



Dundee City Council

Planning Performance Framework Report

2017-2018



Contents

Introduction	2
Part 1: Qualitative Narrative and Case Studies	3
Part 2: Supporting Evidence	28
Part 3: Service Improvements 2018-19 Delivery of service improvement actions 2017-18	31
Part 4: National Headline Indicators (NHI)	35
Part 5: Official Statistics	38
Part 6: Workforce Information	40
Part 7: Planning Committee Information	42
Appendix 1 - Case Study Templates	44

Introduction

Dundee City Council's Planning Service is part of the City Development Department which encompasses a broad range of related services and professional disciplines.

The City Development Department occupies a key position within Dundee City Council, providing strategic leadership and services which support delivery of the key priorities identified in the Council Plan.

The Department is responsible for the provision of services which deliver and contribute towards the Council's Vision for Dundee:

- The creation and retention of jobs in the City;
- The attainment and improvement to the Quality of Life in the City; and
- The promotion of choice and opportunity to maximise Social Inclusion.

These key responsibilities are enshrined in the Department's objectives and projects, all of which support the commitment to work in partnership to deliver The City Plan for Dundee 2017-2026 – our Local Outcome Improvement Plan.

In addition to discharging the Council's statutory planning functions, the Planning Service is also responsible for or is engaged in a variety of areas of work, including:

- Delivery of the £1 billion Waterfront regeneration project, including the V&A @ Dundee
- The development and submission of the Tay Cities Deal (£1.84 billion of planned investment), including the submission and delivery of a number of projects within the bid.
- Advancing community regeneration initiatives at Lochee, Whitfield, Mill O'Mains and Hilltown, all in partnership with other agencies and local communities
- Engagement through the Dundee Partnership and Local Community Planning Partnerships to develop and implement Community Planning
- Support the City Centre and District Centres in line with the Town Centre First Principle as developed by the Scottish Government and COSLA
- Secure the installation of new public artworks through the Percent for Art policy

Decisions by the Council in relation to planning matters are made by either the City Development Committee or Planning Committee. Both Committees meet on regular monthly cycles and in common with other standing committees of the Council, comprise of Elected Members. Both Committees act with significant delegated powers from the full Council.

Part 1: Qualitative Narrative and Case Studies

Quality of Outcomes

Dundee has been awarded the title of UNESCO City of Design, the UK's first City to be awarded the designation. Successful placemaking and promoting high quality design continues to be at the forefront of new development within the City. This clear focus has been established within Dundee City Council's Local Development Plan through Policy 7: High Quality Design.

Whilst, Policy 7 provides a cross cutting design policy which runs through the Plan, Policy 9 provides specific design requirements for new housing development to ensure a good quality layout, provision of amenity and suitable house types according to the location of the proposed site.

Dundee City's Council and Homes for Scotland signed an Agreement to build on and improve partnership working to ensure the delivery of new homes and the creation of high quality places within Dundee. The Agreement sets out a clear commitment by both parties to work collaboratively to deliver high-quality new homes for Dundee and the creation of sustainable communities and places (Case Study 7). The continued partnership working demonstrates the Planning Services commitment to delivering quality outcomes.

The Council continues to promote pre-application discussions as a means to ensure high quality design focus is promoted from the outset. Negotiation of design elements at the pre-application stage helps to limit any delays in processing the application as well as ensuring that the development being proposed meets the design policies of the Plan. The Council has also formed specific project teams to assist with the delivery of projects which require a sensitive design solution.

Early discussion prior to submission of formal applications and ongoing through to determination ensured that proposed developments met the required design policies not just in the LDP but met the design objectives of national design policy such as Designing Streets and Creating Places. This can be demonstrated within Case Studies 2, 3 & 5.

In response to a rise in vacant shop units within the Perth Road District Centre (PRDC), Elected Ward Members approached the City Council's Planning Service to investigate the issue. The Planning Service undertook a public consultation, all businesses, Elected Ward Members and the West End Community Council were invited to the event to share their views. This helped establish an agreed understanding of the key issues facing the PRDC and provided an evidence base for further research and investigation into potential opportunities to tackle the issues (Case Study 6).

The creation of the West End Working Group was established to be the link between proposals and the local businesses and community. This group consisted of Elected Ward Members, members of the West End Community Council, and the Community Officer. The strategy document was then refined through consultation with the Group and an actions table was drawn up to set out short, medium and long term opportunities. The Planning Service played a significant role with the investigation and delivery of outcomes for the District Centre.

The successful 'Reflections' training series was continued to assess the effectiveness of the LDP Policies on design have been in delivering high quality development. This involved Development Management and Development Plans and Regeneration Officers visiting a range of sites together to critically assess the quality of the finished development. The findings from these visits were recorded in a lesson learned log and shall inform the preparation of LDP2.

Quality of Service and Engagement

With the leadership of the Head of Planning and Economic Development, this has assisted the promotion of Dundee as a City that is open for business. This has developed a coordinated and pro-active approach to encouraging and supporting sustainable economic growth within the City. This can be seen particularly in the approach to the development of Build to Rent at both the Central Waterfront and the conversion of a former college building (Case Study 2). Whereby Planning has worked closely within the wider City Development Department with Economic Development, City Engineers and Property Division to align advice on design and technical details with the marketing materials and to underline the opportunity for high quality developments.

Dundee City Council and its partners have continued to prioritise regeneration works in the areas of Mill O'Mains, Lochee, Whitfield, Hilltown and the Waterfront. Engaging early with developers, the community and interested parties is a primary focus in order to further promote the City as a whole. The creation of site planning briefs, supplementary guidance, design guides and technical infrastructure documents further assists efforts to promote and market the City.

Development Plans and Regeneration Officers work extensively with Local Community Planning Partnerships and various community groups. Local Development Frameworks, Masterplans and Development Briefs are generated in close partnership with local community groups. These normally form part of the Local Community Plan for the area with a wide range of consultation arrangements including press notices, e-mail, posters, leaflets, contact with Local Community Planning Partnerships and sub groups as well as local members and display at Council and local offices.

The Planning Service continues to work with the higher education providers within the City. This work includes regular support to the University of Dundee with the Council providing advice and assistance in module work such as the long-standing partnership approach to running the Civic Design Award (Case Study 1).

Planning applications have a dedicated Planning Officer for the duration of the process (starting at pre-application stage) who coordinates all correspondence, input and meetings both with internal and external interests. On larger scale proposals or those that have a number of multidisciplinary interested parties a Project Team (Case Study 3 & 5) shall be created in order to provide a coordinated approach to engage efficiently, reach appropriate decisions and help provide certainty.

The Planning Service continues to collate information in relation to monitoring of housing development and housing sites. The Housing Land Monitoring Map (Case Study 8) has led to an up to date resource of progress on allocated housing sites and allowed for informed decisions when allocating housing land within the Proposed Plan. The Housing Land Monitoring map has also provided a source of accurate and up to date information in other areas of work including development management, general inquiries from Elected Members, developers and other interested parties. The monitoring of housing land feeds back in to the Action Programme of the Dundee Local Development Plan 2014. The Council Communications Policy ensures all enquiries are addressed in an efficient

manner with a key focus on customer care. There is a duty Planning Officer available in person or via telephone to address general enquiries 08:30 – 17:00 weekdays offering a one-stop shop for all planning enquiries. The Planning Service also operates a general enquiries email inbox that assists to promote pre-application enquiries and provide a high level of service to the Council's customers.

The Council have signed an Agreement with Homes for Scotland (Case Study 7) which clearly sets out the priorities and commitments of each party and provides transparency and accountability whilst ensuring improved communication and better partnership working. The Planning Service continues to utilise a number of techniques and procedures to promote engagement and certainty by offering extensive pre-application advice, providing guidance on required information as part of a formal submission, agreeing timescales for internal consultees, utilising electronic consultations and the use of Processing Agreements for major applications.

The Council have produced Supplementary Guidance on a number of key topics including; Air Quality and Land Use Planning, Householder Development – Advice and Best Practice and Developer Contributions. At the pre application stage Developer Contributions are discussed to inform the applicant of the potential contributions from the outset. The Planning Service continues to ensure that information requests are clear and proportionate and work closely with customers, stakeholders and key agencies.

A wide range of Key Agencies and others have been actively involved in partnership with the Planning Service in development and ongoing work that achieves the aims of the Dundee Local Development Plan Action Programme Implementation Strategy. Actions where engagement has been particularly prominent include National and Strategic Actions, the development of Supplementary Guidance and LDP Policy Actions. To monitor progress a monthly update is carried out with all of the stakeholders involved in delivering the identified projects. An update to the Action Programme is then recorded on the progress being made on each particular project and the anticipated completion date where that is known.

The Council continues to work closely with a range of key partners to promote the vitality and viability of the local town centres. As part of this approach the Planning Service have worked with Elected Members and local businesses to promote and enhance Perth Road District Centre as a destination (Case Study 6).

The Dundee LDP through Policy 19 sets out advice in relation to developer contributions towards the costs of infrastructure provision for both on and offsite works. Developer Contributions Supplementary Guidance 2014 provides certainty for developers on the required level of contribution and has assisted to ensure development costs can be assessed at an early stage.

The Development Plan Scheme provides over-arching control of detailed project plans that have been prepared for each phase including Work Packages and Work Stages. Prepared using Prince2 style project management techniques, these have been developed in partnership with the Key Agencies and relevant Council Officers and are regularly monitored to ensure that LDP2 is produced on programme. In addition, further joint

working with Local Community Officers is being taken forward to seek potential ways for better integration of the Local Community Plan and LDP preparation processes. The Proposed Plan is currently at examination stage and is on track to meet the target timescale for publication and adoption.

The Development Management Charter and Planning Enforcement Charter are currently both up to date and set out the standard of customer service that we aim to provide.

The Development Management Charter includes information on how to submit a complaint relating to service delivery and features an interactive form available on the Council's website. Information is also provided on the complaints procedure once a complaint has been received.

Governance

The Council Plan, City Plan for Dundee and City Development Department Service Plan set objectives for the Planning Service. Performance is regularly monitored and reported to appropriate Council Committees and the Community Planning Partnership. Through this performance monitoring, we can ensure the alignment of resources with work priorities.

The Council Plan 2017-2022: “Plan sets out how we as a local authority will play our part in achieving the vision set out in the City Plan. The Plan sets out the main priorities and how we will approach them – including scorecards to measure progress. It provides a roadmap to navigate through the challenges of unprecedented pressures on public sector finances and the resulting need to deliver services differently.

Over the next five years, we’ll build on the strong partnerships that already exist across the public, private, education and third sectors. It is those partnerships which have already seen Dundee become a magnet for investment, grow a lively cultural scene and develop an eye-catching built and natural environment.” (John Alexander Leader of the Administration and David Martin Chief Executive)

Dundee Partnership’s City Plan 2017 – 2026 has a strong vision, Through Our Partnership, Dundee:

- will have a strong and sustainable city economy that will provide jobs for the people of Dundee, retain more graduates and make the city a magnet for new talent;
- will offer real choice and opportunity in a city that has tackled the root causes of social and economic exclusion, creating a community which is healthy, safe, confident, educated and empowered;
- will be a vibrant and attractive city with an excellent quality of life where people choose to live, learn, work and visit.

This vision has underpinned the real change seen across the city over the last twenty years through the Dundee Partnership. The Planning Service works closely to deliver the Council’s vision and objectives.

The review of the Local Development Plan (LDP2) has further utilised project management techniques to assist the efficient and effective decision making process. The replacement Local Development Plan utilises a Prince2 style approach with a detailed Project Plan outlining Key Activities of the preparation process into smaller work stages and associated work packages. This formal structure has ensured Key Milestones have been achieved and allows for risk to be managed effectively and the implications of making changes quickly assessed to the potential impact.

In order to assist with making the Local Development Plan process efficient, early discussions with Key Agencies has promoted the detailed project plan. This has detailed the key stages requiring their direct input, to allow better management of resources. Engagement at an early stage with Key Agencies and the development industry has been a key component of the LDP2. Widespread consultation, including round table discussions and the innovative use of the Place Standard Tool has assisted with the preparation of the Local Development Plan.

The Planning Service have arranged Elected Member training sessions on key themes of the Local Development Plan including workshops and presentations. This approach to ensure Elected Members are briefed on key issues enables efficient and effective decision making to continue (Case Study 4).

The Planning Service continue to create and review various forms of guidance including site planning briefs and supplementary guidance to support efficient and effective decision making and providing certainty.

Effective management and co-ordinated working with partners is integral to the operation of the City Development Department. The Department includes the City Engineers, Architects Service, Property Service, Transportation Service as well as Planning and Economic Development. Close working relationships within the Planning and Economic Development Service ensure a collaborative and efficient approach to the identification and delivery of key outcomes within the City.

The Dundee Partnership is supported by a network of Local Community Planning Partnerships (LCPPs) that cover the whole of the City providing a focus for partners to take forward and consider the community issues for each area. The Planning Service is closely engaged with the LCPPs, supporting their work where appropriate and involving members in the preparation of the Local Development Plan and other planning strategies. The Planning Service works with LCPPs as well as other local authority Departments to deliver planning and regeneration priorities (Case Study 6).

The Housing Initiative Group is an excellent example of how effective management structures can assist with the delivery of joint Departmental objectives by promoting Council owned land and aims to work with house builders and Registered Social Landlords to consider the innovative ways of bringing development forward on these sites so that positive outcomes can be achieved (Case Studies 3 & 7).

On larger projects the formation of a project management team has been utilised to assist with its management. Staff resources within the Service have remained constant, requiring work to support Dundee Central Waterfront to be prioritised. However, work on other Projects throughout the City has been actively programmed in recent years to recognise the requirements of the Waterfront Project at this time (Case Study 2 & 5).

The Council supports flexible working arrangements, including facilitating staff to work from home. In appropriate circumstances, this helps support good performance, providing a balanced approach to work.

Meetings take place on a monthly basis to monitor capital and revenue budgets. Corporate procurement processes ensure that best value is achieved. The Council's capital plan is closely aligned to the Local Development Plan, local community plans and masterplans.

Culture of Continuous Improvement

As part of the ongoing development of staff, each member of staff (management and officer level) is required to undertake an Employee Performance and Development Review process. This 6 monthly review identifies training opportunities and needs. This forms the basis of the training plans for each team within the Service. This process identifies training needs which can then inform a structured approach to developing training plans.

The Council has worked with key agencies and neighbouring Local Authorities to maximise training and development opportunities. Training and learning from the experience of other Local Authorities has further promoted a culture of continuous improvement. The Planning Service has identified this joint working approach to the development of skills as an area to be continued and enhanced.

Benchmarking with other Local Authorities has been utilised as a tool to ensure continuous improvement. The Planning Service has actively engaged with other major urban planning authorities. This has allowed for the sharing of good practice, experience, interpretation of legislation as well as the sharing of any problems and issues that may arise.

The Planning Service is keen to share good practice with other authorities. This is largely channelled through HOPS and the Improvement Service initiatives and the close working with TAYplan and the constituent neighbouring authorities. An example of this is information sharing and joint training sessions between Dundee City and Angus Council's Development Management Teams. Information relating to the Development Management Team's on-going process review has also been shared with Perth & Kinross Council. The Planning Service continues to develop and run in-house CPD events as a means to offer best value and continue to develop the skills of its workforce.

The development of staff is a key priority and the Planning Service shall continue supporting its workforce to work towards attaining profession qualifications. This support includes a wide range of developmental opportunities including attending training events and internal secondments (Case Study 4). The Service is also committed to help showcase Planning Careers by offering a wide range of work experience to secondary school pupils, those in further education and other professionals looking to investigate opportunities within the Planning sector (Case Study 1). The Planning Service is committed to further developing these opportunities as identified in the Dundee City Council and Homes for Scotland Agreement (Case Study 7).

The potential of linking in more effectively with the preparation of Local Community Plans has been recognised through the early project planning for LDP2. Whilst close working takes place with Communities Officers in regeneration projects, this could be further developed into the preparation of LDP2 and the updating of the Local Community Plans.

The Council also uses the Govmetric system to record and address customer feedback. All comments received are addressed with specific responses given to the customer where they have provided contact details. The Council is fully committed to ensuring a high quality of service is delivered and continues to be improved.

Case Study 1: Dundee Civic Design Award

The Dundee Civic Design Award is an annual competition, set by Dundee City Council's Planning team and run in partnership with the University of Dundee's Architecture and Urban Planning department. Through a challenging brief set by the City Council, third year undergraduate students studying Town and Regional Planning have the opportunity to investigate and present their interpretation and solutions to Dundee's complex urban challenges.

The Civic Design Award has been running for over 15 years and continues to develop in response to the evolving nature and demands of our urban realm and the changing mediums of presentation and communication. This has led to the increased use of 3D modelling and graphics software by planning students, such as SketchUp, to communicate their proposals in new ways. Facilitating and encouraging these new processes is helping to shape future generations of planners to think in different ways about the built environment.

Working in collaboration with the university lecturers and students provides the Planning Service with a wider knowledge base and presents alternative theories and innovative ideas to tackling the city's urban challenges to be considered. Similarly, the students benefit from exposure to real urban projects and the inherent social, economic and environmental realities at play. Various members of the planning team are also involved in interim reviews over several months to help student's develop their proposals and to share and discuss their ideas for mutual benefit.

To conclude the project, students are invited to the Council's office to formally present their solutions to the Head of Planning and Economic Development and the City Development Convener. This exposure provides students with valuable experience and insight to the views and considerations of the council's senior planning officials. The process also provides students with a valuable opportunity to test their presentation and communication skills in the working environment which, as well as the quality and innovation of the proposed solution, plays a key role in determining the overall competition winner.

Overall, the collaborative nature of this competition process provides great benefits to the students, academics and professionals involved. It also facilitates a link between theory and practice by bringing together the academic and working realms and helps to develop students' knowledge and experience for a career in the Planning profession.



Case Study 2: Build to Rent Dundee

Build to Rent is a relatively new form of housing delivery that offers purpose-built accommodation for rent within high-quality, professionally managed developments. It can take on a variety of forms, from high to low density developments, and range from homes that appear indistinguishable from those on the market for purchase, to schemes which have greater similarities to purpose-built student accommodation.

Dundee City Council has recently dealt with two significant Build-to-Rent proposals. One of these relates to a city centre development plot as part of the Dundee Waterfront project, whilst the other relates to the conversion of a large, vacant former education building on the edge of the city centre.

The summaries below demonstrate that Dundee City Council are taking a consistent and flexible approach to non-mainstream residential uses within the Build-to-Rent sector where the proposals provide high quality additional facilities for the use of residents, in the form of communal spaces, business spaces and leisure facilities. In each of the cases, pre application discussions regarding the specific nature of the proposals and concept have been crucial in taking subsequent planning applications forward in an efficient manner.

Dundee Central Waterfront – Site 2

As a City, Dundee is undergoing radical change with the £1 billion transformation of Dundee City Waterfront. The Central Waterfront is the focal point of the project which has involved considerable demolition and major transport projects. A new grid iron street pattern, green civic space and attractive boulevards will reconnect the city with the waterfront to produce a stunning space that will be dominated by the award-winning V&A Dundee. New hotels, commercial, leisure and residential outlets are required to support the expanding city and new development plots have been created.

Site 2 is located within the western area of the Central Waterfront of Dundee's Waterfront development. It benefits from close proximity to the Railway Station, and key city amenities located within the existing City Centre. The development is called Studio Dundee and includes 117 Build to Rent Apartments, 1500 sqm of innovative co-working space, 4000 sqm of linked urban offices around a social hub with a food, drink and reception offering.

The developer provided detailed supporting information in relation to the planning application. This explained the rationale behind the proposals and the aim to create a new community which focuses on the retention of graduates to the city. Therefore, with the Dundee Waterfront project, combined with Studio Dundee, Build-to-rent offers an ideal solution for the ambitious plans to encourage young professionals, businesses and creatives to stay in Dundee. The Studio Dundee concept has been conceived to "encourage creative collisions, to connect members, sparking new collaborations and innovations."



ONE
ROCK
ST

The properties are Build-to-Rent properties, specifically designed for the rentable market. Build-to-Rent properties differ from conventional homes (built for sale) by having particular characteristics. For Site 2, this includes:

- on-site maintenance team;
- a concierge who can receive occupants mail;
- large communal areas with facilities to entertain;
- longer tenancies with no extra charges.

Overall, it is considered that the level and type of residential accommodation approved is well suited to this location, performing a range of functions and offers an alternative way of living not already found within the city.

Quote – “the inspirational vision for Dundee Waterfront and its ‘game changing’ ambition for a regional economy fitted perfectly with our ambition to show that development can be done differently and better.” Alan Caldwell, Partnerships Director, Our Enterprise

Former Dundee College, Constitution Road – VOX

Similar to Site 2 Studio Dundee, The Vox development offers a ‘live-work’ concept to reuse the building to create residential properties alongside a variety of complementary uses. This is not a conventional residential concept in the city but in this instance, with the wide range of complementary facilities, it is considered to be a flexible approach to re-using the existing buildings and providing a high standard of accommodation with a mix of tenure type including PRS and private sale.

The proposals involve the change of use and redevelopment of the former education facility to 111 apartments, 24 short-stay serviced apartments, shared social and leisure space with café, laundrette, cinema, gym, storage space, shared living and ‘home working’ areas together with associated hard and soft landscaping.

Once complete, the applicant will retain ownership of the building and manage the operation of the specifically-designed VOX rental accommodation community. The applicants expect that serviced apartment demand shall originate from tourists, parents visiting students, contract workers and visiting lecturers.

Detailed pre application discussions to discuss the concept were crucial to the efficient processing of the application and in securing the future development of this site.



BARRACK ROAD

Case Study 3: Glamis Road - Particular Needs Housing

Glamis Road is a mixed tenure residential development that was completed in summer 2017 and is located in a suburban area of Dundee to the west of City Centre. The site was previously occupied by flatted blocks which were demolished around 2010. The site was allocated as a brownfield housing site in the Dundee Local Development Plan 2014.

Dundee City Council's close working relationship with Dundee Health and Social Care has resulted in the production of a database of current specific needs over a 5 year period. This need for new accommodation to meet the specific requirements for people with mental and physical disabilities is then programmed into early discussions that the Council have with Housing Associations and ensures that new social housing developments meet the identified needs. This early working relationship provides a clear steer on the needs of the area and is a key factor that informs the exact housing mix and house type for new build social housing developments.

The owner of the land Blackwood Housing Association worked in partnership with a private developer CCG and developed an innovative particular needs 'concept house' with the remainder of the site proposed a mix of 17 three and four bedroom homes for private sale. The 'concept house' is a two storey flatted block that provides integrated housing and care services. It is the first of its type and one of the most innovative amenity housing developments in the City. The six new homes have been integrated with technology throughout and have been designed to make life as accessible as possible for those with limited mobility whilst offering enhanced levels of care. Technological features include an integrated communications system providing 24hr care as well as technical software that is linked to a central command system that allows residents to digitally control lighting, electric blinds, and underfloor heating. Other features include a fully adapted layout with rise and fall kitchen surfaces and cupboards and a fully adjustable bathroom to assist with the everyday lives of the resident and support independent living.

This 'concept house' met a specified need for housing type which was identified through Dundee City Council's working in partnership Dundee Health and Social Care Partnership.

During the pre-planning stage there was a clear evidence base which formed the need for the particular needs housing that was being proposed and also allowed for round table discussions with the Health and Social Care, Housing Department, Planning Service, Housing Association and the project architect to discuss the specification of the building and the details of the needs of the occupants and carers such as in terms of type of amenity space and parking levels.

This pre-application engagement and wider partnership working across the Council provided a clear platform for an efficient process whereby the required supporting information was submitted along with the planning application and the development was approved and built out within a 6 month period.



Case Study 4: Elected Member Training

To support the continuous professional development of Elected Members, the Planning Service organised a series of training sessions focused on the key issues facing planning and development in Dundee. It was decided to use external speakers in order to give a degree of independence to the sessions and to learn from experiences from outwith Dundee.

The first training session took place shortly after the local government elections and sought to give members, newly and re-elected, an opportunity to learn more about the Scottish planning system; making good decisions; and fairness and impartiality. Hosted by Neil Collar of Brodies LLP the session prompted some good discussion among members and has given them greater confidence in their decision making.

The second session focused on town centres. Hosted by Phil Prentice of Scotland's Towns Partnership and Ross Martin of TPS the session looked at town centres today; the threats and issues facing town centres; the Town Centre Action Plan; BIDS / CIDS; and the role of Scotland's Towns Partnership. The session was very well received with discussion of the challenges Dundee's town centres face now and in the future and what the Council can do to address these. The use of examples from other parts of the country was helpful in illustrating the key points.

The final session sought to give members a better understanding of development economics. Hosted by Ross Martin of TPS the session firstly discussed the national economic and development context and then brought this down to a local level through groupwork. Examples from other local authority areas were used in the group work session to help highlight the key messages and to avoid Dundee issues clouding participant's understanding. The session helped to give an understanding of some of the economic decisions involved in development and how members could consider these as material considerations when determining a planning application.

The training sessions were attended by around half of the 29 Elected Members that make up Dundee's Planning Committee. Officers also attended the sessions and participated in some of the group activities.

The sessions were generally well received and have helped to generate constructive feedback on how Elected Members exercise their role as members of the planning committee.



Case Study 5: Conversion of Lower Dens Mill

Lower Dens Works is located to the east of Marketgait which forms the boundary of the City Centre. Lower Dens Works which incorporates the Dens Street Mill and St Roques Mill is Category A Listed and as a whole had been classified on the Buildings at Risk Register for Scotland.

The proposal was for the conversion of the disused Dens Street Mill and St Roques Mill at Lower Dens Works into a serviced apartment complex forming 81 bedroom serviced apartments with associated common areas, external parking and landscaping.

The buildings that form Lower Dens Mill are important city landmarks and they make a significant contribution to the City's skyline. The majority of the proposed building works proposed the refurbishment of the existing building fabric. The proposed development is being undertaken in conjunction with the approved hotel development for the North Mill and Bell Mill and therefore the design and finishes proposed intend to match and complement this quality development.

At pre-application stage dedicated internal working group was formed to facilitate the redevelopment of the prominent Category A listed building. The working group was comprised of officers from Development Management, Conservation, and Development Plans & Regeneration teams. The working group contributed to the redevelopment of the site through consistent delivery of information from the Council as well as a forum to resolve issues that arose in a timely manner.

A close working relationship between Dundee City Council and the project Architect resulted in the creation of a Conservation Strategy which provided a clear and justified approach to the preservation and adaptation of the listed building. This allowed for a consistent approach throughout the advice process and streamlined the decision making of the planning application.

Advice given by the Council working group ensured the design of the proposed new build elements were appropriate and that the proposed materials were complementary to the architectural style of the listed building.

The key advice from the Council focussed on ensuring the quality of the design and proposed materials of the A-listed building. Through the discussion process between the Council and the applicant's Architect many historic internal features such as the spiral staircase, cast iron columns, roof trusses and jack arch soffits have been safely retained and incorporated into the design of the serviced apartments.

Overall the design and layout of the proposed development respects the shape and form of these historic industrial landmark buildings. The proposed high quality development will ensure the future of these important city landmark buildings.



Case Study 6: Perth Road District Centre - Community Engagement

In response to a rise in vacant shop units, during 2016, within the Perth Road District Centre (PRDC), Elected Ward Members approached the City Council's Planning Service to investigate the issue. To gain a proper understanding of the situation the Planning Service first undertook a public consultation within one of the local cafes. All businesses, Elected Ward Members and the West End Community Council were invited to the event to share their views. This helped establish an agreed understanding of the key issues facing the PRDC and provided an evidence base for further research and investigation into potential opportunities to tackle the issues.

A large amount of online research was then conducted to understand what other towns and cities are doing, on a local and international level, to tackle similar issues. A strategy document emerged out of this process which put forward opportunities to address the three key consultation themes: physical, promotional and parking. This strategy gained the support of the Elected Ward Members and the West End Community Council.

Following this, a West End Working Group (Group) was set up to be the link between proposals and the local businesses and community. This group consisted of Elected Ward Members, members of the West End Community Council, and the Community Officer. The strategy document was then refined through consultation with the Group and an actions table was drawn up to set out short, medium and long term opportunities.

Short term opportunities, such as an independents shopping map, were created by the Planning team to help raise awareness and promote the PRDC as a destination. Regarding medium term opportunities, funding has been awarded through the Dundee Decides Community Infrastructure Fund to carry out public realm improvement projects and the long-term opportunity of introducing a pocket park is being progressed.

Developing and delivering these opportunities has required cross disciplinary working with colleagues in Transportation, Public Art, Environment and Economic Development. Private sector partnerships with design studios are also in place to help deliver the public realm improvement projects.



Case Study 7: Dundee City Council and Homes for Scotland Agreement

“It is vital that we ensure that the right mix of houses are building in the right place at the right time to meet the wide and varied demands of people who want to live in Dundee. Achieving that relies on co-operation and collaboration between all of the participants in the process and this agreement seeks to ensure that we are delivering high quality homes in sustainable locations” Councillor Lynne Short, Convener of City Development, Dundee City Council.

On 19th April 2018, Dundee City’s Council’s Convener of City Development, Councillor Lynne Short, and Homes for Scotland’s Chief Executive, Nicola Barclay signed an Agreement to build on and improve partnership working to ensure the delivery of new homes and the creation of high quality places within Dundee. The Agreement sets out a clear commitment by both parties to work collaboratively to deliver high-quality new homes for Dundee and the creation of sustainable communities and places.

The Agreement is the first of its kind in Scotland and has been developed in recognition of Dundee’s existing record of good planning practice, and its relationship with national and local housebuilders, and provides a positive focus around which both parties can work together. The content of the Agreement sets out clearly the priorities and commitments of each party and provides transparency and accountability but has deliberately been created as not to be a ‘rulebook’ in times of disagreement.

The Agreement seeks to ensure better communication, recognise respective and shared ambitions as well as promote partnership and better working practice. It seeks to promote the unlocking of land for development as well as the promotion of home buildings across all tenures. It recognises the individual strengths of each organisation with Dundee City Council taking a positive leadership role to enable timely delivery of homes, as well as opportunities to deliver infrastructure. Homes for Scotland has identified the contribution they can bring (through their work with Scotland’s home builders) not only in the delivery but through the provision of training for Elected Members and Officers.

The Agreement also recognises some of the important, wider benefits of home building, including the opportunities that can arise, under the thriving home building industry and with public sector support, for more apprenticeships and other skills and employment benefits that have a positive impact on local communities.

Case Study 8: Housing Land Monitoring Map

The Council has monitored the status of all housing sites since the adoption of the Dundee Local Development Plan (LDP) 2014 and prepared a Housing Land Monitoring Map to provide a visual representation of the progress across the City on a 6 monthly basis. The map visually displays the planning application status on all housing sites that were allocated in the Dundee LDP 2014 as well as the status of non-allocated (windfall) housing sites. A range of further planning status details for all of the housing sites can be viewed in spreadsheets that can be accessed directly from the map.

The Housing Land Monitoring Map provided a valuable source of information that monitored housing delivery for the existing Local Development Plan and associated Action Programme and has allowed for information to be input to assist with a range of other Council policy documents across Planning, Property and Housing Departments.

As part of delivering on these aims, the ability to monitor the status of proposed housing developments was considered to be important both in terms of total numbers of approvals but also in terms of the geographic spread of proposed housing across the City. It was also considered that having this information in an electronic spatial format was important for ease of access and use and has been used regularly in engaging with housing developers to visually display development interest in the City. The ability to keep this as up to date as possible was crucial to allow for accurate monitoring and assessing against the strategy of the Local Development Plan and Action Programme as well as assisting with the preparation of the emerging housing strategy of the Proposed Plan.

The Housing Land Monitoring Map displays the planning application status in an easy to interpret colour coded system. This provides a quick and clear indication of the status of planning applications across the City that have been received since the adoption of the Dundee LDP 2014. The monitoring has progressed to show housing sites that have been completed and this evidenced the housing land delivery across the City as well as the potential for further delivery from the approved planning applications.

The Housing Land Monitoring map has also provided a source of accurate and up to date information in other areas of work including development management, general inquiries from Elected Members, developers and other interested parties. In addition the Housing Land Monitoring Map has allowed for more informed decisions when determining the housing sites that were to be allocated within the Proposed Plan.



Part 2: Supporting Evidence

This Planning Performance Framework report has been prepared within the context and drawing on evidence from the following sources:

The Dundee Partnership's Single Outcome Agreement 2013-2017.

This sets out the partners priorities for the city and identifies a number of strategic outcomes that are closely linked to the Planning Service, including:

- Dundee will be a regional centre with better job opportunities and increased employability for our people.
- Our people will live in stable, attractive and popular neighbourhoods.
- Our people will have access to high quality and accessible local services and facilities.
- Dundee will have a sustainable environment.

The means by which the Council intends to contribute to the achievement of these outcomes is set out in the Council Plan 2017-2022.

Evidence has also been compiled from the following sources:

Scottish Government – Planning

Scottish Government – Directorate for Planning and Environmental Appeals

TAYplan Strategic Development Plan 2016-2036

TAYplan SEA Environmental Report 2014

Dundee Partnership

City Plan for Dundee 2017-2026

The Council Plan 2017-2022

Dundee Planning and Economic Development Division

Dundee Planning – Processing Agreements

Dundee Local Development Plan 2014

Proposed Dundee Local Development Plan 2

Dundee Local Development Plan – Supporting Information

Dundee Housing Land Audit 2017

Development Management Charter

Planning Enforcement Charter

Dundee Heritage Trust

Checklist for Part 2: Qualitative Narrative and Case Studies

The following checklist is to provide an easy to reference list of topics covered in the Dundee Planning Performance Framework 2017/18.

Case Study Topics	Issue covered in PPF7	Case Study Topics	Issue covered in PPF7
Design	✓	Interdisciplinary Working	✓
Conservation	✓	Collaborative Working	✓
Regeneration	✓	Community Engagement	✓
Environment	✓	Placemaking	✓
Greenspace	✓	Charrettes	
Town Centres	✓	Place Standard	
Masterplanning	✓	Performance Monitoring	✓
LDP & Supplementary Guidance	✓	Process Improvement	✓
Housing Supply	✓	Project Management	✓
Affordable Housing	✓	Skills Sharing	✓
Economic Development	✓	Staff Training	✓
Enforcement	✓	Online Systems	✓
Development Management Processes	✓	Transport	✓
Planning Applications	✓	Active Travel	✓
Other: please note			



Part 3: Service Improvements 2017-18

In the coming year we will:

Improvement Action 1

Through the 'Reflections' series a wide range of themes shall be investigated to enhance the programme. The upcoming series will focus on a range of residential developments with specific aspects of the design and amenity of built developments highlighted to compare and assess against the relevant policy context. This would help develop a wider understanding amongst planning officers of delivering quality placemaking and allow for increased sharing of knowledge regarding a range of design issues in the City.

Improvement Action 2

Further develop the project management skills of all Officers across the Planning Service. Project Management training will be arranged with the focus on how the principles of Prince2 can be applied by Officers working in their specific areas of expertise within the Planning Service.

Improvement Action 3

Further develop non-statutory planning guidance on a range of historic environment matters. The guidance will provide stakeholders with information and advice on the requirements for development within the historic environment and provide a range of guidance to encourage sympathetic development that will preserve and enhance the character and features of the building and surrounding area. This will assist the Planning Service in carrying out its statutory functions.

Improvement Action 4

Increased skill development amongst staff within the Planning Service to allow for a flexible workforce that can deliver positive outcomes as part of the statutory planning function. This will allow for specific priority work areas to be effectively resourced as and when required. This will support the continuous improvement of the Planning Service through the development of officers by cross working between varied work areas.

Improvement Action 5

The creation of a 'Project Pipeline' to provide a visual interactive document for identifying a snapshot in time of approved planning applications for a variety of land uses. This will promote and highlight the level of interest as well as the type and location of proposed developments across the City. The Project Pipeline will be used to raise awareness to residents and communities of the key proposed developments that are proposed across the City as well as for marketing the City to a wide range of stakeholders including developers and investors.

Improvement Action 6

The development of a Planning workstream that will further help manage the preparation of the Local Development Plan, key regeneration projects and major planning applications. This will include procedures to review key documents that inform the preparation of the LDP and will also be used as a management tool for monitoring purposes. The Planning workstream will allow for the efficient and effective management of staff resources and allows for the prioritisation of workstreams.

Delivery of our service improvement actions in 2016-17:

Committed Improvements and Actions Complete	Complete
<p>Improvement Action 1</p> <p>Fast track the analysis of the Proposed Local Development Plan representations in order to meet the timescale of the review of the Plan. This will be achieved by utilising project management techniques to effectively process, collate and analyse information and cross-team working.</p> <p><i>Prince 2 project management techniques have been utilised with clear timescales and targets worked towards by the team. The lead officer assigned to the review of the Local Development Plan, assigned work streams to officers to effectively manage the preparation of responses to representations. This enabled the timely submission of the Council's response to the unresolved representations on the Proposed Plan for the Scottish Government to commence the examination process.</i></p>	Yes
<p>Improvement Action 2</p> <p>Investigate improved ways of working to streamline the Local Review Body procedures. The Council will look at incorporating digital technology within the LRB procedures to aid site visit process and to increase the speed of decision making process without the requirement to increase the level of resources.</p> <p><i>Administrative changes have been made to the process which has increased the workload on the independent planning advisor. This has resulted in a significant improvement to the speed by which cases are acknowledged and decisions are made whilst ensuring the committee members are afforded the full information upon which to base their decision. A greater quantity of information is now made available online for public viewing.</i></p>	Yes
<p>Improvement Action 3</p> <p>Through the 'Reflections' series a wider range of scale of applications shall be investigated to enhance the programme. The focus will progress on from residential developments and the opportunity will be to review a wider range and type of applications that would help develop the series further as well as allow for increased sharing of knowledge.</p> <p><i>Through the 'Reflections' series prominently located developments in the City were reviewed. Over the past year this focused on a hotel development and residential developments, where detailed features and conditions had played an important role in shaping their final appearance. A summary document of the lessons learned was then circulated and agreed between Officers. This has drawn attention to the importance of condition wording and the way in which details can have a big impact upon the final appearance of a building.</i></p>	Ongoing

<p>Improvement Action 4</p> <p>Closer working between Development Management Team and Development Plans and Regeneration will be facilitated with focussed staff training in more detailed knowledge of planning related skill sets. To supplement this, a programme of CPD events will be further developed and delivered throughout the year.</p> <p><i>The Planning Service ran a suite of successful internal CPD events that covered relevant and varied topics such project management training, advertisement consent, the historic built environment, offshore renewables, district heating, flooding/Sustainable Urban Drainage and Dundee City Council's Sustainable Energy & Climate Action Plan.</i></p>	Yes
<p>Improvement Action 5</p> <p>Implement Development Management feedback questionnaire to gauge customer feedback for pre-app and planning applications.</p> <p><i>At the end of meetings with applicants, developers and agents, Case Officers have manually completed the Development Management questionnaire. This has provided Application Updates whereby Case Officers contact applicants and/ or agents 4 weeks after an application has been validated to provide a progress update. This may be to request additional information or to inform the applicant and/ or agent that no objections have been received and the application will progress to be determined using delegated powers.</i></p>	Yes
<p>Improvement Action 6</p> <p>Over the coming year the Planning Service will support staff towards gaining Chartered Membership of the RTPI, and support continuous development through secondments to other teams to gain a broader experience. The Planning Service shall provide work experience for secondary school pupils and people in further education such as studying at University / College.</p> <p><i>Two members of staff were supported in their submission towards gaining Chartered Membership of the RTPI. The Planning Service have continued to provide a student intern programme and two University students were employed over a 10 week summer period and worked on a number of varied planning projects within development plans and regeneration and assisted with responding to development management queries.</i></p>	Ongoing



V&A

Part 4: National Headline Indicators (NHIs)

Development Planning	2017-18	2016-17
Local and Strategic Development Planning:		
Age of local development plan at end of reporting period Requirement: less than 5 years	4 years and 4 months	3 years and 4 months
Will the local development plan be replaced by their 5th anniversary according to the current development plan scheme?	Y	Y
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N	N
Were development plan scheme engagement/consultation commitments met during the year?	Y	Y
Effective Land Supply and Delivery of Outputs		
Established housing land supply	5,236 units	4,455 units
5-year effective housing land supply programming	3,340 units	3,169 units
5-year effective land supply total capacity	4,844 units	4,058 units
5-year housing supply target	3,050 units	3,050 units
5-year effective housing land supply (to one decimal place)	5.5 years	5.3 years
Housing approvals	459 units	865 units
Housing completions over the last 5 years	1,318 units	1,264 units
Marketable employment land supply	127.43 ha	124.75 ha
Employment land take-up during reporting year	0.86 ha	22.51 ha

¹ Audit Year

Please provide the housing land audit year utilised and state whether draft or final. The most up to date audit available at the time of submitting the PPF should be utilised which will either be the draft 2018 or final 2017.

Development Management:	2017-18	2016-17
Project Planning		
Percentage and number of applications subject to pre-application advice	228, 37%	234, 33.2%
Percentage and number of major applications subject to processing agreement	0, 0%	1, 10%
Decision Making		
Application approval rate	92.7%	93.9%
Delegation rate	95.3%	96.2%
Validation	29.05%	38.1%
Decision-making Timescales		
Major Developments	19.8 weeks	22.3 weeks
Local developments (non-householder)	8.9 weeks	7.9 weeks
Householder developments	7.3 weeks	6.9 weeks
Legacy Cases		
Number cleared during reporting period	2	4
Number remaining	4	2

Enforcement Activity	2017-18	2016-17
Time since enforcement charter published / reviewed Requirement: review every 2 years	1 year 1 month	1 month
Complaints lodged and investigated	111	121
Breaches identified – no further action taken	21	62
Cases closed	58	115
Notices served	3	10
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

Commentary

Short contextual statement

Development Planning

The Planning Service over the past year have been continuing to work towards the review of the Dundee Local Development Plan. The Proposed Plan was submitted to the Scottish Government Planning and Appeals Division. The Scottish Government assigned a lead reporter and the Proposed Plan commenced examination process and it is anticipated this will allow adoption of the new Plan at the end of 2018.

The anticipated publication of the new LDP2 is currently in accordance with the timescale set out in the Development Plan Scheme.

The Planning Service have worked closely and engaged with internal divisions within the Council, key agencies, developers, landowners and consultants.

The figures in the National Headline Indicators demonstrate that there continues to be a healthy and effective supply of housing and employment land of varying size, in a diversity of locations available within the City. With a housing land supply that is in excess of the minimum 5 year requirement.

Development Management

The Planning Service have maintained a commitment to encouraging pre-application discussions. Providing advice to applicants at an early stage continues to be a priority for the Council as this gives 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 has remained high at 92.7% 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 95.3% and this has assisted the swift decision making timescales particularly for local applications.

Major developments decision making timescales have improved and reduced to 19.8 weeks down from 22.3 weeks.

The timescales for decision making of householder developments have maintained a strong performance of 7.3 weeks which is below the statutory time period.

Part 5: Official Statistics

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

Category	Average timescale (weeks)		
	2017-2018	2017-2018	2016-2017
Major developments	7	19.8	22.3
Local developments (non-householder)	228	8.9	7.9
• Local: less than 2 months	70.2%	7.3	6.8
• Local: more than 2 months	29.8%	12.8	11.4
Householder developments	201	7.3	6.9
• Local: less than 2 months	90.5%	7.0	6.7
• Local: more than 2 months	9.5%	11.0	10.0
Housing developments			
Major	2	15.2	26.5
Local housing developments	54	9.7	8.4
• Local: less than 2 months	53.7%	7.5	6.7
• Local: more than 2 months	46.3%	12.2	11.4
Business and industry			
Major	0	0	0
Local business and industry	6	8.0	7.6
• Local: less than 2 months	83.3%	7.3	7.6
• Local: more than 2 months	16.7%	11.0	0
EIA developments	0	0	0
Other consents ²	180	7.1	5.8
Planning/legal agreements ³			
• Major: average time	0	0	42.6
• Local: average time	0	0	0

² Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 7 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

³ 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			
		2017-18		2016-2017	
		No.	%	No.	%
Local Review	9	7	77.8	4	57.1
Appeals to Scottish Ministers	7	2	28.5	1	25

C: Context

Performance of decision making timescales over the last year has largely maintained and in several circumstances has markedly improved.

The decision making timescales for major housing development is an area that has seen significant improvement in decision making with average timescales being determined in just over 15 weeks.

Decision making on householder applications has maintained a very high standard with over 90% of the applications having been determined within the 2 month period.

Part 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the 31st of March. The information requested in this section is an integral part of providing the context for the information in parts 1-5.

	Tier 1 Chief Executive	Tier 2 Director	Tier 3 Head of Service	Tier 4 Manager
Head of Planning Service			✓	

RTPI Qualified Staff	Headcount	FTE
Development Management	6	5.8
Development Planning	9	8.4
Enforcement	2	1
Specialists	0	0
Other (including staff not RTPI eligible)	6	5.3

Staff Age Profile	Headcount
Under 30	3
30-39	9
40-49	4
50 and over	8

The Head of Planning and Economic Development oversees the Team Leader of Development Plans and Regeneration and the Team Leader in Development Management (vacant). The Development Plans and Regeneration team is made up of 2 Senior Planning Officers and 7 Planning Officers. The Development Management team consists of a Senior Planning Officer and 5 Planning Officers. The Planning Service is supported by a Technical team (consisting of a Senior Technician and 2 Technicians) and Administration Team (consisting of 2.5 Administration Officers).



Part 7: Planning Committee Information

The template below allows the information on the number of meetings and site visits during 2017-18 to be recorded in a consistent format, additional guidance on what to include is within the template itself.

Committee & Site Visits	Number per year
Full council meetings	11
Planning committees*	22
Area committees	N/A
Committee site visits	0
Local Review Body**	8
LRB site visits	9

*This includes 11 meetings each of the Planning Committee and City Development Committee

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



Appendix 1 - Case Study Templates

Case Study 1 - Civic Design Award	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of outcomes • Culture of continuous improvement 	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
Design Conservation Regeneration Town Centres Masterplanning Local Development Plan & Supplementary Guidance	Collaborative Working Placemaking Skills Sharing Staff Training
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Authority Planning Staff • University of Dundee Planning Lecturers and Students 	<ul style="list-style-type: none"> • Convenor of City Development
Overview:	
<p>The Dundee Civic Design Award is an annual competition, run in partnership by Dundee City Council's Planning Service and the University of Dundee's Architecture and Urban Planning department. Each year the Planning Service set a different brief to third year undergraduate students studying Town and Regional Planning and they have the opportunity to investigate and present their interpretation and solutions.</p>	
Goals:	
<p>The case study demonstrates the benefits of maintaining a close-working partnership between the Council's Planning Service and the University of Dundee.</p>	
Outcomes:	
<p>The collaborative nature of this competition process provides great benefits to the students, academics and professionals involved. It also facilitates a link between theory and practice by bringing together the academic and working realms and helps to develop students' knowledge and experience for a career in the Planning profession.</p>	

Case Study 2 - Build to Rent Dundee	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
• Quality of outcomes • Quality of service and engagement • Governance	
Key Markers (please select all that apply):	
1,3,	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Design • Regeneration • Town Centres • Masterplanning • Local Development Plan & Supplementary Guidance • Housing Supply • Economic Development • Development Management Processes • Planning Applications 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Placemaking • Project Management
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • General Public • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
Dundee City Council has recently dealt with two significant Build to Rent proposals. One of these relates to a city centre development plot as part of the Dundee Waterfront project, whilst the other relates to the conversion of a large, vacant former education building on the edge of the city centre.	
Goals:	
The case study demonstrates how the Planning Service has facilitated the emerging Build to Rent housing sector in order to support wider regeneration projects as well as increasing housing choice and type within the City	
Outcomes:	
Dundee City Council is taking a consistent and flexible approach to non-mainstream residential uses within the Build to Rent sector where the proposals provide high quality additional facilities for the use of residents, in the form of communal spaces, business spaces and leisure facilities. In each of the cases, pre-application discussions regarding the specific nature of the proposals and concept have been crucial in taking subsequent planning applications forward in an efficient manner.	

Case Study 3 – Glamis Road - Particular Needs Housing	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance 	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Design • Local Development Plan & Supplementary Guidance • Housing Supply • Affordable Housing • Development Management Processes • Planning Applications 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Project Management
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • General Public • Hard to reach groups • Local Developers 	<ul style="list-style-type: none"> • Authority Planning Staff • Authority Other Staff • Other (Dundee Health and Social Care)
Overview:	
Glamis Road was allocated as a brownfield housing site in the Dundee Local Development Plan 2014. Through successful partnership working a mixed tenure residential development was brought forward involving a 'concept house' for particular needs and mainstream residential accommodation.	
Goals:	
The case study demonstrates quality level of service and engagement as well as contributing to the housing supply of both affordable and private mainstream housing.	
Outcomes:	
The pre-application engagement and interdisciplinary working across the Council provided a clear platform for an efficient process whereby the required supporting information was submitted along with the planning application and the development was approved and built out within a 6 month period.	

Case Study 4 – Elected Member Training	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of outcomes • Governance • Culture of continuous improvement 	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Town Centres • Local Development Plan & Supplementary Guidance • Economic Development • Development Management Processes • Planning Applications 	<ul style="list-style-type: none"> • Collaborative Working • Process Improvement • Skills Sharing • Staff Training
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Authority Planning Staff 	<ul style="list-style-type: none"> • Planning Committee
Overview:	
To support the continuous professional development of Elected Members, the Planning Service organised a series of training sessions focused on the key issues facing planning and development in Dundee.	
Goals:	
The case study demonstrates how the Planning Service are embedding a culture of continuous improvement with a focus on supporting Elected Members in accessing training on key planning matters.	
Outcomes:	
The sessions were generally well received and helped to generate constructive feedback on how Elected Members exercise their role as members of the planning committee.	

Case Study 5 – Conversion of Lower Dens Mill	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
• Quality of outcomes • Quality of service and engagement	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Design • Conservation • Regeneration • Economic Development • Development Management Processes • Planning Applications 	<ul style="list-style-type: none"> • Process Improvement • Project Management
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Authority Planning Staff • Authority Other Staff
Overview:	
The proposal was for the conversion of the disused Category A listed Dens Street Mill and St Roques Mill at Lower Dens Works into a serviced apartment complex forming 81 bedroom serviced apartments with associated common areas, external parking and landscaping.	
Goals:	
The case study demonstrates the wider goals of the Planning Service of providing certainty through a consistent approach throughout the advice process and streamlining the decision making of the planning application.	
Outcomes:	
A close working relationship between Dundee City Council and the project Architect resulted in the creation of a Conservation Strategy which provided a clear and justified approach to the preservation and adaptation of the listed building. This enabled a proposal that respected and enhanced the character of the historic industrial landmark buildings to be brought forward.	

Case Study 6 – Perth Road District Centre - Community Engagement	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance 	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Design • Regeneration • Environment • Greenspace • Town Centres • Local Develop Plan & Supplementary Guidance • Economic Development 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking • Project Management • Transport • Active Travel
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Authority Planning Staff • Authority Other Staff • General Public 	<ul style="list-style-type: none"> • Elected Members • Community Council • Retailers / Business Owners
Overview:	
<p>In response to a rise in vacant shop units within the Perth Road District Centre. The City Council’s Planning team to investigate the issue. A strategy document emerged out of this process which put forward opportunities to address the three key consultation themes: physical, promotional and parking. This strategy gained the support of the Elected Ward Members and the West End Community Council. The strategy document was then refined through consultation with the Group and an actions table was drawn up to set out short, medium and long term opportunities.</p>	
Goals:	
<p>To gather consultation responses on the key themes that were identified. Review the responses to further produce a strategy document detailing the outcomes and way forward.</p>	
Outcomes:	
<p>The creation of a strategy document that contains an actions table setting out short, medium and long term opportunities.</p>	

Case Study 7 – Dundee City Council and Homes for Scotland Agreement	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance • Culture of continuous improvement 	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Masterplanning • Local Develop Plan & Supplementary Guidance • Housing Supply • Affordable Housing • Economic Development • Development Management Processes • Planning Applications 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking • Performance Monitoring • Process Improvement • Project Management • Skills Sharing • Staff Training
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Local Developers 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff • Other (national developers)
Overview:	
<p>Dundee City’s Council’s Convenor of City Development, Councillor Lynne Short, and Homes for Scotland’s Chief Executive, Nicola Barclay signed an Agreement to build on and improve partnership working to ensure the delivery of new homes and the creation of high quality places within Dundee. The Agreement sets out a clear commitment by both parties to work collaboratively to deliver high-quality new homes for Dundee and the creation of sustainable communities and places.</p>	
Goals:	
<p>The goal was to set out a clear commitment by both parties to work collaboratively to deliver high-quality new homes for Dundee and the creation of sustainable communities and places.</p>	
Outcomes:	
<p>Improved collaborative working.</p>	

Case Study 8 – Housing Land Monitoring	
Elements of a High Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of service and engagement • Governance • Culture of continuous improvement 	
Key Markers (please select all that apply):	
Key Areas of Work (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Local Develop Plan & Supplementary Guidance • Housing Supply • Planning Applications 	<ul style="list-style-type: none"> • Performance Monitoring • Process Improvement • Online Systems
Stakeholders Involved (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> • Local Developers 	<ul style="list-style-type: none"> • Authority Planning Staff
Overview:	
The Council has monitored the status of all housing sites since the adoption of the Dundee Local Development Plan (LDP) 2014 and prepared a Housing Land Monitoring Map to provide a visual representation of the progress across the City on a 6 monthly basis.	
Goals:	
The Housing Land Monitoring Map provided a valuable source of information that monitored housing delivery for the existing Local Development Plan and associated Action Programme and has allowed for information to be input to assist with a range of other Council policy documents across Planning, Property and Housing Departments.	
Outcomes:	
By providing a visual representation of the allocated housing sites and windfall sites this allows a better understanding of status of housing developments throughout the city.	

This information is made available in large print or in an alternative format that meets your needs.	
Chinese	欲知詳情，請致電：01382 435825
Russian	Более подробную информацию можно получить позвонив по телефону: 01382 435825
Urdu	مزید معلومات کے لئے برائے مہربانی 01382 435825 پر فون کریں۔
Polish	po dalszą informację zadzwoń pod numer 01382 435825
Alternative Formats	For further information please contact the issuer of this publication

