

ACTION PLAN

APPENDIX 2

Issues	Action	Priority
Planning Committee		
Planning Application referral procedure. (Contained within the Councils Constitution)	<ul style="list-style-type: none"> Review members referral procedures for Planning Committee and report to Planning Committee; prepare advice note; include tick box of material considerations; officer to confirm call in with Member. 	1
Planning Committee briefing.	<ul style="list-style-type: none"> Discuss and plan for possible outcomes/include presentational material. 	1
IT	<ul style="list-style-type: none"> Improve map quality. 	2
Public speaking.	<ul style="list-style-type: none"> Publish notes for members of the public on Planning Committee procedure and public speaking. Review sequence of agenda at commencement of Planning Committee and include in Chairman's introduction. 	Completed 1
Officer speaking	<ul style="list-style-type: none"> Introduce revised sequence of presentation in order that the presenting officer summarises the material planning considerations before members open the debate. 	Completed
Use of update sheets.	<ul style="list-style-type: none"> Publish procedure note for the use of 'update sheets'. 	1
Introduction.	<ul style="list-style-type: none"> Introduce explanatory section to report including material considerations etc. 	Completed
Planning Committee procedure note.	<ul style="list-style-type: none"> Review Planning Committee procedure note and display on screen(s). 	1
Security at Planning Committee	<ul style="list-style-type: none"> Produce a Risk Assessment Template/Criteria in liaison with Planning Committee Chairman and organise security presence at Committee where appropriate. 	2
Reports for information only.	<ul style="list-style-type: none"> Remove list of appeals for information and place at end of agenda. 	Completed
Decisions contrary to recommendation.	<ul style="list-style-type: none"> Publish procedure note for dealing with decisions that are taken contrary to recommendation. 	1
Member knowledge of planning policy and other changes to the planning system.	<ul style="list-style-type: none"> Establish a series of training sessions (as part of the Planning Committee process) to update the Planning Committee on planning policy and other changes to the planning system. 	On-going
Customer Services		
Customer service and customer expectations in proportion to available resources.	<ul style="list-style-type: none"> Review the current customer service charter to set out service standards. 	1
Improve support to customers in submitting applications.	<ul style="list-style-type: none"> Review the current advice notes on the making of planning applications (including FAQ). 	2
Improve support to customers in relation to	<ul style="list-style-type: none"> Publish the remaining advice notes on : 	

Conservation Areas and Listed Buildings.	(a) Painting Listed Buildings and buildings in Conservation Areas; (b) Barn Conversions.	1 2
Monitor and review customer satisfaction	<ul style="list-style-type: none"> Review existing customer satisfaction surveys and report to Planning Committee for information Review and continue agent's forums. 	2 1
Training, advice and guidance		
Improve quality of Planning Committee presentations.	<ul style="list-style-type: none"> Implement training on Planning Committee presentations for officers. Investigate the introduction of 3D images 	2 2
Officer Training	<ul style="list-style-type: none"> Continue bi-monthly Continuing Professional Development sessions for officers. 	On-going
Assistance to Members to improve consistency and quality of decision making.	<ul style="list-style-type: none"> Training on changes to the planning system for Members (including Development Management approach). Training on legal and financial implications of decision making process Training on design issues for Members. Training on the policy framework established by the Core Strategy to officers and Planning Committee. <ul style="list-style-type: none"> Establish an annual review of decisions taken by the Planning Committee (including site visits). Provide updates on performance as part of programmed training sessions. Organise training for new Members post May 2011. <p>NB – all are dependent on training budget being available.</p>))) On-going))) 2 2 1
Development Management/LDF		
Pre application procedures.	<ul style="list-style-type: none"> Publish officer procedure note on involvement by Councillors at the pre application stage. Review current procedure note on providing pre-application advice to customers. 	1 1
Improve Corporate approach/direction at pre application stage.	<ul style="list-style-type: none"> Review Development Team approach to develop a corporate approach at pre application stage and discussion of planning /other issues in addition to Sec 106 requirements. Introduction of pre-application charges. 	On-going 2
Commence the move from Development Control to Development Management.	<ul style="list-style-type: none"> Learn from peer group training, then commence the first steps of changes required to move towards providing a Development Management approach to service provision. 	(On-going)

Ensure that the LDF keeps to the Local Development Scheme timetable	<ul style="list-style-type: none"> • Deliver the LDF Core Strategy and commence the site allocations DPD. 	1
Enforcement		
Processes and procedures mapped.	<ul style="list-style-type: none"> • Review and implement changes. 	2
Harm assessment-when implemented.	<ul style="list-style-type: none"> • Set up Member training session. 	1
Report to Planning Committee on progress.	<ul style="list-style-type: none"> • Establish quarterly update report. 	1
Internal Processes and Procedures		
Improve consistency and efficiency of processes	<ul style="list-style-type: none"> • Review existing Development Control procedure notes (including Service Standards) to ensure best fit with Development Management approach. 	2
Secure urban design resources	<ul style="list-style-type: none"> • Enter service level agreement with Essex Design Initiative to provide urban design advice to help drive up development quality particularly on the important and sensitive sites. 	2
	<ul style="list-style-type: none"> • Prepare report to Cabinet in relation to design resource post April 2011. 	1
Internal Processes and Procedures Requiring Input from Other Services	<ul style="list-style-type: none"> • Review IT equipment in order to provide better quality maps and upgrade the system within existing constraints. • Use of new corporate microphone system at Planning Committee. • Ensure that the Committee gives full reasons for decisions that are taken contrary to the officer's recommendation (at the Committee) and these are set out in the minutes. • Member access to officers/offices to be considered as part of the Councils response to the ethical governance audit. 	2
These items may require a further report particularly in circumstances where they are likely to incur additional costs.		2

Key : Priority 1 = 0 - 6 months
Priority 2 = 6 – 12 months