

CAIRNGORMS
NATIONAL PARK AUTHORITY

ÙGH DARRAS PÀIRC NÀISEANTA A'
MHON AIDH RUAIDH

Cairngorms National Park Authority

Planning Performance Framework 2016-17



2016/17 – Performance Headlines

Development planning and land supply



Local Development Plan **2 yrs** old
Progress **on track** to replace it by 5th anniversary



5.1 yrs of effective housing land
326 new houses built over last 5 yrs



24 ha of marketable employment land available

Development management and decision making



100% of applications approved



Pre-application advice given on **50%** of applications



Processing agreements for **88%** of all applications



22.7 wks on average to determine applications with processing agreements



0 legacy applications remaining at end of year

Enforcement



69 enforcement cases taken up
36 cases resolved

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Our Commitment

Our Planning Service is a key part of the Cairngorms National Park Authority (CNPA) and is committed to the Vision¹, Mission and Values as set out in the Corporate Plan 2015 to 2018. The Planning Service plays a key part in creating the Park we all want by getting the right development in the right place, by promoting investment, by protecting and enhancing the natural/cultural environment and by creating places that we will value and enjoy.

Read our Planning Service Charter for further information www.cairngorms.co.uk

¹ The Vision for the Cairngorms National Park is: "An outstanding National Park, enjoyed and valued by everyone, where nature and people thrive together".
Source: Cairngorms National Park Partnership Plan 2017-2022

Introduction

The Planning Performance Framework (PPF) was developed by Heads of Planning Scotland in conjunction with the Scottish Government. The framework involves a mix of qualitative and quantitative measures to provide a toolkit to report on and improve performance. All planning authorities prepare PPF reports annually.

This is the sixth annual Planning Performance Framework report for the Cairngorms National Park Authority (CNPA) Planning Service. Scottish Government feedback about our last report for 2015/16 was positive and is available online. This report includes a summary of how we have performed in 2016/17 and looks ahead to 2017/18, highlighting the key areas where we want to improve our practice. We use the PPF report to feed back to Scottish Government and to significant stakeholders including our Developers Forum and Planning Representatives Network (Community Councils and Associations).

In the Cairngorms National Park, more than in any other part of Scotland, there is a partnership approach to planning – the National Park Authority and the five relevant local

authorities all play a key role in making the planning system work efficiently. The CNPA sets the planning policy for the National Park through the development of the National Park Partnership Plan and the Local Development Plan. The CNPA ‘calls in’ and determines the most significant planning applications, generally around 10% of all applications, leaving each of the five local authorities to determine the remaining applications. All planning applications in the Park are determined with reference to the same policy background.

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Part I: Defining and Measuring a High Quality Planning Service



Quality of outcomes

The CNPA has:

1. Produced a [Monitoring Report](#) to track the delivery of the [Local Development Plan \(LDP\)](#) and the associated suite of [statutory and non-statutory Planning Guidance](#) during the first year of their operation. The Monitoring Report will be updated annually to ensure the LDP and planning guidance is providing the policy framework and clarity that is needed to secure high quality development on the ground.
2. Consulted on a Draft Development Brief for the HI housing allocation at Carr-Bridge. This is a key housing site within the adopted Local Development Plan (LDP). The Development Brief will provide a framework for ensuring high quality development on the site by providing guidance on development requirements, site design, and the information required to support any future application for the site. The [final Development Brief](#) was adopted in June 2017, just outside the monitoring period of this report, and will add to the existing suite of Development Briefs for key LDP sites.
3. Begun preparation of a Draft Development Brief for the Aviemore Highland Resort site. This site is centrally located in Aviemore, and has significant development potential. Whilst part of the site has an extant planning permission for housing development, outline permission for the wider site has now lapsed. The LDP Action Programme therefore identifies the preparation of a Development Brief as a delivery priority in order to inform future development proposals for the site. The Draft Development Brief, which is expected to be published for consultation in summer 2017, aims to ensure that future development is carried out in an integrated and holistic way.
4. Undertaken a successful [Cairngorms Design Awards 2016](#) competition, which was planned to coincide with Scotland's 2016

themed year on Innovation, Architecture and Design. Awards were available for categories including: residential new build; residential refurbishments and extensions; commercial; infrastructure; and placemaking. Along with the overall winner and individual category winners, a further nine projects received a commendation for their contribution towards outstanding design within the Park. The competition has provided an excellent platform for future initiatives to promote the highest standards of design within the National Park.

5. Continued to use the [Cairngorms Landscape Toolkit](#) as a means of ensuring that development proposals complement and enhance the special landscape qualities of the National Park.
6. Put into practice the principles of the national Town Centre Toolkit by undertaking Town Centre Health Checks for all defined town centres within the National Park. These have identified potential areas for improving town centre vitality and viability and will help to inform both the existing LDP Action Programme and the next LDP. It has also created a baseline for future town centre monitoring, which we will keep under regular review.
7. Supported the delivery of a range of high quality developments through the planning process. Selected highlights are identified within the Project Focus section of this report.

Quality of service and engagement

The CNPA has:

1. Continued to promote our [Planning Service Charter](#) to outline the overall purpose of the planning service and our commitments to the service standards that customers can expect.
2. Implemented our suite of statutory and non-statutory [Supplementary Guidance](#) as a means of providing clear guidance on the information that will be required in support of planning applications within the National Park.
3. Continued to promote the adopted LDP and associated [Supplementary Guidance](#) as the source of information on developer contributions. The LDP has a clear policy on developer contributions (Policy 11), and statutory [Supplementary Guidance](#) supports this policy. The [Supplementary Guidance](#) refers to the Circular 3/2012 tests and makes clear that contributions will only be sought where the tests are met. We are also continuing to use the Cairngorms National Park [Planning Service Protocol](#) to ensure the policy is applied consistently by the CNPA and the five Local Authorities who deal with planning applications within the Park. Where relevant, developer contributions are highlighted during pre-application discussions, although in practice there are relatively few large developments in the Park that trigger the policy requirements.
4. Reviewed and updated our [Planning Enforcement Charter](#) in May 2016. The revised charter explains how the planning enforcement process works in the

Cairngorms National Park and explains more clearly the respective roles of CNPA and the local authorities that share enforcement powers. It also outlines the overall enforcement powers available to planning authorities and defines the limits of those powers.

5. Undertaken a successful consultation on the [Cairngorms National Park Partnership Plan 2017-2022](#); the overall management plan for the National Park which sets the strategic context for the next LDP. The consultation was designed to be as user-friendly and engaging as possible, and focussed on nine big issues facing the Park (the Big 9). Consultation was undertaken over a 14 week period from 27 June – 30 September 2016, and during this time more than 250 people attended meetings and seminars based around the Big 9 issues. Extensive use was also made of the CNPA's website and social media channels to promote the consultation. The consultation homepage was viewed over 4,400 times and a series of video clips, which were designed to provide simple background information on the Big 9 issues, were viewed over 1,100 times. 1,780 people also engaged and interacted with the consultation through twitter. A total of 319 formal responses were received to the consultation from a variety of stakeholders.

This marked a significant increase from the consultation on the previous Partnership Plan, when around 90 responses were submitted.

6. Reviewed our [Development Plan Scheme](#) to outline the timetable for producing the next LDP and set out our commitments to engaging the public and other stakeholders within its production. Robust project planning and management structures are in place to ensure the delivery of the new LDP within five years of the adoption of the existing Plan.
7. Commenced a programme of pre-Main Issues Report (MIR) engagement to inform the next LDP. A series of informal discussions have been held with CNPA Planning Committee Members to help define likely main issues and key topics for the next LDP. A 'Call for Sites and Ideas' was undertaken from November 2016 to February 2017, and a number of 'community walk arounds' were undertaken with Community Councils in February and March 2017. These were used to seek community suggestions for potential development opportunities. Additional pre-MIR engagement with key stakeholders and Community Councils also commenced in May 2017, just outside the monitoring period for this PPF report.



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8. Undertaken a successful programme of engagement with local secondary schools. This involved working with pupils from Grantown Grammar School as part of the pre-MIR engagement for the next LDP, and inviting pupils from both Grantown Grammar and Kingussie High Schools to attend a meeting of the Planning Committee and participate in a question and answer session afterwards with Committee Members.
 9. Added to our suite of [Planning Advice Notes](#) which explain the way the planning system operates within the National Park and provide easy to read advice on matters that customers frequently ask about with one titled [Speaking at Planning Committee](#). This clarifies Committee arrangements and helps members of the public to make the most of their opportunity to speak about planning applications at Committee meetings.
 10. Continued to offer processing agreements on all applications that are 'called in' by the CNPA, and promoted the availability of this service via the CNPA website. Uptake of processing agreements has continued to grow during 2016/17, with 88% of the planning applications determined by the CNPA during the reporting period having a processing agreement (this compares with the previous high of 71% during 2015/16).
 11. Maintained our good working relationships and shared understanding of different customer's experiences of the planning service through our Developer's Forum and Planning Representatives Network (which is made up of representatives from Community Councils and Associations).
 12. Reviewed our customer feedback process, and operated a new targeted [customer satisfaction survey](#) throughout 2016/17.
 13. Continued to maintain our strong reputation with local businesses, as evidenced by the [regular surveys](#) undertaken by the Cairngorms Business Partnership – the private sector destination and business organisation. The CNPA is regarded by businesses as being generally effective in supporting business within the Park, especially compared to other public sector organisations, and performance is improving over time.

Governance

The CNPA has:

1. Continued to apply the Cairngorms National Park [Planning Service Protocol](#) – the voluntary agreement between the CNPA and the five Local Authorities who all work together in the exercise of planning functions within and affecting the National Park. We have also convened regular Cairngorms Planning Protocol meetings with the five Local Authorities to provide a forum for discussing issues and ensuring the planning service is operating effectively and consistently across the Park.
2. Strengthened the planning service through a restructure which integrates CNPA's Economic Development and Community Support teams with the Planning team. The Park Authority's Head of Planning role has been broadened to become the Head of Planning and Communities and now includes direct management oversight of all three functions. The planning team has also been strengthened through the creation of an additional part-time planning officer post, which will be filled during 2017/18.
3. Collaborated with key partners through our Planning Delivery Group (made up of senior managers from Highland Council, Aberdeenshire Council, Scottish Natural Heritage, Scottish Environment Protection Agency, Highlands and Island Enterprise, Forestry Commission Scotland, Transport Scotland and Scottish Water). This group is being used to implement and review the Action Programme for the current LDP and to guide the preparation of the next LDP (including the pre-MIR engagement which commenced in this reporting period and will continue into the early part of 2017/18).
4. Continued to implement the [procedure](#) introduced in 2013/14 for review of applications post-determination where outstanding s75 legal agreements delayed the issue of decision notices.
5. Maintained a pattern of issuing swift decision notices following planning committee meetings (where there are no requirements for s75 legal agreements to be concluded).





Board visit to Deeside to view natural flood plain restoration

Culture of continuous improvement

The CNPA has:

1. Continued to use routine quarterly performance reporting to monitor performance barriers at Management Team with six monthly updates for Planning Committee.
2. Continued to participate in the Heads of Planning Scotland's Development Planning and Development Management Sub-Committees.
3. Continued to participate in the North of Scotland Development Plans Forum, which allows the sharing of experiences, best practice, skills and knowledge amongst peers.
4. Introduced a range of service improvements during 2016/17, and agreed with the CNPA's Planning Committee a programme of further service improvements for 2017/18 (see Part 3 of this report for full details). The service improvements respond to feedback received from stakeholders, including through the National Park's Planning Representatives Network and Developers Forum, and aim to build upon the progress made in previous years.

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Project Focus

Restoring the Cairngorms National Park's built heritage



Ballater Station

Royal Ballater Station

The Royal Station and Station Square are located within the Victorian heart of the conservation area in Ballater, the largest settlement in the Aberdeenshire part of the National Park.



The station began operation in 1866 as a simple structure but quickly developed into a grander building with various additions, including a richly decorated waiting room for Queen Victoria, a port cochere entrance and various extensions to the wings.

The station began operation in 1866 as a simple structure but quickly developed into a grander building with various additions, including a richly decorated waiting room for Queen Victoria, a port cochere entrance and various extensions to the wings. The use of the building as a rail station eventually ended in 1966, but extensive renovation works were undertaken in 1999 to convert it to house the town's Visitor Information Centre, a restaurant, museum and other business – the main attractions being Queen Victoria's waiting room and a replica royal Carriage.



In May 2015 the Royal Station was significantly damaged by fire. The west wing and platform canopy were completely destroyed, and although fire fighters were able to save the replica Royal Carriage and much of the building's central core, these areas also suffered extensive damage.

As part of Aberdeenshire Council's proposals to reinstate and restore the station building, formal pre-application discussions were undertaken, incorporating input from the CNPA and Historic Environment Scotland.

The restoration proposals involve the reinstatement of the principal elevations of the original building matching the Victorian architecture and detailing, including Queen Victoria's Waiting Room. The internal plan layout will be slightly revised to provide better provision for tourist information facilities, a café, and library, whilst an extension to the platform side provides a better environment for exhibitions.

There will also be enhancements to the surrounds of the building with resurfacing works, tree planting and seating areas to provide a new public space in the form of a station square.



Ballater Station following the fire

Restoration proposals involve the reinstatement of the principal elevations of the original building matching the Victorian architecture and detailing, including Queen Victoria's Waiting Room



Ballater Station following the fire

Applications for planning permission and listed building consent were submitted in late May 2016. The applications were subsequently 'called in' for determination by the CNPA and were subject to a processing agreement.

The high quality nature of the applications, informed by the pre-application discussions, led to the proposals being supported unanimously by CNPA's planning committee. Planning permission and listed building consent

were subsequently issued in September 2016, meeting the timescales of the processing agreement.

The reinstatement scheme, along with the associated enhancement of the surrounding public space, will ensure this landmark building continues to make a major contribution to the character and economy of both Deeside and the National Park as a whole.



Project Focus

Innovation in delivering affordable housing

Inverdrurie Sawmill Co-operative

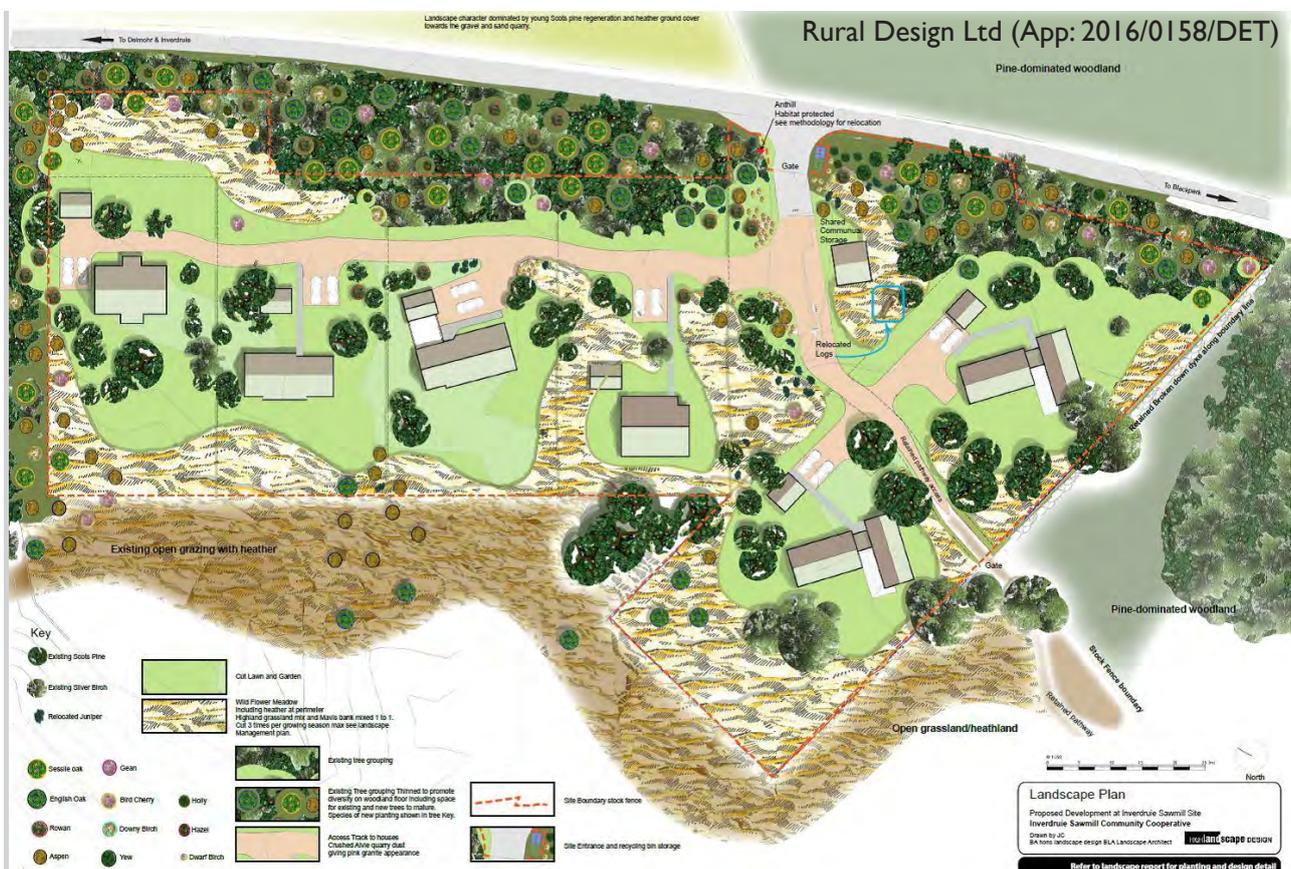
The CNPA granted planning permission for this development of six houses on a site on the Rothiemurchus Estate in November 2016.

The site is located around 250m south of the small settlement of Inverdrurie (on the outskirts of Aviemore) and was once occupied by a sawmill which operated until the 1960s. Whilst there are a few visible remains of the sawmill, woodland has regrown over much of the site to

such an extent that it is no longer considered a brown field site. This, combined with the location, means that it could not be considered positively as a site for open market housing.

However, the CNPA's LDP policies are more flexible when it comes to developing genuinely affordable housing. The group of local people behind this proposal formed the Inverdrurie Housing Co-operative and worked with the Highland Small Communities Housing Trust (HSCHT) and the Rothiemurchus Estate to develop an innovative cross-subsidy delivery model which accords with the affordable housing policies of the LDP.

Four of the six houses will be for members of the co-operative to build themselves and are being made affordable through a combination of a very low site purchase cost and the use of an HSCHT Rural Housing Burden. This effectively prevents the properties entering the open market and so ensures that they will remain affordable in the long-term.

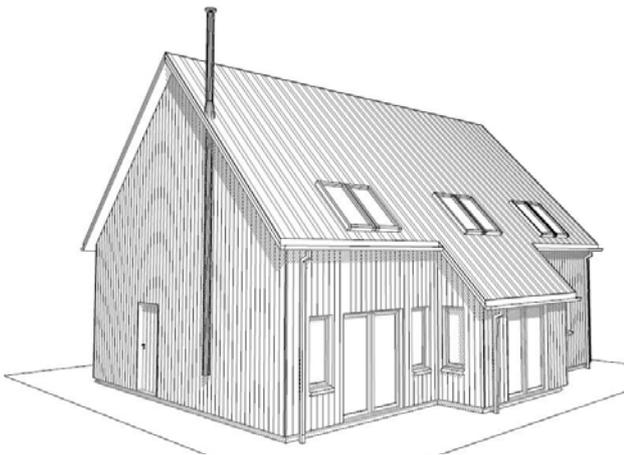


The two remaining properties will be open market housing. They will cross-subsidise the other four, and are the minimum amount of development needed to ensure the landowner receives value for the whole site, while greatly reducing the purchase cost of the four affordable plots.

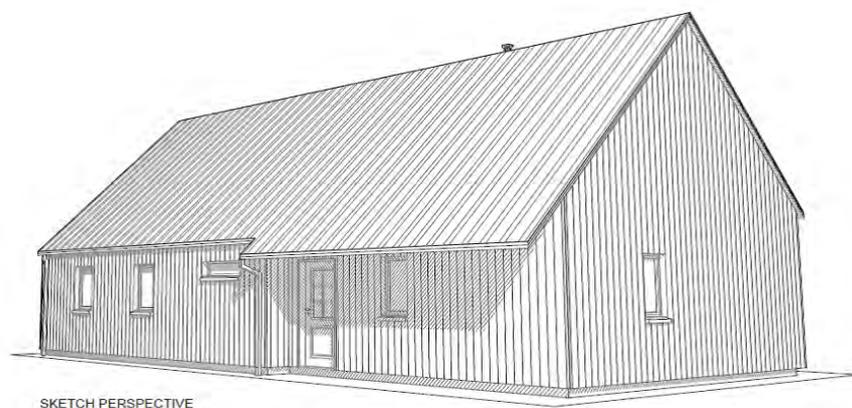
The use of the HSCHT Rural Housing Burden means that the landowner can sell the four plots at a fraction of their theoretical open market value in the knowledge that they will not subsequently be sold at full market price. The four affordable houses will be created without any public subsidy and will be affordable in perpetuity.

In considering the application, the CNPA ensured that the development will have no adverse effects on the conservation objectives or integrity of European designated sites and will not harm a nearby SSSI or populations of protected species.

The proposal helps to demonstrate what can be achieved when landowners, local people and community housing interests work together. It also clearly demonstrates how the planning system can successfully ensure environmental protection whilst supporting innovative developments that deliver significant social benefits.



Rural Design Ltd (App: 2016/0158/DET)



Rural Design Ltd (App: 2016/0158/DET)

Project Focus

Engaging hard-to-reach groups



Planning awareness project at Grantown Grammar School

Involving young people in the planning process

In common with many planning authorities, evidence shows that children and young people are one of the hardest groups for the CNPA to engage with during the planning process.

In order to help address this, the CNPA developed and delivered a planning awareness project with Grantown Grammar School in May 2016. Staff from the CNPA's education and planning teams designed the programme, building on previous experience of running similar programmes in primary schools.

The programme aimed to raise awareness and understanding of planning processes in the National Park, to highlight the unique role of the Park Authority in planning and development, and to encourage young people to be more actively involved in planning related decision making.

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The programme involved a group of around 40 S1 pupils (aged 11-12) and incorporated a mix of presentations, practical exercises, discussions and site visits over a series of three afternoon sessions

The programme involved a group of around 40 SI pupils (aged 11-12) and incorporated a mix of presentations, practical exercises, discussions and site visits over a series of three afternoon sessions. The first two sessions introduced the planning process and encouraged pupils to develop proposals for two hypothetical sites. It then encouraged them to explore the potential positive and negative impacts of their development ideas on different interest groups.

The third session provided pupils with a specific opportunity to comment on what is good and bad about living in their communities, and to identify areas where improvements could be made. The feedback from the final session is now being used alongside the CNPA's wider programme of pre-Main Issues Report engagement to inform the development of the next LDP.

In addition, as part of the CNPA's Social Impact Pledge to increase involvement of young people in its work, a group of senior pupils from both Kingussie High School and Grantown Grammar School were invited to attend a meeting of the CNPA's Planning Committee in November 2016. This allowed them to see the CNPA Committee Members at work and to witness the democratic decision making process in action.

We hope the experience will encourage young people to become more actively involved in the planning process in their area, or to possibly consider volunteering for boards or pursuing a career in planning in the future. There will be more opportunities for secondary school pupils to experience the Planning Committee and planning process during 2017/18.



Senior pupils attending Planning Committee

Project Focus

Raising design standards within the Cairngorms National Park

Design Awards 2016

The Cairngorms National Park has a rich built heritage which is continually evolving with every new building and place that is created. The built environment is a significant asset of the Park and it is therefore essential that its design, management and maintenance aspires to the highest standards.

To celebrate Scotland's 2016 themed year of Innovation, Architecture and Design, the CNPA held a Design Awards competition to reward and encourage outstanding achievement in architecture and placemaking within the Park.

Awards were available for categories including: residential new build; residential refurbishments and extensions; commercial; infrastructure; and placemaking. Winners were announced at a special event in the Boat of Garten Community Hall on the 14 November 2016.

The overall winner of the competition was a new build property – Strathdon House – with the overall runner up being an extension to a residential property – Tigh an Uillt in Nethy Bridge.

The judges favoured Strathdon House because of its compelling, simple design, and described the extension to Tigh an Uillt as a “lovingly created elegant space”.



Overall Design Award winner: Strathdon House



Corndavon Bridge

However, it wasn't just residential properties that were recognised, with Corndavon Bridge over the River Gairn in Deeside winning the Infrastructure category.

Am Fasgadh at Newtonmore, which houses the main collection of the Highland Folk Museum, also won in the placemaking category.

Along with the overall winner and individual category winners, a further nine projects received a commendation for their contribution towards outstanding design within the Park.



Am Fasgadh, Newtonmore

Andrew Wright, one of the judges tasked with the deciding on the winners said: "We were impressed with the high quality of entries across the categories, and the enthusiasm of those who had prepared them. Arriving at decisions as to which of the projects merited awards was challenging, and at the end of the exercise we were left with the firm impression that design standards were rising within the National Park and that the awards scheme had been successful in promoting the value of good design - not only to those who benefited from it directly, but to the wider community."



The competition has provided an excellent platform for future initiatives to promote the highest standards of design within the National Park, and these will be taken forward during 2017/18.

Tigh an Uillt, Nethy Bridge

Project Focus

Improving integration
with community planning



Aviemore

Aviemore Community Action Plan Review

CNPA officers maintain close working relationships with Voluntary Action Badenoch and Strathspey (VABS) – a community support organisation which is part of the Highland Third Sector Interface – to ensure effective integration between community planning processes and CNPA's core activities.

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One of the main objectives of the Community Action Plan review is to hear the views of local residents and businesses on how they would like to see the community developing ...

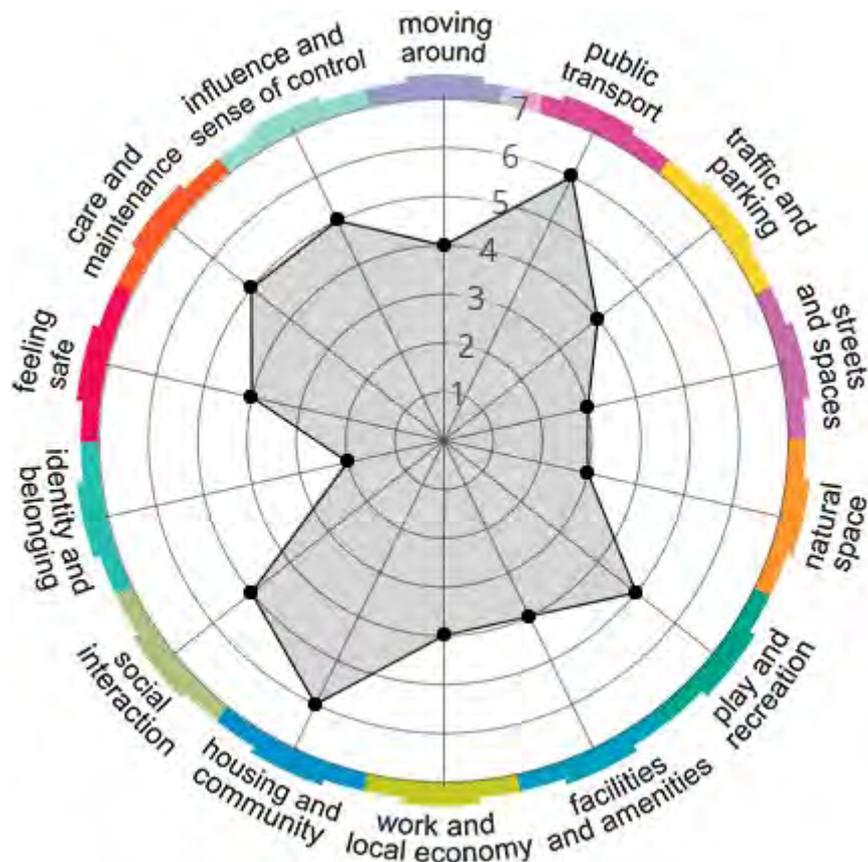
VABS has been commissioned by Aviemore & Vicinity Community Council (AVCC) and Aviemore Community Enterprise Company (ACE) to help review and update the Aviemore Community Action Plan (CAP), which was last undertaken in 2009.

One of the main objectives of the CAP review is to hear the views of local residents and businesses on how they would like to see the community developing over the next five years. Once the CAP is agreed, it will form a key part of AVCC's and ACE's agendas.

As part of their involvement in the review project, VABS piloted the Place Standard as a means of consulting the Aviemore community about their views on living and working in Aviemore (example of the Place Standard tool overleaf), and to help establish priorities for future action. The Place Standard survey was particularly successful, achieving more than 300 responses in total.

The survey responses are now being used by AVCC, ACE and VABS to progress the CAP review. However, the close working links between VABS and CNPA officers means that the Place Standard responses have been shared more widely and will also be used to inform other areas of CNPA work.

In particular, the Place Standard survey will be used as a key source of evidence during the forthcoming LDP review, and will therefore also help to shape the LDP's settlement strategy for Aviemore. This will help to ensure a close alignment between the LDP and the Aviemore CAP.



The above is an example of using the Place Standard assessment tool. For more information on the place standard, see <https://placestandard.scot>

Part 2: Supporting Evidence

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

Cairngorms Business Barometer

www.visitcairngorms.com/barometer

Cairngorms National Park Local Development Plan

www.cairngorms.co.uk/wp-content/uploads/2015/07/LDPI5.pdf

Cairngorms Design Awards 2016

www.cairngorms.co.uk/park-authority/planning/examples-of-good-design/design_awards/

Cairngorms Landscape Toolkit

www.cairngorms.co.uk/landscape-toolkit

Cairngorms Planning Service Charter

www.cairngorms.co.uk/resource/docs/publications/30042015/CNPA.Paper.1966.Planning%20Service%20Charter.pdf

Cairngorms Planning Advice Notes

www.cairngorms.co.uk/authority/publication/341/

Planning Service Performance Reports to Planning Committee

- *May 2016*

www.cairngorms.co.uk/resource/docs/boardpapers/13052016/160513Item7PlanningServicePerformance.pdf

- *December 2016*

www.cairngorms.co.uk/resource/docs/boardpapers/16122016/161216Item6PPFFeedbackandPlanningServicePerformance.pdf

Part 3: Service Improvements

2017-18

In the coming year the CNPA will:

1. Develop a series of standard planning conditions – completing the priority identified and started in 2016/17
2. Prepare and implement standard legal agreement templates – completing the priority identified and started during 2016/17
3. Consolidate delegated authority provisions – completing the priority identified and started in 2016/17
4. Continue to deliver our Planning Committee training programme – learning from past cases, and improving understanding of current issues and practice
5. Prepare additional advice on the LDP's developer obligations policy – providing further clarity to officers and developers on where developer obligations will / will not be required
6. Develop and deliver a schools engagement / involvement programme – building on the success of the recent school visit to Planning Committee
7. Enhance our customer feedback process – broadening the scope of our customer feedback and using it to inform further improvements
8. Plan and deliver a workshop on natural heritage with SNH, SEPA and Local Authorities – consolidating understanding and ensuring a consistent approach to addressing natural heritage issues within the Park
9. Develop further materials to raise awareness, understanding and expectations of good design in the Park – building on the success of the Design Awards 2016 competition
10. Review the way we report monitoring and enforcement activity in public – to improve public understanding of the system, and to raise awareness of consented development and the prioritisation of cases
11. Undertake a review of current community and developer engagement processes – improving the way we interact with key stakeholders.

The identified service improvements aim to respond to feedback received from stakeholders, including through the National Park's Planning Representatives Network and the Developers Forum. The priorities will build upon progress that has been made in previous years.

Delivery of CNPA service improvement actions in 2016-17

Committed Actions and Improvements	Complete
Consolidate existing processes and procedures <ul style="list-style-type: none"> <i>Best practice has been embedded through ongoing performance reviews, regular one-to-one and team meetings</i> 	Yes
Review internal procedures for specialist advice <ul style="list-style-type: none"> <i>The review process has been concluded and improvements have been identified for implementation during 2017/18</i> 	Yes
Support the move to an electronic/paperless Planning Committee <ul style="list-style-type: none"> <i>All papers are available to Committee members via either email or USB devices. Just over 50% take-up of electronic-only papers at present</i> 	Yes
Plan and deliver a Planning Committee training programme <ul style="list-style-type: none"> <i>Site visits to key development sites undertaken, briefings / discussions held on key topics including design and housing land supply</i> 	Yes
Consolidate delegated authority provisions <ul style="list-style-type: none"> <i>Review of provisions is underway – proposals to be reported to Board/Committee for completion in 2017/18</i> 	Partially Complete
Carry out a review of infrastructure requirements for allocated development sites <ul style="list-style-type: none"> <i>Review undertaken in liaison with key stakeholders</i> 	Yes
Complete the Design Awards 2016 competition <ul style="list-style-type: none"> <i>Awards announced at a ceremony in November 2016</i> 	Yes
Undertake a programme of Town Centre Health Checks <ul style="list-style-type: none"> <i>Health checks undertaken for all settlements with an identified town centre/village core within the LDP</i> 	Yes
Develop a series of model planning conditions <ul style="list-style-type: none"> <i>Drafting of standard conditions is underway – to be completed during 2017/18</i> 	Partially Complete
Prepare and implement standard legal agreement templates <ul style="list-style-type: none"> <i>Initial discussions with legal counsel underway – to be completed 2017/18</i> 	Partially Complete

Part 4: National Headline Indicators

Key outcomes	2016 - 2017	2015 - 2016
Development Planning: <ul style="list-style-type: none"> Age of local development plan (years and months) at end of reporting period. Requirement: less than 5 years Will the local / strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y/N) 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) Were development plan scheme engagement / consultation commitments met during the year? (Y/N) 	<p>2y, 0m</p> <p>Y</p> <p>Y (later)</p> <p>Y</p>	<p>1y, 0m</p> <p>Y</p> <p>N</p> <p>Y</p>
Effective Land Supply and Delivery of Outputs <ul style="list-style-type: none"> Established housing land supply 5-year effective housing land supply 5-year housing supply target 5-year effective housing land supply Housing approvals Housing completions over the last 5 years Marketable employment land supply Employment land take-up during reporting year 	<p>2,581 units</p> <p>652 units</p> <p>640 units</p> <p>5.1 years</p> <p>182 units</p> <p>326 units</p> <p>24 ha</p> <p>Not available</p>	<p>2,521 units</p> <p>885 units</p> <p>690 units</p> <p>6.4 years</p> <p>235 units</p> <p>308 units</p> <p>135 ha</p> <p>Not available</p>
Development Management Project Planning <ul style="list-style-type: none"> Percentage and number of applications subject to pre-application advice Percentage and number of major applications subject to processing agreement Decision-making <ul style="list-style-type: none"> Application approval rate Delegation rate Validation <ul style="list-style-type: none"> Percentage of applications valid upon receipt 	<p>50% (14)</p> <p>100% (2)</p> <p>100%</p> <p>0%</p> <p>N/A</p>	<p>61%</p> <p>0</p> <p>100%</p> <p>0%</p> <p>-</p>
Decision-making Timescales Average number of weeks to decision: <ul style="list-style-type: none"> Major developments Local developments (non-householder) Householder developments 	<p>N/A</p> <p>70.8</p> <p>N/A</p>	<p>N/A</p> <p>14.6</p> <p>N/A</p>
Legacy Cases <ul style="list-style-type: none"> Number cleared during reporting period Number remaining 	<p>4</p> <p>0</p>	<p>0</p> <p>0</p>

Context Statement Development Planning



Following the adoption of the Cairngorms Local Development Plan in 2015, work this year has focused on delivering the plan strategy and on producing additional planning guidance for key development sites.

The LDP Action Programme is being viewed as a 'live' document and has been updated throughout 2016/17. A first Action Programme Update was published in June 2016, and we aim to publish further updates on at least an annual basis. The June 2016 Action Programme Update focused on improving our understanding of land ownership and working with the owners/ developers of LDP sites to better understand anticipated delivery timescales.

We have also undertaken a full review of infrastructure requirements for allocated development sites during the course of the year. This work has improved our understanding of site effectiveness and

expected delivery rates, which supports the CNPA's focus on maintaining an appropriate supply of effective housing land throughout the lifetime of the LDP. We now have a more realistic delivery programme for LDP site allocations, and a five year effective land supply remains in place.

2016/17 also saw consultation taking place on a Draft Development Brief for a key housing allocation in Carr-Bridge and early preparation of a Development Brief for the Aviemore Highland Resort site. This work will help to provide more certainty for both the site developers and local residents about how these sites should be developed.

Housing approvals have remained relatively high at 182 units this year, largely due to planning permission being granted for a key LDP housing allocation in Grantown-on-Spey. Five year housing completions have also increased from 308 in 2015/16 to 326 in 2016/17.



Aside from delivering the current LDP, the CNPA also began the process of preparing the next LDP during 2016/17. A programme of pre-MIR engagement commenced in mid-2016, and a series of informal discussions have been held with CNPA Planning Committee Members to help define likely main issues and key topics for the next LDP. A Call for Sites and Ideas was undertaken from November 2016 to February 2017, and a number of ‘community walk arounds’ were undertaken with Community Councils in February and March 2017. These were used to seek community suggestions for potential development opportunities. Additional pre-MIR engagement with key stakeholders and Community Councils also commenced in May 2017, just outside the monitoring period for this PPF report.

An updated DPS was published in March 2017. This has amended the date for submission of the next LDP to Scottish Ministers in order to allow more time to take into account emerging good practice and other relevant information from the ongoing review of the Scottish planning system. However, the revised timetable continues to ensure that the new LDP will be in place within five years of the adoption of the current LDP, and robust project plans are in place to ensure the effective and timely delivery of the new plan.

Context Statement Development Management



Board visit to the Fife Arms Hotel renovation in Braemar

In 2016/17 the CNPA called-in 26 planning applications and determined 28 applications. This is broadly similar to the number of applications that were called-in during 2015/16 (24), and compares with 41 applications that were called in during 2014/15, and 48 during 2013/14. Call-ins have therefore now been maintained at a lower level for two consecutive years, reflecting the refinement of our call-in criteria in December 2015. This trend

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demonstrates that the CNPA is calling in only those applications that raise issues of particular significance to the overall aims of the Park.

The CNPA's comprehensive use of processing agreements continues to be a good way to provide certainty for applicants and the CNPA officers. Processing agreements are offered on all applications that CNPA calls in, and their availability is promoted via the CNPA website. The rate of uptake has continued to grow during the course of the reporting period, with 88% of all applications determined by the CNPA during 2016/17 having processing agreements. The agreed timescales were met on all but two of these cases, and the average time for determining applications with a processing agreement during 2016/17 was 22.7 weeks.

Overall processing timescales for applications determined by the CNPA tend to be longer than the national average for a number of reasons. In particular, as the CNPA only calls in applications that raise issues of significance to the overall aims of the Park, it does not deal with the simpler cases such as the majority of householder applications. Processing timescales are also affected by the fact that all applications that are called in are determined by Planning Committee, which meets monthly. In addition, the fact that the CNPA deals with relatively low numbers of applications overall means that average determination timescales can be easily skewed by the time taken to determine one or two particularly complex applications.

This is reflected in the national headline indicators, which show a sharp increase in determination timescales for local applications. These figures have been heavily skewed by a small number of applications without processing agreements where the conclusion of complex legal agreements delayed the issue of decision notices. During the course of the next year, we will be looking at ways of drawing such applications to a faster conclusion in future, eg through the use of standard legal agreement templates (as identified as a service improvement priority – see Part 3, p23).

As a result of the above issues, a recent internal audit of the CNPA's planning service recommended that the CNPA use a rolling annual average indicator for internal service performance monitoring. In simple terms, if quarterly average determination times are below the rolling annual average figure then performance is improving.

The CNPA's quarterly average determination time for local developments with processing agreements was below the rolling annual average for the majority of 2016/17, demonstrating improved overall performance in comparison with the previous year. There have been sharp increases in determination times for applications without processing agreements during quarters 1 and 4 which was as a result of being heavily skewed by the small number of applications where the conclusion of legal agreements significantly delayed the issue of decision notices (as identified above).

We are pleased that the proportion of applications subject to pre-application advice has remained high at 50% of all applications. This reflects the ongoing application of our Planning Advice Note on Pre-Application Advice in the Cairngorms National Park, which helps to provide clarity on the pre-application advice service which is shared with the five constituent local authorities.

The small fall in applications that have had pre-application advice may be due to the introduction of service charging by one local authority. However, both the CNPA and local authorities continue to encourage applicants to gain pre-app advice for certainty. Our suite of statutory and non-statutory Planning Guidance also provides clarity on the information that requires to be submitted in support of planning applications.

Enforcement activity continues to be a priority, with some 36 breaches being resolved during 2016/17 – an increase from 33 cases resolved during 2015/16.

Part 5: Official Statistics

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

Category	Number & proportions of decisions 2016-17	Average timescales	
		2016-2017	2015-2016
Major developments	0	-	-
Local developments (non-householder)	2	70.8	14.6
• Local: less than 2 months	0 (0%)	-	2.7
• Local: more than 2 months	2 (100%)	70.8	16.6
Householder developments	0	-	-
• Local: less than 2 months	0 (0%)	-	-
• Local: more than 2 months	0 (0%)	-	-
Housing developments			
Major	0	-	-
Local housing developments	1	54.4	10.4
• Local: less than 2 months	0 (0%)	-	-
• Local: more than 2 months	1 (100%)	54.4	10.4
Business and industry			
Major	0	-	-
Local business and industry	0	-	17.6
• Local: less than 2 months	0 (0%)	-	-
• Local: more than 2 months	0 (0%)	-	17.6
EIA developments	0	-	-
Other consents*	0	-	-
Planning/legal agreements**	2	70.8	-
• Major: average time	0	-	-
• Local: average time	2	70.8	-
Local reviews	N/A	N/A	N/A

*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 & 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	Original decision upheld			
		2016-2017		2015 - 2016	
		No	%	No	%
Local Reviews	N/A	N/A	N/A	N/A	N/A
Appeals to Scottish Ministers	0	N/A	N/A	0	0

C: Enforcement activity

	2016-2017	2015-2016
Cases taken up	69	41
Breaches identified	69	41
Cases resolved	36	33
Notices served***	1	1
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

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

D: Context

As noted previously, the official statistics show a sharp increase in determination timescales for local applications. These figures have been heavily skewed by a small number of applications without processing agreements where the conclusion of complex legal agreements delayed the issue of decision notices. During the course of next year, we will be looking at ways of drawing such applications to a faster conclusion in future.

Part 6: Workforce and Financial Information

Category	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service			✓	

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

		DM	DP	Enforcement	Other
Managers	No. Posts	1	1		
	Vacant				
Main grade posts	No. Posts	2	2	1	
	Vacant				
Technician	No. Posts	1			
	Vacant				
Office support / clerical	No. Posts	2			
	Vacant				
TOTAL		6	3	1	

Note: Managers are those staff responsible for the operational management of a team/division. They are not necessarily line managers.

Staff Age Profile	Number
Under 30	2
30 - 39	4
40-49	3
Over 50	2

Committee and Site Visits*	Number per year
Full Board Meetings	5
Planning committees	11
Area committees (where relevant)	N/A
Committee site visits	3
LRB**	N/A
LRB site visits	N/A

Notes:

*References to committees also include the Cairngorms National Park Authority Board. Number of site visits is those cases where visits were carried out by committees/boards.

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

	Total Budget	Costs		Income***
		Direct*	Indirect**	
Development management	325,000	277,600	47,400	46,400
Development planning	184,200	142,400	41,800	-
Enforcement	40,800	40,400	400	-
Other	60,700	60,700	0	-
TOTAL	610,700	521,100	89,600	46,400

Notes:

* Direct staff costs covers gross par (including overtime, national insurance and superannuation contribution). The appropriate proportion of the direct cost of any staff member within the planning authority spending 30% or more of their time on planning should be included in costs, irrespective of what department they are allocated to (for example, legal advice, administration, typing). Exclude staff spending less than 30% of their time on planning.

**Indirect costs include all other costs attributable to the planning service. Examples (not exhaustive) include accommodation, IT, stationery, office equipment, telephone charges, printing, advertising, travel & subsistence, apportionment of support service costs.

*** Include fees from planning applications and deemed applications, and recharges for advertising costs etc. Exclude income from property and planning searches.

CAIRNGORMS
NATIONAL PARK AUTHORITY

ÙGHDARRAS PÀIRC NÀISEANTA A'
MHONÀIDH RUAIDH

Cairngorms National Park Authority

Planning Performance Framework 2016-17

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