

## Appendix A

NUMBER	PROPOSAL	RECOMMENDATIONS FROM PLANNING REIMAGINED GROUP	PURPOSE	TIMESCALE
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
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 increase the quality of applications received. This should lead to reduction in failure demand.	Review to be conducted by the end of February 2021
3	<b>Consultation</b>	Produce a training video for new Parish & Town Council (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	February 2021
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
5		Address issue that PC/TC feel they are not given enough time to respond to the consultation of applications	Ensure the process is transparent and clarify the start of the 21 day timescale.	In November 2020
6		Review the order documents appear on the planning portal	To make feedback on applications easier and speed up responses	In November 2020
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.	January 2021
8	<b>Planning Committees</b>	Applications marked as two-star go straight to regulation committee	To reduce applications being considered twice and manage the expectations of the public.	November 2020 (Lead Specialist to speak to Area Chairs)

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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.	End December 2020 (Lead Specialist to discuss with Area/Regulation Chairs)
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	January 2021
11	<b>Planning Enforcement</b>	Provide an update to all Members on the Enforcement process	Give Members the confidence 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)
12		Members to promote process, once training and advice is given.	To increase understanding about the service and ensure reports of possible breaches are provided through the correct online channel	From February 2021
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
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 information on legislation	Improve the consistency of decision making at Area Committee's and reduce the number of applications referred to Regulation Committee.	Commence in November 2020
15		Provide more technical updating and training to all Members on the planning process	Ensure decisions are being made using the Planning Framework and to 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)

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16		Produce a clear procedure for calling in a decision to Area Committee	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
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