

**Dundee City Council**  
Planning Performance Framework  
2022/2023



# Dundee City Council PPF 2022/2023

<b>Case Study Title:</b>	
Broughty Ferry Flood Protection Scheme	
<b>Location and Dates:</b>	
Broughty Ferry: Douglas Terrace / James Place / Fisher Street / Beach Crescent) Project Consultation started in 2018, Construction work commenced in June 2020 with the project completed in 2023	
<b>Elements of a High-Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
<i>Note which key markers 1-15 this case study relates to</i>	
1. Decision making 2. Project management 3. Early collaboration 12. Corporate working across services	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• Climate change</li> <li>• Greenspace</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative Working</li> <li>• Active Travel</li> </ul>
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>• General Public</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Planning Staff</li> <li>• Authority Other Staff</li> </ul>
<b>Overview:</b>	
Dundee City Council's City Development department embarked on a 5-year project to deliver a flood protection scheme for the community of Broughty Ferry. Studies demonstrated that a 1 in 200 year flooding event had the potential to cost £97million in damage with 450 properties at significant risk.	
<b>Goals:</b>	
The project area is entirely contained within a conservation area, fronts to circa 36 designated listed buildings and has substantial local and tourism value. As a consequence there was a need to deliver a major physical engineering project with sensitivity to the local environment; To deliver not only the necessary flood protection but also contribute to a wider enhancement to placemaking in the local area; and to coordinate the project to minimise disruption to the normal activities of Broughty Ferry.	
<b>Outcomes:</b>	
The project has delivered a set back wall solution to address the flooding risk. This has enabled the creation of a new 4-metre wide promenade along the entire frontage of Broughty Ferry which is finished in a high quality stone that compliments the predominant architectural style of the buildings in the area.	
The project did incur some scepticism from the public during the early consultations that the high standards and benefits being promised would be delivered but reaction to the finished elements have been overwhelmingly positive.	
The project included a number of pieces of public art, including a police officer memorial that was promoted by a local resident and gained national news coverage. A large scale sculptural commemoration to the local lifeboat service has since been used by the local traders association on the front cover of their fundraising calendar. Decorative gates designed by local schoolchildren increase the sense of community ownership of the space. Further small scale artworks have been commissioned and are being delivered during 2023 as a coordinated activity with other works and events happening nearby.	
The project successfully delivered a community benefits package embedded into the contracts issued which included increased engagement opportunities, maximising the use of local SME organisations and offering apprenticeships.	
<b>Name of key officer:</b> <i>Stephen Page</i>	

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<b>Case Study Title:</b>	
City Centre: Strategic Investment Plan 2050	
<b>Location and Dates:</b>	
Dundee City Centre - throughout 2022/23	
<b>Elements of a High-Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>Quality of outcomes</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
<i>Note which key markers 1-15 this case study relates to</i>	
2. Project management 12. Corporate working across services	
<b>Key Areas of Work</b> (please select the <b>main area</b> of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Collaborative Working</li> </ul>
<b>Stakeholders Involved</b> (please select the <b>main stakeholders</b> - 1 to 2 options maximum):	
<ul style="list-style-type: none"> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Authority Planning Staff</li> <li>Authority Other Staff</li> </ul>
<b>Overview:</b>	
<p>The planning team has continued to lead on the development of this major, cross-departmental, plan throughout 2022/2023. Applying the stakeholder feedback from 2021, the team further developed the thinking and proposals around the plan's five interconnected themes: living, working, visiting, connectivity, and public realm. This resulted in the production of ambition statements, strategic outcomes, and actions for each theme. Concurrently, we collaborated with specialist consultants to develop proposals for the plan's seven strategic development sites and to contribute to the connectivity and public realm themes. Towards the end of 2022 a draft plan was published, alongside the consultant's supporting materials, for stakeholder consultation. An online feedback form was produced for public responses and 1-2-1 consultation was conducted with key stakeholders. During early 2023 the consultation feedback was analysed and recorded within a consultation outcomes report. The draft plan was subsequently amended to reflect strategic feedback and the finalised City Centre Strategic Investment Plan is to be published in summer/autumn 2023.</p>	
<b>Goals:</b>	
<p>The plan is a long-term, collaborative, strategy for the future development of Dundee's city centre. It recognises the changing role of city centres and the challenges faced in the wake of the pandemic. Through the plan's five key themes the goal is to establish the city centre as a great place for living, working and visiting. By preparing for future investment and development opportunities the plan provides a positive vision for a more vibrant, successful and prosperous city centre, and it acts as a promotional prospectus to stimulate private sector investment.</p> <p>In line with NPF4, the plan acknowledges the vital role that city centre's play in strengthening our social and cultural scene, while supporting our productivity and stimulating innovation and investment. The plan informs development around major sites, housing, tourism, employment, transportation, active travel and public realm improvements. By diversifying the offer and attracting more people back to the city centre, the plan also aligns with NPF4's principles of 'town centre first', 'compact urban growth', and 'rebalanced development'. All of these priorities contribute towards Scotland's economic recovery and to achieving a sustainable, liveable and productive place.</p>	
<b>Outcomes:</b>	
<p>A key component of the plan's development has been the effective collaboration between team members, various council departments, specialist external consultants and stakeholders. This has provided an opportunity for cross-sector collaboration, enabling us to create a robust plan that reflects the needs of the public, communities, and businesses, while being grounded in the realities of the private sector market.</p> <p>The plan's five key themes are all interconnected and have been shaped by the cross-cutting principles of climate change and carbon reduction; placemaking; and design. This allowed us to integrate key issues into the development of the entire plan and ensured that we are meeting our local, regional and national obligations.</p> <p>The plan process has allowed us to identify major development opportunities within the city centre and the input and support of the external consultants has produced inspiring and ambitious ideas for future development. This partnership working has also brought</p>	

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notable attention to the city centre, and we are already experiencing an increase in investor/developer interest in opportunity sites and vacant buildings.

**Name of key officer:** Alan Brown

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<b>Case Study Title:</b>	
Ellengowan Drive – Housing Regeneration	
<b>Location and Dates:</b>	
Ellengowan Drive – planning application determined 2019 – construction completions 2022/2023	
<b>Elements of a High-Quality Planning Service this study relates to (please select all that apply):</b>	
<ul style="list-style-type: none"> <li>Quality of outcomes</li> </ul>	
<b>Key Markers (please select all that apply):</b>	
<i>Note which key markers 1-15 this case study relates to</i>	
1. Decision making 12. Corporate working across services	
<b>Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):</b>	
<ul style="list-style-type: none"> <li>Regeneration</li> </ul>	<ul style="list-style-type: none"> <li>Interdisciplinary Working</li> <li>Placemaking</li> </ul>
<b>Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):</b>	
	<ul style="list-style-type: none"> <li>Authority Planning Staff</li> <li>Authority Other Staff</li> </ul>
<b>Overview:</b>	
<p>Ellengowan Drive is a major new housing development which replaces ageing housing stock with 130 new affordable housing units in the Inner City area of Dundee.</p> <p>The former cottage flats on the site were originally constructed in the 1920s as a temporary solution to housing shortages between the wars and each block consisted of an identical arrangement of 8 cottage flats, arranged over 2 storeys. The lifespan of the properties were only intended to be 25 years and with limited insulation and construction methods the ageing properties were unable to be upgraded to modern housing standards.</p> <p>A major planning application was submitted to the Council and a dedicated internal working group was formed to facilitate the redevelopment of the prominent site and to inform high quality design. The working group was comprised of officers from Development Management, City Development officers including transportation and drainage engineering as well as officer from Environment and Environmental Protection teams. The multi-disciplinary internal working group contributed to the redevelopment of the site through the consistent delivery of information from the Council as well as a forum to resolve issues that arose in a timely manner when determining the major application.</p>	
<b>Goals:</b>	
<p>The new development provides a mix of amenity housing for elderly residents, mainstream and wheelchair flats, cottage flats and family terraced houses and ensured that Ellengowan tenants who wished to remain in the area were offered a new home within the development.</p> <p>The development was constructed in 2 phases. The ageing properties were demolished, the site was then cleared and construction work commenced on the roads. The majority of the existing houses in the south part of the site (Phase 2) were still occupied during this time and the Housing Association worked with these tenants to provide the opportunity for them to move into the new properties in Phase 1 when they completed.</p>	
<b>Outcomes:</b>	
<p>The close working relationship between Dundee City Council and the applicant's agent allowed for the design and layout of the site to evolve through positive discussion during the determination of the application. This resulted in a more sympathetic density for the site as well as the retention of part of the existing central green space in addition to the creation of pocket parks. Further discussions allowed for increased permeability to the site from Arbroath Road and a more sympathetic approach to the design, scale and massing of the proposed 4 storey flatted block on Arbroath Road given its proximity to Baxter Park and sensitive location at the transition from the inner city to suburban area. The final layout resulted in a proposal for a high quality redevelopment of the housing site which creatively addressed the challenges of the steeply sloping site to offer a more sustainable mix of modern homes.</p> <p>The 130 new homes proposed consist of 39 houses and 91 flats for mid-market and social rent and are managed by the Hillcrest Group. The successful development at Ellengowan has provided modern high quality housing with a more sustainable mix of properties. The redevelopment of the area has also retained the sense of strong community that had existed in the popular area and allowed existing residents to stay within the area.</p>	
<b>Name of key officer:</b> Alistair Hilton	

## Checklist for Part 2: Qualitative Narrative and Case Studies

Each authority should add this very short tick box table to reference the case studies presented in Part 1. Please note that there is no requirement to cover every single topic listed below. This is designed to be collated by HOPS and issued to all authorities after the submission of the PPF. The goal is to have an easy to reference list of topics covered in the PPF to allow other authorities planners easier access PPF case studies on issues that they are dealing with. This supports the promotion of collaboration and knowledge sharing amongst planning authorities.

Case Study Topics	Issue covered by case study (pg no.)	Case Study Topics	Issue covered by case study (pg no.)
Design		Interdisciplinary Working	
Climate change		Collaborative Working	x
Conservation		Community Engagement	
Biodiversity		Placemaking	x
Regeneration	x	Design Workshops/ Charrettes	
Environment		Place Standard	
Greenspace		Performance Monitoring	
Town Centres		Process Improvement	
Masterplanning		Project Management	x
Local Develop Plan & Supplementary Guidance		Skills Sharing	
Housing Supply		Staff Training	
Affordable Housing	x	Online Systems	
Economic Development		Data and Information	
Enforcement		Digital Practice	
Development Management Processes		Transport	
Planning Applications	x		
Other: please note			

## Part 3: Service improvements

### Part 3: Service Improvements 2023-24

In the coming year we will:

- 1. Implement a new digital process to pro-actively reduce the number of applications that are close to becoming legacy cases**
  - By the end of March 2024, will have implemented a new digital system and process in order to improve the ability for officers to pro-actively monitor and reduce the number of applications that are either legacy cases or close to becoming legacy cases.
- 2. Review the process and procedure for monitoring and managing developer contributions.**
  - By the end of March 2024 will have audited and reviewed the existing procedure and internal mechanisms for managing developer contributions. Thereafter, consider any areas of improvement and opportunities for implementing an updated project management system.
- 3. Prepare a Planning Team Plan.**
  - By the end of 2023, the Planning Team Plan will be prepared collaboratively by the team and will set out clear aims and objectives for the team and how we will deliver on these. The Planning Team Plan will provide a clear role for officers in order to deliver the requirements of the Planning (Scotland) Act 2019, National Planning Framework 4 and the recently published Development Planning Regulations 2023.
- 4. Work collaboratively with the Communities Team to establish the Council support for community groups to prepare and submit Local Place Plans.**
  - During 2023/24 the Planning Team will work collaboratively with Communities Team to determine the type of support and guidance that will be provided to communities in developing Local Place Plans. The Council will invite communities to undertake a Local Place Plan and they will be supported to prepare this in accordance with the legislative requirements.

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Delivery of our service improvement actions in 2022-23:

Committed improvements and actions	Complete?
<p><b>1. Reduce the average timescales for determining local householder and local non-householder planning applications.</b></p> <ul style="list-style-type: none"> <li>By the end of March 2023, will have continued the trend of reducing the average timescales of determining local planning applications. The target aim for local householder applications are to be determined within 8 weeks and local non-householder applications to be determined within 12 weeks.</li> </ul> <p>The Planning Service determined 200 householder development and 184 local developments (non-householder) applications within the PPF reporting year 22/23 in an average timescale of 9.3 weeks and 12.3 weeks respectively. The figure of 12.3 weeks for local development (non-householder) applications was a significant reduction of 4.3 weeks in comparison to 2021/22 statistics and represented a positive trend of reducing timescales for determining applications. The Planning Service are committed to continuing the reduction in average determination timescales for local planning applications.</p>	[Ongoing]
<p><b>2. Implement a discretionary charging service.</b></p> <ul style="list-style-type: none"> <li>By April 2022 will have fully implemented a charging system and online IT portal for administering formal pre-application requests, requests for discharge of planning conditions and non-material variations.</li> </ul> <p>A digital charging system and online IT portal was launched on 1<sup>st</sup> April 2022 after a period of collaboration and staff training. The portal provides an integrated digital system for customers to formally submit pre-applications queries, requests for discharge of planning conditions and non-material variations. The system has a built-in charging function which facilitates a streamlined process of dealing and administering the requests.</p>	[Y]
<p><b>3. Establish the role of a planning training coordinator within the Planning Team.</b></p> <ul style="list-style-type: none"> <li>During 2022/23 the planning training coordinator will allow for a more structured approach to assist members of the Planning Team to record their training needs and assistance with identifying opportunities for training events across various platforms</li> </ul> <p>Within 2022/23 the role of planning training coordinator role was taken on by an existing member of the team. This has seen a more formal approach to identifying training needs of the team be established. The training coordinator has developed a platform to assist officers identify training needs and has coordinated training events for the team.</p>	[Y]
<p><b>4. Publish the draft Our Future City Centre - Strategic Investment Plan for a period of consultation.</b></p> <ul style="list-style-type: none"> <li>By the end of 2022, the Planning Service will lead on the publication of the draft City Centre Strategic Investment Plan. This will be an ambitious strategic plan to inform development and investment around major sites, housing, transportation, employment opportunities, leisure and tourism, public realm and active travel improvements</li> </ul> <p>Towards the end of 2022 a draft plan was published, alongside the consultant's supporting materials, for stakeholder consultation. An online feedback form was produced for public responses and 1-2-1 consultation was conducted with key stakeholders. During early 2023 the consultation feedback was analysed and recorded within a consultation outcomes report. The draft plan was subsequently amended to reflect strategic feedback and the finalised City Centre Strategic Investment Plan is to be published in summer/autumn 2023.</p>	[Y]



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## Part 4: National Headline Indicators (NHI)

*The National Headline Indicators (NHI) are a detailed list of work programme information that each planning service needs to collate in-house. They are designed by HOPS to allow for ongoing measurement of performance.*

### **A: NHI Key outcomes - Development Planning:**

<b>Development Planning</b>	<b>2022-23</b>	<b>2021-22</b>
<b>Local and Strategic Development Planning:</b>		
Age of local development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	<b>4 years and 1 month</b>	<b>3 years and 1 month</b>
Will the local development plan(s) be replaced by their 5 <sup>th</sup> anniversary according to the current development plan scheme?	<b>N</b>	<b>N</b>
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	<b>Y-later</b>	<b>Y-later</b>
Were development plan scheme engagement/consultation commitments met during the year?	<b>Y</b>	<b>Y</b>

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<b>Effective Land Supply and Delivery of Outputs<sup>1</sup></b>	<b>2022-23</b>	<b>2021-22</b>
Housing approvals	<b>211 units</b>	<b>834 units</b>
Housing completions over the last 5 years	<b>1,997 units</b>	<b>1,692 units</b>
Marketable employment land supply	<b>134.96 ha</b>	<b>139.3 ha</b>
Employment land take-up during reporting year	<b>0.93 ha</b>	<b>0 ha</b>

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## B: NHI Key outcomes – Development Management:

<b>Development Management:</b>	<b>2022-23</b>	<b>2021-22</b>
<b>Project Planning</b>		
Percentage and number of applications subject to pre-application advice	<b>170, 29%</b>	<b>150, 23.8%</b>
Percentage and number of major applications subject to processing agreement	<b>0 %</b>	<b>0 %</b>
<b>Decision Making</b>		
Application approval rate	<b>94.3 %</b>	<b>94.9%</b>
Delegation rate	<b>97.9 %</b>	<b>95.1%</b>
Validation	<b>52.4 %</b>	<b>42.6%</b>
<b>Decision-making Timescales</b>		
Major Developments	<b>18.9 weeks</b>	<b>23.1 weeks</b>
Local developments (non-householder)	<b>12.3 weeks</b>	<b>16.6 weeks</b>
Householder developments	<b>9.3 weeks</b>	<b>9.6 weeks</b>
<b>Legacy Cases</b>		
Number cleared during reporting period	<b>11</b>	<b>8</b>
Number remaining	<b>15</b>	<b>13</b>

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## **C: Enforcement activity**

	<b>2021-22</b>	<b>2020-21</b>
Time since enforcement charter published / reviewed Requirement: review every 2 years	<b>1 month</b>	<b>1 year 1 month</b>
Complaints lodged and investigated	<b>121</b>	<b>150</b>
Breaches identified – no further action taken	<b>62</b>	<b>13</b>
Cases closed	<b>43</b>	<b>44</b>
Notices served	<b>1</b>	<b>0</b>
Direct Action	<b>0</b>	<b>0</b>
Reports to Procurator Fiscal	<b>0</b>	<b>0</b>
Prosecutions	<b>0</b>	<b>0</b>

<https://www.dundee.gov.uk/service-area/city-development/planning-and-economic-development/development-management/planning-enforcement>

## D: NHI Key outcomes – Commentary

Commentary
<b>Short contextual statement</b>
Reasons/factors which have influenced performance and any increase/decrease
<b>Development Planning</b> <p>The figures in the National Headline Indicators demonstrate that there has been considerable number of completions over 5 year period with the last 2 years of completions being the highest over a 10 year period. The Local Development Plan 2019 is just over 4 years old and the focus continues to be the delivery of that Plan alongside the delivery of the Planning (Scotland) Act 2019 and National Planning Framework 4. During 2023, the Council commenced early evidence gathering for the Evidence Report stage of the review of the LDP. The employment land figures have been amended compared to last year’s PPF as there was an alteration made for the business land return figures to SLAED. Over 2022/23 there was a small amount of employment land take up of completions and site starts but there are a number of sites that have building warrant approval and these will continue to be monitored for development commencing.</p>
<b>Development Management</b> <p>Throughout the last year the Planning Service have continued to provide responses to pre-application requests. Providing advice to applicants at an early stage has provided applicants further clarity through the identification of issues early in the process and enables the provision of a high quality service. The approval rate for planning applications remains high at 94.3% which reflects the Council’s aim to achieve a positive outcome for every application. In addition, the level of delegation rate has also remained high at 97.9%. The decision making timescales for the assessment of major, local development (non-householder), local housing developments as well householder applications have improved with reduced timescales in comparison to the 2021/2022 statistics and the Planning Service are committed to continue to improve on these timescales.</p>

## Part 5: Scottish Government Official Statistics

Scottish Government Official Statistics are drawn from quarterly returns by planning authorities. They are collated into an annual set of figures that is published on the Scottish Government website. The template below allows the information from these returns to be recorded in a consistent format. Additional guidance on how to access the statistics is included within the template itself.

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

Timescales	2022-23	2022-23	2021-22
<b>Overall</b>			
<b>Major developments</b>	<b>4</b>	<b>18.9 weeks</b>	<b>23.1 weeks</b>
<b>Local developments (non-householder)</b>	<b>184</b>	<b>12.3 weeks</b>	<b>16.6 weeks</b>
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	(41.3 %) (58.7 %)		
<b>Householder developments</b>	<b>200</b>	<b>9.3 weeks</b>	<b>9.6 weeks</b>
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	(63.5 %) (36.5 %)		
<b>Housing Developments</b>			
<b>Major</b>	<b>1</b>	<b>15 weeks</b>	<b>25.7 weeks</b>
<b>Local housing developments</b>	<b>32</b>	<b>18.6 weeks</b>	<b>20.8 weeks</b>
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	(18.8 %) (56.2 %)	<b>6.2 weeks</b> <b>21.5 weeks</b>	<b>7.8 weeks</b> <b>23.4 weeks</b>
<b>Business and Industry</b>			
<b>Major</b>	<b>2</b>	<b>18.6 weeks</b>	<b>8.7 weeks</b>
<b>Local business and industry developments</b>	<b>105</b>	<b>11.6 weeks</b>	<b>15.2 weeks</b>
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	(43.8 %) (56.2 %)	<b>7.2 weeks</b> <b>15 weeks</b>	<b>7.2 weeks</b> <b>18.5 weeks</b>
<b>EIA Developments</b>	<b>0</b>	<b>0 weeks</b>	<b>0 weeks</b>

<b>Other Consents</b>	<b>173</b>	<b>9.7 weeks</b>	<b>12.9 weeks</b>
<b>Planning/legal agreements</b>			
• Major: average time	<b>0</b>	<b>0 weeks</b>	<b>0 weeks</b>
• Local: average time	<b>1</b>	<b>9.4 weeks</b>	<b>12.2 weeks</b>

B: Decision-making: local reviews and appeals

Type	Total number of decisions No.	Original decision upheld			
		2022-23		2021-22	
		No.	%	No.	%
Local reviews	13	13	100	8	80
Appeals to Scottish Ministers	5	1	20	4	33.3

### **C: Context**

*Text box: short contextual statement – focus on reasons/factors which have influenced performance and any increase/decrease*

The average decision making timescales for the assessment of all planning applications have decreased from the previous year as indicated in the above tables. This represents a positive trend and demonstrates the effort by officers in determining applications in an expedient manner. There were a number of staffing changes within the Development Management function of the Team over 2022/23 with 3 officers leaving the Council. Whilst all the vacant posts were subsequently filled there was a reduction in the number of officers determining applications for a period of time over 2022/23 and so it is still positive that the average timescales were reduced. Additional posts have been created within the Team and these have been partly funded by the uplift in planning fees. In order to ensure performance continues to improve efforts are being made to reduce the average decision times taken for determining all applications into 2023/24.

## Part 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the **31<sup>st</sup> of March 2023**. The information requested in this section is an integral part of providing the context for the information in parts 1-5. The template below allows the information to be recorded in a consistent format, additional guidance on what to include is within the template itself.

	<b>Tier 1</b> <i>Chief Executive</i>	<b>Tier 2</b> <i>Director</i>	<b>Tier 3</b> <i>Head of Service</i>	<b>Tier 4</b> <i>Manager</i>
<b>Head of Planning Service</b>			<input checked="" type="checkbox"/>	

<b>Staff Age Profile</b>	<b>Headcount</b>
Under 30	4
30-39	4
40-49	10
50 and over	6
<b>RTPI Chartered Staff</b>	<b>Headcount</b>
Chartered staff	13

The Planning Service is managed by the Head of Planning & Economic Development. The Team is responsible for delivering the Council's planning functions: Development Management (DM), Development Plans & Regeneration (DPR) and Enforcement. The Team leads the development of regeneration strategies and projects. Over 2022/23 the Planning Team comprised of a Senior Planning Manager, 2 Principal Planning Officers, Senior Planning Officer, 14 Planning Officers, 2 Enforcement Officers. E-Development Officer, 2 Planning Technicians and 2 Planning Admin Assistants. The Planning Service annually employ 2 planning students over a 10- week summer period and this helps to support the Future Planners Initiative and allows the students to gain a range of work experience within the Team.



## Part 7: Planning Committee Information

The template below allows the information on the number of meetings and site visits during the reporting period to be recorded in a consistent format, additional guidance on what to include is within the template itself.

<b>Committee &amp; Site Visits</b>	<b>Number per year</b>
Full council meetings	<b>17</b>
Planning committees*	<b>17</b>
Area committees	<b>n/a</b>
Committee site visits	<b>0</b>
Local Review Body**	<b>9</b>
LRB site visits	<b>11</b>

\*This includes 10 meetings of the Planning Committee and 7 meetings of the City Development Committee and both of those Committees are full Council meetings.

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

# SECTION 5 – Performance Markers

	Performance Marker	Evidence
<b>DRIVING IMPROVED PERFORMANCE</b>		
1	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	Official Statistics and context summary included above within PPF report
2	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	Our pre-application process ensures that the offer of processing agreements (or other agreed project plan) is made to prospective applicants in advance of all major applications and this availability is also publicised on our website and as part of pre-application responses.
3	<p>Early collaboration with applicants and consultees on planning applications:</p> <ul style="list-style-type: none"> <li>- availability and promotion of pre-application discussions for all prospective applications</li> <li>- clear and proportionate requests for supporting information</li> </ul>	<p>Officers have continued to maintain a timely and informative service to provide advice on all scales of development proposals. Prospective applicants can receive clear and consistent advice early in the planning application process and detailed advice through submission of formal pre-application requests. Pre-application responses clearly sets out what proportionate supporting information is required to be submitted with an application and also provides contact details for internal and external officers / teams / consultees.</p> <p>The advice on the Planning Service website was updated in 2022 to provide customers with a range of additional policy and planning guidance as part of enhancing the availability of planning information that customers can access without requiring to submit a formal submission to the pre-application advice service.</p>

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4	<p>Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant'<sup>3</sup></p>	<p>Official Statistics and summary included within PPF report demonstrate there was one application determined within 2022/23 that was subject to a legal agreement.</p> <p>The procedures for assessing and determining major planning applications were maintained and the process is set out in the Supplementary Guidance on Developer Contributions, which is available on our website and in summary the process commences at pre-application stage where applicants are advised of the likely contribution items and amounts. Items and amounts are finalised during the application process and in some cases a draft agreement is prepared prior to Planning Committee determining the application. In all cases the agreement is concluded as quickly as possible after resolving to grant permission. Where delays do occur, we focus efforts to ensure agreements are concluded within 6 months of resolving to grant permission.</p>
5	<p>Enforcement charter updated / re-published</p>	<p>As detailed in the statistics the Enforcement charter is up to date.</p>
6	<p>Continuous improvements:</p> <ul style="list-style-type: none"> <li>- show progress/improvement in relation to PPF National Headline Indicators</li> <li>- progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	<p>Official Statistics and context summary included on the statistics and service improvement commitments has been included above within the PPF report.</p>
<b>PROMOTING THE PLAN-LED SYSTEM</b>		
7	<p>LDP (or LP) less than 5 years since adoption</p>	<p>The Dundee Local Development Plan 2019 was adopted on 15 February 2019 and is up to date.</p>
8	<p>Development plan scheme demonstrates next LDP:</p> <ul style="list-style-type: none"> <li>- on course for adoption within 5-year cycle</li> <li>- project planned and expected to be delivered to planned timescale</li> </ul>	<p>The Development plan scheme was reviewed and published in November 2022. The dates against the key stages in the review and adoption of the DPS are estimated and there will be a review of the timescales following the publication of the local development planning regulations.</p>
9	<p>Elected members engaged early (pre-MIR) in development plan preparation</p>	<p>n/a</p>

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10	Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	n/a
11	Production of regular and proportionate policy advice, for example through supplementary guidance, on information required to support applications	<p>Supplementary Guidance comprises:</p> <ul style="list-style-type: none"> <li>• Air Quality and Land Use Planning Supplementary Guidance</li> <li>• Householder Development - Advice and Best Practice Supplementary Guidance</li> <li>• Developer Contributions Supplementary Guidance</li> <li>• Low and Zero Carbon Technology in New Development Supplementary Guidance</li> </ul> <p>Over 2022/23 through the implementation of the formal pre-application advice services Planning Officers have provided written advice on development proposals and have referenced the relevant sections of the Supplementary Guidance. This has benefitted development proposals and allowed for the signposting of relevant information to developers at an early stage in the process and has ultimately supported the quality of planning application submissions.</p>
<b>SIMPLIFYING AND STREAMLINING</b>		
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	<p>The council-wide plan provides a strategy for integrating service delivery across partnerships, which is reflected in the City Development departments joined-up service delivery.</p> <p>The planning division sits within the City Development service area alongside teams overseeing property, architecture, engineering, transportation and economic development. The Division works closely with these teams to deliver the priorities for the City Development service. This approach improves outputs and services for customer benefits and the approach within 2021/22 has been further developed through the implementation of the City Development Service Plan. The Planning Service work closely with other service areas and examples and evidence of this from the last year have been provided in the above PPF report within the Case Study for the City Centre Strategic Investment Plan.</p> <p>The Planning Service has worked collaboratively with other Council services and lead on the implementation of a joint approach for Council services to respond to queries for mobile catering units.</p>

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13	Sharing good practice, skills and knowledge between authorities	The Planning Service have contributed to working groups established by Tayside regional authorities such as Regional Spatial Strategy meetings, Tay Estuary Forum and also wider sharing of knowledge at national level as part of Heads of Planning Scotland meetings. These meetings with Tayside authorities and at a national level resulted in sharing of good practice and positively allowed for opportunities to improve and reflect on service delivery.
<b>DELIVERING DEVELOPMENT</b>		
14	Stalled sites/legacy cases: conclusion/withdrawal of planning applications more than one-year-old	The Planning Service have increased the clearance of legacy cases with <b>11</b> legacy cases cleared. The total number of legacy cases within the PPF reporting year has slightly increased. A service improvement has been identified for 2023/24 to introduce to a new digital process to improve the monitoring of applications that are close to becoming legacy cases. This process will also support the reduction of remaining existing legacy cases through applications being determined and/or withdrawn.
15	Developer contributions: clear expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	The Dundee Local Development Plan 2019 through Policy 20 sets out advice in relation to developer contributions towards the costs of infrastructure provision for both on and offsite works.  The Developer Contributions Supplementary Guidance provides a clear basis for developer contributions early in the development process.  At the pre application stage Developer Contributions are discussed to inform the applicant of the potential contributions from the outset. This provides certainty for developers on the required level of contribution and helps them to understand the development costs at an early stage. The Planning Service has continued to ensure that information requests are clear and proportionate and work closely with customers, stakeholders and key agencies. This has been formalised through formal pre-application service.

### Contact Details

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