

Appendix A

<b>NUMBER</b>	<b>PROPOSAL</b>	<b>RECOMMENDATIONS FROM PLANNING REIMAGINED GROUP</b>	<b>PURPOSE</b>	<b>TIMESCALE</b>	<b>Update</b>
1	<b>Pre-application</b>	Review fees and charges proposed for Pre-App Service	Improve the quality of applications coming into the Authority, make applications more efficient and to ensure appropriate charge is levied for each type of development	Completed by the end of 2020	We have delayed this action, to enable us to focus on improving and stabilising the current service. A review will be carried out in early Autumn with a view to being approved by the s151 officer at the end of October 2021
2	<b>Validation</b>	Validation guide approved at DX. Following feedback a review is to be completed to ensure balance is correct between getting the application right first time and not making the process over burdensome for applicants due to requests for additional documents/plans	Speed up the validation process and reduce failure demand/dissatisfaction with the service	Ongoing; complete review to be conducted by the end of February 2021	Review has been completed and there are a number of recommendations to reduce the burden on applicants and agents whilst ensuring a robust process. Update validation guide to be bought to September District Executive to allow time to consult with key stakeholders
3	<b>Consultation</b>	Produce a training video for new PC/TC / Members to watch, outlining the planning process and their role in the process as a consultee.	Improve understanding of the planning process and reduce the requests for additional time for the consultation process	Feb 2021	Interim Lead Specialist is looking to commissions an external trainer to provide training to Members, due to the many changes within the legislation it is not cost effective to produce a training video as it will be quickly out of date. We are engaging with Parish and Town Councils to support them in accessing appropriate training
4		All consultation paperwork to be sent digitally to PC's and TC's	Save Case Officer time and reduce environmental impact	Commencing November 2020	Completed

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5		Address issue that PC/TC feel they are not given 21 days to respond to the consultation documents	Ensure the process is transparent and encourage response within the time frame of 21 days	In November 2020	Revised target date of August 2021
6		Review the order documents appear on the planning portal	To make feedback to consultation easier and speed up responses	In November 2020	Completed-Unable to change documents order on the portal
7	<b>Negotiation</b>	Strategy to be agreed at DX	Provide clear framework for officers and customers. Reduce the time spent negotiating an application, speed up decision making.	Jan DX 2020	Completed
8	<b>Planning Committees</b>	Applications marked as two-star go straight to Regulation Committee	To reduce the need of applications to being considered twice and manage the expectations of the public.	November 2020 (Lead Specialist to speak to Area Chairs)	Completed
9	<b>Planning reports</b>	Produce standardised reports for applications	Make report writing a quicker process for the officer, and provide consistency across the service making it easy for readers to follow.	By Christmas 2020 (Lead Specialist to discuss with Area/Regulation Chairs)	To be picked up by Interim Lead Specialist and Principal Planners to be completed by Nov 2021
10	<b>Scheme of delegation</b>	Revise the scheme of delegation. To remove the need for householder application to go to Area Committee	Speed up the processing of householder applications and reduce the time spent at Area Committee's for officers	Jan DX 2021	Completed- Approved by Council January 2021

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11	<b>Planning Enforcement</b>	Provide an update to all Members on the Enforcement process	Give Members the confidences and the tools to assist PC/TC's etc reporting an enforcement issue	By Christmas 2020 (will include update on progress of dealing with existing cases)	Update on progress has been provided to all Members via the monthly planning updates. Due to the high demand with the service we are not as far forward as hoped.
12		Members to promote process, once confidence is given that cases will be actioned	To increase understanding about the service and ensure reports of possible breaches are provided through the correct online channel	From February 2021	Members have started to promote the online service but confidence still needs to be built that we have the resources to deal with cases in a timely manner.
13	<b>Conservation</b>	Review policy to allow buildings to be improved sympathetically to meet modern needs, whilst engaging with conservation groups.	To ensure SSDC has a modern approach to this evolving issue working closely with conservation groups so it does not delay planning application being determined	By March 2021	Revised target date of December 2021
14	<b>Training and Communication</b>	Built Environment Lead Specialist to set up regular meetings with the Area Chairs and Regulation Chair to ensure up to date on legislation	Improve the consistency of decision making at Area Committee's and reduce the number of applications referred to Regulation Committee.	To commence in November 2020	Complete - There has been a delay in setting these meetings up, they have now been scheduled to take place every two months
15		Provide more technical updating and training to all Members on the planning process	Ensure decisions are being made using the Planning Framework give consistency across the Committees.	To commence in November 2020 ( to be dealt with as part of the meetings between the Lead Specialist and Area/Regulation Chairs)	To be picked up in action 14 and action 3

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16		Produce a clear procedure for calling in a decision to Area Committees	Reduce the number of decision called in, ensure Committee time is focused on the more important planning matters and provide consistency across the Area Committee system	By January 2021	Completed
17		Raise the issue of the inconsistency of the Planning Inspectors at a national level	To provide formal feedback on the variance in decision making by PINS	In October 2020	Completed