017 to improve performance and deliver a high quality planning service.

2016-17 has seen the planning service continue on the journey of improvement with a number of key projects undertaken, developments completed, a continued focus on embedding new ways of working and improving the customer experience. This PPF includes examples of improvements, good practice and achievements in 2016/17.

A key milestone this year has been the adoption of the Local Development Plan (LDP) in November 2016 with work now progressing on its delivery through the Action Programme.

This year we completed consultation on a number of key planning documents - the Old and New Towns of Edinburgh World Heritage Site Management Plan, the revised Edinburgh Design Guidance and the Open Space Strategy 2021. These were subject to wide ranging engagement including public events and workshops with staff, agents and the wider community.

We have actively engaged in the Scottish Government's Planning Review and responded to the consultation. The review provides a number of opportunities to improve how we plan and we will continue to participate in this process.

Major developments such as the St. James Centre are well underway with areas such as Fountainbridge and New Waverley continuing at a pace. New housing is being delivered across the city with proposals coming forward for other sites allocated in the LDP.

We continue to deliver improvements to our customer experience, with general enquires now handled by the Council's customer contact centre, ongoing process reviews and regular training opportunities in place for officers and community councils.

Performance in assessing some types of planning applications has continued to be below the Council's target during the past year. Major applications are rarely capable of being determined within the default statutory target of 4 months. The system allows for processing agreements to set out mutually agreed project plans but despite strong encouragement for applicants to work this way, only a quarter of major applications had processing agreements in place.

Performance on applications for householder scale developments was affected by a turnover of staff resource in mid 2016-17 which reduced performance for a period but was addressed by the year end. Non-householder local planning applications cover a wide diversity of types of development and performance can be affected by the proportion of large yet not major development proposals. Although the target was met, performance was not consistent across the year.

Defining and Measuring a high-quality planning service

Quality of Outcomes

High quality development on the ground

There continues to be a range of high quality developments being delivered across the city with many of these recognised through architecture and design awards.

A number of projects in Edinburgh were shortlisted this year for the Royal Incorporation of Architects in Scotland Awards. This included Portobello High School, James Gillespie's Campus, Holyrood North student accommodation, Feltor Youth Club, Moray Place apartment, Scotland's Sport Performance Centre, Pennywell residential regeneration, Rosefield Home Studio and the Thistle Foundation Centre for Wellbeing.

Both the James Gillespie's Campus and Moray Place apartment won awards, with the Holyrood North student accommodation and outreach centre winning the RIAS President's Award for Placemaking.

James Gillespie's High School

The small project at Ravelston Dykes Lane and the Thistle Foundation Centre for Wellbeing won awards at the Edinburgh Architectural Association awards ceremony.

The 2010 Edinburgh Open Space Strategy was recognised at the Scottish Awards for Quality in Planning, as a project that had helped to deliver, improve and protect open spaces across the city. The strategy has been updated this year and with the learning experience being shared across Council services.

Portobello High School

Thistle Foundation

Improving the quality of development

A wide range of engagement has been undertaken within and outwith the Council to inform key revisions to the Edinburgh Design Guidance.

Various events including stakeholder and staff workshops, reviews with the Urban Design Panel, engagement with specialist interest groups including the Civic Forum, internal working group discussions and an on-line questionnaire have generated a diverse level of discussion and feedback which will inform the final version of the guidance.

Once the guidance is finalised a series of training and awareness building events will be undertaken to ensure that revisions are understood and taken forward with a shared understanding of the key principles and technical requirements.

Protecting the historic environment

The Forsyth's globe has always been a prominent feature of this category A listed building, in the New Town Conservation Area located at the corner of Princes Street and South St Andrew Street. The globe was removed from the building in March 2012 without consent. Following

investigations, planning and listed building enforcement notices were served requiring the reinstatement of the globe and the carrying out of any associated repair works. After considerable dialogue and negotiation, the requirements of the notice were complied with on 26th June 2016 and the globe was restored to its original state and position.

The globe as an openwork armillary sphere, encircled by a decorative band, depicts the signs of the zodiac, and is supported by three cherubs with garlands. It was designed by Gilbert Bayes and measures approximately 4.7m tall x 2.6m in diameter.

Edinburgh Urban Design Panel

The Urban Design Panel continues to provide early design advice on a wide range of development proposals and emerging policies. The annual review recommended some minor changes to how the panel operates including the consideration of a guest panellist, and more evidence of advice on affordable housing, quality of public realm/landscaping and active travel linkages.

Case study

Supporting high quality design: Pop-up Cities Expo - Summer 2016

As part of The Festival of Architecture, cities from throughout Europe were invited to design pavilions to be located in Mound Square for the Pop-up Cities Expo. The Festival was a year-long, Scotland-wide celebration led by The Royal Incorporation of Architects in Scotland (RIAS) which brought Scottish architecture to life as part of the 2016 Year of Innovation, Architecture and Design.

The Edinburgh pavilion was commissioned by the Council in conjunction with the Edinburgh Architectural Association (EAA). The brief was for an aspirational 'snapshot' of Edinburgh, inspiring future generations of architects. Entrants were asked to prepare proposals that represented Edinburgh on a world stage, showcasing the city, its World Heritage status and reflect the location at the Mound.

Edinburgh based architects, Konishi Gaffney Architects, won the competition with a timber and glass structure based on a folded origami form which reflected the Edinburgh skyline.
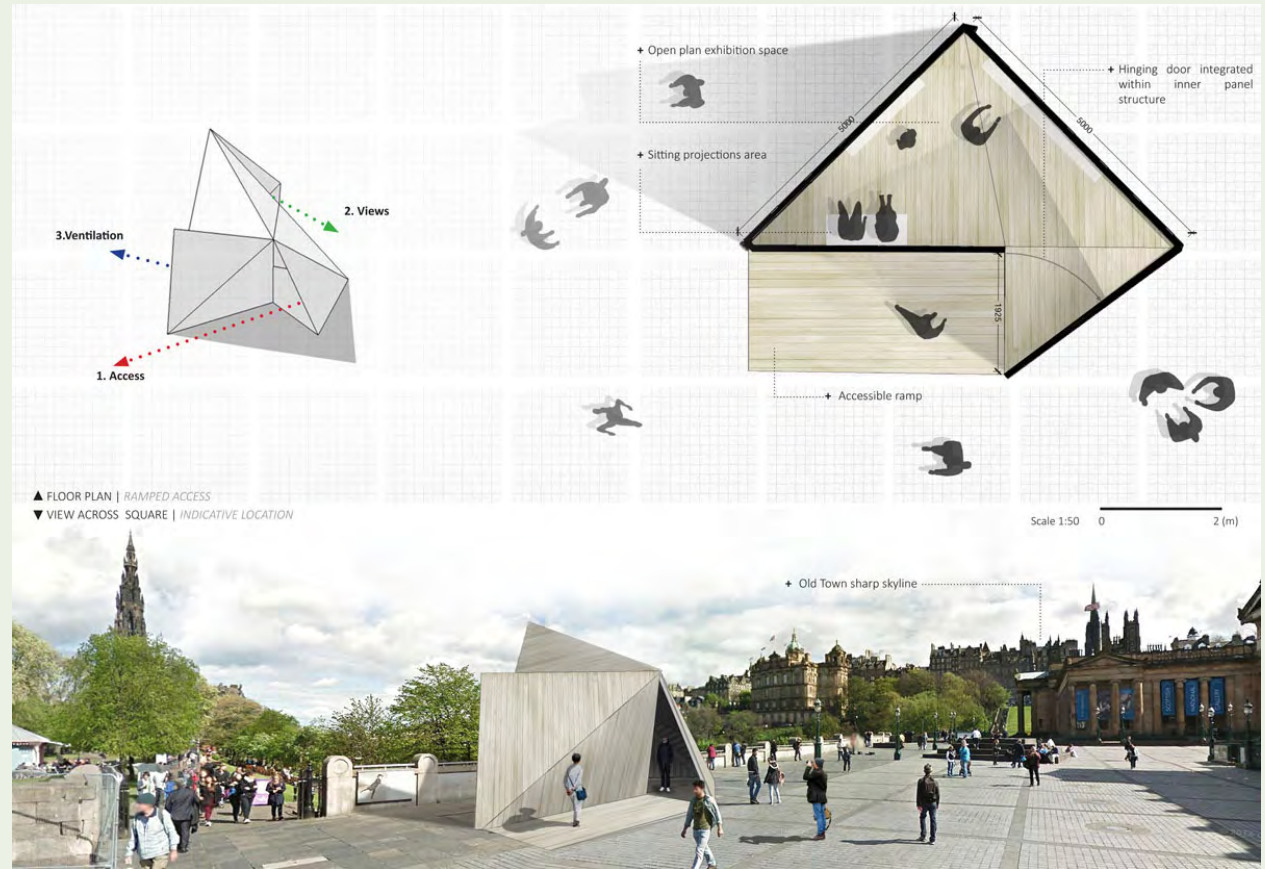
It is intended that the pavilion will be permanently located at *Bridge 8 Hub* on the Union Canal as an office/classroom facility to complement existing community facilities.

Measuring the quality of new buildings and spaces

The Council's annual survey, the Edinburgh People Survey, continues to show high levels of satisfaction with new buildings and spaces in the city. Satisfaction has increased slightly since last year (72%) and is another key indicator of how the service is performing in terms of changes at a local level.

The survey is undertaken through face-to-face interviews with around 5000 residents each year.
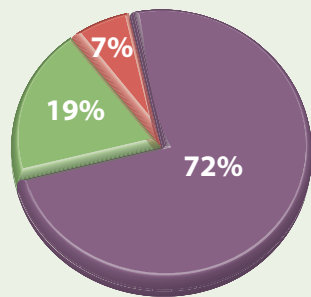
74% believe that new buildings and spaces have improved the appearance of their neighbourhood

- Yes 72%
- No 19%
- Don't know 7%

- In total, 46% of respondents reported that new buildings or public spaces had been developed in their neighbourhood in the last 5 years. Of these, 74% saw these developments as an improvement to the area.

- These findings are very similar to 2015 data - 46% aware of new buildings and 72% saw them as an improvement.

- The perception that new developments have been an improvement was highest amongst ethnic minority/non-uk citizens (82%) and students (82%).

- Respondents in the younger two age groups tended to be more positive than those in the oldest age groups - 83% of 16-24s and 81% of 25-34s said 'yes' compared to 66% of 55-64s and over 65s

- Respondents with a health problem were also less likely to say 'yes' (67%)

Craigmillar regeneration

Urban Eden

Case study

Informing decision-making: Short Stay Commercial Visitor Accommodation research

Edinburgh has a history of short stay letting due to its popularity as a tourist destination and the presence of the festivals. However, the rise of home sharing websites such as Airbnb has led to an increase in the number of houses becoming primarily used for short stay accommodation. This may be affecting housing supply and community cohesion.

The planning service undertook research to identify the number of short term let properties in the city and how other world tourist cities balanced visitor accommodation with the housing needs of its citizens.

The research involved working with colleagues across waste, community safety, housing, economic development, localities and parking to define the scale of the problem and impact on council services. We found that there were over 2,000 Airbnb whole apartments available more than 90 days per year. This indicates that these properties are no longer used primarily for residents. The impacts need further research but the Council is keen to work with the Scottish Government on potential legislative change to regulate this sector.

Entire properties listed on Air BnB (January 2012 to July 2016)

▲ available
▲ available over 90 days per year
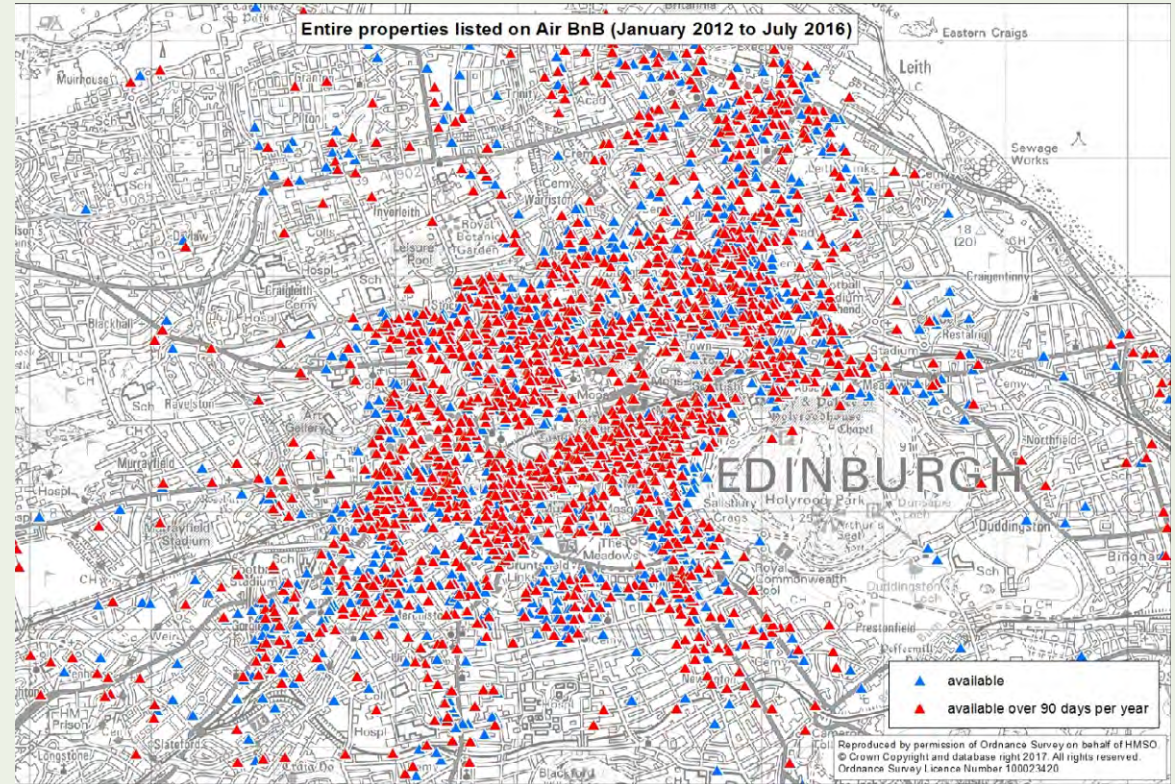
Quality of service and engagement

Open for business

The planning service continues to work with other Council services and external partners to demonstrate an 'open for business' approach. The Edinburgh Development Forum meets regularly to engage with the business community and work in partnership on the growth of the city.

Edinburgh was named the *best city in the UK to start a new business* with fast internet connections, reasonable office rent and a substantial pool of 'tech savvy' students all playing their part. Edinburgh also *ranked fourth in the world* for property investment with only Oslo, London and Munich scoring more highly, and the likes of New York and Sydney further down the Top 10.

With the Local Development Plan now adopted there is a greater sense of purpose to deliver managed change in a growing city. The Local Development Plan *Action Programme* sets out how the infrastructure and services required to support the growth of the city will delivered. The Action Programme is a live working document, annually reviewed with actions and identified costs. The Action Programme is informed by the annual Housing Land Audit and Delivery Programme (HLADP). The following case study sets out how we are changing the way we audit this process.

Case Study

Housing Land Audit and Delivery Programme

In April 2016, the Council changed its approach to how it audits the supply of housing land and the delivery of new homes. Scottish Planning Policy (SPP) requires planning authorities "to ensure a generous supply of land for house building is maintained and there is always enough effective land for at least five years". The annual housing land audit is a tool to critically review and monitor the availability of effective housing land, the progress of sites through the planning process and housing completions.
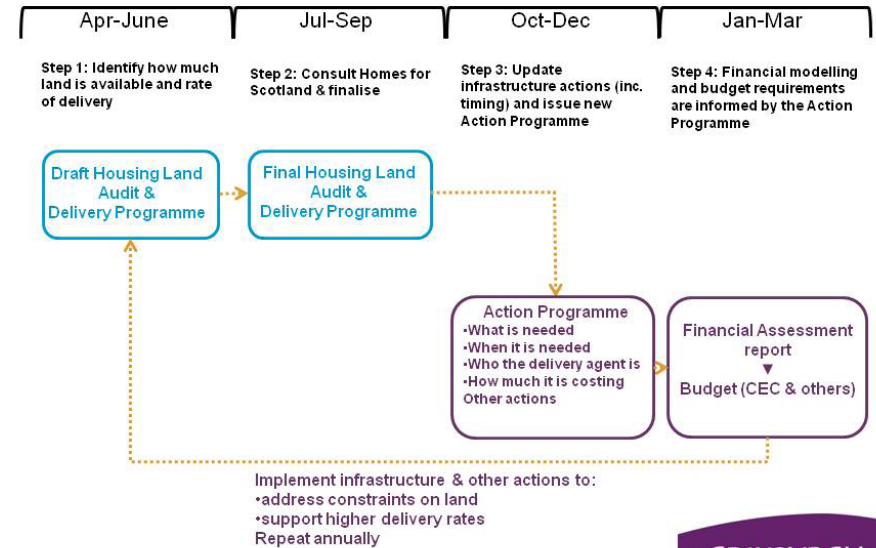
Previous housing land audits have measured housing land in terms of the expected programme of new house building. Our new approach recognises that housing land is an input to a process and the delivery of new homes is an output. As such, the new housing land audit and delivery programme measure the availability of effective housing land and the expected delivery of new homes as separate things. Working with Homes for Scotland, the utility of the HLADP is being further developed to assess on a site by site basis, not only the expected delivery of new homes, but the factors or interventions that could accelerate delivery. Tied closely to the Action Programme, this approach can help to manage the timing and costs of necessary infrastructure provision.

In April 2017, we held a workshop to share the new approach with other planning authorities to gauge the strengths and weaknesses of the approach and to explore whether a similar approach could work elsewhere. The event was attended by 32 officials representing 23 Scottish planning authorities. Our approach was explained and the reasons for us adopting it followed by group discussions. We were not seeking support or endorsement for the new approach but it demonstrated that there can be alternative approach to assessing land supply and housing delivery. The workshop also provided a forum for discussing wider issues surrounding housing land supply, Scottish Planning Policy and advice.

The Council is working to develop its approach in the 2017 Housing Land Audit and Delivery Programme, and continues to share this.

Relationship of Housing Land Audit & Delivery Programme with Action Programme

Note: Dates relate to published documents – work will normally be finalised for internal use 2 months ahead

Apr-June	Jul-Sep	Oct-Dec	Jan-Mar
Step 1: Identify how much land is available and rate of delivery	Step 2: Consult Homes for Scotland & finalise	Step 3: Update infrastructure actions (inc. timing) and issue new Action Programme	Step 4: Financial modelling and budget requirements are informed by the Action Programme

Draft Housing Land Audit & Delivery Programme → Final Housing Land Audit & Delivery Programme

Action Programme
• What is needed
• When it is needed
• Who the delivery agent is
• How much it is costing
Other actions

Financial Assessment report ▼ Budget (CEC & others)

Implement infrastructure & other actions to:
• address constraints on land
• support higher delivery rates
Repeat annually

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Land audit workshops

Certainty

The service continues to provide detailed guidance for most straightforward householder applications, with a *suite of guidance* helping potential applicants to design acceptable schemes. *Charters on service areas*, such as street naming, ensure that the customer knows what to expect. Audits are carried out at regular intervals, to ensure consistency of output, decision making, and meeting of target timescales.

The following case studies set out how we have worked with customers at different stages of the planning and development process, providing certainty through early engagement.

Case study

Former British Home Stores Redevelopment

Proposals to re-develop the former British Home Stores building on Princes Street were approved by the Planning Committee in early 2017. The scheme brought with it a number of challenges associated with the site's location within the New Town Conservation Area and World Heritage Site and its historic importance as a Category B listed building.

Achieving a suitable design for the proposal that involved internal, external and partial demolition for the introduction of retail, café and hotel spaces whilst at the same time respecting the character of the local area and historic building was essential.

We engaged positively with the applicant at the pre-application stage and provided constructive feedback throughout the process to guide the design of the building. This ensured that a well-rounded development came forward with workable revisions.

Fostering and maintaining a good working relationship with the applicant was important to help deliver the proposals and realise this significant investment opportunity.

The agent for the development stated:

"The process was exceptionally well run by the planning team in a way which fully respected the heritage of the building whilst working with us to arrive at pragmatic and sensible solutions.

It is less than four months since the application was registered; to achieve consent for the major redevelopment of a listed building in the heart of the World Heritage Site in such a short space of time does CEC great credit and will be a very positive message for other property investors."

Case study

Affordable Housing – Working in Partnership with 21st Century Homes and Development on the Ground

The second Housing Need and Demand Assessment 2015 for the SESPlan area, shows that housing need in Edinburgh remains extremely high. The report identifies demand for between 38,000 and 46,000 new homes in Edinburgh over the next 10 years.

The Council through its 21st century homes initiative is taking a lead in the provision of affordable housing with its target of 8,000 units over the next 10 years. The aim is to build high quality, sustainable homes that will reduce the cost of living for tenants with investment in current stock to ensure this meets the same target.

Over the last year, the Planning service has worked in partnership with the 21st century homes team on a number of developments through the planning process from pre-application discussions, applications being approved, implementation and the monitoring and discharge of conditions.

Early engagement ensured that the LDP policies and Edinburgh Design Guidance requirements for design, layout – reducing the amount of single aspect units, space standards, daylight and sunlight requirements, as well as open space were complied with.

Infrastructure contributions were also highlighted at an early stage in terms of Education, Transport, Open Space and health. This helped to facilitate the cross-subsidy of the small sites affordable housing project.

Pennywell

Gracemount

Greendykes C and West Pilton Crescent

Communications, engagement and customer service

The planning service continues to develop how we communicate with our various customer groups. The case studies on the following pages set out some of the ways we have engaged a range of people in the planning process.

The planning service has been working with local community councils and delivered a programme of training over the past year. This included:

December 2016 and March 2017 – Planning took part in the community council induction sessions including facilitating group discussions on the role of community councils and having a Planning stall outside with various information leaflets.

April 2017 – Planning held its own training event for new community councillors. It aimed to give an understanding of what the planning system is for, how it delivers the service and the role community councillors have in this. Specific topics included:

- Discussion Group - what makes your community special, what are challenges you face and what does this mean for how you engage with the Planning Service

- The Development Plan: Shaping Our City

- Discussion Group - Planning Applications: What can you comment on?

- Planning Decisions: How do they happen?

- Discussion Group - How do community councils represent the views of the wider community?

We have also gone out to individual community council meetings to explain what we do as a service

Future events will cover topics such as listed buildings, conservation areas, enforcement, permitted development, appeals and reviews and the use of the Council's planning portal.

This past year we also completed 5 *planning 'Quick Guides'* covering topics such as windows, driveways, sheds , changes of use and advertisements. These easy to read guides will help customers with common enquiries and encourage them to access information online. We intend to evaluate the use of the guides in the coming year.

Planning and Building Standards Customer Forum

The Planning and Building Standards service held its first customer forum in June 2017. This was an opportunity to get feedback from the previous year and to define service improvement actions for 2017/18.

Over 50 people attended the forum, representing a wide range of our customer groups including community councils, architects, planning consultants, surveyors and agents. The forum was independently facilitated with round table discussions. It was an opportunity to meet service managers from both the planning and building standards service areas and to listen to what matters to our customers. It has influenced the final format of this Planning Performance Report.

Case study

Reviewing the Old and New Towns of Edinburgh World Heritage Site Management Plan

Over the summer 2016, over 1,000 members of the public took part in a consultation for the new Management Plan and had their say on how the World Heritage Site is being run. This took the form of a questionnaire, stakeholders meetings and discussions at public events such as World Heritage Day and the Meadows Festival.

The feedback revealed six themes which are set out in the plan, with suggestions on how the Management Partners plan to tackle issues and concerns.

For the first time, the management partners had a stall at the Meadows Festival. This was the start of the consultation on both the Old Town and the New Town Conservation Area Character Appraisals and helped raise awareness of the conservation of the site. We used the Place Standard to get feedback on the recent developments with more than 550 people speaking to us over the two days.
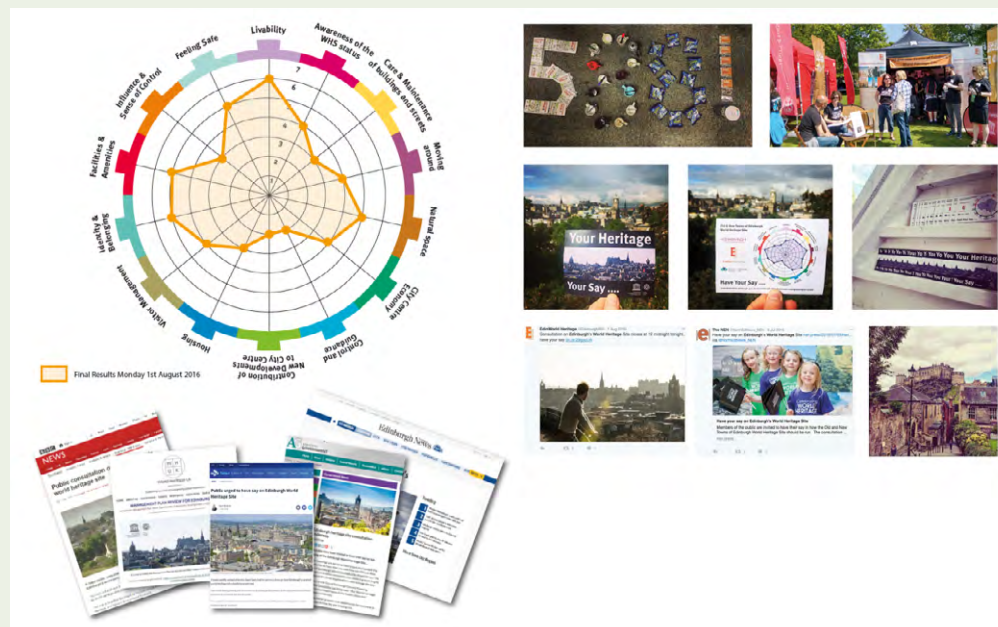
Engaging young people in the planning process

In Edinburgh, we recognise the benefits in engaging young people in planning as an opportunity to understand the process and get involved in the changes to their city. In recognising this, and with the Scottish Government review of planning advocating the inclusion of more young people in planning, we undertook the following exercise.

Case study

Firrhill School Planning Work Placement

Earlier this year we invited pupils from Firrhill School to experience a live planning project as part of their work placement program.

The pupils were tasked with creating a concept and design for the new Ross Bandstand in West Princes Street Gardens, which is currently part of an international design competition.

A site analysis was undertaken to inform their designs and the pupils completed the Place Standard exercise to support their assessments. At the end of the two days the pupils presented their work to the rest of the school.

Case Study

Improving the way we communicate: Edinburgh Biodiversity Action Plan Progress Report

The Edinburgh Biodiversity Partnership is chaired by the City of Edinburgh Council. Since 2000 it has delivered a varied and successful programme of biodiversity improvement and community engagement across the city and beyond. The Partnership is made up of over 40 organisations; from government agencies, environment trusts, nature conservation organisations and local volunteer natural history groups.

Every year the Partners are asked to record and report on the activities and outcomes that they have delivered for the previous twelve months. From a total of 154 for 2016, 137 (89%) are complete or in progress. Working with an in-house design technician the Annual Review has a new, accessible style that makes the numbers behind the work spring to life and helps to celebrate the City's biodiversity.

This year we used infographics to represent the work of the Partners demonstrates the breadth and type of activities as well as the range of organisations and individuals involved.

BLUE NETWORKS
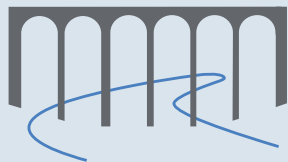
11 events for volunteers to control invasive species run by the **Water of Leith Conservation Trust**

1 **wetland habitat** improvement project at Easter Craiglockhart Hill **Local Nature Reserve**

1 area of coastal sand dune and reservoirs managed by the **Council Natural Heritage Service**

3 **21** river clean up community events held by Water of Leith Conservation Trust
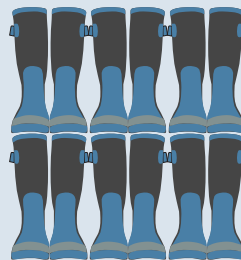
12 Wetland bird surveys carried out by **CEC Natural Heritage Service**

1 lowland raised bog habitat managed at **Red Moss**

9 cases relating to the Firth of Forth dealt with by Scottish Natural Heritage help to protect the Special Protection Area which is Edinburgh's most important place for wildlife

9 groups helped control **7** invasive species in **Council Natural Heritage Parks**

SPECIES

50 bee transect surveys **149** butterfly transects were carried out in Holyrood Park

Butterfly transects also carried out on **5** **Natural Heritage parks** and by **Butterfly Conservation Scotland members**

4 rare insects in Holyrood Park surveyed by **Historic Environment Scotland Ranger Service**

5 rare plants in Holyrood Park surveyed or managed by **Historic Environment Scotland**

32 development sites requested to install artificial Swift bricks by the **Council Planning and Transport Service**

1964 plant records identified by **Botanical Society of British Isles**

3 **meadows** created in Holyrood Park by **Historic Environment Scotland Ranger Service**

1 Rare Plants project refreshed during **2016**

1 **programme** of **SSSI** grassland management delivered

3729 species records submitted by the public to **The Wildlife Information Centre**

Customer satisfaction: complaints and compliments

From April 2016 to March 2017 the Planning and Building Standards service received 207 complaints, 77 compliments with 3 Scottish Public Services Ombudsman (SPSO) cases. The lessons learnt from the complaints are shared through quarterly updates to the management team, with ongoing customer care training proposed as part of the improvement plan for the coming year.

Type of case	Q4 2016/17	Q3 2016/17	Q2 2016/17	Q1 2016/17
Frontline resolution	30	60	47	33
Internal investigation	12	10	5	10
SPSO	0	0	3	0

Communications, engagement and customer service

The Planning Service Twitter account continues to be used as a customer service channel and for sharing planning and development news and information. Follower numbers have grown from 2150 last year to now over 2500 followers. The Planning Edinburgh blog has increased in its number of subscribers to over 250 and we have now posted over 100 blogs to date.
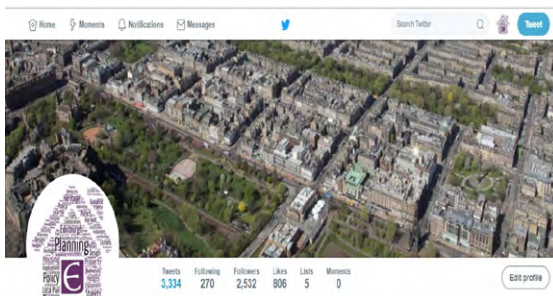
Governance

Effective management structures

The Planning and Transport service completed its organisational review in May 2016. The new service structure has changed the way we work by reinforcing the localities-based approach to service delivery and through the creation of multi-disciplinary teams. Planning teams now include Transport and Environmental Health (air quality) officers working alongside planners in both plan preparation and application processes. The diagram shows how the Planning and Building Standards Service has aligned itself with a focus on east, west and city-wide geographic areas.

A new Chief Planning Officer role was created earlier this year at senior service manager level. The role includes the proper officer functions as set out in the Council's Scheme of Delegation and provides a leadership and gateway role for the service.

PLANNING & BUILDING STANDARDS STRUCTURE

Culture of continuous improvement

The planning service has delivered on the actions set out in the 2015-16 Improvement Plan in Part 3.

The service continues to undertake leans reviews and in the past year undertook reviews of the Street Naming process and Road Construction Consents. In both instances, actions are being taken forward to improve these aspects of the development process.

Road Construction Consent Lean Review

February 2017

Staff training and development

The service continues to support training and development opportunities with external and internal training events available to staff. Monthly planning topic training events are held and open to all staff and now include other service areas and neighbouring Councils.

The programme for monthly Training sessions for staff has included:

- Policy Update – student housing, town centres, Local Development Plan
- Community Planning
- Appeals and decision making tests
- PPF/Balanced Scorecard
- Planning Review discussion
- The Planning Review – PD Rights
- Edinburgh Design Guidance Review
- Street Design Guidance
- Planning Help Desk
- Freedom Of Information requests
- Local Development Plan and new developer contributions/infrastructure policy

- Landscaping and Planning Applications
- Environmental Impact Assessments
- Planning Review Consultation
- Presentation Skills
- Flooding Self Certification

Elected members training

Workshops and training events continue to be held with members of the Planning Committee. Over the past year these have focused on:

- Community Engagement
- Strategic Development Plan
- Open Space Strategy
- Private Rented Sector - Build to Rent
- Edinburgh Design Guidance
- Parking Standards
- World Heritage Site Management Plan Review
- Local Review Body Decisions

Sharing Good Practice – peer review

In the past year officers from the service visited Dundee City Council to review both performance and development on the ground. Planning officers from Dundee also undertook a visit to Edinburgh to look at new and emerging development in the City.

Visit to the City of Dundee

Supporting Evidence

The Planning Performance Framework has been compiled using a range of sources including:

- *SESPlan*

- *The Edinburgh Local Development Plan*

- *Development Plan Schemes*

- *Planning Guidelines*

- *Planning Enforcement – online form and charter*

- *Planning Committee reports*

- *Regular Planning Edinburgh blogs*

- *Planning and Building Standards Customer Care Charters*

- *The City of Edinburgh Council webcasts*

- *Edinburgh People Survey 2016*

- *RIAS Awards*

- *EAA Awards*

- *SAQP 2016*

- *Edinburgh Urban Design Panel progress report*

- Feedback from events with stakeholders including community councils, agents and the Edinburgh Development Forum

- Planning and Building Standards Lean Reviews

Fairmilehead Housing

Burdiehouse Housing

Part 3

Service Improvements

The Planning and Building Standards Business Plan for 2017/18 sets out a number of key objectives to deliver a high performing planning service. These are set out in the table below. The targets for delivery are 31 March 2018. In the coming year we will:

Service Improvements 2017-18

Key projects	Key actions
Local Development Plan	Evaluate the LDP1 programme and scope issue for LDP2, keep the Action Programme up-to-date and complete the preparation of supplementary guidance.
Strategic Development Plan	Work with partners to submit a proposed revised plan to Scottish Ministers
Local Transport and Air Quality Strategies	Engage with stakeholders to scope issues for a review
Old and New Towns of Edinburgh World Heritage Site	Review and replace the management plan for the site.
Edinburgh Design Guidance	Review the Guidance and align with the Edinburgh Street Design guidance
Review and update non-statutory guidance	Planning, transport and air quality issues updated to assist with the preparation and assessment of development proposals
Wayfinding	Working cross-services deliver physical and virtual information to improve city legibility and encourage active travel
Customer engagement changes and operational processes	Implement customer engagement changes and operational processes through: • lean reviews • channel shift programmes • create 'quick guides' and 'how to' videos • increase the use of support staff • additional customer care training
Place standard	Use this and other tools to assess the quality of place making and development on the ground.
National review of Planning System	Contribute to emerging proposals and respond to Scottish Government consultations to highlight implications for Edinburgh.

Locality Improvement Plans	Work with the Locality Teams to deliver the place making agenda at local level.
Major application performance	Improve performance in processing major planning applications by increasing the use of processing agreements or agreed extensions.
Local development plan delivery	Facilitate delivery of development proposals in the LDP and actions identified in the Action Programme
Review development management team structures	Review structure of planning teams in the context of localities and balance of workload.
Reinvest fees	Reinvest increase in planning fee income in accordance with Government priorities.
Model legal agreement	Develop a model legal agreement to help reduce timescales for issuing decision.
Delegated decisions	Increase the proportion of delegated planning decisions upheld by the Local Review Body.
Stakeholder Engagement	Work with others to actively engage children, young people and hard to reach groups in a number of planning processes

Delivery of our service improvements in 2016-17

Key Projects	Key actions
Local Development Plan	*Local Development Plan adopted November 2016* - the adoption of the Local Development Plan was a key milestone for the future development of the City and addresses key markers 7 and 8. The Plan provides a framework for the growth of the City and sets out clearly where housing, business and other development should go and provides the certainty needed for economic success. The Action Programme sets out how the Plan will be delivered.
Strategic Development Plan	*Proposed Plan submitted for examination in June 2017* - the Council has worked closely with other SESplan authorities to draw up a proposed plan for the future growth of the City Region. This involved detailed consultation and engagement and the new Plan sets out where new development will be focused over the next 20 years.
Supplementary Guidance	*Supplementary Guidance* is being prepared for our town centres and the drafts for Stockbridge, Portobello and Nicolson Street/South Clerk Street were approved for consultation in March 2017. These documents will provide further guidance on the policies of the LDP. *Supplementary Guidance on Developer Contributions and Infrastructure Delivery* was also approved and this sets out how developers make a fair and realistic contribution to the delivery of necessary infrastructure provision and improvement associated with development.
Open Space Strategy	*Revised strategy approved December 2016* - the award winning Open Space Strategy was updated during this period and sets out how the Council will protect, look after and expand the city's network of green spaces for the next five years.
The Old and New Towns of Edinburgh World Heritage Site Management Plan	Following extensive public engagement *the management plan* will be finalised in 2017 - the Management Plan sets out how the Site will be cared for over the next 5 years and how new development can contribute to its qualities. Extensive public engagement took place in 2016/17 and the Draft Plan is being consulted on before it is finalised later in 2017.

Biodiversity Action Plan	*Plan approved and launched in May 2016* - the new Plan was approved in May 2016 and contains over 250 actions and aims to further engage communities and organisations in biodiversity conservation work across the city.
Non-statutory guidance	*The Annual review of Guidance was agreed by Planning Committee in February 2016* and sets out the priorities for 2016 in terms of updates. During the period, a review has been taking place on the Edinburgh Urban Design Guidance and work has started on updating Householder Guidance, Art in Public Places and Adverts and Sponsorship.
Customer engagement	A number of changes having been taking place this year including moving calls to the Customer Contact Centre to ensure they are responded to quickly and the customer can be advised where to find information online; use of *online forms for pre-application* and other enquiries to ensure we capture the information needed to respond; *quick guides* which set out information for the layperson on windows and driveways and other small types of development; and updating website pages to make them more informative and easier to use.
Place making	The Planning service has been promoting the use of the Place Standard as part of helping Locality teams with their Locality Improvement Plans. From staff training to working with local communities, *placemaking* is now embedded into all strands of the work we do.
Service Structure	Following a re-structuring of the service in May 2016, opportunities have developed for more integrated working between teams within the service and with other Council services. Work streams around transport policy and air quality are now part of the Spatial Policy team in Planning with a shared vision of environmental and social improvements to the City and how to deliver it.
Service Efficiencies	Lean reviews and working protocols have been carried out this year and in the past and many of the actions have been embedded this year. Flooding certification has been introduced which means that applicants must provide information on flood impacts up front and this must be certified by qualified engineers; a new process has been introduced for managing S50 licensing certificates electronically; and changes have been made to the validation process to make it more streamlined. These changes have helped with service efficiencies which can be built upon in the future to improve performance.

Part 4

National Headline Indicators

	2016-17	2015-16
Development Planning:		
• Age of local/strategic development plan(s) (years and months) at end of reporting period *Requirement: less than 5 years*	Edinburgh Local Development Plan (4 months)	
• Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)	Yes	
• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier/Y-later/N)	Yes	N/A
• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)	Yes	Yes
Effective Land Supply and Delivery of Outputs*	**(Draft figs)**	
• Established housing land supply	31,375	33,020
• Effective housing land supply	24,309	25,748
• Housing Land Requirement	20,347	22,912
• 5-year Delivery programme	12,484	11,970
• 5-year housing supply target	12,729	13,619
• Number of years of effective land (at current delivery rates)	9.7	10.8
• Housing approvals	5,432	4,811
• Housing completions over the last 5 years	9,424	8,716
• Marketable employment land supply	291.3	317.7
• Employment land take-up during reporting year	0	0

* The template for housing land statistics has changed since the 2015/16 report to reflect City of Edinburgh Council's approach to monitoring housing land supply and housing delivery. Housing land supply and housing delivery are now measured separately and compared to the housing land requirement and housing supply target respectively.

Key outcomes	2016-17	2015-16
Development Management		
Project Planning		
• Percentage of applications subject to pre-application advice	21%	30.9%
• Number of major applications subject to processing agreement	11	18
• Number of applications subject to other project plan	392	162
• Percentage planned timescales met	73.9%	76.7%
Decision-making		
• Application approval rate	91.9%	93.6%
• Delegation rate	95.0%	95.1%
Validation		
• Percentage of applications valid upon receipt	68.5%	71.5%
Decision-making timescales		
Average number of weeks to decision:		
• Major developments	43	33.6
• Local developments (non-householder)	12.6	11.6
• Householder developments	8.3	8
Legacy Cases		
• Number cleared during reporting period	82	65
• Number remaining	81	163
Enforcement		
• time since enforcement charter published / reviewed (months) *Requirement: review every 2 years*	19 months	4 months
• number of breaches identified / resolved	695	626

Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2016-17		2015-2016	
		No.	%	No.	%
Local reviews	79	41	48.1%	29	48.1%
Appeals to Scottish Ministers	42	26	61.9%	19	57.6%

Enforcement activity

	2016-17	2015-16
Cases taken up	695	584
Notices served	58	42
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

Part 5

Official Statistics

Edinburgh[1,2]	Post-3rd August 2009 applications			2016/17 All applications		
	Total number of decisions	Average time (weeks)		Total number of decisions	Average time (weeks)	
MAJOR DEVELOPMENTS						
Without Legal Agreement	5	31.8		5	31.8	
With Legal Agreement	18	46.1		18	46.1	
MAJOR DEVELOPMENTS						
All Major Developments	**23**	**43.0**		**23**	**43.0**	
Minerals	0	-		0	-	
Housing	7	41.7		7	41.7	
Business and Industry	0	-		0	-	
Waste Management	0	-		0	-	
Electricity Generation	0	-		0	-	
Freshwater Fish Farming	0	-		0	-	
Marine Finfish Farming	0	-		0	-	
Marine Shellfish Farming	0	-		0	-	
Other Developments	16	43.6		16	43.6	
LOCAL DEVELOPMENTS						
Without Legal Agreement	1,949	9.2	**Proportion of decisions**	1,949	9.2	**Proportion of Decisions**
With Legal Agreement	30	50.5		30	50.5	
LOCAL DEVELOPMENTS						
All Local Developments	**1,979**	**9.8**		**1,979**	**9.8**	
Local: Less than 2 months	**1,527**	**7.5**	**77.2%**	**1,527**	**7.5**	**77.2%**
Local: More than 2 months	**452**	**17.6**	**22.8%**	**452**	**17.6**	**22.8%**
Local Developments (non-householder)	694	12.6		694	12.6	
Local: Less than 2 months	445	7.4	64.1%	445	7.4	64.1%
Local: More than 2 months	249	22.0	35.9%	249	22.0	35.9%
Householder Developments	1,285	8.3		1,285	8.3	
Local: Less than 2 months	1,082	7.6	84.2%	1,082	7.6	84.2%
Local: More than 2 months	203	12.2	15.8%	203	12.2	15.8%
Housing	156	16.7		156	16.7	
Local: Less than 2 months	85	7.6	54.5%	85	7.6	54.5%
Local: More than 2 months	71	27.7	45.5%	71	27.7	45.5%
Business & Industry	34	12.1		34	12.1	
Local: Less than 2 months	27	7.2	79.4%	27	7.2	79.4%
Local: More than 2 months	7	31.0	20.6%	7	31.0	20.6%
Other Developments	439	11.2		439	11.2	
Local: Less than 2 months	297	7.3	67.7%	297	7.3	67.7%
Local: More than 2 months	142	19.4	32.3%	142	19.4	32.3%

Edinburgh[1,2]	Post-3rd August 2009 applications	
	Total number of decisions	Average time (weeks)
OTHER CONSENTS		
All Other Consents	**1,402**	**12.3**
Listed bldg+con. area consents	818	12.1
Advertisements	289	8.5
Hazardous substances consents	0	-
Other consents and cetificates	295	16.6
ENVIRONMENTAL IMPACT ASSESSMENTS		
Local Developments subject to EIA	0	-
AMSCs subject to EIA	0	-
APPLICATIONS SUBJECT TO		
Planning/Legal Agreement	48	48.8
Local Review	79	7.6

2016/17 All applications	
Total number of decisions	Average time (weeks)
1,403	**12.6**
818	12.1
289	8.5
0	-
296	17.9
0	-
0	-
48	48.8
79	7.6

PROCESSING AGREEMENTS	Total number of decisions	% within agreed timescales
All processing agreements	**403**	**73.9%**
Major applications	11	27.3%
Local Applications	276	75.0%
EIA developments	0	-
Other consents	116	75.9%
Applications approved / delegated	**Percentage**	
Percentage of Applications Approved	91.9%	
Percentage of Applications Delegated	95.0%	
Local reviews and appeals	**Total number of decisions**	**Original decision upheld (%)**
Local Review	79	48.1%
Appeals to Scottish Ministers	42	61.9%
Enforcement activity	**Number**	
Cases Taken Up	695	
Notices Served	58	
Reports to Procurator Fiscal	0	
Prosecutions	0	
Number of breaches resolved	n/a	

Part 6

Workforce Information

The Edinburgh Planning service is based on East and West team areas for development management and enforcement other planning activities such as planning policy undertaken on a City Wide basis. Support staff are used from a central resource.

	Tier 1 Chief Executive	Tier 2 Director	Tier 3 Head of Service	Tier 4 Senior Service Managers
	1	1	1	3

		City Wide	East	West	Other
Managers/ Team Leaders	No. Posts	4	6	6	
	Vacant	0	0	0	
Main grade posts	No. Posts	29	25	26	1
	Vacant	0	0	0	
Technician	No. Posts	6	3	3	
	Vacant	0	0	0	
TOTAL		39	34	35	1

Appendix 1

Performance Markers Report 2015-16

Name of planning authority: City of Edinburgh Council

The High Level Group on Performance agreed a set of performance markers. We have assessed your report against those markers to give an indication of priority areas for improvement action. The high level group will monitor and evaluate how the key markers have been reported and the value which they have added.

The Red, Amber, Green ratings are based on the evidence provided within the PPF reports. Where no information or insufficient evidence has been provided, a 'red' marking has been allocated.

No.	Performance Marker	RAG rating	Comments	2016-17 Actions
1	**Decision-making:** continuous reduction of average timescales for all development categories [Q1 - Q4]	**Amber**	**Major Applications** At 33.6 weeks your timescales are longer than last years, however you remain quicker than the 38.8 week national average. RAG = Amber **Local non-Householder Applications** At 11.6 weeks your timescales are the same as last year. They remain quicker than the national average of 12.3 weeks RAG = Green **Householder Applications** At 8.0 weeks your timescales are slower than the previous year and the 7.5 week national average RAG = Red **Overall RAG = Amber**	It is acknowledged that timescales have increased for all application types. As stated in the introduction, it has been a challenging year in terms of negotiating processing agreements and resources for householder applications. Action will be taken in 2017/18 to improve performance.

No.	Performance Marker	RAG rating	Comments	2016-17 Actions
2	**Processing agreements:** • offer to all prospective applicants for major development planning applications; and • availability publicised on website	**Green**	Processing agreements offered to all major developments and more complex local developments. You have implemented an 'extension of time procedure' to embed processing agreements into local developments. **RAG = Green** Availability is published on your website. **RAG = Green**	Processing agreements continue to be offered for all *major applications* and information is available about this on the Council website
3	**Early collaboration with applicants and consultees** • availability and promotion of pre-application discussions for all prospective applications; and • clear and proportionate requests for supporting information	**Amber**	Pre-application service available for major and more complex applications promoted online as part of application process. Online pre-application forms allow you to respond promptly. **RAG = Green** You have not evidenced how any requests for supporting information are clear or proportionate. **RAG = Red**	The *Customer Service Charter* sets out where we will offer pre-application advice and online forms are available for this. Major applications are subject to a full pre-application advice service and other more complex and contentious cases are given pre-application advice. Supporting information such as transport assessments and bat surveys are usually agreed at pre-application stage preferably as part of a processing agreement. In some cases, other information such as noise assessment will be required but officers will only request these when necessary and an extension of time would normally be negotiated to deal with this.
4	**Legal agreements**: 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)	**Green**	Number of major applications with legal agreements increased in the last reporting year. Slight reduction in legal agreements for local applications.	The Council has a procedure in place to review applications if the legal agreement has not been concluded within 6 months. There were 48 applications with legal agreements, an increase of around 25% from the previous year. Around a third of legal agreements were processed in six months reflecting the detailed negotiations around these.
5	**Enforcement charter** updated / re-published within last 2 years	**Green**	Charter re-published in December 2015	The Enforcement Charter is still up-to-date.

No.	Performance Marker	RAG rating	Comments	2016-17 Actions
6	**Continuous improvement:** • progress/improvement in relation to PPF National Headline Indicators; and • progress ambitious and relevant service improvement commitments identified through PPF report	Amber	Major applications and householder application times increased although still below national averages. LDP still out of date. **RAG = Amber** You have explained delays and alterations to service improvement commitments identified through last year's report. You have identified some good commitments for this year however, some of these could be considered core business. **RAG = Green**	Ambitious service improvements have been delivered as set out in Part 3 of the PPF.
7	Local development plan less than 5 years since adoption	Red	Both local plans over 5 years old.	The Local Development Plan was adopted in November 2016.
8	**Development plan scheme** – next LDP: • on course for adoption within 5 years of current plan(s) adoption; and • project planned and expected to be delivered to planned timescale	Red	Your first LDP is yet to be adopted, your second proposed plan was submitted to Ministers in June 2015.	The Development Plan Scheme has been met
9	**Elected members engaged early** (pre-MIR) in development plan preparation – *if plan has been at pre-MIR stage during reporting year*	N/A		n/a
10	**Cross sector stakeholders* engaged** early (pre-MIR) in development plan preparation – *if plan has been at pre-MIR stage during reporting year* **including industry, agencies and Scottish Government*	N/A		n/a
11	**Regular and proportionate policy advice** produced on information required to support applications	Green	Guidance covers wide range of planning applications with information provided to support applications. New Student Housing Guidance published this year.	A full range of supplementary and non-statutory guidance is available to prospective developers and a full pre-application advice service is offered on major applications at no charge.

No.	Performance Marker	RAG rating	Comments	2016-17 Actions
12	**Corporate working across services** to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	**Green**	Work is progressing on the review of your Planning Concordat. Your LDP Action Programme continues to bring together a range of cross service stakeholders. You continue to work with EWHT and the Biodiversity Partnership. You have joined up with the transport service within a new Directorate of Place.	The Edinburgh Planning Concordat was renewed in 2016 and sets out how developers, the Council and community councils should work together to facilitate development on the ground. The LDP Action Programme is a corporate document and the working group is chaired by the Council's Chief Executive to ensure all service areas are working together for the future growth of the City. The service has worked with the Flood Prevention team to implement a new flood certification process and work is progressing on protocols with Environmental Protection and Communities and Families
13	**Sharing good practice, skills and knowledge** between authorities	**Green**	Shared best practise with other authorities whilst peer reviewing last year's PPFs. You held training sessions for community councils on the planning system and will continue to run these sessions in the future.	Shared training events with nearby authorities have been a feature this year e.g we invited other councils to EIA training and PPF peer review has now been embedded into ways of sharing.
14	**Stalled sites / legacy cases:** conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	**Green**	You continue to clear legacy cases, 65 during the reporting year, and you have explained how the new position agreed by the Planning Committee for "minded to grant" decisions aims to reduce the number of legacy applications going forward.	A large number of legacy cases were cleared this year. This is an ongoing process.
15	**Developer contributions:** clear and proportionate expectations • set out in development plan (and/or emerging plan); and • in pre-application discussions	**Green**	Site specific contributions clearly identified in Action Programme. **RAG = Green** Increased early pre-application advice. **RAG = Green**	New supplementary guidance on developer contributions was published in March 2017 and sets out clearly what input developers are required to make.

Planning
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2016 - 2017

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