

# Planning Performance Framework

**Draft Annual Report 2011-2012**  
**(subject to consideration by Planning**  
**Committee on 12 October)**



**Published October 2012**

## Introduction

1. This is the Annual Report 2011-2012 for Cairngorms National Park Authority (CNPA) prepared under the new Planning Performance Framework (PPF) developed by Heads of Planning Scotland (HOPS), in consultation with Scottish Government and others. The Framework provides a common, balanced-scorecard approach to planning performance for the 32 Local Authorities and 2 National Park Authorities.
2. This report seeks to demonstrate the positive work that is taking place to deliver a high-quality planning service. CNPA is committed to developing a culture of continuous improvement to its planning service and is making active use of the PPF to identify and put in place a wide range of improvements.

## Background

3. Two areas of Scotland have been designated as National Parks under the National Parks (Scotland) Act 2000 because they are of outstanding national importance because of the combination of natural and cultural heritage and have special management needs. Cairngorms National Park Authority (CNPA) and Loch Lomond and The Trossachs National Park Authority (LLTNPA) are distinct from the other planning authorities and have a specific purpose under Section 9 (1) of that Act:

*“The general purpose of a National Park authority is to ensure that the National Park aims are collectively achieved in relation to the National Park in a co-ordinated way.”*

4. The four aims of the National Parks are set out in Section 1 of the Act:
  - a) To conserve and enhance the natural and cultural heritage of the area.
  - b) To promote sustainable use of the natural resources of the area.
  - c) To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public.
  - d) To promote sustainable economic and social development of the area's communities.
5. The Park Authority is required by the legislation to give greater weight to the first aim if there is a conflict between the first and the other aims.
6. As custodians of these national assets the National Park authorities must therefore deliver their planning service within the context of the purpose in the National Parks (Scotland) Act as well as obligations under the Planning Acts.

7. The National Parks (Scotland) Act also requires a National Park authority to prepare a National Park Plan which is effectively a wide-ranging management plan for the Park. The Plan provides strategic context for the Local Plan and Local Development Plan and is a significant material consideration in planning decision making. The first Cairngorms National Park Plan was approved by Scottish Ministers and adopted by CNPA in 2007. This was the prevailing strategic document in 2011/12. It has since been superseded by the Cairngorms National Park Partnership Plan 2012-17, recently approved by Stewart Stevenson, Minister for Environment and Climate Change at the time.
8. The Designation Orders for each of the two National Parks contain the specific arrangements for planning powers. LLTNPA has full planning powers, in the same way as each of the 32 Local Authorities. In the Cairngorms there is a unique set of arrangements whereby planning powers are shared between CNPA and the five other planning authorities, as set out in the Cairngorms National Park Designation, Transitional and Consequential Provisions (Scotland) Order 2003 and the 2010 Amendment Order that brought part of Perth & Kinross into the National Park.
9. Under these arrangements the CNPA is responsible for the preparation of the Local (Development) Plan for the National Park. The Development Management function is shared between CNPA and Highland, Moray, Aberdeenshire, Angus, Perth & Kinross Councils. Applications are submitted initially to each of the respective local authorities. Councils must notify CNPA within 5 days of all planning and related applications that they receive. CNPA has the power, within 21 days, to “call in” and determine those applications that raise a planning issue of general significance to the statutory aims of the National Park. If an application is not called in it is processed by each of the Councils in the normal way. Decisions on planning applications, whether by CNPA or the Councils (other than Perth & Kinross – see the commentary following Table 1) are based on the Cairngorms National Park Local Plan. Delivery of development requires a high degree of collaboration between CNPA and each of the respective local authorities who remain responsible for important matters including housing, transport, education and waste management.
10. The administration of the planning system in the Park is, at times, perceived to be rather cumbersome. Despite continual effort and refinement by CNPA and by partners, the system has built-in time delays and there is potential for confusion for customers. It is important that this context is clearly set out at the beginning of this report.
11. The remainder of this report follows the format set out for all planning authorities. Please note that, for the reasons set out above, this report covers only the work of CNPA. Each of the five local authorities in the Park has reported separately on planning performance issues in relation to their planning functions within the whole of their area.

## Part I: National Headline Indicators

Key outcomes	2011-2012
<p><b>Development Planning:</b></p> <ul style="list-style-type: none"> <li>age of local/strategic development plan(s) (full years) <i>Requirement: less than 5 years</i> Cairngorms National Park Local Plan Perth &amp; Kinross Eastern Area Local Plan Perth &amp; Kinross Highland Area Local Plan</li> <li>Development plan scheme: on track?</li> </ul>	<p>1 year 13 years 11 years</p> <p>Yes</p>
<p><b>Effective Land Supply and Delivery of Outputs</b></p> <p>Effective housing land: years supply Effective housing land supply Housing approvals Effective employment land supply Employment land take-up Effective commercial floor space supply Commercial floor space delivered</p>	<p>20 years 2465 units 218 units 135 ha Not available Not available Not available</p>
<p><b>Development Management</b></p> <p><b>Project Planning</b></p> <ul style="list-style-type: none"> <li>percentage of applications subject to pre-application advice</li> <li>number of major applications subject to processing agreement or other project plan</li> <li>percentage planned timescales met</li> </ul> <p><b>Decision-making</b></p> <ul style="list-style-type: none"> <li>application approval rate</li> <li>delegation rate</li> </ul>	<p>69% None N/A</p> <p>80% 0%</p>
<p><b>Decision-making timescales</b></p> <p>Average number of weeks to decision:</p> <ul style="list-style-type: none"> <li>major developments (6 applications with range 8.6 – 219 weeks)</li> <li>local developments (non-householder) (range 6.1 – 334.6 weeks)</li> <li>householder developments</li> </ul>	<p>125 29.8 N/A</p>
<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>time since enforcement charter published / reviewed (months) Requirement: review every 2 years</li> <li>number of breaches identified / resolved</li> </ul>	<p>August 2011 &amp; August 2012</p> <p>49/40</p>

**Contextual Statement** (Reasons/Factors which have influenced performance and any increase/decrease)

### **Development Planning**

The Cairngorms National Park Local Plan was adopted in October 2010, at precisely the same time that the Scottish Parliament designated the Perth & Kinross area as part of the National Park. It was not possible for the new Local Plan to cover the extension to the Park and, as a result, the two older Perth & Kinross Local Plans still apply. They will be replaced by the Local Development Plan for the Park, which is due for consultation in Spring 2013 and adoption in 2014.

### **Effective Land Supply and Delivery of Outputs**

There is an effective 20 year housing land supply within the Park.

Permission was granted for 218 units in 2011/12. CNPA gives priority to ensuring provision to meet the housing needs of communities in the Park. Since designation of the Park in 2003 CNPA is proud to have worked with partners to enable 321 new affordable houses to be built within the Park. The vast majority will remain affordable in perpetuity.

Employment land supply is based on allocations within the extant Local Plans. There is currently no mechanism in place to measure employment land take-up, but we are working on it and will have a system in place within the near future.

Measuring Commercial floor-space supply is more challenging. We understand that this is an issue that has been raised with Scottish Government by other planning authorities through the regional Development Plans Fora and that further guidance will be given to planning authorities in due course.

### **Development Management**

**Pre-application advice:** Applicants for planning permission must initially apply to the relevant local authority. Strong efforts are made by CNPA and local authorities to promote the importance of pre-application discussions, especially for the more complex and significant applications that CNPA is most likely to call in. It is testament to that effort that as many as 69% of applications that are determined by CNPA benefit from pre-application advice. However, the figure masks the challenges in providing an effective pre-application service across six planning authorities, and all before a decision has been made about which authority will process any application. There is considerable additional administrative resource required, some duplication of effort between authorities and we are aware from customer feedback that people can find the process confusing.

**Decision-making timescales:** Of the 415 planning applications in the Park (the range over last three years has been 400- 450) CNPA called in 13% generally those which have a degree of complexity and/or are sensitive. CNPA has to take call-in decisions based on the nature of the applications notified: 13% in 2009/10 and 10% in 2010/11. The combination of factors, including the design of the statutory call-in process and the relative complexity of the applications that are considered, make it challenging to take decisions within the required timescales used for

various categories of development. Scottish Government are aware of this issue and have incorporated explanatory commentary each time the figures are published.

However, the issues described above do not entirely explain the average decision-making timescale. This average figure has been skewed considerably by the length of time taken to conclude Section 75 negotiations, particularly with six long-running cases. With the small number of decisions overall these few cases have had a disproportionate impact on the statistics. In addition, CNPA has worked hard on many cases with developers and partners to find positive solutions to complex problems. Clearly a balance has to be struck between the time taken to process an application and the achievement of a positive outcome. Discussions have commenced through the Developers Forum about how we can work together more efficiently and effectively and we look forward to taking this issue further at our next meeting. Looking ahead, it is likely that CNPA will take a firmer approach to the processing of applications so that live application are not sitting for extended periods due, for example, to lack of action by agents on the negotiation of planning agreements. The introduction of simple processing agreements and project plans for particularly complex applications over the year ahead will form a key part of this work.

Furthermore, during the year the Local Plan for the Park came under legal challenge. This process consumed a considerable proportion of CNPA resources, both financial and in terms of staff time. And, acting on legal advice, the Park Authority could not progress a number of major planning applications and issue the respective decision notices. Such delays were outwith the control of the Park Authority.

### **Enforcement**

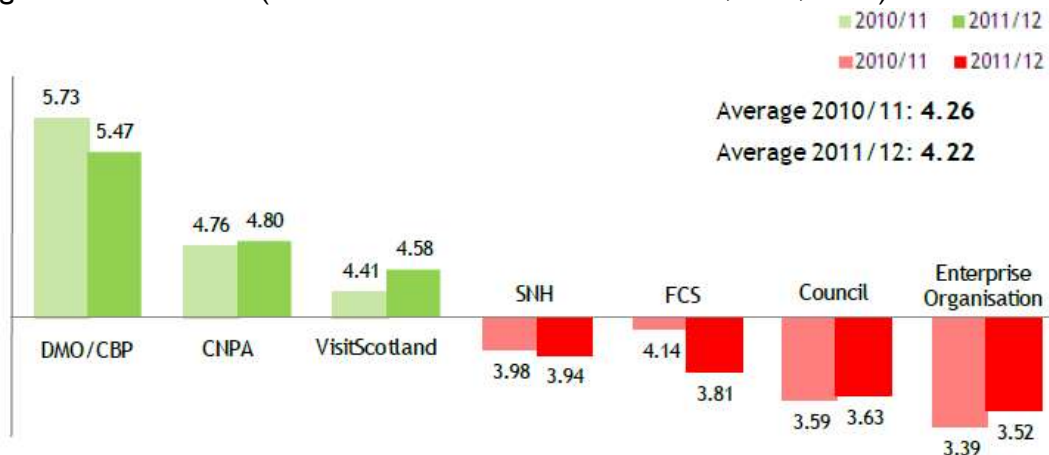
The CNPA Enforcement Charter was first adopted in 2010 and has been reviewed each year since, with full reports to Committee. We employ a Monitoring and Enforcement Officer who works closely with counterparts in the five local authorities to discharge this shared function. Whilst we will continue to improve the effectiveness of this aspect of our service, there is already a high rate of resolution of cases that are taken up with relatively few requiring formal action. The service of an Enforcement Notice is a matter of last resort, but it is undertaken if dialogue fails.

## **Part 2: Defining and measuring a high-quality planning service**

We are **open for business** because we:

- a) Are delivering development in the context of a new Local Plan (adopted October 2010) which promotes opportunities for housing, business and other development for communities in appropriate locations within the Park.
- b) Have a very strong and positive working relationship with the Cairngorms Business Partnership which fulfils the function of a Chamber of Commerce and Destination Management Organisation for the Park.
- c) CNPA has a good reputation, improving over time, as a public body that is working positively with businesses in the Park. The chart below shows results from an annual survey of businesses undertaken by the Cairngorms Business Partnership. Businesses were asked to rate the overall contribution of organisations operating in the Park

using a 1 to 10 rating scale, where 1 was 'very poor contribution' and 10 was 'very good contribution'. (Source Annual Business Barometer, CBP, 2012).



- Have a track record of facilitating significant scale of development (for example at Aviemore Highland Resort and An Camas Mòr) in suitable locations within the Park
- Hold an active and well-attended Developers Forum twice a year to build strong relations with the most regular applicants, address current issues and work in partnership to improve the quality of planning in the Park.
- Work with partners to actively encourage pre-application discussions to ensure applications are fit for purpose when submitted and can be processed quickly
- Provide a housing enabler service in partnership with the local authorities to promote more affordable and sustainable housing
- Ensure that all staff, and especially our economic development and community engagement teams, are facilitating development through the planning process
- Have developed Economic Regeneration Strategies for particularly vulnerable communities (e.g. in Tomintoul and Glenlivet)
- Go to the customer – our general working approach is to meet anyone, anywhere rather than expect customers to come to us.

**We deliver high quality development on the ground because we:**

- Have a planning protocol and regular contact with the 5 local authorities to ensure there is a consistent approach to managing development and provision of customer service.
- Have a strong Design Policy in place and Sustainable Design Supplementary Planning Guidance.
- Promote high standards of design in all pre-application discussions and community/developer engagement meetings.
- Have initiated a Cairngorms National Park Design Award (currently being judged)
- Have a Design Review Panel in partnership with Aberdeen City & Shire - subject to review with view to formation of Park-specific Panel in due course
- Take advice from Architecture + Design Scotland on significant proposals
- Have a programme of Planning Committee visits to developments to experience implementation of decisions on the ground and meet customers
- Have taken a master-planning approach in particular settlements

**Certainty.** We ensure consistency of advice, process and decision making to applicants because

we:

- a) Have an up to date Local Plan and suite of SPG for whole Park (except Perth & Kinross, as explained in Part I)
- b) Have a strong track record of deciding applications in line with officer recommendation (99%) which gives high degree of confidence when advising developers
- c) Keeping close to developers and agents through individual contacts and the Developers' Forum established to share, discuss and learn from experience
- d) Excellent working relations between planning staff and Committee members to ensure one team approach
- e) Have an active programme of member development discussions to reflect on topical issues such as development economics and renewable energy.
- f) Have a Development Appraisal Toolkit to facilitate discussions about development economics
- g) Have a formalised approach to Developer Contributions through a Service Level Agreement with Aberdeenshire Council covering the whole Park

*We take a proactive approach to **communications, engagement and customer service** because we:*

- a) Work with communities to develop Community Action Plans and Visions which feed into planning process
- b) Fund a network of Community Liaison Officers who greatly assist with planning engagement
- c) Have initiated formation of network of Planning Representatives from Community Councils and Associations to develop and share best practice
- d) Have developed our approach to E-Planning (hosted by Loch Lomond and Trossachs NPA) - online Local Development Plan live and OPIS system for planning applications at advanced stage (and now live)
- e) We take decisions locally – we hold Planning Committee meetings in community halls around the Park rather than at one central venue.
- f) Commissioned independent analysis of feedback on Local Development Plan Main Issues Report 4 community awareness sessions across the Park in June 2011
- g) Have worked to ensure Planning staff are located in each of the two CNPA offices in Grantown and Ballater
- h) Prepared a young people engagement process with Planning Aid Scotland to roll out in schools in the Park -the IMBY initiative (In My Back Yard) subsequently took place in 2012
- i) Developed an online customer survey for our Planning Service, launched April 2012.
- j) Proactive approach to recording and management of complaints - investigations are used to identify any potential service improvements.

*To promote **efficient and effective decision-making** we:*

- a) Have streamlined the call-in process so that it is entirely online with no need for Committee members to meet in person
- b) Ensure Planning Committee meets monthly to determine applications
- c) Have delegated authority to the Head Planner to refuse applications due to lack of information
- d) Revised Standing Orders for Planning Committee to introduce timescales for submission of representations and requests to speak at Committee – to minimise last-minute submissions which could delay decisions.

To promote **effective management structures** we:

- a) Promote organisation-wide approach to our Planning Service by having a standing agenda item at every Management Team meeting and planning updates at monthly staff meetings.
- b) Undertook internal restructuring to establish closer linkage between the Local Development Plan and strategic policy work on the one hand and development management and economic development on the other to reflect CNPA and national priorities.
- c) Developed internal management structures to ensure that planning is prioritised and resourced and the Planning Service Improvement Plan is delivered by staff across the organisation, not just planners.
- d) Have clear system of delegation for Programme Managers who contribute to planning process

We ensure **Financial management and local governance** is appropriate by

- a) Spending 17% of CNPA budget is spent on the planning service (staffing and programme costs) reflecting the priority given to this function
- b) Appropriate staffing levels - CNPA employs 60 staff, 10 of which are dedicated to planning and another 6 spending a significant proportion of their time on the service.
- c) See further information in Appendix 2

We promote a **culture of continuous improvement** by

- a) Promoting an organisational culture of service improvement through listening to feedback, preparation and implementation of Service Improvement Plans and reporting on progress
- b) Proactively engaging to improve our processes through the Community Council/Association Planning Representatives Network and the Developers Forum
- c) Promoting discussion of planning issues at our Advisory Forums – eg Inclusive Cairngorms and Sustainable Tourism Forum
- d) Running an ongoing programme of member development (including site visits)for Planning Committee members
- e) Promoting the ongoing development of staff, identified through bi-annual appraisals, both in-house and on Leading for Outcomes via the Improvement Service

### Part 3: Supporting evidence

This report was compiled, drawing on evidence from the following sources as well as others listed in the section on delivery of the Service Improvement Plan 2011-12.

- Cairngorms National Park Planning Pages  
<http://www.cairngorms.co.uk/park-authority/planning/>
- Cairngorms National Park Planning Protocol  
<http://www.cairngorms.co.uk/park-authority/planning/park-protocol/>
- Community Planning Awareness events  
<http://www.cairngorms.co.uk/news/news-archive?articleID=672>



- National Parks (Scotland) Act 2000  
<http://www.legislation.gov.uk/asp/2000/10/notes/contents>
- Cairngorms National Park Designation Order 2003  
<http://www.legislation.gov.uk/ssi/2003/1/contents/made>
- National Park Plan 2007  
<http://www.cairngorms.co.uk/park-authority/national-park-plan/about-the-plan/>
- National Park Partnership Plan 2012 – 17  
<http://www.cairngorms.co.uk/park-authority/national-park-plan/cairngorms-national-park-plan-2012-2017/>
- Cairngorms National Park Local Plan  
<http://www.ldpcairngorms.co.uk/oldp>
- Main Issues Report Consultation  
<http://www.cairngorms.co.uk/park-authority/planning/local-plan/main-issues-report-consultation/>
- CNPA Complaints Procedures  
<http://www.cairngorms.co.uk/park-authority/about-us/complaints/>
- View Planning Applications Online  
<http://www.cairngorms.co.uk/park-authority/planning/new-planning-applications/>
- Planning Service Improvement Plans 2011-12 & 2012-14  
<http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=272>
- Planning Statistics  
<http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=297>
- Planning Committee Standing Orders  
<http://www.cairngorms.co.uk/resource/docs/publications/18092012/CNPA.Paper.1418.Standing%20Orders%20for%20CNPA%20planning%20committee.pdf>
- Cairngorms Business Partnership Business Barometer Annual Report for 2011/12  
[http://visitcairngorms.com/assets/files/Cairngorms%20Business%20Barometer%20Summary%20Report%20-%20January%20to%20March%202012\\_FINAL.pdf](http://visitcairngorms.com/assets/files/Cairngorms%20Business%20Barometer%20Summary%20Report%20-%20January%20to%20March%202012_FINAL.pdf)

## **Part 4: Service improvements: 2012-13**

The current CNPA Service Improvement Plan covers the period 2012-14. It has a programme of activity that was developed through involvement of all staff involved in the planning process. The Plan is structured under the headings in the PPF and reflects ongoing experience from the operation of our planning service and implementation of previous Service Improvement Plans, as well as a range of measures to further improve our performance and ensure we make our contribution to the Delivering Planning Reform agenda.

During the year 2012-13 we will:

- Assist the Cairngorms Business Partnership (CBP) to lead the formation of an Economic Forum and preparation of the Economic Diversification Strategy for the Park
- Consolidate the Developers Forum and make sure it is worthwhile for all concerned so that key relationships are built and that developers/agents/ architects etc are very well involved in the development of policy and how it is implemented
- Prepare a Planning Concordat with CBP as a joint statement of commitment setting out roles and responsibilities of applicants, planning authority and wider business community
- Maximise the potential of the Housing Enabler Service we currently provide in partnership with NGOs and local authorities
- Improve internal systems to ensure very close working arrangements between economic development and planning staff – building on organisational restructuring that has brought both functions largely within the same Directorate.
- Move forwards the place-specific initiatives (e.g. in Aviemore and in Cairngorms Rothiemurchus and Glenmore area) and ensure they influence standards of development
- Judge and celebrate the Sustainable Design Awards
- Ensure a Design Advisory Panel is in place and working well
- Undertake an initiative to promote earlier and more positive environmental NGO engagement with the planning process
- Produce and promote more visual illustrations of good design in the Park – linked to the Design Awards – and accessible via our website.
- Consult on the draft Local Development Plan and full set of Supplementary Planning Guidance at the same time to allow consultees to see whole picture
- Implement a system of processing agreements for major applications
- Undertake phase I habitat surveys for all proposed allocated sites in the Local Development Plan
- Develop a pre-application initiative with partner local authorities to ensure we have the best possible pre-application discussions (involving staff training, new work procedures, a new procedural note and enhanced management scrutiny)
- Review and agree existing protocol with SNH

- Review and simplify the Development Appraisal Toolkit
- Extend the Member Development Programme and include key staff and partners
- Develop a communications plan for the planning service, as part of the Communications and Engagement Strategy, to clarify the messages, processes, stories and statistics required
- Continue to review and improve the planning section of CNPA website
- Implement the e-planning system for development management
- Development of a Planning Charter to set out customer standards
- Establish new network of planning representatives from community councils and associations to work alongside Community Liaison Officers
- Meet with two of the CNP Advisory Forums per year to promote wider discussion about the role of Planning in the achievement of the NP vision
- Review and improve the schools engagement programme about planning in the Park
- Improve planning staff accessibility and visibility to customers in the west of the Park
- Produce short update every year on implementation of the Local (Development) Plan and associated work.
- Delegate responsibility to the Head Planner to take the majority of the “call in” decisions
- Review of the Planning Report format to make it shorter and to focus more on the appraisal section
- Improve Committee procedures (including review of Standing Orders) to shorten time available for representations, address site visits, shorten planning papers and promote use of video and other images
- Keep under review our partnership approach to planning arrangements with local authorities
- Review resources required in the Planning Team and benchmark, as far as we are able, with other planning authorities in relation to the “call-in” processes, administration support and travel to and from Ballater where most of the planning team are based
- Implement new internal Programme Manager arrangements to improve cross-team working
- Key staff to participate in the significant training initiative to be run by Improvement Service on “Leading for Outcomes for Planning” in planning and economic development

## Delivery of our service improvement actions in Service Improvement Plan 2011-12:

Committed improvements and actions	Complete?
<p><b>A User Oriented Service</b></p> <ul style="list-style-type: none"> <li>• Discuss with partners the benefits and costs of CNPA becoming full planning authority.</li> <li>• Deliver four community-focussed events, undertake post-event review and plan follow-on events or approach for the next year <a href="http://www.cairngorms.co.uk/news/news-archive?articleID=672">http://www.cairngorms.co.uk/news/news-archive?articleID=672</a></li> <li>• Convene two independently-facilitated Planning Service Workshops with Community Liaison Officers to gather feedback about the Planning Service and how it can be improved.</li> <li>• Arrange independent analysis of the feedback received through consultation on the Local Development Plan Main Issues Report. <a href="http://www.cairngorms.co.uk/resource/docs/boardpapers/16032012/CNPA.Paper.4969.Board.Paper.2.Annex.3.pdf">http://www.cairngorms.co.uk/resource/docs/boardpapers/16032012/CNPA.Paper.4969.Board.Paper.2.Annex.3.pdf</a></li> <li>• As part of refreshed the new CNP website (due August 2011) provide clearer information about the planning service and promote active engagement. <a href="http://www.cairngorms.co.uk/park-authority/planning/#">http://www.cairngorms.co.uk/park-authority/planning/#</a></li> <li>• Develop a system to capture feedback about all aspects of the Planning Service on a routine basis using internet based service (ie using Survey Monkey or similar). <a href="http://www.cairngorms.co.uk/park-authority/planning/planning-satisfaction-survey/">http://www.cairngorms.co.uk/park-authority/planning/planning-satisfaction-survey/</a></li> </ul>	<p>Yes – ongoing, focus on what will be most effective for customers</p> <p>Yes</p> <p>Yes – approach changed to Developer Forum &amp; working with network of Community Council planning reps</p> <p>Yes</p> <p>No - now programmed for 2012/13</p> <p>Yes – implemented in early April 2012</p>
<p><b>A strengthened role for the Planning Service in achieving Sustainable Rural Development</b></p> <ul style="list-style-type: none"> <li>• Scope a Sustainable Design Award for the Park (with a view to launch during Spring 2012) as part of an integrated programme of work around design matters.</li> </ul>	<p>Yes – Award scheme developed</p>

<p><a href="http://www.cairngorms.co.uk/park-authority/planning/cairngorms-national-park-design-awards/">http://www.cairngorms.co.uk/park-authority/planning/cairngorms-national-park-design-awards/</a></p> <ul style="list-style-type: none"> <li>• Deliver, and keep under review, a structured programme of development activity for Planning Committee (including field visits to see issues on the ground and sessions on best practice in design for members and staff of CNPA and Local Authorities involving architects / local builders / developers and craftspeople).</li> <li>• Scope out how best to engage with the development sector to share good practice and training opportunities to help ensure the skills required to take good design forward are available in the locality.</li> <li>• Scope out proposals for establishing a Design Review Panel for the Park, where a group of (mainly) architects, chaired by CNPA, would meet periodically to discuss and review major applications – providing expert professional input.</li> </ul> <p><a href="http://www.aberdeencity.gov.uk/planning_environment/planning/planning_sustainable_development/txt_pla_design_review_panel.asp">http://www.aberdeencity.gov.uk/planning_environment/planning/planning_sustainable_development/txt_pla_design_review_panel.asp</a></p> <ul style="list-style-type: none"> <li>• Investigate development of an energy saving information initiative for prospective planning applicants (with Energy Savings Trust or similar).</li> <li>• Pilot a stream of work with Planning Aid Scotland to promote awareness of the planning process amongst young people and in schools.</li> </ul> <p><a href="http://www.planningaidscotland.org.uk/more_info.asp?current_id=126">http://www.planningaidscotland.org.uk/more_info.asp?current_id=126</a></p>	<p>Yes – active programme under way</p> <p>Yes – Developer Forum established and meeting regularly</p> <p>Yes – working with Aberdeen City/Shire Panel,</p> <p>Yes – discussions held and to be taken forwards as part of Low Carbon programme</p> <p>Yes – IMBY project prepared for delivery</p>
<p><b>Efficient and effective “call in” procedure</b></p> <ul style="list-style-type: none"> <li>• Review electronic “call in” procedure (by end October) and implement any necessary changes.</li> </ul> <p><a href="http://www.cairngorms.co.uk/resource/docs/boardpapers/14102011/CNPA.Paper.4614.Planning%20Committee.Paper.7.-.Repor.pdf">http://www.cairngorms.co.uk/resource/docs/boardpapers/14102011/CNPA.Paper.4614.Planning%20Committee.Paper.7.-.Repor.pdf</a></p>	<p>Yes – electronic system now working well</p>
<p><b>Joint working with local authorities and community councils</b></p> <ul style="list-style-type: none"> <li>• Agree revised protocol with local authority partners and extend scope to include issues beyond Planning (e.g. affordable housing, etc)</li> </ul>	<p>No – discussions held and draft circulated but subject to agreement</p>

<ul style="list-style-type: none"> <li>• Offer to meet with at least half of Community Councils annually to discuss Planning Service and how it can be improved</li> <li>• Develop a network of Planning Contacts in each Community Council and share best practice.</li> </ul>	<p>Yes –offer made and now part of in wider work with CC planning reps network</p> <p>Yes – Network established and working well</p>
<p><b>Enforcement Activity</b></p> <ul style="list-style-type: none"> <li>• Arrange shared services approach to enforcement with local authorities, particularly in relation to Highland Council area.</li> </ul>	<p>No –discussions held but no progress, continue to explore</p>
<p><b>E-planning</b></p> <ul style="list-style-type: none"> <li>• Implement E-planning information system for planning applications (by end July) <a href="http://www.cairngorms.co.uk/park-authority/planning/new-planning-applications/">http://www.cairngorms.co.uk/park-authority/planning/new-planning-applications/</a></li> <li>• Promote online Development Plan (which is already available for Local Plan) and implement of for Local Development Plan <a href="http://www.ldpcairngorms.co.uk/oldp/docSelectorAction.do">http://www.ldpcairngorms.co.uk/oldp/docSelectorAction.do</a></li> <li>• Publicise availability of E-planning system to promote greater involvement in planning process.</li> </ul>	<p>No – complex project with LLTNPA, (now live since Sept 2012)</p> <p>Yes</p> <p>Yes – for OLDP</p>
<p><b>Determination rates of applications</b></p> <ul style="list-style-type: none"> <li>• Arrange for delegation of authority to refuse applications due to lack of information to Head Planner</li> <li>• Publish key planning performance statistics on CNP website once launched (due August 2011). <a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=297">http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=297</a></li> </ul>	<p>Yes</p> <p>No – ongoing work in progress, but SG returns now on website</p>
<p><b>Joint work with Loch Lomond and the Trossachs NPA</b></p> <ul style="list-style-type: none"> <li>• Undertake joint work with LLT NPA in relation to key areas of planning policy (including Renewables)</li> </ul>	<p>Yes – regular meetings and several areas of joint work under way</p>

## Appendix I: PLANNING PERFORMANCE FRAMEWORK: OFFICIAL STATISTICS

### Decision-making timescales

Category	Total number of decisions 2011-2012	Average timescale (weeks)	
		2011-2012	2012-2013
<b>Major developments</b>	<b>6</b>	<b>125</b>	
<b>Local developments (non-householder)</b>		31.3	
<ul style="list-style-type: none"> <li>• Local: less than 2 months</li> <li>• Local: more than 2 months</li> </ul>	2 25		
<b>Householder developments</b>			
<ul style="list-style-type: none"> <li>• Local: less than 2 months</li> <li>• Local: more than 2 months</li> </ul>	0 0		
<b>Housing developments</b>			
<b>Major</b>	<b>4</b>	<b>149</b>	
<b>Local housing developments</b>			
<ul style="list-style-type: none"> <li>• Local: less than 2 months</li> <li>• Local: more than 2 months</li> </ul>	0 10	34.2	
<b>Business and industry</b>			
<b>Major</b>	<b>1</b>	<b>145.4</b>	
<b>Local business and industry</b>			
<ul style="list-style-type: none"> <li>• Local: less than 2 months</li> <li>• Local: more than 2 months</li> </ul>	1 4	16.8	
<b>EIA developments</b>	<b>0</b>		
<b>Other consents*</b>	<b>2</b>	<b>12.1</b>	
<b>Planning/legal agreements**</b>	<b>6</b>	<b>184.8</b>	
<b>Local reviews</b>	<b>N/A</b>		

\* 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 & 8 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

## Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2011-2012		2012-2013	
		No.	%	No.	%
Local reviews	N/A				
Appeals to Scottish Ministers	4	3	75		

## Enforcement activity

	2011-2012	2012-2013
Cases taken up	93	
Breaches identified	49	
Cases resolved	40	
Notices served***	5	
Reports to Procurator Fiscal	0	
Prosecutions	0	

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



## Appendix 2: Workforce and Financial information

[Note: Scottish Government have not prescribed the information required in this part of the report. Further guidance will be provided in due course]

1. Staffing costs in 2011/12 in directly related to the planning service amounted to £488,761. This relates to staff directly involved in the planning process including administration support but excluding specialist advice. This represents approximately 23% of total staff costs.

2. Programme costs directly related to planning

Forward Planning	188,646
Development Management	115,911
National Park Partnership Plan	20,296
Total	324,853

As a proportion of Total CNPA Grant in Aid (excl. Additional capital grant) programme costs amount to:

Forward Planning	4.0%
Development Management	2.4%
National Park Plan	0.4%
Planning and Development Management	<u>6.8%</u>

3. CNPA does not formally receive income from planning fees as these are paid directly to the relevant local authority. There is a voluntary agreement with the five local authorities whereby CNPA gets a proportion of the fee for each application that is called in. In 2011/12 this figure was 50% of the fee. It has recently been agreed with all five authorities to increase the proportion so that 60% is now passed to CNPA.

Fee Income 2011/12: £28,484