



PLANNING PERFORMANCE FRAMEWORK REPORT

2017-18



HISTORIC
ENVIRONMENT
SCOTLAND

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ALBA

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FOREWORD

Historic Environment Scotland is pleased to introduce this review of our planning performance for the year 2017-18. The review focuses on our role in three key areas:

- Designating historic environment assets
- Advising decision-makers
- Granting consents

Our performance has been consistent with previous years, with very high percentages of timescales met across the board. Across all response types, we are meeting timescales more than 90% of the time, and this is in line with our last five years of reporting. In some areas in particular, success rates are sitting at highs of 99 and 100%.

This year we have continued our drive to improve the quality of our service. We published our Planning Service Standard in April 2018, which clearly lays out how we engage in the planning system. It sets out information on the service that developers and planning authorities can expect from us, including the timescales we aim to meet when giving responses.

We have provided advice to inform decision-making on a number of nationally important and sensitive sites. This has included advising on the major refurbishment of listed buildings such as the Burrell Collection Museum in Glasgow and Lews Castle in Stornoway.

Our designation projects this year have included a review of the designation of over 85 buildings at Craigiehall Barracks and Redhall Barracks in Edinburgh. We have also started an innovative public engagement process in our review of thatched buildings, starting with café-style drop-in sessions on Benbecula.

We have continued to input to the review of the planning system both as part of the Key Agencies Group and individually for our specific historic environment interests. We have continued our review of historic environment policy, building on the engagement carried out last year and holding a number of workshops as we focus on key policy areas.

Every year we work with a wide range of partners across the private, public and third sectors. This year we have engaged in a significant new partnership with Police Scotland. Working together through the Scottish Heritage and Cultural Property Crime Working Group, we have been identifying measures to enable communities and businesses to prevent and deter heritage and cultural property crime.

In the coming year we will build on this year's successes and continue to work on our policy review and inputting to the wider planning review. We will also look to improve our service where possible – working with new partners, and in new ways.

INTRODUCTION

This Report details the planning performance of Historic Environment Scotland (HES) from 1 April 2017 to 31 March 2018. It sets out our role in the planning system, and our ongoing work to secure positive outcomes for the historic environment.

Our planning engagement role is led by our Casework and Designations Teams, which sit within the Heritage Directorate. We promote consideration of the historic environment at all stages of the planning process. We aim to ensure the delivery of high quality development all the way through the development management process. This includes:

- Producing historic environment policy and guidance
- Engaging with emerging development proposals
- Sitting on Design Review Panels
- Reviewing development proposals at application stage

HES also promotes high quality development through the sponsorship of awards and the issue of grants for the conservation of historic assets and places.

The Report has been prepared in line with the requirements of the 'Key Agencies Group Model' for the Planning Performance Framework Review Reports. It demonstrates how we have performed against the agreed Performance Markers for 2017-18, and describes our contribution to the planning system under the following themes:

- Strategic Planning
- Sharing Good Practice
- Skills and Knowledge
- Delivery against Consultation Timescales
- Contribution to Service Improvement



We undertake this work in four key areas, as set out below.

Development Planning

As a Key Agency we give input to development plans to ensure that the historic environment is considered in a positive way. We also act as a consultation authority for Strategic Environmental Assessment (SEA). Our aim in SEA is to ensure that the potential environmental effects of development plans are understood.

We strongly support early engagement in development planning. Early engagement can be crucial to identify any difficulties for delivery at the earliest opportunity, and to help local authorities develop a growth strategy that is sustainable for the historic environment.

Development Management

We are a statutory consultee in the planning system. Our role is to advise decision makers on applications for planning permission which may affect nationally important designated heritage assets. We also have a role in advising on applications for listed building consent and conservation area consent.

As a consultation body for Environmental Impact Assessment (EIA), we are also consulted on all EIA applications under the Planning Act and other non-planning EIA systems. This includes applications under the Electricity Act and the Marine (Scotland) Act. Our comments form a material consideration in decision-making process. They are a key part of our service.

We encourage pre-application consultation for all aspects of this work. We are committed to the principles set out in the [Key Agencies Statement on Pre-application Engagement for National and Major Developments](#). We will always aim to find solutions to help proposals to progress. Where there may be constraints of such significance that would make it difficult to achieve planning permission or other consents, we will identify these as early as possible.

We are the decision makers for scheduled monument consent (SMC). Through this process, we ensure that any changes to monuments of national importance are appropriate and sympathetic to their cultural significance. We publish all applications and decisions on the [Historic Environment Portal](#).

Designations

We designate listed buildings, scheduled monuments, gardens and designed landscapes and historic battlefields. We also advise the Scottish Government on the designation of Historic Marine Protected Areas. In our designation role, we aim to promote these heritage asset types for consideration and protection within the planning system.

When we designate heritage assets, we undertake detailed research and evaluate each heritage asset type against criteria included within the [Historic Environment Scotland Policy Statement](#). We also undertake broad consultation on listing proposals and publish designation decisions on the [Historic Environment Portal](#).

Policy and Guidance

HES plays a leading role in the preparation and promotion of policy and guidance for the management of change within the historic environment. Our [Policy Statement](#) guides and supports decision making in the Scottish planning system. It sets out how we fulfil our regulatory and advisory roles and how we expect others to interpret and implement [Scottish Planning Policy](#) (SPP). It is a material consideration in the Scottish planning system.

One of our roles is to provide good practice advice and we have produced a number of guidance notes to help guide changes to the historic environment in line with the policies set out in SPP. Each [Managing Change guidance](#) note looks at a different topic in terms of the key issues that might arise, how best to deal with such issues and the reasons behind our advice.

OUR SERVICE

Historic Environment Scotland (HES) is the **lead public body for Scotland's historic environment**. We are a Non-Departmental Public Body and a registered Scottish Charity. We are governed by a Board of Trustees appointed by the Cabinet Secretary for Culture, Europe and External Affairs. Our Board sets our vision and strategic direction, ensures we fulfil our duties as a charity, and is accountable to Scottish Ministers and the Scottish Parliament.

Our Corporate Plan 2016-19 establishes the mission of the organisation. We aim to enhance knowledge and understanding of Scotland's historic environment while protecting, conserving and managing it for the enjoyment, enrichment and benefit of everyone. In accordance with this, the Corporate Plan sets out strategic objectives for the organisation around 5 themes: **LEAD, UNDERSTAND, PROTECT, VALUE** and **PERFORM**.

We **LEAD** on securing the brightest future for our nation's historic environment. We seek to further the **UNDERSTANDING** of the historic environment through investigation, research, recording and collecting. We **PROTECT** the historic environment through regulation, conservation, collection and investment. We promote the **VALUE** of the historic environment through enhancing access, interpretation, education and learning. We **PERFORM** at a high level to meet these challenges and improve the quality of service we provide.

We are a large organisation with many skills and expertise, and a wide-ranging knowledge base. All of these can contribute to our role in the planning system. Our Heritage Directorate leads on this process. Our **Casework** and **Designations Teams** undertake the majority of this work, working with and consulting others where their input can add value. This Report therefore focuses on the work of these two teams.

Below: Jarlshof Prehistoric and Norse SettlementB



The purpose of the Casework Team is to inform and enable good decision-making so that the historic environment of Scotland is valued and protected. The role of the Designations Team is to make and maintain lists of nationally important historic buildings, archaeological sites and monuments, gardens and designed landscapes and historic battlefields. The Designations Team also advises Scottish Ministers regarding the designation of historic Marine Protected Areas.

Team Structures

The Casework and Designations Teams are specialists with knowledge of architectural history, archaeology, and planning and environmental assessments. 64 members of staff are employed in Casework and Designation Teams: 42 in Casework and 22 in Designations. The majority of staff employed in fulfilling our planning service are senior officers. The full breakdown is given in the table below.

Casework Team	
Head of Casework	2
Deputy Head of Casework	7
Senior Casework Officer	20
Casework Officer	6
Field Officer	6
Graduate Trainee	1
Casework Support Officer*	4*
Team total	42

Designations Team	
Head of Designations	1
Deputy Head of Designations	3
Senior Designations Officer	6
Designations Officer	7
Designations Support Manager	1
Designations Support Officer	4
Team total	22
Total	64

Decision-making

Our decision-making processes are standardised across the Directorate and underpinned by a set of sign-off and quality control procedures. The Casework Team has delegated authority to deal with all casework reaching us. In exceptional cases advice may be sought from the Director of Heritage.

The staff hierarchy runs from Casework Officers, who have no delegated decision making, to the Heads of Casework. All casework output where we are making comments is signed off at Deputy Head level or above. This protects quality control and maintains consistency.

To ensure consistency in approach and quality of response, we also have a system of peer review. We hold weekly casework meetings for the discussion of complex, unusual or high profile cases. These meetings encourage the sharing of good practice, and make sure that all staff have the opportunity to contribute to key decisions.

The other teams in the Directorate are invited to attend these meetings. This gives others with relevant expertise the opportunity to provide input, and also acts as a reporting mechanism to ensure the wider Directorate is aware of the work of the team. This can be particularly relevant for cases which attract public interest.

*Casework support officers sit within our Business Support team, and are therefore not included in the team staffing total.

PERFORMANCE MARKERS

The case studies listed under a set of performance markers opposite highlight how HES achieves positive outcomes in the historic environment across our regulatory activity and engagement with communities, as well as strong performance of our statutory duties. These are grouped under three broad headings: Place-making, Capacity Building and Service.

Place-making

A. STRATEGIC PLANNING

Participation in national and strategic plan making is an important means to achieve shared outcomes. Contributing to these plans helps us to fulfil our central purpose of protecting and conserving the historic environment for the enjoyment, enrichment and benefit of everyone, now and for future generations.

Throughout this year we have provided advice and information to support and help implement a range of national plans, policies and strategies such as the review of the planning system and associated legislative workstreams. This includes proposed changes to permitted development rights, emerging energy policy and community planning.

We have had regard to these plans, policies and strategies in contributing to the preparation of development plans, advising on development management decisions and developing our own policies and guidance in support of a plan-led system.



CASE STUDY

Historic Environment Scotland Policy Statement Replacement Project (What's Your Heritage?)

We have initiated a comprehensive review of [Historic Environment Scotland Policy Statement](#) (HESPS) document. Our aim is to ensure that our operational practices reflect current and emerging requirements within the planning system, and meet the aspirations of the people of Scotland.

This review has been informed by the [What's Your Heritage?](#) project, which was started in 2016-17. To start the process, we invited the people of Scotland to influence our approach to the designation, management and celebration of the country's buildings, monuments and places. It has been a substantive and pioneering programme of public engagement.

What's Your Heritage? was the first phase of our review of HESPS. It was an informal exchange of ideas with the people of Scotland about heritage. It has enabled us to establish a vital baseline of evidence to inform what HES's historic environment policy should be and build a picture of how the people of Scotland view HES.

We encouraged a debate about what our heritage is and how it can be managed. We have spoken with a broad range of audiences and stakeholders in different locations. We have engaged with a range of stakeholders and interested parties, including those whose work will influence or be influenced by the replacement to HESPS.

We anticipate that it will set out roles and responsibilities in the management of the historic environment, outline the status of the document and set it within the wider policy landscape in a way that is easy to navigate.

This process is about showing people that HES is a new organisation, doing things differently. The consultation will be ongoing throughout 2018 and there will be further opportunities to feed into the content drafting process. Our next step is public consultation on a draft document.

B. DEVELOPMENT PLAN ENGAGEMENT

In our role as a Key Agency we advise planning authorities on development planning documents at every stage in the process. We play an active role in ensuring that development is located in the right places, and we promote the historic environment at the heart of place-making. We also offer advice to planning authorities on their development plan policies for the historic environment to ensure that our heritage assets are provided with an appropriate level of protection within the planning system.

As a consultation authority for Strategic Environmental Assessment (SEA), we also advise planning authorities in their consideration of the environmental effects resulting from their plans. This helps to ensure that development is planned in a sustainable way and that the historic environment is considered as part of this.

At an operational level we support this engagement by having one point of contact for each development plan and its accompanying SEA. This supports a process of ongoing engagement and consultation throughout the process.



CASE STUDY

East Lothian Local Development Plan Engagement

In our role as a Key Agency, we have provided advice and support for East Lothian Council as they produce their new Local Development Plan (LDP). A lot of this advice has been on their spatial strategy, as they have tried to identify areas for sustainable growth in a part of Scotland where there is high pressure for new housing.

We offered feedback on individual land allocations, but also looked at possible cumulative impacts where multiple allocations were proposed close to one another. We gave this advice through the LDP process, but also in our role as a consultation authority in SEA.

One of our key considerations for impacts was the Inventory battlefields in the area. There are four battlefields recognised on the Inventory as being of national importance within East Lothian. Two of these – Pinkie battlefield and Prestonpans battlefield – are located in areas of high development pressure, in the west of the region.

East Lothian Council chose to adopt a compact growth strategy, putting most of its housing allocations close to Edinburgh, in the west of the region. Much of this area lies within Pinkie battlefield. The battlefield was therefore at high risk of significant adverse impacts.

Our particular concern was that the allocation of many small areas of land would start to affect the key landscape characteristics and special qualities of this battlefield. Our advice on this informed the Council's selection of sites.

When the Council presented their settled view of where development should be placed, we made only one representation, a formal request for an alteration to their plan. This requested the removal of one allocation within Pinkie battlefield. We were able to frame the rest of our response as advice to the Council regarding mitigation and avoidance of cumulative impacts.

This would not have been possible without the ongoing early engagement we had undertaken. The input and level of information provided by the council and their technical support teams was very valuable in allowing us to understand the potential impacts more fully.

East Lothian Council has now been examined by a Scottish Government Reporter. Our advice has been endorsed by the Reporter, who has removed the allocation for which we submitted a representation.

The Reporter also referred in detail to our advice on Pinkie battlefield when considering other possible land allocations. The input we provided on possible cumulative impacts has helped East Lothian Council to develop a sustainable spatial strategy for the region. For the first time since the creation of the **Inventory of Historic Battlefields**, our advice has been tested at national level by a Scottish Government Reporter.



SCOTLAND'S INVENTORY OF HISTORIC BATTLEFIELDS 2016



C. DEVELOPMENT MANAGEMENT

We are a statutory consultee for planning applications affecting historic environment assets of national importance, applications for Listed Building Consent and applications for Conservation Area Consent. Key in this is providing planning authorities with timely comments setting out our view on an application. Our comments are a material consideration in decision-making process, and an important part of our service.

We are also consulted on applications for planning permission requiring an Environmental Impact Assessment (EIA). We engage at every stage of this process, to ensure that impacts on the historic environment are identified at the earliest possible point, and assessed proportionately. Where possible, we identify opportunities to mitigate significant impacts, and input to the iterative design process of developments.

Pre-Application engagement

We continue to provide high quality advice at pre-application stages. Our aim is to identify potential historic environment issues, and establish certainty as early as possible in the process. We are routinely involved in discussions and site visits around emerging development proposals.

In complex cases, we will always try to give the appropriate level of advice in order to secure the future of important historic environment assets for the benefit of communities and the local economy. Through early engagement, we are often able to recommend mitigation measures against adverse impacts to the historic environment.

CASE STUDY

The Burrell Collection – Museum Refurbishment

In the past year we have been involved in a major refurbishment proposal for the Burrell Museum. The Burrell is one of Scotland's most important post-war buildings, and this is reflected in the fact that it is listed at Category A.

There four key aims to the proposed works:

- Repairing fabric which was putting the building at risk
- Altering the interior to allow a greater percentage of the collection to be displayed
- Providing large and secure temporary exhibition space
- Improving facilities and access

Over the course of 2016 and early 2017 we met with the Glasgow City Council and the applicant many times to talk about the principle of what was being proposed. This also gave us the chance to influence the scheme as it was being drawn up. Being involved at this early stage meant that the later, more formal stages, were simpler to handle.

We provided high-level pre-application comments within seven days, and commented on the formal Listed Building Consent consultation within four weeks. This allowed the Council to determine the case within six weeks of the applicant submitting it. We are still involved in discussions as plans evolve, and most recently we have offered advice on the design of the new entrance.

Listed Building consent and planning permission were granted in April 2017. The applicants were very happy with our handling of the case, and particularly the speed at which we were able to respond to their consultations, as this allowed them to meet their funding deadlines. We have helped to secure a sensitive response to the needs of the building, ensuring its long-term viability.

“We are grateful for helpful advice, constructive discussions and very rapid determination.”

Paddy Pugh, Director Conservation + Planning,
John McAslan + Partners, Email to HES and the Council

Below: The Burrell Museum



Consenting

We act as the consent-giving authority for scheduled monument consent (SMC). Determining applications for SMC in a reasonable timescale can make a huge difference to the management of these nationally important sites. This is particularly the case where timescales can influence opportunities for funding, or where works are seasonal in nature. For those monuments which are also visitor attractions, the consenting process can impact on the accessibility and experience of the historic site.

The SMC process allows us to ensure that any changes to monuments of national importance are appropriate and sympathetic to their cultural significance.



CASE STUDY

Clachtoll Broch Project

Clachtoll Broch is a scheduled monument in Caithness and one of the most iconic monuments in northern Scotland. It was threatened with collapse, presented hazards for visitors and its condition was deteriorating. Public concerns about this led to the development of a project to conserve the monument and provide safe public access.

The project is part of the [Coigach & Assynt Living Landscape Partnership Scheme](#). The scheme is Heritage Lottery Funded and comprises 14 partner organisations led by the Scottish Wildlife Trust. Funding partners for the Clachtoll Project include HES, SSE, The Pilgrim Trust and EB Scotland.

The work was delivered by AOC Archaeology working with Historic Assynt. The project was developed over several years and gained SMC in 2015. The work was complex and involved multiple processes:

- Emptying the broch of the material that collapsed into it
- Recording, dewatering and rebuilding parts of the drystone walls
- Providing structural support
- Major archaeological excavation

The details of the work were agreed through detailed discussions before, during and after the SMC process. The site works were undertaken in summer 2017 and received wide, positive coverage in the media.

We worked with the community and their advisors to develop a scheme that was consistent with our policy while achieving their aspirations. We met with the project team regularly at every stage of the project to enable its success. Crucially, with many issues requiring decision-making during the site works themselves, we responded by setting a framework of site meetings that provided responsive input and agreement.

The project had a budget of around £500k, and around £120k of this came from the [Historic Environment Repair Grant Scheme](#). The work benefited greatly from the involvement and expertise offered by the HES Grants and Conservation Teams, who worked closely with the casework team.

The project has resulted in stabilisation of the broch, widespread community engagement with the historic environment and produced exciting new information from the excavations. It is a model for successful partnership working. A key part of this success has been the improvements that have been made to outcomes through the SMC process.

‘... the excavated interior of the broch has been a real revelation to all who have been involved or visited the site.’

Gordon Sleight, Chairman of Historic Assynt,
Media Release 16 October 2017.

‘Carrying out the conservation works have allowed us to secure the long-term future of the building and protect it from collapse’

Graeme Cavers, lead archaeologist,
Media Release 16 October 2017.

Historic assets can be complex and very sensitive to change. To get the best outcomes, we work with many partners, and in some cases, this takes place over a number of years.

The following case studies give examples where a longer term approach has resulted in positive outcomes for the historic environment.

CASE STUDY

Consolidation of Kinfauns Old Parish Church

Kinfauns Old Parish Church is a medieval church and burial aisle, and a scheduled monument. It is on the 'Coronation Road' - an ancient route thought to have been built for the kings of Scotland as they moved between the palaces of Falkland and Scone. We have been engaged with the consolidation of this important site over nearly a decade, from supporting the vegetation clearance in the early days to providing advice as the consolidation works progressed.

Working on any historic building requires a careful approach but as a scheduled monument the utmost care was required and contractors with the appropriate skills to deliver all aspects of the work were identified. Our Casework Team has provided advice throughout the project.

The first step in the process was for HES to undertake an Architecture Advisory Report. This report identified a comprehensive scheme of works that would be required to repair the building. There were five main areas of work:

- Removing ivy
- Consolidating wall heads
- Repairing the roof of the aisle
- Repointing masonry
- Improving access



In 2010, Perth and Kinross Heritage Trust secured funding for a Historic Churchyards Project, and began works. We provided various forms of grant funding through our [Historic Environment Repair Grant Scheme](#). We offered advice to ensure that the project aims were delivered within an acceptable timeframe and to a suitable standard.

The consolidation of the church was achieved through collaborative working of several partners, close liaison and engagement with the local community, and the development of strong working relationships between contractor, architect, client and regulator.

A consolidated medieval church is now accessible for the local community. A sense of engagement with the historic environment has been successfully fostered over almost a decade.

Above: Kinfauns Parish Church

CASE STUDY

Lews Castle, Stornoway

Lews Castle is a category A listed 19th century mansion and a key landmark building in Stornoway. Before its regeneration, it lay disused for many years. We have been closely involved in a project to conserve and repair this nationally important building.

We have provided advice at various stages in the listed building consent and planning process, as well as supporting the project through our [Historic Environment Repair Grant scheme](#). The works have included three distinct elements:

- Specialist conservation work
- Repair and reinstatement of the decorative interior
- Contemporary extension to form a new museum and archive for the Outer Hebrides

Below: Lews Castle Ballroom

The project was phased over 6 years and successfully completed in 2017. It was officially opened by the First Minister. It is now thriving as a major new hospitality, cultural venue, and visitor attraction for the Outer Hebrides.

The works have also provided a catalyst for progressing a complementary project to restore and revitalize Lews Castle Grounds. The grounds are an outstanding historic parkland, which is included on the national [Inventory of Gardens and Designed Landscapes](#). The parkland now provides a spectacular setting for the annual HebCelt, Hebridean Celtic music festival.

The project is an example of a collaborative and multi-funded project including Comhairle nan Eilean Siar, Malcolm Fraser architects, Simpson and Brown architects, the Heritage Lottery Fund, National Museums Scotland, Highlands and Islands Enterprise, and Scottish Government.



Capacity Building

D. SHARING GOOD PRACTICE, SKILLS AND KNOWLEDGE

We work with colleagues across the planning and development sector to promote the historic environment and share good practice, skills and knowledge. We respond to Scottish Government consultations, and sit on groups including the Heads of Planning Group, the Royal Town Planning Institute and the Key Agencies Group. We also sit on the BEFS historic environment working group.

In our commitment to sharing good practice across the sector, we also regularly engage in training activities. During 2017/18 we facilitated various planning skills development events, including an Environmental Impact Assessment workshop in partnership with other environmental organisations.



CASE STUDY

Environmental Impact Assessment Training for Key Agencies

This year, we have continued to work with other consultation bodies to provide Environmental Impact Assessment (EIA) training for Key Agency staff. The training ran over two days, and produced and delivered by HES, the Scottish Government (SG), Scottish Natural Heritage (SNH), and the Scottish Environment Protection Agency (SEPA).

Lead EIA specialists at HES, SNH and SEPA identified a need to provide training to their staff on EIA. The aim of the training is for all the agencies to engage in a consistent and proportional way with EIA development. Many of the Key Agencies Group members have sent delegates to the course, including the Forestry Commission Scotland, Sport Scotland and Marine Scotland.

The training highlights the benefits of the EIA process. It also provides a wider framework by emphasising the links between EIA and decision-making in the planning system.

Delegates on the course learn about the importance of focussing on key issues when responding to EIA consultations. The course looks at how this can be improved through meaningful scoping and pre-application engagement, and by maintaining effective communication with developers and decision-makers during the design of development proposals. The training helps to ensure that our consultation responses focus on significant impacts and how to mitigate them.

The course equips delegates with the ability to be able to provide advice to the development sector which is clear and avoids requests for information which are either excessive in detail or have the potential to miss important issues. This helps to reduce the potential for delays and significant additional costs later in the planning process.

The course has been run three times over the last two years and is always in high demand. Feedback from delegates has been overwhelmingly positive. The training was highlighted as an 'inspiring example of progressive action' by the Institute for Environmental Management and Assessment as part of its **Strategy for Delivering Proportionate EIA**.

Policy and Guidance Updates

As part of our commitment to building capacity and sharing good practice across the Sector, we have updated our key policy and guidance documents to ensure that they meet current requirements for planning. These documents are frequently used by planning authorities and members of the public who intend to undertake alterations to their historic properties.

We have continued to update and expand our **Managing Change in the Historic Environment** guidance notes series. These documents offer advice and promote good practice in managing the historic environment, and support Scottish Government policies set out in **Scottish Planning Policy**. The most recent additions to the series have been an updated note on the principles that apply to the alteration of historic **Windows** and a new note on **Scheduled Monument Consent for Archaeological Excavation**, which provides guidance for anyone considering undertaking archaeological excavation on a scheduled monument when the primary reason is for research purposes.

We have also recently published **Researching Historic Buildings**. This booklet promotes the range of resources available, including the **National Record of the Historic Environment**, which is curated by HES. It aims to help people look into the history of historic buildings such as homes, schools, places of work and education. The advice and content of this booklet will help people understand the history and significance of their historic building.

Throughout this year we have also participated in a range of partnership projects with key stakeholders, local communities and communities of interest to provide opportunities for sharing knowledge and expertise in dealing with historic environment issues.

CASE STUDY

Heritage Crime

HES is a partner in the Scottish Heritage and Cultural Property Crime Working Group. The Group promotes effective measures to enable communities and businesses to prevent and deter heritage and cultural property crime. We encourage collaboration and sharing best practice, and report into the UK's Heritage and Cultural Property Crime Strategy.

The Group includes Police Scotland, Scottish Planning Enforcement Forum (which represents all local authorities), the Treasure Trove Unit, and Crown Office and Procurator Fiscal Service.

We have been working directly with Police Scotland on a number of projects. We have:

- Advised on Police Scotland's first internal guidance on heritage crime.
- Started a pilot heritage data sharing programme for officers to target potential heritage crime issues.
- Targeted areas subject to illegal metal detecting on scheduled monuments.

HES also provided advice to Scottish Government and Police Scotland on the implementation of the [Cultural Property \(Armed Conflicts\) Act 2017](#) for treatment of cultural property illegally taken from warzones.

The key aims of the group are to:

- Promote understanding and awareness
- Improve incident reporting
- Reduce threat by developing prevention opportunities
- Communicate our message by maximising the use of available technology

Working in this way with a range of other organisations, we are opening new communication channels, and using our expertise to inform a national level initiative. This ongoing work will maximise our shared resources, and improve our resilience to this type of heritage risk.



E. EVIDENCE AND DATA-SHARING

Landscape Characterisation Project with Scottish Natural Heritage

Scottish Natural Heritage (SNH) has been working with a wide range of partners to review the **Landscape Character Assessment** data for the whole of Scotland. The programme of work will make this information easier to access and the mapping much clearer. It involves simplifying and standardising both the maps and the written descriptions underpinning each Landscape Character Type.

HES Heritage Directorate has made a significant contribution to this process. Staff from numerous teams have offered their time and expertise to the review of all 360 Landscape Character Types. This work involves analysis of various Geographical Information System (GIS) datasets, including the Historic Land-use Assessment data set which HES curates. It also involves reading, commenting on and amending the written descriptions. Combined, these pieces of work will ensure the historic environment was adequately represented.

The work was informed by training provided by HES and SNH. The results have been warmly welcomed by SNH and will be used to inform landscape scale planning and land use decision making.



CASE STUDY

PastMap redevelopment

PastMap is a web-based mapping service. It lets people access a wide range of records about the historic environment:

- Heritage assets that HES designates
- Records on the **Canmore** database
- Local authority Historic Environment Records

This year, we have enhanced and redeveloped PastMap, working in partnership with local authority archaeological services. We had three main aims in enhancing the service.

Firstly, we wanted to respond to advances in technology and the way that people engage with it. This meant producing a version that works on mobile devices, and one that is user friendly on a small touch screen. It had to be suitable for casual users.

Secondly, we wanted to give people the option to view information against different backgrounds. This allows users to see our historic environment information in a different context – against a modern map, aerial photography, or even historic Ordnance Survey maps.

Thirdly, we wanted to enhance the capability to download our data. This would allow more technical users to interrogate the data, and download information for research or other purposes.

We had input from other groups and organisations to help to decide what work needed to be done and how. This included the Sites and Monuments Records Forum, which represented the local authority archaeological services. The Forum contributed to the scoping of the project and gave feedback to the Programme Board.

We also got feedback from members of the public. We ran a survey on the existing site, and the results informed our decision about what changes to make, and also what to keep. We also got support from members of the public later in the process, when they helped to test the new version of the site. Their feedback was very valuable in making a number of improvements.



The new website was launched in March 2018. There were over 10,000 visitors during the first month of being live, compared to 3,300 for the same time last year. Users may now download up to 1,000 records at one time. The site now responds better to the needs of both casual and more technical users.

Here is what some of our beta-testers have said so far:

‘The whole concept of the idea is really good’

‘I love the new map compared to the old PastMap – much better experience!’

‘The aerial photography background is also really good too.’

We published a blog about the whole process [on our website](#), which provides more detail about the changes and how they were made.

CASE STUDY

Craigiehall and Redford Barracks Listing Review

This year, our Designations Team carried out listing reviews of two large barrack sites in Edinburgh. Both of these sites belong to the Defence Infrastructure Organisation (DIO). The reviews looked at around 85 buildings at Craigiehall and Redford Barracks, checking that existing listings were appropriate, and also assessing unlisted buildings to see if they merited designation.

This was the first time that a public landowner had requested a review of their historic assets to identify possible exclusions from listings. An exclusion from a listing is a part of a listed building or structure which is legally identified as not being listed. We have only been able to identify exclusions from listings since the [Historic Environment Scotland Act 2014](#) came into force in 2015.

The DIO's request was triggered by their plans to close and sell Craigiehall Barracks and re-barrack a significant number of service men and women at this site. To inform this, they wanted clarity about the extent of the listed areas on these sites.

We met with the DIO and Edinburgh City Council and undertook site visits during 2016. We followed these up with research and assessment. We then consulted with the DIO and the Council on proposed changes to listings and new listings. The review was completed in June 2017.

At Redford Barracks, 14 new listed building records emerged from the listing review. These new records clearly identify which buildings are listed as well as indicating what is now legally excluded from the listing. The new listings also indicate the level of importance of the ancillary buildings by their new listing categories. The main barrack blocks themselves were re-categorised to category A. This reflects the fact that the buildings are nationally important as two rare surviving military barracks buildings in Scotland.

At Craigiehall, we clarified the extent of listing of the former **headquarters building**, a fine and rare late 17th century country house that had been substantially extended in the 19th and 20th centuries. Legal exclusions from this listing have identified what the listing aims to value and protect. We have also produced a new map for the listing, which shows the outline of what is listed as a polygon, where before it was simply a point. We also added one new listing to this site in the west of Edinburgh – a Cold War era **anti-aircraft operations room**.

The review aligns with Historic Environment Scotland's aim to work in partnership with stakeholders to help them understand, value and protect their historic assets. It has improved our knowledge of the buildings, and will inform the DIO's decisions about how to use them.

Below: Redford Infantry Barracks (LB 49560)



Service

F. DECISION MAKING TIMESCALES

Our Headline Indicators for 2017-18 are consistent with previous years, showing a high level of service across all our planning engagement roles. These cover our timescales for decision making and consultation responses across the following areas:

- Development planning
- Strategic Environmental Assessment
- Development Management
- Listed building and conservation area consent
- Scheduled monument consent

We have also used this section to report on our other main activities associated with the planning process. This covers:

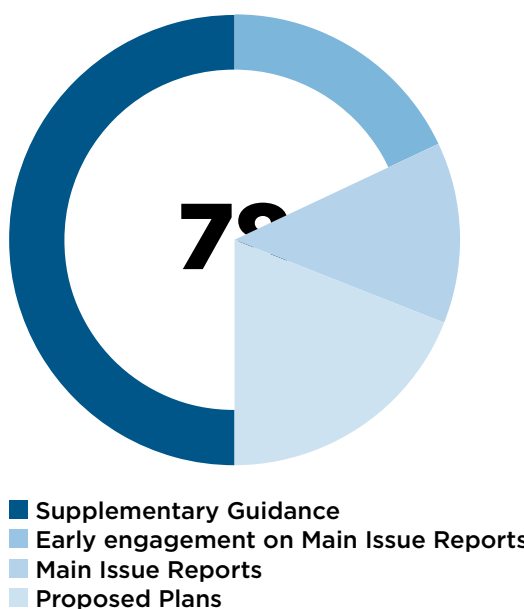
- Designations
- Scheduled monument enforcement
- Complaints handling
- Field officer programme

Development planning

As a key agency we advise local authorities on the preparation of Development Plans. As last year, we have responded to **100%** of statutory development plan consultations within the required timescales. We have seen an increase in this type of consultation, which is likely to correspond to the stage that many planning authorities are at in their plan cycle.

During 2017/18 we were **consulted on 78 development plan related cases**, some of which were accompanied by Strategic Environmental Assessments (SEA). We have reported on SEA consultation timescales below. Of these 78 cases, half related to Supplementary Guidance. This year, we have seen an increase in the number of all types of consultations relating to Development Plans. Supplementary guidance consultations remain the largest single consultation type.

Development planning consultations



Development Planning Casework		
Consultation Type	2017-18	2016-17
Early engagement on Main Issues Reports	14	9
Main Issues Reports	10	9
Proposed Plans (Including Drafts, Further Information Requests, and Action Programmes)	15	9
Supplementary Guidance	39	36
Total	78	63
Percentage statutory development plan consultations within the required timescale	100%	100%

Strategic Environmental Assessment

As last year, we have responded to **100%** of Strategic Environmental Assessment (SEA) consultations within the required timescales.

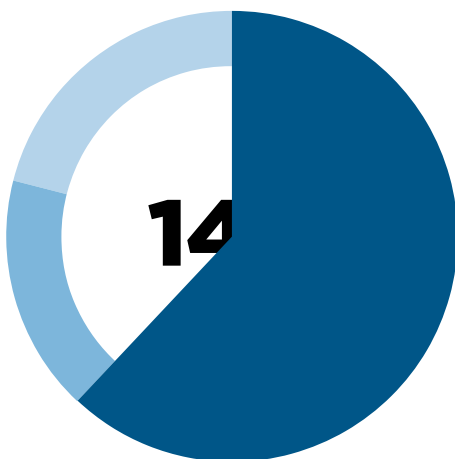
During 2017/18 we were consulted on **144** Strategic Environmental Assessment consultations, including Screening Reports, Scoping Reports and Environmental Reports.

SEA Consultations					
Consultation type	Target (Days)	2017-18		2016-17	
		Consultations (number)	Target met (%)	Consultations (number)	Target met (%)
Screening report	28	89	100%	76	100%
Scoping report	35	25	100%	36	100%
Environmental Report	As agreed (Typically 6 weeks)	30	100%	40	100%
Total	-	144	100%	152	100%

It is interesting to note that although the number of development planning consultations have increased in comparison to 2016-17, the number of SEA consultations has reduced.

This may mean that we received more development planning consultations that were not accompanied by an SEA consultation due to the stage in the plan cycle.

Strategic Environmental Assessment consultations



- Screening
- Scoping
- Environmental report

Development management

Our development management headline indicators reflect our response timescales for the following consultation types:

- Planning applications
- Planning applications accompanied by Environmental Impact Assessments
- Listed building consent
- Conservation area consent

We have maintained a high level of service in all Development Management cases through 2017/18. We have responded to **98.2%** of consultations within agreed timescales. This amounts to **3938** out of **4025** cases we have been consulted on.

We have provided pre-application advice on **325** complex cases affecting historic environment assets. We have raised objections to development proposals where we considered that there was likely to be a significant and detrimental impact on the historic environment.

During 2017/18 we objected to **35 consultations**, of which **18** were **planning application** objections, **five** were **Conservation Area Consent** objections and **12** were **Listed Building Consent** objections.

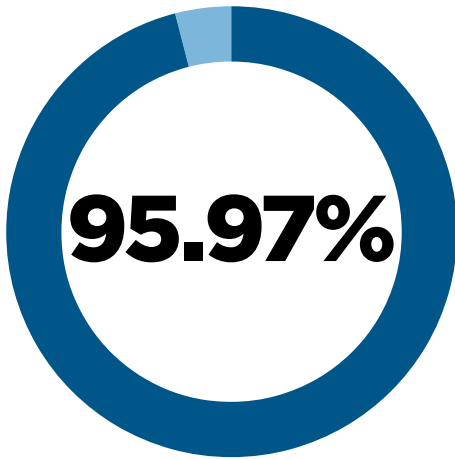
Our full break down of consultation response timescales is given in the table below. As this shows, within each consultation type, we continue to perform to a high standard, well above targets.

For each consultation type, we have an agreed timescale to respond. We aim to meet these timescales a certain percentage of the time. The table shows the agreed timescale, the percentage target, and then the percentage of the time we met the timescale this year and last year. As can be seen above, there is no significant alteration in our success markers.

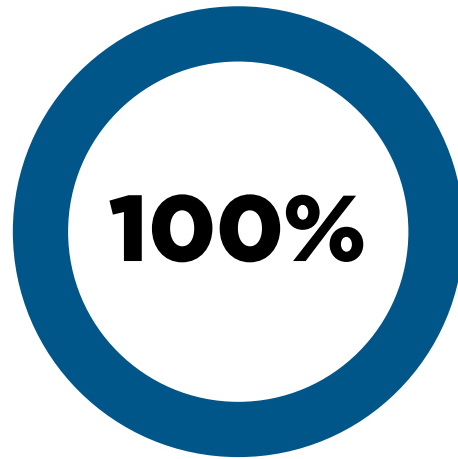
Development Management Consultations				
Consultation type	Agreed timescale (days)	Target percentage	Actual percentage	
			2017-18	2016-17
Planning applications	14	82%	96.0%	97.4%
Planning applications with Environmental Impact Assessment	28	80%	100%	100%
Listed Building & Conservation Area Consent Consultations	14	90%	98.8%	98.9%
All consultations	-	-	98.2%	98.6%

In 2017/18 we were consulted on **869** planning applications. **97** of these were accompanied by an Environmental Impact Assessment.

To reach a view on statutory planning applications within 14 days

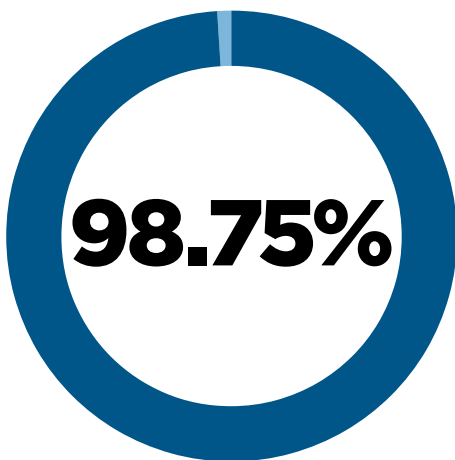


To reach a view on EIA planning applications in no less than 4 weeks, or otherwise mutually agreed period



During 2017/18 we were consulted on **2795** Statutory Listed Building and Conservation Area Consents. We aim to respond to these within 14 days of receipt. This year we achieved **98.8%** within this timescale.

To reach a view on listed building and conservation area consent notifications within 14 days



Scheduled monument consent

Scheduled monument consent (SMC) is the mechanism we use to ensure that any changes to monuments of national importance are appropriate and sympathetic to their character. It helps to protect a rare and unique resource.

Works on scheduled monuments, including repairs, require SMC. Works requiring consent are defined as:

- Any works resulting in demolition, destruction or damage to a scheduled monument
- Any works for the purpose of removing or repairing a scheduled monument or making alterations or additions
- Any flooding or tipping operations in, on or under land where there is a scheduled monument

In 2017-18 we handled **235** applications for SMC. We determined **92.7%** of these within 5 weeks, which comfortably meets our 80% target. This shows a slight reduction in last year's percentage (94%) but is consistent with our previous performance.

All of our SMC decisions are published through our [online portal](#). The [Historic Environment Scotland Act 2014](#) introduced a right of appeal against SMC decisions. None of our decisions have yet been subject to appeal.

Designations

One of the biggest work areas for us in any given year is maintaining our designations records. Accurate and up to date records are key to understanding heritage assets and giving them appropriate weight in the planning process. We currently hold over **55, 000 designation records**. These cover listed buildings, scheduled monuments, gardens and designed landscapes, and battlefields.

This year we have undertaken a series of reviews of existing designated heritage assets and made amendments where necessary. This includes amending the records for:

- **84** listed building
- **53** scheduled monument records
- **6** gardens and designed landscapes

We also designate new assets every year, and remove assets from our records where they no longer meet the standard to be designated. A significant number of removals from the schedule or the list reflect where a site or building was previously both a listed building and a scheduled monument. In these cases we review the asset, and decide which designation is most appropriate for it. There is a right of appeal against both scheduling and listing. This year **five** appeals were submitted, all against listing.

The full info of these activities is given in the table below, with a comparison for the previous reporting year.

Scheduled Monuments	2017 18	2016-17
New designations	18	41
Changes to existing designations		
• Statutory amendments	53	112
• Minor record changes	246	##
De-designations (removal from schedule)	44	60
Appeals against scheduling	0	1
Listed Buildings	2017 18	2016-17
New designations	42	39
Changes to existing designations		
• Statutory amendments	84	149
• Minor record changes	313	##
De-designations (removal from schedule)	155	249
Appeals against scheduling	5	0
Total number of designation decisions (including all designations and other work not mentioned above)	1369	1111

Statutory amendments are material changes to designations. These alter what is designated. For scheduled monuments, this is a change to the scheduling description or the map of the scheduled area. For listed buildings, this is a change to the address identified in the listing.

Minor record changes are updates of online information. This can be either online maps and spatial information, or online supplementary information. These cases reflect ongoing maintenance of our designation records.

Scheduled monument enforcement

We conduct enforcement casework where unauthorised works on scheduled monuments are reported to us. We use varied approaches to resolve these issues. More detail can be found in our Managing Change guidance note on Works on Scheduled Monuments. This was updated in the previous reporting year.

In 2017/18 we resolved **73** Enforcement cases. No unauthorised works were detected in 6 cases. In **27** cases we detected unauthorised works, however no further action was possible. Advisory letters were sent in **28** cases and informal resolutions, requiring further works to ameliorate the effects of the unauthorised works, proposed in **11** instances. No formal notices were issued.

Complaints handling

We had **two** stage 1 (**frontline resolution**) complaints and four stage 2 (**investigation**) complaints. Complaints handled at the investigation stage of the complaints handling procedure are typically complex or require a detailed examination before we state our position. One such complaint resulted in the complainant going to the SPSO (Scottish Public Services Ombudsman). The SPSO assessed the information provided by the complainant. They found no evidence that HES had not followed their procedures, and therefore concluded they had nothing more they could add and did not take the complaint forward.

We also handled **34** Environmental Information requests, of which **one** went to internal review.

Our guidance on complaints handling procedures can be found here: www.historicenvironment.scot/media/2964/complaints-handling-procedure.pdf

Field officer programme

Historic Environment Scotland's field officers are situated across the country and are able to provide advice and information to owners and land managers about how to care for scheduled monuments.

They conduct regular condition monitoring visits. During 2017-18, reported on the condition of **800** monuments across Scotland, with **84.1%** of the monuments visited reported to be in optimal or satisfactory condition.

**G. SERVICE STATEMENTS AND
JOINT WORKING AGREEMENTS**
**Joint Working Agreements (JWAs)
with Public Bodies**

HES is part of the Scottish Government Key Agencies Group, all members of which engage closely with the planning system. Various agreements have been put in place in recent years to help us work closely with one another on planning issues.

A 5-year agreement was signed between Forestry Commission Scotland (FCS) and HES in May 2017. It sets how we will work together to benefit our respective remits and responsibilities.

One of the main aims of this JWA is to increase the information we share with each other about the historic environment in Scotland's forests and woodlands. This might include datasets, specific knowledge, or expertise. Where we can, we will share technical publications, detailed specialist advice, research information and good practice of interest to the each other, and work together on joint publications.

As with our other areas of casework, we recognise the value of pre-application consultation. We will aim to put more emphasis on positive early engagement on forestry proposals. We will give advice to FCS in regard to the protection, conservation and setting of relevant designated historic assets in response to this.

This Joint Working Agreement will be reviewed by April 2022.

Management Agreement between HES Conservation Directorate and HES Heritage Directorate

In the previous reporting year, the HES Heritage Directorate set up a Management Agreement with the HES Conservation Directorate. This year was the first full year of operation for the Agreement.

The Agreement was signed under Section 17 of the **Ancient Monuments and Archaeological Areas Act 1979**. Section 17 agreements give the occupier of a scheduled monument permission from the regulator to do works to the monument that are routine and cyclical. In this context, the Heritage Directorate is the regulator, and the Conservation Directorate is the occupier.

HES cares for the Properties in Care of Scottish Ministers through a Scheme of Delegation. This work is mostly undertaken by the Conservation Directorate. These works enable the maintenance and preservation of scheduled monuments in the care of Scottish Ministers.

The estate of Properties in Care comprises over 300 heritage assets. Many of these are internationally recognised, and they form a tangible part of our cultural legacy. They range from sites as diverse as Jarlshof in Shetland, the Border Abbeys, Iona and Arbroath, and major castles such as Urquhart, Stirling, and Edinburgh. The estate is widely distributed across Scotland, and as such is a national public portfolio of historic assets in state care.

The purpose of the Agreement is to make it simpler and easier to look after and manage the Properties in Care we look after. It removes work for both the Heritage Directorate and the Conservation Directorate. Now, when works are minor and routine or cyclical, the Conservation Directorate does not need to apply for an individual permission, and the Heritage Directorate does not need to process the application.

The Agreement is the outcome of a collaborative approach between the two HES Directorates. This has front-loaded a large amount of work, and was subject to lengthy discussion before it could be signed.

During this year, we have developed an audit process for the works undertaken. We have also completed an initial snagging phase. The Agreement has been also been **published online**. This means that it can now be publicly accessed, and is being used as a reference point to show good practice. This has supported initial discussions with other bodies regarding the development of similar Agreements for their own estates. The Agreement is saving time for both HES Directorates, allowing us to focus on works where more time and staff input is required.

Planning Service Standards Statement

This year we published our new Planning Service Standards document which sets the support we provide and our role within the planning system. It can be accessed **here**.

H. ENGAGEMENT WITH SERVICE USERS

Heritage Directorate staff play a leading role at national and international conferences, engaging with professionals and academics from across the world.

By participating at various events we are able to share best practice across an international audience and promote the heritage management work of HES.

This year we placed communities at the heart of our professional practice and policy development. This involved undertaking an innovative programme of public engagement in support of the designation review of thatched buildings through the Thatch Café Event on Benbecula.



CASE STUDY

Engaging Communities in Designations – Thatch Café 2017

On Heritage Awareness day in 2017, we hosted a public drop-in ‘Thatch Café’ on Benbecula. The event introduced HES’s review of thatched listed buildings in the Outer Hebrides. When we make decisions which affect communities, we aim to engage directly with them beforehand. This allows us to learn about what they value, as well as giving us an opportunity to explain our approach to making decisions.

This issue of engaging with people was highlighted in the responses we received to the ‘What’s Your Heritage?’ project. Local communities told us that they want to be more involved in the process of deciding what we designate.

Over 40 people attended the event, and it generated a lot of discussion. People talked about their concern for the loss of traditional thatching skills, and the lack of suitable thatching material. Some people shared the history of their own cottages with us, or brought along photographs showing family life in and around their thatched buildings.

By speaking to the local community, we learned about how they view and value their heritage. It also gave us the chance to offer support and information.

We had staff on hand to answer questions about the review, and listing in general. We were joined by colleagues from our Conservation Directorate who could provide specialist knowledge and advice about thatch. Our Archives and Collections team showed people how they could record their knowledge and stories online, using [MyCanmore](#), an online resource for the historic environment.

Our Gaelic Officer also helped us to produce bilingual posters and a press release. Some of the stories and discussions on the day happened in Gaelic as well as English.

This event is part of a Scotland-wide review of thatched buildings taking place from 2017 to 2019. It has begun in the Outer Hebrides because so many of Scotland’s thatched buildings are there. It was clear from the people we talked to on Benbecula that people value this type of building in Scotland. We hope to organise similar events in the Highlands and Argyll. We will be sharing the outcomes of the review at a thatch themed conference to be held in Oxford in September 2019.

The preliminary report for this project was [published online](#) in April 2018 and a final report will be published in 2019. A fresh review of traditional thatched buildings will help us to understand them better and keep their listing records up to date. This will help managers and owners manage change to their buildings. The review will also help to inform future funding proposals for the repair of thatched buildings.

CASE STUDY

Old and New Towns of Edinburgh World Heritage Site Management Plan

Together with our partners at Edinburgh City Council and Edinburgh World Heritage, HES launched the new plan for Edinburgh's [Old and New Towns World Heritage Site](#) at the end March 2018.

The plan includes commitments to improve the quality of new development, manage tourism growth better, and deepen residents' awareness and understanding of the site. One of the 39 actions is creating 'Place Briefs' for redevelopment sites. These will set out the city's expectations in terms of quality and 'fitting in' with the historical context, and improving local community engagement.

The plan was written by the three partners with input from an extensive public consultation during the summers of 2016 and 2017. The new plan, which runs for five years, is intended to protect and manage the 'outstanding universal value' of the site.

We published a blog about the Management Plan on our website, and it can be accessed [here](#).



New research on Edinburgh

In this year we undertook new research into the interwar housing of Ebenezer MacRae. MacRae was City Architect of Edinburgh from 1925 to 1946. His buildings can be seen in both the historic city centre and peripheral estates of Edinburgh.

We shared this new knowledge and expertise in the wider sector. Firstly, by presenting a talk to DOCOMOMO (Scotland) in November 2017.

Volume 13 (2017) of the Book of the Old Edinburgh Club also includes a paper on the topic, which was published in March 2018.

New knowledge and expertise in this area will help to us and ensure that the buildings from this period are appropriately managed. By sharing this more broadly, we can help to inform the owners and managers of heritage assets like these.

Climate Change

Throughout 2016 and 2017 we gave a series of illustrated talks in Edinburgh, North Berwick and Portobello on upgrading traditional houses for climate change. We presented the talks to the general public and owners of traditional buildings. The focus of the talks was on setting out the differences between old and new buildings, and the different solutions to upgrading old buildings to limit heat loss.

In March 2018, **Scottish Planner** published an article we submitted on 'The role of the historic environment in tackling climate change'. This journal is distributed to over 2100 RTPI members in Scotland and over 300 national bodies, media organisations, MSPs and planning committees. The article set out the different approaches to dealing with traditional buildings and discussed the work that HES has done in adapting to a changing climate.

In January 2018 we published our **Managing Change in the Historic Environment guidance on Windows**.

This was a major rewriting and expansion of our 2010 guidance. As single-glazed windows are often the poorest thermal performer in a building envelope we have addressed various methods of upgrading windows to address heat loss, including draught-proofing and installing double glazing.

Graduate programme

We are also actively engaged in helping to develop careers in planning and the historic environment. We continue to run our graduate programme, inviting recent graduates to work with us for a year to gain knowledge and experience in the sector. We currently have a graduate in post. At time of publication, all of our past graduate trainees are currently employed in the heritage sector.

Engagement in Design Review Panels

We regularly participate on panels to review and offer advice on design options. Our aim is to help to improve the quality of development and ensure positive outcomes for the historic environment where possible. This includes:

- Contributing to Architecture and Design Scotland's review panels and workshops
- Attending Local Authority-led design panels
- Participate in the Local Authority Urban Design Forum

Sponsorship of Awards

We sit on the judging panel of the Royal Incorporation of Architects in Scotland (RIAS) awards, and sponsor a specific award for Conservation and Climate Change. We also sit on the judging panel for the Scottish Heritage Angel Awards.

CHANGES TO MEET THIS YEAR'S IMPROVEMENT PRIORITIES (2017-2018)

We are committed to improving the way we work and the quality of service we provide. We have an ongoing commitment to staff training and improving practice across the sector as a whole.

We have made good progress toward our service improvements for 2017-18. Most notably we have continued to work on a large scale review of our main policy and practice document, the **Historic Environment Scotland Policy Statement**. The first case study in this report gives more information on this.

We have also undertaken a series of technical updates to our policy and guidance documents to ensure that they remain current and user-friendly.

Another important area of work this year has been through our ongoing engagement in the reform of the Scottish planning system.



CASE STUDY

Engagement with planning reform

As a member of the Key Agencies Group, we have engaged with and supported the reform of Scotland's planning system. We have worked with the other public bodies in the group to contribute to the development of legislation. As a group we have promoted the culture change required to meet the aspirations of the reforms.

Legislation

The Key Agencies Group worked closely with the Scottish Government and engaged at each stage in the preparation of the **Planning (Scotland) Bill**. We have attended and hosted workshops, provided evidence in support of research papers, and written responses to formal consultations. As a group, we reviewed and discussed the draft reforms included in the Scottish Government Position Statement, **Places,**

People and Planning.

The Group regularly met and communicated with the Scottish Government as the Bill was drafted, and provided informal comment on its content. This included advice on key areas of new legislation including:

- National Planning Framework 4
- Local Development Plans
- Simplified Development Zones
- Local Place Plans

Following the introduction of the Planning (Scotland) Bill to the Scottish Parliament, the Group have also both met with and issued a Joint Letter (14 February 2018) to the Scottish Government's Planning and Architecture Division (PAD) continuing to promote good place-making, inclusivity and environmental protection as part of a reformed planning system.

Culture Change

The Key Agencies Group is working to support the culture change and joint-working required as a basis for the reforms. We are working with the British Geological Survey and Local Planning Authorities on developing data-sharing platforms and guidance in support of Local Development Plan preparation.

We have also worked as a group to update our process for reporting on Key Agency performance within the planning system.

We have developed new performance measures and a new reporting template with input from the Scottish Government, the Improvement Service and Stirling Council. This reporting process has also been developed with the agreement of Heads of Planning Scotland and the High Level Group on Performance. We are also continuing to engage with the Improvement Service on training initiatives for Key Agency staff, local authority planners and committee members.

Historic environment considerations

As a consultation authority in the Strategic Environmental Assessment (SEA) process, we provided comments on the SEA of the Position Statement specific to our historic environment interests.

We have also considered the legislation proposed within the Bill itself specifically for our historic environment interests. We issued our own detailed response to the Local Government and Communities Committee's call for views on 2 February 2018.

We also held an internal workshop on 18 March 2018. We discussed what effect the changes could have on Scotland's cultural heritage assets, and how we should respond to them. Our aim is to identify any changes we may need to make in response to the reforms, so that we can continue to promote consideration of the historic environment as part of a reformed planning system.

Summary

The planning review has offered the Key Agencies an opportunity to provide specialist input and advice on the processes in which we work. Working as a group, we have been able to offer specific insights from our roles and experiences in the planning process. Our close working relationship with the Scottish Government has allowed us to offer feedback both formally and informally.

As an individual organisation, we have had the opportunity to offer topic-specific insight and advice. We have worked hard to collect input from all areas of HES that contribute to the planning process.

Working in this way will help to ensure that the reformed system can deliver sustainable outcomes, both for our interests, and for the interests of the wider Key Agencies Group.

Delivery of our service improvement actions in 2017-18

Committed service improvements and actions	What happened?	Complete?
Use the outcomes of the ‘What’s Your Heritage?’ Survey to inform discussions with the Heritage Sector in support of revisions to the Historic Environment Scotland Policy Statement (HESPS).	We have initiated the HESPS review and are in the process of drafting its replacement. This responds directly to the feedback received from ‘ <u>What’s Your Heritage</u> ’ consultation events. Formal public consultation on the draft document will run in August 2018.	✓
Publish new Managing Change guidance notes on Windows and Research Excavations on Scheduled Monuments.	New <u>Managing Change guidance notes</u> were published in January 2018	✓
Publish research commissioned by HES, SNH, SEPA and The Scottish Government looking into proportionality and good practice when undertaking strategic environmental assessment (SEA) of Development Plans.	A report detailing the findings of this research was <u>published</u> on 23 February 2018. These findings are being now used to inform the next steps in the planning review process.	✓
Work with the Key Agencies on the preparation and implementation of the forthcoming Planning Bill.	We have engaged at each stage in the preparation of the <u>Planning (Scotland) Bill</u> . We have also considered the legislation specifically for our historic environment interests.	✓
Work with colleagues at SNH and SEPA to develop a new handbook on Environmental Impact Assessment (EIA) for practitioners.	The <u>new EIA handbook</u> was published on 23 May and was promoted at the EIA Community Conference on 24 May.	✓
Work with the Improvement Service in seeking to build capacity amongst Local Planning Authorities.	We have continued working with the Improvement Board with the aim of building capacity amongst Local Planning Authorities.	✓
Work with the Key Agencies to develop a new format for Performance Reporting in line with the aspirations of ongoing planning reforms.	HES led the Key Agency sub-group that was responsible for discussing and preparing a new template for reporting with nine performance markers measuring the successes and monitoring emerging trends within the Planning System.	✓

SERVICE IMPROVEMENTS 2018-2019

We have identified 15 key points of improvement for the coming year.

1. Use the outcomes of discussions with the Heritage Sector to draft a **new Historic Environment Policy Statement**.
2. Publish **guidance for community groups** on the positive reuse of historic buildings.
3. Implement **SEA research** recommendations 2016/17 and influence development of new planning system.
4. Continue **to work with Key Agencies** on the implementation of the **Planning Bill**.
5. Provide **training / workshops on EIA** to EIA practitioners within Key Agencies and staff new to the discipline in conjunction with SNH and SEPA.
6. Review **working arrangements with local authorities** to identify more efficient and effective practice.
7. Review available guidance for planners, identify gaps, and develop long-term **programme of new guidance**.
8. Support **introduction of new EIA handbook** to colleagues across the planning sector.
9. Scope / implement mechanism for **public to give their view** on new designations.
10. Undertake recommendations from the recent Scheduled Monument Consent User Survey to set out a **standard for pre-application**.
11. Undertake audit of first round of **Local Outcome Improvement Plans**, summarise key findings and report on opportunities for participation.
12. Scope / implement **publication of information requests** online, and the potential for publishing certain consultation responses.
13. Work with SNH to develop **policy and practice for landscapes**.
14. Review the **statistics we collect on our planning performance** with the aim of returning more qualitative data.
15. Carry out a **customer satisfaction survey** focussed on our regulatory advice.



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
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ALBA



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