

To: Planning and Climate Change Policy Board

On: 29 August 2023

Report by: Chief Executive

Heading: Renfrewshire Planning Performance Framework 2022 / 2023

1. Summary

- 1.1 The purpose of this report is to present the 12th Renfrewshire Planning Performance Framework that is to be submitted to the Scottish Government following this Board. The planning performance framework covering the period 1 April 2022 to 31 March 2023 is attached at Appendix 1.
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2. Recommendations

- 2.1 It is recommended that the Board:
- (i) Notes the Renfrewshire Planning Performance Framework 2022 / 2023.
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3. Background

- 3.1 A system of performance management has now been long established between local authorities and the Scottish Government, whereby every planning authority is asked to produce an annual planning performance framework.
- 3.2 The planning performance framework is not a policy document. It provides planning authorities an opportunity to demonstrate continuous improvement, changes implemented, achievements and lessons learnt over the year along with anticipated service improvements for the coming year.

3.3 The framework was developed by the Heads of Planning Scotland to capture and highlight a balanced measurement of planning performance, showing commitment to the following areas:

- Speed of decision making;
- Qualitative story of this year's planning performance;
- Delivery of good quality development and design;
- Communication, consultation and engagement with our communities and stakeholders;
- The added value that planning makes in decision making;
- How policies and guidance have shaped developments;
- Project management.

4. Renfrewshire Planning Performance Framework 2022 – 2023

4.1 This is the 12th year of reporting planning performance. Part 1, 2 and Part 3 of the planning performance framework demonstrates how Renfrewshire Council's Planning Team has considered the planning performance feedback from the Scottish Government in 2022. It provides case studies and examples of strategies and projects where Planning has led or been a partner in implementing or supporting the delivery of Council priorities. It also highlights the ongoing journey of changes and adaptations made to planning processes and procedures over the year.

4.2 Renfrewshire Planning Performance Framework also includes statistical indicators at Part 4, 5, 6, and Part 7.

4.3 The planning performance framework demonstrates that Renfrewshire Council is committed to continuous improvement in the service it provides in its role as a local planning authority.

Implications of the Report

1. **Financial** – None.

2. **HR & Organisational Development** – None.

3. **Community/Council Planning** –

Reshaping our place, our economy, and our future – the proposed site development briefs set out a framework for supporting, encouraging, and delivering sustainability, climate change adaptation, reaching Net Zero, biodiversity gain and creating great places.

4. **Legal** – None.

5. **Property/Assets** – None.

6. **Information Technology** – None.

7. **Equality & Human Rights -**

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – None.

9. **Procurement** – None.

10. **Risk** – None.

11. **Privacy Impact** – None.

12. **COSLA Policy Position** - None.

13. **Climate Risk** – None.

Background Papers:

Renfrewshire Planning Performance Framework 2021 / 2022; Planning & Climate Change Policy Board; 23 August 2022

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Renfrewshire
Council

Planning
Performance
Framework

2022 - 2023



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Introduction

This is the twelfth Planning Performance Framework for Renfrewshire and it covers the period from 1 April 2022 to 31 March 2023.

Renfrewshire Planning Performance Framework sets out how Planning has performed over the year and sought to integrate improvements into systems and processes as well as considering the performance framework from the Scottish Government.

The annual report for this year aims to demonstrate how that feedback and continuous review and reflection has influenced processes, procedures and practices carried out by Planning.

Renfrewshire Council Planning 2022 / 2023

The final chapter in the plan preparation process for the Renfrewshire Local Development Plan concluded in June 2022 with the outcome of the Court of Session judgement. The Plan, as amended in line with the Courts outcome, is on the council [webpage](#).

The associated [Renfrewshire Local Development Plan Supplementary Guidance](#) was also finalised and adopted in August 2022.

The Plan process was completed by the acceptance of the [Strategic Environmental Assessment Post Adoption Statement](#) by the Scottish Government Key Agencies, also in August 2022. This final stage in the process illustrates how the environmental report influenced and informed the adopted local development plan.

The next stage for Renfrewshire Council, in partnership with other stakeholders, is to actively implement the [Renfrewshire Local Development Plan Action Programme](#) as well as commence the preparation of the next local development plan.

In Development Management we have seen the refinement of Uniform system, the planning application portal and processes and procedures in relation to streamlining the planning function. These are all detailed later in this planning performance framework.

There has been new procedures and templates for Tree Preservation Orders, a new Tree Policy along with updated planning guidance and new planning development briefs.

It continues to be a busy time for planning with the implementation of the new Planning Act, the introduction of National Planning Framework 4 (NPF4) and new guidance and regulations.



Part 1: Defining and Measuring a High Quality of Renfrewshire's Planning Service

Part 1 of the Planning Performance Framework provides the qualitative evidence of performance in terms of the plans, strategies and projects that have been delivered over the past year. The performance of Renfrewshire Council's Planning Service over the year is measured using the following elements:

Quality of Outcomes

Demonstrates the added value delivered by Planning, outlining the high quality development on the ground and how Planning shapes places.

Illustrate how Planning continues to improve planning processes, influence outcomes and achieve excellent quality development over the year.

Governance

Illustrates how structure and processes are proportionate, effective and fit for purpose.

Demonstrates how resources and innovative working practices aimed to address priorities, through collaboration between Council Services, corporate working practices and joint working arrangements.

Case Studies

Case studies are used throughout this section to demonstrate how Planning has assisted in delivering many of the priorities and outcomes of the Service Improvement Plan.

Quality of Service and Engagement

Demonstrates how Planning's positive actions supported sustainable growth by being Open for Business, more importantly directing the right development to the right places.

Highlights how Planning created certainty through consistent advice, efficient and transparent processes, positive early consultation and engagement along with speedy decision-making, promoting good customer service. Sets out how effective communications and partner-ship working with a range of stakeholders have resulted in successful outcomes.

Culture of Continuous Improvement

Demonstrates a culture of learning and improving. It details the service improvements and changes over the last 12 months with the aim of improving performance, reflecting the importance of ensuring an excellent quality of service for all users of the Planning Service.

Performance Markers

The Scottish Government's Performance Markers have been used to cross-reference and sign post where Renfrewshire Council consider that evidence has been provided in the case studies, highlighting performance, areas of improvements along with future actions and priorities.

Renfrewshire Local Development Plan Visioning - Shaping the next Plan

Qualitative elements being presented:

- Quality of outcomes
- Quality of service and engagement
- Governance

Performance markers:

- 7- Local development plan
- 8- Development plan scheme
- 9- Stakeholders are engaged appropriately through all key stages of development plan preparation
- 11- Production of relevant and up to date policy
- 12- Corporate working across services to improve outputs and services for customer benefit

Key Areas of Work:

- Local development plan
- Engagement
- Accessibility to Information
- Placeshaping

Stakeholders:

- Planning &
- Other Local Authority Staff
- Key Agencies
- Other Local Authorities
- Elected Members
- Renfrewshire's Communities
- Key LDP Stakeholders

Plan Led Approach

In each year's [Planning Performance Framework](#) an update on the Renfrewshire Local Development Plan is provided to set out where Renfrewshire is in the plan preparation process, the implementation of the spatial strategy and the local development plan action programme.

The Renfrewshire Local Development Plan was adopted on 15th December 2021 [LDP2](#). A statutory challenge was lodged at the Court of Session following the adoption in relation to non allocated housing sites in Renfrewshire. The outcome of the Court of Session appeal on the [29 June 2022](#) was that the appeal was allowed and parts of the Renfrewshire Local Development Plan (2021) was quashed insofar as it related to three housing sites. The land use designations of all three sites were removed in effect leaving 'white space' in the development plan.

Following the outcome of the Court of Session judgement the plan was updated to reflect the decision made by the Court. Thereafter this allowed the plan led system at Renfrewshire to prevail.



New Development Supplementary Guidance

[New Development Supplementary Guidance](#) supports the local development plan and provides additional detailed information in relation to designing, delivering and implementing development, with an emphasis on place making and sustainable, inclusive development.

The Supplementary Guidance was prepared and consulted upon alongside the Renfrewshire Proposed Local Development Plan in 2019. Following the consultation and engagement of this draft guidance, the document was subsequently revised taking account of comments, suggestions and alterations received from various stakeholders.

At the same time as preparing an updated draft of the Supplementary Guidance, there were particular challenges related to the interpretation and delivery of the affordable housing policy in the local development plan, Policy P3 – Housing Mix and Affordable Housing. This prompted further discussion on the clarity and comprehensiveness of the guidance on affordable housing in the Supplementary Guidance. In discussion with elected members, other council services, housing associations, developers, adjoining councils and other key stakeholders, the Supplementary Guidance was altered to ensure clear, reliable advice. Given this alteration, the Supplementary Guidance was consulted upon for a further period of 6 weeks to ensure everyone could have their say in the final document to provide confidence in the advice set out that it was proportionate, effective and fit for purpose.

Sixteen responses to the consultation were received from local residents, a community council, the Scottish Government, key agencies and developers. The final [Supplementary Guidance](#) was presented to the Planning and Climate Change Policy Board on the 14 June 2022 and adopted thereafter following acceptance by the Scottish Government on the 24 August 2022.



Action Programme Delivery

Since the adoption of the local development plan, the place strategy team has been focused on the delivery of the [Renfrewshire Local Development Plan Action Programme](#) and work has progressed on key actions including the preparation of refreshed, updated [planning advice](#) and [new development briefs](#).

The Local Development Plan Project Management Group which includes officers from the planning team and officers from other teams across the Council meet regularly to oversee the delivery of the action programme. This group monitor progress and coordinate the associated work programme ensuring any issues that may impede the delivery of actions are identified early and ongoing collaboration with key stakeholders is maintained in delivering the local development plan.

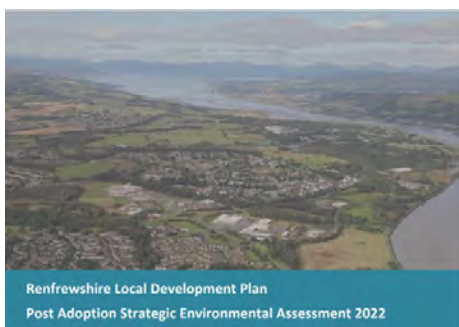


Renfrewshire Local Development Plan Visioning - Shaping the next Plan - Continued

Strategic Environmental Assessment Post-Adoption Statement

In line with the [Environmental Assessment \(Scotland\) Act 2005](#), the Renfrewshire Local Development Plan 2021 has been subject to the process of strategic environmental assessment. At each stage of the local development plan process there has been detailed consideration and assessment of the likely environmental factors and effects associated with preferred and alternative options, strategies, policies and proposals. It then considered how negative impacts can be avoided or minimised and identified opportunities for positive effects to be enhanced.

The [Renfrewshire Local Development Plan Strategic Environmental Assessment](#) shaped and positively contributed towards the finalised version of the Renfrewshire Local Development Plan 2021. The post adoption statement was presented to the [Planning and Climate Change Policy Board](#) on the 14 June 2022 and accepted by the Board. The final post adoption statement was then sent to the Strategic Environmental Assessment Gateway for consideration. The statement was accepted and then published on the Council's webpages. This final stage in the process, as outlined in the [post adoption statement](#), illustrates how the environmental report influenced and informed the local development plan.



Visioning & Shaping the Next Plan

Following the enactment of the [Planning \(Scotland\) Act 2019](#), the Scottish Government have been taking steps to successfully implement the wider reforms to [transform planning](#) including the introduction of [National Planning Framework 4 \(NPF4\)](#) and subsequent guidance and regulations, Renfrewshire Council now have a national vision, spatial strategy and principles along with policies and actions to embrace and translate into plans and placemaking at the local level.

Early consultation and engagement with a range of stakeholders will be key to ensuring appropriate timescales and milestones for preparing the next local development plan. Effective consultation and engagement is vital, considering that the Local Development Plan affects where people live, work, shop, play, and travel in Renfrewshire. Continual involvement and feedback will help us understand potential issues in Renfrewshire and help deliver a spatial strategy that address the issues that are important to our communities.

This process has begun in earnest, with key agencies contacted, stakeholders and communities asked for their interests and this will all be captured in [Development Plan Schemes](#) and Participation Statements as the next stages in the preparation of the plan is taken forward.



Outcome / Lessons Learnt

The main outcome of preparing the second local development plan for Renfrewshire, is the importance of keeping everyone apprised of each stage and also explaining the process at each stage. This appraisal was undertaken in various ways such as updates to corporate and senior management teams, elected member briefings and regular catch-up meetings, board reports at important milestones/stages, social media updates, updates via the local development plan mailing lists and staff engagement sessions. This clear communication strategy provided reliability in timescales and confidence in that the correct messaging was being shared between and with others involved or interested in the process.



CASE STUDY - LDP Action Plan Implementation - New Policy Advice, Guidance, Strategy & Development Frameworks

Qualitative elements being presented:

- Quality of outcomes
- Quality of service and engagement
- Governance
- Culture of continuous improvement

Performance markers:

- 3 - Early collaboration with applicants and consultees on planning applications
- 6 - Continuous improvements
- 11 - Production of relevant and up to date policy
- 12 - Corporate working across services to improve outputs and services for customer benefit

Key Areas of Work:

- Design
- Placemaking
- LDP and Supplementary Guidance
- Development Management Processes
- Planning Applications
- Process Improvement

Stakeholders:

- Planning &
- Other Local Authority Staff
- Elected Members
- Local Communities
- Developers

Overview

The adopted Renfrewshire Local Development Plan (2021) aims to assist the delivery of sustainable and inclusive investment alongside protecting and enhancing Renfrewshire’s cultural and heritage assets continuing to make it a successful place. The [Delivery Programme](#) associated with the Plan aims to create the conditions and deliver on place-based collaboration which can implement the vision and spatial strategy. It sets out clear actions, responsibilities and ways of working to guide how the local development plan will be implemented by all relevant stakeholders.

Over the duration of the planning performance framework period 2022/2023, Renfrewshire Council have been updating strategies, publishing up to date guidance and providing certainty in producing development briefs for key development sites outlined in the Renfrewshire Local Development Plan or for sites which have stalled and are vacant and/or derelict. This work includes updating the [Renfrewshire Vacant and Derelict Land Strategy](#), [Development in the Countryside](#) and [Display of Advertisements & Signage](#) planning guidance and preparing 11 new [Development Briefs](#) for sites in Renfrewshire.



Goals

To continually updated important strategies which encourage, promote and facilitate the reuse of brownfield, vacant and derelict land and empty buildings and help reduce the need for greenfield development in line with the spatial strategy and spatial principles set out in both National Planning Framework 4 and the adopted Renfrewshire Local Development Plan (2021).

By providing up to date guidance, Renfrewshire Council Planning is aiming to deliver high quality developments, have in place good and successful pre-application advice which is reliable since it has the approval of the Planning and Climate Change Policy Board.

Setting out development briefs for key sites in Renfrewshire assists with a clear communication strategy in what the aspirations are for each site, the expectation of the council in relation to the development approach and should provide confidence for the development industry, investors and other stakeholders in putting forward proposals for each site.

Outcomes

[Renfrewshire's Vacant & Derelict Land Strategy](#) is refreshed every two years with the outcomes and actions continually reviewed to ensure that they are effective and fit for purpose. The success of this strategy can be seen in the relationship between this strategy and delivering the outcomes in the [Renfrewshire Local Housing Strategy](#) and delivery of affordable housing through the [Renfrewshire Strategic Housing Investment Plan](#). The majority of affordable housing is delivered in existing Renfrewshire places primarily on previously used brownfield vacant and/or derelict land, on sites which are sustainable, connected and promote local living.

Another key outcome promoted through the Vacant and Derelict Land Strategy is the re-use or temporary use of vacant/stalled sites and engaging with local communities on potential use of small sites within existing places, which are not recorded on the vacant land register. This action is undertaken by working in partnership with our regeneration and housing colleagues as well as other teams within the council who administer grants under community empowerment with the [Celebrating Renfrewshire Fund](#) and the [Renfrewshire Green Spaces, Parks & Play Areas & Villages Investment Fund](#).

Planning works in partnership with other services in this respect so that with the limited funding and resources that the council has we can aim to address some of the priorities outlined by our communities and stakeholders.



CASE STUDY - LDP Action Plan Implementation - New Policy Advice, Guidance, Strategy & Development Frameworks

Consistent & Reliable Advice/Guidance

Frequent enquiries, [requests for pre-application advice](#) come from many areas, many of these relate to proposals for countryside development and advertisements. In order to improve on customer experience, a number of guidance/advice notes have been produced so that a degree of self service can occur as well as providing clear advice addressing the issues that are often arising.

The positive outcome of this guidance is that planning is influencing proposals and guiding development before submission of applications rather than being reactive. All planning staff worked together to turn frequently asked questions and requests into guidance and advice. This should allow investors to rely on consistent advice and be more confident in the potential outcomes of applications, as well as ensuring better alignment of staff resources across the planning spectrum.



Working together to get investment in the right places

[Development briefs](#) aim to encourage, promote and facilitate well designed developments that make successful places by taking a design-led approach and applying the [Place Principle](#). Planning, working alongside our colleagues in the Regeneration and Estates teams, have produced development briefs which not only provide clear expectations for design, quality and place making but also form part of the marketing particulars for the sale of land.

The feedback from investors and developers in relation to these briefs is that these planning frameworks provide clear expectations for design, what requires to be considered early in the development process, challenges and opportunities as well as potential developer contributions along with supporting information expected to be submitted at the same time as the planning application. This not only provides confidence to investors, but it also assists with staff resources.



CASE STUDY - Measuring Land Supply in Renfrewshire - Enhancing Digital Practices

Qualitative elements being presented:

- Quality of outcomes
- Quality of service and engagement
- Governance
- Culture of continuous improvement

Performance markers:

- 6 - Continuous improvements
- 7 - Local development plan
- 12 - Corporate working across services to improve outputs and services for customer benefit

Key Areas of Work:

- Skill Sharing
- Process Improvement
- Collaborative Working
- Project Management
- Data & Information
- Digital Practice
- Community Engagement

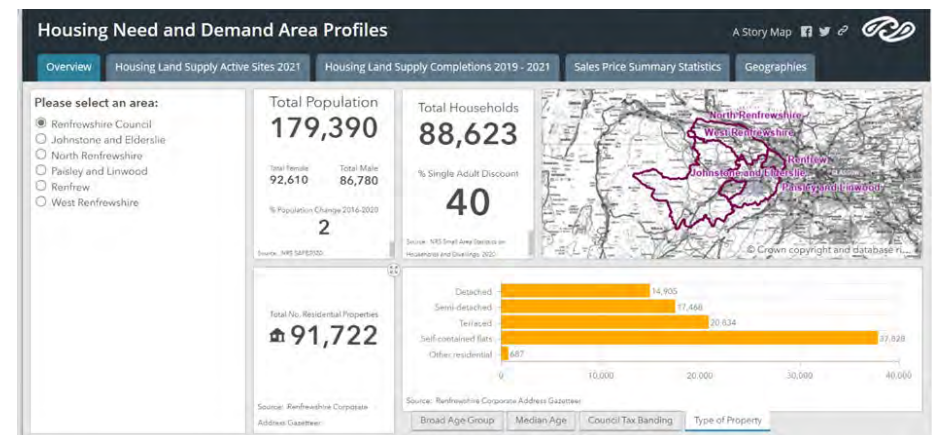
Stakeholders:

- Planning &
- Other Local Authority Staff
- General Public

Overview

As reported in last years' [Planning Performance Framework](#) joint working between officers from different services in the council using and shaping ESRI's GIS mapping software has allowed the spatial representation of data and information collected throughout the year by Planning. This data and information has also been translated into a series of dashboards which are being used to improve the accessibility of the information both online and for other Council Services. This data/information is being presented in addition to the annual audit reporting via reports and spreadsheets. This data being presented in various formats is to enable clear key data trends from the annual monitoring to be available to all.

The use of different and a range of technologies make the presentation and display of our data collection and the publication of information more efficient, convenient and simple to use, saving time and money as well as making the information more accessible.



Culture of Continuous Improvement

As Planning have been a pilot in the council for trialling the spatial and graphical representation of data and information, other services have been keen to learn from these innovative working practices and see how their data could be more transparent and accessible. A corporate working group has now been set up to build on this strong collaboration between services and also to see how these processes can assist with Children Services and Environment, Housing and Infrastructure Service to display school information on dashboards and graphically display climate change, local heat and energy strategy information for Renfrewshire's Plan for Net Zero.

The live dashboards used through the GIS system have improved the accessibility of the land audit information with other services across the Council ensuring up to date information is available to inform corporate decision making and priorities.

Outcomes

Given the positive experience in using GIS tools to present a spatial and graphical representation of data and information we will now be trialling this technology in the extensive data gathering exercise for evidence reporting stage in the preparation of the next Renfrewshire Local Development Plan. Renfrewshire Council is currently working with the Key Agencies Group and also the Department of Planning and Environmental Appeal (DPEA) to see if this approach can work for the evidence reporting stage of the plan preparation. This progress will be reported in future planning performance frameworks.

Local Place Plans

Given the corporate approach to spatial and graphical representation of data and information, work is progressing to publish these dashboards on the council website to ensure this information is easily accessible to all interested parties allowing user interaction and interrogation of the data.

It is considered that there will be a large amount of this data and information that our communities may need in preparing local place plan, providing a comprehensive baseline and evidence base that will shape local place plans. It is considered that in preparing an extensive and comprehensive evidence report for the next local development plan, our communities can also use this information to shape their area and plans. This would provide a single source of truth for both the council and communities alike.



CASE STUDY - DEVELOPMENT MANAGEMENT PROCESSES

Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

Performance markers:

- 1- Decision making
- 2- Project management
- 3- Early collaboration with applicants and consultees on planning applications
- 4- Legal agreements
- 5- Enforcement charter
- 6- Continuous improvements
- 11- Production of relevant & up to date policy
- 12- Corporate working across services to improve outputs & services for customer benefit
- 13- Sharing good practice, skills and knowledge between authorities
- 14- Stalled sites/legacy cases
- 15- Developer contributions

Key Areas of Work:

Development Management Processes
Collaborative Working
Planning Applications
Performance Monitoring
Process Improvement
Staff Training
Online Systems
Digital Practice

Stakeholders:

General Public
Developers
Key Agencies
Elected Members
Council Planning Staff &
Other Authority Staff

Overview

Renfrewshire Council have made good progress in reviewing and ensuring that Development Management processes are proportionate, understandable, transparent and fit for purpose. The changes and improvements to systems and processes is in response to feedback from a range of stakeholders including applicants/agents for applications and elected members.

Our new processes seek to embrace and implement the changes through the new planning act(s), regulations and guidance as well as trying to make communication with planning more accessible and in line with trends post pandemic.

The following section provides an insight into the review of the team and the aim of continuous improvement.

Pre-applications

Renfrewshire Council continue to encourage [early pre-application discussions](#). At present this service remains free, but subject to review in relation to discretionary charging as set out in Scottish Government Planning Regulations. It is likely that there will be a board paper later in the year detailing charges for pre-application advice.

The Development Management Team at Renfrewshire Council offer pre-applications advice through a range of methods via the phone and email through the Duty Planning Officer System which remains in place and is available 5 days a week. Online platform meetings and site meetings are also taking place to ensure early and continual dialogue throughout the process.

Pre-application discussions on major and complex applications normally require a number of meetings, in this instance development management staff organise regular meetings with applicants and their agents to ensure that when the application is submitted the process has been streamlined, and all information is submitted timeously with the application. This assist both the applicant and the planning officer, as from a planning perspective, the detail is known early in the process and therefore the planning service can assist members of the public in understanding the various elements of proposals and supporting information.

Pre-applications are considered an extremely useful part of the planning process where planners can add the most value is shaping initial thoughts and proposals. The process also assists greatly with relationship management with developers, the community and statutory bodies where timescales, processes and procedures can be highlighted early on to provide confidence to investors through the reliability of clear advice.

Duty Planner

The added advantage of clear, consistent advice allows for a self-service approach to many aspects of planning, allowing the Duty Planner to assist those with more complex or challenging proposals or those that require more assistance.

Renfrewshire Council operates a [Duty Planning Officer system](#) every day with no charge for the advice. Renfrewshire Council also operate an electronic inbox for all enquiries and advice. As there is always an officer present in the office over the course of the week. There is also still the ability to come into the office to seek advice face to face, however Planning does stress that an appointment should be made before hand to ensure that the officer in the office has researched or has access to the potential information that may assist in any enquiry.

Development Management Guidance

Following the adoption of the Renfrewshire Local Development Plan (2021), the Development Planning Team continue to refresh all of the Development Management Guidance. The guidance that has been updated so far this year is outlined earlier in the Planning Performance Framework. This guidance provides more detail and best practice advice for specific areas of planning where there are considerable enquiries. [Renfrewshire Council's webpages](#) provides detailed advice which has all be the subject of approval by the Planning Board.

CASE STUDY - DEVELOPMENT MANAGEMENT PROCESSES - Continued

Processing Agreements

Renfrewshire Council continue to offer processing agreements as part of the planning application process. The advice on entering a processing agreement, advisory note, development management procedures and a processing agreement template is on the Council [webpages](#).

The take up of developers expressing an interest in entering into these agreements is low. Although planning officers offer these early on in the process, particularly for complex and challenging applications, developers and applicants seem reluctant to progress with this process. Developers and consultants that operate across Scotland suggest that the take up of these as part of the Scottish Planning System is on the whole low.

Developer Contributions / Legal Agreements

Renfrewshire Council has a developer contribution policy in the [adopted Renfrewshire Local Development Plan](#). The framework and guidance for developer contributions is set out in the local development plan as well as the [Renfrewshire New Development Supplementary Guidance](#).

Where there is the requirement for legal agreements to be put in place to support development, in particular where there is an infrastructure requirement for education or active travel interventions through a planning application permission, then these will be sought through early discussions and partnership working with developers, landowners and other relevant stakeholders, where possible, to try and have certainty in the requirements.

There have been several planning applications subject to legal agreements, mainly large housing developments. The implementation of the developer contribution policy has though had its challenges over the year, particularly in relation to the consistency in its application. Elected members, developers and landowners all consider this inconsistent approach is due to the lack of transparency of the methodology for calculating developer contributions and the expectations in the delivery of infrastructure and services by stakeholders. Given this negative feedback and the need to improve this process, making it transparent and accessible, the council have committed to the preparation of additional, detailed and comprehensive developer contribution guidance. The detail and timescales for this is set out in Part 3: Service Improvements For Renfrewshire, later in this planning performance framework. This additional guidance should assist all going forward preventing significant tensions, uncertainty and ensuring reliability of advice and process.

Transparency of Legal Agreements

A process introduced in 2022 was to report the current status of all [Section 75 Legal Agreements](#), the monies held by the Council or what the monies from the legal agreements contributed to and how they would be implemented. This allows elected member oversight in this area and provides updates on processes and implementation. An annual report is presented to the Planning and Climate Change Policy Board which outlines the funds held with Renfrewshire Council in respect of planning obligations and their purpose.

Another process introduced to ensure transparency and oversight in the developer contribution process is that planning officers prepare a summary of what the Section 75 Legal Agreement is likely to contain and present this to the Planning and Climate Change Policy Board. This allows transparency and buy-in from elected members on the entire planning process.

It is considered that working consistently with stakeholders aiming to streamline structures and mechanisms in relation to development processes shows effective leadership by planning and the ability to evolve and change processes and procedures through feedback and discussion.

Appeals

Another addition to the development management processes this year has been the introduction of annual update on [planning appeals](#) to elected members of the Planning and Climate Change Policy Board. Elected members are now kept informed about planning and other relevant appeals which are currently under consideration and appeal decisions which have been issued by the Directorate for Planning and Environmental Appeals (DPEA).

In looking at recent outcomes of appeals against Renfrewshire Council it was noted that of the recent appeal determinations concerning planning applications, all appeals had been allowed and planning permission granted. Planning officer considered it necessary to raise this trend as well as the fact that there had also been a rise in the number of claims for expenses which required to be highlighted to elected members.

The discussion at Board on this annual appeals paper led to there being the request for more training along with consideration of processes before the Board to ensure that elected members had all information necessary and that they felt confident to make a decision on complex and/or controversial applications.

Stalled Sites / Legacy Cases

Over the years, Renfrewshire Council have only ever had a handful of sites that are stalled or considered legacy cases. In this planning performance framework reporting year, Renfrewshire Council have no legacy cases for 2022/23.

CASE STUDY - DEVELOPMENT MANAGEMENT PROCESSES - Continued

Enforcement

Renfrewshire Council refreshed its [Enforcement Charter](#) in 2022. The Charter has evolved and has been updated with Service Standards in line with the feedback from the community, elected members and other stakeholders. The Charter contains details on areas where Development Management get a number of enquiries such as householder developments, advertisements and trees. The [planning guidance](#) on these particular areas of enquires have all been updated during 2022/23.

Renfrewshire's Enforcement Charter is an example of where a clear communication strategy is key to ensuring consistency, a well-defined protocol for the steps involved in investigating potential breaches of planning control and a proportionate response to enquiries.

As well as refreshing the enforcement charter, Renfrewshire Council has now updated the online enforcement recording system and monitoring tool to enable a more effective system for enforcement of planning control.

The council has also updated the webpages and introduced new forms to ensure the process works more efficiently, displaying a culture of continuous improvement in the day-to-day operation of Planning.

Discretionary Planning Fees

In light of the Town and Country Planning (Fees for Applications) (Scotland) Regulations 2022 which came into force on 1st April 2022, Renfrewshire Council has now introduce a discretionary charge for some aspects of the service not covered by the statutory planning application.

Discretionary charging is now in place for:

- Non-material variations;
- Discharge of conditions;
- Retrospective applications.

Details and forms can be found on the [Council webpages](#).

Further consideration will be given to other aspects of discretionary charging which could be introduced, with appropriate reports being prepared and considered at future meetings of the Planning and Climate Change Policy Board.

Continuous improvement of Planning Online Systems

Renfrewshire Council continue to adapt processes and procedures within the 'Uniform' planning application platform system which was installed during the height of the pandemic in 2020. Now that the planning application system has been imbedded for a couple of years, the team and senior management know where the improvements and changes need to be in the system. Given this clearer understanding on improving the system, Planning is now employing a system administrator to implement the changes, upgrades and improvements and with the assistance of the planning officers, building standards officers, GIS co-ordinators, colleagues in the environmental team, we will roll out enhances procedures and training to ensure that the system is more effective and fit for purpose. This progress will be reported in future planning performance frameworks.

As outlined earlier, the Development Management Team have successfully adapted the enforcement module in Uniform along with new processes and procedures to ensure enforcement of planning control is appropriately monitored, recorded and in line with the Renfrewshire Enforcement Charter.

Staff Training

As highlighted above, there continues to be ongoing training to ensure effective implementation of the Uniform planning application platform system. As well as this there is on-going in-house training for all staff covering a range of topics such as permitted development, National Planning Framework 4 (NPF4) interpretation and implementation, equality, diversity and inclusion training as well as in-house sessions on planning and design, carbon net zero developments and 20-minute neighbourhoods.

Development Management planners continue to present their applications to the Planning Board. The feedback from elected members, other staff as well as members of the public in attendance is that this is well received. This has strengthened the relationship between planners and elected members so that there is a better understanding of a range of planning issues. Presentation skills as well as other training on mediation is being undertaken as part of this enhanced relationship.

Implementing NPF4 – Development Planning & Development Management

The importance of understanding, interpreting and applying the new policy framework, spatial strategy and principles, national developments, regional spatial priorities as well as implementing the actions from National Planning Framework 4 (NPF4) is key in delivering the plan-led approach.

The publication of the revised draft of NPF4 on the 8 November 2022 and its adoption on the 13 February 2023 meant that within planning there required to be continual conversations of what this national spatial strategy and policy framework meant for Renfrewshire at the local level.

Conversations between development planning and development management sections were key and there were regular team meetings to discuss processes and procedures. Renfrewshire Council also reached out to our regional partners, other local authorities in the city region as well as other surrounding councils who were all aiming to make a success of this national approach in planning. Planning staff attended many of the information sessions including the Heads of Planning and RTPi information sessions, the Scottish Government discussion sessions and online Q&A sessions.

The outcome of the joint working between development planning and development management was a summarised version of NPF4 was produced. The summary version of NPF4 highlighted the implications for development management and certain aspects that required further consideration during the determination of applications. A document outlining the relationship and alignment with the existing Renfrewshire Local Development Plan was also produced. This document also highlighted any slight conflict or uncertain areas of policy alignment. Both teams then took each part of NPF4 in turn and considered past and existing planning applications and considered how NPF4 would apply. This was to assist with consistency of the application of NPF4 and also to allow debate and conversations on what policies were considered appropriate to determine applications in line with NPF4.

All of this preparation work was undertaken from publication of the revised draft to the adoption of NPF4 and greatly assisted and streamlined Renfrewshire Council's approach when NPF4 became a part of the development plan framework for Renfrewshire.

During this time elected members and other stakeholders such as Housing Associations and others were provided with information sessions to ensure that they were up to speed with the new development framework.

CASE STUDY - DEVELOPMENT MANAGEMENT PROCESSES - Continued

Corporate Working

Planning is involved in many corporate working groups with the advice and knowledge from planning proving invaluable in many areas. Given that Renfrewshire Council has a chief planner post which has been in place for over 2 years, this has meant that planning has a seat at many corporate working groups and are involved in multiple areas across the council where priorities are made and decision taken.

There have been many examples of corporate working highlighted throughout this Planning Performance Framework. Other groups or areas of work where planning influence priorities and decisions include the School Estate Management Plan (SEMP), Renfrewshire's Plan for Net-Zero working and co-ordination group, the Local Heat and Energy Efficiency Strategy Group, Active Travel Group, Local Transport Strategy Group, Community Empowerment Fund implementation group, the Green Spaces, Parks, Play Areas and Villages Investment Fund group, the Housing Investment Regeneration Group and the Health and Social Care Partnership Strategic Planning Group to name some other corporate working groups.

Sharing Good Practice – Development Management Liaison

Unfortunately, due to resource issues, the West of Scotland Planning Benchmarking Group have not met in person over 2022/23 however those in the forum continue to liaise and share good practices along with lessons learnt on specific planning issues via email. The issues are also considered more widely at the Glasgow City Region meetings, the Clydeplan Steering Group and officer group meetings as well as the Heads of Planning and its sub-committee groups.

Elected Member Engagement / Councillor Training

There has been on-going Elected Member engagement throughout 2022/23 on various matters, processes and policies including:

- Implementing National Planning Framework 4;
- The new Planning Regulations;
- The development plan & development management processes and procedures;
- Developer Contributions;
- Scheme of delegation.

There was both individual and group engagement sessions with Councillors to get them familiar with a range of issues as well as covering details of both Development Planning and Development Management. As part of these information sessions, there was opportunities to discuss particular proposals and what worked well and not so well in relation to planning applications and guidance. This allowed planning to take this constructive feedback and suggestions but more importantly it assisted with buy-in from elected members.

Planning also meet with the Convenor and vice convenor of the Planning Board on planning matters every two weeks. Before every Board meeting Planning meet with all parties to ensure that they understand the facts outlined in the Board paper and that they have all information that they need when considering the Board papers.

Planning briefing notes are also regularly sent out on important changes to systems, new legislation, regulations and guidance as well as outcomes from large planning applications and appeals.

CASE STUDY - Planning Influencing Change - Design in Planning Applications

Qualitative elements being presented:

Quality of outcomes

Performance markers:

- 3- Early collaboration with applicants and consultees on planning applications

Key Areas of Work:

Design
Development Management
Processes

Stakeholders:

Applicants/agents
Neighbouring Properties

Overview

Development Management planners provide much need added value in planning applications through their design skills that have been built up over the years as well as learning from best practice from elsewhere through attendance at training events and seminars as well as sharing good ideas through other forums.



Well Street, Paisley

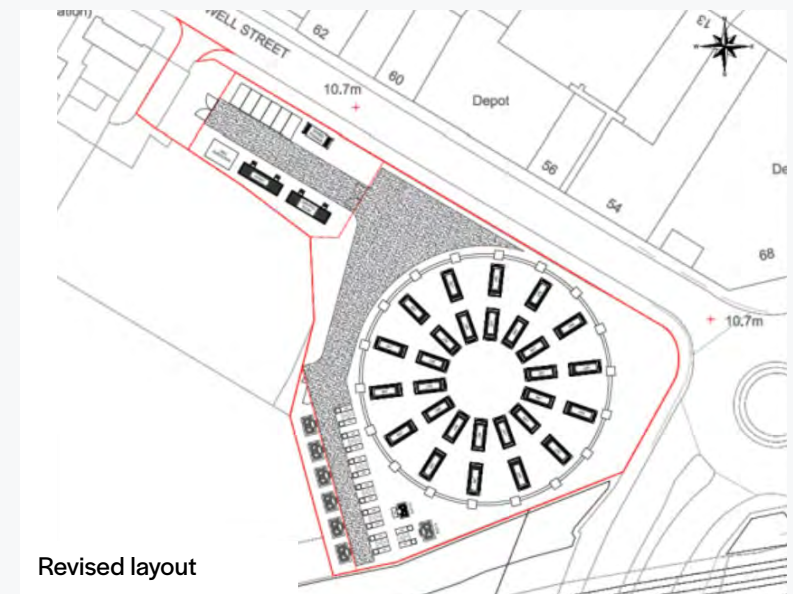
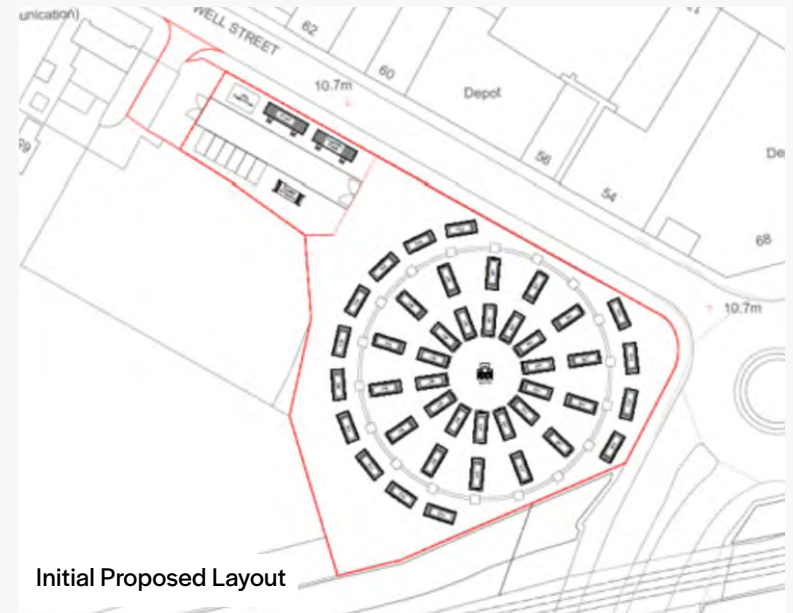
An excellent example of planners working to deliver development within a challenging site and surroundings, whilst adding value to the development, was the proposal for a battery energy storage system at the site of a former listed gasholder station in Paisley.

The previous use of the site as a gasholder station has ceased. However, the gasholder frame is still in situ. In 2017 the gasholder frame was A listed by Historic Environment Scotland. It is the oldest surviving column guided gasholder in Scotland. Finding a new use for vacant or redundant listed buildings can be challenging. Planning recognised the importance of delivering a new use for the site as a means of safeguarding the future of the gasholder frame.

Through extensive pre-application assessment, the layout of the battery energy storage system was amended to better reflect the setting of the gasholder frame. The inclusion of a maintenance strategy was also negotiated to ensure that maintenance of the gasholder frame would be a key part of the development and the future of the site. The approval of the battery energy storage system is a good example of delivering a new use for a vacant A listed structure, and how the safeguarding of the historic asset can be built in as a key component of the development.

Initial proposed layout for the site, with the battery storage containers and ancillary infrastructure crowding the gasholder frame.

Revised layout following pre-application discussions. The battery containers are positioned within the footprint of the frame, with the ancillary infrastructure set to the side. The setting of the frame is less crowded.



CASE STUDY - Planning Influencing Change - Design in Planning Applications - Continued

Flourish Road, Erskine

Another example of stakeholders involved in planning adding value and influencing change can be seen in the residential development comprising fifty-nine dwellinghouses and twenty-four flats off Flourish Road in Erskine by the Stewart Milne Group Ltd. As can be seen from the layouts there were a number of changes requested through pre-application meetings and meetings during the determination of the application.

The main changes to the layout, influenced by planning, were the movement of the 24 flats which are new residential homes for the elderly for a local housing association. It was considered given the client group of the prospective tenants that the location of the flats would benefit from being at the entrance to the development, closer to walking and public transport routes. This for the developers meant a significant change to the overall layout however after several meeting it was agreed between all parties that this was the correct design response to ensure that the housing was fit for purpose for all.

Another change that was highlighted by both the local communities and elected members was the protection of an area to the east side of the site known as Sandieland Woods which is now protected by a Tree Preservation Order. In early versions of the layout the developer proposed a pathway/trim trail up to and through the woods as well as locating a wastewater pumping station in the immediate vicinity of the woodland. Although the active travel route proposed through the woodlands was considering the health and well-being agenda, this had to be balanced by the existing biodiversity that exists in the woodland. After negotiation by planners, the proposed pathway within Sandieland Wood removed, the wastewater pumping station relocated from the edge of Sandieland Wood and replaced with a play area.

Given the open nature of this site to the green belt on two sides, elected members through discussion of the application at the Planning Board meeting also requested that as well as retaining the trees on the boundaries of the site they also wanted a comprehensive planting and management scheme to ensure that the tree belt edge would be retained and enhanced and that biodiversity net gain would be achieved on the site and surroundings.

The final addition to this development was the request for enhanced pedestrian routes in response to Getting it Right for Every Child, with safer routes to school to enable pedestrian safety and improve sustainable travel options and the provision of a crossing point which was to be secured by a Section 75 Legal Agreement.

Goals

Added value through design assist both good quality of a proposal on a site as well as good placemaking.

Outcomes

Images attached show the added value of planners contributing to good design outcomes for sites.



Initial Proposed Layout



Revised Layout

CASE STUDY - Greening Renfrewshire

Qualitative elements being presented:

Quality of outcomes

Quality of service and engagement

Governance

Culture of continuous improvement

Performance markers:

- 3- Early collaboration with applicants and consultees on planning applications
- 6- Continuous improvements
- 9- Stakeholders are engaged appropriately through all key stages of development plan preparation
- 11- Production of relevant and up to date policy
- 12- Corporate working across services to improve outputs and services for customer benefit
- 13- Sharing good practice, skills and knowledge between authorities

Key Areas of Work:

Climate Change
Biodiversity
Development Management Processes
Planning Applications
Interdisciplinary Working
Collaborative Working
Process Improvement

Stakeholders:

Planning
Other Local Authority Staff
Elected Members

Overview

In line with Renfrewshire's Plan for Net Zero which sets out the strategic framework required to work towards our ambitious climate change targets in Renfrewshire, Planning working in partnership with a range of colleagues in the council, have been producing guidance, implementing new process and procedures which will enable a just transition, conserve our assets and support local living.



Renfrewshire's Plan for Net Zero

In the corporate plan which planning assisted with, one of the outcomes is to *‘Optimise biodiversity and nature locally to enhance our natural environment and maximise green economic opportunities, while planning and preparing for impacts of climate change’*. The main aim is to ensure connected communities and resilient places across Renfrewshire. Planning through the development plan, guidance, advice and processes and procedures aim to assist our communities by having the right development in the right places. Both through plans, masterplans, development briefs and decisions on planning applications we can ensure that blue, green and grey networks are well connected, and that buildings and infrastructure are resilient and adapted to a changing climate to reduce the risks and vulnerability of unavoidable impacts, while connecting people and nature across Renfrewshire.

Through putting policy into practice, planning can assist with additional tree planting to offset emissions. We also aim to deliver bringing vacant and derelict land back into use for greening and rewilding in combination with renewable energy generation opportunities. In determining planning applications, we aim to identify and build in co-benefits of interventions such as biodiversity, improved air quality, long term economic opportunities and benefits for local communities including access open space and recreation.

The main outcomes and delivery plan actions associated with Ren Zero have been considered in both policy and practice and that can be seen by the new policy documents and processes we have adopted over this Planning Performance Framework reporting period.



CASE STUDY - Greening Renfrewshire - Continued

Trees Information and Advice

Planning aim to deliver on the actions from the Renfrewshire's Plan for Net Zero such as:

Ensure trees are recognised as valuable assets, optimising the benefits and significant contributions trees make to our area by improving the quality of planting and maintenance and establishing trees as critical infrastructure with high amenity value, that improve landscapes in line with criteria of tree preservation orders (TPOs).

Create wildlife-friendly environments as part of the Council's ambitious commitment for Renfrewshire to work towards net zero by 2030.



**RENFREWSHIRE PLANNING & DEVELOPMENT
TREE POLICY - 2022**

Renfrewshire Planning and Development Tree Policy

Planning published [Renfrewshire's Planning and Development Tree Policy](#). The policy framework recognises that trees have a vital role to play in the setting, appearance and quality of Renfrewshire's environment and make a significant contribution to the economy, communities and the environment.

Planners aim to support of priorities by enabling a shift toward positive, long-term behaviour patterns and provide opportunities to reinforce the 'climate positive' behaviours ensuring tree planting in the right locations and supporting opportunities for tree management. This is seen as planning assisting in Renfrewshire becoming carbon-neutral by 2030 and preserving and enhancing the tree stock across Renfrewshire to assist in meeting this target.

Our elected members had been calling for a strong policy framework on trees, woodlands and forests over many years. In preparing and producing this policy, planning work with colleagues in both the environmental and legal sections of the council and a working group was formed creating strong collaboration between all services. Drafts of the policy document were prepared, and these were presented to elected members with information and discussion sessions enhancing and shaping the document into the final policy framework.

The tree policy was presented to the Planning and Climate Change Policy Board, approved and published on the council's [Trees Information and Advice webpage](#).

Tree Preservation Order Process

Additional to the policy framework, Planning also implemented some new procedural changes with an accessible form to apply for a new Tree Preservation Orders which can also be found on the council's [Trees Information and Advice webpage](#).

As well as the new forms and procedures, all new Tree Preservation Order requests, the supporting information and an annual report on trees preservation in presented to the [Planning and Climate Change Policy Board](#) to ensure that these processes and decisions are transparent and accessible to all.

Regional Partnership - Climate Clyde Forest

One of the regional approaches that Renfrewshire Council is involved in is the Clyde Climate Forest initiative which has been developed as a part of a wider response to tackling climate change across the Glasgow City Region. The purpose of the initiative is to support tree planting projects which contribute to a new urban 'forest' across the City Region that deliver a broad range of climate and ecological benefits.

The Clyde Climate Forest initiative was developed in early 2021 as part of a wider response to tackling climate change across the Glasgow City Region. The initiative has been led by the Glasgow and Clyde Valley Green Network Partnership, which includes the region's eight local authorities and key agencies such as NatureScot and Forestry and Land Scotland.

Initial tree planting events have been delivered in each of the City Region local authority areas to support early phases of Clyde Climate Forest throughout 2022. In Renfrewshire this has involved the planting of approximately 3,000 trees in local areas following consultation with local ward members, local community groups and stakeholders.

Following the successful delivery of early phases, Renfrewshire Council signed a concordat on the 30 August 2022 as a basis for formalising the initiative and future commitment from local authority partners.

Planning is working alongside other services in the council and as a corporate group we will be identifying locations which could support future phases of the initiative and then in collaboration with each of the City Region local authorities, we will be supporting further phases of the initiative in Renfrewshire over the next two years. The identification of sites and their delivery will be progressed in consultation with ward members, local residents and community groups, in a similar manner to successful early phases. Progress on delivery of the next phases of the initiative will be reported through future publications of Renfrewshire's Planning Performance Framework.

Goals

By taking a corporate and regional approach to tackling the unprecedented challenges associated with the future impacts of climate change it is hoped that planning can play a key role in delivering change on the ground and make the right choices and decisions to support sustainable, liveable and productive places.

Outcomes

Planners at Renfrewshire Council are on a journey where past mindsets are challenged and changed and that planners are adapting to and applying new thinking in order to implement the transforming planning agenda through the new planning act, regulations and NPF4.



Part 2:

Supporting Evidence

Preparing the Planning Performance Framework 2022/23

In preparing the Renfrewshire Planning Performance Framework for 2022/2023, the first stage as always in this preparation stage is to have a group team meeting with all the planning team and other teams such as officers from the Housing Service, the Regeneration Team, climate change officers and our GIS colleagues. A brainstorming session, then scopes out key areas of work, changes in project management approaches, areas where there was added value to a process/procedure/action, enhanced corporate working processes and improvements in transparency and accessibility of information and key data.

This scoping work then informs the case studies and reviews the areas of service improvement which have been achieved or are still work in progress.

Small discussion groups are set up to work on areas of the Planning Performance Framework, with each officer having a specific area to report on and then bring this back to the smaller grouping before a final meeting of the larger group. At this point the progress is presented to a management panel who act as a sounding board for ideas, content and style of reporting. Feedback is then taken onboard to refine the text for the final submission.

The next stage in the preparation of the Planning Performance Framework is on presentation and visual display of the information in the document. The aim is to ensure that the documents is accessible to all and clearly sets out the milestones over the year, progress towards improvements and the focus for the year ahead.

The document once in a draft form is then sent around the entire team for a final check and then submitted on time to the Scottish Government. The Planning Performance Framework will then be presented to the Planning & Climate Change Policy Board in August 2023.

Management/Processes Reviews

As Renfrewshire's Planning Performance Framework is reported to the Planning Board each year, the report goes through a number of management reviews from the Chief Planner to the Head of Economy and Development and then to the Chief Executive thereafter for review by the Convenor and the Vice Convenor of Planning & Climate Change Policy Board, before being presented to the 15 Board members.

Part 2 Supporting Evidence

Case Study Topics	Issue Covered (pg no.)	Case Study Topics	Issue Covered (pg no.)
Design	9, 11, 21, 22, 23	Interdisciplinary Working	10, 12, 13, 16, 17, 18, 19, 20, 23, 26, 27, 28
Conservation	21, 22, 26, 27	Collaborative Working	6, 7, 8, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 26, 27, 28
Regeneration	10, 11, 21, 22	Community Engagement	6, 7, 8, 10, 13
Environment	7, 21, 22, 26, 27	Placemaking	9, 10, 21, 23, 27
Greenspace	10, 26	Charrettes	/
Town Centres	/	Place Standard	11
Masterplanning	11	Performance Monitoring	6, 16, 17, 18
LDP & Supplementary Guidance	5, 6, 7, 9, 11, 15, 26, 27	Process Improvement	9, 12, 13, 15, 16, 17, 18, 23, 26, 27
Housing Supply	10	Project Management	6, 13, 18
Affordable Housing	6, 16	Skills Sharing	12, 18, 19, 26
Economic Development	11	Staff Training	12, 18, 19, 20
Enforcement	18	Online Systems	12, 17, 18
Development Management Processes	12, 15, 16, 17, 18, 19, 21, 22, 23, 27	Transport	/
Planning Applications	11, 15, 16, 17, 18, 19, 21, 22, 23	Active Travel	/
Other: please note:			

Part 3: Culture of Continuous Improvement

The following outlines what Renfrewshire Council Planning is setting out to achieve by 31 March 2024 along with progress made during 2022-2023 as well as review those actions prior to this to highlight the journey of improvement over the last few years.

Focus for March 2024

Continuing to evolve innovative way of working

Building on the technological advances that the Council has made over the last few years to enhance the end-to-end customer experience, we will continue to work with the Digital Transformation Team at Renfrewshire Council to test, trial and implement new consultation, engagement and accessibility techniques to ensure connectivity through digital means evolves but becomes more accessible to all.

Build on the implementation of Planning Application System

Planning continues to shape the use the Uniform system adapting the platform to make it more effective, efficient and fit for purpose to ensure that the system works to the advantage of the officers. In order for Renfrewshire Council to get more out of the system and to ensure that the platform works more effectively, the council is currently progressing a new post within planning for a Uniform and Digital Advancement Officer who will take on the task of continually updating the system, training and assisting planners to use the system to our full advantage and to digitally enhance the processes in planning from beginning to end.

Clarity/certainty on developer contributions & Section 75 legal agreement processes

Planning consider it necessary to prepare detail guidance to provide a clearer and consistent framework for the application of developer contributions, with transparency through setting out the methodology for calculating developer contributions and our expectations in the delivery of infrastructure and services by stakeholders.

Over the coming year, Planning will work with internal and external stakeholders to set out a robust and comprehensive developers contribution guidance. The aim of the guidance is to outline a framework approach for a beginning to end development process for developer contributions. The benefits of taking a consistent and transparent approach should improve confidence in the system and processes, allow for fairer and quicker negotiations and an approach that would assist all to understand the implications of development proposals.

As well as the developer contributions guidance Renfrewshire Council is also considering effective processes between planning, legal and the developer. A protocol/process guide in relation to dealing with legal agreements is also going to be prepared and an update on this will be given in next year's reporting of the planning performance framework.

Enhanced Training / Participation Programme

A clear requirement from the Planning (Scotland) Act 2019, the implementation of National Planning Framework 4 and the Scottish Government guidance on Transforming Planning, is that there is a clear communication strategy between stakeholders, that there continues to be a culture of improvement and learning and upskilling becomes the adopted approach.

To deliver this key outcome, Renfrewshire Council Planning propose to undertake a staff and stakeholder participation programme which would include developer forums, community council conferences, topic focus group sessions and workshops, enhanced elected member training to ensure a clear, open and interactive participation and co-learning strategy is taken forward.

Progress during 2022 / 2023

Continuing to evolve innovative way of working

Planning have been working with others in the Council ensuring that all documents and the website are fully in compliant with the accessibility legislation. This has meant summaries of all documents on the webpages are being prepared along with the removal of many of the reports and documents in PDF format, where possible, and replacement of these documents with more accessible reading material.

Planning have also been working alongside colleagues in the GIS unit and the data analysts in the Council to ensure that all statistics and data are fully accessible and transparent to all. This programme of work will continue throughout 2023/2024 to ensure that there is a comprehensive evidence base for the council as well as providing an extensive evidence base for our communities when preparing local plan plans.

ACTION ON-GOING – See case studies in Part 1 of this planning performance framework

Build on the successful implementation of new Planning Application System

We continue to work toward using the Uniform system and Planning Portal to display all representations that we receive on planning applications. At present, Renfrewshire Council do not show any representations received online, with a summary of the representations only covered in the Report of Handling associated with an application. This new system allows for this process to be undertaken without significant resources, therefore it is a new process that will be implemented over the next reporting year.

ACTION ON-GOING – See case studies in Part 1 of this planning performance framework

Refreshed Residential Design Guide

Replacing the Renfrewshire Residential Design Guide with a Renfrewshire Development Guide which will set guiding principles, design criteria and placemaking principle, good design examples and best practice ideas for all development.

ACTION ON-GOING – Revised document to Planning and Climate Change Policy Board now that we have a finalised version of National Planning Framework 4 and Development Planning Regulations



Part 4: National Headline Indicators

A: NHI Key Outcomes – Development Planning

Development Planning	2022-2023	2021-2022
Local and Strategic Development Planning		
Age of local/strategic development plan(s) at end of reporting period Requirement: less than 5 years	<p>Local Development Plan</p> <p>The Renfrewshire Local Development Plan (Adopted 15 December 2021)</p> <p>= 1 year and 3 months</p>	<p>Local Development Plan</p> <p>The Renfrewshire Local Development Plan (Adopted 15 December 2021)</p> <p>= 3 months</p>
Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme?	No	No
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	No	Yes - Later
Were development plan scheme engagement/consultation commitments met during the year?	Yes	N/A

Part 4: National Headline Indicators (NHIs)

Development Planning	2022-2023	2021-2022
Effective Land Supply and Delivery of Outputs		
Housing approvals	1164	546
Housing completions over the last 5 years	4077	4187
Marketable employment land supply	119	131
Employment land take-up during reporting year	13.0 Hectares	5.4 Hectares

B: NHI Key Outcomes – Development Management

Development Management	2022-2023	2021-2022
Project Planning		
Percentage/ Number of applications subject to pre-application advice	39% (307)	48% (457)
Percentage/ Number of major applications subject to processing agreement	0	0.2% (2)
Decision Making		
Application approval rate	96.3%	97.4%
Delegation rate	97.7%	97.5%
Validation	76%	70%

Part 4: National Headline Indicators (NHIs)

Development Management	2022-2023	2021-2022
Decision Making Timescales		
Major developments	40.1 Weeks	17.7 Weeks
Local developments (non-householder)	15.2 Weeks	10.5 Weeks
Householder developments	12.3 Weeks	7 Weeks
Legacy Cases		
Number cleared during reporting period	0	0
Number remaining	0	0

C: Enforcement Activity

Enforcement Activity	2022-2023	2021-2022
Time since enforcement charter published / reviewed	Published 14 June 2022 – 9 months	7 Months
Requirement: review every 2 years		
Complaints lodged and investigated	74	310
Breaches identified – no further action taken	24	35
Cases closed	42	280
Notices served	0	4
Direct Action	0	0
Reports to Procurator Fiscal	0	2
Prosecutions	0	0

D: NHI Key outcomes – Commentary

Commentary

Short contextual statement

The Renfrewshire Local Development Plan

As reported in the Renfrewshire Planning Performance Framework 2021/2022, Renfrewshire Council adopted local development plan 2 on 15th December 2021 [LDP2](#). However, following the adoption of the local development plan, the Council received a statutory challenge to the plan. This was subject to a Court of Session judgement wherein the decision of the Communities, Housing and Planning Policy Board not to accept all of the Scottish Government Reporters recommendations in relation to Renfrewshire Local Development Plan Examination Report was challenged.

The outcome of the Court of Session appeal on the 29 June 2022 was that the appeal was allowed, and the Renfrewshire Local Development Plan (2021) was quashed insofar as it related to three housing sites. The land use designations of all three sites were removed in effect leaving ‘white space’ in the development plan.

Following the outcome of the Court of Session judgement the Plan was updated to reflect the decision made by the Court.

Land Supply and Delivery Outputs in Renfrewshire

Renfrewshire continue to provide a range and choice of land which is identified in the up-to-date local development plan which is audited each year to ensure that across the area there is an adequate supply of land for various types of uses, spaces and buildings for investment, greenspace, our communities and places.

D: NHI Key outcomes – Commentary

Commentary

Short contextual statement

Pre-application advice

The recorded number of when pre-applications advice has reduced in this reporting year in comparison to last year and this may be due to many different factors such as the types of applications being submitted to Renfrewshire Council during 2022/23 which were more householder applications or fairly straightforward local applications and many of these therefore not requiring pre-application advice from officers.

At present Renfrewshire Council still offers free pre-application advice through email, phone, on-site meetings, virtual meetings and in-person meetings. There continues to be a duty planning system operating to provide this advice and there is still the option to come to the Council headquarters for all advice. Renfrewshire Council [webpages outline](#) how to get in touch regarding pre-application advice.

Processing Agreements

Although the number of processing agreements remains static and relatively low, they are offered to applications which are considered major or complex. <http://www.renfrewshire.gov.uk/article/2785/Processing-Agreements>.

Decision making

The application approval rate and the delegation rate at Renfrewshire remains consistent.

Validation Rate

In this planning performance framework reporting year, the validation rate has increased. It is considered that this is mainly due to good communications and understanding between the officers and applicants/agents. It is considered that this is also due to the good availability and customer service provided by planners where hints and tips are provided from our officers ensuring there is a higher success rate in applications being validated at initial submission.

D: NHI Key outcomes – Commentary

Commentary

Short contextual statement

Decision-making timescales

The timescales for determining planning applications at Renfrewshire has unfortunately dipped and is currently below the Scottish Government average timescales. This is due mainly to resourcing of the Development Management Section which has seen officers leave the Council for other opportunities and a time-lag between new employees filling the vacancies along with issues of recruitment of new planning staff.

Legacy Cases

No legacy cases in this reporting year.

Enforcement Activity

During this reporting period Renfrewshire Council have now set up all enforcement activity on the Uniform electronic reporting system along with implementing a new internal procedure for officers handling all enquiries. The implementation of this new system may be the reason for the decrease in the number of enforcement cases recorded. However, by entering all of the enforcement enquiries in this new system, there is a more accurate record of all activity.

It was considered that having an up-to-date Enforcement Charter assists officers when being able to explain enforcement procedures as part of dealing with enforcement enquiries and investigations. The Charter and associated enforcement procedures can be found on the Council's web pages [Enforcement of Planning Control](#).

Part 5: Official Statistics

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

Category	Average timescale (weeks)		
	2022-23	2022-23	2021-22
Major developments	/	22.5 Weeks	17.7 Weeks
Local developments (non-householder)			
▪ Local: less than 2 months	20.8 %	6.8 Weeks	6.5 Weeks
▪ Local: more than 2 months	79.2 %	17.4 Weeks	18.9 Weeks
Householder developments			
▪ Local: less than 2 months	33.7 %	6.5 Weeks	6.3 Weeks
▪ Local: more than 2 months	66.3 %	15.3 Weeks	10.9 Weeks
Housing developments			
Major	/	7.4 Weeks	14.6 Weeks
Local housing developments			
▪ Local: less than 2 months	14.8 %	7.0 Weeks	7.3 Weeks
▪ Local: more than 2 months	85/2 %	20.3 Weeks	21.7 Weeks

Part 5: Official Statistics

Category	Average timescale (weeks)		
	2022-23	2022-23	2021-22
Business and industry			
Major	/	No applications	7.3 Weeks
Local business and industry			
▪ Local: less than 2 months	28.8%	6.7 Weeks	6.2 Weeks
▪ Local: more than 2 months	71.2%	15.5 Weeks	15.1 Weeks
EIA developments	/	0	0
Other consents ¹	/	11.0 Weeks	7.3 Weeks
Planning/legal agreements ²			
▪ Major: average time	/	40.1 Weeks	34.0 Weeks
▪ Local: average time	/	13.4 Weeks	7.2 Weeks

¹ Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 7 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

² Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

B: Decision-making: local reviews and appeals

Type	Total number of decisions		Original decision upheld		
		2022-23	2021-22		
	No.	No.	%	No.	%
Local reviews	3	3	100%	0	/
Appeals to Scottish Ministers	18	8	12.5%	10	50%

C: Context

Renfrewshire Council Planning consider that although the decision making timescales are below the Scottish average in many areas, active recruitment and changes to process and procedures should assist in changing this trend and it is hoped that this can be demonstrated in future planning performance frameworks.

Part 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the 31st of March 2022.

	Tier 1	Tier 2	Tier 3	Tier 4
	Chief Executive	Director	Head of Services	Manager
Head of Planning Services			1	
Chief Planning Officer				1

RTPI Qualified Staff	Headcount	FTE
Development Management	9	8.2
Development Planning	4	3.8
Enforcement	0	
Specialists	0	
Other (including staff not RTPI eligible)	2 (roads), 3 (housing)	5

Staff Age Profile	Headcount
Under 30	2
30-39	4
40-49	8
50 and over	6

Context

The Structure shows how Planning is made up of two areas Development Planning and Housing Strategy and Development Management. Staff work together across the teams within Planning as well as working with the team in housing.

Part 7: Planning Committee Information

Committee & Site Visits	Number per year
Full council meetings	7
Planning committees	6
Area committees (where relevant)	N/A
Committee site visits	4
LRB	5
LRB site visits	0

P lanning P erformance F ramework

2022 - 2023