

Midlothian Council Planning Performance Framework 2013-2014



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Introduction

The Midlothian Council administrative area extends to some 355 square kilometres lying adjacent to the southern boundary of Edinburgh. Its population of 84,700 (2013) is located in the main towns in the northern part, Dalkeith, Loanhead, Bonnyrigg, Mayfield/Easthouses, Newtongrange and Gorebridge, together with Penicuik in the south west part of the area. The southern part of the district is predominately upland countryside. Planning issues are therefore both urban and rural in nature, and also include matters relating to the substantial heritage and natural resources of the district. Particular challenges are accommodating the strategic housing requirements in a way that retains the identity of communities and ensures that the consequential infrastructure requirements of developments are adequately met.

Midlothian Council comprises 18 Members, all of whom sit on the Planning Committee. The Local Review Body comprises 10 Members. Both the Committee and the LRB meet every six weeks. There is a Cabinet Spokesperson for Communities and Economy, who is also Chair of the Planning Committee.

The Council's planning function is part of the Communities and Economy Service. This Service also includes the functions of building standards, environmental health, economic development, trading standards, community and neighbourhood planning, and performance. The Communities and Economy Service forms part of the Council's Education Communities and Economy Directorate, which also comprises Education Services and Children's Services.

Executive Summary

In 2013/14, Midlothian Council's Planning Service continued to make good progress across the range of its statutory and additional activities. Its development plan remains relevant and effective; and the emerging replacement development plan documents have advanced significantly. This has enabled the Council to provide a strong planning policy context to promoting economic development, supporting communities and providing essential infrastructure. It has also secured a continuous five-year land supply for housing in Midlothian. The replacement to the Midlothian Local Plan (2008) will be the Midlothian Local Development Plan, which went through the Main Issues Report stage in 2013/14 and generated a high level of interest from a successful comprehensive consultation with the public and other stakeholders. Some modest delay in moving to the Proposed Plan stage (publication due in Autumn/Winter 2014) has resulted from finalisation of the Strategic Development Plan for South East Scotland, but the impact of the delay on the achievement of planning aims and objectives in Midlothian is minimal.

This strong development plan position has been a factor in the continued confidence of the housebuilding industry in Midlothian. A steady and adequate supply of effective housing land comprising of range of sites of varying size across a wide geographical area, an open approach to the conduct of pre-application discussions, effective handling of planning applications, and certainty of the nature and extent of contributions being sought by the Council from developers, all contribute to that climate of confidence, as evidenced by the strong housebuilding completion rates in Midlothian. On that latter factor of developer contributions, the Planning Service continues to take a pragmatic approach so as to facilitate development through an approach that recognises the constraints of the economic viability of sites and developers' cash flow.

In addition to notable improvement in the time taken to handle planning applications, the development management service has continued to offer a high quality of customer service through its long-established and very well used duty officer service, encouragement of informative pre-application discussion, naming of a single point of contact case officer for applications, and co-ordination by those case officers of other related disciplines such as transport and landscape. All of this is supported on a fully functional website providing comprehensive information on all planning applications; as well as a new online development planning portal. This website has been top rated by independent external assessment.

Accordingly, the planning service is a fully effective contributor to the Council's key priorities, most particularly that of promoting economic development/business support, linking closely with Midlothian's strategy, 'Ambitious Midlothian'.

Whilst pressure on the availability of resources remains a continuing part of the overall corporate context, the Midlothian planning service remains sufficiently robust and focussed to meet such challenges and to deliver an effective planning service which meets the requirements and expectations of the communities and businesses of Midlothian, developers, potential inward investors, partners and other stakeholders.

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Planning Performance Framework Annual Report 2013-2014

Part 1: National Headline Indicators

Key outcomes	2013-2014	2012-2013
Development Planning:		
<ul style="list-style-type: none"> age of local/strategic development plan(s) (full years) <i>Requirement: less than 5 years</i> 	5 years	4 years
<ul style="list-style-type: none"> development plan scheme: on track? 	N ¹	Y
Effective Land Supply and Delivery of Outputs		
<ul style="list-style-type: none"> effective housing land: years supply 	5 years	5 years
<ul style="list-style-type: none"> effective housing land supply 	4,224 units ²	4,359 units
<ul style="list-style-type: none"> housing approvals 	821 units ³	526 units
<ul style="list-style-type: none"> effective employment land supply 	202 ha ⁴	172 ha
<ul style="list-style-type: none"> employment land take-up 	9.3 ha ⁵	3.2 ha
Development Management		
Project Planning		
<ul style="list-style-type: none"> percentage of applications subject to pre-application advice 	9.8%	7%
<ul style="list-style-type: none"> number of major applications subject to processing agreement or other project plan 	0 ⁶	0

Key outcomes	2013-2014	2012-2013
<ul style="list-style-type: none"> percentage planned timescales met 	N/A	N/A
Decision-making		
<ul style="list-style-type: none"> application approval rate 	95.3%	90%
<ul style="list-style-type: none"> delegation rate 	97.1%	95%
Decision-making timescales		
Average number of weeks to decision:		
<ul style="list-style-type: none"> major developments 	27.0 ⁷	42.8
<ul style="list-style-type: none"> local developments (non-householder) 	14.0	21.5
<ul style="list-style-type: none"> householder developments 	6.9	7.5
Enforcement		
<ul style="list-style-type: none"> time since enforcement charter published/reviewed (months) <i>Requirement: review every 2 years</i> 	19 months	7 months
<ul style="list-style-type: none"> number of breaches identified/resolved 	136/132	154/150

Notes

*¹ The Development Plan Scheme for Midlothian No. 5 (DPSM5), published in March 2013, included a timetable aiming for publication of the Midlothian Local Development Plan (MLDP) Main Issues Report, Monitoring Statement and Environmental Report in April 2013, with consultation May-August 2013. The Main Issues Report was approved for consultation on 19 March 2013 (and made publicly available immediately), followed by consultation between 1 May and

31 August 2013. However, the DPSM is shown as not on track because the timetable suggested that the Proposed Plan and supporting documents would be published in Spring 2014. The Development Plan Scheme for Midlothian No. 6 (March 2014) shows this as Summer 2014. The principal reason for this is the delay incurred in the approval of the first Strategic Development Plan (SDP) for South East Scotland (SESplan) and the Ministerial requirement for *Supplementary Guidance - Housing Land* to be prepared, creating uncertainty regarding the housing land supply requirements to be met through the MLDP (see below).

The submission to Scottish Ministers of the Proposed SDP for approval (August 2012) introduced uncertainty and risk with respect to the basis for consultation on the MLDP Main Issues Report, with Scottish Government suggesting informally that it may be advisable to await confirmation of the SESplan requirements before proceeding with this key consultation stage. The Report of the SDP Examination was published on 12 April 2013, one month after the MLDP Main Issues Report was approved for consultation. In approving the SDP in June 2013, Scottish Ministers required the preparation of Supplementary Guidance to determine the scale of the housing requirements to be delivered through site allocations in the Member Authorities' Local Development Plans. This was duly prepared and published for consultation between 12 November and 23 December 2013, i.e. after the close of the MLDP Main Issues Report consultation.

(Note that, since the end of the reporting year, the finalised Guidance was ratified by the Member Councils and submitted to Scottish Ministers on 21 May 2014. Ministers then sought to amend the Guidance prior to adoption, which has resulted in a further three-month slippage in adoption until Autumn 2014. This delay in confirming the SESplan housing land requirements has had a knock-on effect on the timetable for confirming the development strategy to be taken forward as the basis for the MLDP Proposed Plan. The timing of the publication of the NPF3 and finalised SPP is another factor influencing the programme for publication of the Proposed Plan. The development strategy which will underpin the Proposed Plan, together with key policy changes, were agreed by Council on 24 June 2014, in readiness for approval of the Proposed Plan in Autumn/ Winter 2014.)

This delay is also attributable to uncertainty as regards the scope and nature of the transport appraisal required to underpin the transport solutions required to overcome congestion in the A701 Corridor and allow growth to be promoted here to meet the SESplan requirements. The scope of the appraisal is key, as it is likely to be both time-consuming and very costly; agreement with Transport Scotland on the approach to be taken is essential but complex, given parallel

workstreams in progress on updating the transport model for the purposes of SDP2. Confirmation is awaited from Transport Scotland on the scope of the transport appraisal brief but this could impact further on the DPSM6 timetable.

*² Draft Housing Land Audit (HLA) 2014 (situation as at 31 March 2014), still to be confirmed by housebuilders and agreed with Homes for Scotland. Comparative figure for 31 March 2013 was 4,038 units in HLA 2013, as agreed by Homes for Scotland in January 2014.

*³ Housing still to be constructed on sites with planning permission amounts to around 2,524 units, of which 821 units were granted permission during 2013-14. The equivalent figure for 2012-13 was 526 units but the annual figures can be greatly influenced by the timing of a planning consent for a single large site. There is scope for some double-counting as parts of larger housing sites are re-submitted with amended details, etc. Sites which were at 'minded to consent' stage at the end of March 2014 but awaited a Section 75 agreement (such as the Shawfair new community) have not been included. As context, the total established land supply is 10,365 units in Draft HLA 2014 and, in addition, there will be allocations arising through the MLDP which will provide at least 3,023-3,046 units. Completions achieved in 2013-14 amount to 603 units.

*⁴ Figure comprises 48.5 ha immediately available land plus 68.7 ha with minor constraints plus 49.4 ha safeguarded land (life science sites/ The Bush). 34.5 ha of employment land with major constraints have been excluded. The categories/ descriptions are as agreed through SESplan, i.e.

- a) immediately available - land judged to have no significant constraints and considered to be effective;
- b) minor constraints - land with some constraint(s) but could be made available within a 5-year period and considered to be effective;
- c) safeguarded - normally subject to constraint(s) which may or may not be removed within a 5-year period: includes land identified in development plans for specialist uses or company expansion purposes such as life sciences; and
- d) major constraints - land with constraint(s) of a significant nature which would not be available within a 5-year period and not considered to be effective.

*⁵ Take-up this year is 9.31 ha. This is almost three times higher than last year (3.2 ha) and three times the average take-up rate of 3.4 ha. The first phase of the zero waste management facility referred to in last year's submission (at Millerhill marshalling yards) is contributing 2.27 ha of the take-up figure, 1.3

ha represents retail and commercial development at Thornybank Industrial Estate and it is encouraging to note that 1.32 ha is attributable to the development of one of the Midlothian Local Plan life science sites at The Bush (MLP allocation site B1 - 7.5 ha). In addition, a further planning application has been submitted for site B1 which, if approved, would contribute 1.97 ha take-up for 2014/15. Planning permission for a pub restaurant on MLP site E2 next to the A772 will take-up a further 1.5 ha. A further 6 ha of land is subject to planning applications and there continues to be development activity on a number of non-established land supply sites - approximately 3.5 ha is under construction for retail at Straiton and research and development at The Bush.

However, this year's figure includes 4.42 ha of economic land being developed for housing at Thornybank Industrial Estate in Dalkeith. While housebuilding does bring associated economic benefits, it does not deliver the longer term job generation normally associated with, and anticipated from, the economic land allocations. Unfortunately, the practice of seeking to convert economic allocations into housing land is becoming more commonplace amongst private landowners, particularly in the current climate when there is pressure to allocate additional housing land across the SESplan area.

*⁶ Processing agreements are offered to applicants, but not taken up because of Midlothian's good track record of reporting major applications to its Planning Committee in good time.

*⁷ Although the average number of weeks to determine a major application was 50.7 weeks, this was a consequence of one application (09/00354/OUT - submitted pre August 2009) taking 193 weeks to determine. The delay was a result of the applicant requesting the application be held in abeyance whilst they resolved wider master planning and infrastructure issues relating to the provision of a distribution road. If this application is excluded from the figures the average time period would be 27 weeks - a significant improvement on the 2012/13 figure of 42.8 weeks.

Development Management Overview

Overall performance with regard to the time periods for determining planning applications has steadily improved over the last four years. This is a result of improved performance management, the introduction of new processes and procedures and promoting a culture of continuous improvement. The duty officer service, the formal pre-application advice service and partnership working has helped to improve the service and the advice given. The ongoing improvement in the service is reflected on the ground with significant development taking place throughout the district delivering new housing, support for business and new services and infrastructure.

Since the establishment of the Local Review Body in 2009 the number of 'notices of reviews' submitted has been relatively consistent (14 in 2010/11, 19 in 2011/12, 18 in 2012/13 and 16 in 2013/14).

With regard to enforcement it is the priority to continue negotiating resolution to breaches of planning control, rather than serving formal notices. This has proved to be a substantially successful approach. However, the serving of formal notices remains an option which the Council will take when required.

Part 2: Defining and Measuring the Quality of the Midlothian Planning Service

Open for business

Strategic Planning

The Strategic Development Plan for South East Scotland (SESplan) was approved with modifications in June 2013. Representations which were considered by the Reporters at the SESplan Examination included statements made by Homes for Scotland and individual housebuilders to the effect that Midlothian was providing substantially for the wider Edinburgh housing market. This reflects the fact that Midlothian has been 'open for business' in terms of supporting the housebuilding and construction industry throughout the recession, and before. Up to 2024, Midlothian is providing for the Edinburgh city region housing requirements to the tune of around five times its own housing need and demand (see table below), both through the current Midlothian Local Plan and the emerging Midlothian Local Development Plan (MLDP). This is despite the fact that Midlothian is the smallest of the SESplan Authorities and the second smallest mainland council.

Supplementary Guidance on Housing Land was required as a result of modifications to the Strategic Development Plan, this being jointly prepared by the SESplan Member Authorities and submitted to Scottish Ministers in May 2014. In recognition of the extent to which Midlothian has already committed to new housing for the Edinburgh city region, the additional housing requirement for Midlothian identified in the Supplementary Guidance is nominal (100 houses). Further, unlike neighbouring authorities, the Council has not been challenged through housing appeals or had to consider bringing forward interim guidance to release additional housing land, both of which serve to delay and undermine the development planning system. The Midlothian Local Plan, adopted in December 2008, is still fit for purpose (see section on *Certainty*).

As illustrated in Appendix 2 of this report, the scale of growth distributed across Midlothian's settlements over the next 10-15 years is substantial, as provided for through the current Local Plan, the Strategic Development Plan and the emerging Local Development Plan. It brings the place-making agenda right to the fore in the engagement that the Council has with its communities and businesses.

No. of households in Midlothian 2013	Effective & established land supply to 2024, as at March 2014 (units)	Provision for new housing in MLDP to 2024 (units)	Total provision for new housing to 2024 ^{*1} (units / % growth)	Provision for new housing in MLDP beyond 2024 (established land supply + MLDP safeguarded land) (units)	Total provision for new housing up to and beyond 2024 ^{*2} (units / % growth)	Midlothian's own housing need and demand ^{*3} (units)
36,009	7,000	3,470	10,470 / 28.7%	4,415	14,885 / 40.8%	2,200

*1 Effective land supply + land to be allocated in MLDP to 2024

*2 Effective land supply + land to be allocated in MLDP to 2024 + land to be safeguarded in MLDP beyond 2024

*3 SESplan Housing Need and Demand Assessment, June 2011

Midlothian's contribution to the Edinburgh city region housing need and demand

Midlothian Local Development Plan

The MLDP Main Issues Report was published for consultation in May-August 2013 (see section on *Communications, engagement and customer service*). It was accompanied not only by the Environmental Report and Monitoring Statement but also by a full suite of Technical Notes to provide prospective developers and communities with as much background information as possible in support of the preferred development strategy and alternatives, for discussion.

The Main Issues Report consultation coincided with engagement with a wide range of stakeholders on the Midlothian Economic Recovery Plan (as part of the 'Ambitious Midlothian' initiative) with separate events being held for developers and housebuilders, landowners, farmers, industrialists, trade organisations, and academics. The opportunity was taken to align the MLDP Main Issues Report consultation with the Economic Recovery Plan programme of meetings, with presentations on the MLDP together with staff on hand to provide advice across a wider range of planning matters. The role of the development plan as a means of stimulating economic growth and business opportunities was promoted. Issues that emerged where the Council might be able to assist included, for example, the delay in delivering new housing due to the time taken to secure the necessary infrastructure connections from the statutory undertakers.



'Ambitious Midlothian' engagement event with Midlothian landowning interests which coincided with the MLDP Main Issues Report consultation

Further, to assist with delivery of the MLDP in due course, the partnership Action Plan that accompanies the Economic Recovery Plan is closely aligned with the emergent MLDP Action Programme. Complimentary feedback has been received from those participating in the engagement events, including follow-up requests for closer liaison with planning. As an example of testimonial evidence of audience appreciation, e-mails from Kerry Barr of the National Farmers' Union Scotland acknowledge the Council's efforts in consulting with farmers:

'Thank you again for organising Tuesday night's meeting. It's great to see such a pro-active council and I think a lot of important action points came out of the meeting for us all.'

'I thought the meeting was very worthwhile and it was great to see so many of the council's staff as well as the police officers there - I think it showed a real commitment to the local community.'

Economic Development

Further examples of the Council working to support the local economy are: the co-location of planning and economic development and Midlothian Business Gateway through office reorganisation during Autumn 2013; and the launch of a project to investigate the potential for a Business Improvement District (BIDS) in Penicuik town centre. Work to promote the Midlothian Campus of the Edinburgh Science Triangle, based at The Bush in the A701 Corridor and incorporating the Enterprise Area, has included pushing forward the delivery of the Bush Framework Masterplan with assistance across a number of planning fronts. Access arrangements for The Bush have been problematic for some time and consultation on the Main Issues Report included options for an A701 road realignment with improved access to The Bush/ Enterprise Area.

The Council, through its Economic Development team, has engaged fully during 2013-14 in SESEC (South East Scotland Economic Community) working in partnership with SESplan (Strategic Development Planning Authority for Edinburgh and South East Scotland), other Member Councils and Scottish Enterprise.

Implementation

Being 'open for business' is also illustrated through continuing promotion and implementation of the development proposals allocated in the current Midlothian Local Plan together with a supportive approach to applicants for planning permission. Planning staff have met with a wide range of development interests, and have sought to overcome infrastructure barriers to development through working collaboratively with the Council's Education Service, Scottish Water and Transport Scotland, in particular. Where appropriate, policy advice is provided by development planning staff at pre-application meetings and planning policy comments are provided on planning applications which are of strategic or policy significance.

A proactive relationship with the development industry has secured the following progress in relation to some of the key development projects in Midlothian, in some cases through a partnership approach:

Borders Railway - The advanced stage of the Borders Rail project, due to open in 2015 after 30+ years in planning and delivery, has brought with it an air of economic optimism and vibrancy. Much of the new housing in the A7/A68/Borders Rail Corridor, committed or under construction, is predicated on the rail line and will contribute to the funding mechanism for the railway through agreed developer contributions. The rail construction works have included the provision of some key elements of the strategic road infrastructure required for the Shawfair new community and will help with delivery of the first phases of the housing proposals at Shawfair.



Construction of the Borders Railway, due to reopen on 6th September 2015: the new Gorebridge Station, pictured above, will be one of four rail halts within Midlothian



Provision of new office space at Shawfair Park at the entrance to the proposed Shawfair new community

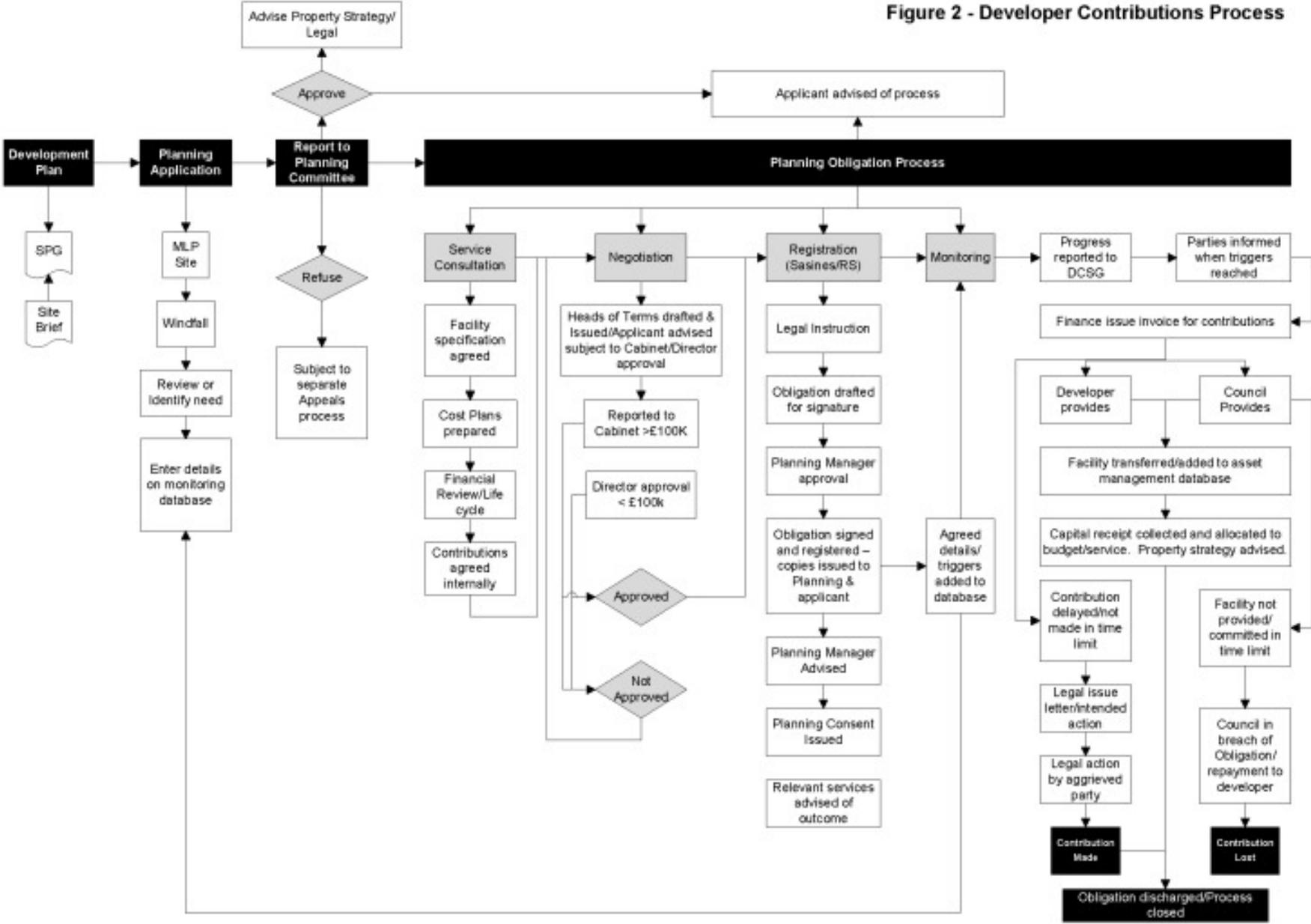
Shawfair new community - The focusing of dedicated staff resources on the task of achieving the signing of the s75 agreement for the Shawfair new community has brought significantly closer the delivery of 4,000 new homes, business and commercial space with a new town centre, new primary and secondary education, community and transport infrastructure, after 25 years in development including a delay of six years in signing the agreement as a result of the economic recession.

Cauldhall Moor opencast coal proposal for the extraction of 1 million tonnes a year over 10 years (to provide half of the Scottish-sourced coal for Longannet power station) has been taken forward in a positive manner despite the coincident collapse of Scottish Coal, doubts about the future of the coal industry in Scotland, and concerns about restoration bonds. This was handled in such a way as to facilitate the decision-making process, including a single point of contact, dedicated resources, and commitment to genuine stakeholder/public engagement including a pre-determination hearing.

Developer Contributions

A review of the internal operational arrangements for the Council's Developer Contributions Steering Group was undertaken in the latter part of 2013. This was aimed at scoping out opportunities for delivering a more responsive service in relation to matters arising through s75 negotiations. The developer contributions policy, clearly articulated in the Midlothian Local Plan and detailed through supplementary planning guidance (SPG), was adopted in March 2012 alongside SPG on Affordable Housing. The SPG includes costings for all development requirements and remains current. It also provides business process maps explaining: the planning obligation (and other legal agreements) process, key stages, actions and responsibilities; modification/discharge of planning obligations and good neighbour agreements; and the planning obligation enforcement process (see below). The SPG will be revised in due course in conjunction with an updated suite of policies in the MLDP and subsequent Supplementary Guidance.

Figure 2 - Developer Contributions Process



Extract from Supplementary Planning Guidance on Developer Contributions

The Council's approach to developer contributions seeks to be demonstrably fair and responsive. For example, the SPG explains that, where there is more than one development in one settlement, the costs will be calculated and shared by all the developers equally and pro-rata on the number of houses proposed by each developer. In these circumstances, the Council's preferred position is to encourage and support a combined obligation (amongst all developers) to ensure a more co-ordinated and effective release of sites and provision of infrastructure and facilities. In circumstances where the requirements result in an over provision in relation to the need generated, the Council indicates that it will review the case and, where appropriate, reimburse the developer with the portion of the original contribution not required and including any interest based on the Council's average prevailing interest on revenue balances rate over the period in question. Contributions made to the Council are ring-fenced for the stated purpose.

The SPG on Affordable Housing reflects the Council's willingness to respond flexibly to the prevailing economic climate in 2013-14 and its impact on development viability and, to that end, options within the Council's preferred approach are provided, and mechanisms such as staged payments for commuted sums are included, where these might assist the development industry to meet the Local Plan's affordable housing requirements.

In terms of meeting new challenges for strategic and local infrastructure in the context of SESplan and the MLDP, the MLDP Main Issues Report asked for views on the transport, education, health and other community infrastructure requirements arising from proposed new development and flagged up the Council's intention to review its developer contribution requirements. The Council has been an active participant in a SESplan Cross-boundary Transport Working Group since its inception in 2013, seeking to address strategic infrastructure planning and funding issues in conjunction with SESplan, SEStran, Transport Scotland and neighbouring authorities. Further, whilst formally reserving its position, the Council has participated in a KPMG survey of SESplan Member Authorities, on behalf of City of Edinburgh Council, aimed at gauging the potential for collective participation in the development of a City Deal for Edinburgh; although the Council has referred its position on whether it wished formally to commit to the City Deal.

The 'Duty Officer' Service

The planning service operates a 'duty officer' service which comprises a dedicated officer being available to provide planning advice and guidance to members of the public, applicants and agents and other interested parties who

visit the Council offices or contact the service by phone or in writing. There is no charge for this service and no prior appointment is required. Each month the Development Management duty service receives over 400 phone calls, an estimated 100 written enquiries and 150 visits to the reception (these statistics do not include the contact made directly to planning application case officers). A corresponding service is available for the Council's Building Standards service. Customers can secure advice from both services in one visit/call. The duty officer service is advertised on the Council's website.

Pre-application Advice

In June 2010 a formal pre-application advice service was introduced. This service supplemented the more informal advice given on a daily basis by the 'duty officer'. A total of 189 formal pre-application enquiries were submitted in 2013/14; this compares to 153 submitted in 2012/13, 140 submitted in 2011/12 and 91 submitted in 2010/11. Advice about this service is available on the Council's website.

This service was reviewed in January 2014. All pre-application advice is recorded in the Council's back office database and the responses are monitored and constitute a performance measure and competency for individual case officers. This has helped to improve the management of this service and the advice given.

Single Point of Contact

Planning application applicants are allocated a case officer who will be a single point of contact. The same officer will be the point of contact throughout the assessment of a planning application and throughout pre-application and post-decision discussions. Furthermore, it is a priority to allocate the corresponding case officer to subsequent applications on the same site or adjoining/related sites. The case officer will project manage the application process and coordinate any input from internal and external consultees.

Validation Checklists

The Council has established validation checklists that outline the information required to submit a valid planning application. The requirements vary depending on the type of application and are available on the Council's website. The Council registers a valid application within 1 working day of receipt. Architects and agents have advised that the requirements are proportionate and that it is "easy to submit an application in Midlothian".

Meeting Developers and Landowners

Managers within the planning service hold regular liaison meetings with the major developers and landowners in Midlothian, such as Buccleuch Estates, Taylor Wimpey and Edinburgh University. The meetings are proactively arranged by the Council and are strategic in nature. These liaison meetings are an opportunity for partnership working between developers/landowners and the Council corporately, with the objective of bringing sites forward for development. It is worth noting that this partnership working and the planning service's flexible approach to development enabled the major developers and landowners in Midlothian to progress development projects throughout the economic downturn.

Individual planning case officers meet applicants and agents to discuss proposals at pre-application and application stage as required or requested. Officers are also easily accessible via direct phone numbers and e-mail addresses.

High quality development on the ground

The Townscape Heritage Initiative

The final year of the Dalkeith Townscape Heritage Initiative (THI) commenced at the end of June 2013, with the Conservation Area Regeneration Scheme (CARS) having come to a close at the end of March 2013. This is the first CARS scheme in Scotland to successfully complete all four of its priority projects identified at the project outset, including the grade A listed Tolbooth, dating back to the 1700s and one of Dalkeith's historic landmarks, and the grade B listed former Cross Keys Hotel, a former coaching inn. In total, 26 property improvements have been grant-aided, principally building facades and shopfronts, complemented by public realm improvements funded through the Scottish Government's Town Centre Regeneration Fund. Together, these changes to the physical fabric have brought real benefits to Dalkeith in terms of improving the quality of place and boosting economic confidence. An important element of the project has been the delivery of education and training initiatives such as training in traditional building skills, and general awareness raising, through engaging with schools and the wider community to promote a greater appreciation and understanding of the town's history and heritage.



Dalkeith Townscape Heritage Initiative and Conservation Area Regeneration Scheme entered its final year, delivering 26 property improvements including all of its priority projects, upgrading of the public realm and training in property maintenance and traditional building skills

In recognition of the success of the CARS scheme, Historic Scotland held its annual CARS seminar in December 2013 at Dalkeith Arts Centre, with a good practice tour of the various projects within the scheme particularly well received by officers from CARS schemes around Scotland. Following the event, Historic Scotland provided feedback in the form of an analysis of evaluation forms. This was very positive with 56% of respondents rating the seminar as excellent and a further 38% rating it as good, with the same scores for the quality of the presentations and all who attended the site visit rated it as excellent or good. In terms of testimonial evidence, the following views on the best part of the seminar were provided:

“I found the technical presentation very useful, but probably the best part of the seminar was the presentation by the Dalkeith THI/CARS project officer, a good quality and well delivered presentation. The input from community representatives was insightful and added interest to the presentation.”

“Afternoon presentations followed by the site visit. This provided an opportunity to discuss successes and failures of the completed scheme with the project officer as well as understand the potential benefit of the CARS. Particularly for me as a new CARS officer.”

“It was all good but Rod’s talk was very relevant and interesting.”

“Seeing another CARS project, seeing the difference made to the town and learning about the experience in Dalkeith was helpful.”

The scheme was shortlisted for the Scottish Civic Trust My Place Awards. In terms of the THI scheme, a final reserve project (No. 2 High Street, Dalkeith) was brought forward during 2013-14 as an extension to the project. Additional funding was secured from Dalkeith Business Renewal to allow this key building at an important junction, which had fallen into significant disrepair during the project’s course, to be upgraded.



Before and after photographs of improvement scheme for 2 High Street, Dalkeith



Serious deterioration of stonework in chimneystacks proved to be a characteristic problem encountered in many of the THI/CARS building improvements

A Stage 2 bid for funding of further public realm improvements in the East High Street under the Regeneration Capital Grants Fund was unfortunately unsuccessful. However, the Council’s efforts to help facilitate the future restoration of a grade A listed historic building at risk - the Dalkeith Corn Exchange in East High Street - have come to fruition with its purchase by Melville Housing Association, following the resolution of a lengthy ownership dispute with the Council’s assistance. This is arguably the most important building in Dalkeith town centre with a long historic association, having performed both economic and social functions. In addition to the Housing Association offices, its restoration during 2014-15 will provide accommodation for the Dalkeith Museum and community meeting spaces.



Before and after photographs of improvement scheme for the former Cross Keys Hotel, Dalkeith

Arguably the greatest impact on Dalkeith High Street has been the realisation of a long-standing project to secure a new supermarket in Dalkeith town centre on the site of the former bus station. The planning service has worked with a wide range of interests to bring Morrisons to a location close to the heart of the town centre, as the best means of increasing footfall and thereby retail spend in the centre. Clearance of the site started in June 2013 and the store finally opened in June 2014.



Demolition of the former bus station in Dalkeith town centre, in preparation for the erection of a new Morrisons superstore

A CARS scheme for Gorebridge was in its first year during 2013-14, and the opportunity has been taken to achieve crossover benefits from the Dalkeith scheme, for example, through a joint homeowners' seminar. The Council has also been undertaking annual town centre health checks across three town centres - Dalkeith, Bonnyrigg and Penicuik - to gauge the need and scope for change, with a view to developing a town centre strategy in conjunction with the MLDP.

Extra Care Housing



Cowan Court, Penicuik: Flagship extra care housing and communal hub incorporates high quality design with innovative features to support independent living

In September 2013, the Council's newest extra care housing hub opened in Penicuik on the site of the former Eastfield Primary School. Cowan Court provides 32 specially designed flats for people with varying physical and mental health needs, including dementia, allowing them to live independently for as long as possible. The hub includes community and health facilities and earlier this year it was recognised as one of the Top 50 Best New Affordable Housing Developments in Britain (Inside Housing, April 2014). One of the

development's most notable features is its dementia-friendly design which was particularly commended by the judges for this award.

Major Community Projects

As regards development projects with a strong architectural style, a new secondary school - Lasswade High School - with new community facilities featuring state-of-the-art gyms and a gymnastics academy, as well as a 25 metre swimming pool (the Lasswade Centre) was opened in July 2013. The project sets a good example in terms of quality of design and innovation, the school being regarded as a prototype school for the future. The community facilities within the new £37.1m building, which was delivered on time and within budget, were funded by the Council, while the new school was being delivered with joint funding from the Council and the Scottish Futures Trust; in addition to the sports facilities, they include a feature entrance with coloured glazing, community meeting rooms, conference suite, plasma screens, Costa Coffee internet café and a new public library.



The new combined Lasswade High School and Lasswade Centre with state-of-the-art community facilities in a high quality environment

Development Briefs

As a consequence of an ongoing review of the Council estate, sites are being released for development. To facilitate high quality development on the ground the planning service proactively drafts development briefs for sites and has drafted a “good design” guide for its own housing programme to supplement its design policies in its adopted Local Plan.

Design Improvements

The Development Management team has a track record of working with applicants and agents to amend schemes to improve development on the ground. The team’s culture is to proactively seek to resolve design challenges as part of its pre-application discussions and as part of the application process.

An example of this approach can be seen at land to the north of Seafield Road, Bilston (planning applications 10/00135/DPP, 12/00622/DPP and 13/00328/DPP can be viewed via the Council’s online planning applications service). The proposal comprises a residential scheme of 198 units in two phases. An earlier scheme for the site of 152 units was not viable and the developer required the assistance of the planning authority to increase the density of development. Officers assisted the applicant by mutually designing a layout (phase 1) which increased the density of development and improved the layout and design when compared to the original scheme. Phase 1 (43 units) was approved in Spring 2013 and built in 2013/14. All the units have been sold and occupied. The remix of phase 1 was so successful that the developer has used the design concepts from phase 1 to influence its proposals for phase 2. A further 155 units have been approved and construction work has commenced.

Officers share good examples of design and improving design with colleagues in team meetings and during reviews of projects.

Certainty

Local Development Plan

The development strategy of the Midlothian Local Plan, adopted in December 2008, remains current and is in the process of delivery. The upturn in the economy during 2013-14 was reflected in a number of major housing sites commencing development, for example, at Seafield Road, Bilston and at North Mayfield, and others, such as Hopefield Farm, Bonnyrigg and Wester Cowden, Dalkeith, continuing to produce new homes at a steady rate of completions. In total, over 600 units were built. The number of housing approvals rose from 526 units in 2012-13 to 821 units in 2013-14, an increase of 56% in one year.



Phase 1 of the Hopefield Farm extension to Bonnyrigg, comprising 1,240 houses with a new primary school, 5 hectares of employment land and provision for a neighbourhood centre; phase 2 (375 houses in total) is being provided for through the Midlothian Local Development Plan with a further phase for 375 houses safeguarded for the longer term



Extension to Gorebridge at Stobhill/Mossend for around 210 houses; this forms part of a planned growth of over two-thirds for the town (including the adjacent Redheugh new community) in terms of the number of households in 2011, predicated on the reopening of the Borders Railway



Further extension to Gorebridge at Vogrie Road for 90 houses in three phases



Development at Larkfield, Eskbank for 49 houses; this small former Green Belt site to the west of Dalkeith is a good example of delivering range and choice in housing allocations as it complements the major expansion area in north east Dalkeith at Wester Cowden/Thornycroft which is set to provide 930 houses in total



The Strategic Development Plan for South East Scotland (SESplan), approved in June 2013 with modifications which required the preparation of Supplementary Guidance on matters relating to housing land supply

management and budget monitoring reports, the identified risks reflecting the delay in completing the processes for SESplan. This was due to the Ministerial requirement, in approving SESplan with modifications, to prepare Supplementary Guidance to provide further detailed information for Local Development Plans as to how much of the overall housing land requirement should be met in each of the six Member Authority areas.

Preparation of this Supplementary Guidance proved to be a substantial task and its significance was such that uncertainties were raised for the MLDP as with other Local Development Plans in the SESplan area. Although these uncertainties could have had a major impact on the delivery timescales for the MLDP Main Issues Report (MIR), it was agreed to press ahead to meet Member aspirations to support the economic growth imperative and to provide certainty about the Council's intentions for the development industry. This decision took account of the generosity of the housing land supply in Midlothian; there is good evidence from consultation on the SESplan Proposed Plan (for example, consultation response from Homes for Scotland) that Midlothian is meeting city region housing needs



The MLDP Main Issues Report was published for consultation in May 2013

The importance of an up-to-date development plan in providing certainty and predictability for developers and investors is recognised by the Council; during 2013-14, the Council continued to prioritise its contribution towards achieving an approved Strategic Development Plan for South East Scotland, SESplan, whilst also progressing with the preparation of the Midlothian Local Development Plan (MLDP) as quickly as possible within a strong project management framework. The MLDP Project Board received regular risk

well in excess of its own requirements, as confirmed through the Housing Need and Demand Assessment (see Table in section *Open for Business*). Consultation on the MIR went ahead in May 2013 in order to minimise delays.



One of a series of green network workshops to inform the MLDP, facilitated by Scottish Natural Heritage and involving representatives from the Council's Planning, Transportation, Land Resources and Estates services

In terms of maintaining good progress on the preparation of the MLDP during 2013-14, the Planning Policy team worked closely and collaboratively with other Council services, for example, with Members on the complex consequences of new development for the provisions of education, and a programme of green network workshops facilitated by Scottish Natural Heritage. The Development Management Manager is a standing member of the MLDP Project Board and others, such as the Economic Development Manager and the Policy and Road Safety Manager, are co-opted at appropriate junctures.

The Council is taking a pragmatic approach to bringing development sites forward within the development planning context. Where circumstances permit, sites are being considered for early release in advance of MLDP adoption; this will not be possible where a significant body of representations exists but, for other sites, pre-application discussions are in progress with a view to development taking place early in the development plan period. A high level of Member engagement in the MLDP process (see below) means that there is greater certainty in the outcome for both developers and communities at the later stages of plan preparation. Furthermore, up to 20% flexibility is being built into the housing land supply for the emerging Proposed Plan plus a substantial amount of land is being identified with longer term development potential; both should provide assurance to developers and investors as regards the case for infrastructure investment.

Developer Contributions

Reference has already been made to the review of the internal operational arrangements for the Developer Contributions Steering Group during the latter part of 2013 which has delivered a more responsive service for dealing with Section 75 matters. Key policy and risk management aspects are considered by

the Group at quarterly meetings with sub-groups, meeting on a rolling monthly basis, focused on education; housing; financial management; and legal aspects. This allows for a more co-ordinated approach across Council services with fewer delays in responding to issues raised by developers, and better project management. Reference has already been made to the intention to review the supplementary planning guidance on affordable housing and developer contributions, adopted in March 2012, in conjunction with the MLDP and this will reflect the findings of the Cross-Boundary Transport Working Group, as and when they emerge.

Giving Advice

As an example of policy advice being developed in response to specific issues, a particularly sensitive issue arose during the consultation on the MLDP Main Issues Report which proposed alterations to the Green Belt within Midlothian in response to changes in national policy on this matter. This included taking two large residential park homes sites (300 mobile homes in total) out of the Green Belt and including them within the urban envelope. Residents of these sites expressed great concern about the likely threat of redevelopment, should this policy change be implemented. In response to this concern, the Council suggested a new protective policy approach securing the future of the residential park homes sites. The site owners were contacted and were very supportive of this type of approach which has also been welcomed by the residents; the following quotation is a response from one of the site owners:

“Thank you for your email clarifying the position in relation to the change from Green Belt designation for park home sites. I appreciate your taking the time to write to me about this. I took the view that it was almost unthinkable that the Council would destroy 200 park homes which are providing a high quality of safe accommodation for so many families and I am glad to have that view confirmed. I am pleased to hear of the draft policy you are proposing to put forward and wish you success with this. The News Letter which I circulated on 31st January helped considerably to reduce the home owners' concerns and the information you now provide should finally put an end to these.”

Services to Provide Certainty

In the 'open for business' section of this report the Council outlined its duty officer service, pre-application advice service and validation checklist. These services all contribute to providing certainty through the planning system.

Communications, engagement and customer service

Main Issues Report (MIR)



The MLDP Main Issues Report (MIR) was based on a preferred development strategy influenced by a place-making workshop held at the outset of MIR preparation in 2012 and facilitated by Architecture + Design Scotland

Elected Member engagement in formulating the MLDP preferred and alternative development strategies at the pre-MIR stage involved a total of six workshops and drop-in sessions, focused on specific issues (development strategy and key policy changes) as required. These were held in the run-up to the Council's decision to approve the MIR for consultative purposes in March 2013. Following two reports to Council (October and November 2013) on the results of consultation on the MIR (see below), four Member seminars were held in early Spring 2014 to consider the implications of the MIR responses for the

development strategy and policy framework of the Proposed Plan. As well as being provided with officer summaries of the consultation responses and issues raised, Members were invited to view responses online by topic or by development proposal/site.

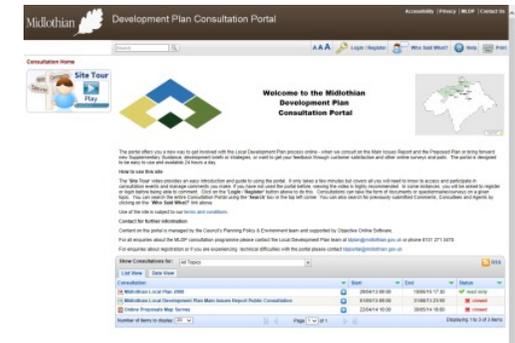
A four-month consultation was carried out in relation to the MIR with 12 community drop-in events running across afternoons and evenings, preceded by two workshops for representatives of Midlothian's Community Councils to assist them in their deliberations (see Appendix). The consultation period was set at four months to allow all of the planned events to take place during the first two months followed by a two-month extension over the summer period to provide the opportunity for further public/community consideration and all relevant material to be submitted. This extended period did not impact on the MLDP project plan as analysis of representations was able to proceed over the summer period when there were no planned events. In total, around 2,100 representations were received in response to the MIR, some raising multiple issues.



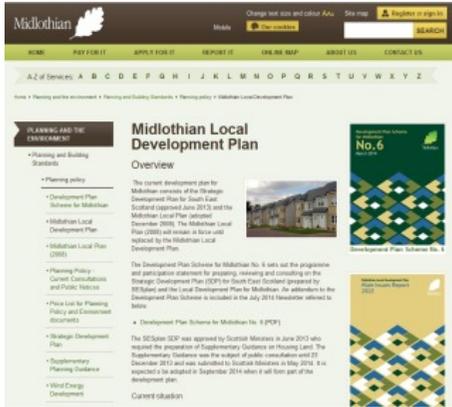
The MIR consultation ran for 12 weeks from 1 May until 31 August 2013 and elicited over 2,100 responses across a wide range of interests

The MIR consultation was accompanied by the launch of the Council's new online development planning portal, with all participants encouraged to register to be able to submit comments online, view other representations and receive electronic updates (e.g. newsletters) on MLDP matters. At workshops held in advance of the consultation, Community Council representatives were given a 'walk-through' of the new portal. A significant benefit of this new electronic system was that all responses received, including those submitted in hard copy, were made available online. The online development plan package, hosted by Objective and Lovell Johns, will also promote efficiencies in handling representations at the Proposed Plan stage, in addition to providing a much better and more responsive customer experience.

The MIR display material used at the events was accompanied by neighbourhood planning displays to allow detailed community issues to be considered alongside the development plan and also to assist with the community planning objective of 'capacity building' within Midlothian's communities. Productive discussions on the MIR with community planning partners, some of whom are also key agencies, took place at the Community Planning Working Group and Sustainable Midlothian thematic group. Importantly, the consultation was also integrated with the Midlothian Economic Recovery Plan engagement activities, as previously outlined.

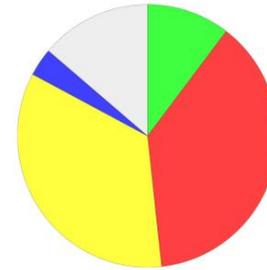


A new development planning portal was launched in May 2013 in conjunction with the MLDP Main Issues Report consultation to allow submission of online representations which were then available to view by all interested parties



It is worth noting that Midlothian Council received top marks for its website and the highest possible score in a UK-wide review in Spring 2013. The Council is one of only 37 out of 433 councils across the UK to get the four star rating from the industry experts, the Society of IT Managers.

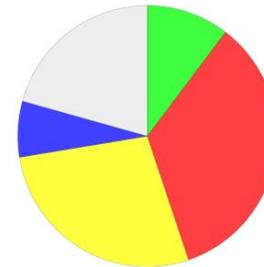
Link from map to Local Plan text



Question responses: 25 (86.21%)

	% Total	% Answer	Count
Not at all easy	10.34%	12.00%	3
Moderately easy	37.93%	44.00%	11
Very easy	34.48%	40.00%	10
Extremely easy	3.45%	4.00%	1
[No Response]	13.79%	--	4
Total	100.00%	100.00%	29

Link from Local Plan text to map

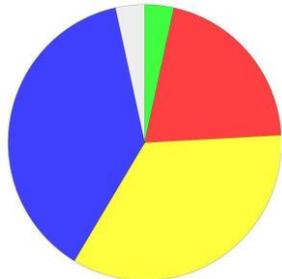


Question responses: 23 (79.31%)

	% Total	% Answer	Count
Not at all easy	10.34%	13.04%	3
Moderately easy	34.48%	43.48%	10
Very easy	27.59%	34.78%	8
Extremely easy	6.90%	8.70%	2
[No Response]	20.69%	--	6
Total	100.00%	100.00%	29

The current Midlothian Local Plan Proposals Map was published online in August 2013, in order to provide an additional user facility and also to gain experience of working with an interactive proposals map in advance of publication of the MLDP Proposed Plan for representations. A survey of all users was implemented in March 2014 with a view to exploring the clarity and ease of use of the facility and gaining useful insight to inform the design of the MLDP Proposals Map. The results of this survey can be summarised as follows:

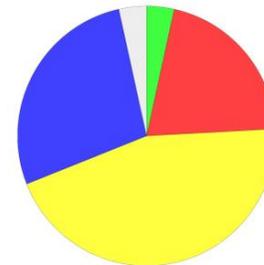
Search by Postcode



Question responses: 28 (96.55%)

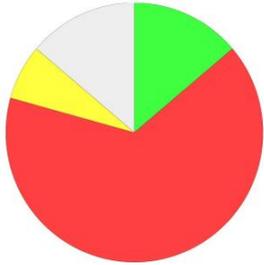
	% Total	% Answer	Count
None or little use	3.45%	3.57%	1
Some use	20.69%	21.43%	6
Useful	34.48%	35.71%	10
Very useful	37.93%	39.29%	11
[No Response]	3.45%	--	1
Total	100.00%	100.00%	29

Overall, how easy do you find this function of the map to use?



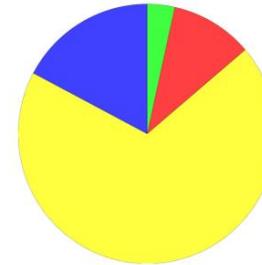
	% Total	% Answer	Count
Not easy at all	3.45%	3.57%	1
Uneasy	20.69%	21.43%	6
Somewhat easy	44.83%	46.43%	13
Very Easy	27.59%	28.57%	8
[No Response]	3.45%	--	1
Total	100.00%	100.00%	29

Overall how did you feel about the quantity of content/information presented in the online proposals map?



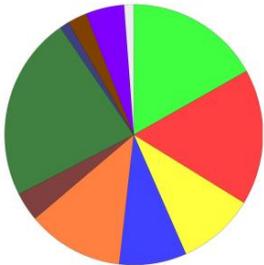
	% Total	% Answer	Count
Too much	13.79%	16.00%	4
About right	65.52%	76.00%	19
Too little	6.90%	8.00%	2
[No Response]	13.79%	--	4
Total	100.00%	100.00%	29

Overall, how would you rate your current satisfaction with the online proposals map?



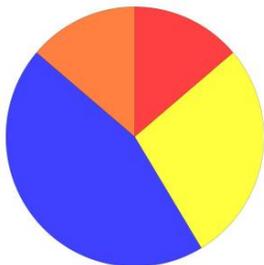
	% Total	% Answer	Count
Very unsatisfied	3.45%	3.45%	1
Unsatisfied	10.34%	10.34%	3
Satisfied	68.97%	68.97%	20
Very satisfied	17.24%	17.24%	5
Don't know	0.00%	0.00%	0
Total	100.00%	100.00%	29

Please tick all those (if any) words which apply



	% Total	% Answer	Frequency	Count
Accessible	16.87%	17.07%	48.28%	14
Clear	16.87%	17.07%	48.28%	14
Complex	9.64%	9.76%	27.59%	8
Comprehensive	8.43%	8.54%	24.14%	7
Concise	12.05%	12.20%	34.48%	10
Confusing	3.61%	3.66%	10.34%	3
Helpful	22.89%	23.17%	65.52%	19
Inaccessible	1.20%	1.22%	3.45%	1
Limited	2.41%	2.44%	6.90%	2
Simple	4.82%	4.88%	13.79%	4
Unhelpful	0.00%	0.00%	0.00%	0
Vague	0.00%	0.00%	0.00%	0
[No Response]	1.20%	--	3.45%	1
Total	100.00%	100.00%	0%	83

How likely are you to recommend the online proposals map to others?



	% Total	% Answer	Count
Not likely at all	0.00%	0.00%	0
Unlikely	13.79%	13.79%	4
Currently unlikely	27.59%	27.59%	8
Likely	44.83%	44.83%	13
Highly likely	13.79%	13.79%	4
Total	100.00%	100.00%	29

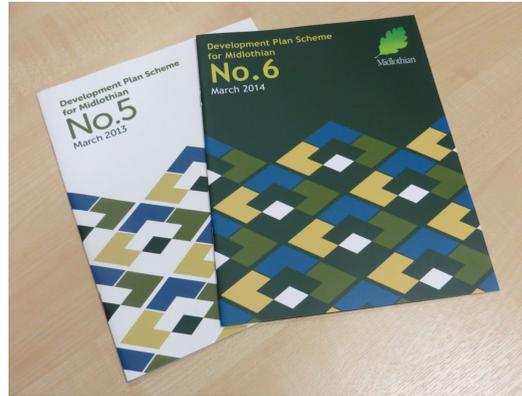
The MIR consultation was enhanced by the use of neighbour notification of all development proposals, including a potential road realignment, even though this is not required statutorily at this stage in the plan preparation process. It was felt that this was the appropriate time to engage all those with an interest in the emerging development strategy, that is, when there was still a genuine opportunity to influence thinking on the plan, rather than at the Proposed Plan stage. It also provided a 'dry-run' for this new system to identify potential improvements which could be introduced for the Proposed Plan neighbour notification (i.e. the statutory notification stage). Further, it helped to stimulate engagement in the MIR consultation overall. A leaflet drop was also undertaken in advance of the public events and special meetings were held on request.



Publication of the first MLDP Newsletter followed completion of the MIR consultation. This was sent to all those registered on the MLDP database either electronically or in hard copy, according to their preference. It was also posted on the Council's website.

MLDP Newsletter No. 1 was distributed electronically and by post, according to the expressed preference of the stakeholders registered in the MLDP database in December 2013

The Development Plan Scheme for Midlothian (DPSM) No. 5, published in March 2013, and DPSM No. 6, published in March 2014, were made available in hard copy and online and were accompanied by a customer survey, with limited response. It may be that the online development planning portal has negated the value of this survey at this stage in the process.



Publication of the Development Plan Scheme for Midlothian No.5 (March 2013) and No.6 (March 2014) provided updated guidance on the timetable and related processes, including public participation, for both the Strategic and Local Development Plans

In an effort to improve the linkages between the development plan and the related Strategic Environmental Assessment (SEA), the main SEA findings were included in the MIR on a topic basis; this helped to raise awareness of the environmental topics and focus on the key SEA findings, as subsequently recommended in the August 2013 SEA Guidance. Furthermore, the SEA baseline environmental data were included in the MLDP Monitoring Statement to ensure proper integration of the evidence base for the plan and promote an understanding of the links between the documents.

In terms of promoting cross-boundary engagement in development planning matters, and in addition to ongoing participation in SESEC and SEShof (the strategic economic and housing forums respectively), a working group has been initiated with East Lothian Council regarding infrastructure provision for potential housing sites on either side of the administrative boundary. The main focus for this discussion is the potential for joint working on educational provision, at both primary and secondary levels, in the South East Wedge area. The Council is also participating in workshops focusing on the wider strategic green network across Council boundaries (Midlothian, East Lothian, City of Edinburgh Councils) in the South East Wedge area, facilitated by Scottish Natural Heritage. This will in due course inform the approach taken to the strategic green network in the second Strategic Development Plan for South East Scotland.

Provision of Customer Services

In the 'open for business' section of this report the Council outlined its duty officer service, pre-application advice service and validation checklist. These services all contribute to providing an excellent customer service.

Liaison with Community Councils

In addition to the statutory consultation process with regard to planning applications planning officers and managers will meet with Community Council's and other Interest Groups to discuss proposed/ongoing development projects, procedures and changes to services.

The Planning Service has a Community Council Forum where representatives of the Community Councils are invited to attend workshops to discuss planning issues. The Council chairs and leads the meetings with a preset agenda. The sessions also include an open forum. At the last meeting of the forum the Community Councils requested that the Council set up a 'Major Applications' web page, to keep the Community Councils up to date on strategic developments. This web page has been established and is updated every Committee cycle.

Agents Forum

In addition to the major developers/landowners liaison meetings referred to under the 'open for business' section of this report the Council holds an annual Building Standards and Development Management Agents Forum. This Forum meets every December. Agents who frequently submit building warrant and planning applications have expressed a preference for a joint Building Standards and Development Management Forum.

Efficient and effective decision-making

Decision-making Structures

Key decisions on the development plan at both strategic and local level are taken by full Council, with referral from Cabinet, preceded by all-Member seminars. The Administration is briefed prior to the Member seminars.

In March 2013, full Council approved the MLDP Main Issues Report (MIR) for consultative purposes. This decision was taken having considered the relative merits of further delaying the MIR pending the outcome of the SESplan Examination (given that a degree of concern appeared to be emerging through the Reporters' further information requests on the adequacy of the SESplan housing land supply) or approving it in time for the consultation to commence two months ahead of the summer period. Consideration of the relative risks involved in the alternative courses of action took account of the fact that Midlothian's contribution to the city region housing needs was already well in excess of its own requirements. Adherence to the timetable for MLDP preparation was considered the priority, and it was decided to progress with the MIR to ensure that the development plan was kept up to date. This proved to be the right decision as there have been further delays arising from Ministerial approval of the Strategic Development Plan with modifications which required the preparation of Supplementary Guidance on housing land. The timing of publication of the MIR has proved crucial in pushing the Local Development Plan forward in line and in time with the SESplan Supplementary Guidance as it has been prepared for adoption in Autumn 2014.

The Cabinet receives regular update reports on matters pertaining to the Strategic Development Plan, with reference to the Minutes of SESplan Joint Committee meetings. This is in order to ensure a wider understanding of the implications of decisions required at the strategic planning level for the options for consideration at the local planning level, and ensure a smoother ratification process for key SESplan decisions. This approach has avoided the problems experienced in some neighbouring authorities, with late opposition to the development requirements arising from SESplan for the first round of Local Development Plans. Elected Members who represent the Council on the SESplan Joint Committee are participating in monthly SESplan workshops aimed at increasing the effectiveness of decision-making at the strategic level, with Members better briefed in advance of each Joint Committee meeting and well ahead of decisions to be made on the MIR for the second Strategic Development Plan later in 2014.

In terms of improving the efficiency of decision-making for the MLDP, it was recognised that Strategic Environmental Assessment (SEA) can act as a brake on the speed of preparation of development plans due to the scale of the task, and its complexity can make it difficult for the user to identify the likely environmental consequences of the choices provided in the MIR. From the outset, a proportionate approach was taken to environmental assessment of the MLDP MIR, with the Environmental Report being prepared alongside the MIR, and each issue arising in the MIR accompanied by a summary of any related significant environmental effects. Symbols were used to capture this visually for ease of reference and, as previously mentioned, the baseline environmental data were incorporated into the Monitoring Statement rather than located in a separate publication. This integrated approach was designed to help the user to identify any variations between the preferred and alternative development strategies in terms of their relative environmental impacts.

Briefing Elected Members

In addition to the content of the previous PPF for 2012/13, which remains relevant, regular briefings with the Council's Cabinet Spokesperson for Planning and Housing allow for informal feedback to prospective applicants and inward investors.

Decision-making on Planning Applications

The Council has: 1) an adopted scheme of delegation for the determination of planning applications, which is publically available on the Council's website; 2) an established Local Review Body (LRB) with adopted procedures - Members of the LRB received training prior to considering a submitted notice of review; and 3) set Planning Committee procedures.

The Council publishes a diary of scheduled Planning Committee and LRB meetings on its website.

Effective management structures

Corporate Management

In addition to the information included in the PPF for 2012/13 the Council's Chief Executive has further developed a Strategic Leadership Group comprising the senior management (Directors and Heads of Service) which meets on average fortnightly and provides a cross-cutting forum to discuss key strategic matters.

Developing Leadership

The Council in 2012/13 also developed and commenced implementation of its Leadership Pathway Programme for managers and supervisors at all levels of the organisation. Managers and supervisors from across both planning policy and development management have attended the training in 2012/13 and 2013/14. This is in recognition of the importance of leadership in driving service improvements and achieving culture change.

Team Structures

During 2013-14, the management team for the planning service was included within a wider management restructure within the Council, with the opportunity taken for a concurrent review of senior officers in both the development management and development planning teams. The Head of Planning and Development took on a wider senior management team role of Head of Communities and Economy, encompassing Economic Development, Environmental Health, Trading Standards, Communities (including direct responsibility for community planning and neighbourhood planning) and Performance in addition to Planning and Building Standards. Proposals were brought forward for the merger of the planning teams into a single integrated planning service by 2016 or sooner, and a voluntary severance/early retirement scheme has resulted in the opportunity to achieve this by the end of 2014.

The MLDP Project Board oversees the preparation of the MLDP in line with the Project Initiation Document and monitors progress against the project plan as reflected in the Development Plan Scheme. From time to time, other senior staff are co-opted onto the Project Board as advisers on specific matters, especially transportation and economic development. On a day-to-day level, the MLDP Project Management Team meets regularly to drive forward progress and provide a discussion forum on policy and strategy matters to help determine the approach to be recommended to Elected Members for the Proposed Plan. In taking the MLDP from the Main Issues Report stage to the Proposed Plan, some

cross-boundary issues have arisen requiring a more innovative solution. For example, exploratory work has commenced on a possible joint approach with East Lothian Council in relation to education provision at both primary and secondary level for housing sites to the south east of the city.

Reference has already been made to improved management of the developer contributions process with the Developer Contributions Steering Group now informed by four sub-groups meeting on a monthly rota, covering transport, education, legal and housing matters arising in relation to specific developments. As previously noted, the *Developer Contributions Supplementary Planning Guidance* provides business process maps explaining the key stages, actions and responsibilities in relation to planning obligations.

Financial management and local governance

Accountability

On a Council-wide basis, governance arrangements are firmly established which relate Council and Community Planning Partnership priorities (as articulated in the Single Outcome Agreement/Single Midlothian Plan) to corporate finance and budget planning. These arrangements include the Performance Review and Scrutiny Committee, the Audit Committee and Cabinet. The Council's performance management framework is set out in the section below (*Culture of continuous improvement*); performance against key outcomes is reported at various levels from the community planning and corporate level, scrutinised by Elected Members, down to the individual through the Midlothian Excellency Framework (Making Performance Matter).

Budgets

Budgetary provision for 2013-14 met the funding requirements for SESplan (on an equal share basis with other member local authorities rather than pro-rata). In January 2014, the Council ratified the 2014/15 operating budget for SESplan, including Member Council contributions and a target of achieving a 5% cost reduction for SESplan from 2014/15 onwards as agreed by the SESplan Joint Committee in November 2013.

The MLDP Project Board receives regular reports on budgetary provision. In 2013-14 this included funding for essential consultancy work required to progress the MLDP from the MIR to Proposed Plan stage. Through discussion and negotiation with Transport Scotland, the requirement to undertake a transport assessment for the A701 Corridor using the Strategic Transport Appraisal Guidance (STAG) has been modified to a more proportionate and affordable approach using the Development Planning and Management Transport Appraisal Guidance (DPMTAG) which means that, in budget terms, it can be applied across the whole of the MLDP area. This has subsequently been procured through the Scotland Excel framework to expedite the work. Further, the production of the MIR, Environmental Report and associated Technical Notes were handled cost effectively using Objective software, which reduced design and production costs.

Securing External Services

In terms of the planning service as a whole, service level agreements are in place for the delivery of biodiversity and archaeological services, with The Wildlife Information Service (TWIC) and East Lothian Council respectively. With respect to the service level agreement with TWIC, some procedural weaknesses were identified during the year, which led to a reduction in the expected service level but this has been risk-managed to ensure that better controls are now in place. As regards the service level agreement for archaeological services, a reduction of some 35% in the cost for the coming year, 2014-15, was negotiated with East Lothian Council as part of financial discipline measures put in place across the Council in order to achieve Best Value, make efficiency savings and reduce the budget deficit.

Projects

The Council has agreed to participate in the HOPS Costing the Planning Service exercise during 2014/15.

Close partnership working is also an important focus for the planning service, in order to realise shared aims and objectives and tap into potential funding streams. For example, the Dalkeith THI/CARS project referred to above is drawing to a close in mid-2014 having been successfully delivered in partnership with Dalkeith Business Renewal (DBR), the Dalkeith Locality Planning Group, Dalkeith Historical Society and other community representatives as well as the Heritage Lottery Fund, Historic Scotland and the Scottish Government as funding partners. In fact, Historic Scotland topped up its funding contribution during the course of the scheme in recognition of the success of the project and DBR is funding the final reserve project as an extension to the THI. DBR is also working closely with the Council to establish an appropriate mechanism to carry forward the legacy of the THI/CARS as an ongoing maintenance/improvement initiative, within the context of the SPP's town centres first policy. Similarly, the Council has been working closely with Melville Housing Association to support its acquisition and conversion of Dalkeith Corn Exchange and also with Buccleuch Estates in developing a £3.5M project for improvements to visitor facilities within Dalkeith Estate, with access from the East High Street and related public realm improvements.

The planning service has undergone a significant transformation during 2013-14 in terms of office restructuring and working practices. Better electronic records and data management has been put in place as part of the Effective Working in Midlothian (EWIM) project, in conjunction with the Scottish Futures Trust. This

is not only much more efficient, achieving substantial cost savings in terms of office space requirements, but has also delivered greater data security (for example, through the Public Sector Network restrictions over remote access to the Council's network).

Listening to Staff

An employee survey was conducted in February 2014 as part of an ongoing commitment by the Council to keep listening to the views of its employees. This annual survey provides valuable information about the Council's strengths and areas requiring improvement. Following the 2013 survey, all staff were invited to an engagement session with the Head of Planning and Development (now Head of Communities and Economy) to discuss the results and develop a local action plan. The results of the 2014 survey will form part of the agenda for regular team meetings.

Culture of continuous improvement

Corporate Position

The Council operates a strong performance management framework comprising quarterly performance reporting on key outcomes and indicators; bi-annual reporting on the Single Outcome Agreement/ Single Midlothian Plan; performance reporting on the Climate Change and Sustainable Development Action Plan and Midlothian Open Space Strategy/Action Plan; submission of annual reports on actions in relation to the Climate Change Declaration; all in addition to the submission of the Planning Performance Framework report. Performance against development planning actions and indicators are included in the Midlothian Economic Recovery Action Plan.

Making Performance Matter

Each officer in planning policy and development management has an up to date appraisal and training programme under the Making Performance Matter framework. Officers have a clear documented set of priorities. During 2013-14, all staff in the Planning and Development service were subject to performance appraisal through the Competency Framework. Given that this system proved to be too cumbersome and time-consuming, a new system has been rolled out under the Midlothian Excellence Framework from April 2014 which should bring benefits in terms of performance reporting through the 2014/15 Planning Performance Framework report. The outcomes agreed for all staff members are required to be C-SMART i.e. 'challenging' as well as specific, measurable, achievable, relevant and time-bound.

Benchmarking

Despite some reservations borne out of previous development plan benchmarking (carried out through the former ABC Benchmarking Partnership) which had pinpointed specific difficulties in defining like-for-like services for comparative purposes, the development planning team participated in the first HOPS Development Planning benchmarking exercise undertaken through the Development Planning Sub-Committee. In reviewing the results, the Sub-Committee has acknowledged that the approach taken requires some refinement to achieve outputs that are more meaningful and comparable. The Council will continue to participate in such benchmarking opportunities in 2014/15. Similarly, the development management service participated in benchmarking in conjunction with the appropriate grouping of authorities and overseen by the Development Management Sub-Committee.

The Planning Policy and Environment Manager is a member of the HOPS Development Planning Sub-Committee and represents East Lothian and West Lothian Councils on this group also.

New Online Development Plan Service

Doing more with a substantially reduced resource does impact on the timetable for development plan preparation, especially where the resource is spread across the strategic development planning function as well as the MLDP. The scope for new/improved services is also limited. The focus as far as possible has been on driving up efficient service delivery with fewer resources and making best use of online systems to provide a better customer experience. This is fairly resource intensive itself, especially in the initial stages, but the quality of the customer product is improved and has been generally well received by users of the service. In total, around 750 people/organisations registered to use the new development planning portal.

Feedback

An Equalities and Human Rights Impact Assessment was used to inform the MLDP Main Issues Report and its associated consultation/engagement process.

Publication of the Development Plan Scheme for Midlothian is accompanied each year by a feedback questionnaire intended to assist in improving the customer experience of engaging in the development planning process. This has elicited variable interest since the first DPSM was published. However, the new online development planning portal has allowed us to follow the MLDP Main Issues Report consultation (May-August 2013) with a customer survey to learn lessons for the publication of the Proposed Plan and submission of formal representations, particularly with a view to speeding up the production of Schedule 4s for the MLDP Examination. The findings of the survey were summarised in the *Communications, engagement and customer service* section above.

Part 3: Supporting Evidence

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

Cabinet Reports

Midlothian Local Development Plan Update - Cabinet, 8 October 2013

- <http://www.midlothian.gov.uk/meetings/meeting/267/cabinet>

Midlothian Local Development Plan Main Issues Report Consultation - Cabinet, 19 November 2013

- <http://www.midlothian.gov.uk/meetings/meeting/279/cabinet>

Objective Online

- <http://midlothian-consult.objective.co.uk/portal/>

SESplan

Ministerial decision on Strategic Development Plan for South East Scotland No. 1

- http://www.sesplan.gov.uk/press_releases/news

Supplementary Guidance: Housing Land

- <http://www.sesplan.gov.uk/strategic-development-plan/housing-land-supplementary-guidance>

Midlothian Local Development Plan

Midlothian Local Development Plan Main Issues Report

- http://www.midlothian.gov.uk/downloads/file/3417/main_issues_report

Midlothian Local Development Plan Environmental Report

- http://www.midlothian.gov.uk/downloads/file/3529/environmental_report

Results of the user survey for MLDP online map (available on request)

Draft Midlothian Council Housing Land Audit 2014 (available on request - publication to follow agreement with Homes for Scotland)

Bush Masterplan

- http://www.midlothian.gov.uk/downloads/file/3203/bush_estate_masterplan

Midlothian Local Plan 2008

- <http://midlothian-consult.objective.co.uk/portal/planningpolicy/mlp/mlp2008>

Shawfair Masterplan and Design Guide

- <https://planning-applications.midlothian.gov.uk/OnlinePlanning/simple/SearchResults.do;jsessionid=60E367C1C295AB7EED27A865F1863BAF?action=firstPage>

Development Plan Schemes

Development Plan Scheme No 5

- http://www.midlothian.gov.uk/downloads/file/3399/development_plan_scheme_no_5

Development Plan Scheme No 6

- http://www.midlothian.gov.uk/downloads/file/4364/development_plan_scheme_no_6

Supplementary Planning Guidance

Supplementary Planning Guidance on Affordable Housing

- http://www.midlothian.gov.uk/downloads/file/2476/supplementary_planning_guidance-affordable_housing

Supplementary Planning Guidance on Developer Contributions

- http://www.midlothian.gov.uk/downloads/file/928/supplementary_policy_guidance_on_developer_contributions

Economic Development

Midlothian Economic Development Framework

- http://www.midlothian.gov.uk/info/1/business_and_trade/625/midlothian_economic_development_framework

Building Standards

Building Standards Customer Charter

- http://www.midlothian.gov.uk/downloads/file/3258/midlothian_building_standards_customer_charter

Development Management

Scheme of Delegation for the Determination of Planning Applications

- http://www.midlothian.gov.uk/downloads/file/202/scheme_of_delegation

Approved Procedures for the Local Review Body

- http://www.midlothian.gov.uk/meetings/meeting/128/local_review_body

Pre-Application Advice Service

- http://www.midlothian.gov.uk/info/180/development_management_planning_applications/279/planning_information_and_guidance

Advice on Validating a Planning Application

- http://www.midlothian.gov.uk/downloads/download/1182/planning_application_checklists

Part 4: Service Improvements

Service improvements 2014-2015

In the coming year we will:

- Complete and implement the review of the service structure to move towards a single unified planning service.
- Ensure that all senior officers undertake Improvement Service management training (Initiate course).
- Participate in the HOPS *Costing the Planning Service* exercise.
- Use the Midlothian Excellence Framework *Making Performance Matter* appraisal and planning system to ensure all planning and support staff have challenging outcomes to achieve.
- Review and streamline procedures for processing Section 75 Agreements to reduce time taken to conclude.
- Consider the findings of the Review of Strategic Development Planning in a Midlothian context.
- Undertake Schedule 4 training in good time to ensure that the most efficient and effective approach to S4 preparation is in place before representations are submitted.
- Use the Objective online software to realise efficiencies in the handling of representations on the Midlothian Local Development Plan Proposed Plan and their assignment to Schedule 4s.
- Review the scope of biodiversity service provision, with particular reference to the preparation of the first Biodiversity Report for submission to Scottish Government in January 2015.

Delivery of our service improvement actions in 2013-14

Committed improvements and actions	Complete?
<p>Maximise those aspects of planning and development activities to further the Council's three primary aims of promoting economic development/support for businesses, positive destinations for school/college leavers and young adults, and early years' development.</p> <ul style="list-style-type: none"> Engagement with a wide range of stakeholders on the Midlothian Economic Recovery Plan (as part of the 'Ambitious Midlothian' initiative) was undertaken in the Spring/Summer 2013 which included consultation events with developers and housebuilders, landowners, farmers, industrialists, trade organisations, and academics. The opportunity was taken to use these events to encourage involvement in the MLDP Main Issues Report consultation (May-August 2013) with respect to the promotion of business and employment opportunities through the development plan. Presentations on the MLDP were given at these events and staff were on hand to provide advice across a wider range of pertinent planning matters. The role of the development plan as a means of stimulating economic growth and business opportunities was promoted. The Economic Recovery Action Plan is closely aligned with the emergent MLDP Action Programme. Co-location of the planning and economic development services, including the Midlothian Business Gateway, through office reorganisation during Autumn 2013 has promoted better integration of the functions. A project was initiated to investigate the potential for a Business Improvement District (BIDS) in Penicuik town centre. Work has continued during 2013-14 to promote the Midlothian Campus of the Edinburgh Science Triangle, based at The Bush in the A701 Corridor and incorporating the Enterprise Area. The delivery of the Bush Framework Masterplan has been supported, with assistance provided across a number of planning fronts. For example, access arrangements for The Bush have been problematic for some time and consultation on the MLDP Main Issues Report included options for an A701 road realignment with improved access to The Bush/ Enterprise Area. The Council, through its Economic Development team, has engaged fully during 2013-14 in SESEC (South East Scotland Economic Community) working in partnership with SESplan (Strategic Development Planning Authority for Edinburgh and South East Scotland), other Member Councils and Scottish Enterprise. 	Yes
<p>Undertake comprehensive user surveys of the newly implemented on-line planning development portal.</p> <ul style="list-style-type: none"> A targeted user survey was undertaken prior to the launch of the development planning portal to test the clarity of the service. 	Yes

Committed improvements and actions	Complete?
<ul style="list-style-type: none"> The Midlothian Local Plan Proposals Map was published online in August 2013, in order to provide a new user facility within the online development planning portal which had been launched in May 2013. It was also hoped to use this facility to gain experience of working with an interactive proposals map in advance of publication of the Midlothian Local Development Plan (MLDP) Proposed Plan for representations. A survey of all users was implemented in March 2014 with a view to exploring the clarity and ease of use of the interactive mapping facility and gaining useful insight to inform the design of the MLDP Proposals Map. 	
<p>Undertake customer satisfaction surveys and assessment of the development management service.</p> <ul style="list-style-type: none"> No progress to date 	No
<p>Further reduce 'legacy' planning application cases, primarily through review of outstanding incomplete Section 75 negotiations.</p> <ul style="list-style-type: none"> Individual officers have set targets to reduce legacy cases. The Development Management Manager proactively targets the resolution of legacy cases with case officers and applicants. Performance against the target to reduce legacy cases is reported corporately and to elected members. 	Yes
<p>Reduction target of 10% in the time taken to handle major planning applications.</p> <ul style="list-style-type: none"> Improved project management of major applications. Individual officers have set targets to reduce time periods to determine major applications. 	Yes
<p>Note: A significant impact on performance in terms of the development planning work programme has resulted from the loss of the Senior Officer (Environment) through ill health and subsequent deletion of post, coupled with long-term staff sickness absence involving two out of the three remaining senior officers in the team. Further, the Conservation and Town Centres Officer was absent on maternity leave for the year with no backfilling of her post which meant that a Planning Policy Officer had to cover key conservation tasks to provide a base level of service and continuity.</p>	

Part 5: Performance Markers

A: Decision-making timescales

Category	Total number of decisions 2013-2014	2013-2014	2012-2013
Major developments	7	27	42.8
Local developments (non-householder)			
● Local: less than 2 months	110	7.7	6.8
● Local: more than 2 months	50	55.8	37.6
Householder developments			
● Local: less than 2 months	223	6.6	6.7
● Local: more than 2 months	13	11.3	14.0
Housing			
Major	6	54.0	72.5
Local housing developments			
● Local: less than 2 months	25	9.6	6.9
● Local: more than 2 months	23	65.4	63.6
Business and industry			
Major	0	-	-
Local business and industry			
● Local: less than 2 months	10	4.9	6.7
● Local: more than 2 months	0	0	49.9

Category	Total number of decisions 2013-2014	2013-2014	2012-2013
EIA developments	N/A	N/A	N/A
Other consents*	52	10.3	11.8
Planning/legal agreements**	13	67.0	81.6
Local reviews	16	11.7	11.7
<p>* 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.</p> <p>** 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</p>			

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2013-2014		2012-2013	
		No.	%	No.	%
Local reviews	16	5	31.2%	6	33.3%
Appeals to Scottish Ministers	2	2	100%	8	62.5%

C: Enforcement activity

	2013-2014	2012-2013
Cases taken up	136	144
Breaches identified	136	144
Cases resolved	132	139
Notices served***	6	12
Reports to Procurator Fiscal	0	0
Prosecutions	0	0
*** Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices.		

D: Context

Although overall performance with regard to the time periods for determining planning applications, in particular householder and local developments, has steadily improved when compared to previous years, Midlothian faces challenges when determining major applications, in particular the concluding of legal agreements to secure developer contributions.

Enforcement activity: as noted at Part 1 of this report the priority is to continue negotiating resolution to breaches of planning control, rather than the serving of formal notice, although this option is still considered.

Part 6: Workforce and Financial Information

The information requested in this section is an integral part of providing the context for the information in parts 1-5. Staffing information is a snapshot of the position on 31 March. Financial information relates to the full financial year.

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

		DM	DP	Enforcement	Other
Managers	No. Posts	1	1	-	-
	Vacant	-	-	-	-
Main grade posts	No. Posts	10*	7.8	*	1
	Vacant	-	-	-	-
Technician	No. Posts	3	0.6	-	-
	Vacant	1	-	-	-
Office Support/Clerical	No. Posts	-	1	-	2
	Vacant	-	-	-	-
Total		14*	10.4	-	3
<p>Note: Managers are those staff responsible for the operational management of a team/division. They are not necessarily line managers. * Includes two Planning Enforcement Officers</p>					

Staff Age Profile	Number
Under 30	0
30-39	8
40-49	12
50 and over	7

Committee & Site Visits*	Number per year
Full council meetings	N/A
Planning committees	7
Area committees (where relevant)	N/A
Committee site visits	4
LRB**	6 Meetings
LRB site visits	16 sites visited (on 6 separate days)
<p>Notes:</p> <p>*Number of site visits is those cases where visits were carried out by committees. **This relates to the number of meetings of the LRB. The number of applications going to LRB is reported elsewhere.</p>	

	Total budget	Direct costs*	Indirect costs**	Income***
Development management	£223,958	£581,119	£106,988	£464,149
Development planning	£572,258	£502,118	£74,607	£4,467
Enforcement	Incorporated into the DM budget	-	-	-
Other	£117,945	£94,223	£23,722	£0
TOTAL	£914,161	£1,177,460	£205,317	£468,616

Notes:

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

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

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

Appendix 1: Midlothian Local Development Plan Main Issues Report - Consultation Record

Date	Event/ Action
	Council website includes information on consultation, including Twitter/ Facebook items
	E-mail sent to all Council staff to highlight consultation
1.5.2013	Objective Online Development Planning portal 'go live'
1.5.2013	Invitation to comment on MIR through Objective Online Development Plan portal sent to contacts on consultation database
1.5.2013	Attendance at Eskbank & Newbattle Neighbourhood Planning event; leaflets distributed and DPSM5 available
1.5.2013	Copies of MIR; Environmental Report (ER); ER Non-Technical Summary; and leaflets provided to all Council libraries
2.5.2013	Public Notice in Advertiser
6.5.2013	Notification sent to SEA Gateway
7.5.2013	Letters/ copies of MIR/ER sent to Scottish Government, Key Agencies & neighbouring local authorities
7.5.2013	Letter sent to contacts on database where no e-mail address provided (therefore could not be contacted through Objective) inviting them to provide e-mail details/ register on online portal
8.5.2013	Memo/ copies of MIR/ leaflet to Chief Executive; Council Directors/ Heads of Service & Key Officers
9.5.2013	Letters/ copies of MIR & leaflet sent to MP/ MSPs
7.5.2013	Midlothian Economic Recovery Plan (MERP) Landowners' Conference - presentation; exhibition; staff available to discuss issues
7.5.2013	Contact with Planning Aid for Scotland at IMBY (In My Back Yard) event (leaflets)
8.5.2013	Midlothian Access Forum - distribute leaflets
15.5.2013	Community Council representatives invited to evening introductory workshop on MIR; letter and copies of MIR; ER; Non-Technical Summary & leaflets; hands-on demonstration of online portal included

Date	Event/ Action
16.5.2013	Further Community Council representatives invited to evening introductory workshop on MIR; letter and copies of MIR; ER; Non-Technical Summary & leaflets; hands-on demonstration of online portal included
20.5.2013	Leaflet-drop to households in Bonnyrigg adjacent to preferred and reasonable alternative development sites (due to technical delay in distributing Neighbour Notification letters & imminence of Bonnyrigg drop-in event)
21.5.2013	Leaflet-drop to households in Bilston adjacent to preferred and reasonable alternative development sites (due to technical delay in distributing Neighbour Notification letters & imminence of Bilston drop-in event)
21.5.2013	Bonnyrigg drop-in event - 16 attendees
22.5.2013	Bilston drop-in event - 44 attendees (neighbourhood planning team represented)
22.5.2013	Neighbour Notification letters sent to properties adjacent to preferred and reasonable alternative development sites included in MIR
28.5.2013	Danderhall drop-in event - 26 attendees (neighbourhood planning team represented)
29.5.2013	Roslin drop-in event - 57 attendees (neighbourhood planning team represented)
30.5.2013	Loanhead drop-in event - 25 attendees (neighbourhood planning team represented)
31.5.2013	Presentation to/ discussion with Sustainable Growth Thematic Group (Community Planning Partnership)
	Articles in June edition of Midlothian News, and also staff news "Inside Midlothian"
4.6.2013	Newtongrange drop-in event - 13 attendees
5.6.2013	Dalkeith drop-in event - 18 attendees (neighbourhood planning team represented)
6.6.2013	Penicuik drop-in event - 9 attendees (neighbourhood planning team represented)
11.6.2013	Pathhead drop-in event - 6 attendees
11.6.2013	MERP Farmers' Conference - MLDP topic covered
18.6.2013	Mayfield & Easthouses drop-in event - 22 attendees (neighbourhood planning team represented)
20.6.2013	Gorebridge drop-in event - 12 attendees (neighbourhood planning team represented)
24.6.2013	Rosewell drop-in event - 93 attendees (but further attendees did not sign in - c. 120 in total)
25.6.2013	Presentation to Community Planning Working Group
31.7.2013	Presentation to Access Forum - distributed copies of DPSM5

Date	Event/ Action
2.8.2013	Meeting with residents adjacent to site BG1 Broomieknowe
6.8.2013	Presentation to National Mining Museum Scotland Governance and Strategy Committee
21.8.2013	MERP Housebuilders' Conference - presentation, exhibition, documents available
21.8.2013	Drop-in event as ASDA to discuss implications of proposed allocation of site LD1 for residents of Straiton Park Homes and Straiton Cottages (at their request)

Appendix 2: Scale of Settlement Growth across Midlothian

Estimates future growth of Midlothian's settlements based on draft Housing Land Audit (2014) and approved development strategy for the Midlothian Local Development Plan: Proposed Plan

	Households as recorded in the 2011 census	Dwellings built since March 2011 (HLAs 2012, 2013, draft 2014)	Approximate current households (2014)	Current commitments (draft HLA 2014)	Intended inputs to Proposed Plan (in plan period 2009-2024)	Intended inputs to Proposed Plan (longer term potential, post-2024)	Total dwellings once commitments and PP (all) built-out	Percentage increase following addition of commitments and PP (all)
Danderhall (Shawfair)	1,364	-	1,364	3,995	420	220	5,999	340
Gorebridge (inc. Redheugh)	2,592	239	2,831	1,650	278	-	4,759	68
Bonnyrigg	6,383	442	6,825	490	921	560	8,796	29
Dalkeith	5,419	481	5,900	957	190	-	7,047	19
Mayfield/ Easthouses	3,223	160	3,383	652	55	-	4,090	21
Newtongrange	2,311	26	2,337	420	-	-	2,757	18
Rosewell	653	1	654	463	60	-	1,177	80
Pathhead	420	-	420	35	-	-	455	8
Loanhead	2,803	36	2,839	204	60	-	3,103	9
Bilston	487	35	522	265	425	200	1,412	170
Roslin	745	17	762	52	400	140	1,254	78
Penicuik (in. Auchendinny)	6,627	117	6,744	956	282	-	7,982	18
Total for Midlothian	33,027	1,154	34,581	10,139	3,091	1,120	48,931	

Estimated future growth of Midlothian settlements: households/ dwellings

