

## Notice of Meeting and Agenda Planning & Property Policy Board

Date	Time	Venue
Tuesday, 25 August 2015	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Eddie Devine: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Eddie Grady: Councillor John Hood: Councillor James MacLaren: Councillor Stephen McGee: Councillor Marie McGurk: Councillor Alexander Murrin: Councillor Iain Nicolson: Councillor Bill Perrie: Councillor Maureen Sharkey:

Councillor Terry Kelly (Convener): Councillor Bill Brown (Depute Convener)

### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.gov.uk/agendas](http://www.renfrewshire.gov.uk/agendas).

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |          |  |                 |
|----------|--|-----------------|
| <b>1</b> | <b>Revenue Budget Monitoring Report</b>  | <b>5 - 14</b>   |
|          | Joint report by the Directors of Finance & Resources, Community Resources and Development & Housing Services.            |                 |
| <b>2</b> | <b>Capital Budget Monitoring Report</b>  | <b>15 - 20</b>  |
|          | Report by the Director of Finance & Resources.   |                 |
| <b>3</b> | <b>Corporate Asset Strategy 2015/18</b>  | <b>21 - 52</b>  |
|          | Report by the Director of Finance & Resources.   |                 |
| <b>4</b> | <b>Telecommunications Installations at Maxwellton Court, Paisley, Provost Close, Johnstone and Craigendhill, Erskine</b> | <b>53 - 60</b>  |
|          | Report by the Director of Finance & Resources.   |                 |
| <b>5</b> | <b>Request for a new 9 Year Lease From the Existing Tenants of 10 Walkinshaw Street, Johnstone</b>                       | <b>61 - 66</b>  |
|          | Report by the Director of Finance & Resources.   |                 |
| <b>6</b> | <b>Development &amp; Housing Services Annual Health &amp; Safety Report</b>  | <b>67 - 84</b>  |
|          | Report by the Director of Development & Housing Services.  |                 |
| <b>7</b> | <b>Renfrewshire Local Development Plan - Development Plan Scheme</b>   | <b>85 - 102</b> |
|          | Report by the Director of Development & Housing Services.  |                 |

<b>8</b>	<b>Review of Planning Enforcement Charter</b>	<b>103 - 120</b>
	Report by the Director of Development & Housing Services.	
<b>9</b>	<b>Renfrewshire Planning Performance Framework 2014/15</b>	<b>121 - 182</b>
	Report by the Director of Development & Housing Services.	
<b>10</b>	<b>Renfrew Town Centre Simplified Planning Zone</b>	<b>183 - 214</b>
	Report by the Director of Development & Housing Services.	
<b>11</b>	<b>Erskine Town Centre Strategy - Charrette</b>	<b>215 - 218</b>
	Report by the Director of Development & Housing Services.	
<b>12</b>	<b>Review of Fees for Applications Submitted Under the High Hedges (Scotland) Act 2013</b>	<b>219 - 222</b>
	Report by the Director of Development & Housing Services.	
<b>13</b>	<b>Update on Statutory Appeals &amp; Judicial Review - Renfrewshire Local Development Plan and Braehead Planning Application</b>	<b>223 - 236</b>
	Report by the Director of Development & Housing Services.	
<b>14</b>	<b>Recovery of Fees for the Advertisement of Planning Applications</b>	<b>237 - 240</b>
	Report by the Director of Development & Housing Services.	
<b>15</b>	<b>Planning and Related Appeal Decisions</b>	<b>241 - 252</b>
	Report by the Director of Development & Housing Services.	

### **Proposal of Application Notices**

Proposal of Application Notices are included for members information only. Members should note that the Notices may subsequently come before them for determination as planning applications and as such should consider the guidance contained in the Scottish Government

Guidance on the Role of Councillors in Pre-Application Procedures and the Councillors Code of Conduct.

**16 Proposal of Application Notices 253 - 264**

Report by the Director of Development & Housing Services.

**Planning Applications**

Members must deal with planning applications in an objective manner to ensure that they cannot be challenged with accusations of bias or predetermination. Votes on planning applications must be seen to be impartial and not influenced by party political issues.

**17 Planning Applications 265 - 318**

Report by the Director of Development & Housing Services.

**EXCLUSION OF PRESS AND PUBLIC**

**The Board may by resolution exclude the press and public from the meeting during consideration of the following items of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of exempt information as defined in paragraph 6 of Part I of Schedule 7A of the Local Government (Scotland) Act, 1973.**

**18 Former Registry Office 16-18 MacDowall Street Johnstone**

**19 Former St Cuthbert's High School Site, Halhill Road, Johnstone**

**20 Arnotts Paisley - Sublease**




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**To:** Planning and Property Policy Board

**On:** 25 August 2015

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**Report by:** Director of Finance and Resources, Director of Community Resources and Director of Development and Housing Services

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**Heading:** Revenue Budget Monitoring to 26 June 2015

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## 1. Summary

- 1.1 Gross expenditure is £43,000 (2.4%) over budget and income is £43,000 (8.6%) greater than anticipated which results in a **net breakeven position** for the services reporting to this Policy Board.

This is summarised over the relevant services in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Planning Division	Breakeven	-	N/A	-
Property and Construction Services	Breakeven	-	N/A	-

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## 2. Recommendations

- 2.1 Members are requested to note the budget position
- 2.2 Members are requested to note there have been net budget realignments of £11,618 processed since the budget was approved related to transfers to corporate landlord.
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3. **Planning**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>N/A</i></b>

At this stage in the financial year the Planning Division account reflects a breakeven position with no significant variances to report on any of the budget categories.

3.1 **Projected Year End Position**

It is projected that the Planning division will achieve a breakeven position by the year end.

4. **Property and Construction Services**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>Breakeven</i></b>

The current breakeven position reflects overspends in Employee Costs, Supplies & Services and Contractors and Others costs offset by an over-recovery in income.

The minor overspends on the Property Services account at this stage in the financial year, reflect the increased levels of professional support required to service the significant capital schemes currently being led by the Property Services division and will be offset by increased fee income.

4.1 **Projected Year End Position**

It is anticipated that Property & Construction Services will achieve a breakeven position at the year end.

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**Implications of the Report**

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none

3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **Equality & Human Rights** - 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 because it is for noting only. 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

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#### **List of Background Papers**

None

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**Author:** David Forbes, Extension 6424



RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2015/2016  
1st April 2015 to 26 June 2015

**POLICY BOARD : PLANNING AND PROPERTY**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4+5)	Budget Variance (7)	
						£000's	%
Employee Costs	5,114	933	876	67	943	(10)	-1.1% overspend
Property Costs	3,509	456	243	213	456	0	0.0% breakeven
Supplies & Services	104	61	76	(1)	75	(14)	-23.0% overspend
Contractors and Others	443	143	120	36	156	(13)	-9.1% overspend
Transport & Plant Costs	9	1	1	0	1	0	0.0% breakeven
Administration Costs	1,899	33	65	(32)	33	0	0.0% breakeven
Payments to Other Bodies	776	146	162	(10)	152	(6)	-4.1% overspend
CFCR	0	0	0	0	0	0	0.0% breakeven
Capital Charges	2,079	0	0	0	0	0	0.0% breakeven
<b>GROSS EXPENDITURE</b>	<b>13,933</b>	<b>1,773</b>	<b>1,543</b>	<b>273</b>	<b>1,816</b>	<b>(43)</b>	<b>-2.4% overspend</b>
Income	(9,509)	(500)	(527)	(16)	(543)	43	8.6% over-recovery
<b>NET EXPENDITURE</b>	<b>4,424</b>	<b>1,273</b>	<b>1,016</b>	<b>257</b>	<b>1,273</b>	<b>0</b>	<b>0.0% breakeven</b>

£000's

**0.0%**

**0.0%**

Bottom Line Position to 26 June 2015 is breakeven of

Anticipated Year End Budget Position is breakeven of

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2015/2016  
1st April 2015 to 26 June 2015

**POLICY BOARD : PLANNING AND PROPERTY**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4+5)	Budget Variance (7)	
		£000's	£000's	£000's	£000's	£000's	£000's	%
Planning		1,885	162	140	22	162	0	0.0%
Property and Construction Services		2,539	1,111	876	235	1,111	0	0.0%
<b>NET EXPENDITURE</b>		<b>4,424</b>	<b>1,273</b>	<b>1,016</b>	<b>257</b>	<b>1,273</b>	<b>0</b>	<b>0.0%</b>

£000's
0
<u>(0)</u>

Bottom Line Position to 26 June 2015 is breakeven of  
Anticipated Year End Budget Position is breakeven of

0.0%  
0.0%

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2015/2016  
1st April 2015 to 26 June 2015

**POLICY BOARD : PLANNING AND PROPERTY : PLANNING**

Description (1)	£000's	Revised Annual Budget (2)	£000's	Revised Period Budget (3)	£000's	Actual (4)	£000's	Adjustments (5)	£000's	Revised Actual (6) = (4 + 5)	£000's	Budget Variance (7)	
												£000's	%
Employee Costs		1,799		350		291		59		350		0	0.0%
Property Costs		82		2		2		0		2		0	0.0%
Supplies & Services		4		9		10		(1)		9		0	0.0%
Contractors and Others		10		2		(34)		36		2		0	0.0%
Transport & Plant Costs		7		0		0		0		0		0	0.0%
Administration Costs		1,428		27		59		(32)		27		0	0.0%
Payments to Other Bodies		737		146		159		(13)		146		0	0.0%
CFCR		0		0		0		0		0		0	0.0%
Capital Charges		634		0		0		0		0		0	0.0%
<b>GROSS EXPENDITURE</b>		<b>4,701</b>		<b>536</b>		<b>487</b>		<b>49</b>		<b>536</b>		<b>0</b>	<b>0.0%</b>
Income		(2,816)		(374)		(347)		(27)		(374)		0	0.0%
<b>NET EXPENDITURE</b>		<b>1,885</b>		<b>162</b>		<b>140</b>		<b>22</b>		<b>162</b>		<b>0</b>	<b>0.0%</b>

£000's

Bottom Line Position to 26 June 2015 is breakeven of

0.0%

Anticipated Year End Budget Position is breakeven of

0.0%

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2015/2016  
1st April 2015 to 26 June 2015

**POLICY BOARD : PLANNING AND PROPERTY : PLANNING**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's	%
Policy and Regeneration Development Standards	2,237 (352)	319 (157)	323 (183)	319 (157)	(4) 26	319 (157)	0	0.0%
<b>NET EXPENDITURE</b>	<b>1,885</b>	<b>162</b>	<b>140</b>	<b>162</b>	<b>22</b>	<b>162</b>	<b>0</b>	<b>0.0%</b>

£000's

Bottom Line Position to 26 June 2015 is breakeven of 0 0.0%  
Anticipated Year End Budget Position is breakeven of (0) 0.0%



RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2015/2016  
1st April 2015 to 26 June 2015

**POLICY BOARD : PLANNING AND PROPERTY : PROPERTY AND CONSTRUCTION SERVICES**

Description (1)	£000's	Revised Annual Budget (2)	£000's	Revised Period Budget (3)	£000's	Actual (4)	£000's	Adjustments (5)	£000's	Revised Actual (6) = (4 + 5) £000's	Budget Variance (7)	%
Directorate		130		64		64		0		64	0	0.0%
Investment & Technical Services		12		593		560		9		569	24	4.0%
Finance & Support Services		(95)		107		118		13		131	(24)	-22.4%
Corporate Landlord		2,492		383		166		217		383	0	0.0%
Facilities Management		0		0		0		0		0	0	0.0%
Central Repairs Account		0		0		0		0		0	0	0.0%
Office Accommodation		0		(36)		(32)		(4)		(36)	0	0.0%
<b>NET EXPENDITURE</b>		<b>2,539</b>		<b>1,111</b>		<b>876</b>		<b>235</b>		<b>1,111</b>	<b>0</b>	<b>0.0%</b>

£000's

0

0

Bottom Line Position to 26 June 2015 is breakeven of

Anticipated Year End Budget Position is breakeven of

0.0%

0.0%




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**To: PLANNING & PROPERTY POLICY BOARD**

**On: 25 AUGUST 2015**

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**Report by: Director of Finance and Resources**

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**Heading: Capital Budget Monitoring Report**

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**1. Summary**

- 1.1 Capital expenditure to 26<sup>th</sup> June totals £1.201m compared to anticipated expenditure of £1.192m for this time of year. This results in an over-spend position of £0.009m for those services reporting to this board, and is summarised in the table below:

<b>Division</b>	<b>Current Reported Position</b>	<b>% Variance</b>	<b>Previously Reported Position</b>	<b>% Variance</b>
Planning Services	£0.007m o/spend	7% o/spend	<i>n/a</i>	<i>n/a</i>
Corporate Projects (Property)	£0.002m o/spend	0% o/spend	<i>n/a</i>	<i>n/a</i>
<b>Total</b>	<b>£0.009m o/spend</b>	<b>1% o/spend</b>	<b><i>n/a</i></b>	<b><i>n/a</i></b>

- 1.2 The expenditure total of £1.201m represents 18% of the resources available to fund the projects being reported to this board. Appendix 2 provides further information on the budget monitoring position of the projects within the remit of this board.
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**2. Recommendations**

- 2.1 It is recommended that Members note this report.

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### 3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive and the Director of Development & Housing Services.
- 3.2 This is the first capital budget monitoring to members in 2015/16 and it details the performance of the Capital Programme to 26<sup>th</sup> June 2015, and is based on the Capital Investment Programme which was approved by members on 12<sup>th</sup> February 2015, adjusted for movements since its approval. Appendix 1 lists the approved projects for information.

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### 4. **Budget Changes**

- 4.1 Since the capital budget was approved budget changes totalling £0.917m have arisen which reflects budget brought forward from 2014/15 :-
- Townscape Heritage Initiative (£0.222m).
  - Local Green Area Networks Projects (£0.098m).
  - Energy Efficiency Programme (£0.050m).
  - Lifecycle Capital Maintenance Fund (£0.547m).

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## Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –  
**Greener** - Capital investment will make property assets more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – 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.

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### **List of Background Papers**

- (a). Capital Investment Programme 2015/16 & 2016/17 – Council, 12<sup>th</sup> February 2015.

The contact officers within the service are:

- *Paul Davies (Finance & Resources)*
- *Joe Lynch (Finance & Resources)*
- *Fraser Carlin (Development & Housing)*

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**Author:** *Paul Davies, Principal Accountant, 0141 618 7211,  
paul.davies@renfrewshire.gov.uk.*

## Planning & Property - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: PLANNING & PROPERTY

Project Title	Approved Programme @12/02/15	Current Programme MR 3
<b>Department: Housing &amp; Development</b>		
Townscape Heritage Initiative	307	529
Local Green Area Networks Projects	522	620
<b>Total Housing &amp; Development Services</b>	<b>829</b>	<b>1,149</b>
<b>Department: Corporate Projects</b>		
Energy Efficiency Programme	1,830	1,880
Lifecycle Capital Maintenance (LCM) Fund	3,000	3,547
<b>Total Corporate Projects</b>	<b>4,830</b>	<b>5,427</b>
<b>TOTAL PLANNING &amp; PROPERTY BOARD</b>	<b>5,659</b>	<b>6,576</b>

## Appendix 2

### CAPITAL PROGRAMME 2015/16 - BUDGET MONITORING REPORT TO 26 JUNE 2015 (£000s)

POLICY BOARD Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 26-Jun-15	Spent to 26-Jun-15	Variance to 26-Jun-15	% variance	Unspent Cash Flow For Year	% Cash Spent
<b>Planning &amp; Property</b> Development & Housing(THI/LGAN) Corporate Projects(Property)	829	1,149	1,149	108	115	-7	-7%	1,034	10%
	4,830	5,427	5,427	1,084	1,086	-2	0%	4,341	20%
	5,659	6,576	6,576	1,192	1,201	-9	-1%	5,375	18%
<b>TOTAL</b>									



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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Finance and Resources**

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**Heading: Corporate Asset Strategy 2015-18**

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**1. Summary**

1.1 The Corporate Asset Strategy 2015 – 2018, attached to this report, sets out a high level framework for the management of all the Council's assets:

- property
- open spaces
- roads infrastructure
- fleet
- HRA assets
- Information Communications Technology (ICT).

1.2 The document is intended:

- to guide the development and upkeep of strategies and plans for each classification of assets;
  - to provide a context within which needs and priorities can be judged and managed across the spectrum of the Council's asset management responsibilities; and
  - to assist in developing the Council capital and revenue strategies and plans.
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## 2. Recommendations

- 2.1 It is recommended that the Corporate Asset Strategy 2015 – 2018 be approved

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## 3. Background

- 3.1 This Strategy updates the Corporate Asset Strategy which was approved by the GMFPB in March 2010. The Strategy has been written against a background of public sector reform and the need to work more creatively and efficiently:
- to meet changing and ever increasing expectations of public services; and
  - mindful of budget pressures, to secure continuous improvement in value for money, through adopting new ways of delivering services and working in partnership with others.
- 3.2 The strategy underlines that:
- all assets are held corporately and their management needs to be well coordinated to maximise benefits for Renfrewshire and to support the achievement of the vision for the area and of the Council's key objectives; and
  - there is a need to strengthen the Council's long term strategic planning and asset stewardship.
- 3.3 Seven objectives are set out that underpin strategic asset management:
1. to retain or acquire only assets that are necessary and appropriate to our needs;
  2. to maximise utilisation;
  3. to match fitness for purpose with our needs;
  4. to optimise value for money in investment;
  5. to improve the condition of our assets through lifecycle management;
  6. to improve environmental sustainability outcomes; and
  7. to comply with all statutory requirements.
- 3.4 These are to be supported by a focus on seven management principles:
1. long term strategic planning;
  2. joint working;
  3. governance arrangements;
  4. clarity of roles and responsibilities;

5. performance management;
6. importance of regularly reviewing and reporting on asset performance; and
7. skills, competencies and capacities

3.5 The Strategy outlines high level responsibilities, at Board and Chief Officer levels, for asset management and its coordination, provides summary statistics for each asset classification, with values as at 31 March 2015 and sets out key strategic actions that are planned to be undertaken within the planning period 2015 – 2018.

## 4 Progress since last Corporate Asset Strategy

4.1 Key achievements that have been delivered include the following:

### 4.2 Property

- Continued development of the Building Better Communities programme to invest in the Council's Leisure and Education estate. Prominent completions include:
  - New build Park Mains High School in Erskine.
  - Refurbishment of the Grade A Listed Paisley Town Hall and Renfrew Town Hall buildings.
  - Development of new Community Sports facilities in Paisley, Johnstone and Linwood, including 2 integrated hubs for Adults with Learning Disabilities.
  - New build Johnstone Civic Hub
- Continued to deliver the School Estates Management Plan to upgrade the schools estate, involving a £20m programme to modernise Renfrew primaries (including the new build St James primary school which officially opened in October 2014).
- Managing physical regeneration programmes such as at the Paisley Townscape Heritage Strategy, including the restoration and repair of the Paisley Arts Centre.
- Progress the decommissioning of 25 surplus assets as a result of the master planning workstream under Transforming Renfrewshire, achieved through disposal, co-location / relocation of services and transfer to third sector organisations.
- Delivery of the corporate office accommodation strategy with a focus on developing space planning and modern ways of working within Renfrewshire House, enabling space to be leased to both Renfrewshire Leisure and Scotland Excel.
- Development of a Community Asset Transfer Policy framework to support the Scottish government's objective of promoting community empowerment and public asset transfer.
- Implementation of a centralised Corporate Landlord approach to improve the management and maintenance of the Council's property assets, including the prioritisation of future planned and lifecycle maintenance programmes and reduction in backlog maintenance (currently estimated at circa £58m). The Corporate Landlord structure has since been revised and from

1 April 2015, the Council adopted an integrated approach to hard and soft facilities management under the Director of Community Resources.

- Procurement and phased implementation of the Corporate Asset Management ITC System (CAMIS).
- Delivered a range of energy efficiency measures throughout the estate and ensure the Carbon Management Plan target of reducing CO2 by 25% by 2014 was achieved.

#### 4.3 **Open Space**

- Managed the Council's Access Strategy and delivered improvements to a range of open spaces across Renfrewshire, including delivery of £1m of funding to support investment in Renfrewshire's Green Network.
- Implementing the Contaminated Land Strategy, including remediation works at Linwood and ROF Bishopton.

#### 4.4 **Roads Infrastructure**

- Delivery of the roads maintenance capital programme.
- Delivery of the annual resurfacing, patch and surface dressing programme across the roads network.
- Implementing a strategy for street lighting to promote efficient energy consumption, reducing costs and carbon emissions.

#### 4.5 **Fleet**

- Maintaining circa 320 vehicles including both light and heavy fleet and providing a social transport service to social work centres and assisted special needs schools.

#### 4.6 **HRA Assets**

- Completed the £138m housing investment Delivery Plan for the Scottish Housing Quality Standard programme to bring council houses up to SHQS by 31 March 2015.
- Building new affordable housing, including;
  - 37 new Council homes at Blackhall, Paisley
  - 33 affordable housing units in Cochrane Castle, Johnstone (Link HA).
  - 71 new affordable houses at Gallowhill (Sanctuary HA)
  - 40 new units completed in Renfrew (Sanctuary HA)
- Progressing area regeneration projects in conjunction with partner organisations, including the conversion and refurbishment of HRA assets.

#### 4.7 **Information Communication Technology**

- Implementing the Customer Services strategy to provide the public with alternative methods of interacting with the Council.
  - developing the Council's CRM Lagan system;
  - introduction of digital technology; and
  - introduction of the CIM telephony system in the

## Customer Service Unit.

- Introduction of the Looking Local Service, an interactive digital television and mobile application that provides the customers with an alternative medium to contact the Council.
- Development and launch of the new Council website.
- Implementation of the new IP technology system to support modern ways of working.
- Piloting of new technologies in schools to support delivery of the Education service;
- Development of the new Workforce and Organisational Development Strategy to increase the skills of the workforce and support the transformation agenda.
- Obtained Public Sector Network (PSN) accreditation to ensure the Council has a secure method of exchanging and sharing electronic data

## **5 Summary of key priorities over the next 3 years**

5.1 Key priorities over the lifespan of the Corporate Asset Strategy 2015-18 include:

### **5.2 Property**

- Implement the Council's approved capital investment programme, taking forward the provision of new and refurbished facilities, a new ASN school in Linwood, modernisation of the Mossvale / St James Primary Joint Campus and refurbishment of the Grade A listed Russell Institute.
- Complete public consultation and begin implementation of the next phase of the Schools Estate Management Plan (SEMP).
- Support the corporate Change Programme and transformation agenda, involving strategic reviews of operational and non-operational property assets.
- Support strategic Council initiatives such as Glasgow & Clyde Valley City Deal, the expanded Cultural & Leisure Trust, Health and Social Care integration and the merger of the Education Service with those elements of the Social Work service relating to children, families and criminal justice.
- Continue to review and drive improvement in the performance of property assets to ensure they remain fit for service delivery
- Develop the integrated approach towards hard and soft facilities management and maintenance of property, adopting a medium to long term focus on life cycle maintenance of core assets.
- Develop and implement the Paisley Heritage Asset Strategy and key town centre regeneration initiatives.
- Implement the Corporate Office Strategy and Action Plan, linking with the Council's Worksmart initiatives, to achieve a rationalised estate which better supports efficient and effective service delivery.

- Respond to the shared services and community partner agendas.
- Support community empowerment and public asset transfer proposals and ensure the Councils community asset transfer framework reflects legislative changes brought about through enactment of the Community Empowerment (Scotland) Bill in 2015
- Complete the phased implementation of the Corporate Asset Management Information System (CAMIS) to support operational and strategic decisions.
- Implement the carbon management strategy which, from the 2012/13 baseline, sets a target reduction 36% of the Council's carbon emissions by 2020, also producing financial savings in reduced energy consumption
- Implement Zero Waste Scotland proposals to regulate the disposal of construction materials
- Progress Clyde Valley Waste Management Initiative and Business Case to develop a shared services residual waste facility by 2021 and divert waste from landfill.

### 5.3 **Open Space**

- Implement the Core Path Plan and Access Strategy and deliver Green Network investment in partnership with Statutory bodies and local communities
- Deliver the Open Space Strategy to align management and investment activity in woodland and other open space
- Complete a Cemeteries, Parks & Play Areas Strategic Plan to explore options for delivering more effective and efficient services
- Support site decontamination and remediation works.

### 5.4 **Roads Infrastructure**

- Deliver the capital investment programme for the maintenance of roads and footpaths infrastructure, ensuring that maintenance expenditure is used cost effectively.
- Update the Roads Asset Management Plan reflecting network condition surveys and backlog maintenance requirements
- Develop a strategy for street lighting, involving replacement lamps with LED to reduce power and maintenance costs
- Liaise with partner organisations (SEPA, Scottish Water) to ensure the legislative requirements of Flood Risk management are achieved.
- Complete the final phase of the Renfrew North Flood prevention Scheme.

### 5.5 **Fleet**

- Delivering the vehicle replacement capital programme of £1.5

million for 2015-16

- Undertake a review of Transport activities within and across the service activities of Renfrewshire Council, including;
  - future service strategy for vehicle maintenance, both for light and heavy fleet – including alternative service delivery models including working with community partners/other partners.
  - future service strategy for delivery of social transport activities.

## 5.6 HRA Assets

- Maintain a life cycle replacement programme for the Council's housing stock which is now fully compliant with the target to meet the SHQS standard by 31 March 2015 (after applying allowable exclusions and abeyances).
- Deliver the Local Housing Strategy (LHS) with key partners, incorporating a strategic investment planning framework.
- Work with development partners to deliver affordable housing projects in line with LHS and SHIP priorities. Current affordable housing projects with RSL partners include Paisley Town Centre (Link HA), Shortroods (Sanctuary HA), Brown St (Linstone HA) and Thrushcraigs (Link HA).
- Complete the revised Housing Asset Management Strategy to ensure all Council Housing stock meets the Governments Energy Efficiency Standard for Social Housing (ESSH).
- Review the performance of the HRA commercial portfolio.

## 5.7 Information Communication Technology

- Implementation of the Council's ICT Strategy to support sustainable transformational change under the Better Council programme.
- Develop and deliver the "Connect Renfrewshire" strategy and programme to improve digital services, reduce costs and enable reform
- Enhancing ICT delivery and innovation by engaging with opportunities for partnership, sharing and other options for ICT delivery.
- Continue with the ICT management project to ensure robust processes for managing ICT hardware and software.

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## Implications of the Report

1. **Financial** - The strategy will assist and inform the development of the Council's capital and revenue strategies and plans.
2. **HR & Organisational Development** - A long term approach to

strategic asset planning will assist in identifying and developing skills and capacities that will be required in their management.

3. **Community Planning –**

**Community Care, Health & Well-being** - Better asset management will result in better facilities, matched to public need and able to support healthier outcomes.

**Empowering our Communities** - The strategy will ensure local people have a meaningful stake in the future development of the community where they live and work.

**Greener** - Sustainable outcomes is a cornerstone of the strategy.

**Safer and Stronger** - Better stewardship of our assets will support improved safety and surroundings.

4. **Legal** - None

5. **Property/Assets** - as detailed in report.

6. **Information Technology** - The ICT strategy will be developed to support the Corporate Change Programme.

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** - The strategy will ensure that significant risks are identified, necessary management action properly debated and appropriate arrangements to remove, reduce or manage risks are taken. Key risks addressed, directly or indirectly, will include risks of major failure and compliance with statutory requirements, including health and safety.

11. **Privacy Impact** - None.

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## List of Background Papers

None

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**RENFREWSHIRE COUNCIL**

**CORPORATE ASSET STRATEGY**

**2015 – 2018**



# The Strategic Context

The Corporate Asset Strategy (CAS) outlines Renfrewshire Council's approach to Asset Management and how this links with the Single Outcome Agreement, the Renfrewshire Community Plan (and its six community planning themes) and financial strategies and provides a broad, long term plan for assets to support the Council's goals and objectives.

The Renfrewshire Community Plan 2008-17 and the Single Outcome Agreement (SOA) were developed during 2012-13 and set out the vision for the next 10 years that Renfrewshire Council and our community planning partners aim to achieve. The SOA is essentially a three year business and delivery plan that provides a clear indication of progress being made towards our goals, including national priorities. The plans were approved by the Council on 27 June 2013 prior to submission to the Scottish Government and will be reviewed and updated on a rolling three-year basis.

## Our Vision for Renfrewshire

"Working together to make Renfrewshire a fairer, more inclusive place where all our people, communities and businesses thrive".

## Key Themes

Six community planning boards have been formed with partner organisations to take forward work on six key themes:

### 1. Children and Young People

By 2023 we will get it right for every child and young person by ensuring that they live in a positive and inclusive environment, have the best start in life, are confident, healthy and free from disadvantage.

### 2. Jobs and the Economy

By 2023 Renfrewshire is recognised for its diverse, enterprising and thriving business base — creating new jobs and businesses within a growing local economy and supported by inclusive and sustainable communities and workforce.

### 3. Community Care, Health and Wellbeing

People have an increasing, healthy life expectancy and the quality of wellbeing and health inequalities between different communities are narrowed significantly.

### 4. A Safer and Stronger Renfrewshire

Renfrewshire is known as a safe and tolerant place where residents and visitors enjoy a high level of personal safety and public protection and are free from crime. A culture of fairness, respect and equality exists and vulnerable children and adults are well looked after and protected.

### 5. A Greener Renfrewshire

Renfrewshire will be a clean and attractive location, providing a healthy, inviting and pleasant environment in which to live, work and do business through the promotion of sustainable patterns of travel and development, the efficient management of energy and the treatment of waste as a valuable resource.

### 6. Empowering Our Communities

Communities throughout Renfrewshire are enterprising, resilient and inclusive. Citizens are active in the development of personalised public services and participate in local decision making. Communities fully utilise the assets at their disposal, using their own knowledge, experience and skills to achieve their goals and aspirations.

## **Delivering the Vision for Renfrewshire - Our Vision for the Organisation**

Renfrewshire Council is an organisation which:

- is committed to excellence and innovation;
- is customer-led and efficient;
- is trusted by our community and partners;
- values and invests in our employees;
- Is determined to make a difference.

### **Corporate Asset Management**

All assets are owned corporately by the Council and their management will be co-ordinated across the organisation to maximise the benefits for Renfrewshire as well as to support the achievement of the vision for the area and the Council's key objectives.

# Introduction

## Key Drivers

The demand for and supply of public services in Renfrewshire are key drivers for strengthening the Council's corporate management of its assets:

### Drivers for Change in the Demand for Public Services

- changing public needs and priorities with changing demography, e.g. reducing population and school roles, ageing population;
- increasing public expectations as to quality and ease of access to joined-up public services;
- Clyde Valley report reviewing shared services.
- Enactment of the Community Empowerment and Renewal (Scotland) Bill in 2015.

### Drivers for Change in the Provision of Public Services

- increasing capital and revenue budget pressures;
- the need to adopt new, more efficient, effective and economic ways of working through re-engineering how services are provided – e.g. home and flexible working;
- the opportunity and need to embrace joint and partnership working;
- the Dr Campbell Christie OBE 'Commission on the Future Delivery of Public Services' report

## Corporate Asset Management

In accordance with the CIPFA "Guide to Asset Management and Capital Planning in Local Authorities" Renfrewshire Council has classified its assets under the following six categories:

- Property (including historic assets such as monuments, the Grand Fountain etc);
- Open Space (including parks, play areas, civic spaces etc);
- Roads Infrastructure;
- Fleet;
- HRA Assets;
- Information Communication Technology (ICT).

Services have prepared plans which outline their priorities and outcomes for service delivery. These strategic plans also provide the framework for driving best value and continuous improvement in the management and performance of assets that are required to support current and future service delivery. The Corporate Asset Strategy (CAS) does not restate the detail of the individual plans but provides a long term broad plan for our assets to support our corporate goals and objectives and provide a framework for the key actions we will take to achieve our targeted outcomes. Diagram 1 below outlines the strategic context for the CAS.

Effective asset management ensures that assets are administered in the best way to meet the needs of the organisation and the delivery of its corporate goals and objectives. Forward planning for assets is vital to secure best value for money:

- time is needed to thoroughly formulate the Council's needs for assets and to translate those into sound proposals;
- it takes time to procure and deliver change in assets;
- upkeep of assets can involve highly variable levels of expenditure that need to be forward planned;
- Assets are expensive to provide and need to be used for the maximum time appropriate.

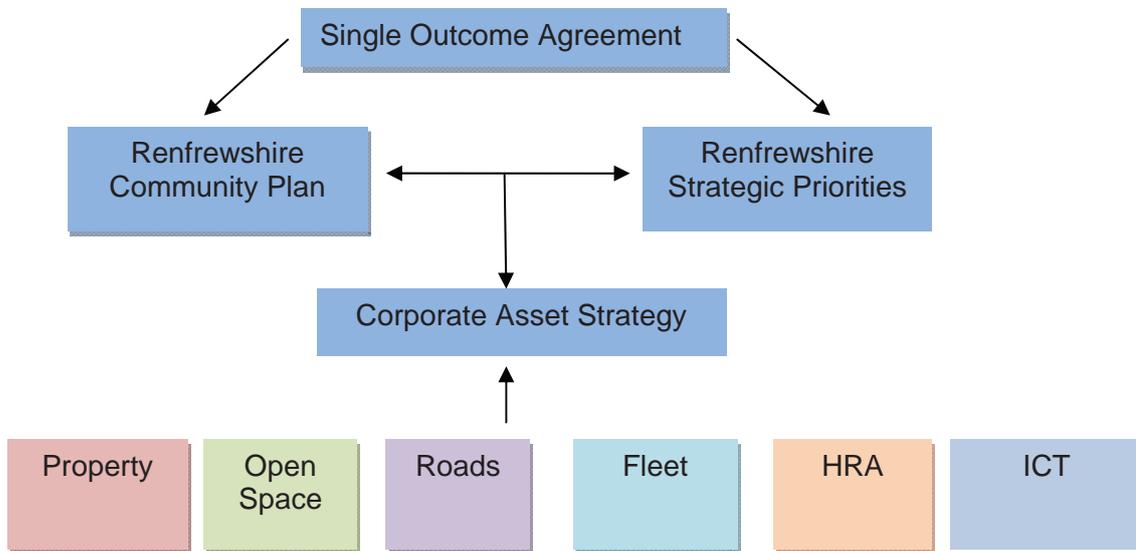
Nationally and internationally, asset management disciplines increasingly form a core part of effective strategic management of large organisations. In the Scottish local government context:

- The Local Government in Scotland Act 2003 (2003 Act), places a responsibility on local authorities to secure Best Value in all they do. This has direct implications for asset management;
- “The Prudential Code for Capital Finance in Local Authorities” makes specific reference to the necessity for an Asset Plan as a means of ensuring that local authorities properly assess their existing assets against their corporate and service objectives and develop strategic plans for their medium / long term management and development, matched against financial strategies; and,
- Asset plans are also essential to support partnership working.

The Council’s Corporate Asset Strategy (CAS) sets the overall framework for strategies for the management of all Council assets. It is therefore high level and “generic” in its form and content.

The governance and monitoring for all asset classes recognises the best practice framework prepared by Audit Scotland (i.e. Best Value 2 toolkit) and aims to strengthen the Council’s overall management and stewardship of all corporate assets.

**Diagram 1**



# Corporate Asset Strategy

The Council is committed to good asset management that sets or at least matches best practice in councils.

## Corporate Asset Management Vision

Our assets provide best value for money and excel in meeting the needs of the Council and the delivery of its services to the citizens and businesses of Renfrewshire.

## Corporate Asset Management Aim

We aim to manage our assets in a balanced manner which takes proper account of the Council's service needs and of the upkeep of our assets to ensure their optimum use over the long term.

## Corporate Asset Management Objectives

1. Retain or acquire only assets that are necessary and appropriate to our needs;
2. Maximise utilisation;
3. Match fitness for purpose with our needs;
4. Optimise value for money in investment;
5. Improve the condition of our assets through lifecycle management;
6. Improve environmental sustainability outcomes; and,
7. Comply with all statutory requirements.

## How the Council will deliver the Corporate Asset Strategy

1. We will develop and apply long term strategic planning processes for asset management which are integrated with strategic management at corporate and service levels;
2. We will work jointly wherever possible to secure best value in the acquisition, use and management of resources, both within the Council and with our partners;
3. We will strengthen the governance arrangements for the management of our assets to provide clear leadership and drive for efficiencies, effectiveness and economy through clear accountability;
4. We will clarify roles and responsibilities for all involved in the management of assets and provide appropriate support and training;
5. We will strengthen and develop performance management for all our assets, playing a full part in benchmarking and similar groups appropriate to our assets;
6. We will keep corporate assets and their performance under review and report regularly to enable the Council to develop and apply a properly balanced long term strategic approach to the management of our assets; and,
7. We will provide the necessary skills, competencies and capacities to undertake good asset management through the development of necessary resources within the organisation and by external commissions where that provides better value for money.

# Corporate Asset Management - Governance

Table 1.1 below represents the Council’s governance arrangements for driving and embedding corporate asset management through the organisation:

- the Council provides the corporate framework, direction and overview;
- the Policy Boards have specific functions and areas of responsibility;
- The Corporate Management Team, the Strategic Investment Group and the Strategic Asset Management Group ensure officer co-ordination on corporate asset management and support to the Council and its Policy Boards at chief officer and senior management levels.

Table 1.1

<b>Council</b>					
SOA, Community Plan, Corporate Plan, Financial Strategy & Budgets					
Leadership Board provides strategic leadership for the Council and ensures consistency across the Council’s policy objectives and can call in decisions by other boards in circumstances where the Leadership Board considers that the matter requires to be reconsidered.					
<b>Planning and Property Policy Board</b>	<b>Social Work, Health and Wellbeing Policy Board</b>	<b>Education and Children Policy Board</b>	<b>Environment Policy Board</b>	<b>Housing and Community Safety Policy Board</b>	<b>Sport, Leisure and Culture Policy Board</b>
Delivery of services, supported by Service Improvement Plans, Asset and other resources, plans and management & monitoring of budgets and capital projects and programmes.					
Development planning	Social Work	Education	Environmental Issues (including Grounds Maintenance, Waste Management and Recycling)	Oversight and management of the Council’s housing stock, including associated properties	Recently Disbanded
Development management	Care	Schools Estate Strategy (approved by the Council)	Parks, Play Areas Cemeteries, Public Open Spaces ( non HRA) and public conveniences	Strategic Housing Investment Plan	
Building standards	Health	Early years provision	(Soft) Facilities Management	Building Services	
Strategic Development Plan	Integrated Health & Social Care (superseded the Renfrewshire Community Health Partnership on 1 April 2015 )	Education additional support needs	Water and Sewerage	Emergency planning	
Area regeneration, development and renewal	Renfrewshire Alcohol and Drug Partnership	Community Learning & Development	Carts Greenspace	Community Safety & Public Protection	
Property Services, including Corporate Asset Management		Children and family care	Reservoirs & Flood Prevention	Liaison with Police, Fire & Rescue	
Clyde Muirshiel Park Authority		Criminal Justice	Roads & Transport		
Oversight & management of non-housing property			Strathclyde Partnership for Transport		
			Sustainability		

The **Finance and Resources Policy Board** oversees capital and revenue expenditure programmes and has delegated responsibility for the following areas:

- Corporate ICT Strategy
- Civic functions
- Finance and Corporate Services
- Human Resources and Organisational Development
- Risk management and Insurance
- Procurement
- Renfrewshire Licensing Forum
- Renfrewshire Valuation Joint Board
- Scotland Excel

In addition, the **Economy and Jobs Policy Board's** remit includes delegated responsibility for the following areas:

- Economic development
- Employment
- Tourism
- Town centres management and events

On 18 December 2014, the Council approved revised governance arrangements which reflect the effect of major Council initiatives including:

- a) The proposed expansion of Renfrewshire Leisure Limited to include cultural and other related services and facilities
- b) The creation of an Integrated Joint Board as part of the implementation of health and social care integration.
- c) The merger of the Education Service with those elements of the Social Work service relating to children and families and criminal justice that are remaining within the Council.
- d) The Council's involvement in the Glasgow and Clyde Valley City Deal.

The impact of these changes is significant and will result in changes to the role and remit of a number of Policy Boards being implemented during 2015/16. In particular, the changes will affect:

- Sport, Leisure and Culture Policy Board - which is now disbanded with effect from 30 June 2015 and Member and officer representatives appointed to the Board of the Culture and Leisure Trust from 1 July 2015.
- Social Work, Health and Wellbeing Policy Board - which will be disbanded on, or before, 1 April 2016 following the transfer of the Adult Social Care function to the Integrated Joint Board.

## Corporate Asset Management - Roles

The **Convener of the Planning and Property Policy Board** is the Member within the Council for championing corporate asset management in general and in respect of property. The role focuses on ensuring the Council develops and is committed to a strategic framework for the management of its assets, taking a long term view.

**Conveners of other Policy Boards**, listed, act as Members within the Council for championing strategic asset management in respect of particular classifications of assets within the remit of their respective Boards.

Table 1.2

Board	Convener
Planning and Property Policy Board	Councillor T Kelly
Social Work, Health and Wellbeing Policy Board	Councillor I McMillan
Education and Children Policy Board	Councillor J Henry
Environment Policy Board	Councillor E Devine
Housing & Community Safety Policy Board	Councillor T Williams
Finance and Resources Policy Board	Councillor M Holmes
Economy and Jobs Policy Board	Councillor R Glen

## Better Council Change Programme

In December 2013, Council approved its corporate plan to achieve better outcomes for Renfrewshire’s citizens and communities - ‘A Better Future, A Better Council’. The Plan commits the Council to delivering high performing frontline services and to taking forward a range of important strategic work including the agenda for children and families, tackling poverty, enabling independent living, and promoting economic development and regeneration to create jobs and growth in the economy. In February 2014 and in recognition of the rising demand for services, reducing resources and the future financial position, Council agreed to establish the Better Council Change Programme (2014/17), to ensure the Council remains financially sustainable whilst delivering on its strategic objectives.

Phase one of the programme identifies key areas which have contributed in the past to the budget strategy and which have the potential to contribute further to the Council’s financial targets over the medium term:

- Reform of the Corporate Support Model to ensure optimum efficiency and flexibility to support the delivery of Council priorities;
- Procurement opportunities in contract renewals;
- Savings across a range of discretionary spending budgets; and
- Review of the Council’s (non-school) operational assets and management arrangements including:
  - A further redesign of Renfrewshire House (enabling the roll out of flexible working practices and the creation of space to accommodate another partner in the HQ or relocation of staff from other premises);
  - Energy Efficiency savings through energy management and lifecycle maintenance initiatives (e.g. boiler replacement, LED lighting, photovoltaic and solar thermal technologies);
  - Reduction in operational property running costs, including termination of the Mirren House lease by 31 March 2015;
  - Proposed depot rationalisation programme;
  - Focus the Corporate Landlord maintenance budget on statutory and wind and watertight standards; and
  - Review of facilities management arrangements

Phase one of the programme is currently being implemented to achieve savings in 2015/16 and 2016/17, and plans for a second phase are being progressed.

### Property Services and Facilities Management

Under the Better Council Change Programme, the Council has revised the corporate landlord operating model relating to building management and maintenance and adopted an integrated approach for hard and soft

Facilities Management (FM) under the Director of Community Resources from 1 April 2015. The Director of Finance and Corporate Services also assumed responsibility for Property Services (Estates, Energy and Technical Services). Responsibilities can be summarised as follows:

**Integrated Hard and Soft FM service.** Key Functions include:

- Janitorial and Cleaning
- Catering
- Building repairs and maintenance

**Estates and Energy Management** will continue to provide a Strategic Asset Management Service. Key functions include:

- Property Asset Register
- Disposals and Acquisitions
- Valuations and Estates Management functions (including CAMIS)
- GIS plans and land information
- Carbon Management Plan and Carbon Reduction
- Capital Planning

**The Technical Unit** will also retain responsibility for delivering the Capital Programme and other commissioned works. Key Functions include:

- Architectural and Design Services
- Cost Management
- Project Management
- Engineering Support

## **Cultural and Leisure Trust**

The Council has also agreed to extend the remit of Renfrewshire Leisure to manage all cultural, sports facilities and services. The aim is to deliver a more efficient and integrated service model across cultural and leisure services and the initial phase involved the transfer of the following assets to the new Cultural and Leisure Trust on 1 July 2015:

- Libraries;
- Town Halls;
- Arts Centre;
- Museum and Observatory;
- Playing Fields and Sports Pitches\*; and
- Barshaw Golf Course

*\* 8 No pitches will remain with the Council and continue to be maintained as open space by Community Resources:*

<i>Bridge of Weir:</i>	<i>Houston Road Playing Fields</i>	<i>Kilbarchan:</i>	<i>Kilbarchan Public Park</i>
	<i>Moss Road Public Park</i>	<i>Linwood:</i>	<i>Perimeter Road Park</i>
<i>Houston:</i>	<i>Ardgryffe Public Park</i>	<i>Paisley:</i>	<i>Montgomery Avenue, Gallowhill</i>
<i>Howwood:</i>	<i>Howwood Public Park</i>	<i>Renfrew:</i>	<i>Knockhill Park</i>

A planned second phase will involve the transfer of Community Facilities and Bowling Clubs (including pavilions) to the new Cultural and Leisure Trust by the end of 2015. As the Council currently provides a range of support services to cultural and leisure services, it is intended that these will continue to be provided to the new Trust through Service Level Agreements (SLA's).

## Capital Investment Programme

The Capital Investment Programme for 2015/16 - 2017/18 was approved by the Council on 12 February 2015 and details the planned capital investment for non housing services. The resources available to support investment include prudential borrowing and capital grants, as well as contributions from revenue, partners and external funding bodies.

The approved capital programme relates primarily to approved major investment programmes in the school, leisure and cultural estates along with previously earmarked resources for future lifecycle maintenance programmes. A summary of the approved investment programme for 2015/16 - 2017/18 is outlined below:

Table 1.3

Project Title	Programme 2015/16 (£000s)	Programme 2016/17 (£000s)	Programme 2017/18 (£000s)
<b>Major Programmes</b>			
Education Programme *	23,846	14,956	16,193
Leisure Estate	2,650	5,250	0
Town Halls	288	0	0
Russell Institute**	2,269	0	0
North Renfrew Flood Prevention	2,645	0	0
ICT Corporate Change Programme	1,250	2,799	0
Public Sector Housing Programme	2,766	300	0
<b>Asset Lifecycle Maintenance Programme</b>			
Vehicle Replacement	1,500	0	0
Roads and Footpaths***	3,262	400	400
Bridges	1,735	0	0
Lighting Columns	750	0	0
Building Capital Lifecycle	4,830	1,000	1,000
ICT Infrastructure Maintenance & Renewal	1,601	400	400
<b>Other Programmes</b>			
Tackling Poverty	0	1,364	0
Strategic Asset Management Fund	1,094	0	0
Other Projects	1,654	0	0
<b>Total Programme</b>	<b>52,139</b>	<b>26,469</b>	<b>17,993</b>

\* Indicative phasing subject to detailed development of investment programme.

\*\* Indicative budget subject to full development of project business case

\*\*\* Includes £0.400 million switch from revenue maintenance as agreed by Council on 9<sup>th</sup> October 2014

The Council has committed to a financial planning principle that capital grant resources will be directed in the first instance to supporting appropriate lifecycle maintenance programmes to protect the Council's existing assets and infrastructure.

# The Council's Corporate Assets

Table 1.4

Asset Classification	Summary Statistics					
Property Portfolio	No of Property Assets	Gross Internal Floor Area (sqm)	Capital Asset Value <sup>1</sup>	Comments		
<b>Children's Services - Schools</b>	76	260,299	£302,756,846	76 establishments (including PPP schools) covering 97 service areas: 11 Secondary, 49 Primary, 34 Nursery Classes / Pre Five Centres and 3 ASN schools.		
<b>Children's Services - Non Schools</b>	9	4,310	£4,040,000	Including Children's Homes, Resource Centres (and Supported Accommodation)		
<b>Health &amp; Social Care Partnership (HSCP)</b>	16	20,377	£24,474,000	Includes Day Centres, Elderly People's Homes, Resource Centres and ancillary accommodation (e.g. workshop, Supported Accommodation)		
<b>Office Accommodation</b>	16	21,954	£21,869,000	Key corporate offices and service based office accommodation (includes secondary locations and offices in retail premises etc).		
<b>Depots &amp; Workshops</b>	6	15,622	£2,152,000	Includes 3 main Depots and general workshop accommodation.		
<b>Renfrewshire Leisure (Cultural Trust - Phase 1)</b>	44	55,439	£101,781,063	Includes existing wet and dry sports facilities held by Renfrewshire Leisure and assets transferred to the Cultural Trust on 1 July 2015 (e.g. Town Halls, Arts Centre, Museum, Observatory, Libraries, Pavilions etc).		
<b>Renfrewshire Leisure (Cultural Trust - Phase 2)</b>	24	10,458	£7,429,000	Includes Community Centres and Bowling Clubs that are scheduled to transfer to Renfrewshire Leisure in December 2015.		
<b>Other Operational</b>	63	2,971	£5,881,600	Miscellaneous operational assets (e.g. Cemeteries, Recycling Centres, Janitors Houses, Stores etc).		
<b>Sub Total:</b>	<b>254</b>	<b>391,430</b>	<b>£470,383,509</b>			
<b>Commercial Portfolio (Land &amp; Buildings)</b>	<b>371</b>		<b>£15,647,871</b>	Description	No'	Capital Asset Value
				Industrial	59	£1,544,500
				Shops	179	£5,569,450
				Offices	15	£1,850,000
				Miscellaneous*	118	£6,683,921
				<b>Sub Total</b>	<b>371</b>	<b>£15,647,871</b>
<b>Surplus Property (Land &amp; Buildings)</b>	<b>141</b>		<b>£23,994,955</b>	Description	No'	Capital Asset Value
				Former Public Toilets	5	£91,000
				Children's Home	1	£550,000
				Land infill sites (disused)	7	£0
				Police Post	1	£0
				Office	1	£100,000
				Community Museum	1	£100,000
				Sites	106	£22,422,455
				Residential - dwelling	13	£563,000
				Residential - Lodge House	1	£48,000
				Shop	4	£68,500
				Recycling Centre	1	£52,000
				<b>Sub Total</b>	<b>141</b>	<b>£23,994,955</b>
				<b>Grand Total:</b>	<b>766</b>	

<sup>1</sup> Capital Asset Values are as included in the Council's Accounts for 31<sup>st</sup> March 2015

Property Asset Classification	No of Property Assets'	Gross Internal Floor Area (sqm)	Capital Asset Value	Comments		
<b>Summary of Common Good Assets</b>	43		£9,753,000	Description	No'	Capital Asset Value
				<b>Paisley:</b> Ground Leases	1	£292,000
				Playing Fields	1	£477,000
				<b>Renfrew:</b> Allotments	1	£102,000
				Car Parks	3	£502,000
				Fishing Rights	1	£0
				Leisure Centre	1	£3,917,000
				Monument	1	£0
				Office (suites)	6	£60,000
				Passage rights	5	£0
				Police Office	1	£184,000
				Shop	1	£91,000
				Ground Leases	18	£287,000
				Sub-station	1	£0
				Swimming pool	1	£307,000
Town Hall	1	£3,534,000				
<b>Total</b>	<b>43</b>	<b>£9,753,000</b>				

**Non housing operational property revenue costs 2014/15:** circa £23.39m

*(includes rent, insurance, rates, water, energy, cleaning, security, repairs / maintenance)*

**Estimated backlog maintenance of operational property assets:** circa £58.17m over 5 years\*

*(\*based on building condition survey information and adjusted for the remainder of the property estate)*

There has been significant investment to improve the asset base in recent years through The Schools Estate Management Strategy, Transforming Renfrewshire and Building Better Communities programmes, which have delivered modernisation of the Council's school, leisure and cultural estate together with the remodelling of Renfrewshire House to accommodate Community Partner organisations and the "Worksmart" initiative. Key projects include the recent completion of the £14.5m Johnstone Civic Hub, development of a £18m ASN school in Linwood by June 2016 and impending refurbishment of the Grade A Listed Russell Institute in Paisley. The Council recently initiated a significant programme of change "The Better Council Programme". As part of this programme the Council is seeking to identify new ways of delivering services to achieve better outcomes for individuals and communities, and to reduce the cost of providing services. The programme also includes a range of property related initiatives and the extended remit of Renfrewshire Leisure Trust to manage the Council's leisure and cultural property will have an impact on existing asset management arrangements.

The empowerment of local communities is a key strand of the Council's Community Plan. A Community Asset Transfer Policy framework has been developed to support this process and in future, this will also reflect any future legislative changes brought about through the enactment of the Community Empowerment and Renewal (Scotland) Bill in 2015. The Council has also approved a £3m Community Facilities Investment Fund to promote community ownership and participation and support community organisations improve facilities as part of the community asset transfer provision.

Asset Classification	Summary Statistics
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Open Space	Description	No'	Capital Asset Value	Revenue running costs circa £6.32m pa for grounds maintenance work, which includes grass cutting, maintenance of open spaces, parks, playing fields, golf course, cemeteries and play areas.  Backlog maintenance needs: are in excess of £5m.  Capital investment is required to improve the condition of the Council's Parks and Cemeteries (walls, roads, paths, and other structures). Play areas have received investment in recent years but will require ongoing investment to maintain their condition. A Cemeteries, Parks and Play Areas Strategic Plan is being developed to explore options for delivering more effective and efficient services. A key issue will be ensuring that sufficient space is available to meet medium to long term demands on cemeteries. Delivering the future requirements will be dependent on the levels of funding available to the Council.
	Public parks	31 no.		
	Country park	1 no.		
	Golf course	1 no.		
	Play areas	94 no.		
	Cemeteries	9 no.	£5,024,000	

Asset Classification	Summary Statistics
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<b>Roads Infrastructure</b>	Description		Capital Asset Value
	Roads	820 km	£943,000,000
	Footways	1,203 km	£69,000,000
	Bridges & Structures	277 no. bridges 875 no. retaining walls	£268,000,000
	Street Lighting	30,765 no columns	£46,000,000
	Signs and street furniture	10,200 no. signs	£7,000,000
	Traffic Signals	80 no. Junctions 77 no. Pedestrian	£19,000,000
	Car Parks	34 no. car parks 170 no. metres	£4,000,000
	Drainage & Gullies	29,000 gullies and various pipe systems	£15,000,000
	<b>Total</b>		<b>£1,371,000,000</b>
<p>Capital costs 2014/15: £6.798m pa  Revenue costs 2014/15: £11.944m pa  (note that a further £2.88m is committed to street cleansing).</p> <p>The stand still capital budget for roads maintenance is approximately £2.5 - £3.0m per annum. Additional capital to recover road condition has been awarded every year in the capital programme since 2010/11. A backlog of maintenance still exists however and this is being quantified in an updated Roads Asset Management Plan, currently in preparation, which considers the latest network condition surveys. A strategy for street lighting is progressing through final business plan stage and will involve replacement of all lamps with LED to reduce power and maintenance costs.</p>			

Asset Classification	Summary Statistics
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<b>Fleet</b>	Description		Capital Asset Value
	Number of Vehicles	326 owned vehicles and trailers, 131 vehicles on contract hire	£13,640,000 (purchased fleet)
<p>Revenue running costs circa £4.095m pa for servicing, maintenance and fuel.  Equipment hiring: circa £1.2m p.a.  Backlog maintenance needs: N/A.</p> <p>The transport fleet is generally in good condition. The Council has a vehicle replacement strategy and invests around £1.5 million each year in replacing and updating the fleet. The number of vehicles owned and leased by the Council varies during the year based on operational requirements. Of the £4.095m total running costs for the fleet, £2.47m is spent directly on maintenance through the Council's in house garage and £1.62m on fuel.</p>			

Asset Classification	Summary Statistics
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<b>HRA Assets</b>	<b>Description</b>		<b>Capital Asset Value</b>
	Council Housing Stock	12,497 no.	£443,800,000
<p>Repairs and maintenance: circa £11m pa.            Capital Investment: circa £139m from 2010 to 2015 to meet SHQS. Approved programme for 2015 – 2018 is £45M (including planned new build).</p> <p>At 31 March 2015 the Council had brought all of its stock up to the Scottish Housing Quality Standard (SHQS) with the exception of allowable exemptions or abeyances (where access to carry out work has not been granted or consent of owners not obtained). The Council will continue to maintain its stock at SHQS, including addressing exemptions and abeyances when feasible, as well as addressing the new energy efficiency requirements set out within the Energy Efficiency Standard for Social Housing (EESH) the first milestone of which is set at April 2020 (with an interim review in 2017).</p>			

Asset Classification	Summary Statistics
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<b>Information Communication Technology</b>	<b>Description</b>		<b>Capital Asset Value</b>
	PCs	10,522	
	Servers	179	
	Storage Area Network	1	
	Switches	663	
	Routers	167	
	Total value of plant and equipment, computers and software licences		£2,930,000
<p>The ICT Strategy provides a rolling development programme to support the range of Council change initiatives, including Better Council programme and provide robust ICT systems, effective information management and streamline services to customers.</p> <p>A significant project has been underway since the summer of 2014 to introduce robust processes for the management of ICT hardware and software. The project is moving into a stage where it will use the baseline information to develop future provisioning strategies and assess the potential for delivering financial savings.</p>			

# Corporate Assets – Key Strategic Actions

Table 1.5

Strategic Classification	Key Strategic Action Areas	Action owner	Timeframe
Property Corporate Framework	1. Ensure governance and monitoring procedures are implemented for all asset classes reflecting Audit Scotland guidance.	CMT	Annual
Corporate Framework	2. Develop a Corporate Asset Strategy (CAS) for the management of the Council's asset classes.	Estates & Asset Team / All Services	June 2015
Corporate Framework	3. Develop a Corporate Property Asset Management Plan (CPAM) for the management of the Council's non-housing assets.	Estates & Asset Team / All Services	2015
Corporate Framework	4. Implement the next phase of the Corporate Asset Management Information System (CAMIS) to include a Project Management module and an Estates and Valuation module.	Estates & Asset Team / ICT Services	Phased implementation through 2015/16.
Corporate Framework	5. Develop improved property performance information, reporting and management through the development of an integrated Corporate Asset Management Information System.	Property Services	Phased implementation through 2015/16.
Corporate Framework	6. Develop the corporate approach to property maintenance having regard to the new integrated hard and soft FM approach. Medium / long term focus on life cycle maintenance of core assets.	Community Resources	Annual
Corporate Framework	7. Review framework for facilities management functions (e.g. gas, electrical, fire risk) to ensure compliance and secure continuous improvement in the value for money the Council achieves in capital investment.	Community Resources	Annual
Corporate Framework	8. Support strategic Council initiatives such as City Deal, the expanded Cultural & Leisure Trust and Health and Social Care integration. In terms of the Corporate Change Programme specifically: <ul style="list-style-type: none"> <li>• Renfrewshire House redesign, incorporating Worksmart principles;</li> <li>• Asset Reviews (i) Depots, (ii) Community Facilities; and</li> <li>• Energy Efficiency initiatives</li> </ul>	Estates & Asset Team / Energy Management Unit	2015/16
Corporate Framework	9. Support the implementation of the Paisley Heritage Asset Strategy to support the strategic use of Council property assets and / or key purchases to facilitate regeneration of Paisley Town Centre.	Estates & Asset Team	2015/16 and ongoing
Corporate Framework	10. Assist local business activity through the creation of a Retail Incubator Hub in Paisley Town Centre.	Economic Development	2015
Corporate Framework	11. Continue to review medium to long term asset management opportunities with Community partners.	Estates & Asset Team	Ongoing through to end March 2012
Energy Management	12. Improve sustainability and energy management in the development and use of property. Continue to implement the Carbon Management Plan.	Energy Management Team	2015 and ongoing

<b>Strategic Classification</b>	<b>Key Strategic Action Areas</b>	<b>Action owner</b>	<b>Timeframe</b>
Energy Management	13. Implement the revised Fuel Poverty Strategy	Energy Management Team	2015 and ongoing
Energy Management	14. Develop Zero Waste Scotland proposals to regulate the disposal of construction materials.	Energy Management Team	2015 and ongoing
Common Good	15. Review property held as Common Good to ensure the Council maximises its performance for the benefit of Renfrew and Paisley and in accordance with its fiduciary duties.	Estates & Asset Team	March 2016
Community Facilities	16. Ensure the Community Asset Transfer framework reflects any legislative changes brought about through enactment of the Community Empowerment (Scotland) Bill in 2015.	Estates & Asset Team	September 2015
Community Facilities	17. Establish a community facilities investment programme and continue to review joint and shared use of property to improve services to the public, rationalise the estate and make better use of the Council's retained estate.	Community Resources / Property Services	Annual
Capital Investment Programme	18. Implement the Council's approved capital investment programme, taking forward the provision of new and refurbished facilities, including a new ASN school in Linwood and refurbishment of Mossvale / St James Primary joint campus and the grade A listed Russell Institute.	Technical Services / Education Manager (Estates)	2015 -16
Schools	19. Complete public consultation and begin implementation of the next phase of the Schools Estate Management Plan (SEMP).	Education Manager (Estates) / Technical Services	2015 -16
Leisure Facilities	20. Implement the new Sports Development Strategy to support improved use of sports facilities - playing fields, pitches and pavilions	Director of Children's Services	2015 -16
Local Development Plan	21. Implement the objectives of the Local Development Plan and develop a programme of supplementary Planning Guidance in relation to Land Use Planning criteria.	Director of Development and Housing Services / Head of Planning	2015
Waste Treatment	22. Progress Clyde Valley Waste Management Initiative and Business Case to develop a shared services residual waste facility by 2021 and ensure waste from partner Council's is diverted from landfill.	Community Resources	2015-19

Asset Classification	Key Strategic Action Areas	Action Owner	Timeframe
Open Space	1. Deliver the Open Space Strategy to align management and investment activity in woodland and other open space	Head of Planning in conjunction with Community Resources	Ongoing through 2015
	2. Development of a new Cemeteries, Parks and Play Areas strategy. The review will explore options for delivering more effective and efficient services, including community empowerment, and provide a recommendation for the areas covered. Delivering the future requirements from Cemeteries, Parks and Play Areas strategy will be dependent on the levels of funding available to the Council.	Community Resources	March 2016
	3. Implementation of the Contaminated Land strategy ensuring alignment with wider Council aims and objectives. Complete contaminated land remediation works in Linwood and support for remediation at ROF Bishopton.	Community Resources	Ongoing through 2015
	4. Review the Council's policy concerning Allotments to ensure alignment with any legislative changes brought about by enactment of the Community Empowerment (Scotland) Bill in 2015.	Director of Development and Housing Services / Policy and Regeneration	Ongoing through 2015
	5. Implement the Core Path Plan and Access Strategy and deliver Green Network investment in partnership with Statutory bodies and local communities.	Director of Development and Housing Services / Policy and Regeneration	March 2016

<b>Asset Classification</b>	<b>Key Strategic Action Areas</b>	<b>Action Owner</b>	<b>Timeframe</b>
<b>Roads Infrastructure</b>	1. Maintain and develop the Corporate Roads Network Asset Management Information System.	Community Resources	Continuous development of system.
<i>Asset Management Framework</i>	2. Continue the development of Roads Network Asset Management Plans and support to Service Improvement Plans.	Community Resources	Continual updating with annual review
	3. Continue to monitor performance measurement, benchmarking and reporting. Statutory PIs established at present, benchmarking with "family groups" on going.	Community Resources	2015/16 and ongoing.
<i>Maintenance Strategy</i>	4. Develop the Roads Maintenance Strategy adopting an asset management approach for the prioritisation of investment in roads and footpaths.	Community Resources	Annual review to review alignment with Codes of Practice.
	5. Deliver the capital investment plans for the maintenance of roads, footpaths and lighting infrastructure	Community Resources	2015/16
	6. Further develop an investment strategy for street lighting (incorporating European legislation) to reduce power consumption and lighting column maintenance	Community Resources	2015/16
<i>Transport Strategies</i>	7. Implement and monitor National and Regional Transport and Planning Strategies, including liaison with SPT.	Community Resources	Continuous review of outputs
	8. Work in partnership with Transport Scotland to develop and implement a strategy for Transport activities within Renfrewshire	Community Resources	2015/16 and ongoing.
<i>Flood Management</i>	9. Work with partner organisations (Scottish Water, SEPA) to deliver the requirements of the Flood Risk Management Act.	Community Resources	Annual
	10. Implement the final phase of the North Renfrew Flood prevention Scheme	Community Resources	December 2015

Asset Classification	Key Strategic Action Areas	Action Owner	Timeframe
Fleet	<ol style="list-style-type: none"> <li>1. Deliver the annual vehicle replacement programme. A vehicle replacement strategy is in place and the Council invests £1.5 million per annum to support the strategy. The annual vehicle replacement programme improves front line service continuity by maintaining high levels of vehicle availability. The investment also helps mitigate against increased revenue pressures arising from additional maintenance and temporary hire costs due to increased vehicle failure rates.</li> </ol>	Community Resources	£1.5 million of vehicles will be replaced in Financial Year 2015/16

Asset Classification	Key Strategic Action Areas	Action Owner	Timeframe
<b>HRA Assets</b>	<b>Dwellings</b>		
	1. Invest in the Council's Housing Stock to achieve the requirements of the Scottish Housing Quality Standard by 2015, and maintain it at that level thereafter.	Director of Development & Housing Services / Head of Housing Services	SHQS achieved at 31 March 2015 taking account of recognised abeyances and exemptions. Life cycle replacement programme ongoing thereafter.
	2. Deliver the Local Housing Strategy with key partners, incorporating a strategic investment planning framework, integrating capital and revenue funding streams, including the establishment of a planned and cyclical maintenance programme.	Director of Development & Housing Services / Head of Housing Services	Update for 2015/16 to 2019/20 reported to HACS in January 2015
	3. Maintain and review new administration arrangements for property management services in mixed tenure blocks, which include Council stock.	Director of Development & Housing Services / Head of Housing Services	Council complying with requirements of Property Factors Act. Including annual statutory returns
	4. Continue and complete the regeneration of Council housing estates in partnership with Scottish Government and Housing Associations.	Director of Development & Housing Services / Head of Housing Services	Continuing within framework of SHIP- see point 1. above
	5. Work with development partners to deliver affordable housing projects in line with LHS and SHIP priorities.	Director of Development & Housing Services / Head of Housing Services	Continuing within framework of SHIP - see point 1. above
	6. Complete the revised Housing Asset Management Strategy to ensure all Council Housing stock meets the Governments Energy Efficiency Standard for Social Housing (EESH) standard.	Director of Development & Housing Services / Head of Housing Services	November 2015 (subject to finalisation of resourcing of EESH requirements)
	7. Monitor and develop performance management, measurement, planning and reporting frameworks, supported by improved housing condition analysis and recording systems	Director of Development & Housing Services / Head of Housing Services	Ongoing through 2015/16
	8. Deliver Energy Efficiency Standard for Social Housing (EESH)	Director of Development & Housing Services / Head of Housing Services	Strategy subject to finalisation on resourcing of EESH requirements. First regulatory return required in April 2016.
<b>HRA Assets</b>	<b>Commercial Assets</b>		
	1. Review the HRA portfolio to establish the current financial performance and determine policy for future retention, development and improvement of use.	Director of Development & Housing Services / Asset Manager	2015-16

Asset Classification	Key Strategic Action Areas	Action Owner	Timeframe
Information Communication Technology	1. Review the approach to end user device provisioning to ensure that best value is derived from the arrangements	ICT	This an annual programme of work.
	2. Implement the Council's ICT Strategy to support sustainable transformational change under the Better Council programme.	ICT	Ongoing through to end March 2017
	3. Develop and deliver the "Connect Renfrewshire" strategy and programme (reflecting national ICT strategies) to improve digital services, reduce costs and enable reform.	Head of Reform & Change	2017
	4. Continue with the ICT management project to ensure robust processes for managing ICT hardware and software	ICT Business Services Manager	2015



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**To: Planning & Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Finance & Resources**

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**Heading: Telecommunications installations at Maxwellton Court, Paisley,  
Provost Close, Johnstone and Craigendhill, Erskine.**

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**1. Summary**

- 1.1 This report advises the Board on the provisional terms and conditions agreed for lease renewals of the telecommunications installations at Maxwellton Court, Paisley, Provost Close, Johnstone and Craigendhill, Erskine.
- 

**2. Recommendations**

It is recommended that the Board:-

- 2.1 Grant authority to the Head of Property Services and the Head of Corporate Governance to conclude lease renewals of the telecommunications installations at Maxwellton Court, Paisley, Provost Close, Johnstone and Craigendhill, Erskine on the basis of the main terms and conditions contained in this report.
-

### 3. **Background**

- 3.1. The Council currently leases the roofspace at Maxwellton Court, Paisley, Provost Close, Johnstone and 100 square metres of ground at Craighendhill, Erskine to Orange Personal Communications Services Limited (OPCS) for the purposes of telecommunications installations. The original term of the leases at each site has expired, and the leases now run on a year to year basis. The current company structure of OPCS comprises EE Limited and Hutchison 3G UK Limited, and is more commonly known to trade under the name EE. The tenant has requested that lease renewals at these sites be concluded, rather than continuing the current year to year arrangement. In terms of the Telecommunications Act (1984), no person shall unreasonably be denied access to a telecommunications system, therefore once a particular telecommunications installation has been established the service being provided must be maintained. If a site provider wishes to remove an operator from their land or property, there is no obligation for the operator to vacate unless a suitable alternate site is found from which to maintain their service.
- 3.2. The Council's precautionary policy governing telecommunications installations prohibits the erection of any new telecommunications installations on residential properties as well as other public buildings and establishments. No new installations are proposed, only the renewal of existing leases.
- 3.3. Discussions have taken place with the tenant's agent Messrs GVA, and the following main terms and conditions of lease renewal have been provisionally agreed.

### 4. **Proposed terms and conditions of lease renewal;**

4.1 The existing leases shall be renounced at a mutually agreed date between both parties.

4.2 The renewed leases shall be for a period of 10 years and shall be on the basis of the Council's standard telecommunications style of lease, which is on a Full Repairing and Insuring basis. The tenants in each lease shall be EE Limited and Hutchison 3G UK Limited.

4.3 The initial annual rental for each rooftop site shall be £8,742 and shall be £4,663 for the ground lease site. Rental for all three sites shall be payable quarterly in advance.

4.4 The rent shall be reviewed to market value on a 5 yearly cycle, with the proviso that the reviewed rent shall be no lower than the existing passing rent.

4.5 Each rooftop installation shall comprise up to nine transmission units, in any combination of antenna and dishes. An equipment cabinet no larger than 30 cubic metres shall also be permitted in addition to all necessary cabling, support structures and ancillary equipment. The ground lease installation shall comprise up to 10 antennas or transmission dishes in total, plus a mast/tower, associated equipment cabins and ancillary cabling and equipment as necessary.

4.6 Any proposed sub-letting of each installation shall require the prior consent of the Council. If the Council does agree to a sub-lease, the Council shall be entitled to receive a 30% share of any gross sub-lease income received by the head tenant.

4.7 In the event that the Council propose to undertake any significant improvement or upgrade works to either of the rooftop sites, the tenant will be solely responsible for the cost of adapting or relocating any of the telecommunications equipment that may be affected by the works, limited however to once within any 5 year period.

4.8 Each party shall bear their own legal and professional expenses incurred in concluding the lease renewals.

4.9 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property Services to protect the Council's interest.

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## Implications of the Report

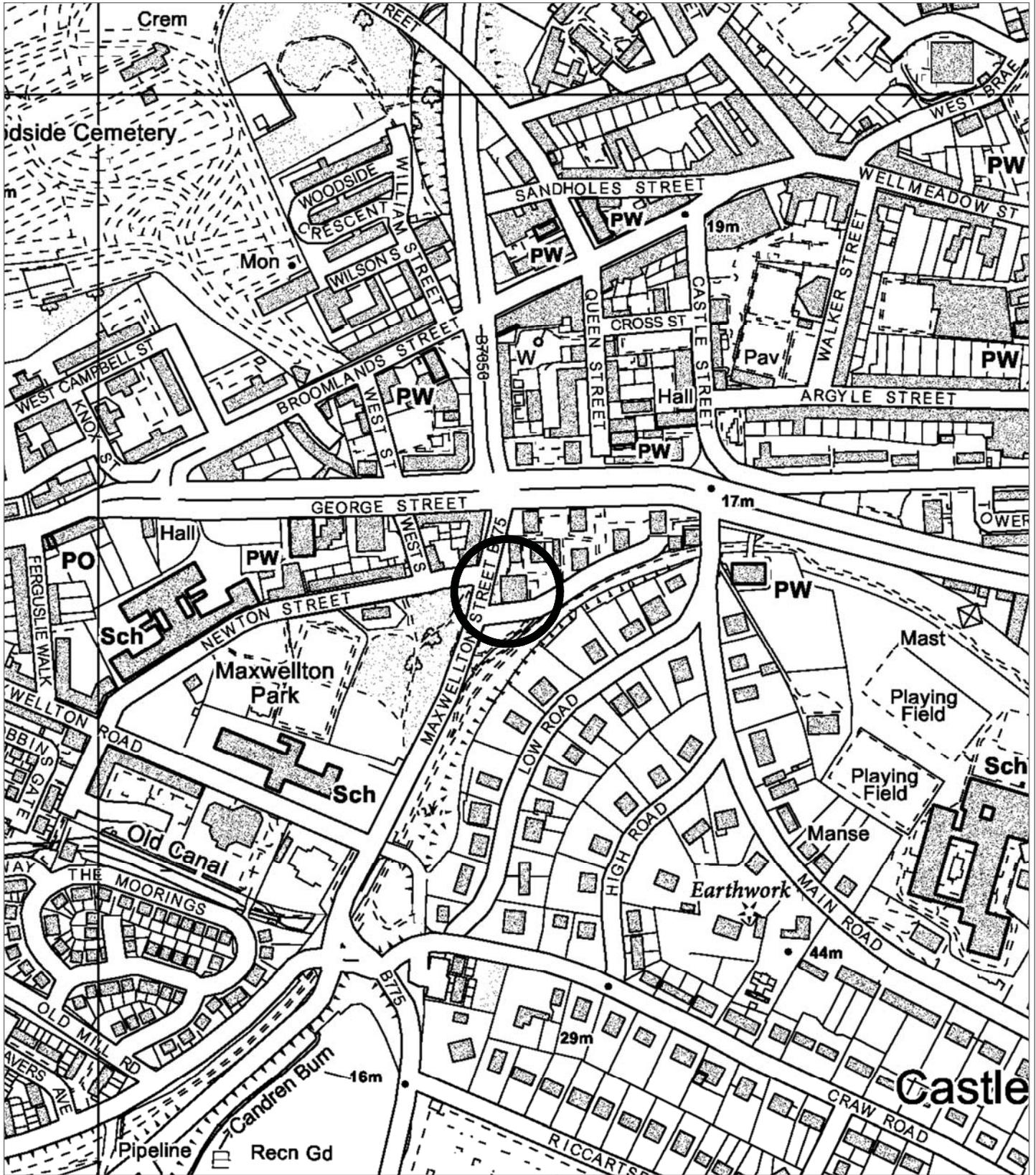
1. **Financial** – Annual rental of £8,742 to be received at two sites, £4,663 at another.
2. **HR & Organisational Development** – None.
3. **Community Planning** – None.
4. **Legal** – Lease agreements to be concluded.
5. **Property/Assets** – As per this report.
6. **Information Technology** – none.
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 because no groups or individuals have any involvement currently at the property. 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.
- 

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# Maxwellton Court, Paisley Report Plan Ref. E2273

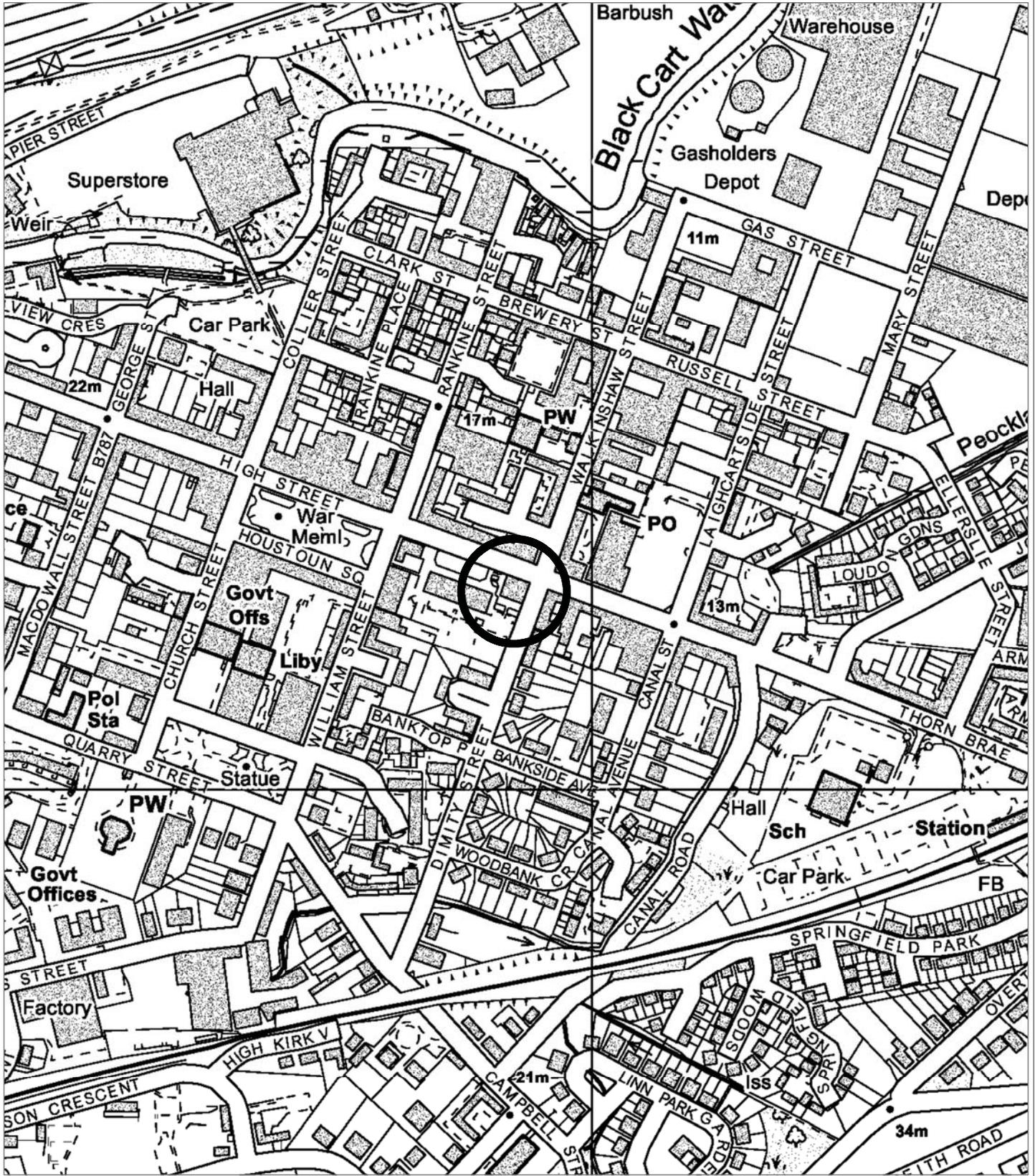


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# Provost Close, Johnstone Report Plan Ref. E2274

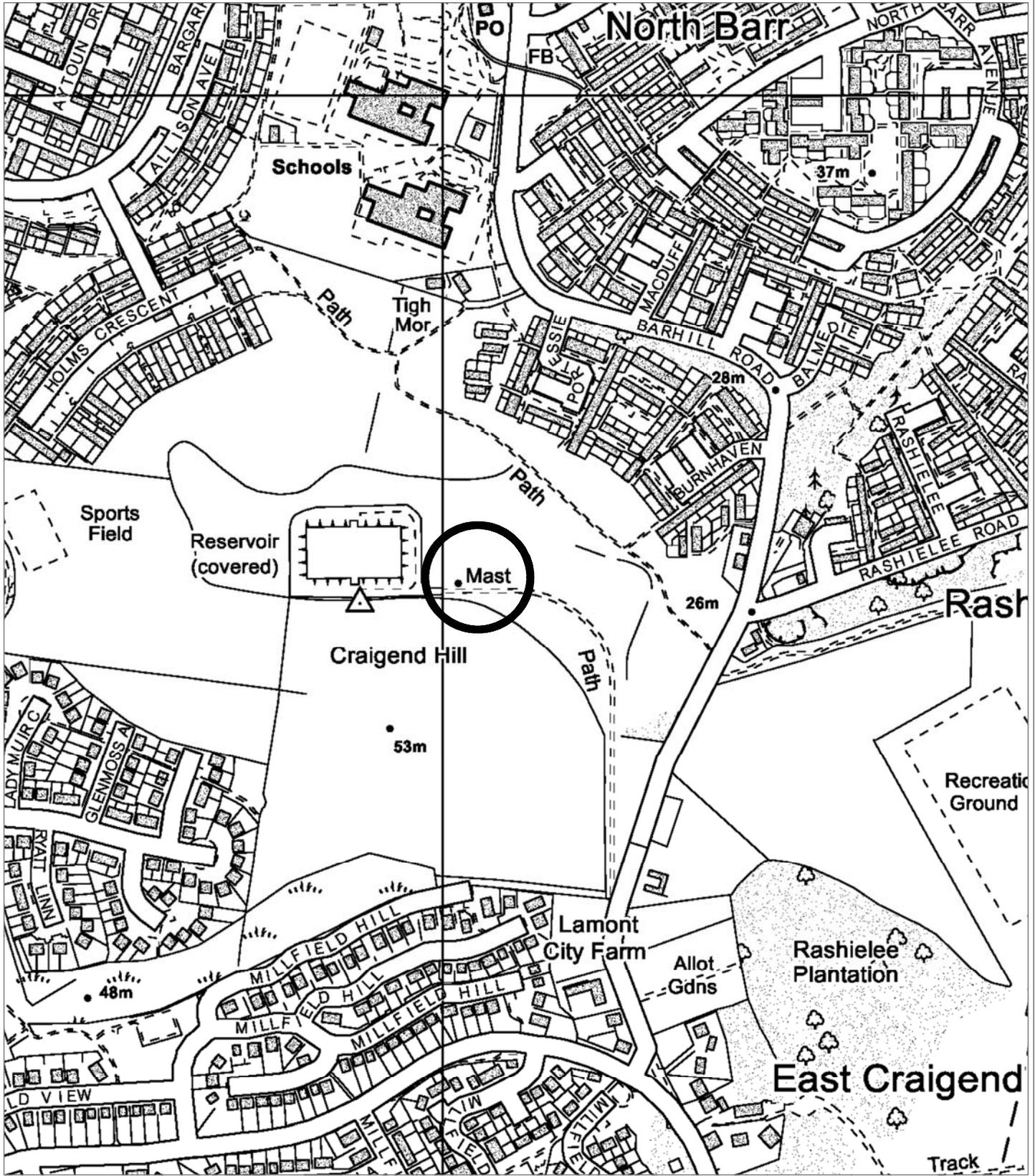


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# Telecoms Mast - Craigend Hill, Erskine Report Plan Ref. E2272



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**To:** Planning & Property Policy Board

**On:** 25<sup>th</sup> August 2015

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**Report by:** Director of Finance & Resources

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**Heading:** Request for a New 9 Year Lease from the Existing Tenants of 10 Walkinshaw Street, Johnstone.

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## 1. Summary

1.1 The purpose of this report is to seek the consent of the Board to grant a new 9 year lease to the existing tenants of 10 Walkinshaw Street Johnstone.

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## 2. Recommendations

2.1 Approve the request for a 9 year lease from the existing tenants of the subject property on the terms and conditions as detailed within the body of this report.

2.2 Request the Head of Corporate Governance to conclude this lease on behalf of the Council with the existing tenants subject to the terms and conditions detailed within the body of this report.

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## 3. Background

3.1. The commercial property is located at 10 Walkinshaw Street Johstone as shown on the attached plan. The property is leased to Mr Simon Locke and Mr William Cameron who are currently using the premises as a dental surgery.

3.2. The existing tenants are currently operating under a 21 year lease, the rights of which they acquired by assignation on the 5<sup>th</sup> of April 2005, which is scheduled to terminate on the 27<sup>th</sup> August 2015.

- 3.3. The existing tenants have requested a new lease for a period of 9 years which shall commence when the existing lease expires on the 27<sup>th</sup> of August 2015
- 3.4. The tenants have also requested that an additional dentist within the practice, Mr Ewins, be added as a named tenant on the new lease.
- 3.5. The following heads of terms have been provisionally agreed which will form the basis of the lease:
  1. The lease shall commence on the 28<sup>th</sup> of August 2015 for a 9 year period and continue monthly thereafter, and shall be on the basis of the Council's standard full repairing and insuring lease
  2. The rent shall be £10,500 per annum (£875 per month), payable monthly in advance, and by direct debit if so required by the Council.
  3. The rent shall be subject to a rent review every three years from the date of entry for the new lease.
  4. The premises shall be used as a dental surgery and for no other purpose whatsoever.
  5. Assignment and subletting is prohibited without the tenant first receiving the landlords prior written consent.
  6. It shall be the tenants responsibility to ensure that any necessary planning, statutory and or licensing consents that may be required for their proposed use are secured prior to the date of entry.
  7. The premises are available for lease in their current condition, and any alteration works proposed must be undertaken in accordance with all necessary statutory consents and to the satisfaction of the Director of Finance and Resources.  
The tenants will be held responsible for making good any damage caused as a result of any alteration work to the premises.
  8. The tenants shall continue to be responsible for all costs of occupancy including rates, local taxes, service utilities, factor's charges and accounts, common repairs and all other costs.
  9. The tenants shall insure the property with a reputable insurance company to the satisfaction of the Landlord and shall exhibit such policies as at the date of entry and annually on demand by the Landlord with regards the following insurance cover:

- a. Public Liability Insurance
  - b. Contents Insurance including plate glass and tenants's fixtures and fittings.
10. The Landlord shall procure and maintain buildings insurance for the subjects of lease, restricted to the shell e.g. walls, floors, roofs, ceilings against the perils of fire, lightning, aircraft, subterranean fire, riot, civil commotion, storm, flood, tempest, terrorism and burst pipe damage, subject to policy excesses and the tenants will be required to cover the first £250 of this excess should any claim be made against the policy.
11. The tenants shall be responsible for the Council's reasonable legal expenses in connection with the conclusion of this lease.
12. The lease shall be subject to any other terms and conditions which are deemed necessary by the Head of Corporate Governance

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### Implications of the Report

1. **Financial** – Secured Income for a period of 9 years.
2. **HR & Organisational Development** – Not Applicable.
3. **Community Planning** – Not Applicable.
4. **Legal** – Completion of the lease documentation required by the Head of Corporate Governance
5. **Property/Assets** – As per report.
6. **Information Technology** – Not Applicable
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** – Not Applicable.
9. **Procurement** – Not Applicable.
10. **Risk** – Not Applicable.

11. **Privacy Impact** – Not Applicable.

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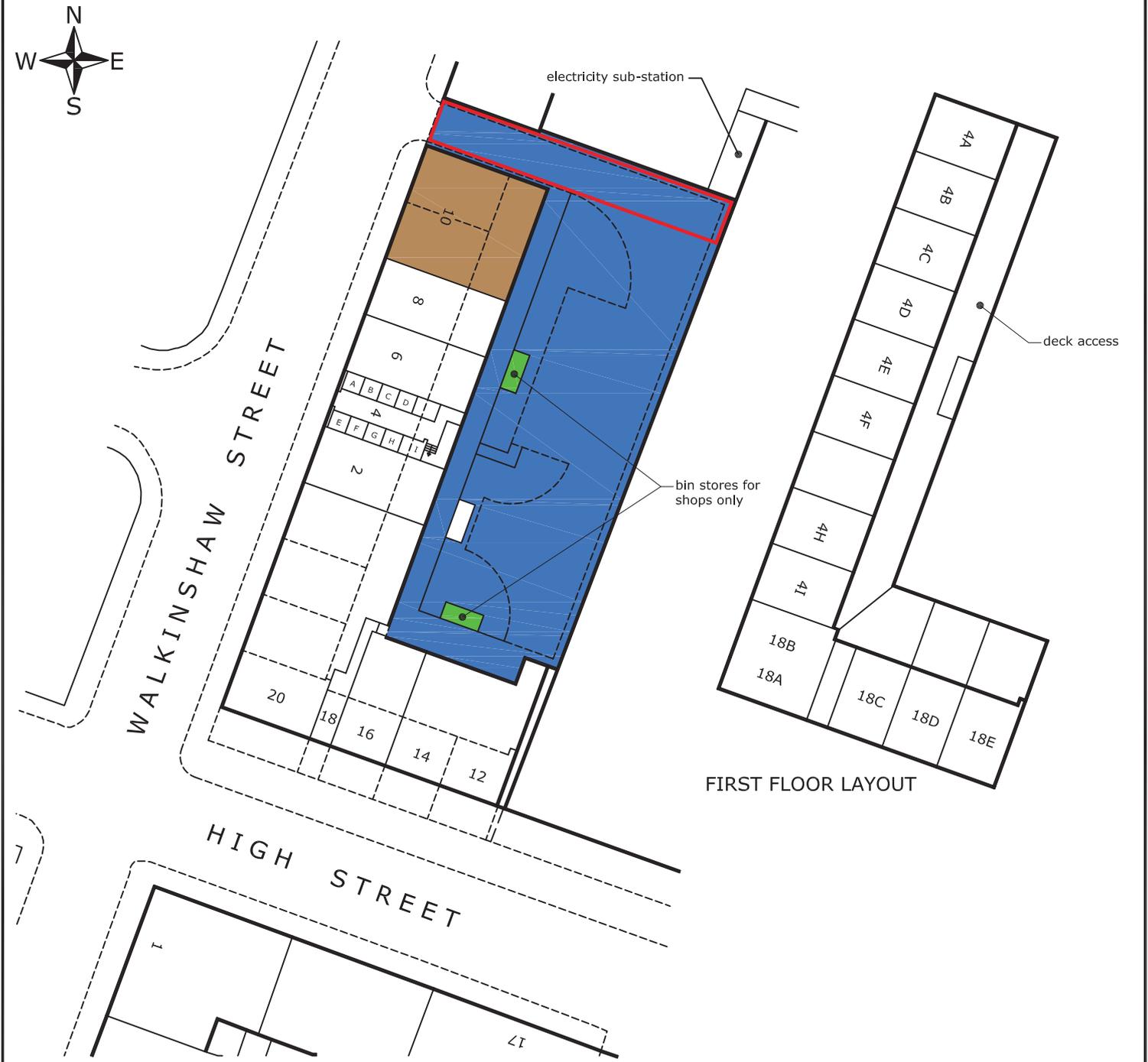
**Ref:** Document2  
**Date:** 14/08/2015

# FINANCE & RESOURCES ASSET & ESTATES SECTION



Renfrewshire  
Council

TITLE	LEASE PLAN 10 HIGH STREET, JOHNSTONE PA5 8JX	DRAWING No.	E2356	SCALE	1:500
		DRAWN BY	JW	DATE	JUL 2015



**LEGEND**

- RIGHT IN COMMON BETWEEN ALL RESIDENTIAL AND COMMERCIAL PROPERTIES
- RIGHT IN COMMON BETWEEN ALL COMMERCIAL PROPERTIES
- SHOP AREA
- RIGHT OF ACCESS IN FAVOUR OF SCOTTISH POWER





**To: Planning & Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Development and Housing Services Annual Health and Safety Report**

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**1. Summary**

- 1.1 The Council's Health and Safety Policy requires that all Services including Development and Housing Services prepare an annual Health and Safety Report. This report therefore summarises Development and Housing Services approach to Health and Safety and concentrates on issues affecting Development and Housing Services employees.
- 1.2 The Health and Safety Report is attached to Appendix 1. At present the Action Plan for 2015/16 is not available due to the changes to Services, the new action plan will be reported separately.

**2. Recommendations**

- 2.1 That the Board note the content of this report and that the report is also being sent to the Housing & Community Safety Policy Board.

**3. Background**

- 3.1. The annual report is prepared by Development and Housing Services in accordance with Renfrewshire Council's Health and Safety Policy. The purpose of which, is to evaluate the Health and Safety performance of Development and Housing Services and set future Health and Safety objectives.
-

## Implications of the Report

1. **Financial** – Potential exists for financial liability from property damage, civil or criminal prosecutions through the outcome of accidents and / or ill health and OSHAS 18001: 2007 accreditation annual assessment costs. This report demonstrates Development and Housing Services compliance and commitment to Health and Safety Policies and Procedures.
2. **HR & Organisational Development** – Improved health, safety and welfare of employees.
3. **Community Planning**

**Community Care, Health & Well-being** – Development and Housing Services will improve the physical and healthier wellbeing of staff across the Service through participation in the ‘Healthy Working Lives’ and ‘Your Health Matters’ programmes and any other corporate initiative for a healthier life.

**Safer and Stronger** – Recognising that the employees are its most valuable asset, Development and Housing Services will provide training and support to allow them to develop within the organisation and gain the skills and experience necessary to provide top quality services to customers.
4. **Legal** – Compliance with Statutory Legislation and Corporate Health and Safety Policies and guidance.
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 because for example it is for noting only. 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** – This report supports and demonstrates Development and Housing Services commitment to ensuring effective Health and Safety management.
9. **Procurement** – None.
10. **Risk** – Potential prosecution, or civil action from work related accidents..

## 11. Privacy Impact - None

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### List of Background Papers

- (a) Background Paper 1: Development and Housing Services Health and Safety Annual Report 2014.

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is (JohnMcGarrigle, Health & Safety Coordinator, 0141 618 6227, john.mcgarrigle@renfrewshire.gov.uk)

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**Author:** John McGarrigle, Health & Safety Coordinator, 0141 618 6227  
john.mcgarrigle@renfrewshire.gov.uk

**Date:** 17/08/2015

**Appendix 1**



**DEVELOPMENT AND HOUSING SERVICE**

**ANNUAL HEALTH AND SAFETY REPORT**

**2014/15**

This annual report is prepared by Development and Housing Services in accordance with Renfrewshire Council's Health and Safety Policy and the purpose of which is to evaluate the health and safety performance of the Service and set future health and safety objectives.

## **1. Management of health and safety within the Service**

Development and Housing Services contained the following until 31 March 2015:

- Building Services
- Housing Services
- Property Services
- Planning & Economic Development

This Development and Housing Services health and safety policy reflects the commitment of the Director, Heads of Service and managers to ensure that the main priorities for action are achieved within an environment which is safe and is not harmful to the health of employees, clients and other users of the service.

It is intended that this report will demonstrate our commitment to maintaining and developing the Development and Housing Services health and safety policy and highlight our intention to maintain a high level of health and safety performance.

### **1.1 Broad context of health and safety policy**

The Director of Development and Housing Services is responsible and accountable, as far as is reasonably practicable, for ensuring the health, safety and welfare at work of employees within Development and Housing Services. The Director is assisted in this by Heads of Service, managers and employees themselves who are expected to co-operate in the implementation of Development and Housing Services health and safety policy.

Health and safety is managed through Directorate meetings and, the Health and Safety Joint Committee and Planning Group which has representation from senior management and trade unions.

Finance and Corporate Services Health and Safety Policy and guidance documents will be incorporated into the Development and Housing Services Health and Safety Policy. All employees are informed of updates to the Health and Safety Policy, managers are instructed to print off hard copies and display on notice boards for employees who do not have access to the internet.

## **2. Organisation for implementing health and safety management**

### **2.1 Health and Safety Planning**

The Crisis & Resilience Management and Health & Safety SMT review all Development and Housing Services health and safety issues. It is chaired by the Director of Development and Housing Services with senior representatives including, Heads of Service, Principal Officers and a Senior Health and Safety Officer from Finance and Corporate Services. This group meets quarterly with health and safety as an agenda item.

A senior manager and department Health and Safety Co-ordinator attend the quarterly Corporate Health and Safety Committee meeting. At these meetings information is provided by Finance and Corporate Services Health and Safety Managers regarding the latest Health and Safety initiatives and any updates or revisions on Health and Safety Legislation or Corporate Policies.

The Joint Committee and Planning Group comprises of a senior manager from each of the Development and Housing Services divisions, the Service's Health and Safety Co-ordinator, Finance and Corporate Services Health and Safety Manager, Finance and Corporate Services Health and Safety Officer attached to Development and Housing Services and representatives from trade unions. The Joint Committee and Planning Group meet quarterly following on from the Corporate Health and Safety Meetings. Minutes of the meetings are distributed to the Director, Heads of Service, Senior Managers and trade union representatives.

The Joint Committee and Planning Group monitor the accident statistics to identify any trends that may be developing and to ensure that the appropriate action is taken to remove or control the risk. The Joint Committee & Planning Group is responsible for the Service's Action Plan and ensuring that it is updated and points actioned.

### **2.2 Consultation mechanisms**

Development and Housing Services has a proactive policy with regard to Health and Safety issues and the dissemination of Health and Safety information to employees along with encouraging all employees to be proactive with reporting and bringing Health and Safety issues to their line managers' attention.

The communication routes in place for the dissemination and collation of Health and Safety information are:

- Crisis and Resilience Management and Health and Safety SMT quarterly meetings, chaired by the Director with representation from Heads of Service and Senior Managers, where Health and Safety is discussed and appropriate action instructed to address any identified Health and Safety issues.

- Development and Housing Services Health and Joint Committee and Planning Group comprising of representation from Senior Managers and Trade Unions.
- Building Services bi-monthly Divisional Works Council's Health and Safety meetings chaired by Building Services Manager with representation from both Senior Managers and Trade Unions.
- Corporate Health and Safety guidance is on Renfo. Managers inform all employees including those with no access to the system of any new or amendments to circulars or policies that are issued. Managers are required to ensure that all policies are adhered to and implemented.
- Finance and Corporate Health and Safety officer attached to Development and Housing Services is based at Building Services' Clark Street Depot, two days per week to provide guidance and clarification on Health and Safety issues for all staff.
- Development and Housing Services operate an open door policy from the Director down for all Health and Safety issues.
- Health and Safety is a standing item in all staff meetings. Briefings and Bulletins are added to the circulation list of documents sent round the office. Individual items are noted and explained at the team meetings.

### **3. Planning and setting standards**

#### **3.1 Setting of health and safety objectives**

The Joint Committee and Planning Group have the responsibility to encourage and develop a positive health and safety culture throughout Development and Housing Services. The Joint Committee and Planning Group convene four times per year. An update of any health and safety issue discussed at the Joint Committee and Planning Group will be raised at the Crisis and Resilience Management and Health and Safety SMT meeting. Any issues that requires immediate attention is addressed as soon as possible.

Development and Housing Services employees routinely face a number of hazards on a daily basis on the course of their work. The hazards encountered are numerous and vary depending on the operations of the various divisions of Development and Housing Services. The potential hazards encountered are:

- Construction sites
- Surveying work
- Home visits
- Working in void properties
- Maintenance work, both in occupied and void properties
- Lone working
- Exposure to needles and blood and body fluid contamination
- Physical violence and verbal abuse

- Exposure to substances hazardous to health e.g. asbestos, saw / cement dust, and various chemicals
- Manual handling
- Work stations and use of display screen equipment
- Working at height
- Hand arm vibration
- Work related stress
- Dangerous Buildings
- Demolition

The above list is not intended to be exhaustive, and identification of potential hazards and evaluation of risks is continual. Risk assessments are carried out for all identified hazards and procedures are prepared and issued to the relevant employees who are then given the appropriate training for the task.

The Health, Safety and Welfare of Development and Housing Services employees is paramount, and so far as is reasonably practicable, every measure will be taken to provide a Safe and Healthy working environment for all employees.

Training on risk assessment, violence and aggression, IOSH accredited managing safely courses for managers and supervisors and operatives, manual handling, safe working at height and asbestos awareness training have all been delivered to relevant employees. Health and Safety policies and guidance are available on 'Renfo' and Building Services Health and Safety handbook is under regular review, amendments are made as necessary. All employees are informed of any alteration to them and receive the appropriate training for any revised or addition procedure.

Building Services have purchased equipment to monitor for hand arm vibration and exposure to noise. Any Building Services operative identified with hand arm vibration syndrome or hearing problems is monitored by Occupation Health and if necessary alternative work found for them. All equipment bought or hired by Building Services has to comply with current vibration and noise legislation and is serviced in accordance with manufacturers' instructions.

The Corporate Health and Safety electronic General Risk Assessment Database (GRAD) contains a number of risk assessments and it is the responsibility of relevant officers to ensure that risk assessments are available reviewed and updated as necessary. All employees who require details of a risk assessment will be given access to the database, and will be able to print off the risk assessment or if they do not have access, their manager will print off for them.

The OHSAS 18001: 2007 accreditation assessment audits in May and October 2014 audited various areas of Development and Housing Services to assess the ongoing effectiveness of Health and Safety management system. Development and Housing Services is continually monitoring its communication systems and looking for ways to improve it. Development and Housing Services

communicates and ensures that all relevant Health and Safety information is conveyed to all employees.

Employees are encouraged not only to report all accidents and incidents but to also report near misses and any violence or aggression incidents. This allows Development and Housing Services the opportunity to have them investigated in order to determine what action may be required to prevent recurrence and identify any trends.

### 3.2 Training

Development and Housing Services recognises that training is essential to raise the awareness and standard of Health and Safety with all employees, and for them to endorse a Health and Safety culture and to work towards a safe working environment. General and Health and Safety training courses are available throughout the year, with other, more specific courses available on request. Most of the statutory training is delivered by FCS Health and Safety section and if required, further training is delivered by external providers where appropriate.

Training has been delivered on the following;

<b>Course Titles Attended 2014-15</b>	<b>Number of D&amp;HS staff</b>
Fire Wardens	13
Risk Assessment	7
Violence and Aggression Awareness	32
Asbestos Awareness	3
Manual Handling Awareness	6
Working Safety – IOSH	2
Supervising Safely – IOSH	5
Managing Safely – IOSH	3
Ladder Safety Awareness & Inspection	3
Legionella Awareness	18
Blood Borne Virus & Needle Stick Awareness	2
COSHH Awareness	5

### 4.0 Measuring performance

Development and Housing Services have helped maintain the Council's OHSAS 18001: 2007 accreditation after two visits during 2014 by NQA auditors.

The next scheduled visit by new auditor's BSI has still to be confirmed. Maintaining Renfrewshire Council's overall OHSAS 18001: 2007 accreditation

is one of the key performance indicators regarding Health and Safety for the Service.

Development and Housing Services continually monitor their contractors' health and safety performances. Any identified health and safety issues are investigated and the contractors' health and safety documentation reviewed as appropriate. The site hazard / unsafe practice notification book is used within Development and Housing Services as a way of monitoring working practices of contractors on any of our sites.

#### **4.1 Active monitoring**

Finance and Corporate Services, Health and Safety Section carried out a number of sample health and safety inspections of selected offices and working procedures throughout the year.

The external OHSAS 18001: 2007 auditors, NQA, audited Development and Housing Services, in May 2014 and identified three opportunities for improvement, staff at Clark Street could not access the health and safety database, display screen equipment assessments had not been carried out and a review of first aid box contents was required. These observations have now been addressed.

The second NQA OHSAS 18001: 2007 audit in October 2014, looked at the processes of Property Services and how projects are coordinated on behalf of other client departments, the responsibilities of staff for health and safety as part of construction management and recognise the key risks in the construction industry and precautions to be taken. The conclusion of the auditor was that all processes were well controlled. The auditor also looked at the process within Economic Development and events organised by Town Centre Project Management team. In particular the auditor looked at the firework event and the hazards identified with this and the procedures in place for risk control. Again the conclusion was that all processes were well controlled.

Development and Housing Services accident statistics is an agenda item on the Joint Committee and Planning Group meetings. Statistics are analysed for trends and referred to senior management in the group for the appropriate action to be taken to address them. The Joint Committee and Planning Group met on four occasions after the quarterly Corporate Health and Safety meetings.

All accidents, incidents, near misses and violence and aggression incidents are recorded in the Accident Incident Reporting Database and every record is checked by the Service's Health and Safety Co-ordinator. Any serious accident is investigated by Finance and Corporate Services Health and Safety Officer.

## **4.2 Re-active monitoring**

The quarterly accident statistics are discussed at the Joint Committee and Planning Group to identify any trends and implement initiatives to address them. The number of reported accidents for Development and Housing Services for the period April 2014 to March 2015 was 54. The majority of accidents involved slips and trips and manual handling, the figure also included violence and aggression incidents. Any trends identified are investigated and risk assessments reviewed and amended as necessary.

Development and Housing Services contractors are assessed for their Health and Safety competence in two stages as part of the PQQ process, prior to award of contract and continuous monitoring throughout the contract. Any contractor identified breaking Health and Safety guidelines is issued with a "Notification of Site Hazard / Unsafe Practice" notice. This requires the contractor to address the issue on site immediately and to respond to the follow up investigation by the Service's Health and Safety Co-ordinator and Corporate Health and Safety, as required.

## **5.0 Review of Health and Safety Management**

To help retain accreditation to OHSAS 18001:2007, the external auditors, NQA, audited Development and Housing Services twice during 2014 and there were no major non-conformities raised. The first audit of 2014 took place in May with second audit carried out in October.

The SHQS team continue to work closely with the contractors involved with both the internal and external SHQS improvements and have regular health and safety progress meetings as well liaise closely with the tenants having these works carried out on/in their properties.

Property Services continue to manage asbestos and legionella. All information and guidance is shared with all relevant Services as required. Property Services, is now part of Finance and Resources and will continue to manage asbestos and legionella.

Maintenance section will continue to provide advice and support in matters of statutory compliance, which include, annual gas inspection and maintenance, portable appliance testing, fire detection and alarm testing, emergency lighting, signage and annual service of fire fighting equipment as well as asbestos and water management. Log books have also been introduced in each property and will continue to be signed by all visitors arriving and leaving the property. The maintenance section is now part of Community Resources and will continue to manage the above.

## **5.1 Occupational Health**

Development and Housing Services continues to work in partnership with Finance and Corporate Services and the Occupational Health Service to promote health and wellbeing for employees. Staff within Development and Housing has made good use of the services provided by Occupational Health. Development and Housing Services employees have attended Occupational Health's physician, physiotherapist, nurse, and employee counselling service. Occupational Health continues to monitor Building Services' employees regarding hand arm vibration and noise. Development and Housing also utilises the Occupational Health, Early Intervention Service, to assist with the managing absence process within the Council. Development and Housing recognises that early intervention can reduce absence levels and the associated costs.

## **5.2 Future Objectives**

Due to the reorganising of services, the future objectives of Development and Housing Services will be identified following restructuring within the service.



# DHS Health & Safety Action Plan 2014 15

**Report Type:** Scorecard Report

**Report Author:** Paul McLean

**Generated on:** 01 October 2014

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Status Icon	Action Code & Title	Progress Bar	Due Date	Assigned To	Latest Note
	DHSHS1401.01 Building Services, Toolbox Talks to be carried out by supervisor for all trades on employee H & S Handbook		01-Apr-2015		
	HPHS1101.01c Continue with refresher training for asbestos for staff where required.		01-Apr-2015		
	HPHS1101.01f Ensure fire risk assessments are undertaken at each property.		01-Apr-2015		
	HPHS1101.02 Ensure each location within service undertakes Work Observation Inspection Report (WOIR).		01-Apr-2015		
	HPHS1101.02b Ensure risk assessments are reviewed and updated as required.		01-Apr-2015		
	HPHS1101.03 Review & update DHS health & safety policy, 3 year cycle		01-Apr-2017		
	HPHS1101.04 Preparation for auditors for OSHAS 18001:2007.		01-Apr-2015		
	HPHS1101.05a Review & update annual health & safety report & action plan.		01-Apr-2015		

Status Icon	Action Code & Title	Progress Bar	Due Date	Assigned To	Latest Note
	HPHS1101.05b Participate in quarterly H&S Joint Committee & Planning Group meetings.		01-Apr-2015		
	HPHS1101.06a Ensure H&S training is carried for all staff where required		31-Mar-2015		
	HPHS1201 Health and Safety Action Plan		01-Apr-2015		
	HPHS1201.07 Analyse quarterly accident statistics and identify any trends.		01-Apr-2015		
	HPHS1201.08 Prepare H&S quarterly report for SMT meetings and CHSC Meetings.		01-Apr-2015		
	HPHS1201.10 Monitor asbestos management plan		01-Apr-2015		
	HPHS1201.11 Undertake asbestos surveys where required		01-Apr-2015		
	HPHS1201.14 Continual management of Legionella in accordance with L8 approved code of practice		01-Apr-2015		
	HPHS1301.15 Ensure all staff carry out DSE assessments where required		01-Apr-2015		





**To: Planning and Property Policy Board**  
**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Renfrewshire Development Plan Scheme**

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## **1. Summary**

- 1.1. The Planning etc. (Scotland) Act 2006 requires Local Planning Authorities to prepare an annual Development Plan Scheme setting out the programme for preparing and reviewing their Local Development Plan and a participation statement indicating when, how and with whom consultation on the plan will take place.
  - 1.2. The Renfrewshire Local Development Plan was Adopted on the 28 August 2014. Work on the review of the Local Development Plan (LDP) has already commenced as LDP2 requires to be adopted by 2019. The Development Plan Scheme attached at Appendix 1 outlines the timetable for the adoption of the next LDP.
- 

## **2. Recommendations**

- 2.1 It is recommended that the Board:
    - (i) Approves the Renfrewshire Development Plan Scheme and Participation Statement.
- 

## **3. Background**

- 3.1. The Development Plan for Renfrewshire consists of the Glasgow and the Clyde Valley Strategic Development Plan 2012 and the Renfrewshire Local Development Plan 2014.

- 3.2. The Development Plan Scheme sets out the stages of preparing each new LDP as well as a timetable and method for engaging people in its preparation.
- 3.3. The timetable as set out on page 6 of the Development Plan Scheme (Appendix 1) outlines the significant amount of consultation and engagement that will take place before any new or revised plan, policies or strategies are produced. This is in line with Scottish Planning Policy, ensuring effective engagement and consultation right from the start of the Development Plan process.

#### 4. Next Steps

- 4.1. Should the Board approve the Development Plan Scheme, it will then be sent to the Scottish Ministers. The updated version of the Development Plan Scheme will then be available online on the planning web pages at <http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-as-newdevelopmentplan>

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#### Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning – Jobs and Economy** – The LDP is a key document in establishing a land use framework for supporting, encouraging and delivering economic development in Renfrewshire through investment and are regeneration.
4. **Legal** - None
5. **Property/Assets** – None.
6. **Information Technology** - None
7. **Equality & Human Rights** - 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 because it is for noting only. 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

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**List of Background Papers -** None

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**Author** The contact officer within the service is Sharon Marklow, Assistant Manager (Policy), 0141 618 7835, email: Sharon.marklow@renfrewshire.gov.uk

# Renfrewshire Local Development Plan

# Development Plan Scheme 2015





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# Development Plan Scheme

The provisions of the Planning etc. (Scotland) Act 2006 require Renfrewshire Council as a Local Planning Authority to prepare a Development Plan Scheme (DPS), at least annually.

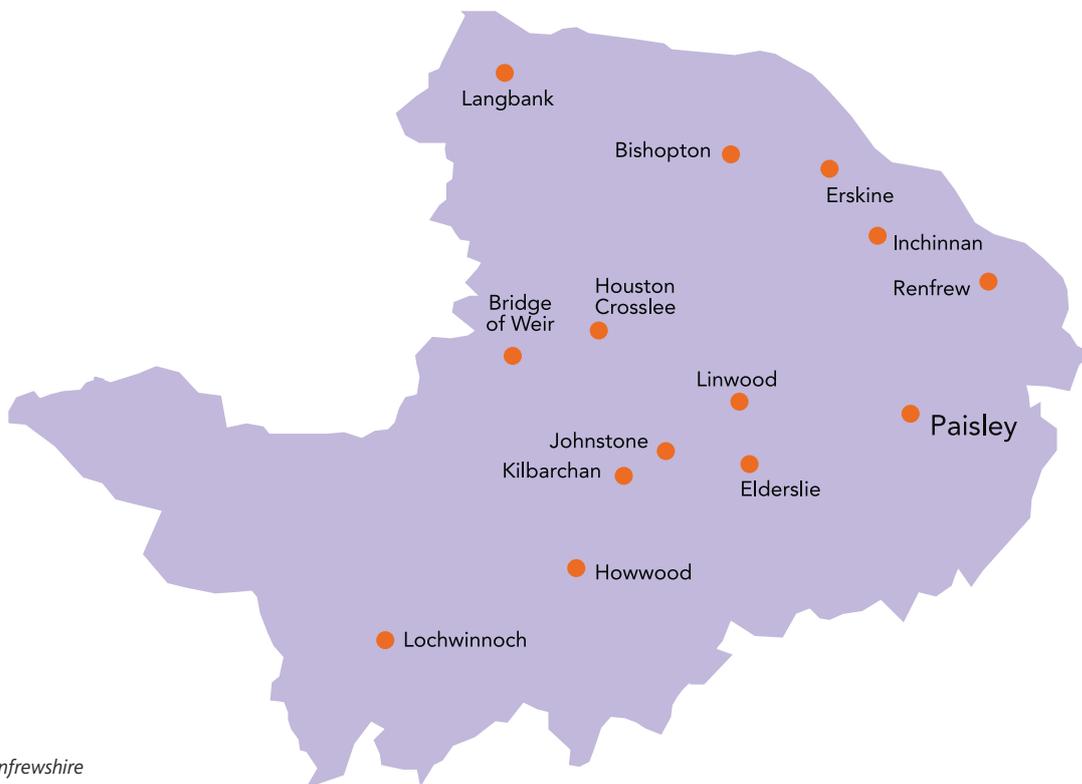
A DPS sets out Renfrewshire Council's programme for preparing and reviewing its Local Development Plan (LDP), what is likely to be involved at each stage of the LDP process, identify any changes or updates to the programme and includes a participation statement outlining when, how, and with whom, consultation will take place over the next year.

## The Development Plan System

The Development Plan system in Renfrewshire consists of four core statutory documents:

- The National Planning Framework for Scotland – Scottish Government's strategy for spatial development with Scotland, currently NPF3;
- The Strategic Development Plan – The Glasgow and the Clyde Valley Strategic Development Plan 2012;
- The Local Development Plan – The Renfrewshire Local Development Plan 2014; and
- Supplementary Guidance - New Development Supplementary Guidance 2014

A Development Plan aims to guide the use and development of land indicating where development or changes in land use should or should not take place. It sets out policies that provide the basis for planning decisions.



Map of Renfrewshire

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## Strategic Development Plan

The Glasgow and Clyde Valley Strategic Development Plan (SDP) was approved with modifications by the Scottish Ministers on the 29th May 2012.

The SDP set out the long term development strategy for the City Region to 2035, indicating the levels of new development that is required and provides a strategic context for LDPs to identify the appropriate locations for development in their local area. The SDP focuses on growing the economy of the city region in a low carbon and sustainable manner, setting out a framework to encourage investment.

The preparation of the SDP2, which is now known as Clydeplan, is currently being undertaken. The first important stage in the preparation of this plan, the Main Issues Report, was consulted on from January to March 2015 and the Proposed Plan will be issued for consultation in January 2016.

Map of the 8 Local Authorities within the GCVSDPA area



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## Local Development Plan

The Renfrewshire Local Development Plan was adopted on 28th August 2014.

The Renfrewshire LDP sets out the spatial strategy that will facilitate investment and guide the future use of land in Renfrewshire. The LDP contains policies that provide a framework for decision making on planning applications to ensure that development and changes in land use are appropriate.

**Spatial Strategy** – Guides development throughout Renfrewshire in line with the vision of Renfrewshire's Community Plan and Single Outcome Agreement.

**Proposals Map** – The LDP strategy and policies illustrated on maps.

**Supplementary Guidance (SG)** – Sits alongside the LDP and provides more detailed guidance on certain policies or specific proposals. The New Development SG supports, complements and forms part of the LDP.

**Action Programme** – The Action Programme sets out a list of actions required to implement the policies and proposals in the LDP, indicating who will be involved in implementing these actions and the timescales. The Action Plans requires to be reviewed and updated at least every 2 years.





## Main stages of the Local Development Plan preparation

**Main Issues Report (MIR)** – Sets out the Council's general proposals for development along with reasonable alternatives to these proposals. This stage in the LDP process offer a significant opportunity for consultation and engagement.

**Proposed Plan** – Following analysis and consideration of the comments raised through the MIR consultation, the Proposed Plan represents the Council's view of what will be included within the final adopted LDP. It contains all relevant strategies, policies and development proposals as well as proposals maps and other illustrative diagrams to explain proposals.

**Examination of the Proposed Plan** – The LDP examination is an independent process that deals with issues that have arisen through the Proposed Plan stage that remain unresolved. Any outstanding objections will be subject to an examination by Reporter(s) appointed to act on behalf of the Scottish Government. The Reporter(s) will weigh up the issues whilst considering input from a variety of sources before reaching a conclusion and a recommendation.

**Adoption of the LDP** – Once through examination and any modifications are made to the plan, the Council can adopt the LDP where upon adoption it becomes a legal document used for the assessment of planning proposals.

## Strategic Environmental Assessment

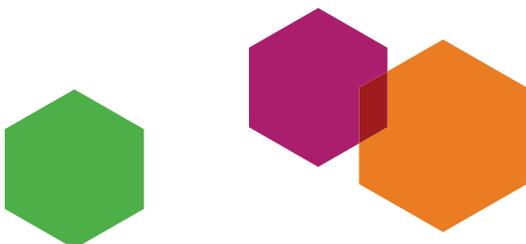
The Environmental Assessment (Scotland) Act 2005 requires all plans, programmes and strategies prepared by councils and other public bodies to be subject to a Strategic Environmental Assessment (SEA), and this includes the LDP. The purpose of SEA is to assess how the LDP might affect the environment and to consider how environmental impact can be avoided, reduced, mitigated or enhanced. The SEA is an important process which places environmental considerations at the centre of decision-making process.

## Stages of SEA

**Environmental Baseline Report** – A state of the environment report that establishes current baseline data necessary to characterise the environment.

**SEA Scoping** – A scoping report outlines the proposed extent, level of detail and issues that require to be covered within the SEA environmental report.

**Environmental Report** – Identifies and describes the relevant aspects of the environment and provides an evaluation of the likely significant effects of implementing the plan's policies, proposals or alternatives. The Environmental Report is published alongside the LDP.





## Other Assessments

Other assessments required as part of the local development plan include:

**Habitats Regulations Appraisal** – An assessment of the implications of the plan's policies or proposals on Special Protection Areas or Special Areas of Conservation.

**Equality Impact Assessment** – An Equality Impact Assessment aims to ensure that policies within plans do not cause prejudice in terms of age, disability, economic circumstance, ethnicity, gender or religion.

## Timetable for preparation of LDP2

The Renfrewshire LDP must be updated at least every 5 years. An up to date LDP provides certainty, decisions can be made with confidence as development plans lead and guide change.

There is a statutory requirement to keep the LDP up to date to ensure that it reflects and responds to emerging pressures and issues.

The programme for the review of the Renfrewshire Local Development Plan is set out overleaf. It sets out the key tasks and milestones in the preparation of LDP2. The LDP must be replaced and adopted by August 2019.

## Renfrewshire Local Development Plan Timetable

STAGE	RENFREWSHIRE LOCAL DEVELOPMENT PLAN	STRATEGIC ENVIRONMENTAL ASSESSMENT	TIMESCALE
1	Publish Local Development Plan Scheme		Annually
2	<p>Monitor existing plan policies and changes in characteristics of the Renfrewshire area; research topics; consult appropriate parties in preparation of Monitoring Statement that will inform the Main Issues Report.</p> <p>Engage with key agencies, stakeholders, residents, the business community, land owners, developers to ask what are the main issues emerging in Renfrewshire.</p>	Prepare Scoping Report for submission to the Consultation Authorities and Scottish Government.	May 2015 – May 2016
3	<p>Prepare draft Monitoring Statement.</p> <p>Prepare and Publish the Main Issues Report and consult over a 12 week period.</p>	Prepare and publish the draft Environmental Report alongside the Main Issues Report. Consult over a 12 week period.	August 2016
4	<p>Prepare and publish the Proposed LDP taking into account the comments received on the Main Issues Report.</p> <p>Consultation on the Proposed LDP over a 12 week period.</p>	<p>Publish an updated Environmental Report alongside the Proposed LDP taking account of the comments received.</p> <p>Consult over a 12 week period.</p>	May 2017
5	Consider representations to Proposed LDP and requirement for modifications		November 2017
6	Submit the Proposed LDP with a report of conformity with the Participation Statement; and a proposed Action Programme (start of Examination process)		December 2017
7	Examination		6 – 9 Months
8	Report on the Examination / Council to consider Reporter's findings and recommendations		June – Sept 2018
9	Publish Local Development Plan, with any modifications arising out of Examination Report, and advertise intention to adopt	Publish Environmental Report	June – Sept 2018
10	Adoption	Publish post - adoption SEA statement, illustrating how the environmental report has influenced the LDP	October 2018

# Participation Statement

A key objective of the Development Plan Scheme is to illustrate when, how, and with whom, consultation will take place. Renfrewshire Council is committed to encouraging involvement in the preparation of the LDP, and will have due regard to the provisions of the Scottish Government's Planning Advice Note 3/2010 on 'Community Engagement'.

It is important that people get involved in the LDP process. The planning system has the potential to shape communities and the environment of our towns and villages. It is often the case that the only time people get involved in planning is in relation to a planning application that they feel has a direct impact on them. Often making comments at this stage can be too late when the principle of the development of a site has already been identified and adopted through the development plan process.

Although participation in the LDP process can help shape an area it cannot however guarantee that everyone gets the outcome they want. It is important that everyone is aware of the proposals as early as possible and they have the opportunity to make comments and get explanations as to how and why decisions are made.

Effective engagement will provide an opportunity for members of the public, businesses, developers, public bodies and agencies, interest groups and community groups to discuss issues and proposals. Everyone is entitled to comment and this applies as much to people who support the LDP as well as those who chose to object.





## Participation in the Local Development Plan

The table below indicates a variety of methods that the Council will use to gather views, comments and opinions.

STAGE 1: DEVELOPMENT PLAN SCHEME (ANNUALLY)	
WHO WILL BE INVOLVED	Scottish Ministers
METHOD OF PARTICIPATION	The Development Plan Scheme is available in public libraries, and on the Council's website
STAGE 2: PRE MAIN ISSUES REPORT	
WHO WILL BE INVOLVED	Scottish Government , statutory organisations, key agencies, members of the public, community groups, private and public sector, infrastructure providers, landowners
METHOD OF PARTICIPATION	<p><b>Council update and reporting:</b> Report to Planning and Property Policy Board</p> <p><b>Social Media Engagement:</b> LDP webpage, LDP mailing list set up with regular LDP information emails sent out, Twitter and Facebook feeds</p> <p>Online consultation questionnaire and circulate invitation for 'Suggestions For Land Use Change' within Renfrewshire</p> <p><b>Meetings:</b> Hold meetings with key agencies, other Council Services, various other stakeholders</p> <p><b>Focus engagement:</b> Public Services Panel focus group questionnaire and workshop events, Provide presentations and training to Councillors, Community Planning Partnership, Local Area Committees on the LDP process</p> <p><b>Focused Workshops:</b> For specific key issues such as new areas of potential housing, areas of regeneration, areas of change/transition</p> <p><b>Large events:</b> Hold stakeholder events to gather and collate all final thoughts / comments</p>



### STAGE 3: PUBLICATION OF MAIN ISSUES REPORT, MONITORING STATEMENT AND ENVIRONMENTAL REPORT

<b>WHO WILL BE INVOLVED</b>	Scottish Government , statutory organisations, key agencies, members of the public, community groups, private and public sector, infrastructure providers, landowners, housing associations, neighbouring local authorities
<b>METHOD OF PARTICIPATION</b>	<p><b>Council update and reporting:</b> Report to Planning and Property Policy Board</p> <p><b>Statutory procedures:</b> Publish advertisement in press</p> <p>MIR and Environmental Report deposited at Renfrewshire House and local libraries</p> <p><b>Social Media Engagement:</b> Web based consultation system set up with an electronic copy of MIR and Environmental Report along with an electronic consultation form on the web as an alternative to the LDP consultation system, twitter and Facebook feeds</p> <p>Notification of MIR publication sent to neighbouring authorities, key agencies and Community Councils</p> <p>Notify everyone on consultation database</p> <p><b>Meetings:</b> Meetings with various groups local interest groups, community councils, Council staff and different services, Community Planning Partners</p> <p><b>Focused Engagement:</b> Presentations to Local Area Committees, Community Planning Partnership Groups, Councillors and other interested groups</p>



<b>STAGE 4: PROPOSED PLAN AND ENVIRONMENTAL REPORT</b>	
<b>WHO WILL BE INVOLVED</b>	<p>Owners / occupiers / lessees of land or neighbouring land identified in the proposed plan for development</p> <p>Everyone who commented on MIR</p> <p>All other interested parties as outlined in Stage 3</p>
<b>METHOD OF PARTICIPATION</b>	<p><b>Council update &amp; reporting:</b> Report to Planning and Property Policy Board</p> <p><b>Statutory procedures:</b> Deposit Proposed LDP at libraries</p> <p>Advert in local press</p> <p>Notify owners, lessees or occupiers of a site, and owners, lessees or occupiers of land neighbouring that site, which the Plan proposes specifically to be developed, and which will have a significant effect on the use and amenity of the site or neighbouring land</p> <p>Notify any person who commented on the MIR</p> <p><b>Social Media Engagement:</b></p> <p>Update webpage, attach electronic version of Proposed LDP and updated Environmental Report, Twitter and Facebook feeds</p> <p>Notify everyone on consultation database</p> <p><b>Meetings:</b> Meetings with various groups such as local interest groups, community councils, Council staff and different services, Community Planning Partners</p> <p>Presentations to Local Area Committees, Community Planning Partnership Groups, Councillors and other interested groups where appropriate</p>



## STAGE 5 – 10: MODIFICATIONS, SUBMISSION TO SCOTTISH MINISTERS, EXAMINATION AND ADOPTION

When the Council is satisfied that the Proposed LDP is in its final form, whether modified or not, the Plan will be submitted to the Scottish Ministers. At the same time the Council will publish and make available alongside the Plan its Action Programme for implementing the Plan.

The Council also has to submit to the Scottish Ministers a report of conformity with the Participation Statement, so that an assessment can be made as to whether the Council has consulted appropriately on the plan and involved the public in the way they said they would in their Participation Statement.

An Examination will be held into the Plan when there are unresolved objections to the plan.

On completion of the examination, the Reporter will prepare and publish the findings and submit to Renfrewshire Council who will make the report and the Council's responses to the Reporter's recommendations available to the public for inspection.

Modification of the LDP in light of the Reporter's recommendations unless there is sufficient justification not to accept them. Any significant amendments made to the LDP will be subject to strategic environmental assessment. The modified LDP will be published and forwarded to the Scottish Ministers.

Within 28 days from the advertisement of the intention to adopt the LDP, the Council will proceed to adopt the Plan. The Proposed LDP, once adopted, is constituted as the Local Development Plan for Renfrewshire.

# Contacts

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*All photos taken by Renfrewshire Council*





If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chciałby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

☎ 0300 300 0144

[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)





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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: REVIEW OF PLANNING ENFORCEMENT CHARTER**

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**1. Summary**

- 1.1 The Planning etc.(Scotland) Act 2006 requires Planning Authorities to prepare an Enforcement Charter which sets out the relevant local policies and procedures regarding:
- i. How and when the Planning Authority will take enforcement action under the Planning Acts;
  - ii. How the public can report a breach of planning control to the Planning Authority;
  - iii. The procedures for dealing with complaints raised in relation to Land Use Planning Issues
- 1.2 Renfrewshire Council's first Enforcement Charter was approved in 2007, and subsequently reviewed in 2011 and 2013. Current legislation requires that each planning authority is to undertake a review of its Charter every two years.
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**2. Recommendation**

- 2.1 That the appended document is approved as Renfrewshire Council's Enforcement Charter in terms of Section 158A of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006.
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### 3. **Background**

- 3.1. An Enforcement Charter sets out the Council's policies and procedures and how and when it will deal with enforcement action and how members of the public can bring a suspected breach of planning control to the attention of the Authority. It also provides advice on how to complain about the standard of enforcement service and how such complaints will be handled by the Planning Authority.
- 3.2. Previous reviews of the Charter included adding specific timescales for dealing with breaches of planning control, a commitment to recording progress and improved communication with interested parties. These revisions also included making it clear that the Council would only act in the wider public interest and not act as an arbiter in neighbour disputes and clearly set out the circumstances when no action will be taken. The Charter is based on a proportionate, reasonable and pragmatic approach where the Council will only exercise its formal enforcement powers in circumstances where it is clearly necessary and expedient to do so.
- 3.3. The Charter has proven to provide a sound basis, and functions as a practical working tool, for dealing with all types of planning and related enforcement investigations, assessment and decision making. It still remains relevant and robust as an over-arching framework for guiding enforcement activity and in explaining the Council's approach to both members of the public affected by unauthorised development; and those who consciously or unwittingly carry it out.
- 3.4. It is not considered necessary to alter or re-draft the terms of the Charter to any significant extent as it remains a relevant and usable document which reflects the current requirements facing the Planning Enforcement Service of Renfrewshire Council. Only minor textual revisions have been made to make passages clearer or to confirm the Council's approach to three emerging or more frequently occurring areas of interest as follows:-
- i. Certain forms of unauthorised advertisement
  - ii. Businesses operating from domestic premises
  - iii. The condition of vacant or partially developed sites where development has stalled.
- 3.5. **Unauthorised advertisements:** This relates to 'home-made' displays, banners and adverts displayed on trailers/'permanently parked' vehicles and with the former two usually displayed on land without the owners knowledge or consent in highly visible locations. The latter are usually sited on open land in the green belt/countryside and in plain view of the principal traffic routes through the Council's area. Where 'birthday' banners and other ad hoc banners appear on private land with a prominent road frontage or in other sensitive locations, and depending on the accessibility, form and content of the displays, it is proposed that limited opportunity will be offered to parties responsible to voluntarily remove the authorised display and direct action will be initiated. Those larger-scale displays of a more permanent

nature, such as on large curtain-sided trailers, will be the subject of early enforcement notices and thus limiting the protracted, and often unsuccessful, negotiated approach. It is not intended that action will be taken against those frequent but unauthorised displays related to non-commercial, local community events such as galas/fetes, church coffee mornings, school fundraising activities etc even when the subject of complaint. Similarly, direct or immediate action to remove other ad hoc displays and banners will only be initiated where the sensitivity of the location merits it.

- 3.6. The unauthorised display of advertisements relating to commercial services or the provision of goods, where it takes place remote from the premises themselves, is often viewed by legitimate business concerns, which abide by the relevant controls, as conferring an unfair or competitive advantage and/or can lead to an advertising 'arms race'. The approach to enforcement needs to be sensitive to the needs of business, particularly small businesses to advertise, but also needs to be balanced. In the circumstances it would be reasonable to prioritise such action to focus only on those displays relating to commercial activities, those which are also sited remote from the providers of the goods or services, and those in the most sensitive locations.
- 3.7. **Businesses operating from domestic premises:** A common form of complaint relates to situations where a tenant or occupant may be carrying out a business activity from their home. 'Working from home' needs to be recognised as having the potential to make a valuable contribution to an individual household's economy or as a business which has the potential to grow and offer additional employment opportunities. However, either because of the nature of the activities themselves such as with car repairs, or through associated deliveries, staff or other visitors coming and going such as with child-minding, they also have the potential to unacceptably erode the residential amenity of immediate neighbours. It is not intended that the planning authority become involved with benign, small-scale activities such as using a room as a home-office which has no outward adverse effects. However, there is a reasonable expectation that occupants within residential areas should be able to benefit from the enjoyment of their homes free from and unaffected by the outward effects neighbours' business activities.
- 3.8. It is unlikely that where such activities are small-scale, and where they involve no more than the use of a single room, do not involve callers or deliveries, and there are no associated commercial signage or other displays that enforcement action would be necessary or proportionate. No action will be progressed in such cases subject to the submission of an application for a Certificate of Lawfulness based on these above parameters being satisfied. In all other circumstances, the operators will be required, through service of a notice if necessary, to make an application for planning permission which would then be determined on its individual merits. The favourable determination of an application would allow the opportunity to impose conditions to regulate the nature of the continuing business activity such that it remains within acceptable levels. Where considered unfavourably, it would allow the operator the opportunity to have the matter reviewed; or the planning authority to progress to formal action.

- 3.9. **The condition of vacant or partially developed sites:** The economic climate and market conditions has inhibited a number of larger sites' development proposals from progressing to completion with the speed originally envisaged or 'stalling' entirely. These have caused complaints from those residents, including those who may have been early occupants, expecting the land around them to be built-out and completed in its entirety. Nuisance can arise from surrounding land remaining undeveloped and becoming unsightly; or becoming used for anti-social activity. The condition of these unfinished sites in central locations can result in a disproportionately adverse impact on their immediate locality.
- 3.10. However, there are limited powers available to the planning authority to require a developer to complete a development and none that would be applicable where a developer has ceased trading. Section 61 of the Planning Act confers powers relating to the service of a Completion Notice. A Completion Notice cannot insist that works are carried out and its only sanction is to remove the permission for the uncompleted parts of the development if it is not carried out within a specified timescale. This would be of no benefit to existing residents and indeed it may have a contrary effect. It is much more likely that another developer would acquire the remaining interests in a development site which retains the benefit of a planning permission rather than one which has had its permission terminated. Should such Notices be used, the likely effect would be that if the original or a new developer wished to continue with and complete the remainder of the development, a further planning application would be required and this would require to be accompanied by a fee; both of which may act as a disincentive to early take-up. A Completion Notice would also require to be confirmed by the Scottish Government and such an approach runs counter to Government advice which is to facilitate the renewal and extension of permissions and not to impose additional burdens.
- 3.11. It is therefore not intended that action would be taken in such cases. Instead, activity would be concentrated in working proactively with those developers who see a need to re-mix or redesign the content of their schemes so that they can become commercially viable. There are some encouraging indications that some of these sites are now coming forward, albeit in amended form, with a view to implementation. In the circumstances it is anticipated that this would become less of an issue for the future lifespan of the Enforcement Charter.
- 3.12. It is proposed to keep the effectiveness of the Enforcement Charter under review and should other issues emerge during the lifetime of the Charter which warrants specific approaches, these would be brought back to the Board.
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## Implications of the Report

1. **Financial** – none.
2. **HR & Organisational Development** – none.
3. **Community Planning** – none
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** -

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 and each enforcement action would be considered against these specific impacts. 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.

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## List of Background Papers

- (a) Background Paper 1: Planning Enforcement Charter 2013

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is David Bryce, Development Standards Manager, 0141 618 7892; david.bryce@renfrewshire.gov.uk

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**Author:** David Bryce, Development Standards Manager  
Tel. 0141 618 7892; email david.bryce@renfrewshire.gov.uk



# Planning Enforcement Charter

A guide to enforcing planning controls



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# 1 Introduction

Planning permission is required for most development that takes place in Scotland, with the exception of some minor works. Sometimes, however, developers or householders undertake work without planning permission or fail to keep to the permission they have been given.

Councils have powers to enforce planning controls in such cases, if they consider it is in the public interest to do so. Councils monitor developments to ensure planning controls are being followed but there is also a role for the public in alerting the Council to any problems of which they become aware.

This Charter explains how the enforcement process works, the role of Renfrewshire Council, the current powers available to the Council and the service standards it sets itself. It also explains what happens at each stage of what can be a lengthy process.

Enforcement is one of the most complex parts of the planning system. The aim of this Charter is to ensure that adopted procedures are fair and reasonable, and that interested parties are kept informed and are made aware of what is required.

This is an issue that concerns many members of the public. We hope you will find this Charter useful and will let us know if you think we could improve the service further.

## 2 Key points on planning enforcement

A breach of planning control is not a criminal offence. The purpose of planning enforcement is to resolve the problem rather than to punish the mistake. In addition, any action taken has to be appropriate to the scale of the breach.

Renfrewshire Council has statutory powers to investigate breaches of planning control and the conditions attached to planning consents, and to take formal action, where it is proportionate and necessary, and where a satisfactory outcome cannot be achieved by negotiation. However, enforcement is a discretionary power. That means that, even where there is a breach of planning control, the Council has to consider if it is in the public interest to take enforcement action. The Council is not required to take any particular action on a specific breach of planning control, and indeed can decide that no action is necessary. The Council will not act as an arbiter between parties where there is no wider public interest involved.

The Council has the legal power to safeguard trees and woodlands by creating tree preservation orders. Tree preservation orders are used to protect trees, groups of trees or woodlands that add to the character and appearance of an area. If you want to carry out work on any tree, or trees covered by an order approval should be sought from the Council through the submission of a tree works application. In addition, trees in a Conservation Area are also protected and approval should be sought from the Council through the submission of a letter.

Planning enforcement also covers the physical display of advertisements such as billboards and advertisement hoardings, although slightly different procedures apply. These are set out in a separate section at the end of this document. The actual content of an advertisement is not covered by planning control. Any complaints about this should be made to the Advertising Standards Authority.

## 3 Identifying possible breaches of planning control

Possible breaches of planning control can include:

- work carried out or being carried out without planning permission or consent;
- an unauthorised change of use;
- failure to comply with conditions attached to a permission or consent;
- departures from approved plans or consent; and
- carrying out works to trees that are protected by a planning condition or a tree preservation order.

Members of the public have a role in reporting breaches of control. Any concerns should be raised with the Council. You can make preliminary enquiries by telephone or in person at the Council offices but these must be followed up in writing or by e-mail. See contact details below.

The following information is essential when reporting a suspected breach:

- the address of the property concerned;
- details of the suspected breach of planning control, with times and dates if relevant;
- your name, telephone number and address;
- an e-mail address if available or if the complaint is submitted electronically; and
- information on how the breach affects you and others.

While the Council will do its best to honour requests for confidentiality, it is subject to the requirements of the Freedom of Information (Scotland) Act 2002 and the Council may be required to make details of your complaint available to any enquirer. However, in line with the Data Protection Act, your signature, email address and telephone number will not be divulged.

We can be contacted by writing to:

Development Standards, Development and Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD or by telephone on **0300 3000 144**.

Enquiries by e-mail can be made to [dc@renfrewshire.gov.uk](mailto:dc@renfrewshire.gov.uk)

By publishing our standards and targets, we aim to improve our enforcement service and make it responsive to the needs of our customers. We will monitor the contents of this charter to ensure that standards and targets are being met.

Further copies of this Charter are available on the Council's website [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk), in local libraries and at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley. Fuller information on the use of enforcement powers can be found in the Scottish Government publication Circular 10/2009: Planning Enforcement which can be viewed online at [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning).

Parties who fail to gain planning permission, listed building consent or advertisement consent before they carry out development or install an advertisement should be aware that their actions may have considerable financial or legal implications for them which could prove difficult to resolve. Individuals and developers should be aware that not observing the regulatory requirements may significantly delay or impede the conveyancing transaction for the sale of a house, or letting of commercial premises. In circumstances where works have been carried out without consent, the Council will not usually issue a "letter of comfort" or other similar statement on the likelihood of enforcement action being taken, but will expect the submission of the appropriate formal application to regularise matters. The failure to comply with conditions to which permission or consents are subject, prior to, during or following development, can have similar implications and may require an amended planning permission or listed building consent to be submitted to regularise the situation.

## 4 The role of the public

Members of the public also have a role in monitoring the conditions that are placed on certain planning consents. The conditions are included within the decision notice attached to the permission. Monitoring is undertaken by the Council's Development Standards Section within the Development and Housing Services. However, there are a large number of permissions granted each year and it is not practical, nor is it expected, that Councils monitor all conditions at all times.

Your involvement is therefore valuable in providing information where it is believed that conditions attached to a consent are not being complied with or have not been discharged in a satisfactory way. Breaches of conditions are investigated in the same way as other breaches of planning control.

Information received by the Council is checked to ensure that it involves a possible breach of control and includes all the detail required for a possible investigation. After preliminary checking and compliance with the requirements for investigation, the complaint will be recorded. Once recorded, a written or e-mail acknowledgement will be sent to the person who made the complaint.

Some complaints, such as neighbour disputes over boundaries, relate to matters over which the planning service has no control and cannot be investigated. The Council will generally take action in the interests of wider public amenity or safety but will not act as an arbiter in neighbour or similar disputes.

### Service standard

If preliminary checking of a complaint suggests a breach of planning control, the complaint will be recorded. Once recorded, a written or e-mail acknowledgement will be sent to the person who made the complaint within 10 working days. The acknowledgement will include a reference number and contact details for the investigating officer.

## 5 Investigating possible breaches of planning control

A priority system is used for investigating complaints based on matters such as the effect of the breach and the significance of the site.

Priority will be given to significant breaches of planning control including:

- breaches of condition for major development;
- irreversible damage to listed buildings;
- unauthorised felling of trees and matters affecting trees protected by Tree Preservation Orders;
- significant detrimental impact on amenity; and
- significant detrimental impact on public safety.

An investigation begins with a Development Standards officer visiting the site. Following this visit, the individual who has made the complaint will be informed of what action, if any, is proposed. In some cases, additional investigation may be needed.

### Service standard

Members of the public who provide information will receive a formal response within 20 working days of receipt of their letter or e-mail. They will also be advised of the proposed action to be taken. This may include the need for additional investigation prior to deciding on a course of action. They will be advised if the matter does not involve a breach of planning control or if it is not intended to take further action.

The length of time required to resolve a case or take action can be affected by a number of factors. Progress can be delayed for the gathering of further evidence, to allow negotiations to take place or for formal procedures to be concluded. Similarly, an application to regularise the breach of control or an appeal against a decision of the planning authority can also delay resolution of the case.

The Council recognises that delays can be a source of considerable frustration to those submitting information, particularly if they consider their amenity is affected. Consequently, it is acknowledged that there is a need for clear recording of progress at each stage and the decisions which have been reached, and to keep interested parties informed of significant stages in the progress of a case, but all parties should feel free to contact the case officer for an update.

If there has been no progress for a period of 6 weeks, the Council will write to complainants to explain the delay.

Please note that the preferred method of communicating with all parties is electronically, if this is possible, and where there is no legal or procedural need for traditional letters.

## 6 Acting on breaches of planning control

In some cases action may not be appropriate, even though planning controls have been breached.

As stated previously, the purpose of planning enforcement is to resolve problems, not punish mistakes. Enforcement action will only be taken when it is in the wider public interest and not to protect the interests of one party against another. The planning authority has to consider each case on its merits and decide on the most appropriate solution. The Council is unlikely to take formal action, for example, over developments which, in planning terms, are seen to be acceptable.

The Council has discretion on whether to take enforcement action in any given situation and various options are open to the Council. The following guidelines set out the basis on which the Council will make such decisions. However, it has to be noted that circumstances vary between cases. It is not possible to make a rigid set of procedures which will apply in all cases.

### WHERE DEVELOPMENT IS CARRIED OUT WITHOUT PLANNING PERMISSION OR LISTED BUILDING CONSENT

**Development has been carried out without permission or consent but it is considered that planning permission or listed building consent should be granted without conditions.**

**Action:** a retrospective application will not usually be requested and the case will be closed. However, advice may be given as to the property implications of not obtaining the necessary permission at that time.

**Development has been carried out without permission or consent and it is considered by the Council that though the development is currently unacceptable, it could be made acceptable by alterations or the imposition of conditions.**

**Action:** discussion will take place with the developer to agree the terms of a retrospective application which will be invited and a period of 8 weeks allowed for submission. If the developer refuses to cooperate within that time the Council will then proceed to consider whether it is appropriate to take enforcement action within the statutory time limits. Usually, in the case of Planning Permission, the first action will be to serve a Section 33A Notice and require submission of an application within 28 days of the serving of the Notice. Failure to submit an application may result in the serving of an Enforcement Notice requiring the removal or dismantling of the development within a period of time appropriate to the circumstances.

**Development has been carried out for business purposes and it is considered by the Council that it is unacceptable in its current position but would be acceptable in an alternative location.**

**Action:** Discussion and negotiation will take place and an application will be invited for an alternative site and any enforcement action will be held in abeyance for a period of not less than 28 days to allow relocation. If the developer refuses to cooperate then the Council will proceed to take enforcement action if it is appropriate in the circumstances. The period for compliance with any notice will vary with the circumstances of the business, its impact on wider amenity and the need to preserve employment.

**Development has been carried out without permission or consent and it is considered by the Council that it is unacceptable and has no potential to be made acceptable by alteration or the use of conditions.**

**Action:** The developer will be requested to remove the development or cease the unauthorised use and agree a timetable for this to take place, which will normally be no more than 28 days for changes of use or the siting of temporary buildings or caravans, or no more than 12 weeks for operational development. The submission of

a retrospective application will be discouraged. If the developer refuses to cooperate within the prescribed period, the Council will then proceed to consider whether it is appropriate to take enforcement action within statutory time limits.

### Commercial activity in domestic premises.

**Action:** Where these uses involve no more than a single room, do not involve callers or deliveries, and there is no associated commercial signage, it is unlikely that formal action will be undertaken. However, the operator will be required to make application for a Certificate of Lawfulness. In all other cases an application for planning permission will be sought and if not forthcoming, an enforcement notice will be issued.

### Partially developed sites.

**Action:** The Council will use its Completion Notice powers sparingly and will generally not intervene other than to work proactively with site owners to encourage the resumption of development either in its original form or as an amended scheme.

### WHERE DEVELOPMENT IS CARRIED OUT NOT IN ACCORDANCE WITH APPROVED PLANS OR DRAWINGS, CONTRARY TO THE TERMS OF A PLANNING PERMISSION OR LISTED BUILDING CONSENT OR IN BREACH OF CONDITIONS ATTACHED TO A PLANNING PERMISSION

**If the deviation from the planning permission is non-material.**

**Action:** An application for a non material variation will be requested to regularise the situation but no action will be taken if no submission is made. Advice will be given as to the property implications of not obtaining the appropriate consent.

## 6 Acting on breaches of planning control

**If the deviation is significant but likely to be found acceptable.**

**Action:** A planning or listed building consent application will be requested to regularise the situation but no action taken if no submission is made. Advice will be given as to the property implications of not obtaining the appropriate consent.

**If the deviation is significant and unlikely to be found to be acceptable without alterations or new or modified conditions being imposed.**

**Action:** A planning or listed building consent application will be requested, to be submitted within 28 days. If the developer refuses to cooperate the Council will then proceed to consider whether it is appropriate to take enforcement action, and if so will take action normally within a further 28 days.

**The deviation is significant and does not have the potential to be made acceptable.**

**Action:** The developer will be instructed to carry out the development strictly in accordance with the planning permission or listed building consent and usually given a period of 28 days to comply. The submission of a retrospective application will be discouraged. If the developer refuses to cooperate by the stipulated deadline the Council will then determine whether it is appropriate to take enforcement action within a further 28 days. The period given for compliance with the planning permission, or listed building consent, or ceasing the activity will depend on the severity of impact on the environment and wider public interests.

## 7 The decision to take enforcement action

**Formal enforcement action will only be taken selectively and only where, in the opinion of the Council, the breach of planning control is significant and would unacceptably affect public amenity, public safety or the use of land and buildings meriting protection in the public interest. The action taken must be proportionate to the breach. The Council will consider seeking an interdict or taking direct action where such actions are merited.**

Only a relatively small number of cases require formal enforcement action. This begins with either an Enforcement Notice or Breach of Condition Notice being served on those involved in the development. Both notices include the following information:

- a description of the breach of control that has taken place;
- the steps that should be taken to remedy the breach;
- the timescale for taking these steps;
- the consequences of failure to comply with the notice; and
- where appropriate, any rights of appeal the recipient has and how to lodge an appeal.

Appeals against Enforcement Notices are considered by Scottish Ministers and dealt with, in most cases, by Reporters from the Scottish Government Directorate of Planning and Environmental Appeals.

Anyone who has submitted information on a breach of planning control will be advised of the appeal either by the Council or the Scottish Government.

There is no right of appeal against a Breach of Condition Notice.

### Service standard

Where a planning breach cannot be resolved and action is justified, a formal notice will be served. This will be either an enforcement notice or a breach of condition notice. The Council will usually write to the developer in advance of serving any notice warning of the intention to do so. Thereafter, the recipient of the notice will be advised as to what action is required, the timescales involved and the available options to resolve the issue.

Failure to comply with a notice may result in the planning authority taking further action. This can include a range of possible options including:

- referring the case to the Procurator Fiscal for possible prosecution;
- carrying out work and charging the person for the costs involved; and
- seeking a Court interdict to stop or prevent a breach of planning controls.

For more detail, see the "Enforcement Powers" section at the end of the Charter.

## 8 Amenity Notices

Section 179 of the Town and Country Planning (Scotland) Act 1997 enables the Council to serve a notice on the owner, lessee and occupier of land if it considers that the condition of the land is adversely affecting the amenity of any part of their area. The notice specifies the steps considered necessary to abate the adverse effect within a specified timescale. If no action is taken to respond, the Council can enter the land, undertake the steps necessary to comply with the Notice and recover the costs of carrying out the work. Those served with the Notice have the right of appeal to the Scottish Ministers.

The Council has discretion on whether to serve such a notice, but it is likely that the only circumstances which will warrant serving such a notice is where the condition of the land is a threat to health and/or safety.

## 9 Stages of the enforcement process

### STAGE

### SERVICE STANDARD

#### Receipt of initial complaint

- acknowledgement and determination if constitutes development
- response to complainant following initial investigation

10 working days

20 working days

If no progress is made with the case

Inform interested parties every 6 weeks

If no enforcement action is to be taken

Inform interested parties when the decision is made

#### IF ENFORCEMENT ACTION IS TO BE TAKEN:

#### UNAUTHORISED DEVELOPMENT

- Invitation to make a planning application
- If no submission made, consider serving Section 33A Notice

8 weeks allowed for submission

28 days allowed for submission

- Ask for relocation of development

Not less than 28 days allowed for search

If no progress made consider enforcement action

- Seek removal or cessation of development

Give 28 days to 12 weeks to comply depending on circumstances

#### NOT IN ACCORDANCE WITH PLANS OR IN BREACH OF CONDITION either

- Invitation to submit revised application
- If no submission made consider enforcement action

28 days allowed for submission

28 days to make decision

or

- Inform developer to adhere to approval
- If no progress made consider enforcement action

28 days to comply

Time allowed depends on circumstances

### Enforcement action

#### Section 33A Notice, Breach of Condition Notice, Stop Notice or Temporary Stop Notice: No

appeal against the notice or its terms. If they are not complied with, the case may be referred to the Procurator Fiscal, or an interdict or interim interdict sought.

#### Enforcement Notice, Listed Building Enforcement Notice, Advertisement Enforcement Notice or

**Amenity Notice:** The developer may lodge an appeal with the Scottish Ministers. Procedures are held in abeyance until the appeal is determined. The Ministers may vary the terms of the notice. Failure to comply with the notice can be reported to the Procurator Fiscal.

## 10 Information on valid enforcement notices

### Time limits for action

Enforcement action has to be taken within strict time limits.

- 4 year limit** – this applies to “unauthorised operational development” (the carrying out of building, engineering, mining or other operations in, on, over or under land) and change of use to a single dwelling house. After four years following the breach of planning control, the development becomes lawful, and no enforcement action can be taken.

### Power of entry

Council officials have powers to enter land or buildings to:

- establish if there has been a breach of planning control;
- check if there has been compliance with a formal notice;
- check if a breach has been satisfactorily resolved.

This power applies to any land or buildings and may involve officials entering land adjacent to the site of the breach.

- 10 year limit** – this applies to all other development including change of use (other than to a single dwelling house) and breaches of condition. After ten years, the development becomes lawful if no enforcement action has begun.

## 11 Enforcement and advertising

The display of advertisements is covered by the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984. Many advertisements are displayed with 'deemed consent' which means they do not require express consent: if they meet the criteria and conditions set out in the regulations. One of these conditions is that the landowner has given permission for the advertisement to be displayed on their land.

Displaying an advertisement in contravention of the regulations is an offence and, if convicted in court, an offender can be fined. The court can impose further fines for each day the breach of the regulations continues.

The Council has the power to serve an Enforcement Notice. This specifies a time period (normally 28 days) for compliance with the notice. However, this period can be reduced to seven days if the Council believes there is an urgent need for the development to be removed or altered in the interests of public safety, or if the advertisement can be removed without any other work being required.

An Enforcement Notice can also require that a particular piece of land should not be used to display advertisements. This remains in force even if the original advertisement is removed. Any subsequent advertising on this site would amount to a breach of the notice.

The Council also has powers to remove or destroy placards and posters that do not have advertisement consent or deemed consent. If the person who put up the advertisement can be identified, they have to be given at least two days notice that the Council intends to take the advertisement down. If they cannot be readily identified, then the advertisement can be removed immediately as can those affixed or erected on Council property.

Council officials can enter unoccupied land, if necessary, to remove an advertisement. However, they have no powers to remove advertisements displayed within a building to which there is no public access.

Where the display relates to ad hoc banners and signs being displayed remotely from the business premises or activity to which they relate, and only where individual site-specific circumstances merit it (e.g. either due to traffic safety or site sensitivity) limited opportunity will be given to the party responsible for the display to remedy the matter voluntarily if they can be readily identified. Direct action will be contemplated as the first response.

## 12 Making a suggestion or complaint

Renfrewshire Council is committed to providing the highest standards of service to our community. If we do not meet these standards let us know as quickly as possible so that we can put things right.

### How to make a complaint

You should follow this procedure if we have made a mistake and you are unhappy with the way we have delivered a service.

Do not follow this procedure to make routine enquiries about our planning enforcement service. Please make enquiries like these by phoning, writing to or visiting the Customer Service Centre at Renfrewshire House, Cotton Street, Paisley.

### Complaints Procedure

You can complain in person, by phone, in writing, email or via our online form at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk). When contacting us please tell us your full name and address, as much as you can about the complaint; what has gone wrong, and how you want us to resolve the matter.

Our complaints procedure has two stages:

#### Stage One: Frontline resolution

We aim to resolve complaints quickly. This could mean on-the-spot apology and explanation if something has clearly gone wrong and immediate action to resolve the problem.

We will give you our decision at Stage One in five working days or less, unless there are exceptional circumstances.

If we can't resolve your complaint at this stage, we'll explain and tell you what you can do next. We might suggest that you take your complaint to Stage Two. You may choose to do this immediately or sometime after you get our initial decision.

#### Stage Two: Investigation

Stage Two deals with two types of complaint: those that have not been resolved at Stage One and those that are complex and need detailed investigation.

When using Stage Two we will acknowledge receipt of your complaint within three working days; discuss your complaint with you to understand why you remain dissatisfied and what outcome you are looking for, and give you a full response to the complaint as soon as possible and within 20 working days.

If our investigation will take longer than 20 working days, we will tell you. We'll agree revised time limits with you and keep you updated on progress.

#### Contact us:

In person: **Customer Contact Centre, Renfrewshire House, Cotton Street, Paisley**

In writing: **Development Standards Section, Development & Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD**

By email: [dc@renfrewshire.gov.uk](mailto:dc@renfrewshire.gov.uk)

Online: [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

#### Who else can I contact?

We hope that by following our complaints procedure you will find that your problem is solved quickly and effectively. If however after completing our complaints procedures you still remain dissatisfied, you may of course still refer the problem to the Scottish Public Services Ombudsman. You can contact the Scottish Public Services Ombudsman by:

email: [ask@spsso.org.uk](mailto:ask@spsso.org.uk)

website: [www.spsso.org.uk](http://www.spsso.org.uk)

phone: **0800 377 7330**

fax: **0800 377 7331**

address:

**4 Melville Street, Edinburgh EH3 7NS**

or

**Freepost EH641, Edinburgh EH3 0BR**

Generally, you must contact the Ombudsman within 12 months.

The Planning Enforcement powers available to the Council are set out in Part IV of the Town and Country Planning (Scotland) Act 1997 and in Chapter IV of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. The Planning Acts are available from The Office of Public Sector Information (OPS) at [www.opsi.gov.uk](http://www.opsi.gov.uk)

Government policy on planning enforcement is set out in Circular 10/2009, "Planning Enforcement". This document is available from the Scottish Government and can be viewed electronically at [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning).

### Types of Notice

**Notice Requiring Application for Planning Permission for Development Already Carried Out** – used to encourage the submission of a retrospective planning application, which would then allow the Planning Authority to consider the grant of Planning Permission subject to any conditions or limitations that would make the development acceptable in planning terms.

**Planning Contravention Notice** – this is used to obtain information about activities on land where a breach of planning control is suspected. It is served on the owner or occupier, or a person with any other interest in the land or who is carrying out operations on the land. They are required to provide information about operations being carried out on the land and any conditions or limitations applying to any planning permission already granted. Failure to comply with the notice within 21 days of it being served is an offence and can lead to a fine in the Courts.

**Breach of Condition Notice** – this is used to enforce the conditions applied to any planning permission. It is effective from the date it is served. It may be used as an alternative to an enforcement notice (see below), and is served on any person carrying out the development and/or any person having control of the land. There is no right of appeal. Contravening a breach of condition notice can result in the Council referring the case to the Procurator Fiscal for possible prosecution, with a fine on conviction of up to £1,000.

**Enforcement Notice** – this is generally used to deal with unauthorised development, but can also apply to breach of planning conditions. There are similar notices and powers to deal with listed buildings (see below), and advertisements. An enforcement notice will specify a time period to take effect (a minimum of 28 days – but see the section below on advertisements), the steps that must be taken to remedy the breach and the time for this to be completed. There is a right of appeal to the Scottish Ministers and the terms of the notice are suspended until a decision is reached. Failure to comply with an enforcement notice within the time specified is an offence, and may lead to a fine of up to £20,000 in the Sheriff Court. Failure to comply may also result in the Council taking direct action to correct the breach (see other powers below).

**Listed Building Enforcement Notice** – this must be served on the current owner, occupier and anyone else with an interest in the property. The procedures are similar to those outlined above. The notice must specify the steps to be taken to remedy the breach and a final date for compliance. Failure to meet the terms of the notice by the date specified is an offence. There is the right of appeal to Scottish Ministers against the notice. Breaches of listed building control are a serious matter. It is a criminal offence to undertake unauthorised works to demolish, significantly alter, or extend a listed building. In certain circumstances, this can lead either to an unlimited fine or imprisonment.

**Stop Notice** – this is used in urgent or serious cases where unauthorised activity must be stopped, usually on grounds of public safety. When a stop notice is served, the planning authority must also issue an enforcement notice. There is no right of appeal against a stop notice and failure to comply is an offence. An appeal can be made against the accompanying enforcement notice. If a stop notice is served without due cause, or an appeal against the enforcement notice is successful, the Council may face claims for compensation. The use of stop notices therefore needs to be carefully assessed by the Council.

**Temporary Stop Notice** – takes effect immediately it is issued and, unlike a stop notice, does not require the issue of an enforcement notice. It would be used to stop an activity that would, in the Planning Authority's view, cause damage to the environment and/or local amenity. The temporary stop notice might not prohibit the activity over the entire site. For example, it might instead restrict it to certain areas or times. The maximum period a temporary stop notice can be in effect is for 28 days.

**Fixed Penalty Notice: issued where Enforcement Notice or Breach of Condition Notice not complied with** – this can be served where a person is in breach of an enforcement notice or a breach of condition notice where the notice is served within the six month period immediately following the compliance period stated in the enforcement notice; and that no prosecution proceedings have been started in respect of the breach. There is no right of appeal against a fixed penalty notice. The penalty for breach of an enforcement notice or a breach of condition notice is £2,000 and £300 respectively.

The amount payable is reduced by 25% if paid within 15 days. Payment discharges any liability for prosecution but does not however discharge the requirement to comply with the requirements of the original enforcement or breach of condition notice and the Planning Authority retains the power to take direct action to remedy the breach and recover any costs associated with such work. There is no right of appeal against a fixed penalty notice.

### Other Powers

**Interdict and Interim Interdict** – an interdict is imposed by the Courts and is used to stop or prevent a breach of planning control. Such proceedings can prove costly and Councils normally only seek interdicts in serious cases or where enforcement notices have been ignored in the past. However a Council can seek an interdict in relation to any breach without having to use other powers first. Breaching an interdict is treated as a contempt of Court and carries heavy penalties.

**Direct Action** – failure to comply with the terms of an enforcement notice within the time specified can result in the Council carrying out the specified work. The Council may recover any costs it incurs from the landowner.

## 14 Enforcement contacts

### Contact details for reporting suspected breaches

**of planning control:** Development Standards Section, Development and Housing Services, Renfrewshire Council, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD. Telephone **0300 3000 144** or e-mail [dc@renfrewshire.gov.uk](mailto:dc@renfrewshire.gov.uk)

### Contact details for general inquiries on planning

**issues:** Development and Housing Services, Renfrewshire Council, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD. Telephone **0300 3000 144**.

### Contact details for complaints regarding the level

**of service:** Customer Service Officer, Development and Housing Services, Renfrewshire Council, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD.

### Other useful contacts – enquiries regarding

**building warrants:** Development Standards Section, Development and Housing Services, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD. Telephone **0300 3000 144** or email [bc@renfrewshire.gov.uk](mailto:bc@renfrewshire.gov.uk)

### For general enquiries regarding the planning

**system:**

The Scottish Government – PLANNING HELPLINE  
Tel: **08457 741741** (UK local rate) or **0131 244 7888**.

The office is open to telephone calls from 9.00am to 5.00pm Monday to Friday.

The Planning Helpline can provide you with advice and/or information about planning issues which are the responsibility of the Scottish Government. The helpline enables you to speak with a member of the Scottish Government's Planning Division about their responsibilities regarding planning in Scotland, which are:

- to maintain and develop the law on planning;
- to provide policy guidance and advice;
- to approve strategic development plans; and
- to make decisions on some major planning applications and appeals.

### Planning Aid for Scotland

If you need advice about a specific planning issue you can also contact Planning Aid for Scotland which provides a free and independent advice service for individuals and community groups across Scotland. They can be contacted at:

<http://www.planning-aid-scotland.org.uk/>  
or by calling their helpline on **0845 603 7602**

Development Standards Section  
Development and Housing Services  
Renfrewshire House  
Cotton Street  
PAISLEY PA1 1JD







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**To: Planning and Property Policy Board**  
**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Renfrewshire Planning Performance Framework 2014 - 2015**

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**1. Summary**

- 1.1. The purpose of this report is to inform the Board of the preparation and submission of the fourth Renfrewshire Planning Performance Framework to the Scottish Government.
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**2. Recommendations**

- 2.1 It is recommended that the Board:
- (i) Notes the Renfrewshire Planning Performance Framework 2014 – 2015 as set out in Appendix 1 which was submitted to the Scottish Government on the 31 July 2015.
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**3. Background**

- 3.1. A system of performance management has been established between local authorities and the Scottish Government, whereby every planning authority is asked to produce an annual Planning Performance Framework (PPF).
- 3.2. The PPF gives planning authorities an opportunity to demonstrate their commitment to continuous improvement, demonstrating achievements and successes. The intention of the PPF is to highlight that good performance is based on more than the speed in which Planning Applications are decided.

- 3.3. Notwithstanding this the PPF does include indicators at Part 1 and Part 5 which highlight that in relation to the speed of decision making in planning, Renfrewshire Council performs well in terms of the Scottish average.
  - 3.4. In this fourth year of reporting planning performance, the Scottish Government has altered the format of the reporting framework and requested that each planning authority provides evidence so that the Scottish Government can consider the Council's performance against set markers. Part 2 and Part 3 of the PPF is where the Council demonstrates the evidence of continuous improvement, providing an explanation in support of our performance which is highlighted through the selected case studies.
  - 3.5. The PPF demonstrates an intention to continually improve the Planning Service, and demonstrates the commitment to investing in Renfrewshire through an 'open for business' approach, encouraging sustainable development and positive engagement with customers and stakeholders.
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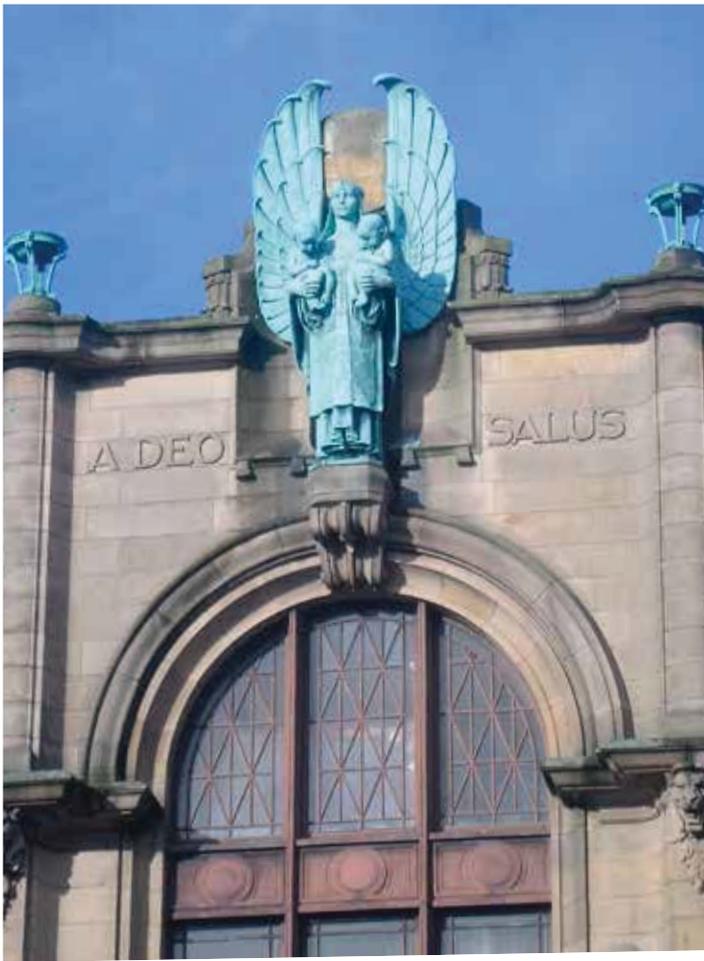
### Implications of the Report

1. **Financial** – None
  2. **HR & Organisational Development** – None
  3. **Community Planning** – None.
  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 because it is for noting only. 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
- 

### List of Background Papers

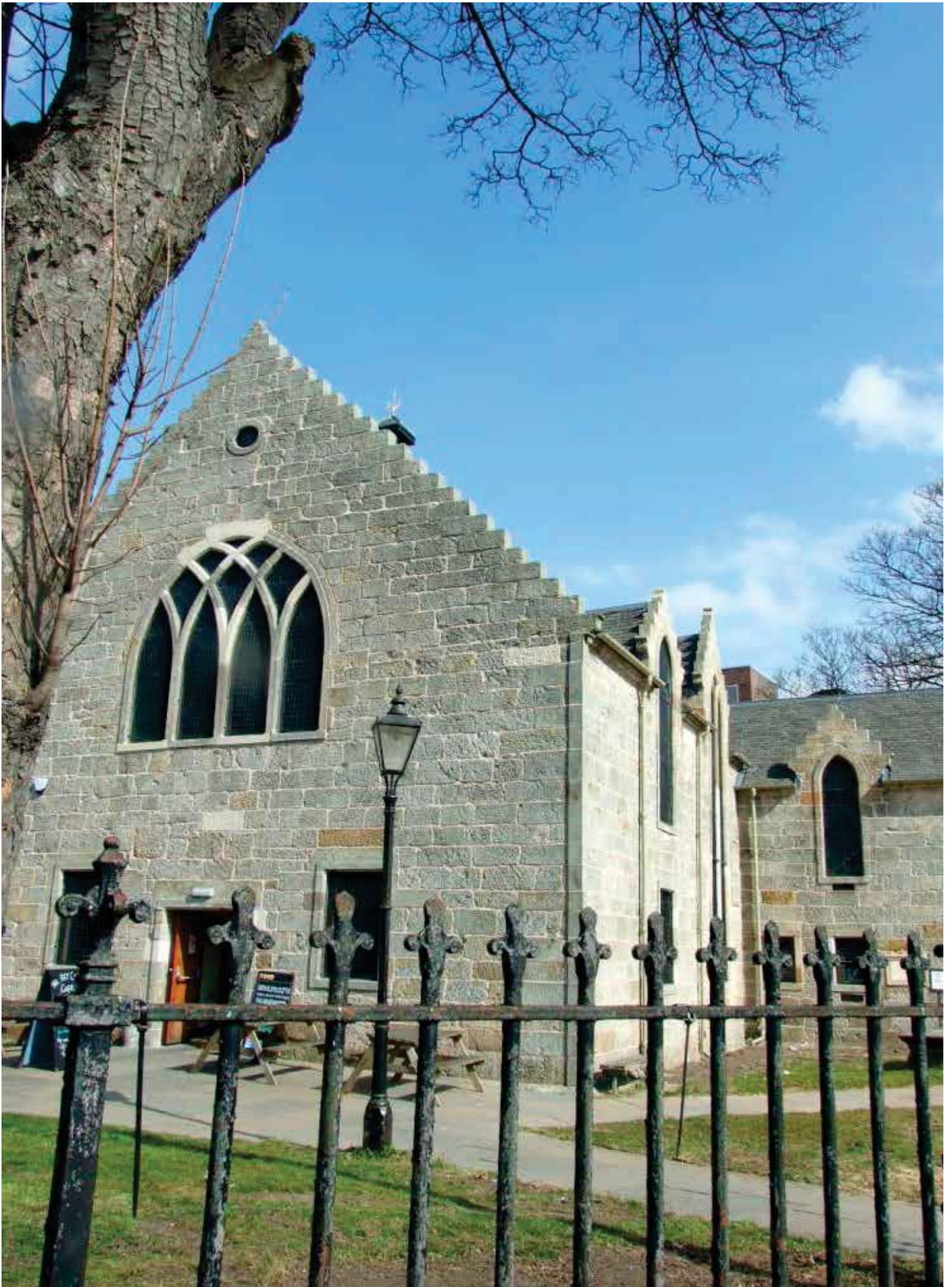
- (a) None

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# Planning Performance Framework 2014–2015





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# Introduction

Renfrewshire Council consider that planning has a vital role in facilitating investment by enabling high quality development through a focused and up to date planning framework combined with responsive decision making.

The Planning Performance Framework measures the quality of Renfrewshire's Planning Service. It reports on recognised performance factors and performance markers. It demonstrates the achievements and successes of Renfrewshire's Planning Service through case studies providing evidence of our performance over the year. It also highlights areas where improvements are required, prioritising actions for better performance.

This Planning Performance Framework is the fourth assessment framework to be produced by the Council. It covers the period from 1 April 2014 to the 31 March 2015.

# Renfrewshire's Vision

The aspirations and vision set out in Renfrewshire's Community Plan 2013–2023 is ambitious for the communities and places of Renfrewshire. It recognises that Renfrewshire has an enormous amount to offer due to its location, history, culture and business, educational opportunities and the sense of community that all combine to make Renfrewshire a dynamic place to work, live and visit.

'Working together to make  
Renfrewshire a fairer, more inclusive  
place where all of our people,  
communities and businesses thrive'

Renfrewshire Community Plan 2013–2023

The Spatial Strategy set out in the recently adopted Renfrewshire Local Development Plan aims to deliver this vision by guiding development throughout Renfrewshire. It promotes sustainable economic growth by indicating opportunities for change, supporting investment to regenerate, create and enhance communities and places, providing high quality development in the right locations.

# Part 1

## National Headline Indicators

The following table and commentary details the performance of Development Planning and Development Management highlighting Renfrewshire's ability to meet or exceed statutory or policy targets set by the Scottish Government.

Key outcomes	2014-2015	Key Outcomes	2013-14
<b>Development Planning</b>	<b>Local Development Plan</b>	<b>Development Planning</b>	
Age of local/strategic development plan(s) (years and months) at end of reporting period Requirement: less than 5 years	The Renfrewshire Local Development Plan (Adopted 28 August 2014) = 7 months (31 March 2015)  Strategic Development Plan Glasgow & the Clyde Valley Strategic Development Plan (Adopted 25 May 2012) = 2 years, 10 months	age of local/strategic development plan(s) (full years)Requirement: less than 5 years	Renfrewshire Local Plan Adopted – March 2006  Proposed Renfrewshire Local Development Plan Approved – December 2012  Strategic Development Plan – 25 May 2012
Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)	Yes	Development plan scheme on track?	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 – Earlier		
Were development plan scheme engagement/consultation commitments met during the year?(Y/N)	Yes		
<b>Effective Land Supply and Delivery of Outputs</b>		<b>Effective Land Supply and Delivery of Outputs</b>	
Established housing land supply	9475 units	Effective housing land:years supply	5 years
5 year effective housing land supply	2951 units	Effective housing land supply	2963 units
5 year housing supply target	4136 units	Housing approvals	401 units
5 year effective housing land supply (to one decimal place)	3.6 years*	Effective employment land supply	135.7ha
Housing approvals	999	Employment land take-up	2.67ha
Housing completions over the last 5 years	1999 units	Consented commercial floor space	79,256 m2
Marketable employment land supply	130.11 ha	Commercial floor space delivered	31,167 m2
Employment land take-up during reporting year	9.59 ha		

Key outcomes	2014-2015	Key Outcomes	2013-14
<b>Development Management Project Planning</b>		<b>Development Management Project Planning</b>	
Percentage of applications subject to pre-application advice	40.3%	Percentage of applications subject to pre-application advice	38%
Number of major applications subject to processing agreement or other project plan	12	Number of major applications subject to processing agreement or other project plan	2
Percentage planned timescales met	100%	Percentage planned timescales met	100%
<b>Decision-making</b>		<b>Decision-making</b>	
Application approval rate	98.2%	Application approval rate	97.9%
Delegation rate	98.3%	Delegation rate	94.1%
<b>Decision-making timescales</b>		<b>Decision-making timescales</b>	
Average number of weeks to decision:	10.1 Weeks	Average number of weeks to decision:	12 Weeks
Major developments	8.3 Weeks	Major developments	8.7 Weeks
Local developments (non-householder)	7.2 Weeks	Local developments (non-householder)	6.9 Weeks
Householder developments		Householder developments	
<b>Legacy Cases</b>			
Number cleared during reporting period	3		
Number remaining	2		
<b>Enforcement</b>		<b>Enforcement</b>	
Time since enforcement charter published/reviewed (months) Requirement: review every 2 years	Report drafted for Planning and Property Board in August 2015	Time since enforcement charter published / reviewed (months) Requirement: review every 2 years	Approved August 2013
Number of breaches identified/resolved	39 breaches identified/31 resolved	Number of breaches identified/resolved	57 breaches identified/40 cases resolved

### Development Plan

The Renfrewshire Local Development Plan was adopted on the 28 August 2014. There are currently two statutory appeals in relation to the adoption of the Local Development Plan lodged at the Court of Session. One appeal is in relation to Town Centre status given to Braehead and the other is in relation to the needs of Gypsies and Travellers.

### Development Plan Scheme

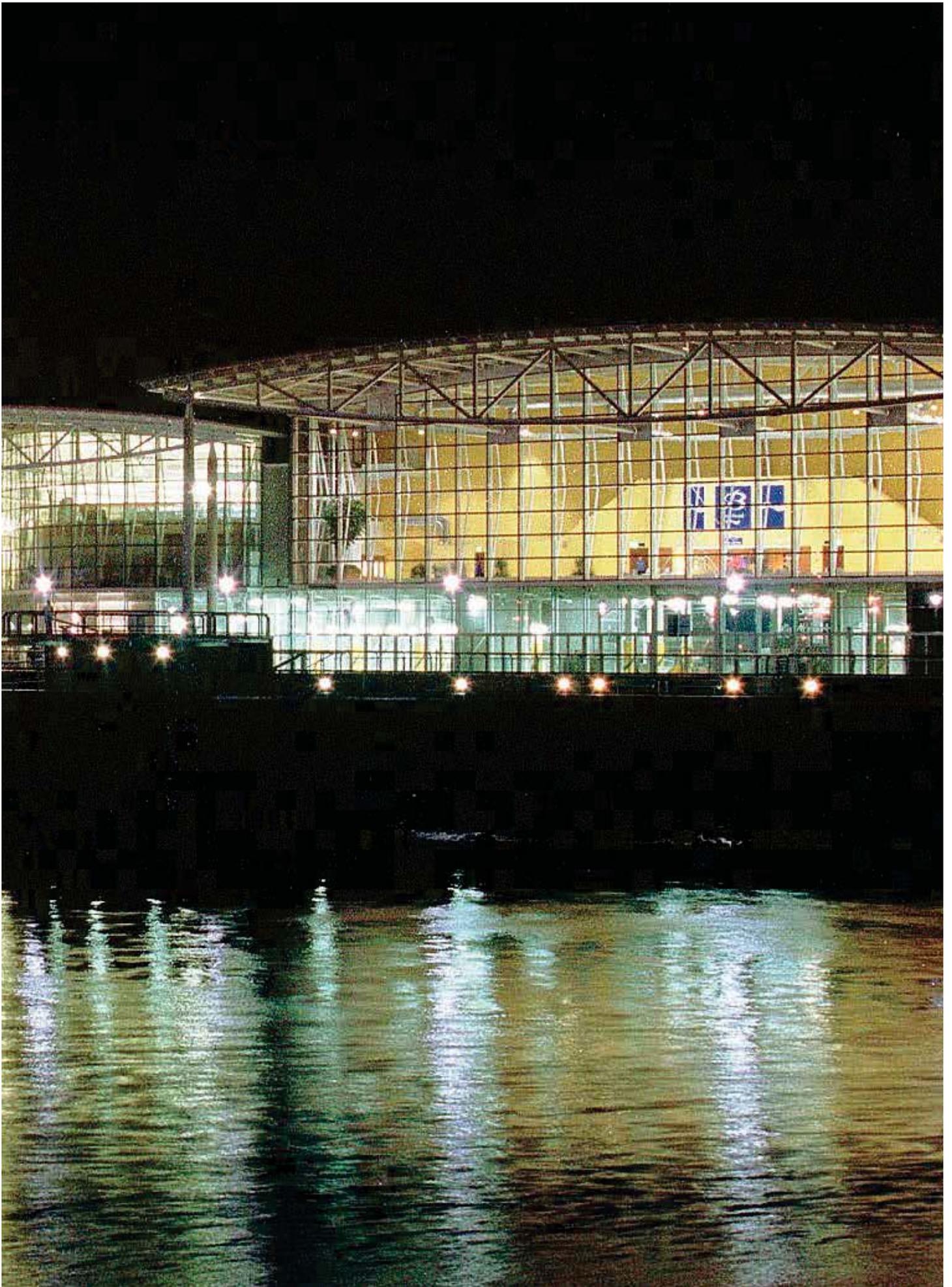
Since 2010, Renfrewshire Council have issued the Development Plan Scheme every November.

### 5 year effective housing land supply

At the 31 March 2015, Renfrewshire Council did not have a 5 year effective land supply. In order to address this shortfall, Renfrewshire Council is preparing a Housing Land Supply Supplementary Guidance with a detailed framework to guide the release of additional land.

The effective housing land supply at 31 March 2015 was calculated as follows:

\*Using the 2014 Agreed Housing Land Audit = 2951 effective all tenure and Housing Supply Targets from Local Development Plan (2x895+3x782) = 4136 multiply by 5 = 3.56 (rounded up to one decimal place).



# Part 2

## Defining and Measuring a High Quality Planning Service

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The National Headline Indicators that are detailed in Part 1 of the Planning Performance Framework are important indicators in relation to planning performance, however in evidencing how planning delivers a high quality service, Part 2 of the Planning Performance Framework provides a more comprehensive measurement of the relevant activities successfully delivered on the ground.

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 evidence of performance, improvements, future actions and priorities.

### **Renfrewshire's planning outcomes are assessed in the following areas:**

- Open for Business: Positive actions to support sustainable economic growth and social needs;
- High quality development on the ground: Creating and shaping places of which we can all be proud;
- Certainty: Consistency of advice, process, engagement and decision-making;
- Communications, engagement and customer service: communications strategy for engagement and positive customer experience;
- Efficient and effective decision-making: Ensuring structures and processes are proportionate;
- Effective management structures: Ensuring management structures are fit for purpose;
- Financial management and local governance: Demonstrating effective governance and financial management;
- Culture of continuous improvement: Demonstrating a culture of learning and improving.

## Planning Outcome

Open for Business: Positive actions to support sustainable economic growth and social needs

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### Case Study 1: Renfrewshire Local Development Plan (Performance Marker 7)

The Renfrewshire Local Development Plan was adopted on the 28 August 2014.

The adoption of an ambitious Local Development Plan provides evidence that Renfrewshire Council is committed to delivering economic and employment growth by safeguarding businesses as well as encouraging growth and promoting new businesses to develop.

In terms of performance, since its adoption, the Local Development Plan has provided the policy framework for many positive investment opportunities which are highlighted in this Planning Performance Framework, including Renfrewshire's City Deal infrastructure projects, the first Simplified Planning Zone in Scotland in over 20 years at Hillington Business Park and the first pilot Town Centre Simplified Planning Zone at Renfrew Town Centre.

#### Future action

Ensure continuous improvement by reviewing the Renfrewshire Local Development Plan and adopting Local Development Plan 2 in less time than Local Development Plan 1.

### Case Study 2: Glasgow and the Clyde Valley City Deal (Performance Marker 13)

The Glasgow and the Clyde Valley area, which includes Renfrewshire, benefits from numerous assets. However, the region also faces challenges that have acted as barriers to economic growth. Although the Glasgow and the Clyde Valley Strategic Development Plan, now known as Clydeplan, has always promoted an 'Agenda for Sustained Growth' this has been difficult to deliver in the West of Scotland particularly through the challenging economic times.

Within this context, the eight local authorities in the Glasgow and the Clyde Valley area have entered into an agreement with the Scottish and UK governments that will see £1.13 billion of investment in the local economy of the region.

Renfrewshire Council is playing its part to ensure that the region re-emerges as a major centre for economic growth by recognising the opportunity to build on our assets. We have put forward three ambitious projects that will create significant improved linkages and connections within and out with Renfrewshire.

The Renfrewshire Local Development Plan has provided the framework for the strategic business cases that have been prepared for Renfrewshire's three City Deal Projects. The projects aim to unlock vacant, stalled and underutilised development land as well as provide opportunities for enhanced development, placemaking, job creation and increased sustainable economic growth.

The Council have set up a project management team which is embedded within the Planning and Economic Development Service. This allows the policies, plans and strategies of Planning and Economic Development to heavily influence the objectives and the outcomes of the City Deal projects in order to deliver multiple economic gains, regeneration and support social needs.

#### Future action

All plans, policies and strategies will require to be kept up to date in order to ensure that the projects identified through City Deal along with the development outcomes from the implementation of the City Deal projects will have an update framework to guide future development. It is the early stages of the project and progress will be reported in future Planning Performance Frameworks.



## Planning Outcome

Open for Business: Positive actions to support sustainable economic growth and social needs

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### Case Study 3: Hillington Business Park Simplified Planning Zone (Performance Marker 1, 3, 6, 11, 13)

The first Simplified Planning Zone in Scotland in over 20 years has been prepared and successfully implemented at Hillington Business Park. The Simplified Planning Zone was prepared jointly between Renfrewshire Council and Glasgow City Council along with the owners of Hillington Business Park and was adopted on the 1 October 2014.

Hillington Park is an established business and industrial area with around 500 existing business/organisations. The aim of implementing a Simplified Planning Zone is to attract further investment into the area as well as support the existing businesses to grow and expand by streamlining the planning framework, removing the need to apply for planning permission for appropriate minor and major developments.

The Simplified Planning Zone Scheme defines development zones, planning conditions that will apply to development within the park, and a detailed design guide to promote improvements in public realm, greater legibility in the urban environment and encourages high standards of architectural design, environmental performance and landscaping.

All the key planning issues have been scoped out and addressed upfront to provide a clear route for appropriate development proposals to come forward without recourse to the normal planning control system. This streamlining of the planning system is designed to reduce the timeframe and cost of implementing development opportunities, factors that can make a big difference when businesses are deciding where to invest and create new jobs.

Key to the success of the project was the close collaboration between the two Councils and the landowners. A working group was established early in the project to scope the issues and draft the scheme. Understanding the existing land uses and planning constraints, on what is a large and diverse industrial estate, was an important starting point. The working group was able to bring together commercial intelligence about what existing businesses needed to thrive in this location, with the detailed planning knowledge of the local authority officers.

The result of this collaboration is greater certainty for the existing businesses and future investors, the promise of a streamlined planning process, and a strong message from the Councils that they are 'open for business'. The Hillington Park SPZ has been shortlisted for the RTPi Award for Excellence in decision making.

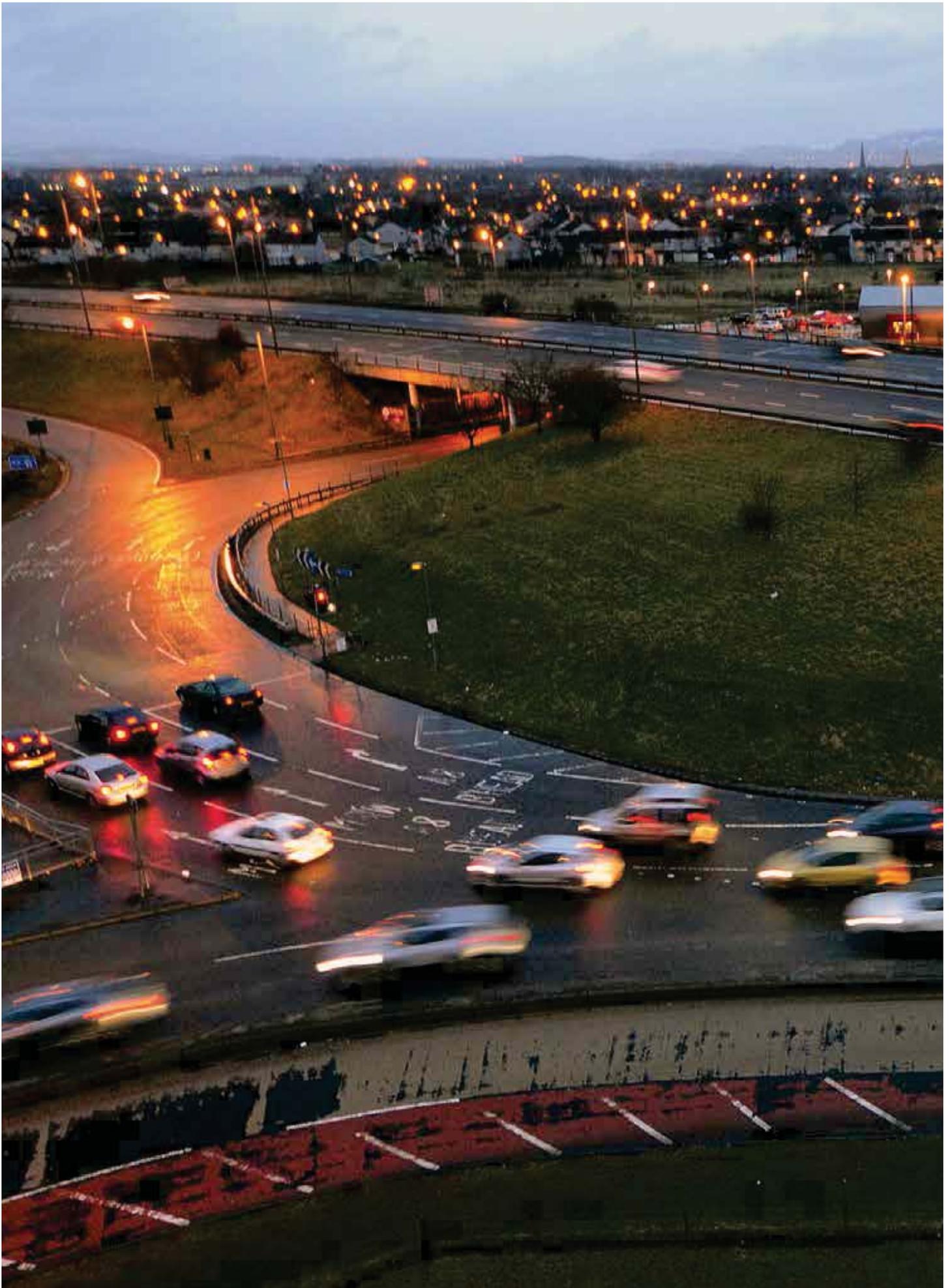
The Simplified Planning Zone Scheme has now been operational for around six months. Renfrewshire Council has received various enquiries and significant progress has been made in attracting new investors to area. However, lessons learned in this short period of implementation have indicated that the Scheme is complex and perhaps not as 'simplified' as it could be.

Given potential complexity, Renfrewshire Council have actively encouraged potential developers to meet and discuss the opportunities created by the Simplified Planning Zone Scheme.

The Scheme should be in place for 10 years, however, it can be altered if there is a requirement. Renfrewshire Council will continue to monitor how the Scheme is used and if considered appropriate will change the Scheme to be more user/developer friendly.

#### Future action

Renfrewshire Council will monitor the use of the Scheme and if necessary will aim to simplify the Scheme to make it easier to understand. In preparing the pilot Simplified Planning Zone Scheme at Renfrew Town Centre, the Council have already used the lessons learned from implementing Hillington Park Simplified Planning Zone and have a much easier to understand Simplified Planning Zone Scheme for Renfrew Town Centre.



## Planning Outcome

Open for Business: Positive actions to support sustainable economic growth and social needs

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### Case Study 4: Simplified Planning Zone—Renfrew Town Centre (Performance Marker 1, 3, 6, 11, 13)

Building on and learning from the implementation of the first Simplified Planning Zone (SPZ) in Scotland for over 20 years at Hillington Business Park, Renfrewshire Council is seeking to establish a SPZ at Renfrew Town Centre.

Renfrewshire Council is considering various initiatives to implement the Town Centre First approach, bringing investment to the heart of our economic centres. The Town Centre SPZ is just one of these innovative mechanisms.

Learning from the experience with Hillington SPZ, Renfrewshire Council is aiming to prepare and implement the SPZ at Renfrew Town Centre in the most cost effective way, providing feedback to the Scottish Government on the lessons learned in implementing a second SPZ.

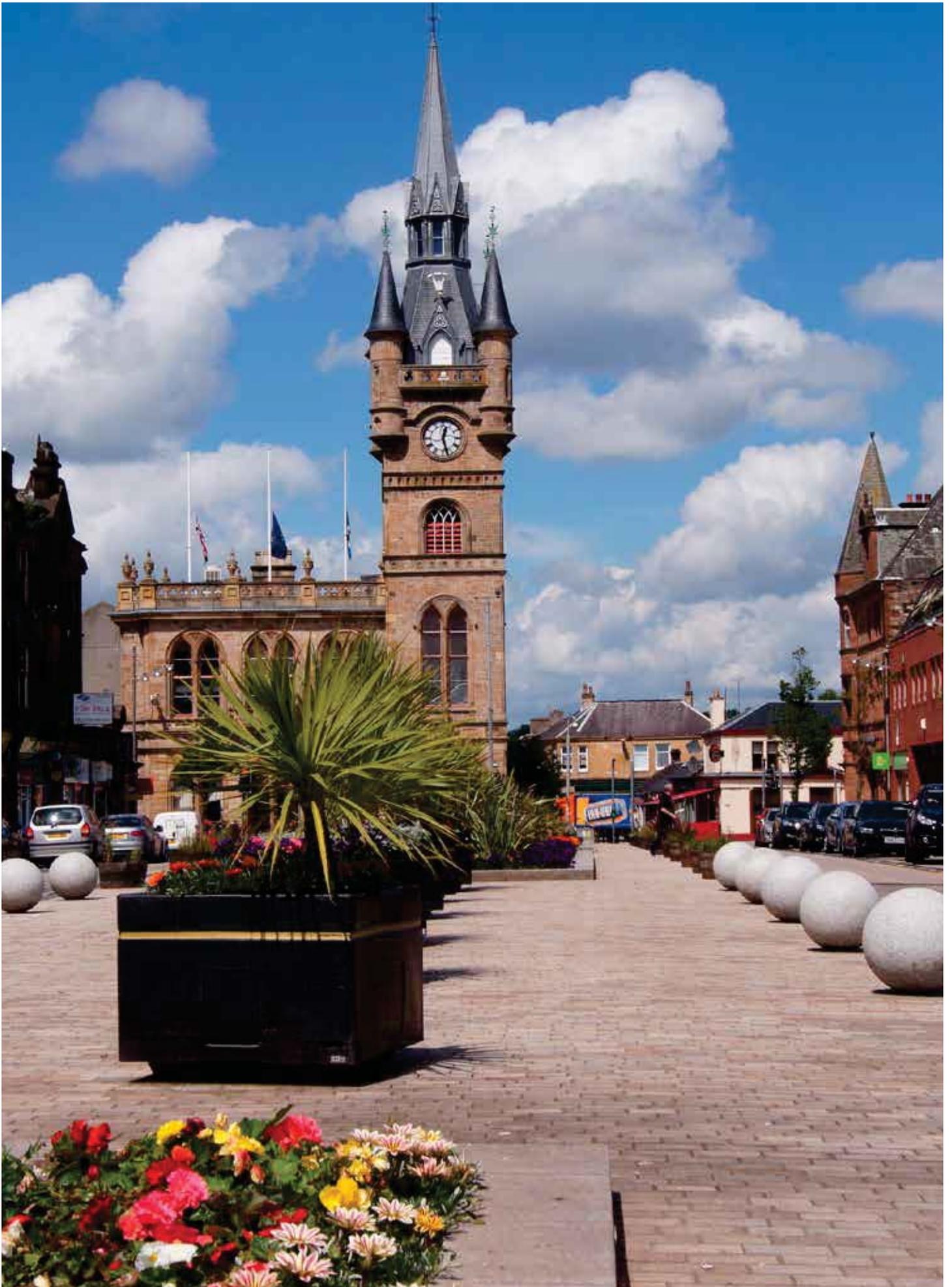
In implementing Hillington SPZ, there were many key lessons learned. In drafting the SPZ scheme for Renfrew Town Centre, Renfrewshire Council have taken on board feedback from the development industry and have drafted a concise, less complex, more simplified Scheme than is currently in place at Hillington.

The Town Centre First innovative approach adopted by Renfrewshire Council through the SPZ scheme is also combined with economic development opportunities such as the Council's Retail Improvement Grant Scheme and the Invest in Renfrewshire Programme. Therefore a business can move into the town centre, change the use of the premises and put in a new shopfront without the need to apply for planning permission. Owners may also be eligible for a grant to improve the shopfront and we can also provide funding for staff, new apprentices or interns. This entire initiative is considered to encourage small, medium and large businesses to invest as well as showing a commitment from the Council by investing in our town centres.

#### Future action

The Council have signed up to preparing a 'lessons learned' report as well as sharing our experience with others through presentations regarding setting up and implementing and SPZ. The Council hopes to encourage others to have an open for business approach in town centres by using the SPZ approach.

To assess the effectiveness of the scheme, the Council will monitor development activity annually and a monitoring report will be published. The progress of Renfrew Town Centre SPZ will be reported in future Planning Performance Frameworks.



## Planning Outcome

High Quality Development on the Ground: Creating and shaping places of which we can all be proud

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### Case Study 1: Renfrewshire's Places (Performance Marker 1, 3, 6, 7, 11, 12)

In the previous Planning Performance Framework, Renfrewshire Council identified the preparation of a new development design guide. This design guide has evolved into Renfrewshire's Places Residential Design Guide.

Renfrewshire's Places sets out the objectives of sustainable placemaking, design considerations and the process through which high quality design can be achieved for residential proposals. It is guidance to encourage best practice and high quality design.

The guide provides advice for the pre-application and application stage of planning as well as the roads construction consent stage of a development.

The guide does not set out generic design principles. It aims to provide a clear understanding of the Renfrewshire context and illustrates appropriate ways to respond to it, rather than setting out prescriptive or universal design standards.

In preparing Renfrewshire's Places, a series of internal workshops were undertaken involving Renfrewshire Council staff from various different services that would provide valuable input into the guide. A representative from the Scottish Government was also present at these meetings to provide guidance and advice on the implementation of the Scottish Government's Creating Places and Design Streets documents. Site visits with the same group were also undertaken to look at successful and unsuccessful implementation of design standards around Renfrewshire.

A number of groups were contacted for their input into the guide, providing a sounding board as to what is considered to be a good place and good design. This was an invaluable part of the preparation process which resulted in changes to the final document. Although this part of the process did add on significant time to the preparation of the document, the outcome was positive and worthwhile.

In presenting this document to the Planning and Property Policy Board in March 2015, there was some criticism of the locations used in the document, some of the photos and perhaps some misunderstanding of what the document was for and who would use the document. The lessons learned from this are that we should have involved the local members in its production. The Council is now undertaking training for the local members on the use of the document. This training will also be rolled out to developers and agents for whom the good practice design guide has been prepared.

Since its approval, Renfrewshire Council officers have been using the document in pre application discussions and in the assessment of planning applications for residential development. The feedback from developers has been positive as the guide provides certainty and some direction for developers.

Renfrewshire's Places was approved by the Planning and Property Policy Board on in March 2015 and has been published on the Council's website.

The preparation of Renfrewshire's Places was identified in the Renfrewshire Local Development Plan Action Programme. This action is now complete but the review of this document, will be on-going as new developments are built in Renfrewshire.

#### Future action

Assessment of the level of satisfaction from developers in using the document will be undertaken along with an assessment of valid and invalid planning applications given the advice set out within the Renfrewshire's Places document. An assessment of the standard of high quality development on the ground will also be undertaken in line with the principles set out in Renfrewshire's Places. Councillor and developer training will also be provided which will allow the Council to gain feedback on the document.



## Planning Outcome

High Quality Development on the Ground: Creating and shaping places of which we can all be proud

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### Case Study 2: Fountain Gardens (Performance Marker 3)

In a public park in the middle of Paisley stands the exceptionally restored Grade A-listed Grand Fountain. The fountain was restored to its former glory after a year-long restoration project.

The cast iron fountain, designed and built by the Sun Foundry is the only one of its kind. Given this, specialist contractors were sought by the Council. The restoration project involved new techniques to improve the process of cast-iron restoration and conservation.

The project was funded by Renfrewshire Council in partnership with the Heritage Lottery Fund and Historic Scotland, and was delivered with great support and involvement from local groups and individuals.

An important part of the interpretation and restoration project was to enable local people to get involved in a range of activities and events remembering and celebrating the social history of Fountain Gardens and Paisley. The DVD link attached at Section 3 Supporting Evidence shows the success of this project.

The Grand Fountain was officially switched on for the first time, since its restoration, on the 6 September 2014 at the Council's Doors Open Day.

The high standard of the project has recently been recognised at the Museums and Heritage Awards winning the Conservation and Restoration category ahead of nominees such as the Tate Galleries and Bletchley Park WW2 Heritage Site.

#### Future action

The Council want to extend and build upon the successful implementation of this project to the rest of the Fountain Gardens Public Park and are considering a phase 2 of the project to encourage a range of activities in a park that has become a magnet for local residents and visitors who consider the park their park. In order to bring forward phase 2 of this project, resources will need to be sought along with the support of the local people and organisations.



## Planning Outcome

High Quality Development on the Ground: Creating and shaping places of which we can all be proud

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### Case Study 3: Johnstone Town Hall (Performance Marker 14)

In the last two Planning Performance Frameworks Renfrewshire Council have provided updates on the construction of a new £14.5 million Town Hall in the middle of Johnstone Town Centre.

The Town Hall was developed in line with a masterplan and has secured Development of the Year (Public Building) in the Scottish Property Awards 2015. Previously, artist impressions have been presented in the Planning Performance Frameworks, however the photographs of the newly opened building shows why Renfrewshire Council consider that this is a high quality development on the ground.

The building opened officially in May 2015 and is already a well used asset within Johnstone. The new town hall includes a library, theatre and conference space, dance studio, cafe and meeting rooms. It offers a range of Council Services under the one roof as well as housing Police Scotland and the charity Macmillan Cancer Support.

Renfrewshire Council hope that this quality of build in the town centre will be a catalyst for further investment in the town by the public and private sector. It is also hoped that the redevelopment of this stalled site will reinvigorate other stalled sites in and around Johnstone.

#### Future action

With the consolidation of many of the uses and activities in one building this has resulted in a number of additional vacant properties in and around the town centre. The Council require to look at how to regenerate and redevelop these sites along with other vacant and derelict sites in and around Johnstone.

The preparation of Town Centre Strategies, with an Action Programme for each of Renfrewshire Town Centres, is one way that the Council propose to promote our centres for development by identifying priority areas, opportunities along with partnerships that can help in the delivery of these priorities. The Town Centre Strategies are reported later in this Planning Performance Framework.



## Planning Outcome

High Quality Development on the Ground: Creating and shaping places of which we can all be proud

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### Case Study 4: Paisley Town Centre Heritage Asset Strategy (Performance Marker 3, 6, 12, 14)

The Paisley Town Centre Heritage Asset Strategy (PTCHAS) highlights the world class standard of Paisley's built and cultural heritage and provides a framework for investment that will drive the economic, cultural and social regeneration of Renfrewshire.

The Strategy sets out an ambitious vision for Paisley with a number of projects and developments proposed. The strategy will also develop opportunities to improve the tourism and visitor offer along with providing significant employment and regeneration opportunities. The Strategy identifies opportunities to ensure that the economic gains made are seen across Renfrewshire and are beneficial to local people in terms of training, employment and business development.

A key factor in delivering the Strategy will be the success in securing funding from external sources and to this end, Officers from a range of Council Services, Partner Agencies and Community Organisations are already working to ensure that every opportunity is pursued to bring additional money into Paisley and Renfrewshire.

Indicative cost estimates for the range of supporting capital projects envisaged by the Strategy suggest a total investment of around £90m, subject to appropriate testing and the development of detailed proposals and business cases. The monitoring of this budget is undertaken by the Project Steering Board which was set up for the Strategy.

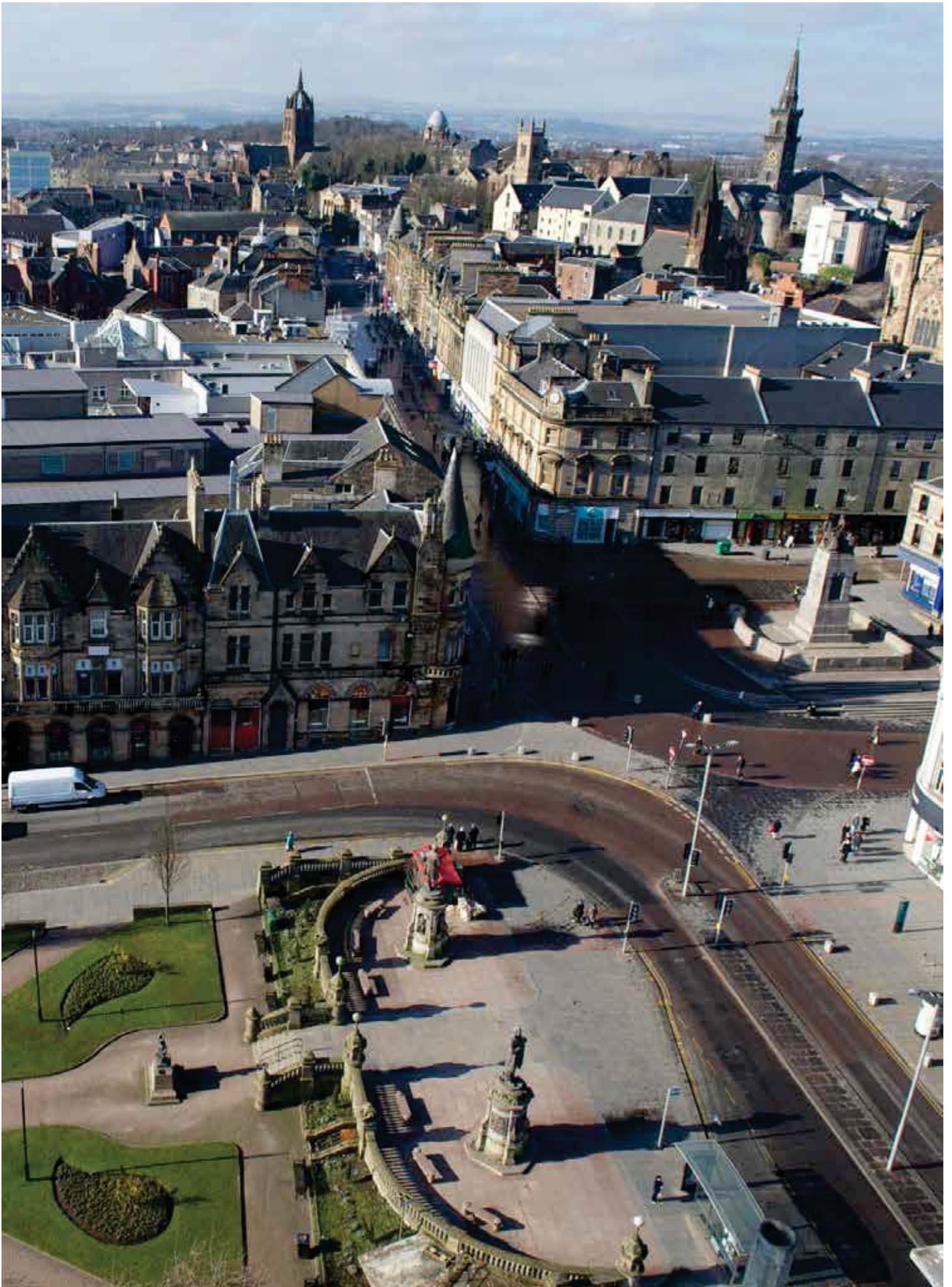
A group of Strategic Advisers have also been recruited to take forward the Strategy. This is a group of experienced regeneration, cultural development, tourism and events experts who will mentor and guide the Council through our development of projects and programmes.

In addition a Programme Manager, experienced in major and multi faceted capital projects, was recruited to work alongside the Planning and Economic Service team to deliver the various work streams. A further Project Manager and Marketing Officer has been brought on-board to complete the in-house team.

Given the significance of this project to the Council and for all of Renfrewshire, it is considered that effective management structures are crucial to ensure the success of this project.

#### **Future action**

Frequent progress reports on the Strategy and the management measures surrounding the implementation of the projects in this Strategy will be reported to various Boards in the Council with targets and priorities set and monitored by the project manager.



## Planning Outcome

High Quality Development on the Ground: Creating and shaping places of which we can all be proud

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### Case Study 5: Russell Institute (Performance Marker 12)

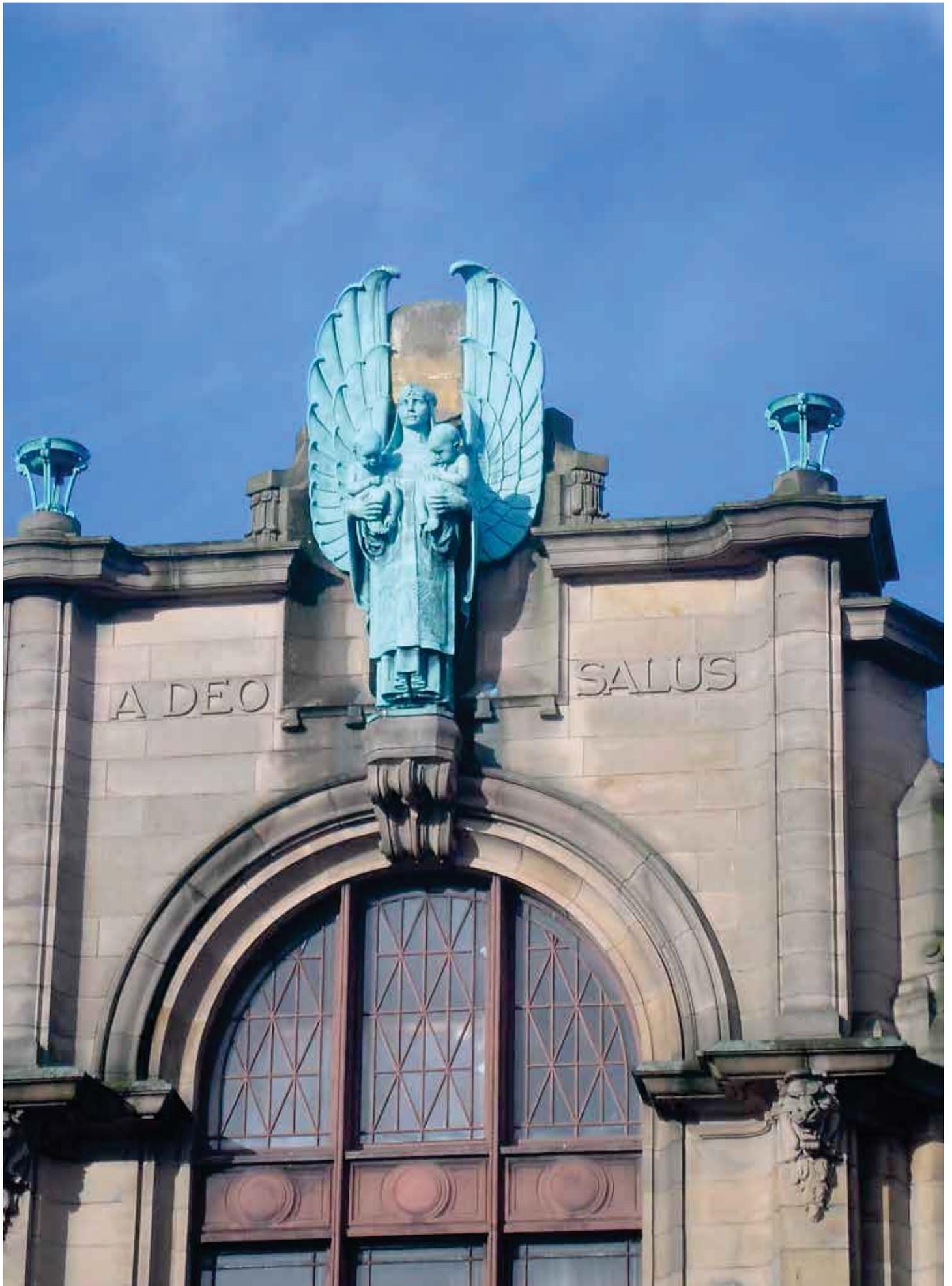
As an integral part of the Paisley Town Centre Heritage Asset Strategy, the restored Russell Institute, a Category A listed building, will provide attractive, flexible office space to accommodate a Skills and Employability Hub which will benefit the Renfrewshire economy by providing up to 200 jobs.

The project will be funded by a range of external funders and the Council through approved service budgets. The project will provide centralised services whilst bringing a valuable historic building back into active use. The hub is due to be completed and ready for occupation in June 2016.

Again, to ensure successful implementation of this important project in the heart of Paisley an effective management structure has been set up. The management structure includes a project team which grows and contracts as different skills are required at different part of the development process. The project team is led by Planning and Economic Development, with technical support and project management from the Council Property Services as well as legal representation and a procurement officer. The main contractor for the works along with a team of professional advisors including conservation accredited architects have become an integral part of the project team to prepare the detailed design and the repair and restoration aspects of the project.

#### Future action

As this is an integral part of the Paisley Town Centre Heritage Asset Strategy progress on this project will require to be reported frequently to the Council Boards. The project team for the restoration of the Russell Institute is key to ensuring this project gets delivered on time and on budget resulting in a high quality and sustainable restoration of the A-Listed building that will be brought back into active use. Continuous monitoring of the project is central to the success of this project.



## Planning Outcome

Certainty: Consistency of advice, process, engagement and decision-making

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### Case Study 1: Processing Agreements (Major/Local) (Performance Marker 1, 2, 3, 6, 11)

Processing agreements are frequently used for development proposals. Renfrewshire Council have been using processing agreement for both major and local developments, particularly in relation to residential developments or more complex proposals.

Processing agreements are raised at pre-application stage and developers are directed towards the Scottish Government's processing agreement template through a highlighted link on Renfrewshire Council's Planning web pages.

In terms of the use of processing agreements in 2013/14, two major applications and one local application were subject to processing agreements. In 2014/15 there were four major applications, seven local developments and one other consent which was a complex listed building application.

Renfrewshire Council is seeing an increase in more complex local planning applications as well as major applications and it is anticipated that the number of processing agreements will continue to rise over the years as the economy recovers.

Feedback from developers and applicants regarding the use of processing agreements is positive. They provide certainty on timescales particularly in relation to when an application is expected to be determined and likely to go to Planning Board, where applicable. Renfrewshire Council Planning Boards only meet every three months so this allows developers to target certain Planning Boards.

#### Future action

Renfrewshire Council will continue to monitor the use of process agreements and will continue to promote them for major and local level applications, where appropriate. We will also continue to ask developers for their opinion on how the processing agreement system works for them. Renfrewshire Council will attach a question to the Development Management Applicant Survey to gain evidence of this satisfaction for future Planning Performance Frameworks.



## Planning Outcome

Certainty: Consistency of advice, process, engagement and decision-making

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### Case Study 2: Town Centre Strategies and Action Plans (Performance Marker 3, 6, 7, 12)

In line with Scottish Planning Policy and the Town Centre First approach, Renfrewshire Council have prepared Town Centre Strategies, associated Action Plans and Town Centre Health Checks for the Town Centres in Renfrewshire.

The strategies outline where each centre sits in Renfrewshire's Network of Centres, the centre's strengths, what is happening in each town centre and how to make the most of the existing opportunities. An Action Plan is proposed with an indication of how this could be implemented.

The individual strategies for each centre have been prepared in draft form as the Council want the input from the commercial operators and businesses, the people who live and visit the centres. Renfrewshire Council have set out what they think is a way forward, but the final Town Centre Strategies will hopefully be what the stakeholders and users of the centres want to see happening in our town centres.

The biggest challenge in gaining individuals input in shaping each strategy is how best to consult and engage widely. The input from those who are in the town centre is important, but it is also important for those that use the town centres to inform the strategies.

The use of social media, along with consultation techniques such as the use of libraries and public places to display the strategies will be used. Many of our elected members are very keen on discussing the draft Town Centre Strategies with their electorate, so there will be presentations and meetings with many of the local groups in Renfrewshire. It is also proposed to have planning officers spend time in and around each of Renfrewshire's Town Centres speaking to those that live, are working or visiting our Centres.

By producing draft Town Centre Strategies, the Council considers that we will learn from the stakeholders rather than setting out what professional officers or councillors consider is correct for town centres. The Council views this approach as important for continuous improvement. Our engagement and consultation techniques have also been altered in line with what was considered successful when undertaking previous consultation on other planning projects.

#### **Future action**

The results of this consultation will be reported in the next Planning Performance Framework along with other aspects that the Council learned and improved from engaging with Renfrewshire's residents, businesses and visitors.



## Planning Outcome

Communications, Engagement and Customer Services: communications strategy for engagement and positive customer experience

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### Case Study 1: Development Management Applicant Survey (Performance Marker 1, 6)

We reported in our last Planning Performance Framework that we had created a survey and attached a link to the survey on our letter templates, email footers and web pages to gather information about service delivery.

The survey was the first part of a three step approach developed to gather information from users of our service in respect of service delivery; staff skills and also to promote our service and the good work that was undertaken.

The three steps in the approach were:-

- First approach - survey developed to gather information in respect of delivery; timelines; information we provide to our users; professionalism and staff attitude and satisfaction with Development Standards Service,
- Second approach - one to one meetings with users of the Development and Housing Service in specific Development Management and Building Standards teams and,
- Third approach - an annual event bringing together our applicants/agents/house builders/consultees. This event was to be used to communicate with users of our service and highlight areas of interest such as Paisley Town Centre Heritage Asset Strategy.

The first step, survey, was split into 6 parts with a total of 11 questions. When our last Planning Performance Framework was submitted in September 2014 there were not enough responses to the survey as the survey only went live in February 2014.

We have now had an appropriate length of time for the survey to run and have gathered responses during a period from February 2014, when the survey started, until end of March 2015. This has resulted in a total of 60 responses, however 25 were incomplete. Of those surveys completed the results have been poor in that there has been no consistency in responses to allow comparisons. Unfortunately, this has prevented us moving onto steps two and three as outlined above.

#### Future Action

Our current survey has not provided the Council with sufficient information to fully assess Development Management's performance. Our intention is to adapt the current survey which will be more focused and include questions which will gauge all of our teams involved in the planning application process such as Development Planning and Building Standards. We will continue to implement this approach and assess the responses and outcomes of this. This will be reported in our future Planning Performance Frameworks.

## Planning Outcome

Communications, Engagement and Customer Services: communications strategy for engagement and positive customer experience

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### Case Study 2: Development Trusts (Performance Marker 3, 6,)

Renfrewshire Council recognise the emerging role of Development Trusts as key partner organisations which act as a catalyst for regeneration, delivering locally established aspirations of the communities they serve. The Council are keen to foster this approach to engage more effectively with local communities and have worked closely with Trusts in Bishopton and Renfrew to facilitate their growth and support project development.

In Bishopton, the Community Development Trust is closely aligned with the regeneration of the former Royal Ordnance Factory site, to the south west of the existing village. Consent is in place for the long term redevelopment of the site as a mixed use community growth area, incorporating residential, commercial, community and recreation uses.

As part of an associated S75 legal agreement between the Council and site owners BAE Systems, a key planning obligation is the formation of a Community Development Trust for the implementation of projects which are identified by and benefit the local Bishopton Community. The Trust will be supported by a contribution of £300,000 from BAE Systems over the lifetime of the development.

During 2014 the Council supported community representatives in establishing the Bishopton Development Trust. As well as this, the Council facilitated sessions with Engage Renfrewshire, a local organisation specialising in the growth of community capacity and social enterprise. These sessions assisted in determining the broad objectives of the new body and the appropriate legal entity to achieve these (a CLG with charitable status). The Council sit on the Trust Board and have a key role in supporting and advising the body on the development of projects identified through local community consultation. The Trust will undertake a major consultation exercise in summer 2015 to inform the development of an action plan and key projects going forward.

The Renfrew Community Development Trust was established in 2013. The Trust secured funding and in 2014 delivered a wide ranging community consultation process which informed an action plan of projects within the town. These included the development of a community hub and supporting the establishment of both their own and other social enterprises in the area. The Council have supported the Trust in locating premises within the town centre for the Community Hub project, provided guidance and support in relation to assembling funding packages and continue to provide guidance and a staff resource to assist in project development.

#### Future action

In line with the Community Empowerment Bill, the Council will continue to closely work with and support Development Trusts to realise projects and activities identified within their action plans. Support and guidance will also be provided to groups and organisations who seek to form Development Trusts as a vehicle for community led regeneration.

## Planning Outcome

Efficient and Effective Decision Making: Ensuring structures and processes are proportionate

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### Case Study 1: Housing Land Supply Supplementary Guidance Framework (Performance Marker 1, 6, 7, 11, 14, 15)

The Scottish Government Reporter to the Examination of the Renfrewshire Local Development Plan (LDP) concluded that Renfrewshire has a shortfall in its housing land supply and recommended that the Council prepare Supplementary Guidance (SG), within 1 year of the adoption of the LDP, which would include a detailed framework to guide the release of additional housing land.

Renfrewshire Council has prepared a Draft Housing SG which includes a detailed framework with criteria to allow the Council to grant planning permission for planning applications that come forward for new residential developments, if they are in accordance with the Housing SG framework. The draft Housing SG also contains guidance that the Council will work with developers where existing consents have been given but due to the economic circumstances these consents are proving difficult to implement. The Council will look at easing planning conditions and legal agreements where appropriate to allow development to proceed without compromising standards.

The Council require to put the draft Housing SG to the Planning and Property Policy Board before consulting and engaging on the Housing SG. It is hoped that as well as the detailed framework for release of further land for housing development that there will be a positive reaction to the Council aiming to include an efficient and effective decision making framework which will allow existing consents for housing to come to be delivered.

#### **Future action**

The reporting of the Housing SG to the Planning Board and then extensive consultation and engagement on the document. Following any changes to the Housing SG, leading to adoption, the Council would like to report on the progress of the Housing SG in the next Planning Performance Framework. In particular the Council would report in terms of the detailed framework for bringing additional housing land forward along with progress on stalled sites.



## Planning Outcome

Efficient and Effective Decision Making: Ensuring structures and processes are proportionate

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### Case Study 2: Legacy planning applications (Performance Marker 1, 6, 14)

We reported in our Planning Performance Framework 2013–2014 a process that we introduced into our monthly performance to capture applications to ensure that they are processed before they reach 'legacy' status.

This process is now fully established into the working practice of the Development Management section in Planning. The process is undertaken by a Planning Performance Officer who extracts information and data each month from the planning application system programme Acolaid. The Planning Performance Officer collates the information together in an excel spreadsheet with a report given to the Head of Planning and the Development Management Manager on the performance of officers, highlighting any blockages in the system. The report identifies the number of applications allocated to a Development Management officer, highlighting those applications, for what ever reason, that have reached a 3 month, 6 month, 1 year, 2 year or 3 year trigger. This provides the Development Management Manager with an indication of applications which are legacy cases and these are discussed, reviewed and resolved at the monthly meetings that are carried out between managers and officers.

Introducing this performance measure has helped to prevent future legacy cases in Renfrewshire. During reporting period 13/14, 4 'legacy' applications were cleared with 3 remaining at the end of the period. We omitted to provide these details in our Planning Performance Framework 2014 (PPF 2014). During reporting period 14/15, 3 'legacy' applications were cleared with 2 remaining at the end of the period.

#### Future action

Renfrewshire Council will continue to use the performance measure put in place to help reduce legacy applications. However, there is potential to investigate whether this trigger can be a feature which is integral to the back office system in the planning application programme Acolaid, creating a work flow task which would be highlighted electronically to the manager, using the existing planning application programme more efficiently.

## Planning Outcome

Efficient and Effective Decision Making: Ensuring structures and processes are proportionate

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### Case Study 3: Transition Zones

(Performance Marker 1, 6, 7, 11, 12, 14)

In the previous Planning Performance Framework, Renfrewshire Council reported that the Renfrewshire Local Development Plan identifies 12 Transition Areas, where change is anticipated, there is development potential and that the successful delivery of development will support local communities and contribute to economic growth.

The Renfrewshire Local Development Plan Action Programme set out that the Transition Zones Development Guides were to be prepared over a period of two years. The Erskine Riverfront Transition Zone Development Guide is the first of 12 development guides to be prepared. With another 3 development guides being produced over the year ahead.

The Erskine Riverfront Transition Area Development Guide presents a range of land use options for this area that has stalled as well as advice on what requires to be considered in preparing development proposals for this site. The options presented are not intended to provide a masterplan detailing specific land uses assigned to each site, instead the guide allows for flexibility by presenting potential development options in line with uses identified in the adopted Local Development Plan. It is anticipated that this guide will help stimulate and facilitate development of this vacant land within a sustainable location.

Renfrewshire Council see the Transition Zone Development Guides as marketing documents that promote sites for various development opportunities rather than setting a formal planning framework. This has required a different mindset for our planners and has presented challenges in the drafting of these documents. Renfrewshire's planners have welcomed external input from the development industry to help shape these documents and will require this as an on-going mechanism to inform the Transition Zone Development Guides.

The development guide is being used by the Council's Property Services to actively market sites that are in the Council's ownership. The guide is also being used by private landowners and developers to influence and encourage development of land that is in close proximity to their sites.

#### **Future action**

Work with the development industry to ensure that the development guides are fit for purpose and deliver developments on the ground.

## Planning Outcome

Effective Management Structures: Ensuring management structures are fit for purpose

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### Case Study 1: Close working relationship with all services (Performance Marker 1, 3, 6, 12)

In the previous Planning Performance Framework, Renfrewshire Council reported on cross departmental input that happens during the pre application stage of the planning process. This process has now been formalised by Development Management. A protocol has been produced for officers dealing with national, major or significant local planning applications. This protocol was issued to all Development Management officers as well as those officers within the Council who would require to input into discussion of applications that are significant or more complex in nature.

The protocol sets out what is expected of officers at each stage of the planning process. An officer from each section such as education, roads, drainage, environmental services and the various parts of the Planning and Economic Development section is nominated as the first point of contact to ensure consistency in the advice that is given out. As soon as an enquiry is submitted to the Council the planning officer in Development Management emails the known contacts and indicates who would be best to attend a meeting depending on the scale, nature and level of detail that is known with the planning enquiry.

It is considered that this more formal process for dealing with significant planning proposals is working well particularly given the reduction in resources at the Council. As well as this the Council are gaining positive feedback from small to large developers regarding the consistent approach and familiarity of officers and the advice given to each individual proposal.

It should also be noted that Renfrewshire Council does not charge for the pre application advice service. In fact Renfrewshire Council actively encourages developers to meet and discuss proposals with the Planning Service as early as possible. This then usually results in several meetings throughout the process, with advice given not only from a planning perspective but also from all other services within the Council, where appropriate.

As set out in previous Planning Performance Frameworks, Renfrewshire Council operate a duty planning officer system where any prospective developer can come into the Council without an appointment and seek advice on their proposal. For more complex proposals, an initial view will be given by the duty planning officer with the offer of a more formal meeting to help potential applicants through the planning process.

Although providing extensive pre application advice can be very resource intensive, it can be seen from the National Headline Indicators in Part 1 of this Planning Performance Framework that this has not adversely impacted on Renfrewshire Council's performance in determining planning applications, which are significantly above the national average.

#### **Future action**

Given that the protocol is in its infancy and the Council are now just receiving more significant planning applications submitted following a slight upturn in the economy, the Council will continue to monitor this process and report progress, changes or alterations to this protocol.



## Planning Outcome

Financial Management and Local Governance: Demonstrating effective governance and financial management

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### Case Study 1: Local Green Network Projects (Performance Marker 7, 12)

In previous Planning Performance Frameworks, Renfrewshire Council has reported on the implementation of the local green network projects that are initially identified at the Strategic Development Plan level and brought down to the local level and identified in the Renfrewshire Local Development Plan.

The local green network projects are seen as an important contributor to regeneration in Renfrewshire's communities. The Council has committed funds to the delivery of local green network projects that will improve sites and locations and will:

- have a direct, lasting and noticeable improvement to the appearance or ease of use of an area or street;
- be publicly visible and accessible;
- improve community safety;
- benefit a large number of people;
- have local support;
- supplement the operational programme of Council Services;
- be easy to implement and not result in increased maintenance costs.

Since 2011, around £6 million has been put into delivering green network projects across Renfrewshire. In addition there has been great success in securing significant levels of external funding from a range of sources including Lottery, Forestry Commission Scotland, Sustrans, Central Scotland Green Network Fund, Historic Scotland, Renfrewshire LEADER and Renfrewshire 's Local Area Committees.

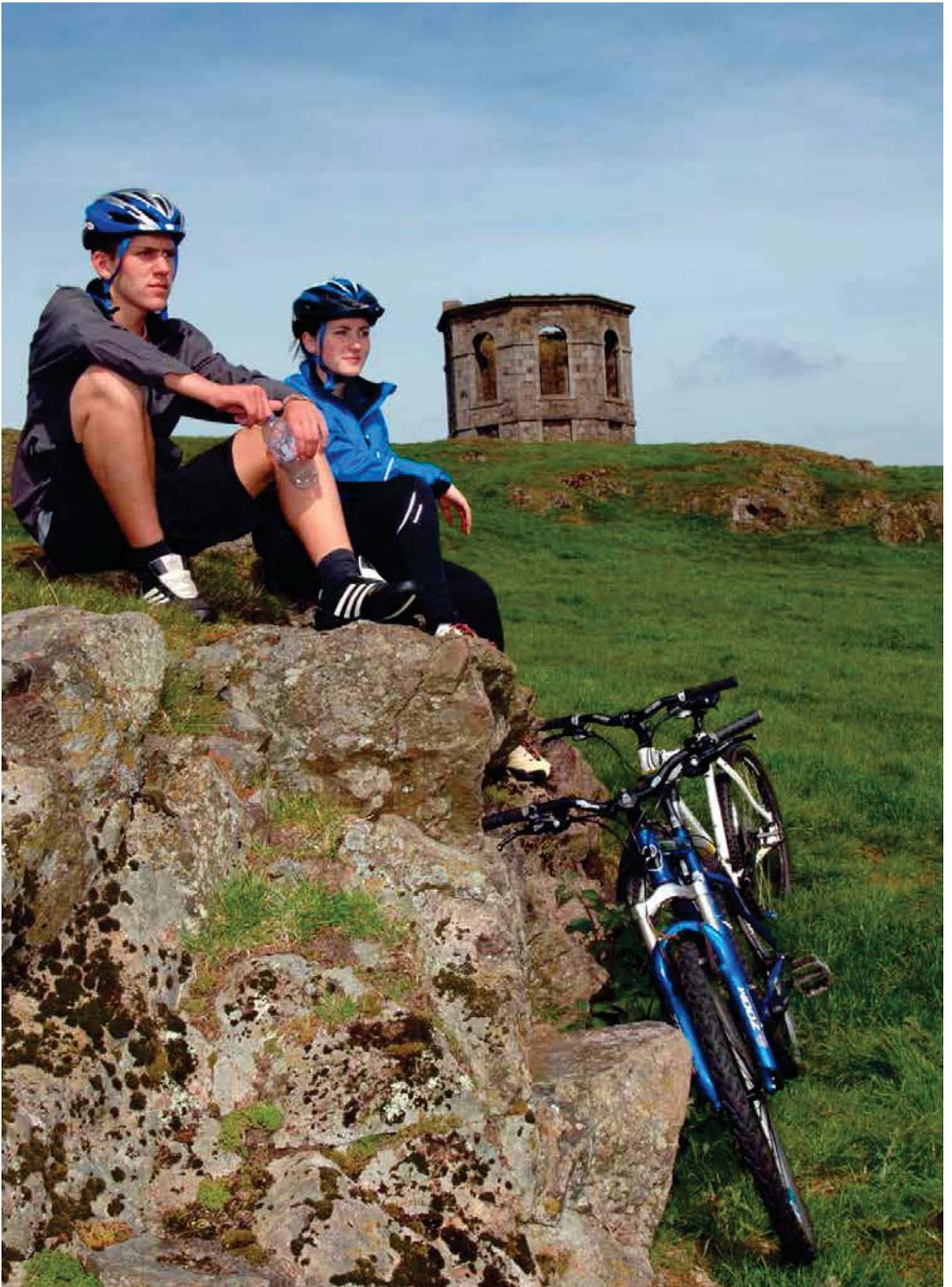
Given the range of funding provided for the local green network projects, financial monitoring and management is crucial. Renfrewshire Council have undertaken the financial monitoring of the projects by working closely with officers in the Finance section of the Council. In fact, given the complexity of the funding and resourcing of many of the projects that Planning implement, the Council have a finance officer embedded in the Planning Service to closely monitor all of Planning's projects.

In relation to the financial monitoring of the local green network projects, the finance officer enters all of the details of each funding strand into financial spreadsheets which are then allocated against specific projects. Monthly budget monitoring meetings are held with the team in Planning responsible for the implementation of the projects and the finance officer. In preparation for these monthly budget meetings, each officer is responsible for completing a progress report on each individual project indicating amongst other things the spend on the project over the last month. This process allows for updates to be sent to external funders as well as the Councillors.

There is also regular reporting to Council Boards providing progress updates along with before and after images to see the difference that the funding is making to the communities within Renfrewshire.

#### Future action

The Council will continue to financially monitor the local green network projects by the process set out above, however given the reduction in resources and staff, it is questionable whether the finance officer embedded in Planning will remain.



## Planning Outcome

Financial Management and Local Governance: Demonstrating effective governance and financial management

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### Case Study 2: Paisley Townscape Heritage Initiative & Conservation Area Regeneration Scheme (Performance Marker 6)

Over the last few years Renfrewshire Council have reported on the progress of the Paisley Townscape Heritage Initiative (THI) and Conservation Area Regeneration Scheme (CARS). The Paisley THI and CARS project is being implemented to the southern side of Paisley Town Centre. The project aims to support investment through heritage-led regeneration with a high-quality repair and restoration scheme to residential and commercial properties.

A key element of the THI/CARS project is the award of grants to third parties for building repairs, shop front improvements and works that bring vacant historic buildings back into beneficial use. Since the start of the project in 2010, 13 Grants have been awarded, 7 projects have been completed and the others are likely to be completed by the end of 2015.

As well as the physical improvement in the area, there is also an activity and training plan associated with the THI/CARS project. Good progress has been made on the delivery of the wide range of activities and training opportunities identified in the THI/CARS approved Activity and Training Plan. The activities include:

- Five volunteers participating in the Tourist Guide Training Course to become Scottish Tourist Guide accredited;
- Creative Workshops with young people from the Children's Services producing art work for four large scale interpretive banners for the area;
- Oral History Project which involved Creative Media students from the University of the West of Scotland interviewing the community to build up a series of recordings for use in the preparation of a Paisley Audio Guide and Phone App.

The THI/CARS project is on target to achieve 100% of projected spend and to meet its performance targets by the project end date which is 2016. Renfrewshire Council considers that this is one of many projects that has delivered high quality development on the ground and the physical improvements to the character and appearance of this area of Paisley is clear to be seen from the before and after photographs of the area.

Although the Council considers that this project has been a real success, there have been challenging matters which have required to be dealt with throughout the project lifetime. Like any project, there have been unexpected delays, some projects not going ahead and some activities not gaining the interest intended.

#### Future action

A lessons learned approach will be required for this project particularly given that Renfrewshire Council have successfully bid for funding to develop a new Townscape Heritage (TH) project for Paisley Town Centre at the core of the Paisley Heritage Asset Strategy.



before (above) and after (below)



## Planning Outcome

Culture of Continuous Improvement: Demonstrating a culture of learning and improving

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### Case Study 1: Benchmarking group (Performance Marker 6, 13)

The West of Scotland Planning Benchmarking Group consists of participants from the following Councils: East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire and West Dunbartonshire. The Group normally meets every 3-4 months. The meetings are minuted, with the host Council and chairperson rotating around the Councils.

A wide range of topics are discussed at these meetings. The meetings allow for the sharing of experiences and of best practice. This does not necessarily lead to standardisation of practice, but allows for legislative interpretation and practice to be shared.

This year the benchmarking group has focused of the following topics of discussion:

- The Planning Performance Framework, where the Councils' submissions and feedback reports were discussed, with the councils learning from each-other's reports;
- The High Hedges Act, where policy and practice was shared, leading to a better understanding of the legislation, and experiences shared of the approaches which can be taken on a range of issues on this new subject;
- Pre-application councillor briefings, allowing the authorities to share how they are implementing the government advice;
- Staffing levels within the authorities, looking at how each authority's service is staffed, allowing comparisons with performance statistics; and,
- Archaeological advice and how the authorities purchase this service through either the West of Scotland Archaeological Service or from private consultants, and whether value-for-money is obtained.

In addition to the formal meetings, the participants also use the email list as a 'forum' for quickly asking questions on areas of uncertainty.

This group concentrates on development management issues. Development planning teams benchmark extensively with the eight Councils who prepare the Glasgow & The Clyde Valley Strategic Development Plan (including sub-groups); as well as through Heads of Planning, the national Development Plans Forum and the Development Planning sub-group.

Benchmarking also takes place supporting environmental and technical functions, including through the Glasgow and Clyde Valley Green Network Partnership; the Scottish Outdoor Access Forum; the Scottish Strategic Environmental Assessment Forum and the Corporate Address Gazetteer Forum.

#### Future action

With continued need for efficiency in resources and as voluntary redundancy and voluntary early retirement continue at each local authority, there is an increased need to share best practice models and processes. At present the number of meetings is manageable over the year, however again to increase efficiency there may be a need to look at setting up more online forums to share best practice whilst officers remain at their desk.

## Planning Outcome

Culture of Continuous Improvement: Demonstrating a culture of learning and improving

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### Case Study 2: Design Forums (Performance Marker 6, 12, 13)

In previous Planning Performance Frameworks it has been reported that Renfrewshire Council regularly attends the Local Authority Urban Design Forum where knowledge, skills and best practice is shared amongst all attendees.

This year an officer from Renfrewshire Council has joined the Steering Group to help shape the programme for discussion as well as the priority areas for development. Renfrewshire Council have also presented many of our ideas to the Urban Design Forum and gaining valuable feedback to improve our projects, strategies and plans. Renfrewshire Council have learned a significant amount from attending this forum and continue to adapt our practices in line with the good practice gained from the forum.

Given the benefits from learning from good examples, Renfrewshire Council recently took up an offer from Stewart Milne Homes to go around many of their housing sites where they have tried to implement Designing Streets and Creative Places objectives. This allowed the Council to see the implementation of good practice examples from the private sector. This also helped Renfrewshire Council shape the production of Renfrewshire's Places which is highlighted earlier in this document. It is considered that learning from practical examples that can be seen on the ground has helped the Council to improve and it is hoped that by working and learning from a range of sources that the Council will continue to improve.

#### Future action

Renfrewshire Council would like to arrange other visits to development sites to gain a better understanding of good design and layout.

## Case Study 3: Development Management Processes (Performance Marker 1, 5, 6, 11, 15)

In the Previous Planning Performance Framework, we reported that the Planning Enforcement Charter had been reviewed and was up to date. This Charter has again been reviewed to ensure that the standards set out remain relevant and allows a good level of customer service.

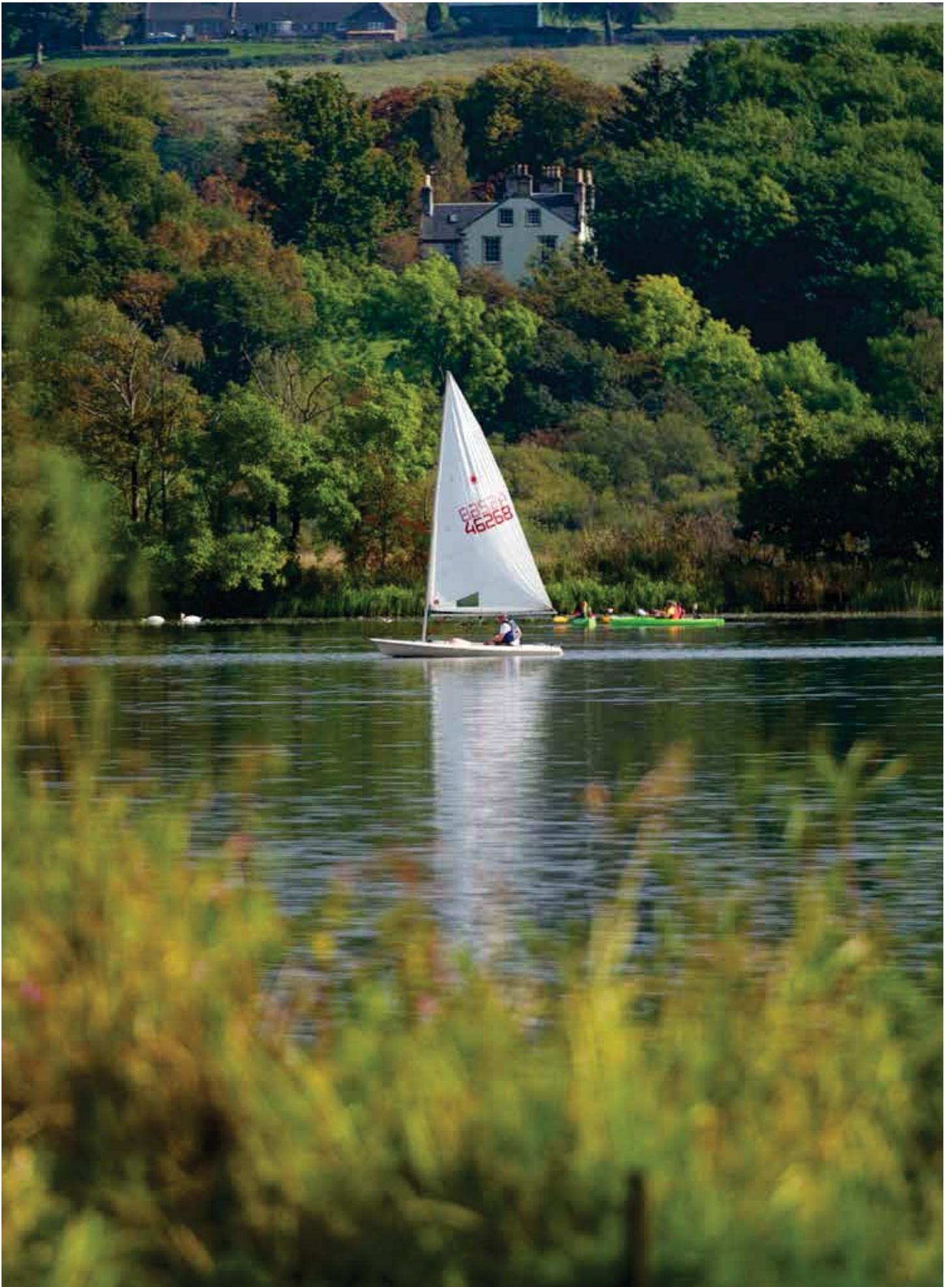
The Council has also reviewed the Scheme of Delegation and considers that the Council's approach remains proportionate. The scope of delegation allows a significant amount of applications to be delegated to the officers in Development Management retaining much of the decision making at the local level. The decision making performance figures set out in Part 1 of this Planning Performance Framework provides evidence that Renfrewshire Council have a satisfactory scheme of delegation.

Recently Renfrewshire Council have seen an increase in Proposal of Application Notices for a range of major planning applications. This process has caused some confusion for our elected members and given the significance of some of the proposals it has also caused them some concern. Renfrewshire Council continues to carry out training for Councillors on various aspects of the Planning system. It was considered that training for Councillors in relation to Proposal of Application Notices would be useful to allow a better understanding of this process. This training was well received and it was requested that when these Proposal of Application Notices are submitted to the Council that a short report is prepared for the Planning and Property Policy Board members to describe the proposal, the site, what policies would be considered in assessing the proposal, relevant history and key issues. This reporting keeps elected members up to date but also allows members to identify any other issues that needs to be reported to the developer at this early stage in the planning process.

Renfrewshire Council consider that there is clear and proportionate advice given in relation to developer contributions throughout the planning process. The Renfrewshire Local Development Plan does not have a developer contributions policy however within the Infrastructure Section of the Local Development Plan there is a section which sets out what is expected from developers in relation to developer contributions. At pre application meetings, the expectations of Renfrewshire Council in relation to developer contributions are always set out for developers. Even though there is no developer contributions policy, developers are still required to make good any infrastructure deficits associated with any new development. To tackle concerns over the expense and delay in planning obligations, the Council has adopted a proportionate approach to the need for such obligations and in almost all cases will aim to deal with matters by planning conditions.

### Future action

Renfrewshire Council will continue to review both the Enforcement Charter and the Scheme of Delegations to ensure that they are proportionate and fit for purpose. Councillor as well as developer training will continue and it is hoped to run some training on how house building can help the economy of Renfrewshire in association with Homes for Scotland and some of their members. The need for a developer contribution policy will be reviewed as the review of LDP1 is undertaken over the next year.



# Part 3

## Supporting Evidence

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Part 2 of this report was compiled drawing on evidence from the following sources:

### **Renfrewshire Local Development Plan**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/dh-renfrewshirelocaldevelopmentplan>

### **Glasgow and Clyde Valley City Deal**

<http://renfrewshire.cmis.uk.com/renfrewshire/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=%2brGllpSL%2bceiOIE M8ExVXD3QwODOCHSqUh56k0Zeu5PTqLvtShwqpg%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNlh225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSffXsDGW9IXnlg%3d%3d=hFFLUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFFLUdN3100%3d&uJovDxwdjMPoYv%2bAjvYtyA%3d%3d=ctNJff55vVA%3d&FgPIIEJYlotS%2bYGoBi5oLA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJff55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJff55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJff55vVA%3d>

### **Renfrew Simplified Planning Zone**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-renfrewtowncentrespz>

### **Renfrewshire's Places**

– waiting on Graphics

### **Fountain Gardens; Grand Fountain**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/nature+conservation+and+greenspace/pt-grandfountain>

### **Johnstone Town Hall**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/regeneration+projects/ce-johnstonetownhall-updates>

### **Processing Agreements**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/planning+applications/pt-kr-processingagreements>

### **Hillington Park Simplified Planning Zone**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/dh-hillingtonsp>

### **Local Development Plan New Development Supplementary Guidance**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/dh-renfrewshirelocaldevelopmentplan>

### **Housing Land Supply Supplementary Guidance**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-ldp-housingsg-callforsites2015>

### **Renfrewshire's Transition Areas**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-kr-renfrewshiretransitionareas>

### **Paisley Town Centre Heritage Asset Strategy**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/regeneration+projects/pt-paisleyheritageassetstrategy>

### **Russell Institute**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/regeneration+projects/pt-russellinstituteproject>

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## **Planning Enforcement Charter**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/planning+applications/pt-as-enforcementplanningcontrol>

## **Scheme of Delegation**

<http://www.renfrewshire.gov.uk/wps/wcm/connect/b522f4c8-891d-4364-a509-346df7f96494/fcsSchemeofDelegatedFunctionsOct2013.pdf?MOD=AJPERES&Scheme%20of%20Delegated%20Functions>

## **Developer Contributions – Local Development Plan (Page 21)**

[http://www.renfrewshire.gov.uk/wps/wcm/connect/e9fdf04c-9b46-44da-afb0-c9aa55575bfc/RenfrewshireLocalDevelopmentPlan2014\\_14%28forweb%29+141021.pdf?MOD=AJPERES](http://www.renfrewshire.gov.uk/wps/wcm/connect/e9fdf04c-9b46-44da-afb0-c9aa55575bfc/RenfrewshireLocalDevelopmentPlan2014_14%28forweb%29+141021.pdf?MOD=AJPERES)

## **Proposal of Application Notice**

<http://www.renfrewshire.gov.uk/wps/wcm/connect/57ef3666-f84e-461c-a963-9f522a5a6739/Processing+Agreement+-+Renfrewshire+Advsory+Note.pdf?MOD=AJPERES>

## **Local Green Networks Projects**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/nature+conservation+and+greenspace/ce-localgreennetworkprojects>

## **Paisley Town Heritage Initiative/Conservation Area Regeneration Schemes**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/regeneration+projects/pt-lc-paisleytowncentrethi-cars>

## **Industrial and Business Land Supply 2014**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-ms-strategiclandaudits>

## **Vacant and Derelict Land Survey 2014**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-ms-strategiclandaudits>

## **Housing Land Audit 2014**

<http://www.renfrewshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-ms-strategiclandaudits>

## **Scottish Government Planning Authority Performance Statistics**

[http://www.gov.scot/Topics/Statistics/Browse/Planning?utm\\_source=website&utm\\_medium=navigation&utm\\_campaign=statistics-topics](http://www.gov.scot/Topics/Statistics/Browse/Planning?utm_source=website&utm_medium=navigation&utm_campaign=statistics-topics)

## **Planning Register**

<http://pl.renfrewshire.gov.uk/online-applications/>

## **Development and Housing Services Service Plan 2015/16 – 2017/18**

<http://www.renfrewshire.gov.uk/webcontent/home/services/council+and+government/council+information,+performance+and+statistics/council+policies+and+plans/hp-mc-serviceimprovementplan>

## **Planning and Property Policy Board**

[http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/20/Default.aspx](http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/20/Default.aspx)

## **Economy and Jobs Policy Board**

[http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/12/Default.aspx](http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/12/Default.aspx)

## **TellmeScotland**

<http://www.tellmescotland.gov.uk/>

# Part 4

## Service Improvements for Renfrewshire 2013–2014

The following table sets out the Performance Markers Report for 2013–14 and Renfrewshire Council's comments in relation to this scorecard.

No.	Performance Marker	RAG Rating	Scottish Government Comments	Renfrewshire Council Comments
1.	Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]	Green	<p><b>Major developments</b></p> <p>Average timescales have improved significantly from last year from 36.6 weeks to 12.1 weeks. This is substantially better than the national average of 53.8 weeks RAG= Green</p> <p><b>Local(non-householder) developments</b></p> <p>Average timescales have improved since last year from 11.2 weeks to 8.7 weeks. This is better than the national average of 14.3 weeks. RAG = Green</p> <p><b>Householder developments</b></p> <p>Average timescales have improved slightly since last year from 7.8 weeks to 6.9 weeks. This is better than the national average of 7.7 weeks. RAG = Green</p> <p>Overall RAG = Green</p>	No Comment - there has been a reduction of average timescales for all development categories.

No.	Performance Marker	RAG Rating	Scottish Government Comments	Renfrewshire Council Comments
2.	<p>Processing agreements:</p> <p>offer to all prospective applicants for major development planning applications; and</p> <p>availability publicised on website</p>	Amber	<p>Two major applications subject to processing agreements during the year; both met agreed timescales.</p> <p>Introduction of protocol for planning processing agreements, alongside an advisory document to encourage discussion with developers and applicants during the 12 week period.</p> <p>Intention to publicise the use of processing agreements more in the coming year.</p>	<p>The National Headline Indicators ask for – Number of major applications subject to processing agreement or other project plan.</p> <p>Renfrewshire Council had 3 applications that were subject to a processing agreement; two major applications and one local application. All three applications met the agreed timescales demonstrating that processing agreements were not solely used for major applications.</p> <p>During 2013/14, Renfrewshire Council had very few major planning applications or significant local applications to apply processing agreements.</p> <p>It should be noted that almost all of the pre-application meetings that the Council have had in relation to the major housing proposals identified through the adopted Renfrewshire Local Development Plan (LDP) are likely to be subject to processing agreements, to which all developers have welcomed our approach. This shows that Renfrewshire Council is working with our protocol and is publicising this approach extensively.</p>

No.	Performance Marker	RAG Rating	Scottish Government Comments	Renfrewshire Council Comments
3.	<p>Early collaboration with applicants and consultees</p> <ul style="list-style-type: none"> <li>availability and promotion of pre-application discussions for all prospective applications; and</li> <li>clear and proportionate requests for supporting information</li> </ul>	Amber	<p>Pre-application service in place and now being completed for the whole year.</p> <p>Good level of applications subject to pre- application advice (38%).</p> <p>Report could provide more detail of how pre- application ensures that supporting information requests are clear and proportionate.</p>	<p>Renfrewshire Council's PPF provided a range of examples of where there was early collaboration with applicants and consultees.</p> <p>In future reports, Renfrewshire Council will ensure better signposting of information, referencing and labelling.</p>
4.	<p>Legal agreements: conclude (or reconsider) applications after resolving to grant permission</p> <ul style="list-style-type: none"> <li>reducing number of live</li> <li>applications more than 6 months after resolution to grant (from last reporting period))</li> </ul>	Green	<p>No applications subject to legal agreement.</p>	<p>No comment</p>
5.	<p>Enforcement charter updated / re- published within last 2 years</p>	Green	<p>Enforcement charter reviewed and updated.</p>	<p>No comment – enforcement charter reviewed and updated within the relevant timescales.</p>
6.	<p>Continuous improvement:</p> <ul style="list-style-type: none"> <li>progress / improvement in relation to PPF National Headline Indicators; and</li> <li>progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	Amber	<p>Decrease in decision making timescales for major, local (non-householder) and householder applications.</p> <p>Main concern is that the Local Plan was over 8 years old at the end of the reporting period. It is noted that the replacement LDP has since been adopted on 28 August 2014.</p> <p>All previous service improvement actions were achieved in the reporting period.</p>	<p>It should be noted that there is a priority to determine and clear 'legacy' applications from our system in line with Scottish Government advice.</p> <p>This has resulted in our authority having no 'legacy cases' at the time of submitting PPF3 which allowed us to focus on live applications less than a year old.</p> <p>It should be recognised that this is demonstrated by a decrease in our decision making timescales for all application types.</p>

No.	Performance Marker	RAG Rating	Scottish Government Comments	Renfrewshire Council Comments
7.	Local development plan less than 5 years since adoption	Red	Over 5 years old. Local Plan adopted March 2006.  It is noted that the replacement LDP has since been adopted in August 2014, but this was outwith the reporting period.	We are extremely disappointed that the Scottish Government has indicated RED in the RAG assessment for the LDP.  Renfrewshire Council considers that in its submission of the PPF in September 2014, the Renfrewshire LDP was adopted. It should also be noted that Renfrewshire's LDP was the first in the Glasgow and the Clyde Valley area.
8.	Development plan scheme – next LDP: <ul style="list-style-type: none"> <li>on course for adoption within 5 years of current plan(s) adoption; and</li> <li>project planned and expected to be delivered to planned timescale</li> </ul>	Amber	Local Plan will be over 8 years old before replacement LDP is adopted (adopted August 2014).  Development plan scheme on track and LDP delivered in planned timescales.	It should be noted that Renfrewshire LDP preparation process followed the DPS set out at the start of the preparation process in 2010.
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	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	N/A	N/A	N/A

No.	Performance Marker	RAG Rating	Scottish Government Comments	Renfrewshire Council Comments
11.	<p>Regular and proportionate policy advice produced on:</p> <ul style="list-style-type: none"> <li>information required to support applications; and</li> <li>expected developer contributions</li> </ul>	Amber	<p>Regular and proportionate policy service produced on:</p> <p>Information required to support applications</p> <p>Formal pre-application advice service provided and early engagement encouraged. Little evidence is provided in report of how the authority ensures information required to support applications is reasonable and proportionate.</p> <p>RAG = Amber</p> <ul style="list-style-type: none"> <li>Expected developer contributions</li> </ul> <p>Front funding of drainage infrastructure to facilitate development currently being trialled.</p> <p>Future report needs to explain how the LDP and Supplementary Guidance address developer contributions and how this approach ensures that requests are clear and proportionate.</p> <p>RAG = Amber TOTAL RAG = Amber</p>	<p>It should be noted that Renfrewshire Council have no policy in the Renfrewshire LDP on Developer Contributions. This is due to the Council aiming to deliver the Scottish Government's flexible planning system.</p> <p>When identifying any proposed development sites in the Renfrewshire LDP, the Council identified site that would not required developer contributions, which is in line with Scottish Government advice.</p>
12.	<p>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)</p>	Amber	<p>Some evidence provided of corporate working, and close-working relationships with other council services.</p> <p>Some description and examples provided, although more is required on outcomes.</p>	<p>In future reports, Renfrewshire Council will ensure better signposting of information, referencing and labelling.</p>
13.	<p>Sharing good practice, skills and knowledge between authorities</p>	Amber	<p>Report refers to regular benchmarking meetings with other planning authorities to share best practice in relation to the implementation of legislation and policy. Regular attendance of the Local Authority Urban Design Forum also referred to.</p> <p>Future reports need to say more about the outcomes of sharing good practice, skills and knowledge between planning authorities and the improvements that been identified and/or delivered. Case studies or examples may help to describe this.</p>	<p>We participate in a benchmarking group with five other authorities including East Renfrewshire Council and have discussed and compared views on a number of subjects including processing agreements, planning performance, local review body procedures, e-planning uptake.</p>

No.	Performance Marker	RAG Rating	Scottish Government Comments	Renfrewshire Council Comments
14.	Stalled sites / legacy cases: conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Amber	<p>New processes introduced to ensure that applications are dealt with before they reach legacy status.</p> <p>It is not clear though from the report whether there are any remaining legacy cases. Future reports need to include the number of cases, or highlight that no cases remain.</p>	<p>As identified in our PPF 2013-14, we have introduced a process into our monthly performance to capture applications as they hit the 3 months trigger to ensure that applications are dealt with before they reach 'legacy' status.</p> <p>At the time of submitting our PPF3 we had no 'legacy cases' remaining which we omitted to report. Future reports will include the current status of any legacy cases.</p>
15.	<p>Developer contributions: clear and proportionate expectations</p> <ul style="list-style-type: none"> <li>• set out in development plan (and/or emerging plan); and</li> <li>• in pre-application discussions</li> </ul>	Amber	<p>Developer contributions: clear and proportionate expectations:</p> <p>Set out in the development plan (and/or emerging plan)</p> <p>Reference made to flexible approach and Proposed LDP framework to deliver proportionate and reasonable developer contributions. Future reports should provide more details on the approach to developer contributions.</p> <p>RAG = Amber</p> <p>In pre-application discussions</p> <p>Front funding of drainage infrastructure to facilitate development currently being trialled.</p> <p>Report lacks description and evidence as to how authority ensures contribution requests are proportionate through pre-application discussion.</p> <p>RAG = Amber TOTAL</p> <p>RAG = Amber</p>	<p>As stated above, it should be noted that Renfrewshire Council have no policy in the Renfrewshire LDP on Developer Contributions. This is due to the Council aiming to deliver the Scottish Government's flexible planning system.</p> <p>The Renfrewshire LDP states that the Council recognises the importance of developments contributing to economic growth as well as the fact that public and private sector funding has been heavily constrained over the years. Renfrewshire Council will assist in development delivery by having no developer contribution policy.</p> <p>When identifying any proposed development sites in the Renfrewshire LDP, the Council identified site that would not require developer contributions, which is in line with Scottish Government advice.</p>

# Part 4

## Service improvements for Renfrewshire 2014–2015

The following table outlines what Renfrewshire Council set out to achieve in 2014–15 and the progress made on the delivery of these committed service improvements and actions.

	Committed Improvements and actions	Progress
1	Publicise the processing agreements protocol	COMPLETE - This has been added to the Planning application web pages – <a href="http://www.renfrewshire.gov.uk/webcontent/home/Services/Planning+and+building+standards/Planning+applications">http://www.renfrewshire.gov.uk/webcontent/home/Services/Planning+and+building+standards/Planning+applications</a>
2	Review and analyse the results of the survey monkey questionnaire	COMPLETE - The survey results were reviewed and evidence is included within the Communications, Engagement and customer Services section of the PPF titled Development Management Applicant Survey
3	Introduce one-to-one meetings with wider groups to help to improve our service	ONGOING – This has been undertaken for Development Planning through various consultations and engagement but has yet to be undertaken for Development Management
4	Continue to participate in a benchmarking group to refine the role and remit of the group with constituent authorities	ONGOING – Renfrewshire Council continues with the benchmarking group – please refer to the Efficient and Effective Decision Making section of this PPF titled Benchmarking Group
5	Review and update our web pages against the criteria outlined in the Peter Pendleton Associates Survey 2012	ONGOING – Renfrewshire Council continues to review our web pages against the Peter Pendleton Survey 2012. Future action to look at the external measures which have not been fulfilled.
6	Continue to participate in other channels of communication such as 'tellmescotland' to promote our initiatives and projects	ONGOING – Renfrewshire Council use tellmescotland for many different consultation and engagement purposes, such as consultation on the pilot Renfrew town Centre SPZ as well as publicising our statutory notices, etc

	Committed Improvements and actions	Progress
7	Continue to promote e-planning and online usage figures on our web pages	ONGOING – Up to date information regarding Renfrewshire's online usage is not provided by the Scottish Government. Future action will involve extracting figures from our back office system to update our web pages.
8	Review and monitor the percentage of applications subject to pre-application advice that are approved	<p>ONGOING – We continue to review and monitor the percentage of applications subject to pre-application advice that are approved, during this reporting period 42% of Renfrewshire's application were subject to pre-application advice and 39% of those applications were approved.</p> <p>We have undertaken a pilot exercise and identified that during the reporting period 28% of applications submitted were invalid at first attempt. We looked at applications from a sample period of the 28% at the reasons why those applications were invalid at first attempt and have established the top three reasons.</p>
9	Introduce a process into our monthly performance to capture applications as they hit the 3 months trigger to ensure that applications are dealt with before they reach 'legacy' status. Monitor applications through this process.	COMPLETED – Good progress has been made - please refer to the Efficient and Effective Decision Making section of this PPF titled Legacy Planning Applications

# Part 4

## Service improvements for Renfrewshire: Action Plan 2015–16

In the coming year Renfrewshire Council will continue to improve our service. The following points are our priorities which we will report on in the Planning Performance framework for 2015–16.

	Committed Improvements	Action Required
1	Introduce one-to-one meetings with wider groups to help to improve our service	ONGOING – This has been undertaken for Development Planning through various consultations and engagement but has yet to be undertaken for Development Management.  ACTION – Organise one-to-one meetings with service users for Development Management.
2	Continue to participate in a benchmarking group to refine the role and remit of the group with constituent authorities	ONGOING – Renfrewshire Council continues with the benchmarking group – please refer to the Efficient and Effective Decision Making section of this PPF titled Benchmarking Group.  ACTION – Continue to attend the benchmarking group as well as other benchmarking groups that may form.
3	Continue to participate in other channels of communication such as 'tellmescotland' to promote our initiatives and projects	ONGOING – Renfrewshire Council use tellmescotland for many different consultation and engagement purposes, such as consultation on the pilot Renfrew town Centre SPZ as well as publicising our statutory notices, etc.  ACTION – Continue this action as well as look for other channels to publicise information. Renfrewshire Council are going to publish our Planning Performance Framework as well as put it in public offices and libraries in Renfrewshire.
4	Continue to promote e-planning and online usage figures on our web pages	ACTION – Figures taken from our back office system will be used to update our web pages; this will be carried out on a quarterly basis.
5	Review and monitor the percentage of applications subject to pre-application advice that are approved	ACTION – Following on from the pilot exercise we will look at the 2014/15 reporting period as a whole and identify the main 5 reasons why applications submitted to Renfrewshire are invalid at first attempt. It is our intention to follow this up with one to one meetings with our agents/applicants.

	Committed Improvements	Action Required
6	Ensure continuous improvement by reviewing the Renfrewshire Local Development Plan and adopting LDP2 in less time than LDP1.	ACTION – The Development Plan Scheme that will be sent to the Planning and Property Policy Board in November 2015 will set out an ambitious timetable to ensure that the Renfrewshire Local Development Plan review will start as soon as possible.
7	Provide a lessons learned report on the Renfrew SPZ pilot project which outlines continuous improvement in process and procedures	ACTION – Prepare a lessons learned report by Nov 2015 share this with the Scottish Government.
8	Assess the level of satisfaction from developers in using the new Renfrewshire's Places document	ACTION – This assessment will be undertaken along with an assessment of valid and invalid planning applications given the advice set out within the Renfrewshire's Places document.
9	Add a question into the Development Management questionnaire regarding satisfaction of using processing agreements	ACTION – Add a question to the Development Management questionnaire.
10	Alter the survey monkey created to monitor the Planning Service	ACTION – Adapt the survey to include feedback from Development Management, Building Standards and Development Planning
11	Electronically monitor legacy cases through the Development Management Planning Application System - Acolaid	ACTION – Investigate whether a trigger can be a feature which is integral to the back office system in the planning application programme Acolaid, creating a work flow task which would be highlighted electronically to the manager.

# Part 5

## Key Performance Results and Action Plan 2014/2015

### A: Decision-making timescales

Category	Total number of decisions 2014-2015	2014-2015	2013-2014
Major developments	4	10.1 Weeks	12 Weeks
Local developments (non-householder)			
Local: less than 2 months	73.5(%)	6.6 Weeks	6.7 Weeks
Local: more than 2 months	26.5(%)	12.9 Weeks	13.8 Weeks
Householder developments			
Local: less than 2 months	87.5(%)	6.7 Weeks	6.5 Weeks
Local: more than 2 months	12.5(%)	10.3 Weeks	10.7 Weeks
Housing developments	1		12.1 Weeks
Major		13.7 Weeks	7 Weeks
Local housing developments	66.7(%)		21.6 Weeks
Local: less than 2 months	33.3(%)	6.9 Weeks	
Local: more than 2 months		13.5 Weeks	
Business and industry			8 Weeks
Major	1	12 Weeks	7.2 Weeks
Local business and industry			10.1 Weeks
Local: less than 2 months	63.0(%)	6.1 Weeks	
Local: more than 2 months	37.0(%)	16.9 Weeks	
EIA developments	-	-	-
Other consents*			
Listed Bldg + Con. Area Consents	55	10.3 Weeks	9.7 Weeks
Advertisements	69	6.5 Weeks	6.4 Weeks
Hazardous Substance Consents	-	-	39.9 Weeks
Other Consents and Certificates	27	6.4 Weeks	6.5 Weeks
Planning/legal agreements**	-	-	-
Local reviews	3	13.1 Weeks	10.9 Weeks

\* 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.

\*\* 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 2014-2015	Original decision upheld			
		2014-2015		2013-2014	
		No.	%	No.	%
Local reviews	3	3	100%	2	66.7%
Appeals to Scottish Ministers	0	-	-	2	66.7%

## C: Enforcement activity

	2014-2015	2013-2014
Cases taken up	39	57
Breaches identified	39	57
Cases resolved	31	40
Notices served***	10	8
Reports to Procurator Fiscal	0	1
Prosecutions	0	1

\*\*\*Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices

If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

**☎ 0300 300 0144**

Contact for enquiries

Renfrewshire Council, Development and Housing Services,  
Renfrewshire House, Cotton Street,  
Paisley PA1 1JD

Tel: 0300 3000 144

email: [pt@renfrewshire.gov.uk](mailto:pt@renfrewshire.gov.uk)





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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Renfrew Town Centre Simplified Planning Zone**

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## **1 Summary**

- 1.1. The Planning and Property Policy Board on 12 May 2015 authorised the Director of Development and Housing Services to progress the necessary publicity and consultation on the content of the Draft Renfrew Town Centre Simplified Planning Zone Scheme (SPZ).
  - 1.2. Consultation and engagement with a wide variety of stakeholders including Renfrew Community Council, Renfrew Development Trust, local businesses, local residents and Key Agencies was undertaken over a six week period. No objections were received and no modifications or alterations to the Scheme were requested. The final SPZ Scheme requires Board Approval to enable the formal adoption of the Scheme.
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## **2 Recommendations**

- 2.1 It is recommended that the Board:
    - (i) Approves the Renfrew Town Centre Simplified Planning Zone Scheme.
    - (ii) Authorise the Director of Development and Housing Services to conclude the necessary procedures to enable the formal adoption of the Simplified Planning Zone Scheme.
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### **3 Simplified Planning Zone Scheme Consultation**

- 3.1 Throughout the various stages of the preparation of the Renfrew Town Centre SPZ Scheme, consultation and engagement has taken place with Renfrew Community Council, Renfrew Development Trust, local businesses, local residents, the Scottish Government and Key Agencies on the content of the SPZ Scheme over a period of 6 weeks from 27<sup>th</sup> May to 10<sup>th</sup> July.
  - 3.2 To ensure local businesses and residents were aware of the proposed SPZ Scheme, officers hand delivered consultation letters and fact sheets to owners/occupiers within Renfrew Town Centre allowing any queries to be answered.
  - 3.3 A Public Event was held in Renfrew Town Hall on 3<sup>rd</sup> June (9am-8pm) to allow people to discuss the proposals and ask any questions. Individual meetings were also held with key stakeholders where requested. Feedback from the various discussions and the public event was positive and no objections have been received to the content of the Draft Renfrew Town Centre SPZ Scheme.
  - 3.4 Scottish Ministers have also confirmed that they do not intend to call-in the SPZ Scheme or direct the Council to consider modifying the proposals.
- 

### **4 Simplified Planning Zone Scheme Content**

- 4.1 The SPZ Scheme seeks to promote a mix of appropriate town centre uses within Renfrew Town Centre in line with Scottish Planning Policy. It sets out the types of developments and the nature of the uses that are authorised as well as the conditions, restrictions and guidelines that must be complied with under the Scheme.
- 4.2 The Renfrew Town Centre SPZ Scheme is set out in Appendix 1, the main elements of the Scheme are:
  - A table of developments and uses that are authorised under the SPZ Scheme along with limitations and constraints on the number and type of changes of use to ensure the town centre vitality and viability is protected;
  - Conditions which all developments require to adhere to under the Scheme; and
  - Guidance on other statutory controls which remain in force in the SPZ; as well as guidance on the design of developments authorised under the Scheme.
- 4.3 Following the positive consultation process there is no requirement to make modifications to the Draft Renfrew Town Centre Simplified Planning Zone

Scheme which was agreed by the Planning and Property Policy Board on 12 May 2015.

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## 7 Next Steps

- 7.1 Should the Renfrew Town Centre SPZ Scheme receive Board approval it will be formally adopted. In undertaking the necessary statutory procedures following adoption there is a 6 week period where any aggrieved person can challenge the validity of the SPZ Scheme. Any challenge requires to be on the grounds that the content of the Scheme is not within the powers conferred by Schedule 5 of the Town and Country Planning (Scotland) Act 1997 or that any requirement of the Act has not been complied with in adopting the SPZ Scheme.
- 7.2 The SPZ Scheme can be in place for a period of 10 years. The Council has the right to propose alterations to the Scheme by adding, removing or otherwise altering the planning controls. Any alterations will be subject to further public consultation and Board approval.
- 7.2 To assess the effectiveness of the Scheme, the Council will monitor development activity annually and a monitoring report will be published. This will be available on the Council's Renfrew Town Centre SPZ webpage [www.renfreshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-renfrewtowncentrespz](http://www.renfreshire.gov.uk/webcontent/home/services/planning+and+building+standards/development+planning/pt-renfrewtowncentrespz)
- 7.3 The Council will prepare a short 'How To' Guide to illustrate how the Renfrew Town Centre SPZ was delivered in order to assist other local authorities, stakeholders and practitioners interested in pursuing a Simplified Planning Zone for town centres in their areas. This guide will be available via the Scottish Government working with Scotland's Towns Partnership.
- 

## Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning – Jobs and Economy** – The SPZ scheme will help promote Renfreshire as one of the best locations in Scotland to invest as well as encourage successful town centres through successful regeneration that contributes positively to local communities and economic growth.
4. **Legal** - None

5. **Property/Assets** - None.

6. **Information Technology** - None

7. **Equality & Human Rights** -

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 because it is for noting only. 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

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# Renfrew Town Centre Simplified Planning Zone Scheme

August 2015



# RENFREW TOWN CENTRE SIMPLIFIED PLANNING ZONE SCHEME

## Contents

### *Introduction*

- Promoting Town Centres
- Planning Context
- What is a Simplified Planning Zone (SPZ)?
- SPZ Boundary

### *Renfrew Town Centre Simplified Planning Zone Scheme*

- SPZ Duration
- How to use the Scheme
  - Stage 1 - What types of development are approved by the SPZ Scheme?
    - What still requires consent?
  - Stage 2 – Planning Conditions and Informatives
  - Stage 3 – Notification Requirements

### *Miscellaneous Information*

### *Appendix 1*

- Plan 1: SPZ Boundary
- Plan 2: Location of Listed Buildings
- Plan 3: Land Use Plan and Table of Existing Uses 2015

### *Appendix 2*

- Renfrew Town Centre Design Guide

### *Appendix 3*

- Pre-development Notification Form
- Commencement and Completion Notification Forms

## Promoting Town Centres

Town centres are central to the local economy and communities offering a base for a range of businesses, community activity and jobs.

Renfrewshire Council is committed to promoting economic growth and regeneration in our centres and continues to identify and deliver a range of innovative approaches to sustain and encourage investment to ensure that all of our town centres remain as the economic and social hubs of our communities and places.

Following on from the successful adoption of the Hillington Park Simplified Planning Zone (SPZ) in 2014, Renfrewshire Council have sought to prepare a SPZ for one of our town centres as a means to stimulate investment within the context of a wider Town Centre Strategy and Action Plan.

In consultation with colleagues from the Scottish Government, Renfrew Town Centre was selected as a suitable location and the Council agreed to take part in a nationally funded Pilot Project to prepare a SPZ Scheme for the town centre.

The promotion of a Simplified Planning Zone within Renfrew Town Centre is a clear demonstration that Renfrewshire Council is working to promote investment and enhance the town centre, to promote a culture of being 'open for business' and to ensure that planning controls are proportionate.

## Planning Context

This SPZ Scheme has been prepared in line with the provisions of Sections 49 and 50 and Schedule 5 of the Town and Country Planning (Scotland) Act 1997 (the 1997 Act) as amended by the Planning Etc. (Scotland) Act 2006 and the Town and Country Planning (Simplified Planning Zones) (Scotland) Regulations 1995 (the Regulations).

### *Scottish Planning Policy*

Scottish Planning Policy (SPP) recognises that town centres are at the heart of local communities and the local economy and can be hubs for a range of activities.

The Scottish Government's Town Centre First Policy is central to the approach being promoted with other broad policy principles including: encouraging a mix of uses in town centres; ensuring development plans, decisions and monitoring supports town centres; and, considering opportunities to increase the amount of people living in town centres.

### **Renfrewshire 2023 – Renfrewshire's Community Plan**

The Renfrewshire Community Plan recognises that attractive and successful town centres are important to the local community and the delivery of sustainable economic growth within Renfrewshire. The Community Plan makes a commitment to:  
“Deliver a regulatory framework designed to support and encourage investment and area regeneration”.

### **The Glasgow and the Clyde Valley Strategic Development Plan**

The Glasgow and the Clyde Valley Strategic Development Plan (SDP) identifies a network of Strategic Centres, their challenges and a range of interventions that will be required to support their long-term roles and functions.

While Renfrew Town Centre isn't one of the Strategic Centres identified in the SDP, a Simplified Planning Zone will have no impact on the role and function of any Strategic Centre (including Braehead and Paisley) and will strengthen the network of centres identified in the Renfrewshire Local Development Plan.

### **Renfrewshire Local Development Plan**

The Renfrewshire Local Development Plan (LDP) Spatial Strategy aims to promote sustainable economic growth by indicating opportunities for change and supporting investment which helps to regenerate, create and enhance communities and places.

Strengthening the vitality and viability of Renfrewshire's centres is central to the LDP Spatial Strategy and requires the channelling of investment to allow a diverse range of activities and uses to develop. In terms of Renfrew Town Centre the LDP identifies that the Council will continue to work to strengthen and refresh the offer within the town centre to maintain its vitality and viability.

### **Renfrew Town Centre**

In comparison to many town centres across Scotland Renfrew Town Centre is performing well with less than 9% of commercial units / buildings currently vacant, however, it is envisaged that this SPZ will help reduce vacancy further and strengthen the offer within the town centre, delivering benefits for developers, property owners, businesses and residents of Renfrew.

The SPZ offers the flexibility to help Renfrew's businesses to grow and adapt as well as encourage new business to locate in the town centre.

### **City Deal Investment**

Renfrew Town Centre will also benefit from the City Deal investment programme which will deliver a new bridge crossing between Renfrew and Yoker and a new road to the north of the town. The increased promotion of the town centre and simplified planning framework delivered by this SPZ together with the City Deal infrastructure investment will add to the overall strength of the town centre providing for new economic growth opportunities.

## What is a Simplified Planning Zone?

A Simplified Planning Zone is an area where the need to apply for planning permission is removed for certain types of development so long as the development complies with the details, conditions and guidance set out in the SPZ Scheme.

A SPZ Scheme maintains acceptable standards of development, care for the built environment and amenity. These matters are addressed in this Scheme while offering flexibility designed to help Renfrew's businesses to grow and adapt as well as encouraging new business opportunities to locate in the town centre.

Renfrew Town Centre SPZ allows for certain changes of use, external alterations, and other minor works without the need for a planning application subject to their compliance with the development parameters and conditions detailed in this document.

Under the Town and Country Planning (Use Classes) (Scotland) Order 1997 changes of use can occur without the need for planning permission. Under the SPZ Scheme there is increased flexibility to change the use of properties.

Planning issues are addressed within the Scheme. The types of new/additional uses and new development that are approved within the SPZ area are confirmed.

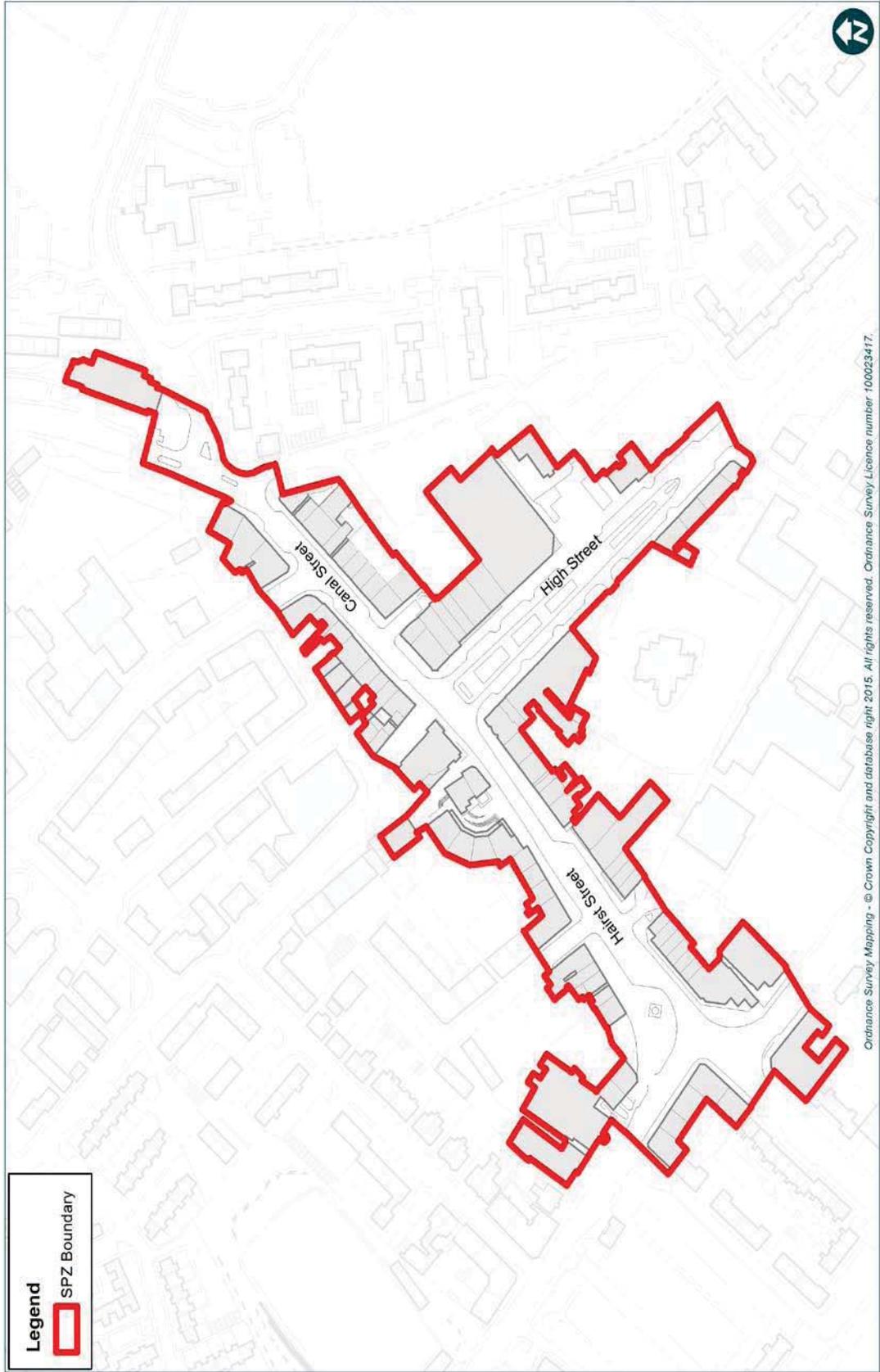
The aim of the SPZ is to assist in informing investment decisions as businesses and investors are able to establish with certainty and speed the acceptability of their proposals.

The savings in terms of time, money and effort in considering these minor changes and the certainty offered by the SPZ status will help promote Renfrew town centre further as a location to invest.



## SPZ Boundary

The provisions of this SPZ Scheme apply only to the area identified on the Plan below. Areas outside of this boundary are subject to standard planning control.



# RENFREW TOWN CENTRE SIMPLIFIED PLANNING ZONE SCHEME

## SPZ Duration

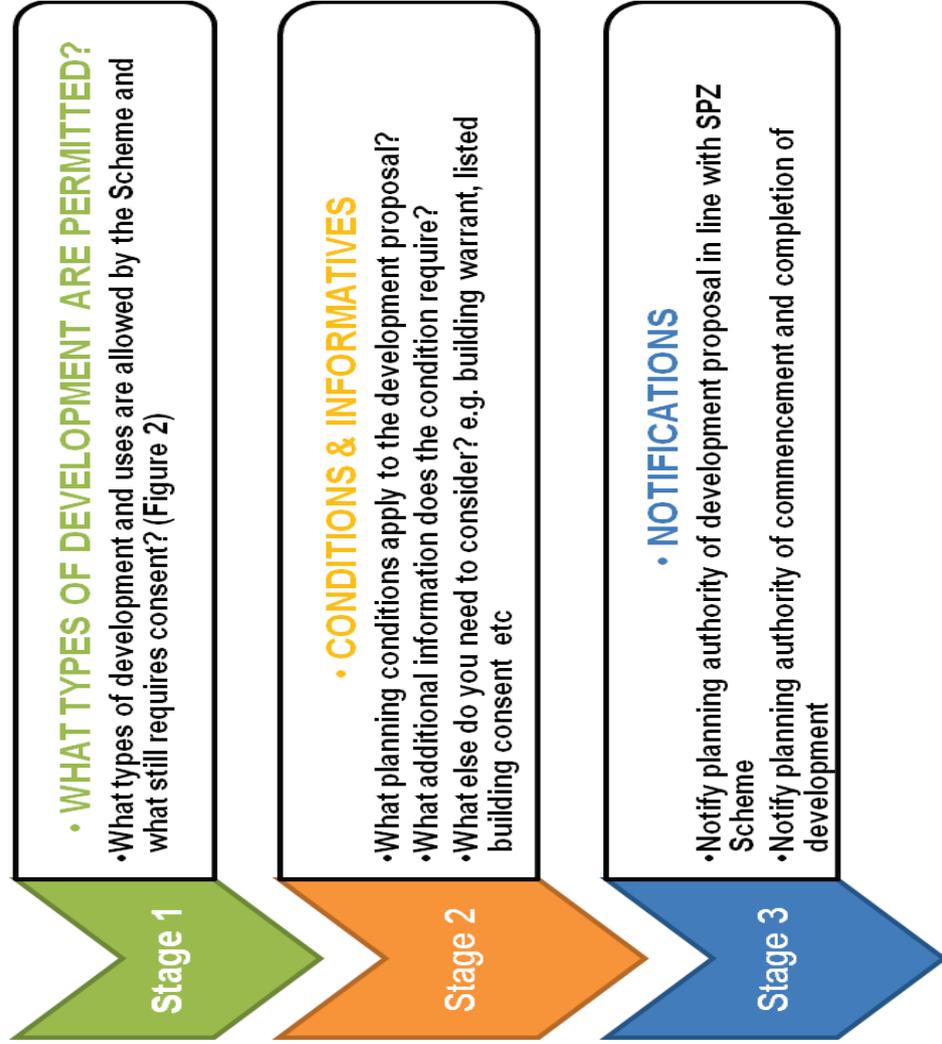
The provisions of this SPZ Scheme are valid for a period of **TEN YEARS** from the date of its commencement on 1<sup>st</sup> September 2015. The Council has the right to propose alterations to the Scheme including to add to, remove or otherwise alter the planning controls (see Page 11)

## How to Use the Scheme

In using this SPZ Scheme there are three stages that require to be followed before proceeding with your development proposals within Renfrew Town Centre (See Figure 1).

Development is approved by this SPZ Scheme where it is in accordance with the development parameters (Stage 1), and complies with the conditions attached to the scheme (Stage 2). Information on each Stage is detailed in pages 8-13.

Figure 1 – Operation of Renfrew Town Centre SPZ Scheme



**WHAT TYPES OF DEVELOPMENT ARE APPROVED BY THE SPZ SCHEME**

Development is approved within the SPZ area subject to the development parameters set out in Figure 2. This allows for certain changes of use, external alterations and other minor works within Renfrew Town Centre. Figure 2 details the types of uses and development that are approved under this SPZ scheme. A proposal for any other use or development type will **not** be permitted by this scheme. For example, new build development or extensions to existing properties within the SPZ area and a change of use not indicated below are not covered by this scheme.

**Figure 2 – Permitted Developments/Uses and Development Parameters**

Uses and Developments Permitted	Development Parameter
<b>Changes of Use To</b>	
<b>Use Class 1 – Shops*</b>	Acceptable at ground floor level
<b>Use Class 2 – Financial, Professional and Other Services (e.g Estate Agents, Banks, Dentist Surgeries*)</b>	Acceptable at ground floor and first floor level
<b>Use Class 3 – Food and Drink (e.g. Restaurants and Cafes*)</b>	Acceptable at ground floor level. (Does not include Public Houses or Hot Food Takeaways) No more than three adjoining Class 3 units are permitted by the SPZ scheme
<b>Use Class 4 – Offices*</b>	Acceptable at ground floor and first floor level. (Does not include Light Industry)
<b>Use Class 7 – Hotels and Hostels*</b>	Acceptable at ground floor and first floor level
<b>Flats – Residential</b>	Acceptable but limited to upper floors. Excludes Houses in Multiple Occupation.
<b>Use Class 10 – Non Residential Institutions (e.g. Nursery, Public Library, Museum, Religious Institution*)</b>	Acceptable at ground floor level
<b>Other Developments</b>	
<b>Shop front alterations</b>	Subject to compliance with Renfrew Town Centre SPZ Design Guide (Appendix 2)
<b>Installation of external refrigeration/ air conditioning units</b>	Subject to compliance with Renfrew Town Centre SPZ Design Guide (Appendix 2)
<b>Notes</b>	
	<ol style="list-style-type: none"> <li>Existing uses and floorspace levels within the SPZ area are detailed in Plan 3: Land Use Plan 2015 (Appendix 1).</li> <li>The above uses are approved subject to the number of ground floor Class 1 units not falling below 40% of the total number of ground floor commercial units within the town centre. See Plan 3: Land Use Plan 2015 for a breakdown of Class 1 units. (Appendix 1). Should the number of Class 1 units fall below 40% the Scheme will not permit the change of use of a retail unit to any other use.</li> <li>This scheme does not permit the change of use from Class 9 (Residential) to any other use.</li> <li>Development activity will be monitored throughout the scheme duration and an annual monitoring report will be published.</li> </ol> <p>* Examples only, for a full list of uses please see The Town and Country Planning (Use Classes) (Scotland) Order 1997</p>

## WHAT STILL REQUIRES CONSENT?

### *Proposals Not Permitted by the Scheme*

Proposals falling outside of the SPZ scheme that require planning consent will be considered by way of a planning application and determined under the development plan. Renfrewshire Council continue to welcome such submissions.

### *Permitted Development Rights*

This scheme does not affect existing permitted development rights afforded under the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended). The amended order, subject to specified criteria, allows for certain alterations and extensions to commercial properties and minor developments such as access ramps, trolley stores and the installation of vehicle recharging electrical outlets.

Any alterations or extensions to permitted development rights which may subsequently emerge through future regulatory change would also be available.

### *Other Consents*

**The SPZ Scheme relates only to planning permission.** It is the developer's responsibility to ensure compliance with all other relevant legislation and requisite fees. For example, separate approval will be required from the Local Authority for, if applicable, Listed Building Consent and Building Warrants.

### **Advertisement Consent**

Proposals for signs and advertisements, unless having deemed consent, will require approval under the terms of the Town and Country Planning (Control of Advertisement) (Scotland) Regulations 1984 (as amended) or its replacement.

Certain types of advertisements do not need permission under the regulations. As a guide, you will normally need to apply for permission for most illuminated signs, advertisements using special structures for display such as poster hoardings and large signs or those positioned high up on buildings.

The following page provides guidance on two types of advertisement which can be displayed without consent. For a full list of advertisements which can be displayed without consent please see Schedule 4 of the Advertisement Regulations.

The Advertisement Regulations are complex and it is always advisable to check the position with the Council's Development Management Section before proceeding.

Figure 3 – Deemed Advertisement Consent

You can display certain types of advertisement on your shopfront without advertisement consent.

Firstly, the sign **MUST** relate to the business or activity being carried out, the goods sold or the services provided or the name and qualification of the person supplying the goods or services from the premises.

**Non- illuminated fascia sign with ‘deemed consent’**



Maximum height of letters or figures must not exceed 0.75m  
Highest part of advert must not exceed bottom of first floor of the building or wall on which it is displayed or if lower, 4.6m above ground level  
The advertisement will be displayed on a wall that contains a window

**Illuminated fascia sign with ‘deemed consent’**



Only one advert will be displayed on the exterior of the shopfront and the maximum height of letters or figures must not exceed 0.75m  
Sign must be displayed on external face of the shop front and parallel to that face  
Each character of the advert must be individually illuminated from within, the background must remain non-illuminated  
The advert must not include any moving feature or animation and must not be illuminated intermittently  
No part of the advert will be less than 2.5m above ground level or above 4.6m above ground level  
The advertisement will be displayed on a wall that contains a window  
No part of the advert will project more than 0.25m from the face of the wall on which it is displayed  
Any internal wiring, switches or electrical installations must be concealed as far as is reasonably practicable

## PLANNING CONDITIONS AND INFORMATIVES

Development approved by this SPZ Scheme is subject to planning conditions as shown in Figure 4. Please note that some of the conditions are pre-commencement conditions, requiring details to be approved prior to development starting.

Where conditions require further details to be submitted to Renfrewshire Council we will endeavour to provide a response regarding the acceptability of the submitted information within 14 days of receipt.

**It is the developer's responsibility to ensure that development is fully in compliance with these conditions and informatives.**

## Variation or removal of planning conditions

Development carried out under the provisions of the SPZ must adhere to any relevant, applicable condition contained within the SPZ Scheme.

There is no scope to vary or remove planning conditions attached to the SPZ Scheme other than in the circumstances when the Council choose to alter the scheme.

Where developers wish to carry out development without complying with a condition contained within the SPZ Scheme, an application for full planning permission must be submitted for consideration by the Council.

Figure 4 – SPZ Planning Conditions

	Condition	Reason
1	All development shall comply with the parameters of the SPZ Scheme as set out in Figure 2 and in Appendix 1.	To ensure the development accords with the provisions of this Scheme
2	All developments shall comply with the Renfrew Town Centre Design Guide as set out in Appendix 2 unless otherwise agreed in writing with the planning authority.	To ensure that the design and scale of development respects its surroundings
3	Waste and recycling storage areas should be located away from principal frontages and screened from the road.	To maintain and enhance the visual amenity of the area
4	<p>That prior to work commencing on site for the change of use of any unit to a use that will involve the preparation of hot food for consumption on the premises, details shall be provided for the written approval of the Planning Authority which demonstrate that:-</p> <p>a) A suitable mechanical extract system shall be provided which includes an adequately sized stainless steel extraction canopy incorporating suitable grease filters located above cooking equipment; and</p> <p>b) The canopy shall be ventilated direct to the external air via suitable ducting incorporating an adequately sized extract fan; and</p> <p>c) The ventilation system shall terminate via a flue located to the rear of the property at a minimum height of 1 metre above the eaves level of the property or 1 metre above any dormer window of the property. If the property to be altered is single storey, the flue shall terminate at a minimum height of 1 metre above eaves level of the adjoining residential property; and</p> <p>d) The system shall be attached using anti-vibration mountings to prevent the transmission of noise or vibration to dwellings forming part of the building;</p> <p>Thereafter the extraction system shall be installed in accordance with the approved details and prior to the use becoming operational.</p>	In the interests of residential amenity.
5	All residential flats created under the provisions of this Scheme shall include a window to the front and rear of the property.	In the interests of residential amenity.
6	The Internal noise levels within any proposed flat above commercial property shall not exceed 40dB, daytime and 35dB nighttime, measured as LAeq,T.	In the interests of residential amenity.
7	The design, installation and operation of any plant, machinery or equipment shall be such that noise associated with any development does not exceed Noise Rating Curve NR25 between the hours of 2300 to 0700 hours and NR 35 at all other times when measured within any dwelling in the vicinity of the development. Structure borne vibration from the proposed development shall be imperceptible within any dwelling in the vicinity of the development. For an explanation of noise rating curves, refer to BS 8233:2004 Sound insulation and noise reduction in buildings- code of practice, Annex B.	In the interests of residential amenity.

## Informatives

**Developers must note that compliance with the conditions does not remove the requirement to obtain all other statutory consents.** Informatives detailed below are a reminder for developers of some of the issues that they may need to consider.

### **Land Ownership**

The applicant is advised that the granting of planning permission through this Simplified Planning Zone does not remove him/her from the requirement to obtain consent from the owner to undertake the development and adjacent landowners in respect of any access required. Such consent should be obtained prior to the commencement of works on site.

### **Listed Buildings**

Proposals which would alter or affect the setting of a listed building will require an application for Listed Building Consent. The Location of existing Listed Buildings within Renfrew Town Centre is detailed in Plan 2 (Appendix 1).

Advertisements and signs proposed for display on or within a listed building –

whether or not they benefit from “deemed consent” under the Advertisement Regulations may require a separate application for listed building consent.

### **Advertisements**

Any advertisement, other than that deemed within the terms of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984, will require an application for advertisement consent. See Pages 9 - 10.

### **Building Standards**

If you propose to alter an existing building or convert a building you will normally require a Building Warrant. A warrant will be granted if the proposals meet the requirements of the Building (Scotland) Act 2003. For further information please contact

**email:** [bc@renfrewshire.gov.uk](mailto:bc@renfrewshire.gov.uk)

**phone:** 0300 300 0144

### **Licensing**

If you would like advice or help in making a new application for the grant of a license, or you would like to know whether you need a license for a particular

purpose, please contact Renfrewshire Council’s Licensing section:  
**email:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)  
**phone:** 0300 300 0300

### **SEPA**

The applicant should consult with the Scottish Environment Protection Agency concerning the proposed development, in respect of legislation administered by that organisation which is likely to affect proposed development. Customer Enquiry number is 03000 99 66 99.

### **Drainage**

The applicant should consult Scottish Water in respect of legislation administered by that organisation which is likely to affect development.

## NOTIFICATION REQUIREMENTS

### Pre-development notification

Prior to the commencement of development under the provisions of the SPZ Scheme, it is the developer's responsibility to notify the local planning authority using the Pre-development Notification Form attached in Appendix 3.

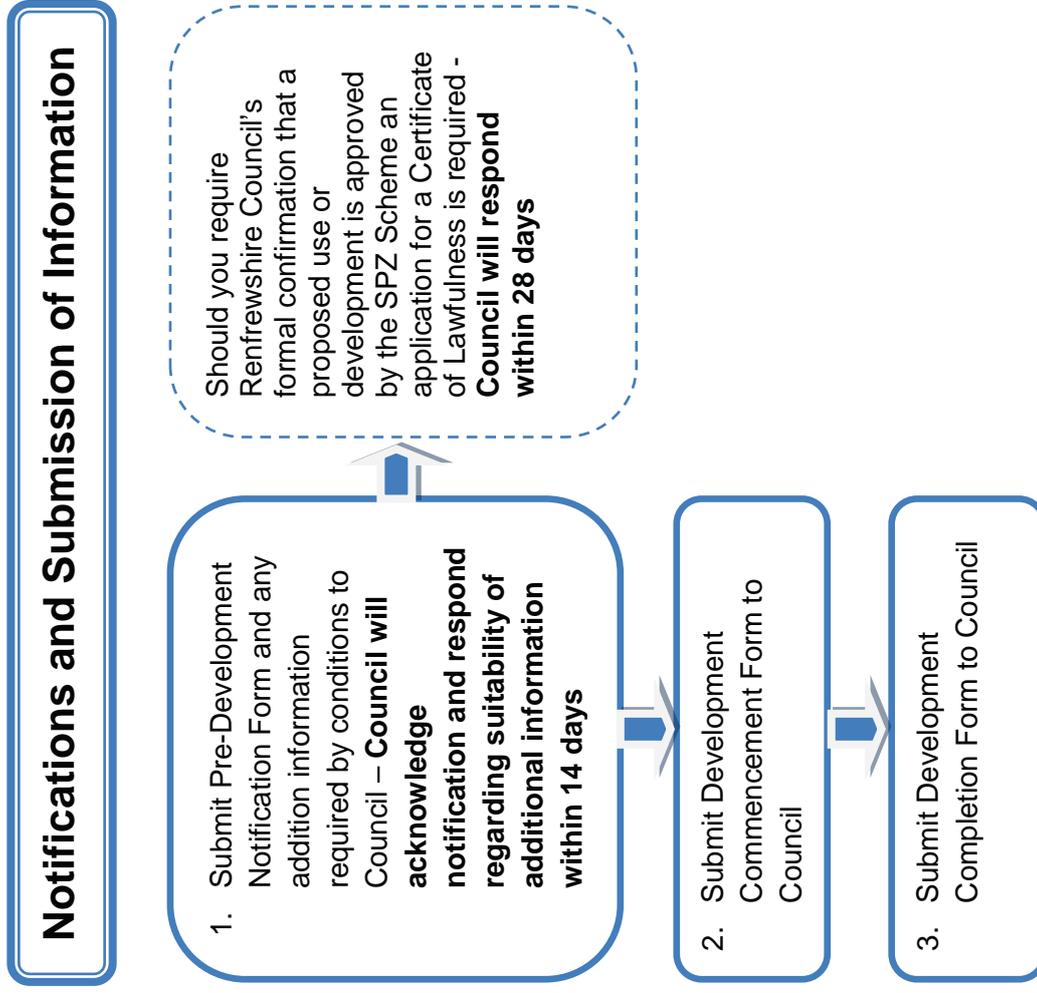
On receipt of a duly completed Pre-development Notification Form, the local planning authority will respond in writing within 14 working days to acknowledge the development proposal. Failure to respond in writing within this period, or to request further information (with specified reasons) will be deemed to be mean that the pre-notification requirement has been fulfilled.

It is important that accurate information is provided on this form to allow the Council to monitor development activity and ensure that development is in accordance with the SPZ development parameters. Failure to provide accurate information may lead to enforcement action being taken by the Council.

### Commencement and Completion Notification

In addition to the Pre-development Notification Form developers are required to complete and return notification forms on commencement and completion of a development being carried out under the provisions of this SPZ Scheme. (Appendix 3)

Figure 5 – Notification Process and Submission of Additional Information



## MISCELLANEOUS INFORMATION

### *Scheme Compliance and Rights of Appeal*

Should prospective developers require Renfrewshire Council's formal confirmation that a proposed use or development is approved by the SPZ Scheme, an application for a Certificate of Lawfulness is required together with the requisite application fee (Section 151 of the 1997 Act).

Renfrewshire Council will endeavour to determine applications for a Certificate of Lawfulness in respect of the SPZ Scheme within 28 days.

If the application is refused, the applicant will have the normal rights of appeal.

### *Enforcement*

If Renfrewshire Council considers that a development is in breach of the provisions of the SPZ Scheme, or other planning permission, the Council may take enforcement action. This action is undertaken at the discretion of the Council in accordance with the Renfrewshire Council Planning Enforcement Charter September 2011.

### *Monitoring Arrangements*

For the SPZ Scheme to work efficiently, for outcomes to be measured and for it to achieve its primary objective of encouraging sustainable economic development, it is important that Renfrewshire Council are able to monitor the development activity.

Using the information received through the pre-development notification process and the commencement and completion of development forms (Appendix 3), Renfrewshire Council will publish an annual report providing a summary of the approved development. This information will be used to update Plan 3: Land Use Plan 2015 which will be published in the annual report.

### *Alteration of the SPZ Scheme*

Renfrewshire Council intend that the SPZ Scheme will remain unaltered for the entirety of its period of operation (10 years). Under the provisions of Section 53 of the 1997 Act, however, the Council has the right to propose alterations to the Scheme including to add to, remove or otherwise alter the planning controls. In accordance with the regulations, alterations will be subject to further public consultation and will only come into effect 12 months from the date of adoption of the changes.

### *Contact information*

You can contact Renfrewshire Council in relation to proposals under this SPZ Scheme:

Organisation	Contact details
Renfrewshire Council	Director of Development and Housing Services Renfrewshire Council Cotton Street, Paisley, PA1 1JD <a href="mailto:localplanconsultation@renfrewshire.gov.uk">localplanconsultation@renfrewshire.gov.uk</a>

## **APPENDIX 1- SPZ SCHEME PLANS**

Plan 1: SPZ Area

Plan 2: Location of Listed Buildings

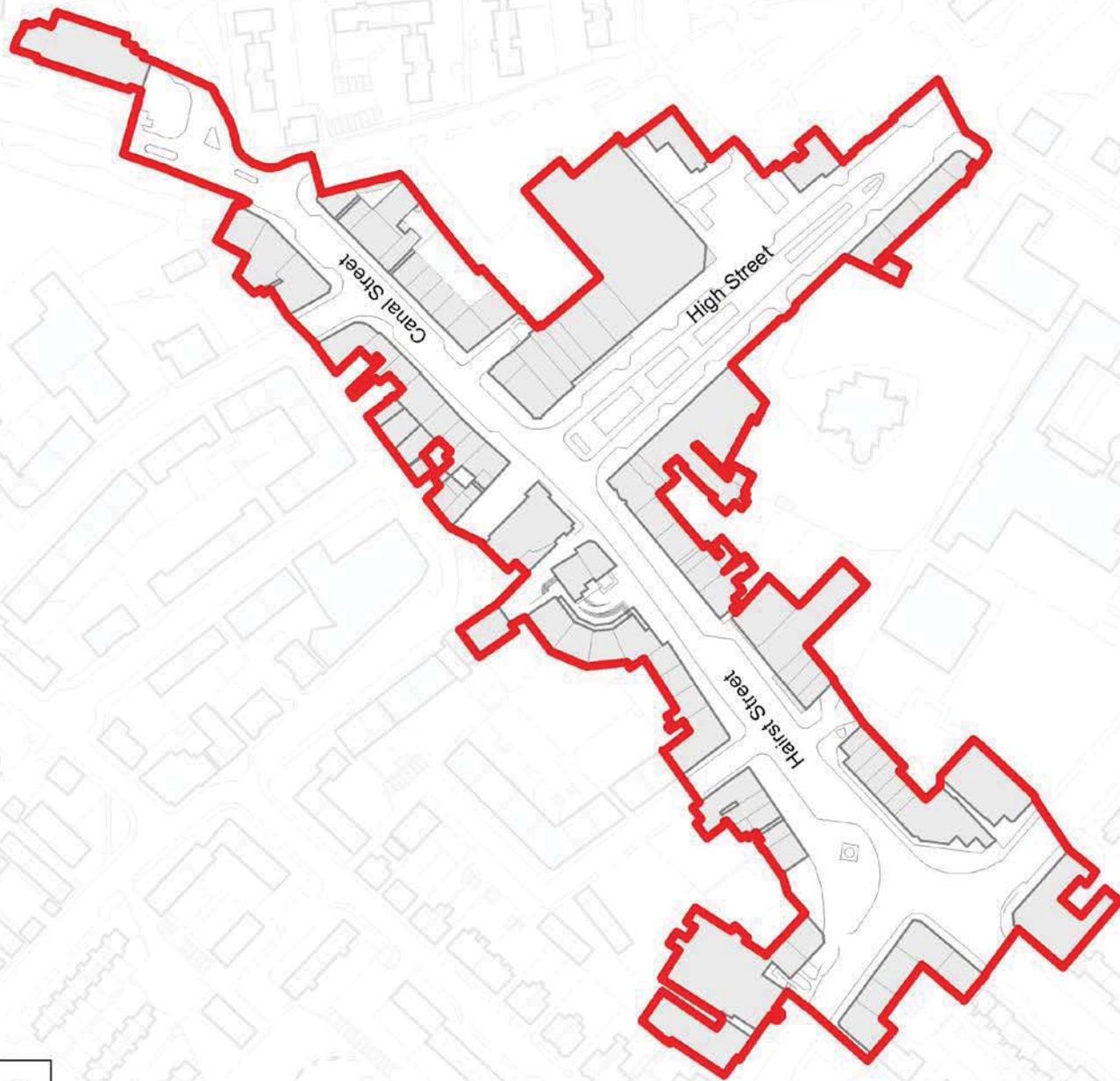
Plan 3: Land Use Plan 2015

# Plan 1 - Renfrew Town Centre SPZ Boundary

Legend



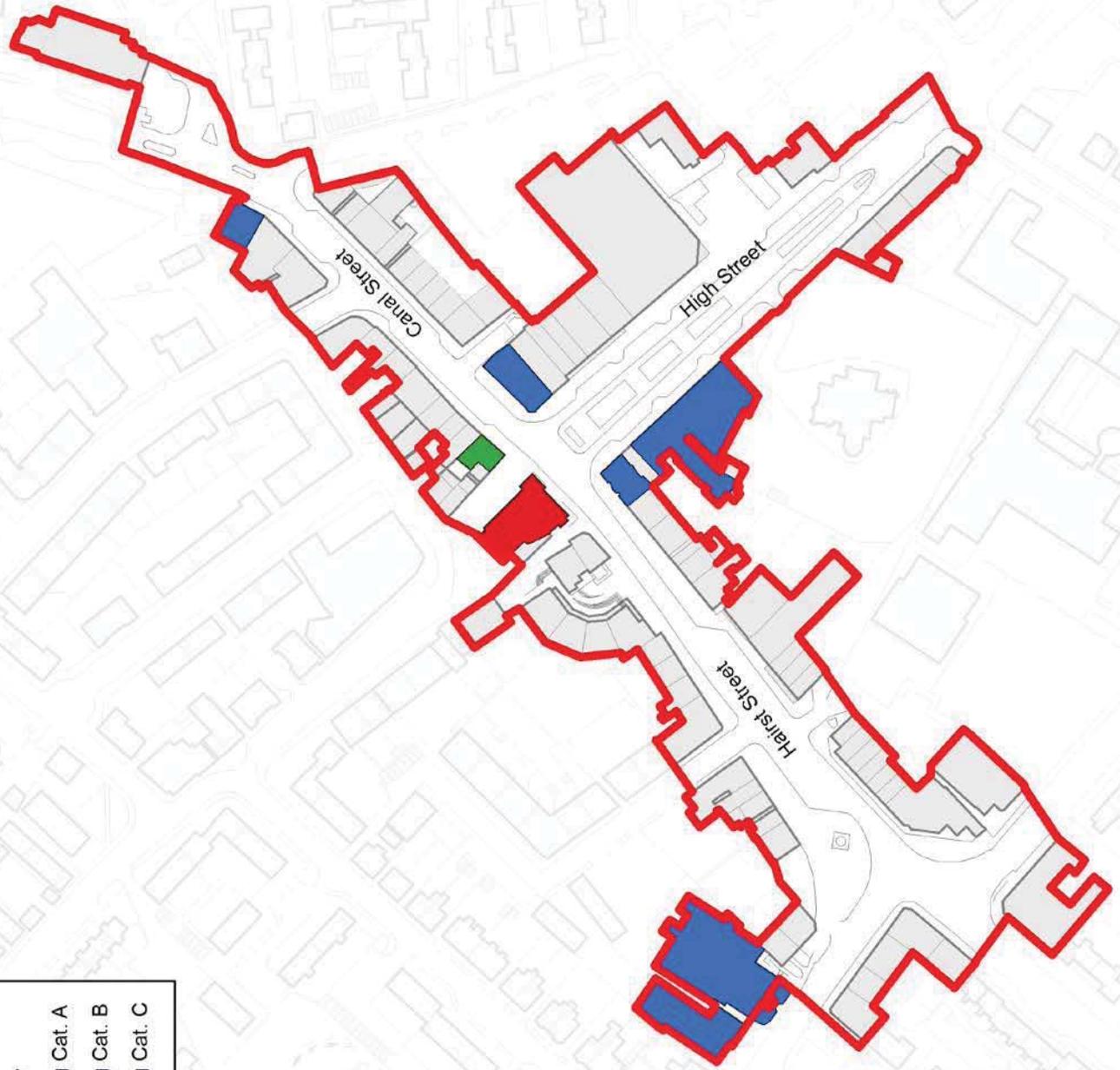
SPZ Boundary



# Plan 2 - Location of Listed Buildings 2015

**Legend**

- SPZ Boundary
- Listed Building Cat. A
- Listed Building Cat. B
- Listed Building Cat. C



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# Plan 3 - Land Use Plan 2015 (Ground Floor)



**Legend**

- SPZ Boundary
- Use Class (No of Units)**
- 1 (62)
- 2 (29)
- 3 (5)
- 4 (3)
- 10 (3)
- 11 (1)
- Residential (5)
- Sui Generis (19)
- Vacant (7)

48% of Ground Floor Commercial Units are Class 1 (62 Units) - May 2015



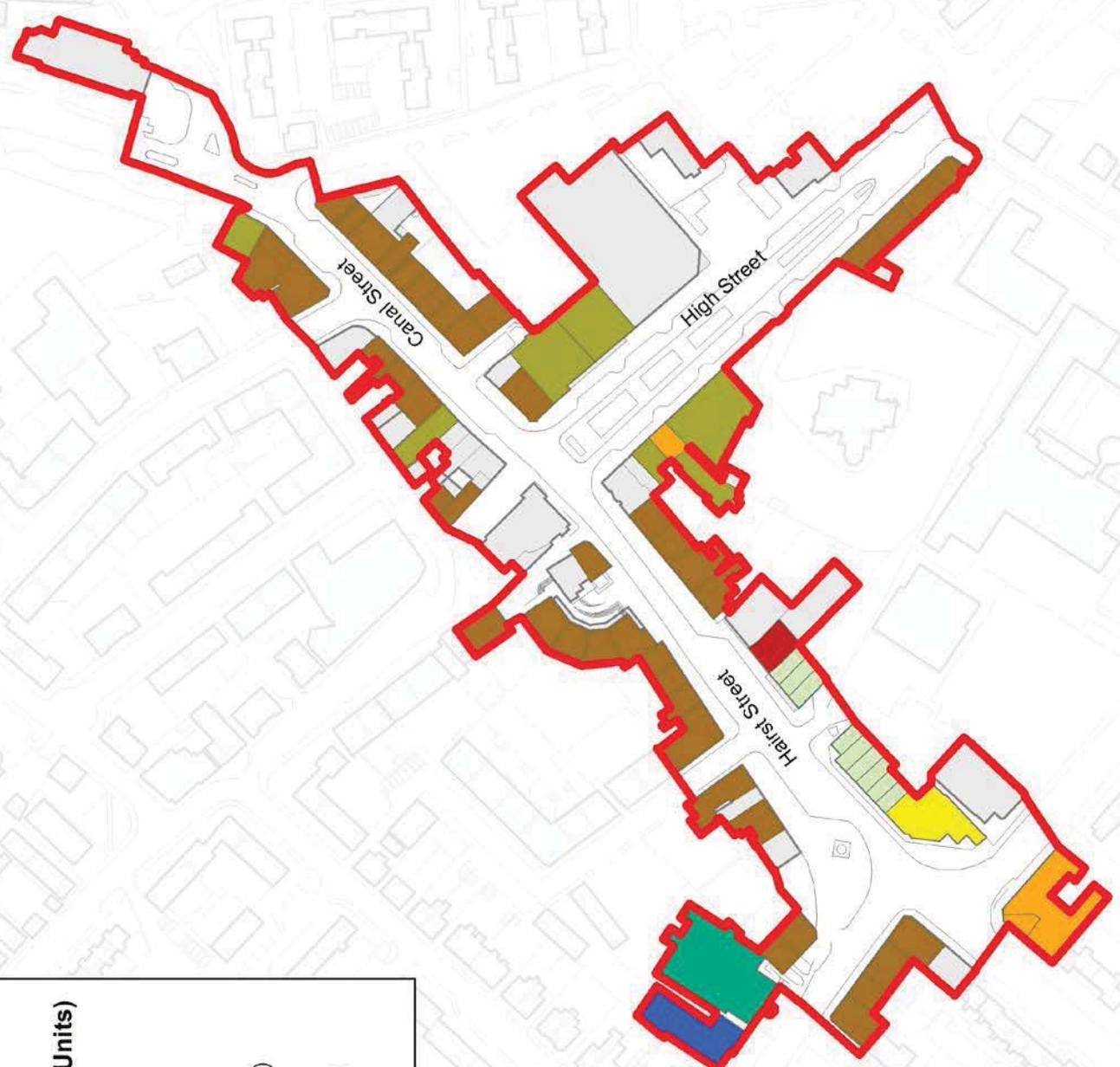
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# Plan 3 - Land Use Plan 2015 (First Floor)



**Legend**

- SPZ Boundary
- Use Class (No of Units)**
- 2 (3)
- 3 (1)
- 4 (1)
- 11 (1)
- Residential (50)
- Storage (9)
- Sui Generis (1)
- Vacant (5)

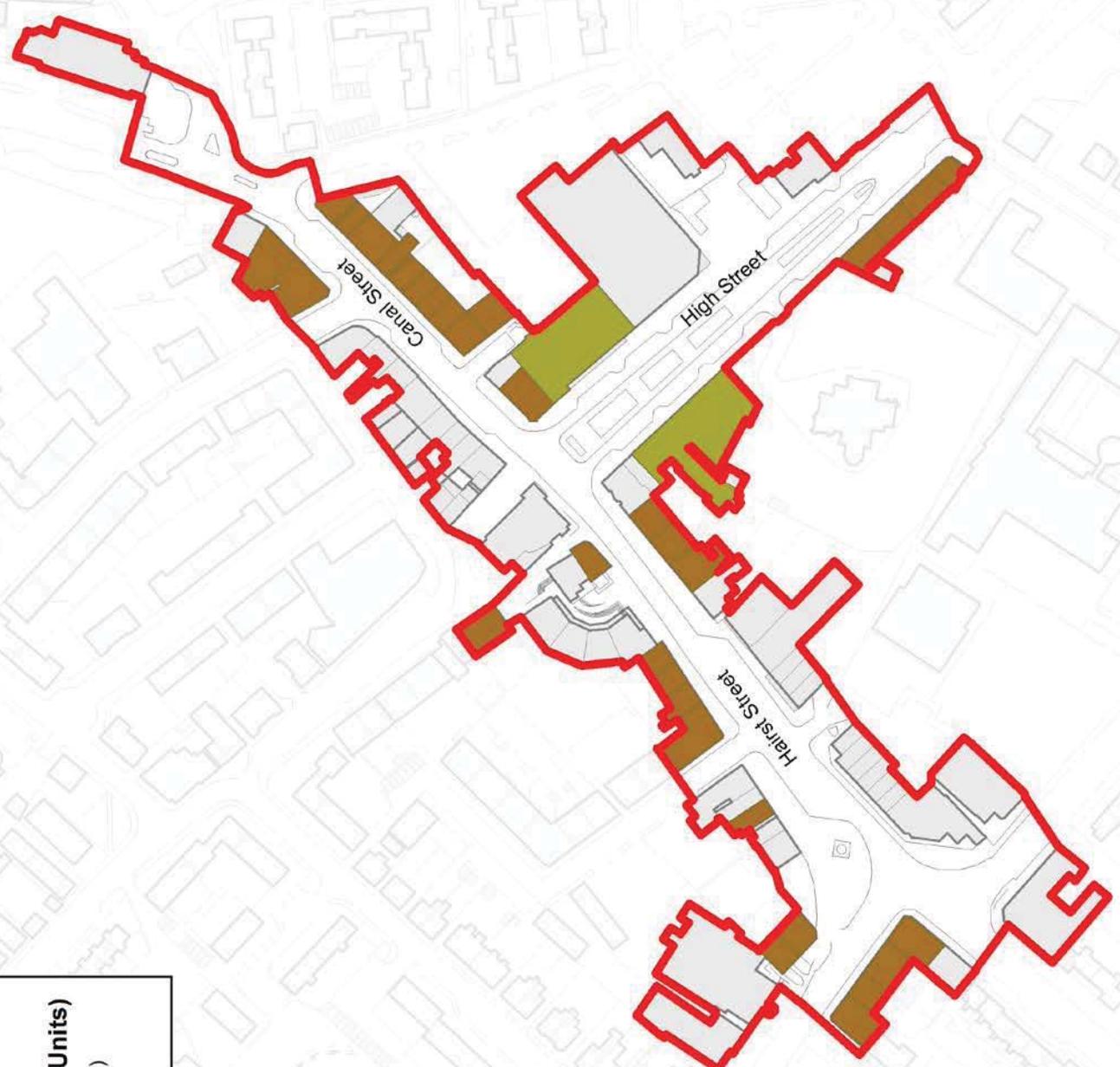


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# Plan 3 - Land Use Plan 2015 (Second Floor)

**Legend**

- SPZ Boundary
- Use Class (No of Units)**
- Residential (35)
- Vacant (2)



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# Plan 3 - Land Use Plan 2015 (Third Floor)



**Legend**

-  SPZ Boundary
- Use Class (No of Units)**
-  Residential (19)



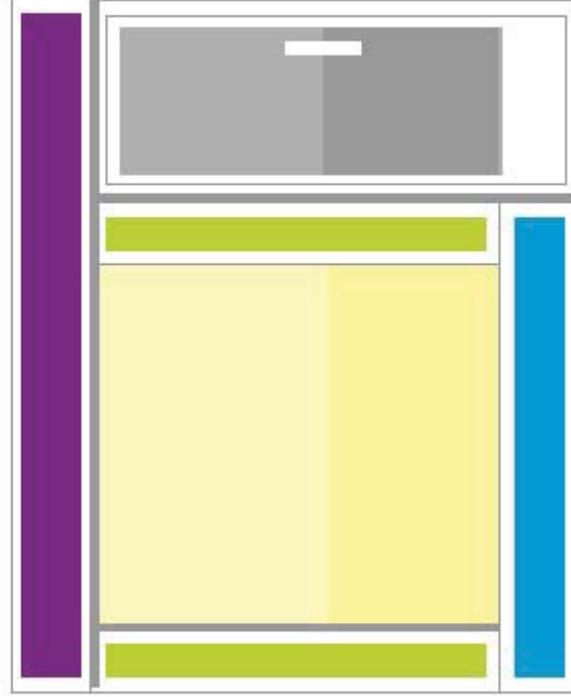
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## APPENDIX 2 - Renfrew Town Centre Design Guide

Well designed shop fronts make a positive contribution to the character and appearance of Town Centres. In the Renfrew Town Centre Simplified Planning Zone the following design principles will apply:

- **Frame the shop window** – The basic frame of a shop front consists of the fascia at the top for signage, the stall riser at the bottom, the pillars or columns to the sides of the unit and the separation between units;
- **Respect the main building** – there should be a relationship between the shop and the building that it is a part of rather than trying only to achieve uniformity with adjoining units;
- **Add visual interest** – The use of colour, materials, signage and window displays can add visual interest to individual units and the wider street scene;
- **Use good quality materials and finishes** – materials should complement the existing building. Keeping the range of materials used to a minimum can create a degree of unity in the street scene;
- External air conditioning and refrigeration units require to be located at the rear of the building, screened from public view.

### Layout for a basic shop front



Fascia / Top

Window Display

Pillars / Sides

Stall Riser / Bottom

## **APPENDIX 3**

- Pre-development Notification Form
- Development Commencement Form
- Development Completion Form

## Renfrew Town Centre Simplified Planning Zone Pre-development notification form

### Notes for developers

By submitting this form you are notifying Renfrewshire Council that you intend to carry out works under the Renfrew Town Centre Simplified Planning Zone (SPZ) Scheme.

Completion of this form is a mandatory requirement if development is undertaken under the provisions of the SPZ scheme. It is essential that the local planning authority maintains an accurate record of the development activity so that the terms of the SPZ are not exceeded.

On receipt of this form, the local planning authority will acknowledge within 10 working days to the agent or developer if no agent is specified.

Acknowledgement of the form does not constitute the local planning authority's confirmation that the proposal is compliant with the SPZ. Developers requiring a formal decision from the local planning authority about the proposal's compliance with the SPZ must apply for a certificate of lawfulness of proposed use or development under section 151 of Town and Country Planning (Scotland) Act 1997.

Please complete this form and return to the local planning authority together with the following minimum information:

- Location plan (scale 1:1250 or 1:2500)
- A Block plan for Residential Proposals (1:500 or 1:200)

All measurements should be provided in metric and floor areas specified as gross internal area (GIA)

The completed form and plans should be sent by post/e-mail to:

Director of Development and Housing Services  
Renfrewshire Council  
Cotton Street, Paisley, PA1 1JD  
[localplanconsultation@renfrewshire.gov.uk](mailto:localplanconsultation@renfrewshire.gov.uk)

### Submitted information

I/we submit the following information (please tick):

Site location plan (scale 1:1250 or 1:2500)

Block plan (Residential proposals) (1:500 or 1:200)

Other information provided with the pre-development notification, if applicable (please list):

**Renfrew Town Centre Simplified Planning Zone  
Pre-development notification form**

<b>1. Developer details</b>	
Applicant	Agent
Contact name:	Contact name:
Company/organisation:	Company/organisation:
Address:	Address:
Postcode:	Postcode:
Telephone no. E-mail:	Telephone no. E-mail:
<b>2. Location of proposed development</b>	
Address/location of proposed development:	
<b>3. Details of the proposed development</b>	
Description of development or change of use (and Use Classes):	

Gross floor area and use of existing development (GIA):	
Gross floor area and use of proposed development (GIA):	
Estimated date works will commence on:	
<b>4. Developer declaration</b>	
Declaration: I/we hereby give notice of the intention to carry out the above development under the provisions of the Renfrew Town Centre SPZ. I/we shall carry out the proposed work in accordance with the details included on this form and the associated scaled plans. I/we also confirm that the development will be undertaken in accordance with the conditions and informatives of the SPZ. I/we understand that any material variation from the details I/we have provided will require a revised pre-development notification to be made. I/we also understand that the local planning authority may take enforcement action if it considers that the proposed development is not permitted by the SPZ, or is not in accordance with the details that have been provided herewith.	
Name:	
Signature:	
Date:	

**Renfrew Town Centre Simplified Planning Zone  
Notification of Initiation of Development: Confirmation of  
start of works**

A person who has commenced development for which notification has been given under the terms of the SPZ, must, as soon as practicable after starting works, give notice to Renfrewshire Council by returning this completed Notice to:

Renfrewshire Council, Development and Housing Services,  
Cotton Street, Paisley, PA1 1JD;  
[localplanconsultation@renfrewshire.gov.uk](mailto:localplanconsultation@renfrewshire.gov.uk)

Signed .....

Date .....

\*On behalf of .....

\*Delete where inappropriate

<b>Address:</b>	
<b>Reference Number:</b>	
<b>Proposal:</b>	
<b>Applicant:</b>	
<b>Previous notification Date:</b>	
<b>Full name and address of person(s), company or body carrying out the development (if different from applicant):</b>	
<b>Full name and address of all owner(s) of the property/ land to be developed (if different from applicant):</b>	
<b>Full name, address and contact details of person(s), company or body appointed to oversee the carrying out of the development:</b>	
<b>START DATE:</b>	

**Renfrew Town Centre Simplified Planning Zone  
Notification of Completion of Development**

A person who completes development for which notification has been given under the SPZ, should, as soon as practicable after completion, give notice of completion to Renfrewshire Council by returning this completed Notice to:

Renfrewshire Council, Development and Housing Services,  
Cotton Street, Paisley, PA1 1JD;  
[localplanconsultation@renfrewshire.gov.uk](mailto:localplanconsultation@renfrewshire.gov.uk)

<b>Address:</b>	
<b>Reference Number:</b>	
<b>Proposal:</b>	
<b>Applicant:</b>	
<b>Previous notification Date:</b>	
<b>COMPLETION DATE FOR DEVELOPMENT:</b>	

Signed .....

Date .....

\*On behalf of ..... \*Delete where inappropriate



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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Erskine Town Centre Strategy - Charrette**

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## **1. Summary**

- 1.1 The Planning and Property Policy Board of 10 March 2015 approved a draft town centre strategy and action plan for Erskine town centre, as a basis for consultation with the local community and key stakeholders.
  - 1.2 The Scottish Government has recently promoted the Charrette Mainstreaming Programme Fund, which seeks to support communities to actively participate in the design and development of plans for the future of their areas. A key area of focus for the fund is the development of town centre action plans.
  - 1.3 An application to the Charrette Mainstreaming Fund is proposed to support the consultation exercise which will inform the final Erskine town centre strategy. The representations received during the consultation exercise will be reported to the Board with the finalised strategy and action plan in early 2016.
- 

## **2. Recommendations**

- 2.1 It is recommended that the Board:-
  - (i) Agrees that the Director of Development & Housing Services submits an application to the Scottish Government's "Charrette Mainstreaming Programme Fund" to support a consultation exercise to inform the Erskine Town Centre Strategy;

- (ii) Notes that further reports will be provided to the Board on completion of the consultation process and prior to the approval of the final town centre strategy and action plan.
- 

### **3. Background**

- 3.1 The Planning and Property Policy Board of 10 March 2015 approved a draft town centre strategy and action plan for Erskine town centre, as a basis for consultation with the local community and key stakeholders. The draft strategy explains the role of the town centre, strengths and potential for future enhancement, seeking views on priorities for action and opportunities for change.
- 3.2 The Scottish Government has recently promoted the Charrette Mainstreaming Programme Fund, which seeks to support communities to actively participate in the design and development of plans for the future of their areas. The Charrette process involves the preparation of plans through a series of workshops and consultation events with local communities and key stakeholders. A key area of focus for the fund is the development of town centre action plans.
- 3.3 The Council has a track record of using the charrette process to develop plans through consultation and with the support of the Scottish Government successfully delivered a charrette in Johnstone South West during 2011. The lessons learned from this experience will greatly benefit in the development and implementation of further charrettes as part of a range of approaches to consultation.
- 3.4 Following discussion with the Scottish Government and in view of the wide range of issues and opportunities identified within the draft Erskine town centre strategy, it is considered that the Charrette Mainstreaming Programme Fund represents an excellent opportunity to support the programme of consultation and engagement proposed to inform a finalised strategy.

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### **4. Next Steps**

- 4.1 The draft Erskine town centre strategy will be subject to consultation between August and November 2015. It is the intention to submit an application to the Charrette Mainstreaming Programme Fund in the next month to support this consultation programme.
- 4.2 The representations received during the consultation period will be reported to the Board with the finalised strategy and action plan in early 2016.

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## Implications of the Report

1. **Financial** – A successful application to the Charrette Mainstreaming Programme Fund will require the Council to match fund grant assistance provided by the Scottish Government. This will be met from approved Development and Housing Services budgets and will not exceed £15,000.
2. **HR & Organisational Development** – None
3. **Community Planning** –  
**Empowering our Communities** – Increased participation and engagement with local communities in developing the Erskine town centre strategy.
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** - None
7. **Equality & Human Rights**  
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.
8. **Health & Safety** – None
9. **Procurement** – A successful application to the Charrette Mainstreaming Programme Fund will require the Council to procure consultancy services to deliver a programme of community engagement. This will be undertaken in accordance with the Council's Standing Orders relating to contracts.
10. **Risk** – None
11. **Privacy Impact** - None

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## List of Background Papers

- (a) None

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**Author:** Sharon Marklow, Assistant Manager (Policy), 0141 618 7835, email: sharon.marklow@renfrewshire.gov.uk





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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: REVIEW OF FEES FOR APPLICATIONS SUBMITTED UNDER THE HIGH HEDGES (SCOTLAND) ACT 2013**

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## **1. Summary**

- 1.1. This report refers to the operation of the statutory provisions of the High Hedges (Scotland) Act, 2013 and proposed increases to the charges for such applications to align cost recovery more closely with costs actually incurred in processing applications for High Hedge Notices.
- 

## **2. Recommendations**

- 2.1. That the Board agree that the cost charged to applicants for making a High Hedge Application be raised from £382 to £401 to better reflect the true costs involved; and
- 2.2. Thereafter, that the fee should be increased in line with similar changes brought about through amendments to the Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regulation 2004 subject to the increase being reported to and agreed by the Board.
- 

## **3. Background**

- 3.1. The High Hedges (Scotland) Act 2013 came into force on 1 April, 2014 and seeks to provide a solution to the problem of high hedges which act as a barrier to light and which interfere with the reasonable enjoyment of a domestic property and where neighbours have not been able to resolve the issue amicably; it is in effect a route of last resort.

- 3.2 The High Hedge Act does not fall within the body of legislation associated with a local authority's roles and responsibilities as a Planning Authority in terms of the Town and Country Planning (Scotland) Act 1997. However, the Council, at its meeting on 1 May, 2014, having considered a report by the Director of Finance and Corporate Services, agreed that the responsibility for operating the provisions of the High Hedges Act be delegated to the Director of Development and Housing Services and other specified officers in the Service.
- 3.3 Council also agreed that the fee for dealing with such applications should be set at a level equivalent to that for the minimum fixed fee for a 'routine' planning application as this is the figure that most closely matched the anticipated costs. This Board, at its meeting on 13 May, 2014, considered a similar report by the Director of Development and Housing Services and noted the introduction of the Act and the fee.
- 3.4 The High Hedges Act requires that each local authority set a fee for dealing with a High Hedge Notice application. Whilst there is no upper limit on the fees to be charged, these should represent the reasonable costs the local authority incurs in processing the application. The Scottish Government reviewed and increased charges for planning applications which took effect on 1 November, 2014 and these included, inter alia, increasing the minimum fee for a 'routine' planning application from £382 to £401.
- 3.5 The level of resource input required to administer the provisions of the high hedge legislation is assessed to be at least equivalent to that required to deal with certain types of planning application and the requisite fee should be linked accordingly.

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#### 4. **Conclusion**

- 4.1 It is recommended that the fee for a High Hedge Notice application be updated to £401 and that in future, this should be linked to any increase in the statutory scale of fees for planning applications to ensure that it remains reflective of the costs incurred by the Council in dealing with such matters. When increases are made to the statutory fees for planning applications, the corresponding increase for high hedge applications will be reported to the Board for approval.

---

#### **Implications of the Report**

1. **Financial** – The fee should represent the reasonable costs the local authority incurs.
2. **HR & Organisational Development** – none.
3. **Community Planning** – None
4. **Legal** – none.
5. **Property/Assets**–none.

6. **Information Technology** – none.
  7. **Equality & Human Rights** - 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 because the High Hedges legislation including the fee provisions were subject to an Equality Impact Assessment.
  8. **Health & Safety** – none.
  9. **Procurement** – none.
  10. **Risk** – none.
  11. **Privacy Impact** – none.
- 

### **List of Background Papers**

- (a) Background Paper 1: High Hedges (Scotland) Act 2013

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is David Bryce, Development Standards Manager, 0141 618 7892; david.bryce@renfrewshire.gov.uk

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**Author:** David Bryce, Development Standards Manager  
Tel. 0141 618 7892; email david.bryce@renfrewshire.gov.uk





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**To: Planning and Property Policy Board**  
**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Update on Statutory Appeals & Judicial Review – Renfrewshire Local Development Plan and Braehead Planning Application**

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## **1. Summary**

1.1. This report seeks to update the Board on statutory appeals lodged with the Court of Session challenging the validity of the Adopted Renfrewshire Local Development Plan (LDP) and the outcome of the Judicial Review of the planning consent granted for Braehead.

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## **2. Recommendations**

2.1 It is recommended that the Board:

- (i) Notes the update in relation to the Statutory Appeals and Judicial Review submitted to the Court of Session.
  - (ii) Notes the effect of the ruling of the Court of Session on the Adopted Renfrewshire Local Development Plan and the consent issued in relation to Application 13/0049/PP.
- 

## **3. Statutory Appeals – Local Development Plan**

3.1. On 11 November 2014 the Planning and Property Policy Board agreed to defend statutory appeals in relation to the Renfrewshire Local Development Plan which were lodged in the Court of Session by the following parties:

- (i) Retail Property Holdings Limited (“RPHL”), owners of Silverburn Shopping Centre. This appeal related to Braehead’s Town Centre status in the Local Development Plan; and
  - (ii) Mr Stuart McGregor. This appeal relates to needs of Gypsies and Travellers.
- 3.2. The appeal by RPHL in relation to Braehead being designated as a Town Centre was heard in the Court of Session from 23 to 25 June 2015. Submissions were made by RPHL, the Council, the Scottish Government and Intu Properties PLC (owners of Braehead).
- 3.3 The appeal was allowed and the sections in the Local Development Plan that refer to Braehead as a Town Centre have been quashed by the Court. The consequence of this is that certain parts of the Local Development Plan have been deleted from the Plan.
- 3.4 Under current Planning legislation an Adopted Local Development Plan cannot be amended by a Council in light of the Court’s ruling. The Local Development Plan is therefore partially quashed and will remain in that format until a fresh Local Development Plan is brought forward in accordance with the legislation.
- 3.5 The written reasons for the Court’s decision are still awaited but Appendix 1 is a copy of the Court’s order and Appendix 2 provides details to the Board on the effect of the Court’s ruling on the Adopted Local Development Plan.
- 3.6 The appeal by Mr Stuart McGregor, in relation to the needs of Gypsies and Travellers in the LDP is currently temporarily sisted. Dates for a full hearing in this appeal have not yet been fixed.

#### **4 Judicial Review – Braehead Planning Consent**

- 4.1 Separately from their appeal against the Local Development Plan, a petition for Judicial Review of the Council’s decision to grant planning permission in principle (13/0049/PP) for the development at Braehead was also lodged in the Court of Session by RPHL.
- 4.2 The petition for Judicial Review was timetabled to be heard in the Court of Session on 7, 8 and 9 July 2015. However, after taking advice of Senior Counsel following the judgement by the Court which quashed Braehead’s Town Centre status in the Local Development Plan, it was considered unadvisable to proceed to defend the petition for Judicial Review of Braehead’s planning consent.
- 4.3 As such the petition for Judicial Review was unopposed by both the Council and Intu Properties PLC. No expenses were due to or by the Council in relation to conceding this petition.
- 4.4 The effect of conceding the petition for Judicial Review is that the approved planning consent no longer stands. It is as though the Board did not reach a

decision on the planning application. The planning application is 'revived' and requires to be determined afresh. When reaching a decision on the application, account will require to be taken of the change in circumstances following the quashing of the part of Local Development Plan that related to Braehead's Town Centre status.

- 4.5 The concession of the petition for Judicial Review does not alter the Council's support for Braehead achieving Town Centre status in the future, nor its support for Braehead's further evolution and development as a Strategic Centre.

## 5 Next Steps

- 5.1 In relation to the Local Development Plan, the Court's written reasons for its decision in the RPHL appeal against the Local Development Plan is awaited. An appeal from a decision of the Court of Session in this appeal can be made to the Supreme Court of the United Kingdom. Once the Court's written reasons for its decision are received, Senior Counsel's opinion will be sought on the prospects of success in appealing to the Supreme Court.
- 5.2 The Renfrewshire Local Development Plan remains the adopted plan against which all planning applications will continue to be assessed and determined. The Court's decision in RPHL's appeal against the Local Development Plan will be a material consideration when considering planning proposals and applications in and around Braehead centre.
- 5.3 The Board should also note that an opportunity to review the status for Braehead will be available through the Glasgow & Clyde Valley Strategic Development Plan, now known as "*Clydeplan*", which will reach its Proposed Plan stage in January 2016.
- 5.4 The Board will be kept up to date with the progress on the remaining statutory appeal from Mr McGregor through further reports.

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## Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** –

**Jobs and Economy** – The LDP is a key document in establishing a land use framework for supporting, encouraging and delivering economic development in Renfrewshire through investment and are regeneration.

4. **Legal** - The nature of the challenges are as detailed in the report.

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 because it is for noting only. 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
- 

#### **List of Background Papers**

- (a) None
- 

**Author** The contact officer within the service is Sharon Marklow, Assistant Manager (Policy), 0141 618 7835, email: Sharon.marklow@renfrewshire.gov.uk

Edinburgh 25 June 2015

Lord Eassie

Lord Menzies

Lord Malcolm

Act: Martin QC., Burnet

Alt: Mure Q.C. first respondents

Findlay second respondents

Thompson QC, Smith Interested Party

The Lords, having heard counsel on the Summar Roll, on the unopposed motion of the Interested Party, allow the inventory of productions for the Interested Party, no.24 of process, to be received late; Thereafter, having heard submissions, for the reasons to be given in writing at a later date, allow the appeal, quash in part the Renfrewshire Local Development Plan 2014 adopted by Renfrewshire Council on 28 August, 2014 insofar as it designates Braehead centre as a "town centre" and accordingly direct that the passages in the said Plan detailed in the appendix to this interlocutor shall be treated as delete; Continue the appeal on all question of expenses until after the opinion or opinions are available.

**APPENDIX**

The provisions of the Renfrewshire Local Development Plan 2014 specified in the table below shall be held to be delete:

Page n°	Location of the provision on the page	Text to be deleted
[11]	In Figure 9, in the entry for "Old Govan Road, Braehead" and in the right-hand paragraph (under the column headed at the top "Opportunities")	The word "Town" where it appears in each of the fourth and sixth lines respectively
[14]	In the leftmost column, under the subheading "Strategic Centres" occurring below the heading "Renfrewshire's Network of Centres"	The word "Town", appearing between "Strategic " and "Centres" in the second line
[14]	In the first paragraph to be found under the heading "Clyde Riverside – Braehead, Renfrew, Erskine, Bishopton", located in the second column from the left	The first and fourth sentences
[14]	In the final sentence of the third paragraph under the heading referred to in the preceding entry in this table (located in the third column from the left)	The word "its", where it first occurs, and thereafter the words "to reflect its Identification as a new town centre in Renfrewshire"
[16]	Figure 11: in the leftmost column, under the heading "Strategic Centres"	The word "Town", where it appears between "Braehead" and "Centre"
[16]	Figure 11: in the third column of text from the left (under the column "Challenges/Opportunities") in the paragraph laterally appropriated to the entry for Braehead , referred to in the immediately preceding entry	The word "the", occurring in the first sentence
{16}	Figure 11: in the far right hand	The word "Town", occurring

	column, at the foot of the page, in the paragraph  appropriated to "Braehead Retail Park"	between "Braehead" and "Centre" in the first line
[17]	Figure 12: in the key to the plan constituting the figure	The word "Town" in the three entries in the key in which it occurs.
[5]	Figure 4: Spatial Strategy	As applied to the location "Braehead" at the right hand side of the figure, the circular icon or symbol which is defined in the Key to the figure as "Strategic Town Centre"

# Following Court of Session Judgement



## Renfrewshire Local Development Plan

November 2014

Town Centres are always in a state of evolution and their role and function has changed throughout the years. It is recognised that the current retailing trends will change our centres forever.

The strengthening of the vitality and viability of Renfrewshire's centres requires the channelling of investment to allow a diverse range of activities and uses to develop. The LDP will support existing and encourage new uses which contribute positively to the economic and cultural life of centres as well as improving the quality of offer, creating sustainable mixed communities and reducing the need to travel.

Encouraging a day and evening economy by creating vibrant and safe places will be an important consideration for all new developments. Well designed quality spaces, public realm and sustainable access will also be key to improving the economic potential as well as the environment of Renfrewshire's centres.

## Renfrewshire's Network of Centres

Centres have evolved and changed over the years with each of Renfrewshire's centres providing a complementary role and function within the network. (See Figure 10 and Figure 11)

Renfrewshire's Network of Centres comprises of a mix of:

- **Strategic Centres**

The Network of Centres can be viewed as hierarchical. The Strategic ~~Town~~ Centres sit at the top of this hierarchy and have a significant role that extends to the whole of or beyond the boundaries of Renfrewshire. These centres provide an appropriate mix of activities and fulfil a strategic role as a retail location, or cultural and civic centre.

- **Core Town Centres**

Renfrewshire's Core Town Centres provide an important supporting role. Core Centres serve towns of significant size and provide local services for neighbouring settlements. They provide a mix of retail offer, commercial, leisure, civic and community services, which are important to Renfrewshire's places and the overall strength of the network.

- **Local Service Centres**

Local Service Centres perform a vital role in supporting many local communities within Renfrewshire. These centres have more localised catchment areas providing a range of goods and local services.

- **Commercial Centres**

These centres provide for retail development that typically cannot be located within town centres. They have a different and more specialised range of uses, physical structure, character and sense of place than the other network centres. Each centre provides a complementary role and function which together adds to the strength and diverse mix of uses within the network.

## Spatial distribution of Renfrewshire's Network of Centres

To help explain the function of the network it has been split into 3 geographic clusters based on the linkages that exist between centres and the complementary uses that they share.

### Clyde Riverside - Braehead, Renfrew, Erskine, Bishopston

The LDP recognises Braehead as a town centre. Braehead is identified in the SDP as a Strategic Centre however Scottish Planning Policy does make a distinction between town centres and other centres. The SDP seeks the development of a masterplan for the regeneration of the centre and wider area, as Braehead is central to the Clyde Waterfront regeneration initiative and the emerging community of Renfrew North. ~~The Council recognises that to secure this regeneration the policy backing of town centre status is very important.~~ The implication of this status would be to allow further retail development but the LDP will only support such expansion where it furthers the town centre status and character of Braehead. There is a need for Braehead as a place to develop a town centre rather than a shopping mall character and this must have a bearing on all proposals that emerge in the future.

Braehead has a particular role in Renfrewshire's network of centres. It is the main centre for comparison goods retailing in the area. As the role of Paisley, the traditional retail centre, changes within this network so Braehead

fulfils this function. In doing so Braehead therefore retains significant retail employment opportunities in Renfrewshire and retains retail expenditure within the area that might otherwise be met in further afield locations. Braehead benefits from being under single ownership and remains the only centre within Renfrewshire which has enough flexibility in its built fabric to accommodate future retailing trends.

It is important that Braehead does not provide local scale service and community uses. These are catered for in nearby Renfrew Town Centre. Development of Braehead should not impact on this role for Renfrew as a Core Town Centre, providing local civic and community services for Renfrew and the neighbouring settlements. There is a need for Braehead to continue to develop ~~its town centre character, to reflect its identification as a new town centre in Renfrewshire.~~

The LDP establishes a framework for a masterplan for Braehead, set out in Figure 12. This spatial strategy connects Braehead to its adjacent communities, improves accessibility around and through the centre, enhances its commercial and business functions and delivers substantive enhancements to its public realm. All of this should aim to meet an overall objective of creating a modern and exemplary town centre environment.

Renfrew Town Centre is the main local civic centre serving the Clyde Riverside area. It is an important local retail, leisure and commercial centre providing local community services for Renfrew and the neighbouring settlements. In recent years Renfrew Town Centre has seen the completion of major public realm and shopfront enhancement works. This has greatly benefited the quality of the environment of the centre helping to retain existing uses and promote new uses and development.

Erskine Town Centre is a retail, leisure and commercial centre serving Erskine, Bishopston and Inchinnan. The centre performs well and has experienced few or no vacancies in recent years; however, the role and function of the town centre could be strengthened, creating a place with a range and quality of facilities. The overall quality of the town centres' public spaces and linkages to the waterfront and the town's residential areas also require improvement to help it achieve a sustainable future.

Bishopston Local Service Centre provides local convenience retail, commercial and community uses. Residents however do make use of the services on offer within Erskine Town Centre. Bishopston has developed in a sporadic manner and lacks a focal point within the settlement. The development of Dargavel Village on the former Royal Ordnance Factory site provides an opportunity to strengthen the offer within the settlement and to develop a hub for retail and community uses.

### Paisley Area - Paisley Town Centre, West End, East End, Neilston Road

Paisley Town Centre sits alongside Braehead at the top of the hierarchy of centres being the main civic and cultural hub within Renfrewshire. The centre offers a diverse mix of uses and a high level of attraction and accessibility. The centre provides a focus for business, community, leisure, heritage and educational uses and provides an attractive setting to live, work and visit.

While Paisley Town Centre has a rich mix of attributes its role is changing. Retail remains important to the future of the centre, however, this will focus more on convenience retailing and independent and local retailers. As the comparison retail offer contracts the strategy is to build on its strengths as a transport hub and a centre for community, cultural heritage, leisure, education and residential functions. Paisley Town Centre has a range of assets which are unique within Renfrewshire and are vital in supporting the overall strength of the Network of Centres. The spatial strategy for the centre is presented in Figure 13 showing a more concentrated retail area, with improvements to accessibility and circulation in and around the centre by potential enhancements to pedestrian, cycle and vehicular networks and the enhancement of attractions as well as heritage and cultural assets.

Paisley Town Centre is supported by the West End, East End and Neilston Road Local Service Centres. These centres fulfil an important role in supporting the local population providing retail and commercial uses which add to the range and choice of uses available in the Paisley area.

### West Renfrewshire - Johnstone, Linwood, Bridge of Weir and Lochwinnoch

The West Renfrewshire area is well served by a mix of town, local service and village centres which relate to and reinforce each other's role and function.

Johnstone Town Centre is the largest and most diverse centre within West Renfrewshire. In addition to its local retail offer, it is a civic and commercial centre providing local community services for West Renfrewshire.

Johnstone Town Centre, in common with other similar sized centres faces a number of challenges. Importantly, it needs to continue to refresh and improve its offer to ensure that it retains a competitive edge and remains the service centre for the wider West Renfrewshire area. The Council are making a significant investment in Johnstone Town Centre, delivering a new town hall for Johnstone to be opened in 2015. This will be a catalyst for further development opportunities.

Linwood (on completion of planned redevelopment), Bridge of Weir and Lochwinnoch Local Service Centres provide convenience retail, commercial and local community uses to meet local demand. Proposals to redevelop Linwood will result in dramatic improvements in terms of the vitality and viability of this centre. This centre will play an important role in the provision and choice of convenience retailing in West Renfrewshire and will attract shoppers from the neighbouring settlements.

Bridge of Weir's centre provides a diverse mix of specialist independent convenience and comparison retailers, as well as local commercial uses that contribute to and meet the needs of Bridge of Weir and the neighbouring villages.

Lochwinnoch, due to its location, doesn't perform the same complementary role as the other centres within West Renfrewshire, although specialist uses within the village may attract visitors from the wider area. This centre is essentially independent providing local services for the village.

Although not included in the network of centres other villages within West Renfrewshire do offer complementary uses which add to the strength and diverse mix of uses within the network in this area. These villages do not form part of the network as often the settlement and its centre are very small, or the shops and services are dispersed throughout the settlement in such a way that they do not take the form of a centre.

### Commercial Centres – Linwood Phoenix, Abbotsinch Retail Park, Braehead Retail Park

Within the Phoenix Commercial Centre and the Braehead Commercial Centre, there may be opportunities for some ancillary and / or enabling commercial development to complement the existing uses.

Renfrewshire's Commercial Centres will continue to reinforce the role and function of the Strategic Centres and Core Town Centres within the network and support will not be given to developments which could adversely impact upon the role and function of any other Network Centre, particularly the Strategic Centres.

Blythswood Retail Park is identified as a Transition Area in the LDP. The retail park is in a marginal retail location and has struggled to attract retailers since the loss of key anchor stores a number of years ago. A more flexible policy approach to allow for a greater mix of uses will help stimulate investment and improve the vibrancy of this area.

Figure 10 - Renfrewshire Network of Centres

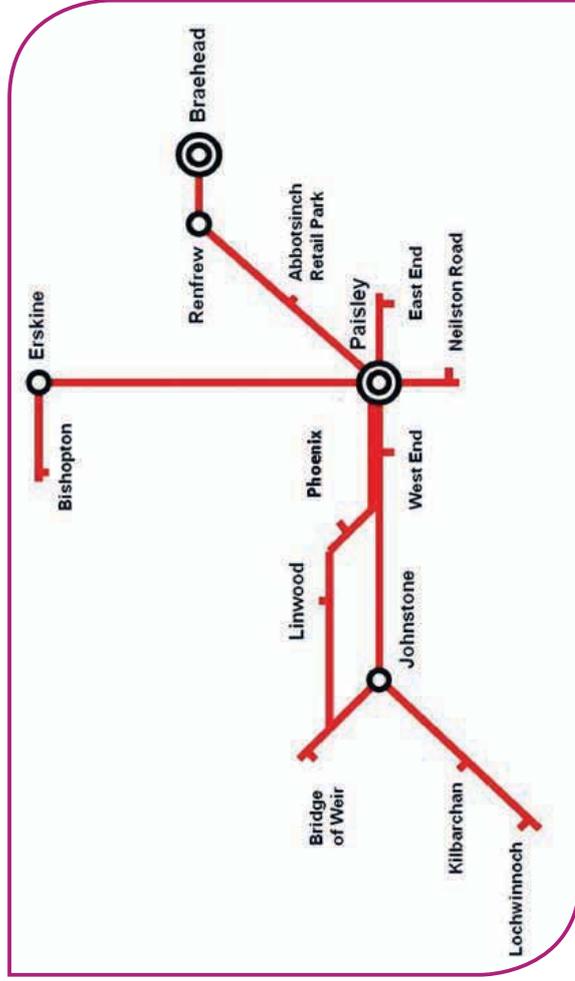
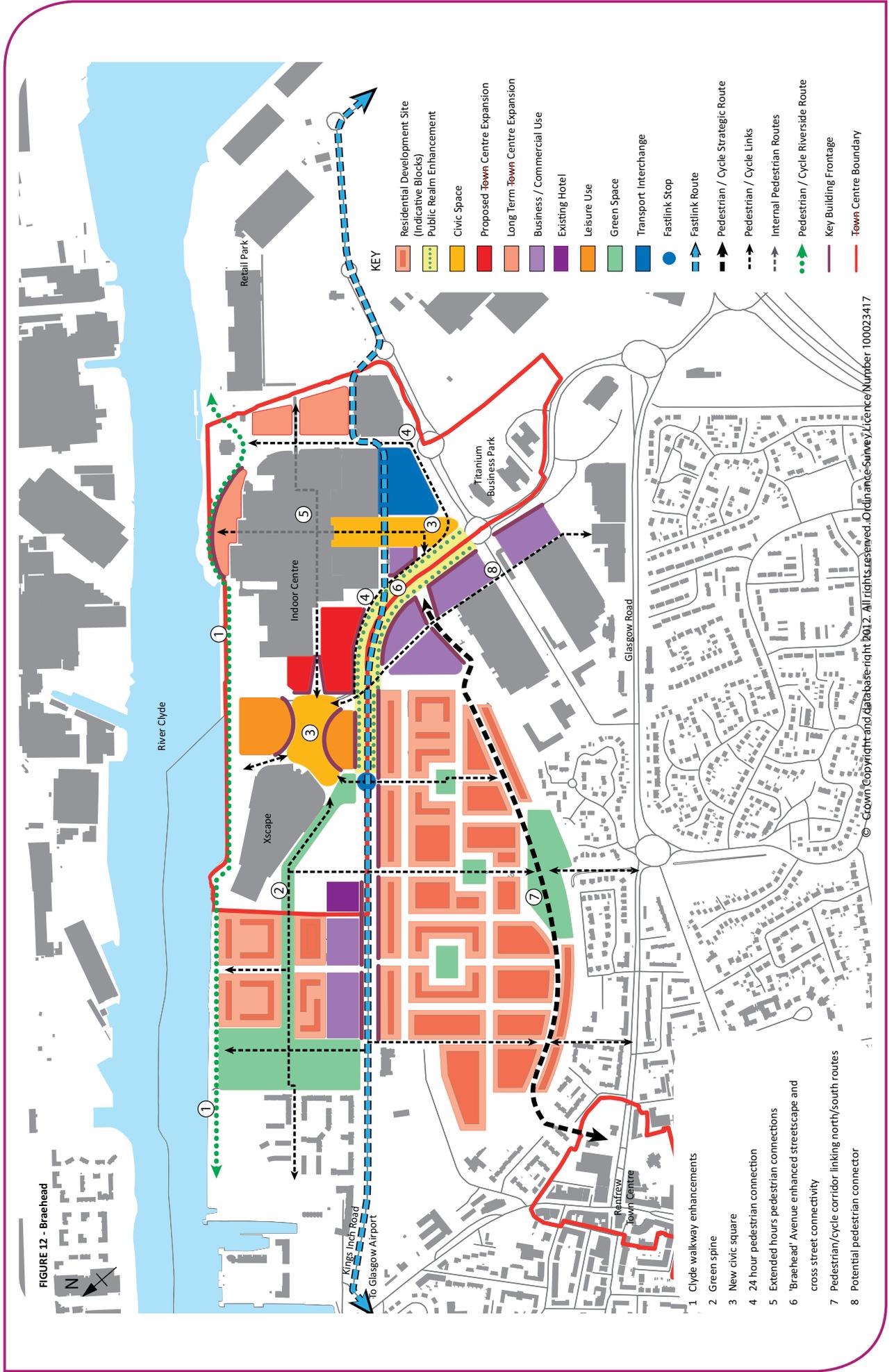


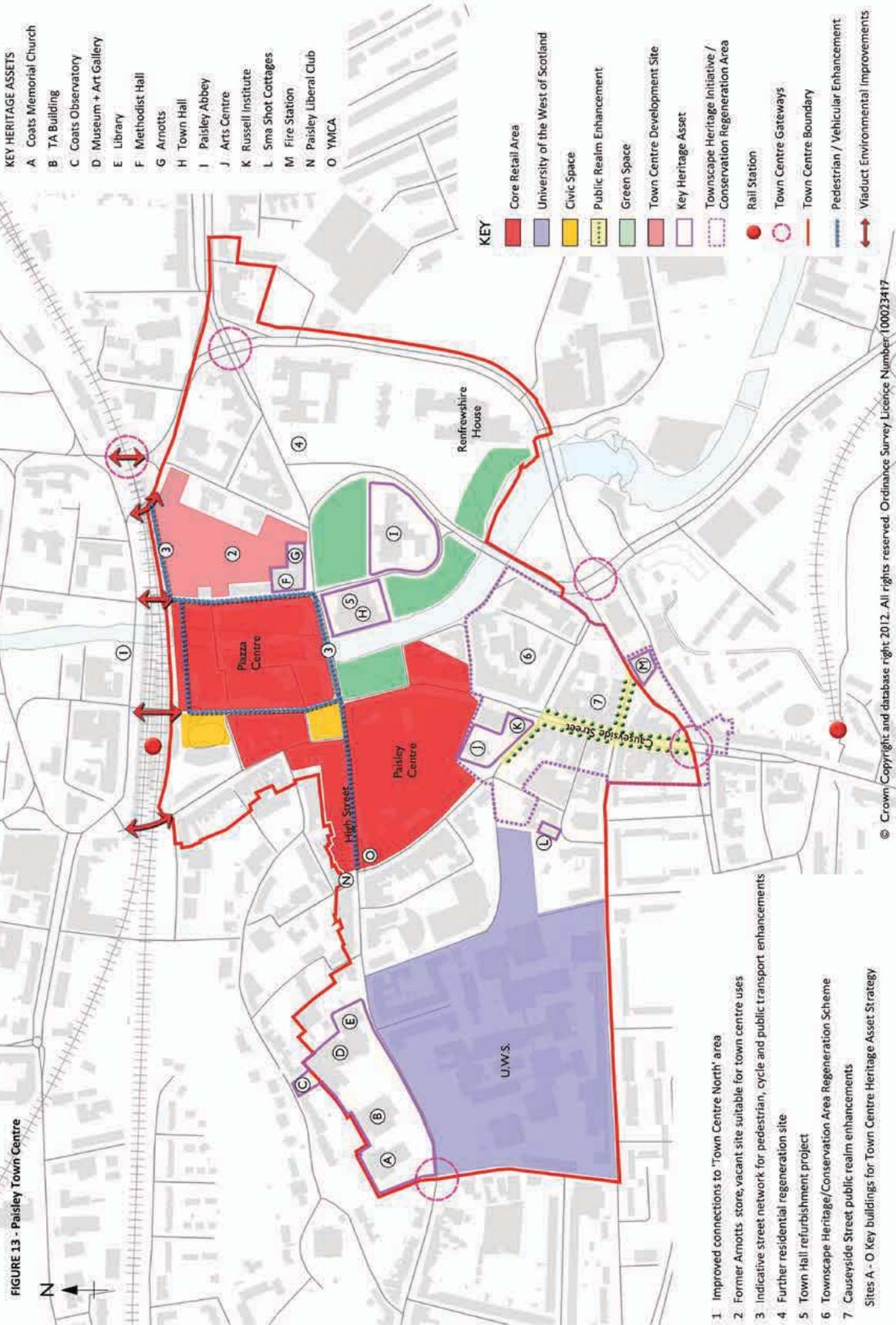
Figure 11 - Renfrewshire Network of Centres Role & Function

Centre	Role and Function	Challenges/Opportunities
<b>Strategic Centres</b>		
Paisley Town Centre	Renfrewshire's main civic and cultural centre. Offers the most diverse mix of uses and attributes providing a hub for transport, retail, business, community, leisure, heritage, health and educational uses.	Area regeneration and diversification as the retail offer contracts - reinforce community role, residential development and promote university and heritage areas. Improving circulation and access by enhancing the pedestrian, cycle and vehicular network.
Braehead Town Centre	Principal retail centre within Renfrewshire with strong supporting leisure, commercial, and business uses.	To develop the town centre character, creating a sense of place and increasing connectivity between Braehead and Renfrew while developing a hub for public transport. Significant opportunity for development of town centre uses that will continue to stimulate and complete the wider Clyde Waterfront regeneration.
<b>Core Town Centres</b>		
Renfrew Town Centre	Local retail, civic, leisure and commercial centre providing local community services for Renfrew and neighbouring settlements.	Opportunities to have better linkages and connections to Braehead for a range of uses and transport functions. Continue to strengthen and refresh the offer within the town centre to maintain its vitality and viability.
Johnstone Town Centre	Local retail, civic and commercial centre providing local community services for West Renfrewshire.	Opportunity to deliver regeneration - integrate new civic hub with existing role and function, improve public realm and encourage complementary uses within the town centre. Encourage residential regeneration into the town centre.
Erskine Town Centre	Local retail, leisure and commercial centre providing local community services for Erskine, Bishopston and Inchinnan.	Strengthen the role and function of the town centre, creating a place with a range and quality of facilities appropriate for a town of its size. Opportunity to improve overall quality of the town centres' public spaces and linkages to the waterfront. There is a need to demonstrate that development does not have an adverse effect on the integrity of the Inner Clyde SPA.
<b>Local Service Centres</b>		
Linwood	On completion of planned redevelopment, the centre will provide convenience retail, commercial and local community uses to meet local demand.	Deliver regeneration of the centre to significantly improve public realm and the range and quality of uses (primarily retail offer).
<b>Commercial Centres</b>		
Phoenix	Out of town retail and commercial centre.	Continue to ensure that buildings and built environment modernise and evolve to facilitate a range of commercial and retail uses appropriate in this location. Ensure centre continues to support the network and there is no significant impact on town centres.
Abbotsinch	Out of town retail centre.	A flexible approach to accommodate an appropriate range and choice of retail offer within centre to maintain an attractive and viable retail location. Ensure centre continues to support network and there is no significant impact on town centres.
Blythswood	Transition area.	Manage the change of Blythswood Retail Park from an out of town retail location to a mixed use transition area.
Braehead Retail Park	Edge of Centre Retail and Commercial Location.	Improve linkages with Braehead Town Centre and promote remaining development sites to improve range of commercial and retail offer appropriate in this location. Ensure centre continues to support network and there is no significant impact on town centres.
<b>Challenges/Opportunities</b>		
Bridge of Weir	Local convenience retail, commercial and community village centre.	Improvements in public realm as well as development of gap sites with appropriate uses to strengthen the quality of the centres' environment. Opportunity to strengthen local convenience retail offer within the village.
Bishopston	Local convenience retail, commercial and community village centre.	Protection and enhancement of village centre to support existing services.
Dargavel at ROF Bishopston	Local convenience retail, commercial and community village centre.	Opportunity to strengthen the offer within the settlement and develop a hub for retail, community and other complementary uses.
Lochwinnoch	Local convenience retail, commercial and community village centre.	Protection and enhancement of physical fabric of buildings and surrounding areas to support the existing services within the village.
Paisley West End	Local retail and commercial service centre.	Improve offer which would include a range of uses and reduce vacancy rate within the centre - improvements to the quality of the environment and area regeneration.
Paisley East End	Local retail and commercial service centre.	A flexible approach to development in this area to encourage other complementary uses in and around the centre.
Neilston Road	Local retail and commercial service centre.	Develop and refresh offer as well as extend area of the centre to build upon the diversification of the centre.

FIGURE 12 - Braehead



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## POLICY C1 - Renfrewshire Network of Centres

Each of the centres in Renfrewshire form part of a diverse, interconnected network of places to live, shop, work, enjoy entertainment, leisure and cultural activities and gain access to important transport connections. The Council welcomes development that will strengthen the network and enhance its centres, ensuring they are places which are vibrant, inclusive, accessible and complementary, as well as compatible with surrounding land uses. All proposals will be considered in line with the hierarchy and role and function of centres detailed in Figure 11 and against the development criteria set out within the New Development SG.

## POLICY C2 - Development Outwith the Network of Centres

Proposals for retail and commercial developments out with the network of centres require to demonstrate that the following has been considered and that the location is appropriate for the use/development. Proposals out with the network of centres should:

- Provide clear justification as to why sites within the network of centres have been discounted, demonstrating a sequential approach has been undertaken to site selection;
- Demonstrate that the development will contribute to the area without significantly impacting on the vitality and viability of the centres within the defined network;
- Demonstrate that proposals are of an appropriate scale and do not significantly impact upon the function, character and amenity of the surrounding area; and
- Demonstrate that the development would tackle deficiencies in qualitative or quantitative terms that cannot be met in the network of centres.

All development proposals will be assessed against the relevant criteria detailed in the New Development SG.



## LDP Objectives

- The regeneration and evolution of the Strategic Development Plan strategic centres and other town and village centres as places of municipal, commercial and community value
- An enhancement in the natural and built heritage environment of Renfrewshire in support of the health of its communities, attractiveness of its places and setting for economic recovery
- Regeneration and renewal of existing urban areas as energy efficient, healthy and safe places

## Programme of Delivery

The spatial strategy will be implemented through a number of key actions including:

- Work in partnership to develop Centre Strategies, Action Plans and Management Plans for centres to strengthen the role, function and diversification of uses within Renfrewshire's Network of Centres
- Continue to promote and develop initiatives such as Paisley Townscape Heritage Initiative to help building restoration and enhance public realm as well as leveraging in additional resources for investment
- Continue to develop initiatives targeted at promoting improvements to frontages and the fabric of our centres
- Develop more partnership approaches to tackling priority stalled sites and buildings such as joint venture arrangements, leveraging in more resources and skills to implement projects and proposals

(Please refer to the LDP Action Programme for full implementation and delivery details)



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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: RECOVERY OF FEES FOR THE ADVERTISEMENT OF PLANNING APPLICATIONS**

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**1. Summary**

- 1.1. This report refers to the statutory requirement to advertise certain applications for planning permission and proposed increases to the charges for doing so to align cost recovery more closely with costs actually incurred.
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**2. Recommendations**

- 2.1. That the Board agree that the cost charged to applicants for the purposes of advertising planning applications be raised from £125 to £160 to better reflect the true costs involved and reduce the shortfall currently being absorbed by the Council.
- 

**3. Background**

- 3.1. The Town and Country Planning (Development Management Procedures) (Scotland) Regulations 2013, which came into force on 30 June, 2013 sets out the circumstances in which an application for planning permission requires to be the subject of publicity through press advertisement. The Town and Country Planning (Charges for Publication of Notices) (Scotland) Regulations 2009 sets out that where a planning authority publish a notice in a newspaper they are to charge the cost of publishing that notice to the applicant.

- 3.2 The Planning and Economic Development Policy Board at the meeting on 20 March, 2012 agreed to the introduction of a flat rate fee in place of the previous arrangements which apportioned costs to applicants on an individual basis. This sought to introduce greater efficiency and certainty into the process for applicants so that they would be aware of the level of fee required before an advert was placed on their behalf; and to counter the random fluctuations depending on the volume of adverts placed in a particular publication on a particular date.
- 3.3 The report also advised that the fee rate should be subject to review to ensure that the statutory publication obligations remain cost-neutral to the Council and so that adjustments could be made either upwards or downwards to address over-recovery or under-recovery as the case may be.
- 3.4 The total annual cost of advertising planning applications in the press remains consistently high at approximately £42,000. Of this, approximately £37,500 should be recoverable from the applicant, approximately £3000 is not re-chargeable to applicants (relating to listed building and similar matters), leaving a shortfall of approximately £20,000 being borne by the Council on the current flat rate levy.
- 3.5 To minimise this level of subsidy and to move to a more cost-neutral basis an increase in the flat rate fee is necessary. To achieve a fully cost-neutral position a doubling of the fee is projected to be necessary. However, a graduated approach is recommended with an initial increase in the flat-rate fee charged to applicants rising from £125 to £160.
- 3.6 Members may wish to note that the introduction of the Town and Country Planning (Development Management Procedures) (Scotland) Regulations 2013 with effect from 30 June, 2013 introduced a more proportionate approach to the circumstances in which applications for planning permission now require to be advertised. These changes avoid unnecessary newspaper advertising where neighbouring land has no premises to which notification can be sent i.e. where neighbouring land is a road or is owned by the planning authority or the applicant; or the proposal is a householder development.
- 3.7 The above regulatory changes mean that householder development (i.e. house extensions and alterations, garden buildings and sheds, and garden walls and fences) are no longer subject to press advertisement to the same degree and would therefore not be affected by any increase in the flat-rate fee. Whilst other forms of non-householder applications would continue to require press advertisement (new house building and industrial and business development, for example) the number of these instances requiring advertisement are likely to be fewer in number; and, whilst affected by the proposed re-charge, in terms of the overall cost of these types of projects, a £35 increase would represent a very small and largely insignificant element of overall project costs.

#### 4. **Conclusion**

- 4.1 It is recommended that the flat rate fee for advertising planning applications be set at £160. This should be subject to annual review to ensure that the statutory publication obligations move towards a cost-neutral position for the Council. This would allow for a downward adjustment to be applied for the following year should any over-recovery emerge, although current estimates suggest that this is unlikely, and to allow for any upward adjustment should there be under-recovery of the Council's outlay on re-chargeable publication costs.

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#### **Implications of the Report**

1. **Financial** – The proposals should be cost neutral.
2. **HR & Organisational Development** – none.
3. **Community Planning** –  
**Children and Young People** – none.  
**Community Care, Health & Well-being** – none.  
**Empowering our Communities** – none.  
**Greener** – none.  
**Jobs and the Economy** – none.  
**Safer and Stronger** – none.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** - 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 because the Statutory Instrument making fees rechargeable was subject to Equality Impact Assessment.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.

## List of Background Papers

- (a) Background Paper 1: Town and Country Planning (Development Management Procedures) (Scotland) Regulations 2013  
Background Paper 2: Town and Country Planning (Charges for Publication of Notices) (Scotland) Regulations 2009

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is David Bryce, Development Standards Manager, 0141 618 7892; david.bryce@renfrewshire.gov.uk

---

**Author:** David Bryce, Development Standards Manager  
Tel. 0141 618 7892; email david.bryce@renfrewshire.gov.uk

**Ref:** I:\DIRECTOR\Policy Boards\2015\Planning & Property\25.08.15\Recovery of Fees for the Advertisement of Planning Applications.doc

**Date:** 18/08/2015



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**To: Planning and Property Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: PLANNING AND RELATED APPEAL DECISIONS**

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**1. Summary**

1.1 This report is to inform Members on the outcome of planning and related appeals which have been submitted to the Scottish Government's Directorate of Planning and Environmental Appeals between 1<sup>st</sup> August 2014 and 1<sup>st</sup> August 2015.

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**2. Recommendations**

(i) That Members note the outcome of the Appeals set out in the Report below.

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**3. Background**

3.1. The changes introduced by the Planning etc. (Scotland) Act 2006 included substantial changes to the procedures by which planning applications and related matters could be reconsidered following the refusal of planning permission or following the service of an enforcement notice.

3.2. Where an applicant is aggrieved by a decision on a planning application that has been determined by an Appointed Officer under the Council's Scheme of Delegation, the applicant may seek a fresh consideration of the application by the Local Review Body.

- 3.3. However, where an application has been determined by the Planning and Property Policy Board, the Scottish Government's Directorate for Planning and Environmental Appeals (DPEA), through a Reporter, will determine the matter. Similarly enforcement of planning control is a matter delegated to the Head of Planning and Development but enforcement appeals are determined by the DPEA.
- 3.4. To provide some context on the low volume of appeals, Members should be aware that for the year 2014-2015 some 98.2% of all applications were approved. Similarly, 98.3% of all applications were determined under the Scheme of Delegation.
- 3.5. The following table indicates the number of appeals submitted to DPEA, by type, and by outcome (where they have been determined at the date of writing). Annexe 1 contains the Reporter's Decision Letter for the Appeal at Bowfield Hotel and Country Club, Howwood.

**Table 1: Appeals Submitted to DPEA Between 1 August, 2014 and 1 August, 2015**

<b>APPEAL TYPE</b>	<b>DESCRIPTION</b>	<b>DECISION</b>
REFUSAL OF PLANNING PERMISSION (2 APPEALS)	(1) Erection of extensions to hotel and external alterations: Bowfield Hotel and Country Club, Bowfield Road, Johnstone, PA9 1DB (Application 'called-in' and decided by Board.)  (2) Formation of airport car parking and associated landscaping: Normandy Hotel, Inchinnan Road, Renfrew, PA4 9EJ. (Decided under delegated powers.)	(1a) Appeal sustained and planning permission granted subject to conditions.  (1b) Award of costs against Council declined.  (2) Appeal not within remit of DPEA. Sent back to applicant as a matter to be considered by the Local Review Board.
ENFORCEMENT NOTICE (1 APPEAL)	Unauthorised use of farm for waste plastics recycling: Auchans Farm, Auchans Road, Houston, PA6 7EE (Action authorised under delegated powers.)	With DPEA awaiting decision.
HIGH HEDGES (2 APPEALS)	Both relate to trees forming a hedge situated at The Homestead, Golf Course Road, Bridge of Weir, PA11 3HN (Decided under delegated powers.)	With DPEA awaiting decision.

## Implications of the Report

1. **Financial** – none.
  2. **HR & Organisational Development** – none.
  3. **Community Planning** – None
  4. **Legal** – none.
  5. **Property/Assets**–none.
  6. **Information Technology** – none.
  7. **Equality & Human Rights** - 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 because it is for noting only.
  8. **Health & Safety** – none.
  9. **Procurement** – none.
  10. **Risk** – none.
  11. **Privacy Impact** – none.
- 

## List of Background Papers

- (a) Background Paper 1: Council Scheme of Delegation to Officers  
Background Paper 2: Scheme of Delegation Protocol  
Background Paper 3: Council Planning Enforcement Charter

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting.

---

**Author:** David Bryce, Development Standards Manager  
Tel. 0141 618 7892; email david.bryce@renfrewshire.gov.uk



Directorate for Planning and Environmental Appeals

## Appeal Decision Notice

T: 01324 696 400  
F: 01324 696 444  
E: [dpea@scotland.gsi.gov.uk](mailto:dpea@scotland.gsi.gov.uk)



Decision by David Russell, a Reporter appointed by the Scottish Ministers

- Planning appeal reference: PPA-350-2012
- Site address: Bowfield Hotel and Country Club, Bowfield Road, Johnstone, PA9 1DB
- Appeal by Manorview Hotel & Leisure Group against the decision by Renfrewshire Council
- Application for planning permission 14/0367/PP dated 14 May 2014, and refused by notice dated 11 November 2014
- The development proposed: Erection of three storey and single storey extensions to hotel and external alterations
- Application drawings: Location plan, and drawing reference numbers - 200-12-001, 200-12-002, 200-12-003, 200-12-004 Rev. F, 200-12-005, 200-12-006, 200-12-007 Rev. L, 200-12-009 Rev. D
- Date of site visit by Reporter: 1 April 2015

Date of appeal decision: 17 June 2015

### Decision

I allow the appeal and grant planning permission subject to the nine conditions listed at the end of this decision notice.

### Notes:

- Attention is also drawn to the three advisory notes at the end of the notice.
- The appellant submitted a claim for an award of expense to be made against the council in relation to this appeal. I will deal with that matter separately.

### Reasoning

1. I am required to determine this appeal in accordance with the development plan, unless material considerations indicate otherwise. In refusing to grant planning permission, the council referred to two of the provisions of the development plan: Policy ENV1 'Green Belt' of the Renfrewshire Local Development Plan; and the council's adopted supplementary guidance relating to 'new development'. No provisions of the Glasgow and Clyde Valley Strategic Development Plan have been drawn to my attention which would be relevant to the determination of this appeal.

2. The Renfrewshire Local Plan was replaced by the local development plan on its adoption in November 2014. Accordingly, none of its provisions, which were part of the statutory development plan when the planning application was lodged, remain in force or are now relevant to this appeal. This position is reflected in the council's reasons for refusal and its submission in relation to the appeal.

3. Having regard to the provisions of the development plan, the key issues in determining this appeal are whether the proposed development would be inconsistent with its green belt location, and whether there are any other material considerations which would indicate that planning permission should, or should not, be granted.

4. Proposals for development within the green belt require to be assessed against the terms of Policy ENV4 of the local development plan. It states that: "Appropriate development within the green belt will be considered acceptable where it can be demonstrated that it is compatible with the provisions of the New Development SG (supplementary guidance). Support will be given to developments that are able to demonstrate diversification within green belt and rural areas which promote new employment opportunities and/or community benefits."

5. In the circumstances of this case, where the hotel and country club is already an established and approved development within the green belt which provides employment opportunities and community benefits, I consider that the proposed improvements and extension would be supported by this policy, unless there are likely to be significant detrimental impacts which would be contrary to the terms of the supplementary guidance.

6. In terms of guidance about developments within the green belt, the supplementary guidance is also broadly supportive both of tourism developments and the expansion of existing businesses. The guidance also sets out a range of criteria for development within the green belt, none of which would be contravened in this case, particularly as the hotel and country club now forms part of the character of this part of the green belt.

7. Policy E4 relates to tourism, stating that: "Proposals for the development of tourist facilities will be supported where it can be demonstrated that:

- The scale of the proposal is proportionate and fits in well with the location;
- The development will complement existing / proposed tourist facilities in that area;
- Additional visitors that may be attracted to the area can be accommodated by existing infrastructure or improvements to facilities; and,
- The development can demonstrate a site specific locational need."

8. I consider that this policy is also broadly supportive of the extension and improvement of the facilities of the established hotel and country club, subject to an assessment of its specific impacts. In this case these concerns relate to the potential for existing impacts to be exacerbated by the proposed changes, and these mainly relate to noise and disturbance to the residents of nearby houses, and road safety concerns regarding the potential for greater use to be made of a steep and winding narrow road which connects the hotel and country club more directly with the main A737 road than does the route through the nearby village of Howwood.

9. The proposed bedroom extension at the rear of the hotel would not be likely to have any significant effects on nearby residents through additional noise and disturbance. Indeed there may be a beneficial effect in providing overnight accommodation for more of the people attending evening events or using the leisure facilities. This would reduce the potential for disturbance from the comings and goings of vehicles and customers at unsocial hours. In addition, the presence of guests within bedrooms is more likely to ensure that excessive noise, either internal or external, is curbed, as otherwise this is likely to lead to complaints to the hotel's management from paying guests.

10. I accept that the provision of enhanced outdoor seating facilities is likely to cause some increase in the noise which carries to nearby properties. However this is an established hotel and country club, and I consider that such provision is appropriate to cater for guests affected by restrictions on smoking, as well as those who wish to enjoy the weather and/or the surroundings. The suggested conditions for screen planting and restricted hours of use, together with the proximity of hotel bedrooms, are likely to restrict the impact on nearby residents.

11. Given the hotel and country club's location, and the relatively short connection to the A737 provided by the unclassified road, the possibility of vehicles using that road to access its facilities cannot be discounted. Indeed, submitted evidence shows that this happens already. However, as noted above, the provision of additional bedroom accommodation could reduce the number of departures in hours of darkness, and further evidence has shown that the country club is operating at a lower level of membership than previously. I note that the hotel's management will advise guests not to use that route and the council's professional roads advisers raised no objection to the proposal. In these circumstances, I do not consider that the availability of that route renders inappropriate the proposal to extend and improve the hotel and country club's facilities.

12. In light of these findings, I conclude that the proposed development would also be consistent with the terms of both Policy E4 and ENV1, and also with the associated supplementary guidance. Accordingly, I find that the proposal would be in accordance with the relevant provisions of the development plan.

13. I therefore turn now to consider whether there any other material considerations which would still justify refusing to grant planning permission. The council has referred in its decision notice to the public road network being inadequate. While I agree that the nearby lane is clearly sub-standard at present, the council's professional advisers raised no objection to the proposal. Submitted evidence indicates that that road is lightly used, and in the circumstances of the limited increase in vehicle movements likely to be generated by the current proposal, and the measures proposed by the appellants to encourage customers to use the other roads, I consider that refusal of planning permission would not be justified by the nature of the road network in this area.

14. With regard to the potential impact on the amenity of nearby residents which has been highlighted in representations, it is clear that the proximity of the hotel and country club already impinges on the rural character and relative tranquillity of this area. Concerns about the glare from external lighting are current matters to be addressed separately, as they do not form part of the proposal which is the subject of this appeal. As outlined above, evidence regarding traffic movements does not justify refusal of planning permission, and

I am satisfied that the conditions suggested by the council to control the potential impact of outdoor noise are appropriate and sufficient.

15. Drawing these matters together, my final conclusions are that the proposal would be consistent with the relevant provisions of the development plan and that there are no other material considerations which would justify refusing planning permission.

16. With regard to the planning conditions suggested by the council, I am satisfied that these meet the six tests for any condition which are set out in Circular 4/1998 which requires it to be: related to planning; related to the development; precise; enforceable; necessary; and reasonable. In the course of the appeal, an error was identified relating to a plan showing the layout of parking provision and the access route for service vehicles. I am satisfied that this can be addressed through an additional planning condition and, as confirmed by the planning authority, does not justify refusing to grant planning permission.

*David A. Russell*

Principal Inquiry Reporter

## Conditions

1. That before development starts, full details and/or samples of the facing materials to be used on all external walls and roofs shall be submitted to, and be approved by, the planning authority. Thereafter only the approved materials shall be used in the development of the site.

*Reason: To safeguard visual amenity*

2. That noise from the function room shall be inaudible at the external face of any dwelling. The glazing specification and other noise prevention measures as detailed within the Noise Measurements & Assessment Report prepared by Acoustic Consultancy Services dated August 2014 (Version 1.4) shall be implemented before the development hereby approved is brought into use and shall be maintained as such for the duration of the development.

*Reason: To protect nearby residents from noise disturbance.*

3. That the use of the beer garden/external terrace at the eastern side of the building and adjacent to the function suite, shall cease no later than 22.00 hours each day.

*Reason: In the interests of residential amenity.*

4. Prior to any works commencing on site a planting scheme for the area of land on the eastern perimeter of the car park (adjacent to the illuminated areas of the car park and directly adjacent to the outdoor drinks terrace) shall be submitted for the approval of the planning authority to mitigate the potential effect of light glare. The planting scheme shall include details of the location, number, species and size of trees to be planted. Thereafter, and before the end of the first planting season following the function suite being brought into use, the trees shall be planted and any trees which subsequently die, or are removed,

damaged or become diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species.

*Reason: To protect nearby residents from potential glare from external lighting.*

5. Prior to any construction works commencing, a site investigation report shall be prepared and shall be submitted to and be approved by the planning authority. The report shall identify:

- a) the nature and extent of any soil, water and gas contamination within the site and recommend any necessary remedial works; and, if remedial works are recommended in the report,
- b) a remediation strategy and method statement identifying the proposed methods for implementing all remedial recommendations contained within the report.

The report shall be prepared in accordance with authoritative technical guidance (including BS10175:2011 - Investigation of potentially contaminated sites - Code of Practice; Planning Advice Note 33 (PAN33) and Renfrewshire Council's publication "An Introduction to Land Contamination and Development Management").

*Reasons: To identify and address any contamination within the site.*

6. Prior to the occupation of any of the accommodation hereby approved or any of the development hereby approved being brought into use, a verification report confirming completion of the works specified within the approved remediation strategy (as required by Condition 5 above) shall be submitted to the planning authority.

*Reason: To ensure that remediation of any site contamination is addressed.*

7. The luminance of the external lighting shall not exceed the luminance levels detailed in the outdoor lighting report (prepared by Candela Light and dated 2nd October 2014).

*Reason: To protect nearby residents from potential light pollution.*

8. No development shall take place until full details of soft and water landscaping works have been submitted to and approved in writing by the planning authority in consultation with Glasgow Airport. Details must comply with Advice Note 3 'Potential Bird Hazards from Amenity Landscaping & Building Design'. These details shall include:

- any earthworks
- grassed areas
- the species, number and spacing of trees and shrubs
- details of any water features.

No subsequent alterations to the approved landscaping scheme are to take place unless submitted to and approved in writing by the planning authority in consultation with Glasgow Airport. The scheme shall be implemented as approved.

*Reason: To avoid endangering the safe movement of aircraft and the operation of Glasgow Airport through the attraction of birds and an increase in the bird hazard risk of the application site.*

9. Before the development starts, a revised plan showing the provision of car parking and the access route for service vehicles shall be submitted to and be approved by the planning authority, and that plan shall be implemented before the additional accommodation is occupied.

*Reason: To ensure that sufficient space is available for service vehicles to access the premises.*

## Advisory notes

- 1. The length of the permission:** This planning permission will lapse on the expiration of a period of three years from the date of this decision notice, unless the development has been started within that period (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
- 2. Notice of the start of development:** The person carrying out the development must give advance notice in writing to the planning authority of the date when it is intended to start. Failure to do so is a breach of planning control. It could result in the planning authority taking enforcement action (See sections 27A and 123(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
- 3. Notice of the completion of the development:** As soon as possible after it is finished, the person who completed the development must write to the planning authority to confirm the position (See section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended)).

Directorate for Planning and Environmental Appeals  
Claim for an Award of Expenses Decision Notice

T: 01324 696 400  
F: 01324 696 444  
E: [dpea@scotland.gsi.gov.uk](mailto:dpea@scotland.gsi.gov.uk)



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Decision by David Russell, a Reporter appointed by the Scottish Ministers

- Appeal reference: PPA-350-2012-E
- Site address: Bowfield Hotel and Country Club, Bowfield Road, Johnstone, PA9 1DB
- Claim for expenses by Manorview Hotel and Leisure Group against Renfrewshire Council

Date of decision: 17 June 2015

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## Decision

I find that the council has not acted in an unreasonable manner resulting in liability for expenses and, in exercise of the powers delegated to me, I decline to make any award.

## Reasoning

1. Circular 6/1990 explains that parties are normally expected to meet their own expenses in planning appeals. Awards of expenses do not follow the decision on the planning merits, and are made only where each of the following tests is met:

- The claim is made at the appropriate stage in the proceedings;
- The party against whom the claim is made has acted unreasonably; and,
- This unreasonable conduct has caused the party making the application unnecessary expense, either because it was unnecessary for the matter to come before the Scottish Ministers, or because of the way in which the party against whom the claim is made has conducted its side of the case.

2. Here, the appellant's agent has lodged the claim at an appropriate stage in the proceedings, prior to my determination of the appeal.

3. In this case, the council's decision to refuse planning permission was taken against the recommendation of its planning officer. That in itself is not unreasonable behaviour. However the circular confirms that "reaching their decision without reasonable planning grounds for doing so" is one of the potential examples of unreasonable behaviour by planning authorities.

4. Here, the council provided two reasons for its refusal of the application, which identified relevant provisions of the development plan as well as other material considerations. In view of the evidence before it from the appellant and local residents concerning the potential increase in traffic, noise and disturbance, and light pollution, I consider that the

planning authority was entitled to reach its own conclusion on the acceptability of those effects, contrary to those of its professional officers.

5. The council's contention that these are effects which would also impact on the character of the green belt is not unreasonable either. Accordingly I am also satisfied that it was entitled to argue that the proposal would be contrary to the green belt policy (Policy ENV1) of the local development plan, which requires to be read in conjunction with the associated supplementary guidance.

6. I therefore conclude that the council has not acted unreasonably and, in these circumstances, it is not necessary for me to address the third test as to whether the appellant has been required to incur additional expenses unnecessarily.

*David A. Russell*

Principal Inquiry Reporter

# Prospective Planning Application



Renfrewshire Council

Reference No. 15/0422/NO

## KEY INFORMATION

**Ward**

4 Paisley North West

**Prospective Applicant**

AHR Architects  
 Floor 9, 1 Cadogan Square  
 Cadogan street  
 Glasgow  
 G2 7HF

Report by Director of Development and Housing Services

**PROSPECTIVE PROPOSAL:** ERECTION OF MIXED USE DEVELOPMENT COMPRISING BUSINESS, GENERAL INDUSTRY, STORAGE OR DISTRIBUTION, HOTEL, FOOD AND DRINK, SHOPS AND RESIDENTIAL DEVELOPMENT

**LOCATION:** LAND ADJACENT TO INCHINNAN ROAD, FLEMING STREET, AND MARCHFIELD AVENUE, PAISLEY



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## RECOMMENDATION

That the Board note the key issues identified to date and advise of any other issues.



Fraser Carlin  
 Head of Planning and Development

## IDENTIFIED KEY ISSUES

- The site is identified within the Adopted Renfrewshire Local Development Plan 2014 as a Local Industrial Area.
- Development should comply with the provisions of Policy E1 of the Renfrewshire Local Development Plan and the Delivering the Economic Strategy of the New Development Supplementary Guidance. A material consideration in the assessment of the application however will also be the earlier consent (12/0487/PP) for a mixed use development of the same description which was approved in 2012, for which the current application seeks a renewal.
- Traffic, parking, access and related matters will require to demonstrate compliance with the relevant guidelines and the Delivering the Places and Infrastructure Strategies of the New Development Supplementary Guidance.
- Supporting technical information will require to demonstrate that all necessary infrastructure can be accommodated, in terms of sewerage, drainage and ground conditions.

---

## Site Description and Proposal

---

The site comprises the western and partial southern sections of the overall Local Industrial Area of Shortroods, Paisley, which has been vacant for a considerable number of years. To the north lies a business park, to the east the remainder of the Local Industrial Area and to the south and west residential development. The application site extends to approximately 4 hectares.

The applicant proposes to develop the site for a number of mixed uses, including business, general industry, storage or distribution, a hotel, retail, residential or food and drink, in principle.

---

## Local Development Plan

---

The site is identified within the Adopted Renfrewshire Local Development Plan as a 'Local Industrial Area', for the development of Class 4, 5 or 6 uses which would support sustainable growth within Renfrewshire.

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## Relevant Site History

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12/0487/PP - Erection of a mixed use business, general industry/storage or distribution, hotel, food & drink, retail and residential development. Granted subject to conditions August 2012.

---

## Community Consultation

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Copies of the Proposal of Application Notice sent to Paisley North and Renfrew Community Councils, and local elected members. A public event is to take place, the details of which have still to be confirmed.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission.

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## Key Issues

---

The principle matters which would require to be assessed should the prospective application be submitted are:-

- (1) Whether the development would be acceptable in principle, having regard to the development plan and all relevant material considerations;
- (2) Whether the design, layout, density, form and external finishes respect the character of the area;
- (3) Whether access, parking, circulation and other traffic arrangements are acceptable in terms of road safety and public transport accessibility;
- (4) Whether the local infrastructure, particularly sewerage and drainage are capable of accepting the requirements of the proposed development; and
- (5) Whether there are any other environmental considerations that require to be addressed, including Glasgow Airport Safeguarding requirements.

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## Recommendation

---

That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact David Bryce on 0141 618 7892.

# Prospective Planning Application



Renfrewshire  
Council

Reference No. 15/0432/NO

## KEY INFORMATION

### Ward

9 Houston, Crosslee and  
Linwood

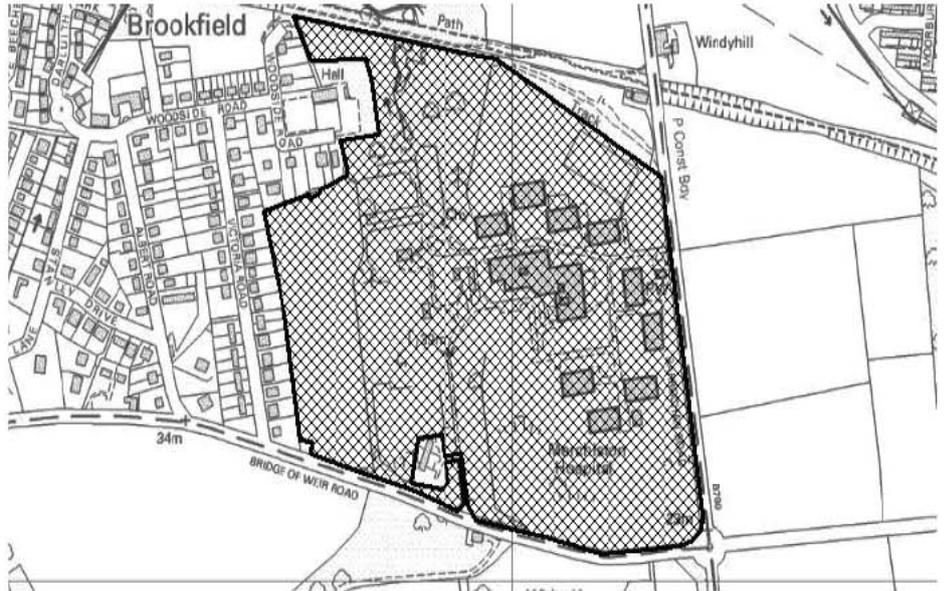
### Prospective Applicant

David Wilson Homes  
7 Buchanan Gate  
Buchanan Business Park  
Stepps  
G33 6FB

Report by Director of Development and Housing Services

**PROSPECTIVE PROPOSAL:** ERECTION OF RESIDENTIAL  
DEVELOPMENT WITH ASSOCIATED ACCESS,  
INFRASTRUCTURE AND LANDSCAPING

**LOCATION:** FORMER MERCHISTON HOSPITAL, BRIDGE OF  
WEIR ROAD, BROOKFIELD, JOHNSTONE



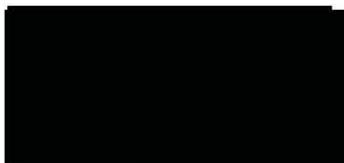
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## RECOMMENDATION

That the Board note the  
key issues identified to  
date and advise of any  
other issues.

## IDENTIFIED KEY ISSUES

- The site is identified within the Renfrewshire Local Development Plan as an additional housing site, released through the adoption of the Renfrewshire Local Development Plan 2014.
- The form of development shall require to respect established development in the surrounding urban area.
- Traffic, parking, access and related matters will require to demonstrate compliance with the relevant guidelines and the Delivering the Places and Infrastructure Strategies of the New Development Supplementary Guidance.
- Supporting technical information will require to demonstrate that all necessary infrastructure can be accommodated, in terms of sewerage, drainage and ground conditions.



Fraser Carlin  
Head of Planning and  
Development

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## Site Description and Proposal

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The site comprises brownfield land, which formally accommodated a facility, owned by NHS Greater Glasgow and Clyde, extending to approximately 20.5 ha, on the eastern edge of Brookfield. It is located between existing residential development to the west and green belt land to the north, east and south.

The applicant proposes to develop the site for residential purposes, with vehicular access being taken from the roundabout at Barochan Road and Bridge of Weir Road, which shall require upgrading works. An exact number for the units which can be developed has yet to be specified by the applicant.

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## Local Development Plan

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The site is identified within the Adopted Renfrewshire Local Development Plan as an 'Additional Housing Site' (P3), as a redevelopment opportunity.

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## Relevant Site History

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12/0875/DD – Demolition of vacant buildings. Permitted development, decided February 2013.

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## Community Consultation

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The public exhibition was held at Brookfield Village Hall 23 June, 2015 with copies of the Proposal of Application Notice sent to Brookfield and Linwood Community Council, the local MP and MSP and elected members.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission.

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## Key Issues

---

The principle matters which would require to be assessed should the prospective application be submitted are:-

- (1) Whether the design, layout, density, form and external finishes respect the character of the area;
- (2) Whether access, parking, circulation and other traffic arrangements are acceptable in terms of road safety and public transport accessibility;
- (3) Whether the local infrastructure, including sewerage and drainage is capable of accepting the requirements of the proposed development.

---

## Recommendation

---

That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact David Bryce on 0141 618 7892.

# Prospective Planning Application



Renfrewshire  
Council

Reference No. 15/0434/NO

## KEY INFORMATION

### Ward

7 Johnstone South,  
Elderslie and Howwood

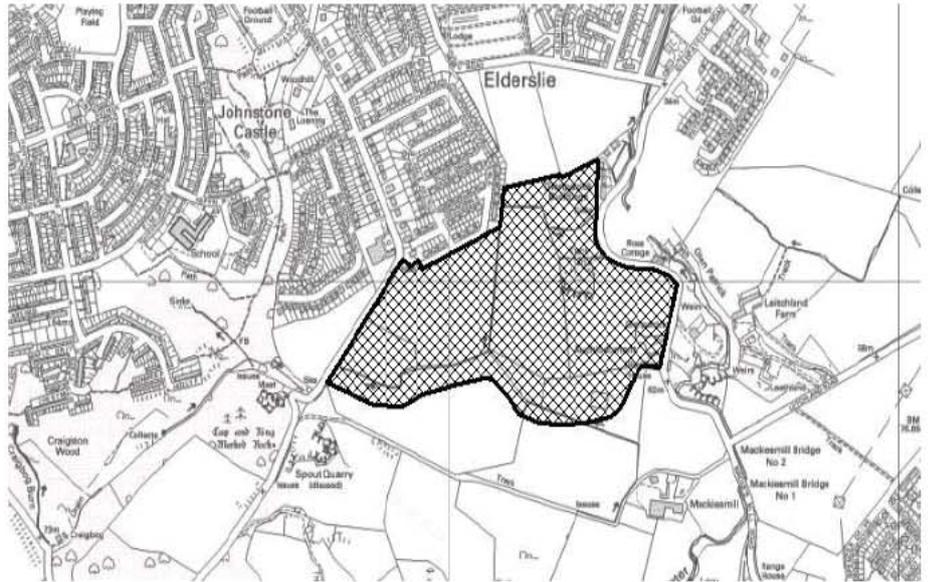
### Prospective Applicant

AD Houston Trustees/EPIC  
Holmes Mackillop  
35 William Street  
Johnstone  
PA5 8DP

Report by Director of Development and Housing Services

### PROSPECTIVE PROPOSAL: ERECTION OF RESIDENTIAL DEVELOPMENT

**LOCATION:** SITE BETWEEN DUNVEGAN AVENUE AND GLENIFFER HOUSE, GLENPATRICK ROAD, ELDESLIE, JOHNSTONE



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## RECOMMENDATION

That the Board note the key issues identified to date and advise of any other issues.

## IDENTIFIED KEY ISSUES

- The site is identified within the adopted Renfrewshire Local Development Plan as Green Belt.

Fraser Carlin  
Head of Planning and  
Development

# Prospective Application Ref. 15/0434/NO

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## Site Description and Proposal

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The site comprises an area of undulating open countryside used as agricultural and rough grazing land, and extending to approximately 21.7 hectares, to the south of Johnstone, and within the Green Belt. It is located to the west of Glenpatrick Road/Mackie's Mill Road, to the east of Auchenlodment Road, and to the south of Dunvegan Avenue.

The applicants propose to develop the site for residential purposes with associated access, infrastructure and landscaping.

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## Local Development Plan

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The site is identified within the adopted Renfrewshire Local Development Plan as Green Belt (ENV 1).

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## Relevant Site History

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None.

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## Community Consultation

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The proposal of application notice (15/0434/NO) has specified that a public event is to be held in Elderslie Village Hall, Stoddard Square, the details of which are to be confirmed; and that local members and Elderslie Community Council has received a copy of the Proposal of Application Notice.

A report, prepared by the applicant on the results of the community consultation event will require to accompany any forthcoming planning application.

---

## Key Issues

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The principal matters which would require to be assessed should the prospective application be submitted are:-

(1) The development proposal is contrary in principle to the designation of the site within the Renfrewshire Local Development Plan and any application should be supported by a justification as to why the site should be released for housing.

(2) Whether the design, layout, density, form and external finishes respect the character of the area;

(3) Whether access and parking, circulation and other traffic arrangements are acceptable in terms of road safety and public transport accessibility;

(4) Whether local infrastructure, including sewerage, drainage and educational facilities are capable of accommodating the requirements of the development proposed; and

(5) Whether there are any other environmental, policy or site specific considerations that require to be addressed.

---

## Recommendation

---

That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact David Bryce on 0141 618 7892.

# Prospective Planning Application



Renfrewshire  
Council

Reference No. 15/0473/NO

## KEY INFORMATION

### Ward

10 Bishopton, Bridge of Weir and Langbank

### Prospective Applicant

Cala Management Ltd  
Cairnlee House  
Callendar Business Park  
Callendar Road  
Falkirk  
FK1 1XR

## RECOMMENDATION

That the Board note the key issues identified to date and advise of any other issues.

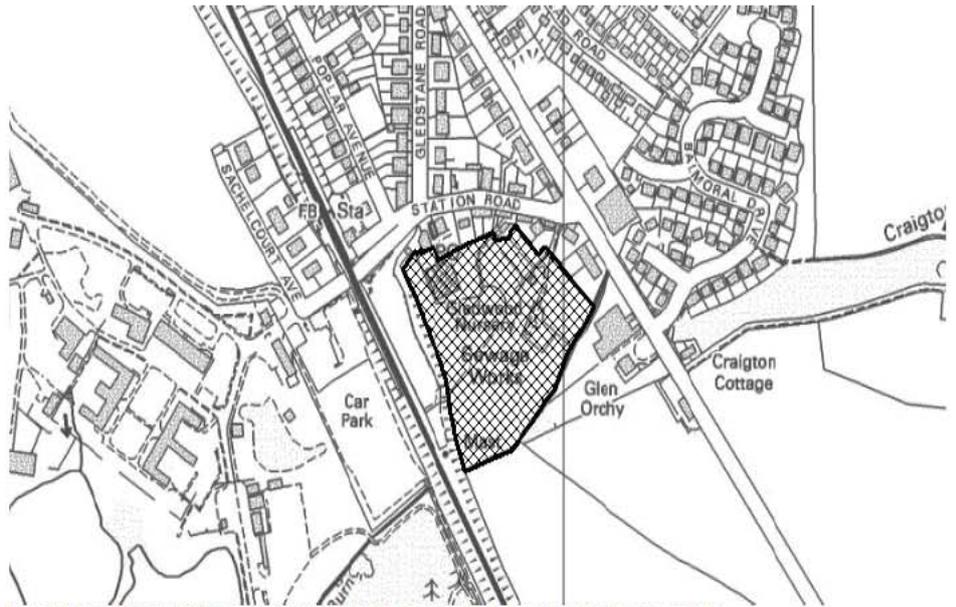


Fraser Carlin  
Head of Planning and Development

Report by Director of Development and Housing Services

**PROSPECTIVE PROPOSAL:** ERECTION OF RESIDENTIAL DEVELOPMENT AND ASSOCIATED LANDSCAPING, ROADS AND DRAINAGE INFRASTRUCTURE

**LOCATION:** STATION ROAD, BISHOPTON, PA7 5AJ



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## IDENTIFIED KEY ISSUES

- The site is identified within the Renfrewshire Local Development Plan as an additional housing site, released by the Reporter through the adoption of the Renfrewshire Local Development Plan 2014.
- The form of development shall require to respect established development in the surrounding urban area.
- Traffic, parking, access and related matters will require to demonstrate compliance with the relevant guidelines and the Delivering the Places and Infrastructure Strategies of the New Development Supplementary Guidance.
- Supporting technical information will require to demonstrate that all necessary infrastructure can be accommodated, in terms of sewerage, drainage and ground conditions.

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## Site Description and Proposal

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The site comprises brownfield land extending to approximately 2.7 ha, which formally accommodated Gledwood Nursery, on the north eastern edge of Bishopton, within the established settlement boundary. It is located between existing residential development to the north and east, green belt land to the south and the ongoing redevelopment site at ROF Bishopton, to the west.

The applicants propose to develop the site for residential purposes. No exact unit numbers have been identified at this time by the applicant.

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## Local Development Plan

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The site is identified within the Adopted Renfrewshire Local Development Plan as an 'Additional Housing Site' (P3).

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## Relevant Site History

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None.

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## Community Consultation

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A public event requires to be held, the details of which have yet to be confirmed and copies of the Proposal of Application Notice have been sent to Bishopton Community Council and Local Elected Members.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission.

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## Key Issues

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The principle matters which would require to be assessed should the prospective application be submitted are:-

- (1) Whether the design, layout, density, form and external finishes respect the character of the area;
- (2) Whether access, parking, circulation and other traffic arrangements are acceptable in terms

of road safety and public transport accessibility;

- (3) Whether the local infrastructure, sewerage and drainage are capable of accepting the requirements of the proposed development; and
- (4) Whether there are any other environmental considerations that require to be addressed, including Glasgow Airport Safeguarding requirements.

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## Recommendation

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That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact David Bryce on 0141 618 7892.

# Prospective Planning Application



Renfrewshire  
Council

Reference No. 15/0476/NO

## KEY INFORMATION

### Ward

9 Houston, Crosslee and  
Linwood

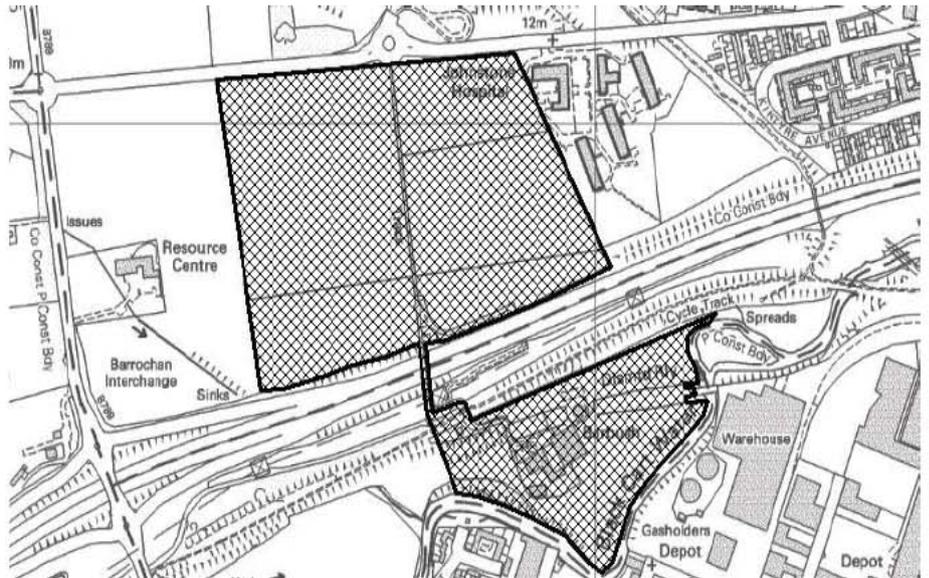
### Prospective Applicant

Dawn Homes/Jewitt &  
Wilkie Architects  
38 New City Road  
Glasgow  
G4 9JT

Report by Director of Development and Housing Services

### PROSPECTIVE PROPOSAL: ERECTION OF RESIDENTIAL DEVELOPMENT

**LOCATION:** BARBUSH, BAROCHAN ROAD, JOHNSTONE, PA5 8YR



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## RECOMMENDATION

That the Board note the key issues identified to date and advise of any other issues.

## IDENTIFIED KEY ISSUES

- The site is identified within the Renfrewshire Local Development Plan as partially within an additional housing site, released through the adoption of the Renfrewshire Local Development Plan 2014 (southern section) and partially within the Green Belt (the northern portion).
- Development should comply with the provisions of the Renfrewshire Local Development Plan and the New Development Supplementary Guidance, unless there are material considerations which justify a departure.
- In support of any forthcoming planning application, the applicant should provide a justification for the portion of the site not identified for release for housing through the development plan; as well as supporting technical information, demonstrating that all necessary infrastructure can be accommodated in terms of schools, sewerage, drainage, access and parking arrangements etc.



Fraser Carlin  
Head of Planning and  
Development

# Prospective Application Ref. 15/0476/NO

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## Site Description and Proposal

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The site comprises an area of grassland, with Barbush Farm within the southern portion, extending to approximately 17.5ha overall, on the northernmost edge of Johnstone and south west of Linwood (outwith the established village envelope), with access crossing the M8. Morrisons Superstore, residential development, the M8 and an industrial area surround the site to the south (Johnstone area) and the former Johnstone Hospital site (partially still used for ambulance depot), St Benedict's High School, further green belt land and the M8 surround the site to the north (Linwood area).

The applicants propose to develop the site for residential purposes with the potential to accommodate an as yet undefined number of units.

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## Local Development Plan

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The site is identified within the adopted Renfrewshire Local Development Plan as an Additional Housing Site (south) covered by Policy P3 and Green Belt to the north covered by Policy ENV1.

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## Relevant Site History

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None.

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## Community Consultation

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The public meeting was held at Johnstone Town Hall on 23 July 2015 between the hours of 11am and 8pm with copies of the Proposal of Application Notice sent to Johnstone and Linwood Community Councils and local elected members.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission.

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## Key Issues

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The principle matters which would require to be assessed should the prospective application be submitted are:-

(1) The contrary nature of the northern portion of the proposal to the Adopted Renfrewshire Local Development Plan's designation of the site;

(2) Whether the design, layout, density, form and external finishes respect the character of the area;

(3) Whether access, parking, circulation and other traffic arrangements are acceptable in terms of road safety and public transport accessibility;

(4) Whether the local infrastructure, particularly sewerage, drainage and education facilities are capable of accepting the requirements of the proposed development; and

(5) Whether there are any other environmental considerations that require to be addressed, including ground conditions.

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## Recommendation

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That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact David Bryce on 0141 618 7892.

# Prospective Planning Application



Renfrewshire  
Council

Reference No. 15/0566/NO

## KEY INFORMATION

### Ward

8 Johnstone North,  
Kilbarchan and  
Lochwinnoch

### Prospective Applicant

Wallace Land Ltd  
Per GL Hearn Ltd  
16 Gordon Street  
Glasgow  
G1 3PT

## RECOMMENDATION

That the Board note the  
key issues identified to  
date and advise of any  
other issues.

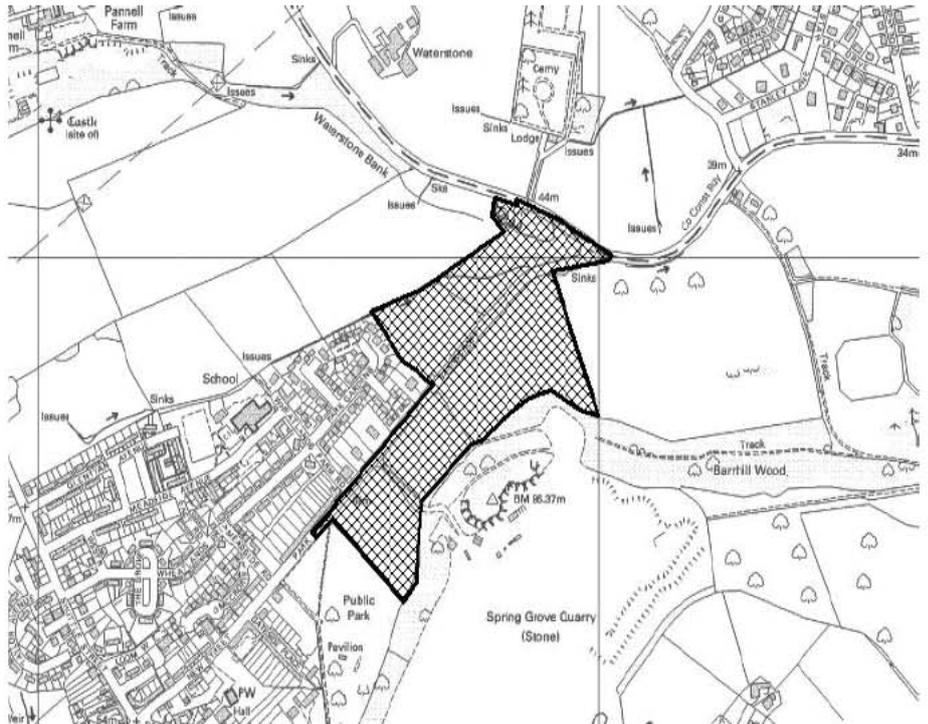


Fraser Carlin  
Head of Planning and  
Development

Report by Director of Development and Housing Services

## PROSPECTIVE PROPOSAL: ERECTION OF RESIDENTIAL DEVELOPMENT

### LOCATION: SITE AT PARK VIEW, BRANSCROFT, KILBARCHAN



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## IDENTIFIED KEY ISSUES

- The site is identified within the adopted Renfrewshire Local Development Plan as Green Belt.

# Prospective Application Ref. 15/0566/NO

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## Site Description and Proposal

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The site comprises an area of undulating open countryside and agricultural land, and extending to approximately 11.7 hectares, to the north-east of Kilbarchan, and within the Green Belt. It is located to the east of Park Gardens, to the south of Park View/Branscroft, and to the north of Kilbarchan Quarry. The access road to Kilbarchan Quarry bisects the southern portion of the site.

The applicants propose to develop the site for residential purposes with associated access, infrastructure and landscaping.

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## Local Development Plan

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The site is identified within the adopted Renfrewshire Local Development Plan as Green Belt (ENV 1).

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## Relevant Site History

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None.

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## Community Consultation

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The proposal of application notice (15/0566/NO) has specified that a public event is to be held in Steeple Hall, Steeple Square, the details of which have yet to be confirmed; and that local members and Kilbarchan Community Council has received a copy of the Proposal of Application Notice.

A report, prepared by the applicant on the results of the community consultation event will require to accompany any forthcoming planning application.

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## Key Issues

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The principal matters which would require to be assessed should the prospective application be submitted are:-

(1) The development proposal is contrary in principle to the designation of the site within the Renfrewshire Local Development Plan and any application should be supported by a justification as

to why the site should be released for housing.

(2) Whether the design, layout, density, form and external finishes respect the character of the area;

(3) Whether access and parking, circulation and other traffic arrangements are acceptable in terms of road safety and public transport accessibility;

(4) Whether local infrastructure, including sewerage, drainage and educational facilities are capable of accommodating the requirements of the development proposed; and

(5) Whether there are any other environmental, policy or site specific considerations that require to be addressed.

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## Recommendation

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That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact David Bryce on 0141 618 7892.

## RENFREWSHIRE COUNCIL

SUMMARY OF APPLICATIONS TO BE CONSIDERED BY  
THE PLANNING & PROPERTY POLICY BOARD ON  
25/08/2015

<b>APPN. NO: WARD:</b>	<b>APPLICANT:</b>	<b>LOCATION:</b>	<b>PROPOSAL:</b>	<b>Item No.</b>
14/0831/PP  <b>Ward 10: Bishopton, BoW, Langbank</b>	Persimmon Homes	Site on Northern boundary of Shillingworth Steadings, Kilgraston Road, Bridge of Weir	Erection of residential development comprising 43 dwellinghouses with associated infrastructure, open space and landscaping.	A1
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
15/0045/LB  <b>Ward 3: Paisley East &amp; Raiston</b>	Vinemeadow Ltd	Land at Blackhall Lane, Blackhall Street, Paisley	Demolition of Blackhall House including tower, Anchor House and Hamilton House	A2
<b>RECOMMENDATION:</b>	Disposed to grant			
15/0047/PP  <b>Ward 3: Paisley East &amp; Raiston</b>	Vinemeadow Ltd	Land at Blackhall Lane, Blackhall Street, Paisley	Demolition of industrial buildings and erection of residential development with associated access roads, parking and landscaping (in principle).	A3
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
15/0044/PP  <b>Ward 3: Paisley East &amp; Raiston</b>	Vinemeadow Ltd	Land at Blackhall Lane, Blackhall Street, Paisley	Demolition of industrial buildings and erection of residential development with associated access roads, parking and landscaping (in principle)	A4
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
15/0182/PP  <b>Ward 11: Erskine &amp; Inchinnan</b>	WRC Recycling	6A Newmains Avenue, Inchinnan, Renfrew, PA4 9RR	Erection of office accommodation (Class 4).	A5
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
15/0294/PP  <b>Ward 11: Erskine &amp; Inchinnan</b>	WRC Recycling	6 Newmains Avenue, Inchinnan, Renfrew, PA4 9RR	Re-cladding of building	A6
<b>RECOMMENDATION:</b>	GRANT			

<b>APPN. NO: WARD:</b>	<b>APPLICANT:</b>	<b>LOCATION:</b>	<b>PROPOSAL:</b>	<b>Item No.</b>
15/0339/PP  <b>Ward 11: Erskine &amp; Inchinnan</b>	WRC Recycling	6 Newmains Avenue, Inchinnan, Renfrew, PA4 9RR	Temporary siting of weighbridge and portable office building	A7
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
02/0660/PP  <b>Ward1: Renfrew North</b>	Park Lane Developments/Clyde port plc	King's Inch Road /Ferry Road/Meadowside Street/Neil Street, Renfrew	Erection of residential development with ancillary retail and restaurants – Supplementary Report	A8
<b>RECOMMENDATION:</b>	That the amended terms of the Section 69 Agreement be approved and the agreement be discharged.			
Total Number of Applications to be considered =		8		

# Planning Application: Report of Handling



Renfrewshire  
Council

Application No. 14/0831/PP

## KEY INFORMATION

### Ward

10 Bishopton, Bridge of Weir, Langbank

### Applicant

Persimmon Homes  
Persimmon House  
180 Findochy Street  
Glasgow  
G33 5EP

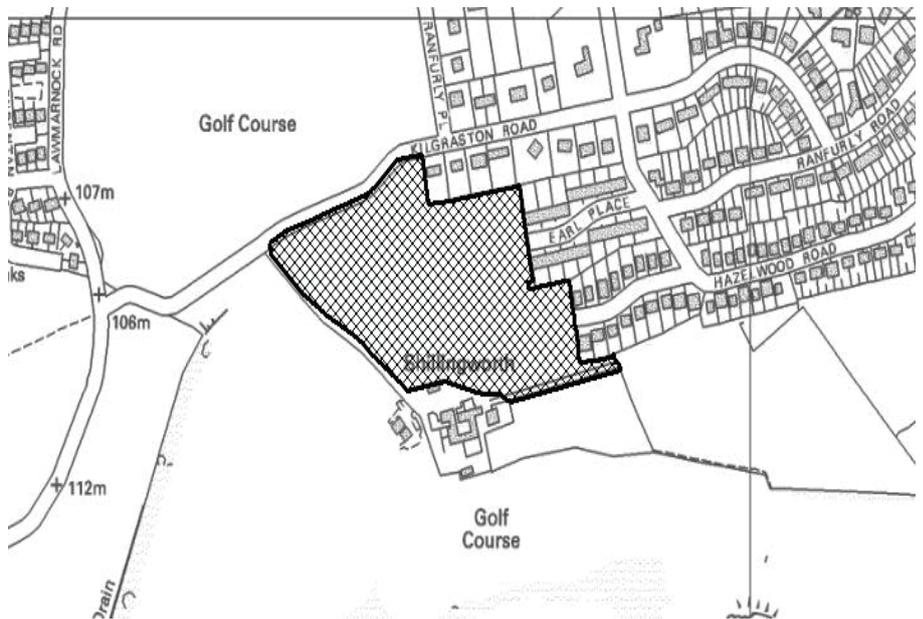
Registered: 18/11/2014

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 43 DWELLINGHOUSES WITH ASSOCIATED INFRASTRUCTURE, OPEN SPACE AND LANDSCAPING

**LOCATION:** SITE ON NORTHERN BOUNDARY OF SHILLINGWORTH STEADINGS, KILGRASTON ROAD, BRIDGE OF WEIR

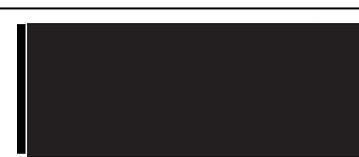
**APPLICATION FOR:** PLANNING PERMISSION - FULL



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## RECOMMENDATION

Grant subject to conditions.



Fraser Carlin  
Head of Planning and Development

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan and are consistent with the Policy P1 'Places' and Policy P3 'Additional Housing Sites' designation within which the site is included in Renfrewshire's Housing Land Supply.
- There have been one hundred and seventeen letters of objection relating to effect on character, traffic, access and parking arrangements; privacy and overshadowing; drainage and flooding; green belt designation; infrastructure capacity; impact on wildlife; and adequacy of supporting information.
- The form, design, density and layout of the development are considered to be acceptable; and all major infrastructure requirements have been appropriately considered.

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### Description

Planning permission is sought for the erection of a residential development comprising 43 dwellings on a greenfield site located on the southern edge of Bridge of Weir. The site extends to approximately 4.6 hectares in total, with the area of development being confined to the eastern portion of the site which extends to approximately 2.5 hectares.

The site is predominantly agricultural rough grazing land and slopes southwards from a high point on top of a rock outcrop, approximately 2m high, in close proximity to the northern boundary of the site. A surface depression, located beyond the rocky outcrop in the north - western corner accommodates a small marshland immediately adjacent to Kilgraston Road and the site rises from east to west at its boundaries with Earl Place and Shillingworth Place. These physical features have informed the development proposal. Vehicular access will be formed from Shillingworth Place.

The dwellings proposed comprise detached 2 storey houses of mixed design and orientation, mainly fronting onto the access road which forms a loop round the site, joining back to the access road from Shillingworth Place. A SUDS pond will be located in the south eastern corner of the site and landscaped planted strips are proposed to the southern and western boundaries of the site.

The site is bounded to the north by Kilgraston Road and Ranfurly Castle Golf Course beyond, to the south by Shillingworth Steading, a former farm steading now converted to residential use, to the east by an established residential area of Bridge of Weir and to the west by open agricultural land.

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### History

14/0228/EO - Request for a Screening Opinion on the need for an Environmental Impact Assessment (EIA). EIA not required.

14/0229/NO - Proposal of Application Notice relating to a residential development with associated access roads, open space and landscaping. Accepted 17/04/2014.

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### Policy and Material

#### Considerations

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#### Development Plan

Adopted Renfrewshire Local Development Plan 2014

Policy P1 – Renfrewshire's Places

Policy P3 - Additional Housing Sites

Policy I 5 - Flooding and Drainage

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#### New Development Supplementary Guidance 2014

Places Development Criteria

Infrastructure Development Criteria

Contaminated Land

Flooding and Drainage

Material Considerations - At national level Scottish Planning Policy highlights the need for good design and achieving high quality residential developments which contribute to the creation of successful and sustainable communities. Designing Streets gives guidance on and promotes better quality street design. Renfrewshire's Places Residential Design Guide sets out the objectives of sustainable place making, design considerations and the process through which high quality designs can be achieved.

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this instance, the application requires to be assessed taking account of the guidance and policies outlined above, the supporting information submitted, the views of the consultees, the representations received and the physical attributes of the site.

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### Publicity

The council has undertaken neighbour notification in accordance with the

requirements of the legislation. The application was initially advertised in the Paisley & Renfrewshire Gazette for the purposes of neighbour notification with a deadline for representations of 10/12/2014. Amended proposals were further notified to neighbours and advertised in the Paisley & Renfrewshire Gazette with a deadline for representations of 10/06/2015.

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### **Objections/ Representations**

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There have been 117 letters of objection submitted in relation to this application, which were received following two separate consultation periods. Re-notification and re-advertisement of the proposal was required to reflect material amendments to the application proposal, since originally submitted. The substance of the points raised can be summarised as follows.

1. The LDP suggested that 40 units would be appropriate, within a site that restricted the westerly development. The proposed development has ignored the western boundary.
2. The Adopted Local Development Plan has an indicative figure of 40 dwellings for this site, which was perceived as a small scale sensitive development. The developer is proposing 50 dwellings which will impact on noise, traffic and pollution. The siting of houses further west than in the Local Development Plan will disrupt the skyline when viewed from the north or the west and therefore, the setting and character of Bridge of Weir.
3. The plans differ considerably from those which were advertised at the pre-application consultation.
4. The development will increase traffic on poorly maintained roads; only one vehicular access route into the site is proposed and will place significant pressure on a narrow residential road causing road safety concerns.
5. There will be an unacceptable increase in the volume of traffic; local road access could not cope with the increase in

vehicles associated with the number and size of proposed properties. Locher Road, Prieston Road, Hazelwood Road, Kilbarchan Road and Shillingworth Road with their already dangerous junctions could not be altered to deal with the extra traffic.

6. The Traffic Assessment (TA) is for a total of 70 residential units. At no time has 70 residential units been part of the application and is therefore seen as setting a precedent for future development, contrary to the Local Development Plan.

7. The TA is misleading. Using average car ownership and household sizing for socio-economic groupings is not appropriate for this development of 4, 5 or 6 bedroom houses.

8. Significant traffic calming measures should be considered.

9. The land is prone to flooding and as a result has become a natural habitat for herons, ducks, geese and frogs. The proposal will accentuate the risk of flooding to residencies not only in Shillingworth Place but also to the wider area in the lower lying south and east including Hazelwood Drive and Ranfurly Road.

10. The southern area of the site is permanently saturated in the winter indicating a high water table and a SUDS pond is indicated in this area.

11. Renfrewshire Council has accepted inadequate and incorrect evaluations for drainage based on generic data and not through specific site study or evaluation. If there is any shortfall in sewer capacity to accommodate actual run-off, from a shallow depth of soil, this is likely to have an effect on existing properties and surrounding land.

12. Forty three houses are still considered to be too many in this location where local infrastructure is inadequate and will impact unacceptably on the greenbelt.

13. The proposals are out of keeping with the character of the houses immediately bordering the site and the adjacent Ranfurly conservation area and sets an

unwelcome precedent that green belt land can be easily developed.

14. The area does not need houses of this size but needs more 2 bedroom houses. The large size and conspicuous profile of the proposed houses is not appropriate to a rural green belt and is out of keeping with the style of neighbouring properties.

15. Existing houses along the northern boundary (Kilgraston Road) directly overlook the site with the proposed houses coming very close to the rear boundaries. There was a clear intent to promote a landscape buffer between the development and existing houses at Kilgraston Road and Shillingworth Steading's and this is absent in the proposal.

16. There is no indication of planting or adequate stand-off distance between the new houses and the existing properties to the north or east and only limited landscaping to the south.

17. The westernmost house in Shillingworth Place borders the land where proposed houses are to be built and prevailing ground levels will result in any houses built directly west of this property towering above it and create overlooking, loss of privacy and overshadowing.

18. The local schools are at near capacity and unlikely to be able to accommodate a development of this size.

19. This development is unsustainable in a village the size of Bridge of Weir.

20. Development of the site will compromise the residential rural character of the converted Shillingworth steading.

21. Concern has been expressed that an access point in the south east corner of the site could provide access for future potential development of the green belt behind Shillingworth Place and Hazelwood Road.

22. Renfrewshire Council have accepted inadequate and incorrect evaluations including for geology, based on generic data rather than through specific site study or evaluation. In particular there is no mention of any evaluation in relation to radon risk.

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## Consultations

**SEPA** - No objection in relation to flooding and no objection subject to a condition that additional drainage information is submitted. (This additional information has been received.)

**Scottish Water** - No objection.

**Glasgow Airport Safeguarding** - No objection.

**Director of Community Resources (Design Services)** - No objection subject to conditions requiring compliance with FRA and DIA.

**Director of Community Resources (Environmental Services)** - No objection, subject to conditions requiring a site investigation report characterising the nature and extent of any soil, water and gas contamination within the site and a remediation strategy if required.

**Head of Roads** – No objection.

**West of Scotland Archaeology Service** - No objection subject to a condition securing a programme of archaeological works in accordance with a written scheme of investigation.

**Bridge of Weir Community Council** - The proposal does not reflect the plans displayed at the local consultation event. The western boundary has shifted significantly from the original MIR and from Persimmon's earlier plan. The indicative house numbers have increased from 40 to 50. This is a substantial increase to the negative impact on the infrastructure associated with the development. There is a lack of the promised landscaping. This is of particular importance to ensure that the new boundary is firmly delineated and to ensure it becomes a defensible boundary against further greenbelt encroachment.

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## Summary of Main Issues

**Environmental Statement** - The application proposal was screened under the terms of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011, to determine the requirement for an Environmental Statement to be submitted with any future planning application. It was concluded

that although the proposal falls within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2011, it is not likely that the proposed works would have a significant environmental impact which would require an Environmental Assessment to be carried out.

Appropriate Assessment - N/A

Design Statement - The key principles of the overall development have shaped the design process including connectivity, permeability, marketability and sensitively designed edges. It states that the site lies to the south of Bridge of Weir, and therefore needs to represent a well designed expansion to the existing residential area and link into the network of footpaths. The site is located close to existing residential properties, and as such the interaction between existing and proposed dwellings needs to ensure that amenity levels are not detrimentally affected. It considers that this can be achieved through appropriate boundary treatments and generous stand-off distances. The sensitivity of the western edge has been acknowledged throughout the process and that appropriate boundary treatments will be required. Differing styles of house allow for the creation of well designed street scenes throughout the development.

Access Statement - Comments that the proposal will engender the principles of accessibility to promote a sustainable and stable community which caters for differing circumstances and physical abilities and disabilities. In line with the aims of inclusive design all public areas will be accessible to people with learning disabilities, physical disabilities and sensory impairments, as well as older people and parents with small children. The site has a slight fall from north to south, although access for people using wheelchairs is compliant with the relevant legislation. All houses have been

provided with level access to the houses and gardens which fully comply with the current Scottish Building Standards.

#### Other Assessments

Landscape Capacity Assessment - States that the site is well contained by existing features, to the west by landform and vegetation and to the east by the existing residential estates of Shillingworth/Bridge of Weir. The assessment provides an initial baseline landscape survey and assessment of the site and immediate area, with particular focus on landscape character, existing edge treatment and gateway experience. It seeks to illustrate the potential visual effects of development, along with the identification and illustration of proposed mitigation and landscape measures. It concludes that with appropriate landscaping the new development proposals could sensitively fit with the landscape structure and character of the surrounding area.

Flood Risk Assessment - The report states that the site is not predicted to be at significant risk of flooding from any known watercourses in the area. The risk of flooding from other possible sources is also considered low. The main issue associated with the proposed development is disposal of attenuated surface water from the development site. There is no established overland flow path draining the bulk of the site. Most of the site appears to drain towards the existing residential development to the east therefore, it is possible that some (perhaps all) surface water flowing to the existing residential areas may enter the drainage system serving the existing development. It is understood that attenuated surface water runoff from the developed site will be discharged to the local drainage system.

Drainage Assessment - It is stated that surface water runoff from the developed site will discharge by gravity to a SUDs basin located in the south-eastern corner of the site. The basin will provide both

treatment and attenuation to all runoff prior to connecting into the existing adopted surface water sewer in Shillingworth Place. The foul sewerage drainage from the development site will discharge by gravity to the existing foul sewer in Shillingworth Place.

Site Access Note - This note was submitted to demonstrate that access to the site through Earl Place is not achievable. It concludes that the developer is unable to achieve a satisfactory access solution to Earl Place due to ownership constraints. While it is acknowledged that an access through both Earl Place and Shillingworth Place would have been the most desirable solution, the Traffic Statement submitted in support of the application demonstrates that a single access from Shillingworth Place is acceptable for a development of this size. It is proposed that all construction traffic be taken from Kilgraston Road to minimise disruption at the construction phase.

Traffic Assessment - The Transport Assessment was prepared in support of a proposed development of 70 residential units with associated car parking. It is considered that the modest level of additional traffic generated by the proposed development will not have a significant detrimental impact on local roads and junctions. This is demonstrated by the results of the junction threshold assessments that have been undertaken. The report considers that the development proposed can integrate well with the existing settlement and the available sustainable transport links. The development is of a scale which equates to vehicle trip generation potential which will not have a significant impact on the existing local and strategic road network. A network of existing footways/footpaths will connect the proposed development to the existing infrastructure in Bridge of Weir, via Shillingworth Place and Earl Place. Cycle use from the site is not considered to be high and it is considered

that the existing lightly trafficked network around the site is conducive to cycle movements. It has been established that access to a bus service is possible.

TA Addendum - Based on the conclusion of the TA for 70 units, it is concluded that the traffic generated by the reduced development of 43 units will have a negligible, and clearly reduced, impact to the local road network.

Habitat Survey - Neither of the SSSIs would be affected by the development. Whinnerston SSSI is 400m to the south however it is separated from the development area by a hill. There are no protected habitats on site. As most of the site is improved grassland there is little concern for the loss of this habitat. Birds are mainly utilising the site for feeding and nesting in adjacent woodland and gardens. If the development takes place during the bird nesting season (March to August) a nest check will be required to ensure no nests are disturbed.

Pre-Application Consultation Report - A public event took place at Cargil Hall on 5th June 2014. A total of 46 people attended the event. The main points raised related to inadequate access incapable of accommodating further vehicles; houses too large for the plots in comparison with immediate properties; heights of buildings should be in keeping with surrounding area; development appears cramped; views of the countryside will be lost; and, the site should remain in the green belt and brownfield sites developed.

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

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### **Assessment**

The proposal requires to be assessed against the policies of the Development Plan and any other material considerations. In this case the relevant

documents of the Development Plan are the Adopted Renfrewshire Local Development Plan 2014 (LDP) and the New Development Supplementary Guidance (SG).

The application site is identified in the LDP proposals map under Policy P3 'Additional Housing Sites'. Policy P3 states that the council will support and encourage residential development on these sites, as identified in Schedule 1 and 2, as additional allocated housing sites to meet identified housing requirements. Schedule 2 identifies the application site as having an indicative capacity of 40 units. The development of these sites require to comply with the criteria set out in the New Development SG to ensure that they make a positive contribution to Renfrewshire's places.

The New Development Supplementary Guidance 'Places Development Criteria' sets out a number of criteria which new residential developments are required to meet. It considers that development proposals require to ensure that the layout, built form, design and materials of all new developments will be of a high quality; density will require to be in keeping with the density of surrounding areas; surrounding land uses should not have an adverse effect on the proposed residential development; and, development proposals should create attractive and well connected street networks. Assessing the development in terms of these criteria, the following comments can be made.

Development density is considered appropriate to this location and fits with surrounding dwellings and the wider area which is mixed in terms of density, house type, size and design. The proposed form, layout, design and scale are all commensurate with the character of the surrounding area. In this regard the site is bordered by 1.5 storey properties to the east and 1.5 and 2 storey properties to the north. The layout has been designed to

assimilate with and reduce impacts on existing dwellings through location and orientation and the use of landscape features and buffers at strategic locations. Internal footpath routes have been integrated with the existing network and connectivity to nearby facilities and non vehicular routes has been strengthened.

The SUDs basin in the south eastern corner of the site forms an attractive landscape feature with surrounding plots orientated accordingly. The properties are detached with a combination of both integral garages and varied parking arrangements, allowing for variation within the street scene. The palette of materials to be used has been designed to complement those found in the immediate area assisting in assimilating the development into this location. The palette will be used to accentuate and highlight key areas within the layout such as corner turning units and key frontages. Planting has been used throughout to encourage biodiversity and to soften the appearance of hard surfaces.

Policy I5, and the Flooding and Drainage SG, are also material planning considerations and set out a series of criteria which require to be considered. These generally require minimum standards to reduce the risk of flooding in new developments and to ensure that the risk of flooding is fully taken into account in the assessment of new development proposals. The applicants have, through the submission of a Drainage Impact Assessment (DIA) and Flood Risk Assessment (FRA), demonstrated that subject to compliance with the DIA and FRA the buildings and persons occupying the developed site would not be at an unacceptable risk from flooding.

Scottish Water has confirmed that they have no objections to the proposal subject to a suitable connection to their infrastructure.

SEPA has no objection to the proposal in relation to flooding and no objection in relation to drainage subject to additional information being submitted. The additional information has been received and the Director of Community Resources (Design Services) is satisfied that this information adequately addresses the appropriate drainage for the site.

In terms of the SG relative to contamination the Director of Community Resources has no objection to the proposals and is satisfied that any potential contamination of the site can be addressed by a condition.

Referring to the points of objection not already addressed I would comment as follows.

With regard to the allocation of 40 units within the LDP, this was indicative only and was based on a notional appraisal of the site. The LDP does not seek to set precise numbers for each identified site but rather is to give an overall notional capacity for all sites released/identified through the plan. Some sites will be capable of taking more units at the detailed planning stage and others will be able to accommodate less. Originally 50 dwellings were proposed by the applicant but, through negotiations during the application process, this has now been reduced to 43 dwellings and the developable area scaled back in line with the indicative allocation within the LDP. A layout is now proposed which can be reasonably accommodated within the site and it has been demonstrated, that the proposal complies with the relevant policies and SG of the Adopted Plan and the supporting Renfrewshire Places Residential Design Guide.

With regard to drainage infrastructure and flooding it is a requirement of SEPA, Renfrewshire Council and Scottish Water that a sustainable drainage network is designed and constructed to ensure adequate drainage of surface water and

wastewater to appropriate outfalls without compromising the capacity of the existing sewerage network or the quality of any adjacent watercourses. The FRA has demonstrated that there is no significant risk of flooding to the site from any potential watercourses in the area.

The main issue associated with the proposed development is disposal of surface water from the site and the Drainage Impact Assessment submitted in support of the application demonstrates that the site can be appropriately drained both in terms of surface water and foul water. The surface runoff from the development site will discharge by gravity to a SUD's basin located in the south eastern corner of the site which will provide both treatment and attenuation to all runoff prior to connecting into the existing adopted surface water sewer in Shillingworth Place.

In relation to the use of generic parameters to assess existing runoff from the site and the capacity of the existing sewers, the Director of Community Resources has confirmed that the parameters used are approved and are more stringent in their requirements than those suggested in the objection. As such the attenuation required for the runoff from the site is similarly stringent. The existence of high rockhead/low soil depth site specific characteristics was known at the time of assessment and a conservative approach to surface water flood risk management has been taken. With regard to sewer capacity to cater for surface water and foul discharge, any measures required through Scottish Water Developer Assessment will be implemented in line with the DIA and secured through a planning condition. Through consultation with the Head of Roads (Design Services), SEPA and Scottish Water, it has been established that the proposed development is acceptable.

With regard to roads and traffic concerns the transport assessment considered that the modest level of additional traffic generated by the proposed development will not have a significant detrimental impact on local roads and junctions. Consultation with the Head of Roads (Traffic) has established that the development is acceptable on traffic safety and parking grounds. There is no reasonable justification, therefore, to request that the developer undertake any off site road improvements works. With regard to the objection that the TA has used average statistics in relation to household size etc., the Head of Roads has confirmed that the methodology used in the traffic assessment is consistent with that used for similar developments. On the basis that this report was acceptable for 70 units there is no justification to request a recalculation or that another report be prepared and submitted.

With regard to the amenity of residents on Earl Place, Shillingworth Place, Kilgraston Road and Shillingworth Steading's, the layout has been designed to ensure that levels of privacy are maintained and that no unacceptable impact will occur. Particular consideration has been given to the change in levels between the existing dwellings on Earl Place and Shillingworth Place and the application site and to any impact which may occur as a result. Through the choice of dwelling type, positioning and orientation of houses, adequate separation distances have been maintained. No directly opposing windows will be closer than 18 metres, which is in line with the Renfrewshire's Places Residential Design Guide; and, acceptable amenity space has been provided commensurate with surrounding development. Although ground levels rise throughout the site requiring retaining walls in a variety of plots, the plot sizes and parking configuration is such that acceptable residential environments have been created. The sections submitted as part of the application demonstrate that roof levels on the boundaries with Earl

Place, Shillingworth Place, Kilgraston Road and Shillingworth Steadings will not appear unacceptably overbearing.

With regard to the greenbelt boundary, the area of development has been scaled back to reflect the LDP site boundary and a 'defensible' landscaped strip is proposed between the extent of the developed area and the greenbelt to the west and between the development and Shillingworth Steadings to the south. Further details of the planting mix will be required through planning condition to ensure that an acceptable, and robust, greenbelt edge is achieved.

With regard to the information submitted as part of the planning application it should be noted that there is a minimal level of information required to render an application valid, which has been submitted in this instance. Any additional information which the Council considers necessary to enable a proper assessment of the application to be undertaken can be requested from the applicant. In this instance, the applicant has been asked to submit additional information and make amendments to the scheme where necessary and this information has been made available to the public through the website.

The hammerhead to the south of the site adjacent to the SUDS basin provides access to houses on the southern portion of the site. There is no known intention to extend development in a southerly direction and any proposal of this nature would be contrary to the terms of the Adopted Local Development Plan.

With regard to the accuracy of the geological/land study submitted in support of the application and specific concerns raised that the existence of radon gas has not been considered, consultation with the Director of Community Resources has confirmed that, using the best available reference data, the area of the application site is not designated as a radon affected

area. In addition building regulations made under the Building (Scotland) Act 2003 set mandatory standards to ensure that new buildings are designed and constructed so that there is no threat to people in and around buildings from radon gas.

The availability of services including adequate provision within schools was considered when the site was identified for release through the LDP process.

It is therefore concluded that, subject to conditions, the proposed development complies with the policies and guidance of the Adopted Renfrewshire Local Development Plan and that all issues raised by cosultees can be satisfied through the imposition of conditions. The issues raised by representees have been addressed above and there are no other material considerations which would justify refusal.

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### **Recommendation and Reasons for Decision**

In light of the foregoing, it is considered that the proposals are acceptable having regard to the relevant national guidance, Local Development Plan policies and associated SG. It is therefore recommended that planning permission be granted subject to conditions.

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### **Recommendation**

GRANT SUBJECT TO CONDITIONS

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### **Conditions & Reasons**

#### **1. Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. Prior to the commencement of development on site the developer shall provide for the written approval of the Planning Authority:-

- a) a site investigation report, characterising the nature and extent of any land, water and gas contamination within that development, and
- b) a remediation strategy / method statement, identifying the proposed measures to implement all remedial recommendations contained within site investigation reports; Reports shall be prepared in accordance with BS10175: 2011- Investigation of potentially contaminated sites - Code of Practice, Planning Advice Note 33 (PAN33) and the Council publication "An Introduction to Land Contamination and Development Management" and be submitted to, and approved in writing by, the Planning Authority.

Reason: To ensure that the site will be made suitable for its proposed use.

3. Prior to the occupation of any residential unit within the development, a Verification Report confirming completion of the works specified within the approved Remediation Strategy for that unit, submitted under the terms of Condition 2 above, shall be submitted to the Planning Authority for written approval.

Reason: To demonstrate that the works necessary to make the site suitable for use have been completed.

4. Prior to development commencing, the developer shall secure the implementation of archaeological works in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Planning Authority. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within

the development site is undertaken to the written satisfaction of the Planning Authority.

Reason: To ensure that any archaeological remains which may be disturbed can be identified, excavated and recorded.

5. That before any development commences on site, a scheme of landscaping for the western and southern boundary of the site shall be submitted to and approved in writing by the Planning Authority ; the scheme shall include:- (a) details of any earth moulding and hard landscaping, grass seeding and turfing; (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; (c) an indication of all existing trees and hedgerows, plus details of those to be retained, and measures for their protection in the course of development, and (d) details of the phasing of these works;

Reason: In the interests of the visual amenity of the area.

6. That prior to occupation of the last 3 dwellinghouses within the development hereby permitted, all planting, seeding turfing and earth moulding included in the scheme of landscaping and planting, approved under the terms of condition 5 above, and approved through Drawings 135.101.01b, 135.101.02b, 135.101.03b and 135.101.04b shall be completed; and any trees, shrubs, or areas of grass which die, are removed, damaged, or diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species;

Reason: In the interests of amenity.

7. That the drainage arrangements including SUDS shall be implemented in accordance with the details contained within the Flood Risk Assessment Report by Kaya Consulting Limited dated 20th October 2014, the Drainage Impact Assessment Report by David R Murray and Associates dated May 2015 and

Drawing Numbers E10389/1001 Rev B (Preliminary Levels Layout), E10389/2001 (Preliminary Drainage Layout) and E10389/2002 (Flood Routing Drawing). These drainage arrangements shall be formed and fully operational prior to the occupation of the last dwelling house hereby approved.

Reason: In the interests of residential amenity and to ensure that the site drainage arrangements are implemented in a sustainable manner.

8. That before development commences on site, full details and/or samples of the facing materials to be used on all external walls and roofs shall be submitted to, and approved in writing by, the Planning Authority. Thereafter only the approved materials shall be used in the development of the site.

Reason: These details have not been submitted.

9. That before development commences on site, full details of the design and location of all fences and walls to be erected on the site shall be submitted to, and approved in writing by, the Planning Authority;

Reason: These details have not been submitted.

10. That before development commences, details of the surface finishes to all parking and manoeuvring areas shall be submitted to, and approved in writing by, the Planning Authority;

Reason: These details have not been submitted.

11. That during the construction phase of the development, all construction traffic shall access the site from Kilgraston Road by means of a temporary access road created for that purpose and as illustrated on Drawing No 15017(SK)001G. Once the development is complete and prior to the occupation of the last house, the temporary construction access road shall be removed, the pedestrian access

proposed from Kilgraston Road and shown on Drawing No 15017(SK)001G shall be formed and fully operational, and the remainder of the former temporary construction access road shall be landscaped to the written satisfaction of the Planning Authority.

Reason: To ensure that construction traffic does not unacceptably impact on residential amenity and that the site is finished to an acceptable standard.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling



Renfrewshire  
Council

Application No. 15/0045/LB

## KEY INFORMATION

**Ward**

3 Paisley East and Ralston

**Applicant**

Vinemeadow Ltd  
Whitehill House  
Carnethie Street  
Rosewell  
EH24 9EG

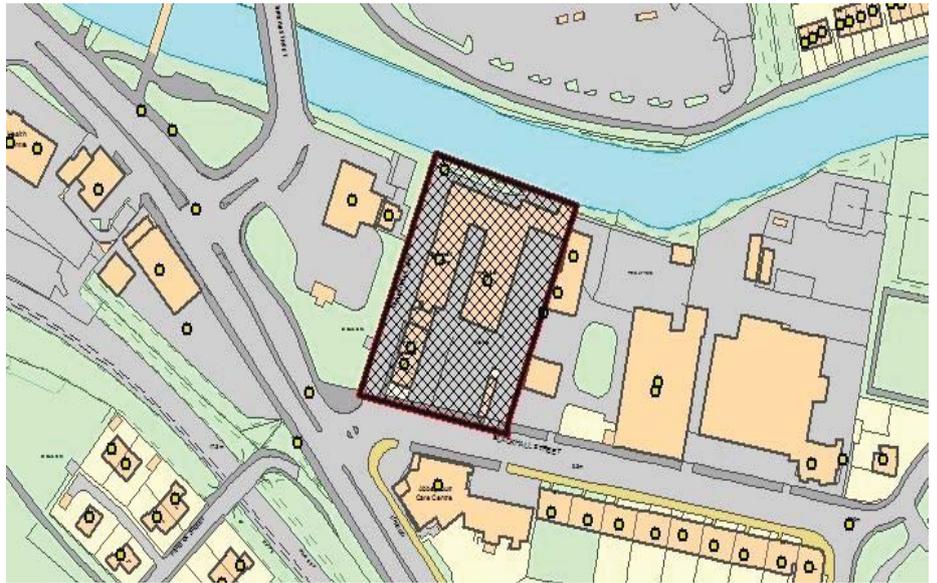
**Registered:** 04/02/2015

Report by Director of Development and Housing Services

**PROPOSAL:** DEMOLITION OF BLACKHALL HOUSE INCLUDING TOWER, ANCHOR HOUSE AND HAMILTON HOUSE

**LOCATION:** LAND BLACKHALL LANE, BLACKHALL STREET, PAISLEY

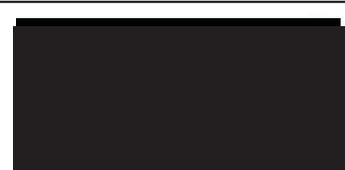
**APPLICATION FOR:** LISTED BUILDING CONSENT



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## RECOMMENDATION

Disposed to grant subject to conditions.



Fraser Carlin  
Head of Planning and  
Development

## SUMMARY OF REPORT

- The Scottish Historic Environment Policy and adopted Renfrewshire Local Development Plan Supplementary Guidance set out four tests regarding demolition, only one of which requires to be satisfied, and these relate to whether the building is of special interest; whether it is beyond repair; whether refurbishment is economically viable; and, whether there are wider public benefits.
- There have been eighty-eight letters of objection on the grounds that the building is important to Paisley's heritage; it should be retained; a new use should be found for it; and other parties should be given the opportunity to acquire it.
- The principal consideration is that refusing demolition would not guarantee whether a scheme would come forward at some future date for refurbishment and re-use; whilst consent for demolition would be irreversible, but could result in regeneration of the site for new housing.
- The matter is finely balanced and it is considered that the applicants have demonstrated that the buildings are beyond viable refurbishment for reuse.

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### Description

This application seeks listed building consent to demolish the Category C listed Blackhall Mill complex located at Blackhall Lane, Paisley. The main part of the mill, Blackhall House, faces onto Blackhall Lane and is four storeys high; there is a two storey wing attached to the south side of the main mill building (Anchor House) with a single storey shed attached; a lift/stair tower with decorative roof on the north east corner of the main mill building; and a two storey extension (Hamilton House) to the west of the main building. The complex comprises a series of plain, regular elevations, finished in brick, which are typical examples of large mill buildings. The building(s) has been used in the more recent past for a variety of office and industrial/commercial uses but is now largely vacant.

The application site is located between the White Cart Water to the north and Blackhall Street to the south, with workshops on the eastern boundary and Blackhall Lane and a petrol filling station to the west. The tower and Blackhall House are notable landmarks from public vantage points around Paisley. The mill originates from the 1840s and was originally a silk mill, latterly changing to paper. The building is also loosely grouped with other nearby mill buildings at Anchor and Mile End Mills. There are no internal features of significance and the interior has been comprehensively modernised in the past resulting in little remaining evidence of its former industrial use.

The application proposes the demolition of all buildings on the site. Listed Building Consent has previously been granted to demolish Anchor House, the shed and Hamilton House as part of the redevelopment of the wider site (approved in September 2008) which would have safeguarded and secured the productive re-use of Blackhall House and tower (the most important listed buildings on the site) as part of the overall development.

Consent is now sought to also demolish the mill complex including the tower and Blackhall House. The application is accompanied by a statement seeking to justify the demolition, a Structural Report on the building, and viability assessments on the potential to retain and re-use the buildings. Planning permission in principle is also sought for the redevelopment of the site for residential purposes (application ref 15/0044/PP and 15/0047/PP).

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### History

13/0403/PP - Mixed use development comprising retail, business, industrial and storage and distribution uses with associated roads, parking and landscaping (in principle). Refused 12 November, 2013.

11/0849/LB - Demolition of Blackhall House and Tower, Anchor House and Hamilton House - Refused 12 November, 2013.

11/0728/NO - A pre-application notification was submitted on 19/10/11 proposing the erection of a mixed residential, care home, hotel, retail, business and industrial development on the site of the mill and adjacent industrial buildings.

11/0589/NO - A pre-application notification was submitted on 15/08/12 proposing a mixed use development on the site of the mill and adjacent industrial buildings.

07/1102/LB - Listed building consent was granted on 04/09/08 for the demolition of Anchor House and Hamilton House as well as light industrial units as part of the redevelopment of the site for 194 residential flats.

07/1101/PP - Demolition of light industrial units, Anchor House and Hamilton House, redevelopment of Blackhall House including stair tower and construction of flatted development with a commercial unit and associated car parking. The Board, at its meeting on 24 June, 2008 was

disposed to approve subject to a Section 75 agreement (for the off-site provision of recreational areas which could not be accommodated within the site). Planning permission was subsequently refused on 19/05/10 as the applicant failed to conclude the Section 75 agreement.

99/0153/PP - Planning permission was approved on 06/04/99 for the change of use of Anchor House to light industry with a music school on the upper floor.

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### **Policy and Material Considerations**

Development Plan - Adopted Renfrewshire Local Development Plan  
Policy ENV3 - Built Heritage

Built Heritage Supplementary Guidance  
Listed Buildings - Demolition of Listed Buildings

#### Material considerations

Planning legislation requires that planning decisions, in relation to listed buildings, are made in accordance with the Planning (Listed Buildings and Conservation Areas) Act 1997 and the Development Plan unless material considerations indicate otherwise. In this case, the proposed demolition needs to be assessed in terms of the above policies, the report submitted on the structure of the building, an assessment of its structural condition and viability for re-use, and any other material considerations including the Scottish Historic Environment Policy (SHEP) and the accompanying guidance note Managing Change in the Historic Environment – Demolition.

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### **Publicity**

The application was advertised in the Edinburgh Gazette and the Paisley Daily Express and a site notice was posted. The deadline for representations was 18 March, 2015.

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### **Objections/ Representations**

Eighty eight objections have been received, the substance of which is that the building should be retained; a new use should be found for it; it represents a significant part of Paisley's industrial heritage; and, that opportunities exist for other parties to acquire the building and convert it to other productive uses subject to receiving the necessary grant and funding assistance.

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### **Consultations**

**Historic Scotland** - Initially commented that further information was required in respect of the development economics including any cross-funding opportunities by considering both sites in a wider context rather than the listed buildings in isolation from the land around them; and details of marketing exercises. Historic Scotland consider that options other than housing should be explored for both the listed buildings and surrounding land. A subsequent response suggested that whilst the emphasis has been on finding a residential use, a less expensive programme of work might be achieved if the building were fitted out for light industrial use. Historic Scotland also noted that previous schemes involving retail use have been refused by the Council on the grounds of development plan policies and Historic Scotland consider that it would be helpful if the Council were able to set out why this principle is considered to outweigh the benefits of retaining this important listed building. Historic Scotland noted the contribution that this building makes to Paisley's townscape and commented that if the Council is minded to accept the demolition of the building, further thought be given to the form and massing of the replacement buildings. Historic Scotland suggest that recreating the outline of the existing building would help mitigate its loss to a certain degree. Further information submitted by the applicants seeking to address these

matters was referred to Historic Scotland and no response has been forthcoming.

**West of Scotland Archaeology Service** - Comments on the historic sequence of developments on the site and notes local and national policies' preference of preservation in situ. However, it further comments that if in situ preservation is no longer possible, the alternative would be to ensure that there is a full record of the building prior to its demolition.

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### **Summary of Main Issues**

Environmental Statement - N/A

Appropriate Assessment - N/A

Design Statement - N/A

Access Statement - N/A

Other Assessments

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

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### **Assessment**

The proposed demolition requires to be considered in terms of the applicable policies which indicate that the Council should not grant listed building consent for demolition unless it has been demonstrated that all practical ways of retaining the building have been examined.

Both the Scottish Historic Environment Policy (SHEP) and Managing Change in the Historic Environment - Demolition, requires that applications for the demolition of listed buildings be justified against one or more of four tests. These four tests are re-stated in the New Development SG (Built Heritage: Demolition). Whilst the demolition of Anchor House, Hamilton House and the shed have previously been authorised; this was contingent on Blackhall House and tower being refurbished as an integral part of the earlier scheme. This application proposes the clearance of all buildings from the site. The SHEP and the New Development SG requires that only one of the four tests be satisfied.

Each of the SHEP tests are considered as follows:

### **The buildings are not of special interest**

- The tower and Blackhall House are of special historic interest for Paisley. They are both listed buildings and are important examples of industrial architecture of that period. They make a valuable contribution to the streetscape as well as the social and economic history of the town. They are also important as part of the grouping with the other nearby mill buildings at Anchor and Mile End; and Blackhall House may be the only known surviving example of a purpose-built silk mill in Scotland. The applicants have not sought to demonstrate, nor would such an approach be supported, that the buildings are not of special interest.

### **The condition of the buildings are beyond repair**

- The various reports submitted by the applicants have highlighted problems with the buildings and concluded that the tower was in a dangerous condition and an imminent risk of collapse. It has also been stated that Blackhall House had problems with the facing brick and timber decay that was considered to make it beyond repair. Based on the earlier report Historic Scotland requested that the site was visited by the Council's Building Standards Section to assess the situation. The building was inspected in February 2012. It was noted that at that time there was severe cracking in the tower and that parts of the masonry had fallen away. The margins of the round windows close to the top of the tower have deformed. A further inspection took place earlier this year. However the building is not assessed to be dangerous in terms of the Building (Scotland) Act 2003 and is not considered to pose an immediate risk to public safety. These inspections also assessed the general condition of Blackhall House and the tower and although in a state of disrepair, were considered capable of being brought back into use with appropriate repair works. The report stated that a lot of the damage caused to Blackhall House was based on water ingress. The more recent inspection

indicates that further deterioration has taken place. The building, however, is not considered to be incapable of repair.

**Economic Viability** - Historic Scotland's Managing Change Guidance Note acknowledges that consent may also be granted for demolition of a listed building that is capable of repair but where the costs of doing so mean that its repair would not be viable. The applicants have submitted supporting assessments both demonstrating the marketing of the building and also viability appraisals. These variously include options to keep all of the buildings with a limited number of new build units; keeping only Blackhall House and develop new build on the remainder of its site; and, keeping Blackhall House and developing new build on the remainder of its site and also the adjoining site. Each of these scenarios indicate the costs of the works necessary to refurbish the principal building for re-use, expected returns on such a development and project shortfalls. Various scenarios are tested and all are concluded to be incapable of achieving a viable development project. Whilst each scenario has focussed on refurbishment for residential purposes, which is arguably the most expensive scenario, it is accepted that refurbishment for other forms of occupation would deliver correspondingly lower returns. It seems clear that there is likely to be little demand for industrial/commercial/business floorspace in such a location; that there already exists an ample supply of modern good quality industrial /business floorspace; and there are vacant commercial/business premises within Paisley town centre which are better located or provide a better immediate environment or offer support services.

Evidence of marketing exercises to attract tenant interest and to promote the building for sale (in an attempt to secure a new owner with refurbishment proposals and the necessary funding), failed to attract any tangible interest and none which was

pursued by any of the very limited number of respondents.

**Wider public benefits** - There can be exceptional circumstances where the retention of a building may prevent wider public benefits flowing from the redevelopment of the site. The previous application to demolish was accompanied by proposals to redevelop the site for retail purposes. This was considered to be contrary to planning policy and in such circumstances would not have delivered any wider public benefits as it would have potentially diverted retail investment from the town centre. The redevelopment of the site for residential purposes, however, could have wider public benefits: firstly, in terms of increasing the supply of land for housing; and secondly, regenerating the site for compatible and complementary uses which would benefit the amenity of surrounding residents in particular and the amenity of the surrounding area in general. The test set out in the SHEP requires it to be demonstrated that demolition is essential to delivering these wider public benefits. The Managing Change Guidance clarifies that typically, these cases would be of national or regional significance. Whilst this test may be partly met in terms of delivering wider public benefits, these would not flow from a development which could reasonably be considered as being of national or regional significance.

Historic Scotland queried why the Council considered that the application of its retail policies, as set out in the adopted Renfrewshire Local Development Plan, should outweigh the consideration of a retail use as a mechanism to safeguard this particular building. In response to this, it is considered that directing retail uses to Paisley Town Centre has two primary benefits. Firstly, it complies with the sequential approach set out in Scottish Planning Policy by seeking to safeguard the continued vitality and viability of Paisley as a centre and prevent leakage of expenditure or dispersal of investment

to other areas. Secondly, Paisley Town Centre also contains many fine listed buildings which themselves are lying vacant or competing for a limited number of potential occupiers. Accepting retail uses elsewhere would have the potential to dilute these efforts. Paisley Town Centre is the focus of the ongoing Heritage Asset Strategy and any significant additional retail floorspace, if approved on an edge of town centre/out of centre site nearby, could undermine this strategy.

In response to Historic Scotland's suggestion that any replacement building recreates the outline, form and massing of the building, to help mitigate its loss, it is considered that there is little practical merit in such an approach. Whilst it is accepted that when viewed from a distance the remaining former mill buildings can be perceived as a loose grouping, their intrinsic merit stems from their original purpose and individuality. The eastern setting of Anchor Mill is dominated by the low-rise expanse of the adjacent Morrison's supermarket; and the southern, eastern and western settings of Mile End Mill are characterised by modern flatted developments and suburban scale domestic dwellings. The southern setting of Blackhall House is characterised by tenemental properties and a mix of more recent commercial and industrial properties. The original industrial townscape of large scale, contemporaneous mills, dye works and associated uses within a traditional street pattern has gradually been replaced with more recent interventions. Should the demolition of the buildings take place, there appears to be no over-riding justification to requiring subsequent development to mirror that which was lost in terms of height, scale, massing or outline.

Cognisance should also be given the particular qualities of the buildings which are the subject of this application. It is clear that by virtue of their age and original

function, Blackhall House, and to a lesser extent Hamilton House and Anchor House, are of significance to Paisley's heritage. They provide notable landmarks, particularly the tower. In comparison to both Anchor Mill and Mile End Mill, however, Blackhall House, Hamilton House and Anchor House are much smaller, less imposing and provide a much less significant architectural presence than these two counterparts. Blackhall House and Anchor Houses' original brick exteriors have been partially painted (front facade and ground/first floor of rear facade); most of Hamilton House has been reduced in height by two storeys and its roof has been replaced and reclad in profiled metal sheeting; the fenestration arrangement on all three buildings is simpler with smaller openings and a higher solid to void ratio than either Anchor Mill or Mile End Mill; they lack wallhead balustrade or parapet detailing evident on the other former mill buildings; and have little if any of their original boundary treatments remaining. This notwithstanding, the building(s) are nevertheless notable examples of their type and period.

The matter that requires to be considered, therefore, is whether it is economically viable to retain the building for re-use. Previous schemes which have included a significantly greater number of new build residential units and the refurbishment of the listed building; and these have failed to progress. It is possible that development values may increase at some time in the future to make a scheme more viable; assuming that the building does not deteriorate further and correspondingly increase refurbishment/repair costs and thereby unfavourably affect the equilibrium of a scheme. The recent closure, vacation and boarding-up of the nearby care home, and it's uncertain future prospects, has not enhanced the environs of the listed building nor positively contributed to potential returns from prospective tenants or residential purchasers.

Policy ENV3 of the adopted Renfrewshire Local Development Plan sets out that the built heritage, including listed buildings, will be safeguarded, conserved and enhanced where appropriate. The corresponding New Development Supplementary Guidance 'Demolition of Listed Buildings' reiterates the approach set out in the SHEP, that there is a presumption against demolition, and that demolition will only be acceptable where one of the four tests are satisfied.

In summary, the case for and against demolition is finely balanced with no overwhelming evidence to unequivocally point in favour of one way or another. The issue is largely one of preservation versus regeneration. The preservation approach would leave many uncertainties not least whether, if ever, a viable scheme would emerge which would secure the repair, refurbishment and productive re-use of the building and surrounding land; and which contained a range of uses which did not unacceptably compete with the town centre. The regeneration approach, contingent on the imposition of a binding condition, could secure the redevelopment of the site in relatively early course; but with the irreversible loss of the buildings.

On balance, it is considered that the applicants have satisfied the relevant test and have demonstrated that the buildings are beyond viable conversion, refurbishment or reuse.

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#### **Recommendation and Reasons for Decision**

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It is considered that the relevant test in the SHEP has been satisfied and it is therefore recommended that the Board be disposed to grant listed building consent for demolition, subject to the matter being referred to Historic Scotland. Historic Scotland may thereafter, ratify the Council's decision; or require that the matter be referred to them for a decision.

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#### **Recommendation**

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DISPOSED TO GRANT SUBJECT TO CONDITIONS

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#### **Other Action**

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1. This application requires to be referred to Historic Scotland.

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#### **Conditions & Reasons**

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##### **1. Reason for Decision.**

The relevant test set out in the Scottish Historic Environment Policy has been satisfied.

2. No demolition shall take place until it has been demonstrated to the written satisfaction of the Planning Authority that signed and binding contracts are in place to secure the redevelopment of the sites immediately following demolition, and in a manner consistent with that set out in planning permission in principle reference numbers 15/0044/PP and 15/0047/PP. The redevelopment of the sites shall thereafter only proceed in accordance with the terms and conditions set out in these planning permissions in principle and any subsequent Approval of Matters Specified in Conditions relative thereto.

Reason: In the interest of amenity and to ensure that the listed building is not demolished unless approved development is to take place on the cleared site immediately following its demolition.

3. Prior to development commencing, the developer shall secure the implementation of an archaeological standing building survey of the extant structures, to be carried out by an organisation which has been approved by the Planning Authority. The scope of the archaeological standing survey will be set by the Planning Authority in consultation with the West of Scotland Archaeology Service. The name of the archaeological organisation retained

by the developer shall be provided in writing to the Planning Authority, and copied to the West of Scotland Archaeology Service, not less than 14 days before the survey commences. Copies of the resulting survey shall be deposited in the National Monuments Record for Scotland and in the local Sites and Monuments Record on completion.

Reason: To ensure that an appropriate record of the building in its final form is obtained prior to its demolition.

Local Government (Access to Information) Act 1985 -  
Background Papers: For further information or to inspect  
any letters of objection and other background papers,  
please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling



Renfrewshire  
Council

Application No. 15/0047/PP

## KEY INFORMATION

**Ward**

3 Paisley East and Ralston

**Applicant**

Vinemeadow Ltd  
Whitehill House  
Carnethie Street  
Rosewell  
EH24 9EG

**Registered:** 13/02/2015

Report by Director of Development and Housing Services

**PROPOSAL:** DEMOLITION OF INDUSTRIAL BUILDINGS AND ERECTION OF RESIDENTIAL DEVELOPMENT WITH ASSOCIATED ACCESS ROADS, PARKING AND LANDSCAPING (IN PRINCIPLE)

**LOCATION:** LAND AT BLACKHALL LANE, BLACKHALL STREET, PAISLEY

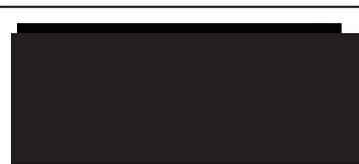
**APPLICATION FOR:** PLANNING PERMISSION IN PRINCIPLE



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## RECOMMENDATION

Grant subject to conditions.



Fraser Carlin  
Head of Planning and  
Development

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan land use designation Policy P1 'Places'.
- There have been 88 letters of objection relating to the demolition of the listed building on the site. One letter supports redevelopment subject to adequate off-street parking being provided.
- Consent has previously been granted on this site for a development including residential use (contingent on the conversion of the listed building).
- The form, design, density and layout of the development are considered to be capable of being addressed by conditions requiring the submission of further details; and there are no identified infrastructure or other constraints which would preclude residential uses in principle.

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### Description

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These proposals comprise part of a suite of three applications, the second being a similar proposal for the adjoining site immediately to the west; and the third relating to the demolition of the listed buildings to the west.

Planning permission, in principle, is sought for the demolition of industrial buildings and for the erection of a residential development with associated access roads, parking and landscaping on land at Blackhall Street/Blackhall Lane, Paisley. This application relates to the eastern portion of the site which extends to approximately 0.63 ha and is occupied by a variety of industrial buildings, all of which are routine and of no architectural or historic merit.

The site is bounded to the north by the White Cart Water, to the east by industrial/commercial uses and an electricity sub-station, to the west by further industrial/commercial buildings including a former mill complex which is listed Category C, and to the south by a vacant, former care home (recently closed and secured) and traditional sandstone, three-storey residential tenemental flats.

The indicative proposals show the development being laid out in a series of cul-de-sacs, and comprising some 41 dwellings units in the form of houses and flats with access being taken off Blackhall Street.

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### History

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13/0403/PP - Mixed use development comprising retail, business, industrial and storage distribution uses with associated roads, parking and landscaping (in principle). Refused 12 November, 2013.

11/0849/LB - Demolition of Blackhall House and Tower, Anchor House and Hamilton House - Refused 12 November, 2013.

11/0728/NO - A pre-application notification was submitted on 19/10/11 proposing the erection of a mixed residential, care home, hotel, retail, business and industrial development on the site of the mill and adjacent industrial buildings.

11/0589/NO - A pre-application notification was submitted on 15/08/12 proposing a mixed use development on the site of the mill and adjacent industrial buildings.

07/1102/LB - Listed building consent was granted on 04/09/08 for the demolition of Anchor House and Hamilton House as well as light industrial units as part of the redevelopment of the site for 194 residential flats.

07/1101/PP - Demolition of light industrial units, Anchor House and Hamilton House, redevelopment of Blackhall House including stair tower and construction of flatted development with a commercial unit and associated car parking. The Board, at its meeting on 24 June, 2008 was disposed to approve subject to a Section 75 agreement (for the off-site provision of recreational areas which could not be accommodated within the site). Planning permission was subsequently refused on 19/05/10 as the applicant failed to conclude the Section 75 agreement.

99/0153/PP - Planning permission was approved on 06/04/99 for the change of use of Anchor House to light industry with a music school on the upper floor.

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### Policy and Material Considerations

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Development Plan - Adopted Renfrewshire Local Development Plan

The site lies within an area designated under Policy P1 'Places'.

Policy I1 'Connecting Places' relates to access and connectivity.

Policy I5 'Flooding and Drainage' promotes sustainable flood risk management and drainage measures.

Policy ENV 3 'Built Heritage' relates to listed buildings and conservation area interests.

#### Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. The New Development Supplementary Guidance is also a material consideration as are the views of the consultees and those set out in letters of representation.

#### Publicity

The proposals were subject to neighbour notification in accordance with statute. The proposals were also subject to press advertisement with a deadline for representations of 11 March, 2015.

#### Objections/ Representations

Eighty-eight letters of objection have been received and these relate to the requirement to demolish the listed buildings to facilitate the proposed development. The substance of these are set out in the 'linked' application for listed building consent (reference 15/0045/LB).

A letter of representation from a local resident generally supports redevelopment but expresses concerns over the adequacy of parking provision.

#### Consultations

**Scottish Natural Heritage** - Commented that the proposals would not affect any statutory designated site. SNH agrees with the conclusions set out in the supporting bat survey and notes that a licence would be required before the development proceeds.

**Scottish Environmental Protection Agency** - No objection subject to a condition that appropriate flood management measures are adopted. West of Scotland Archaeology Service - Commented that whilst the preferred approach would be that the former mill

complex remains, if this is not possible a condition is proposed to ensure a standing building survey is undertaken to ensure that there is a full record of the building prior to its demolition.

**Director of Community Resources (Environmental)** - No objection subject to conditions in respect of contaminated land. It was further recommended that the application not be determined until detailed surveys and schemes had been prepared in respect of road traffic noise; and industrial/commercial noise; and artificial lighting from the adjacent petrol filling station.

**Director of Community Resources (Drainage)** - No objection. The Flood Risk Assessment is considered to be acceptable. Detailed drainage design including SUDS would require to be submitted for approval.

**Director of Community Resources (Traffic)** - No objection subject to conditions in respect of access and parking arrangements complying with the appropriate design standards.

#### Summary of Main Issues

Environmental Statement - N/A

Appropriate Assessment - N/A

Design Statement - N/A

Access Statement - N/A

#### Other Assessments

**Bat Survey** - Concludes that there is relatively low bat activity and recommends a system of working and proposed mitigation measures.

**Flood Risk Assessment** - Concludes that part of the site is at risk of flooding from the 200-year fluvial flows from the adjacent White Cart Water. It is therefore recommended that this can be mitigated by setting finished floor levels to give approximately 1 metre of freeboard above the 200-year water level.

**Noise Impact Assessment** - Considers the potential impact of noise from the SP Power Systems site and concludes that

there is likely to be cause for complaint particularly if the proposed building were to be tall enough to allow uninterrupted line of sight from the transformers.

**Transport Statement** - Concludes that the site can be accessed by a variety of transport modes and that the projected level of trip generation will not have a significant detrimental impact on local roads and junctions. It is recommended that the development should be designed in accordance with the local roads development guidelines.

**Planning Statement** - Considers the proposed development within the context of the development plan and other material planning considerations and sets out a justification for the demolition of the listed building. It concludes that the retention, refurbishment and redevelopment of the listed building is not economically viable and that the redevelopment of the site for residential purposes does not conflict with the land use designation for the site as set out in the adopted Renfrewshire Local Development Plan.

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

### Assessment

The principal planning issues to be addressed are whether the proposals accord with the development plan and whether, having regard to all other material planning considerations, the proposals are otherwise acceptable.

The fundamental consideration is whether there is adequate justification for the demolition of the listed building(s) which occupy a substantial portion of the site. The clearance of the site is a basic pre-requisite to the site being redeveloped for residential purposes in the manner described in this application. The assessment of this is addressed in detail in the linked listed building application for demolition (reference 15/ 0045/LB). On the basis that the recommendation that

listed building consent to demolish the building is accepted, on the grounds that the retention, refurbishment and re-use is not economically viable, the following assessment considers the redevelopment proposal against the provisions of the adopted Renfrewshire Local Development Plan and other material considerations.

The site falls within an area designated under Policy P1 'Places' which requires that there will be a general presumption in favour of the continuance of the built form. The policy expects that new development should be compatible with and complementary to existing uses and demonstrate that they would cause no significant harm. The proposed redevelopment of the site for residential purposes would be compatible with the adjacent residential uses prevailing within the tenemental properties to the south, on the opposite side of Blackhall Street.

The New Development Supplementary Guidance sets out the development criteria which development proposals require to satisfy and these are considered as follows:-

- Whilst consent in principle is being sought at this stage, and few details are available, it is considered that the site is capable of being designed in such a manner that the layout, built form, and finishing materials are of a high quality and accord with the principles of the Architecture and Place Policy and Designing Streets; and the Council's Residential Design Guidelines.
- The density of the proposed development is consistent with that of the surrounding residential areas.
- There are no identified service constraints.
- There are no existing areas of public or private open space within the site and their retention is therefore not necessary.

- There are no existing landscape features on the site and therefore their retention is not required. Ecological matters have been addressed through the bat survey recommendations and mitigation measures.
- The New Development SG specifies that surrounding land uses should not have a significant adverse effect on the proposed development with regards to visual amenity, noise, smell, traffic, hours of operation, vibration, dust, overlooking and meeting statutory air quality objectives. Whilst the proposed development is not considered to impact adversely on the surrounding uses, these surrounding uses nevertheless have the potential to impact on residential amenity if not adequately addressed. Whilst it is recognised that the application is in principle, and details are not available in respect of elevational treatments, height and position of buildings (other than that shown on an indicative layout) these matters are considered to be capable of being satisfactorily addressed. This will require careful layout design, elevational treatment and building orientation, the positioning of noise sensitive accommodation away from the sources of noise or potential nuisance and other interventions such as acoustic glazing and/or barriers and/or separation distances to achieve an acceptable level of mitigation. Subject to these necessary design considerations being progressed to a fully detailed stage, the proposed residential use is assessed as being capable of satisfactorily co-existing with the neighbouring uses and activities.

The site is well placed to connect to a variety of transport modes consistent with Policy I1; has easy access both on foot

and by public transport to retail and other facilities; and has scope to be built-out in a variety of ways which would respect the surrounding built form. The site is considered to be capable of satisfying the salient aspects of the SG 'Places Checklist' in terms of access and connectivity, environment and community, context and character, buildings and design, and layout and built form.

The supporting information confirms that with the necessary mitigation, flooding and drainage matters would not act as a constraint to development and satisfies the requirements of Policy I5.

The justification for the demolition of the listed building(s) on the site is set out and considered in detail in linked application reference 15/0045/LB. The relevant test contained within the SHEP with regard to the building not being capable of viable re-use is considered to have been satisfied.

The proposed development would also assist in the regeneration of a visually prominent, unsightly and underutilised site and buildings and has the potential to enhance the amenity of the area.

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#### **Recommendation and Reasons for Decision**

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The proposed residential development is considered to comply with the Renfrewshire Local Development Plan; the demolition of the listed building(s) on site have been justified in terms of the relevant SHEP test; there are no infrastructure or other constraints which would preclude development; and there are no other material considerations which would render the proposals unacceptable to such a degree as to merit refusal. In the light of all of the foregoing it is recommended that planning permission be granted subject to the conditions listed.

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#### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

**Conditions & Reasons**

**1. Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. Prior to any development commencing on site:-

(a) a site investigation report, characterising the nature and extent of any soil, water and gas contamination on the site, and where remedial works are recommended therein; and (b) a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report;

shall be prepared in accordance with current authoritative technical guidance and submitted to the Planning Authority for written approval. These reports shall form part of any submission for the Approval of Matters Specified in Conditions.

Reason: As the approval is in principle only and these details have not been submitted; and to ensure that the site will be made suitable for its proposed use.

3. Prior to occupation of any unit within the site:-

a) a Verification Report confirming completion of the works specified within the approved Remediation Strategy for that phase of development; or

b) if remediation works are not required but soils are to be imported to site, a Verification Report confirming imported soils are suitable for use within that phase of development;

shall be submitted to the Planning Authority for written approval. Where separate phases of development are identified, this condition may be discharged on a phased basis where agreed with the Planning Authority.

Reason: As the approval is in principle only and these details have not been submitted; and to demonstrate that the works necessary

to make the site suitable for use have been completed.

4. Prior to the commencement of development, the applicant shall submit for the written approval of the Planning Authority a noise assessment to determine the impact of the adjacent Scottish Power substation noise source on the development. The noise assessment shall be undertaken using appropriate methodology and taking cognisance of the quantitative and qualitative means of assessment, as described within the Scottish Government's Technical Advice Note: Assessment of Noise. The assessment should normally assume open windows for ventilation purposes. Where the maximum rating levels of noise exceed the external site standards as below, a scheme for protecting the proposed dwelling(s) from industrial/stationary noise shall be included as part of the noise survey with no dwelling being constructed at any location at which the Rating Levels cannot be met. Additionally, the scheme shall ensure that internal noise levels do not exceed 40dB daytime and 30dB night-time. Notwithstanding this, where the LAmax level is predicted to exceed 45dB (internal) during the night period within the property the survey shall include appropriate mitigation.

	Site Standard	
	Rating Level (L <sub>Ar</sub> ,T <sub>r</sub> ) dB	
	Day	Night
Open site/external	55	45

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to protect the occupants of the dwellings from unacceptable levels of noise intrusion.

5. That prior to the commencement of development, the applicant shall undertake a survey to determine the impact of the existing lighting from the adjacent Scottish Power site and demonstrate for the written approval of the Planning Authority how the proposed housing is to be protected from possible light pollution. The survey shall be submitted to and approved in writing by the Planning Authority and shall include details of:-

- the luminance levels, both horizontal and vertical, on the illuminated part of the site to demonstrate that obtrusive light and glare

does not adversely affect new residential properties.

- the direction and aiming angle of each floodlight and the upward waste light ratio for each light.
- the Environmental Zone, as defined in the Institution of Lighting Engineers Publication – Guidance Notes for the Reduction of Obtrusive Light, within which the site falls.

Thereafter, any works which form part of a scheme to protect the proposed residential properties shall be completed to the satisfaction of the Planning Authority before the dwellings are occupied.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to protect the occupants of the dwellings from unacceptable levels of light intrusion.

6. That prior to any work commencing on site, details of flood management measures to protect the dwellings and occupants in the proposed development from the risk of flooding shall be submitted for the written approval of the Planning Authority. The flood management measures shall include details demonstrating an appropriate freeboard allowance which confirms the Finished Floor Level relative to Ordnance Datum. The details thereafter agreed shall be implemented on site in the approved manner prior to the occupation of any of the dwellings hereby approved.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to ensure that the residents and dwellings in the proposed development are protected from the risk of flooding.

7. Prior to any works commencing on site, a Drainage Impact Assessment which shall incorporate fully detailed measures demonstrating the drainage arrangements for the site shall be submitted for the written approval of the Planning Authority. The details thereafter agreed shall be fully implemented on site in the approved manner prior to the occupation of any of the dwellings hereby approved.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and

to ensure that proper arrangements are made for the drainage of the site.

8. That before development starts on any plot individually or cumulatively a written application and plans in respect of the following matters, for any such plot or plots, shall be submitted to, and approved in writing by, the Planning Authority;

- (a) the siting, design and external appearance of all buildings and other structures;
- (b) the means of access to, and egress from, the site (and for the avoidance of doubt the indicative western access/egress is not approved);
- (c) the layout of the site, including all roads, footways, and parking areas;
- (d) the details of, and timetable for, the hard and soft landscaping of the site, existing and proposed;
- (e) the design and location of all boundary walls and fences;
- (f) the phasing of the development;

Reason: The approval is in principle only and these details have not been submitted; in the interests of traffic safety; and in the interests of residential and visual amenity and to ensure that all dwellings have appropriate means of access and adequate parking provision.

9. That the application submitted for matters specified in Condition 8 shall comprise a scheme of landscaping which shall include:-

- (a) details of any earth moulding and hard landscaping, grass seeding and turfing;
- (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; and
- (c) details of the phasing of these works;

Reason: The approval is in principle only and these details have not been submitted; and in the interests of residential and visual amenity.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.



# Planning Application: Report of Handling



Renfrewshire  
Council

Application No. 15/0044/PP

## KEY INFORMATION

**Ward**

3 Paisley East and Ralston

**Applicant**

Vinemeadow Ltd  
Whitehill House  
Carnethie Street  
Rosewell  
EH24 9EG

**Registered:** 04/02/2015

Report by Director of Development and Housing Services

**PROPOSAL:** DEMOLITION OF INDUSTRIAL BUILDINGS AND ERECTION OF RESIDENTIAL DEVELOPMENT WITH ASSOCIATED ACCESS ROADS, PARKING AND LANDSCAPING (IN PRINCIPLE)

**LOCATION:** LAND AT BLACKHALL LANE, BLACKHALL STREET, PAISLEY

**APPLICATION FOR:** PLANNING PERMISSION IN PRINCIPLE



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## RECOMMENDATION

Grant subject to conditions.



Fraser Carlin  
Head of Planning and  
Development

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan land use designation Policy P1 'Places'.
- There have been 88 letters of objection relating to the demolition of the listed building on the site.
- Consent has previously been granted on this site for a development including residential use (contingent on the conversion of the listed building).
- The form, design, density and layout of the development are considered to be capable of being addressed by conditions requiring the submission of further details; and there are no identified infrastructure or other constraints which would preclude residential uses in principle.

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### Description

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These proposals comprise part of a suite of three applications, the second being a similar residential proposal for the adjoining site immediately to the east for some 41 units; and the third relating to the demolition of the listed buildings.

Planning permission, in principle, is sought for the demolition of industrial buildings and for the erection of a residential development with associated access roads, parking and landscaping on land at Blackhall Street/Blackhall Lane, Paisley. This application relates to the western portion of the site which extends to approximately 0.6 ha and is occupied by a variety of industrial buildings, the most significant of which is a four storey former mill building (listed category C) with associated tower.

The site is bounded to the north by the White Cart Water, to the east by further industrial/commercial uses, to the west by a petrol filling station, and to the south by a vacant former care home (recently closed and secured) and residential tenements.

The indicative proposals show the development being laid out in a series of cul-de-sacs, and comprising some 40 dwellings units in the form of houses and flats with access being taken from Blackhall Lane and through the proposed development on the adjoining site to the east.

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### History

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13/0403/PP - Mixed use development comprising retail, business, industrial and storage distribution uses with associated roads, parking and landscaping (in principle). Refused 12 November, 2013.

11/0849/LB - Demolition of Blackhall House and Tower, Anchor House and Hamilton House - Refused 12 November, 2013.

11/0728/NO - A pre-application notification was submitted on 19/10/11 proposing the erection of a mixed residential, care home, hotel, retail, business and industrial development on the site of the mill and adjacent industrial buildings.

11/0589/NO - A pre-application notification was submitted on 15/08/12 proposing a mixed use development on the site of the mill and adjacent industrial buildings.

07/1102/LB - Listed building consent was granted on 04/09/08 for the demolition of Anchor House and Hamilton House as well as light industrial units as part of the redevelopment of the site for 194 residential flats.

07/1101/PP - Demolition of light industrial units, Anchor House and Hamilton House, redevelopment of Blackhall House including stair tower and construction of flatted development with a commercial unit and associated car parking. The Board, at its meeting on 24/06/08 was disposed to approve subject to a Section 75 agreement (for the off-site provision of recreational areas which could not be accommodated within the site). Planning permission was subsequently refused on 19/05/10 as the applicant failed to conclude the Section 75 agreement.

99/0153/PP - Planning permission was approved on 06/04/99 for the change of use of Anchor House to light industry with a music school on the upper floor.

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### Policy and Material Considerations

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Development Plan - Adopted Renfrewshire Local Development Plan

The site lies within an area designated under Policy P1 'Places'.

Policy I1 'Connecting Places' relates to access and connectivity.

Policy I5 'Flooding and Drainage' promotes sustainable flood risk management and drainage measures.

Policy ENV 3 'Built Heritage' relates to listed buildings and conservation area interests.

#### Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. The New Development Supplementary Guidance is also a material consideration as are the views of the consultees and those set out in letters of representation.

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#### **Publicity**

The proposals were subject to neighbour notification in accordance with statute. The proposals were also subject to press advertisement with a deadline for representations of 11 March, 2015.

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#### **Objections/ Representations**

Eighty-eight letters of objection have been received and these relate to the proposal to demolish the listed buildings to facilitate the proposed development. The substance of these are set out and addressed in the 'linked' application for listed building consent (reference 15/0045/LB).

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#### **Consultations**

**Scottish Natural Heritage** - Commented that the proposals would not affect any statutory designated site. SNH agrees with the conclusions set out in the supporting bat survey and notes that a licence would be required before the development proceeds.

**Scottish Environmental Protection Agency** - No objection subject to a condition that appropriate flood management measures are adopted.

**West of Scotland Archaeology Service** - Commented that whilst the preferred approach would be that the former mill complex remains, if this is not possible a condition is proposed to ensure a standing building survey is undertaken to ensure

that there is a full record of the building prior to its demolition.

**Director of Community Resources (Environmental)** - No objection subject to conditions in respect of contaminated land. It was further recommended that the application not be determined until detailed surveys and schemes had been prepared in respect of road traffic noise; and industrial/commercial noise; and artificial lighting from the adjacent petrol filling station.

**Director of Community Resources (Drainage)** - No objection. The Flood Risk Assessment is considered to be acceptable. Detailed drainage design including SUDS would require to be submitted for approval.

**Director of Community Resources (Traffic)** - No objection subject to conditions in respect of access and parking arrangements complying with the appropriate design standards.

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#### **Summary of Main Issues**

Environmental Statement - N/A

Appropriate Assessment - N/A

Design Statement - N/A

Access Statement - N/A

Other Assessments:

**Bat Survey** - Concludes that there is relatively low bat activity and recommends a system of working and proposed mitigation measures.

**Flood Risk Assessment** - Concludes that part of the site is at risk of flooding from the 200-year fluvial flows from the adjacent White Cart Water. It is therefore recommended that this can be mitigated by setting finished floor levels to give approximately 1 metre of freeboard above the 200-year water level.

**Noise Impact Assessment** - Considers the potential impact of noise from the SP Power Systems site and concludes that there is likely to be cause for complaint particularly if the proposed building were

to be tall enough to allow uninterrupted line of sight from the transformers.

**Transport Statement** - Concludes that the site can be accessed by a variety of transport modes and that the projected level of trip generation will not have a significant detrimental impact on local roads and junctions. It is recommended that the development should be designed in accordance with the local roads development guidelines.

**Planning Statement** - Considers the proposed development within the context of the development plan and other material planning considerations and sets out a justification for the demolition of the listed building. It concludes that the retention, refurbishment and redevelopment of the listed building is not economically viable and that the redevelopment of the site for residential purposes does not conflict with the land use designation for the site as set out in the adopted Renfrewshire Local Development Plan.

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

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### **Assessment**

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The principal planning issues to be addressed are whether the proposals accord with the development plan and whether, having regard to all other material planning considerations, the proposals are otherwise acceptable.

The fundamental consideration is whether there is adequate justification for the demolition of the listed building(s) which occupy a substantial portion of the site. The clearance of the site is a basic prerequisite to the site being redeveloped for residential purposes in the manner described in this application. The assessment of this is addressed in detail in the linked listed building application for demolition (reference 15/ 0045/LB). On the basis that the recommendation that listed building consent to demolish the building is accepted, on the grounds that

the retention, refurbishment and re-use is not economically viable, the following assessment considers the redevelopment proposal against the provisions of the adopted Renfrewshire Local Development Plan and other material considerations.

The site falls within an area designated under Policy P1 'Places' which requires that there will be a general presumption in favour of the continuance of the built form. The policy expects that new development should be compatible with and complementary to existing uses and demonstrate that they would cause no significant harm. The proposed redevelopment of the site for residential purposes would be compatible with the adjacent residential uses prevailing within the tenemental properties to the south, on the opposite side of Blackhall Street.

The New Development Supplementary Guidance sets out the development criteria which development proposals require to satisfy and these are considered as follows:-

- Whilst consent in principle is being sought at this stage, and few details are available, it is considered that the site is capable of being designed in such a manner that the layout, built form, and finishing materials are of a high quality and accord with the principles of the Architecture and Place Policy and Designing Streets; and the Council's Residential Design Guidelines.
- The density of the proposed development is consistent with that of the surrounding residential areas.
- There are no identified service constraints.
- There are no existing areas of public or private open space within the site and their retention is therefore not necessary.
- There are no existing landscape features on the site and therefore their retention is not required.

Ecological matters have been addressed through the bat survey recommendations and mitigation measures.

- The New Development SG specifies that surrounding land uses should not have a significant adverse effect on the proposed development with regards to visual amenity, noise, smell, traffic, hours of operation, vibration, dust, overlooking and meeting statutory air quality objectives. Whilst the proposed development is not considered to impact adversely on the surrounding uses, these surrounding uses nevertheless have the potential to impact on residential amenity if not adequately addressed. Whilst it is recognised that the application is in principle, and details are not available in respect of elevational treatments, height and position of buildings (other than that shown on an indicative layout) these matters are considered to be capable of being satisfactorily addressed. This will require careful layout design, elevational treatment and building orientation, the positioning of noise sensitive accommodation away from the sources of noise or potential nuisance and other interventions such as acoustic glazing and/or barriers and/or separation distances to achieve an acceptable level of mitigation. Subject to these necessary design considerations being progressed to a fully detailed stage, the proposed residential use is assessed as being capable of satisfactorily co-existing with the neighbouring uses and activities.

The site is well placed to connect to a variety of transport modes consistent with Policy I1; has easy access both on foot and by public transport to retail and other facilities; and has scope to be built-out in a variety of ways which would respect the

surrounding built form. The site is considered to be capable of satisfying the salient aspects of the SG 'Places Checklist' in terms of access and connectivity, environment and community, context and character, buildings and design, and layout and built form.

The supporting information confirms that with the necessary mitigation, flooding and drainage matters would not act as a constraint to development and satisfies the requirements of Policy I5.

The justification for the demolition of the listed building(s) on the site is set out and considered in detail in linked application reference 15/0045/LB. The relevant test contained within the SHEP with regard to the building not being capable of viable re-use is considered to have been satisfied.

The proposed development would also assist in the regeneration of a visually prominent, unsightly and underutilised site and buildings and has the potential to enhance the amenity of the area.

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#### **Recommendation and Reasons for Decision**

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The proposed residential development is considered to comply with the Renfrewshire Local Development Plan; the demolition of the listed building(s) on site have been justified in terms of the relevant SHEP test; there are no infrastructure or other constraints which would preclude development; and there are no other material considerations which would render the proposals unacceptable to such a degree as to merit refusal. In the light of all of the foregoing it is recommended that planning permission be granted subject to the conditions listed.

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#### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

**Conditions & Reasons**

**1. Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. Prior to any development commencing on the site:-

(a) a site investigation report, characterising the nature and extent of any soil, water and gas contamination on the site, and where remedial works are recommended therein; and

(b) a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report;

shall be prepared in accordance with current authoritative technical guidance and submitted to the Planning Authority for written approval. These reports shall form part of any submission for the Approval of Matters Specified in Conditions.

Reason: As the approval is in principle only and these details have not been submitted; and to ensure that the site will be made suitable for its proposed use.

3. Prior to occupation of any unit within the site:-

a) a Verification Report confirming completion of the works specified within the approved Remediation Strategy for that phase of development; or

b) if remediation works are not required but soils are to be imported to site, a Verification Report confirming imported soils are suitable for use within that phase of development;

shall be submitted to the Planning Authority for written approval. Where separate phases of development are identified, this condition may be discharged on a phased basis where agreed with the Planning Authority.

Reason: As the approval is in principle only and these details have not been submitted; and to demonstrate that the works necessary

to make the site suitable for use have been completed.

4. The development shall be designed and constructed so that any noise associated with the electrical substation complies with NR20 when measured within any nearby living apartment with the windows open for ventilation purposes.

Reason: In the interests of residential amenity.

5. Prior to the commencement of development, the applicant shall submit for the written approval of the Planning Authority a noise assessment to determine the impact of the adjacent petrol filling station noise source on the development (including fuel deliveries, power hose and car wash). The noise assessment shall be undertaken using appropriate methodology and taking cognisance of the quantitative and qualitative means of assessment, as described within the Scottish Government's Technical Advice Note: Assessment of Noise. The assessment should normally assume open windows for ventilation purposes. Where the maximum rating levels of noise exceed the external site standards as below, a scheme for protecting the proposed dwelling(s) from industrial/stationary noise shall be included as part of the noise survey with no dwelling being constructed at any location at which the Rating Levels cannot be met. Additionally, the scheme shall ensure that internal noise levels do not exceed 40dB daytime and 30dB night-time. Notwithstanding this, where the LAmax level is predicted to exceed 45dB (internal) during the night period within the property the survey shall include appropriate mitigation.

	<b>Site Standard Rating Level (LAr,Tr) dB</b>	
	Day	Night
Open site/external	55	45

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to protect the occupants of the dwellings from unacceptable levels of noise intrusion.

6. That prior to the commencement of development, the applicant shall undertake a

survey to determine the impact of the existing lighting from the adjacent petrol filling station and demonstrate for the written approval of the Planning Authority how the proposed housing is to be protected from possible light pollution. The survey shall be submitted to and approved in writing by the Planning Authority and shall include details of:-

- the luminance levels, both horizontal and vertical, on the illuminated part of the site to demonstrate that obtrusive light and glare does not adversely affect new residential properties.
- the direction and aiming angle of each floodlight and the upward waste light ratio for each light.
- the Environmental Zone, as defined in the Institution of Lighting Engineers Publication – Guidance Notes for the Reduction of Obtrusive Light, within which the site falls.

Thereafter, any works which form part of a scheme to protect the proposed residential properties shall be completed to the satisfaction of the Planning Authority before the dwellings are occupied.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to protect the occupants of the dwellings from unacceptable levels of light intrusion.

7. Prior to the commencement of development, the applicant shall submit for the written approval of the Planning Authority a noise assessment to determine the impact of road noise source on the development. The noise assessment shall be undertaken using appropriate methodology and taking cognisance of the quantitative and qualitative means of assessment, as described within the Scottish Government's Technical Advice Note: Assessment of Noise. Appropriate mitigation shall be included as part of the noise assessment to ensure that internal noise levels, with windows closed, do not exceed 40dB daytime and 35dB night-time, measured as LAeq,T. Notwithstanding this, where the LAmax level is predicted to exceed 60dB (external) during the night period at the facade of any property, the development proposals shall include appropriate mitigation. The applicant shall demonstrate that noise levels within any garden will not exceed 55dB(A), measured as LAeq,T.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to protect the occupants of the dwellings from unacceptable levels of noise intrusion.

8. That prior to any work commencing on site, details of flood management measures to protect the dwellings and occupants in the proposed development from the risk of flooding shall be submitted for the written approval of the Planning Authority. The flood management measures shall include details demonstrating an appropriate freeboard allowance which confirms the Finished Floor Level relative to Ordnance Datum. The details thereafter agreed shall be implemented on site in the approved manner prior to the occupation of any of the dwellings hereby approved.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to ensure that the residents and dwellings in the proposed development are protected from the risk of flooding.

9. Prior to any works commencing on site, a Drainage Impact Assessment which shall incorporate fully detailed measures demonstrating the drainage arrangements for the site, shall be submitted for the written approval of the Planning Authority. The details thereafter agreed shall be fully implemented on site in the approved manner prior to the occupation of any of the dwellings hereby approved.

Reason: As the approval is in principle only and these details have not been submitted; and in the interests of residential amenity and to ensure that proper arrangements are made for the drainage of the site.

10. That before development starts on any plot individually or cumulatively a written application and plans in respect of the following matters, for any such plot or plots, shall be submitted to, and approved in writing by, the Planning Authority;

- (a) the siting, design and external appearance of all buildings and other structures;
- (b) the means of access to, and egress from, the site (and for the avoidance of doubt the indicative western access/egress shown on Drawing No. F04 is not approved);

- (c) the layout of the site, including all roads, footways, and parking areas;
- (d) the details of, and timetable for, the hard and soft landscaping of the site, existing and proposed;
- (e) the design and location of all boundary walls and fences;
- (f) the phasing of the development;

Reason: The approval is in principle only and these details have not been submitted; in the interests of traffic safety; and in the interests of residential and visual amenity and to ensure that all dwellings have appropriate means of access and adequate parking provision.

11. That the application submitted for matters specified in Condition 10 shall comprise a scheme of landscaping which shall include:-

- (a) details of any earth moulding and hard landscaping, grass seeding and turfing;
- (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; and
- (c) details of the phasing of these works;

Reason: The approval is in principle only and these details have not been submitted; and in the interests of residential and visual amenity.

Local Government (Access to Information) Act 1985 -  
Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling



Application No. 15/0182/PP

Renfrewshire  
Council

## KEY INFORMATION

**Ward**

11 Erskine and Inchinnan

**Applicant**

WRC Recycling  
6 Newmains Avenue  
Inchinnan  
PA4 9RR

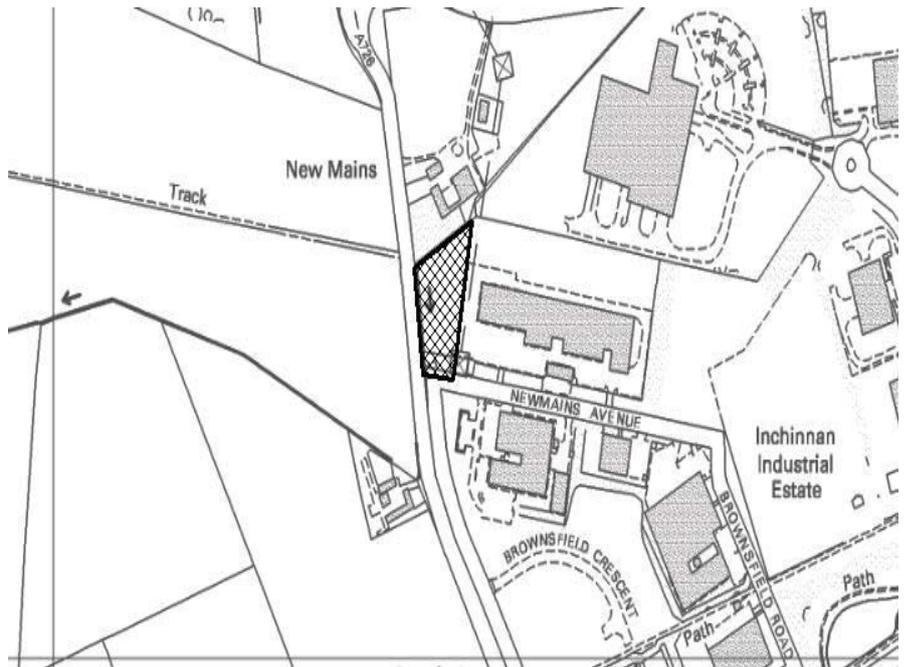
**Registered:** 25/03/2015

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF OFFICE ACCOMMODATION (CLASS 4)

**LOCATION:** 6A NEWMAINS AVENUE, INCHINNAN, RENFREW, PA4 9RR

**APPLICATION FOR:** PLANNING PERMISSION - FULL



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## RECOMMENDATION

Grant subject to conditions.

  
Fraser Carlin  
Head of Planning and  
Development

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan within which the site is covered by Policy E1 'Renfrewshire's Economic Investment Locations'.
- There have been no letters of objection.
- Consent has previously been granted on the adjacent site for a waste reprocessing and recycling facility and the proposed office accommodation would support that use.
- The form, design, layout and external finish of the development are considered to be acceptable and there are no infrastructure constraints.

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### Description

Planning permission is sought for the erection of an office building (Class 4) on a vacant site within Inchinnan Business Park. The site has been cleared of vegetation and topsoil. The office building will be two storeys in height with further accommodation within the roof space. It will have a footprint of approximately 206 square metres and will be 11 metres in height, to ridge level. A 2 metre high steel fence with brick piers is proposed along the site frontage and 43 off street parking spaces will be provided within the site.

The application site is located on Newmains Avenue adjacent to the WRC waste reprocessing and recycling facility and immediately to the east of the A726 Barnsford Road. The office building would provide administrative accommodation to support to the adjacent recycling facility. Access will be taken from an existing roadhead on Newmains Avenue. The submitted plans indicate that existing boundary treatments, comprising trees and shrubbery, will be retained on the north and western boundaries of the site, augmented by further planting and the remainder of the site will be the subject of additional landscaping and planting.

The application site is bounded to the north by the Bible Centre and its extensive grounds, to the south by Newmains Avenue and Vasutek opposite, to the east by a planted boundary and the A726 Barnsford Road and to the west by the WRC waste reprocessing and recycling facility.

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### History

15/0014/E - Unauthorised engineering works comprising the removal of topsoil. Planning Contravention Notice served on 26/05/2015.

14/0328/PP - Use of premises as waste reprocessing and recycling facility. Granted subject to conditions on 11/11/2014.

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### Policy and Material

#### Considerations

Development Plan - Adopted  
Renfrewshire Local Development Plan 2014

Policy E1 - Renfrewshire's Economic Investment Locations

New Development Supplementary  
Guidance

Delivering the Economic Strategy

#### Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. Other material considerations include representations, and the comments of consultees.

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### Publicity

Neighbour notification has been carried out in accordance with statute. The application was also advertised in the Paisley and Renfrewshire Gazette on 01/04/2015, with a deadline for representations to be received by 15/04/2015.

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### Objections/ Representations

None received.

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### Consultations

**Head of Roads (Traffic)** - No objection subject to the provision of an appropriate turning head within the site.

**Head of Roads (Design Services)** - No objection subject to condition.

**Director of Community Resources (Environmental Services)** - No comments.

**Glasgow Airport Authority** - No objection.

**Nerl Safeguarding** - No objection.

**Inchinnan Community Council** - Objection on the grounds that the building does not complement the rest of the park and no other facilities associated with waste reprocessing plant should be

granted; surrounding roads will not be able to cope with the traffic generated; the proximity of the building to overhead power lines is of concern; problems with drainage in the general area could be exacerbated; and there does not appear to be a comprehensive approach in design for disability.

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### Summary of Main Issues

Environmental Statement - N/A

Appropriate Assessment - N/A

Design Statement - N/A

Access Statement - N/A

Other Assessments

Drainage Impact Assessment - Sets out that the site can be drained via a drainage system which can provide suitable storage and additional runoff; that surface water should be managed so as not to increase flood risk elsewhere; and, to provide an appropriate level of SUDS treatment. It concludes that a detailed design for this system should be submitted prior to the commencement of development and that following development of the site any foul water would be drained to the public sewer system.

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

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### Assessment

The proposal requires to be assessed against the policies contained within the Development Plan and any other material considerations. In this case, the relevant documents of the Development Plan comprise the Adopted Local Development Plan 2014 (LDP) and the New Development Supplementary Guidance (SG).

The application site is identified in the LDP proposals map under Policy E1 'Renfrewshire's Economic Investment Locations'. Policy E1 identifies and promotes Strategic Economic Investment Locations for the development of Class 4 Business, Class 5 General Industry and Class 6 Storage and Distribution development and ancillary service provisions. The office development (Class

4) proposed therefore complies with Policy E1 in principle. Thereafter, proposals within these areas require to be assessed against the criteria detailed in the SG.

The LDP New Development Supplementary Guidance sets out the general 'Economic Development' and specific 'Strategic Economic Investment Location' (SEILs) criteria against which proposals require to be assessed. These include responding to the needs of different sectors; good accessibility; facilitating the reuse of vacant or derelict land; result in employment creation and bring economic benefit without causing significant environmental impacts, including an overall loss of amenity within the surrounding area and/or a significant adverse effect on neighbouring properties in terms of use, scale, noise, disturbance and statutory air quality objectives.

When assessed against these criteria the following conclusions can be made. The application site comprises a vacant site within the Business Park and the use proposed constitutes a use considered appropriate to this location. It will result in employment creation and retention in an accessible location already served by public transport links. Due to the nature of the proposal there will be no loss of amenity within the surrounding area nor any significant effect on neighbouring properties in terms of use, scale, noise and disturbance and statutory air quality objectives. The use proposed will result in economic benefit without causing significant environmental impacts. The office block and fencing is of good quality in terms of design and will not appear out of place in the general street scene. As such, the proposal complies with the requirements of the New Development SG.

With regard to the issues raised through the consultation with Inchinan Community Council which have not been addressed above. Although the office building proposed is to accommodate the

administrative requirements of the adjacent waste reprocessing and recycling facility it constitutes a class 4 office development which is acceptable in this location. It is similar in nature and character to other surrounding uses and throughout the park generally. The Head of Roads has not objected to the proposal on either traffic safety of parking provision and is satisfied that the site can be properly drained.

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**Recommendation and Reasons for Decision**

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In light of the above assessment, the proposal is considered to be in accordance with the provisions of the Adopted Local Development Plan and New Development Supplementary Guidance. It is therefore recommended that planning permission be granted subject to conditions.

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**Recommendation**

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GRANT SUBJECT TO CONDITIONS

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**Conditions & Reasons**

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**1. Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. That prior to the end of the first planting season following occupation of the building hereby permitted, all planting seeding, turfing and earth moulding included in the scheme of landscaping and planting, as demonstrated on DWA Landscape Architects Ltd Drawing Number 345-05-01 Rev A, shall be completed; and any trees, shrubs or areas of grass which die, are removed, damaged, or diseased, within five years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species;

Reason: In the interests of amenity.

3. That before development starts, full details of the finished colour of the metal palisade and the facing brick for the piers of all fences and walls to be erected on the site shall be submitted to, and approved in writing by, the Planning Authority. The details thereafter agreed shall be implemented on site in the approved manner prior to the occupation of the building hereby consented.

Reason: These details have not been submitted and in the interests of amenity.

4. That no waste materials shall be received at the site, stored within the site, processed within the site or trans-shipped from the site all as outlined in red on Frank Hirst Drawing Number -680-SO1 (Site Location Plan).

Reason: In the interests of amenity and to define the consent.

5. That the drainage arrangements shall be implemented in accordance with the details contained within the Drainage and Water Impact Report by Punch Petrie Robertson Design dated July 2015, and shall be formed and fully operational prior to the occupation of the office building hereby approved.

Reason: To ensure that the site drainage arrangements are implemented in a sustainable manner.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling



Renfrewshire Council

Application No. 15/0294/PP

## KEY INFORMATION

**Ward**

11 Erskine and Inchinnan

**Applicant**

WRC Recycling  
6 Newmains Avenue  
Inchinnan  
PA4 9RR

**Registered:** 29/04/2015

Report by Director of Development and Housing Services

**PROPOSAL:** RE-CLADDING OF BUILDING

**LOCATION:** 6A NEWMAINS AVENUE, INCHINNAN, RENFREW, PA4 9RR

**APPLICATION FOR:** PLANNING PERMISSION - FULL



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## RECOMMENDATION

Grant.



Fraser Carlin  
Head of Planning and  
Development

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan within which the site is covered by Policy E1 'Renfrewshire's Economic Investment Locations'.
- There have been no letters of objection.
- Consent has previously been granted on this site for a waste reprocessing and recycling facility and the proposed re-cladding relates to the building envelope of that use.
- The form, design and external finish of the development are considered to be acceptable and commensurate with other finishes within the area.

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### Description

Planning permission is sought for the re-cladding of an industrial building located within the Inchinnan Business Park. The unit comprises one main building with a hard standing area to the front for parking and manoeuvring of vehicles. The building extends to approximately 8000 square metres, is 20 metres in height and has a flat roof. Planning permission was granted in November 2014 for its use as a waste reprocessing and recycling facility. The building is currently finished in faded, green profiled sheeting and is proposed to be re-clad using insulated steel composite sheets coloured Merlin Grey on the roof and walls and Goosewing Grey on the flashings, external corners, door openings and parapet capping.

The application site is bounded to the north by an industrial building occupied by Eclipse Blinds, to the south by Newmains Avenue, to the east by a building occupied by Signature Ltd and to the west by a vacant site in the ownership of the applicant which is currently the subject of a concurrent planning application seeking consent for the erection of an office building.

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### History

14/0328/PP - Use of premises as waste reprocessing and recycling facility. Granted subject to conditions on 11/11/2014.

15/0014/E - Unauthorised engineering works comprising the removal of topsoil. Planning Contravention Notice (PCN) served.

15/0339/PP - Temporary siting of weighbridge and portable office building. This application is currently under consideration.

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### Policy and Material Considerations

Development Plan - Adopted Renfrewshire Local Development Plan 2014

Policy E1 - Renfrewshire's Economic Development Locations

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### New Development Supplementary Guidance

Delivering the Economic Strategy  
Strategic Economic Investment Locations

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### Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this instance the proposal requires to be assessed against the policies and guidance outlined above, the extant planning permission and the physical attributes of the site.

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### Publicity

Neighbour notification has been undertaken in accordance with statute. The application was also advertised in the Paisley and Renfrewshire Gazette on 06/05/2015, with a deadline for representations to be received by 20/05/2015.

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### Objections/ Representations

None received.

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### Consultations

None required.

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### Summary of Main Issues

Environmental Statement - N/A  
Appropriate Assessment - N/A  
Design Statement - N/A  
Access Statement - N/A  
Other Assessments - N/A  
Planning Obligation Summary - N/A  
Scottish Ministers Direction - N/A

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### Assessment

The proposal represents an external alteration to an existing factory/industrial building set within an area of industrial and business uses. The site lies within an area safeguarded for Class 4 Business and Class 5 General Industrial

development as defined within Policy E1' Strategic Economic Investment Locations' of the Renfrewshire Local Development Plan. The proposal is therefore compatible in land use planning terms. The SG on Delivering the Economic Strategy and on Strategic Economic Investment Locations requires proposals to improve the quality of the built environment and be of a design that is appropriate to reflect the siting, density and external appearance of the character of the surrounding area.

In this regard, the design and finish of the re-cladding is considered to be of high quality and will improve the quality of the built environment at this location. Although the building is located to the rear of the Industrial/business park the alterations proposed will result in a physical improvement to this portion of the park and the area generally.

In line with the other requirements of the SG, the proposal will assist in employment creation and bring economic benefit to the area; will not have an unacceptable impact on local infrastructure; and, will assist in facilitating the reuse of a vacant building.

The nature of the works, being largely cosmetic improvements, and having regard to adjacent and surrounding uses, do not raise any material planning issues such as traffic and parking, privacy or overlooking, daylight or overshadowing, or noise. The works will secure a visual improvement to the faded and dated appearance of the existing building envelope.

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#### **Recommendation and Reasons for Decision**

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In light of the above assessment, the proposal is considered to be in accordance with the provisions of the Adopted Local Development Plan and New Development Supplementary Guidance. It is therefore recommended that planning permission be granted.

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#### **Recommendation**

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GRANT

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#### **Conditions & Reasons**

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##### **1. Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.



# Planning Application: Report of Handling



Renfrewshire  
Council

Application No. 15/0339/PP

## KEY INFORMATION

**Ward**

11 Erskine and Inchinnan

**Applicant**

WRC Recycling  
6A Newmains Avenue  
Inchinnan  
PA4 9RR

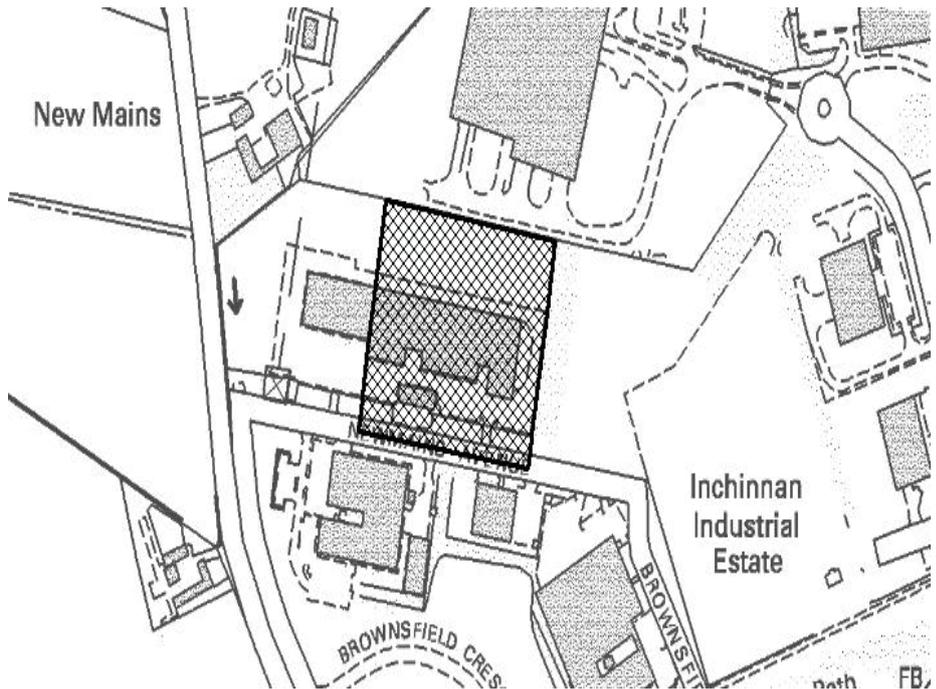
**Registered:** 04/05/2015

Report by Director of Development and Housing Services

**PROPOSAL:** TEMPORARY SITING OF WEIGHBRIDGE AND PORTABLE OFFICE BUILDING

**LOCATION:** 6A NEWMAINS AVENUE, INCHINNAN, RENFREW, PA4 9RR

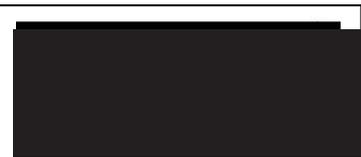
**APPLICATION FOR:** PLANNING PERMISSION - FULL



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## RECOMMENDATION

Grant subject to conditions.



Fraser Carlin  
Head of Planning and  
Development

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan within which the site is covered by Policy E1 'Renfrewshire's Economic Investment Locations'.
- There have been no letters of objection.
- Consent has previously been granted on this site for a waste reprocessing and recycling facility and the proposed temporary office accommodation and weighbridge would support that use.
- The form, design, layout and finish of the development are all considered to be acceptable within an industrial/business area.

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### Description

Planning permission is sought for the temporary siting of a weighbridge and portable office building within the grounds of the WRC waste reprocessing and recycling facility located on Newmains Avenue within Inchinnan Business Park. Planning permission for this use was granted subject to conditions in 2014, and the use of the site is yet to commence. The weighbridge and portable office will be positioned to the front of the building to ensure that, in line with the relevant waste regulations, all vehicles entering and exiting the site are appropriately weighed. The office accommodation is required in association with the weighbridge to facilitate the administrative duties demanded of the weighing process.

The weighbridge will be constructed in steel and will measure approximately 22 metres in length, including ramps, by 3 metres in width. The weighbridge will sit approx. 0.7 metres above ground level. The portable office building will measure 12.2 by 3m and will have a height of 3m. It will be constructed in corrugated steel. Access to the site will remain as existing.

The application site is bounded to the north by an industrial/business building occupied by Eclipse Blinds, to the south by Newmains Avenue and on the opposite side by a building occupied by Vascutek, to the east by a building occupied by Signature Ltd and to the west by a vacant site in the ownership of the applicant which is currently subject of a concurrent planning application seeking consent for the erection of an office building.

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### History

14/0328/PP - Use of premises as waste reprocessing and recycling facility. Granted subject to conditions on 11/11/2014.

15/0014/E - Unauthorised engineering works comprising the removal of topsoil. Planning Contravention Notice (PCN) served.

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### Policy and Material

#### Considerations

Development Plan - Adopted  
Renfrewshire Local Development Plan 2014

Policy E1 - Renfrewshire's Economic Development Locations

New Development Supplementary  
Guidance

Delivering the Economic Strategy  
Strategic Economic Investment Locations

#### Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this instance the proposal requires to be assessed against the policies and guidance outlined above, the views of consultees, the extant planning permission for the site and the physical attributes of the site.

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### Publicity

Neighbour notification has been undertaken in accordance with statute. The application was also advertised in the Paisley and Renfrewshire Gazette on 13/05/2015, with a deadline for representations to be received by 15/04/2015.

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### Objections/

#### Representations

None received.

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### Consultations

**Director of Community Resources (Environmental Services)** - No comments.

**Head of Roads (Roads Traffic)** - No objection subject to a condition that any access conforms with the Development Roads Guidelines.

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### Summary of Main Issues

Environmental Statement - N/A  
Appropriate Assessment - N/A  
Design Statement - N/A

Access Statement - N/A  
Other Assessments - N/A  
Planning Obligation Summary - N/A  
Scottish Ministers Direction - N/A

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**Assessment**

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The proposal requires to be assessed against the policies contained within the Development Plan and any other material considerations. In this case, the relevant documents of the Development Plan comprise the Adopted Local Development Plan 2014 (LDP) and the New Development Supplementary Guidance (SG).

The application site is identified in the LDP proposals map under Policy E1 'Renfrewshire's Economic Investment Locations'. Policy E1 identifies and promotes Strategic Economic Investment Locations for the development of Class 4 Business, Class 5 General Industry and Class 6 Storage and Distribution development and ancillary service provisions and proposals within these areas require to be assessed against the criteria detailed in the SG. The SG considers that proposals will require to be compatible with the surrounding area, support economic growth while allowing diversification or transition into new economic sectors and should not impact on economic investment generally within the area. The SG specifically states that proposals for waste management infrastructure will be acceptable within SEILs where, amongst others, it will not have a significant impact upon amenity or operation of other uses.

Planning permission (14/0328/PP) was granted, subject to conditions, in 2014 for the use of the premises as a waste reprocessing and recycling facility and this location has been established as being acceptable to accommodate this facility. To enable the operations at the site to commence, a weighbridge and associated administrative building is required. Temporary consent is sought at this time because the intention is to eventually

locate this facility to the western end of the site, currently under rental to another company. The temporary location to the front of the site is considered to be acceptable as the scale and function of both the weighbridge and associated office will not be unacceptably prominent. Although the design of the associated office is of a temporary and utilitarian nature, this is acceptable given its setting against the backdrop of the existing building and therefore it will not appear as an incongruous feature. The Director of Community Resources has no objection to the proposal and the Head of Roads is satisfied in terms of access and road safety.

It is concluded that the proposal will not have a significant impact upon amenity or the operation of other uses within the area. As such the proposal is considered acceptable when assessed against Policy E1 and the New Development SG on Economic Development Criteria and Strategic Economic Investment Locations. The proposals represent relatively small-scale functional elements required to support the operation of the larger site within which these elements will be located.

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**Recommendation and  
Reasons for Decision**

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In light of the above assessment, the proposal is considered to be in accordance with the provisions of the Adopted Local Development Plan and New Development Supplementary Guidance. it is therefore recommended that planning permission be granted subject to conditions.

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**Recommendation**

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GRANT SUBJECT TO CONDITIONS

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**Conditions & Reasons**

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**1. Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. That notwithstanding the stamped approved plans, the building and weighbridge are of a temporary nature and permission is hereby restricted to 24 months from the date of this consent after which time the portable building and weighbridge shall be removed and the site restored to its original condition to the satisfaction of the planning authority.

Reason: Having regard to the temporary nature of the building and weighbridge and in the interests of amenity.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Supplementary Report



Application No. 02/0660/PP

Renfrewshire Council

## KEY INFORMATION

**Ward**

1 Renfrew North

**Applicant**

Park Lane Developments/Clydeport plc  
 Caledonia House  
 Phoenix Crescent  
 Strathclyde Business Park  
 Motherwell  
 ML4 3NJ

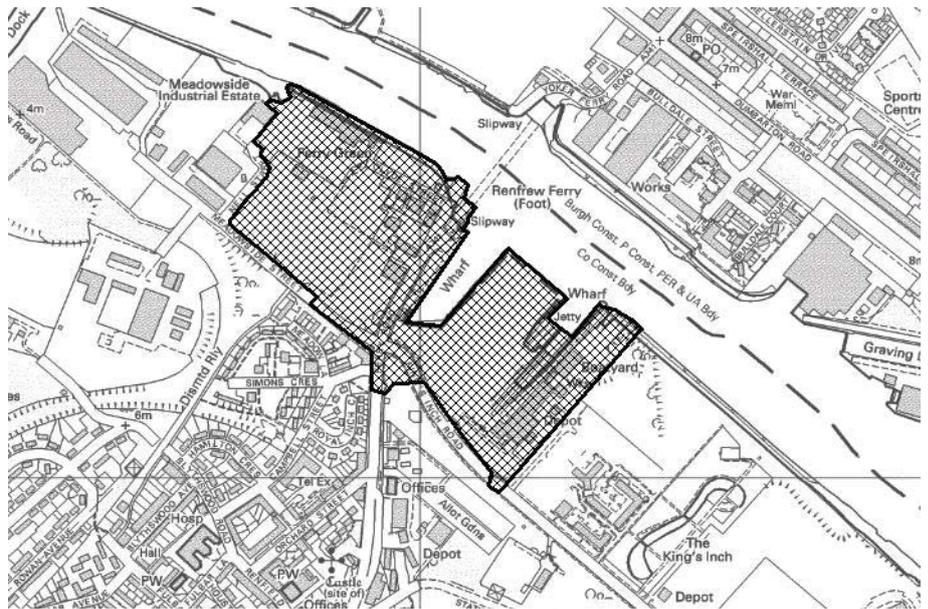
**Registered:** 03/10/2003

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF RESIDENTIAL DEVELOPMENT WITH ANCILLARY RETAIL AND RESTAURANTS (IN PRINCIPLE)

**LOCATION:** KING'S INCH ROAD/FERRY ROAD/MEADOWSIDE STREET/NEIL STREET, RENFREW

**APPLICATION FOR:** PLANNING PERMISSION IN OUTLINE



## RECOMMENDATION

That the amended terms of the Section 69 Agreement be approved and the agreement be discharged.



Fraser Carlin  
 Head of Planning and Development

## SUMMARY OF REPORT

- An agreement attached to an earlier planning permission obligates the applicant to make a contribution towards rail halts and similar transport-related infrastructure.
- The applicant is now willing to make the final contribution and in exchange, is seeking to obtain a full discharge of the obligation.
- Whilst there remains uncertainty over the timing, routing and funding commitments from other stakeholders regarding these transport-related improvements, if the Council is to accept the payment now, it would be prudent to make an amendment to the agreement. This would allow the Council greater flexibility over when and on what specific items the contribution is spent and it is considered to be necessary and desirable that this amendment takes place at the same time as the Agreement is discharged.
- The amount of the contribution payment would be unchanged.

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## Introduction

Members will recall that outline planning permission was granted for the phased development of the above site, i.e. Renfrew North/Renfrew Riverside. The application proposals have previously reported to the Board on 22 June, 2004, 14 September, 2004, 18 January, 2005, 22 January, 2008 and 24 February, 2009.

Further detailed applications for component parts of the larger site have been approved and subsequently implemented by a variety of house builders. Additionally, overlying the central and western parts of the site have been those works carried out and which are associated with the Council's Renfrew North Flood Prevention Scheme.

Much of the outline scheme, as originally envisaged, has been successfully implemented with significant progress having been made over the last ten years with major investment having taken place in site preparation works, new housing and associated infrastructure. The rate of house building and take-up of some of the component sites slowed in response to market conditions but encouraging signs are now emerging of renewed interest in the form of applications to extend or reactivate lapsed permissions; and visible activity on a number of sites in the surrounding area.

The permission was originally made subject to the conclusion of a legal agreement which included, inter alia, a requirement that the applicant provide a financial contribution to the provision of rail halts. Correspondingly, various changes have been made to the terms of the Agreement over the period of implementing various phases of the overall scheme.

Various contributions have been made to date and the remaining outstanding sum relates to an obligation for a fixed amount of £100,000 guaranteed by way of a bank bond, for specified transport works.

The developer is willing to pay the contribution and in turn seeks a full discharge of the Section 69 Agreement.

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## Assessment

There is a general recognition that over the 10-plus years since the original application was first considered and approved, that the matters for which certain aspects of the obligations were initially required have now changed. In particular, the final sum of £100,000 that was agreed to fund the provision of 2 rail or other rapid transit halts, on Kings Inch Road at such time that a system is introduced, remains outstanding; and the developer is anxious that the contribution be made to discharge the company's obligation. This would in turn facilitate the return or cancellation of the bond against the company's liabilities.

Fastlink is still under consideration and its timing and precise routing remains unconfirmed, particularly in the context of the uncertainty surrounding the proposed extension to Braehead Shopping Centre through which it would be routed. City Deal projects and associated activity are likely to come forward in the immediate vicinity and the surrounding area; and, the rate at which the residential component was anticipated to be delivered slowed considerably over the past few years. The terms of the original agreement required that the contribution be spent on the specific elements within a restricted timeframe. However, no timetable or phasing or funding commitment has yet been made to these transport-related projects amongst the various stakeholders; and in particular the extension of Fastlink into Renfrewshire's administrative area.

In the circumstances, the applicant is content to make the contribution subject to a full discharge of the agreement. An amendment to the agreement is necessary prior to its discharge to allow flexibility for the Council to expend the contribution, the amount of which does not

differ, but at a time and in a manner different to that which is specified in the original agreement. The monies would be held within a designated account until such time as required for relevant projects.

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**Conclusion**

The developer will still contribute the agreed amount and an amendment to the terms of the agreement would introduce flexibility to allow the Council as to how, when and on what this sum was spent.

The developer has indicated that he is content with this approach and leaves it to the discretion of the Council.

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**Recommendation**

THAT THE AMENDED TERMS OF THE SECTION 69 AGREEMENT BE APPROVED AND THAT THE AGREEMENT BE DISCHARGED

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**Other Action**

1. That the Director of Development and Housing Services, in consultation with the Head of Legal Services, amend and discharge the terms of the Agreement.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

