



Planning Services half year report 2023 to 2024

Performance measure	Target and reporting timescale	Half year update
Statutory targets met for the speed of decisions to avoid being designated – major applications within agreed timescales	60%, annually	100% (19 decided on time)
Statutory targets met for the speed of decisions to avoid being designated – non-major applications within agreed timescales	70%, annually	94% (386 out of 412 decided on time)
Major applications to be determined within agreed timescales	90%, annually	100% (19 decided on time)
Minor applications to be determined within agreed timescales	80%, annually	91% (117 out of 128 decided on time)
Householder applications to be determined within agreed timescales	90%, annually	95% (221 out of 233 decided on time)
All other applications to be determined within agreed timescales	90%, annually	94% (48 out of 51 decided on time)

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Tree Preservation Order, Trees in Conservation Areas or compliance with tree condition applications to be determined within agreed timescales	100%, annually	100% (180 decided on time)
Discharge of condition applications determined within agreed timescales	75%, annually	84% (163 out of 195 decided on time)
All applications determined within 26 weeks unless otherwise agreed extension	100%, annually	99.8% (456 out of 457 decided within 26 weeks or with appropriate EOT)
Applications validated within 5 working days	85%, annually	93% (837 out of 900 applications, incl. Preapps)
Continue work on the Cambridgeshire Local Heritage Project (CLHP), within the next year: <ul style="list-style-type: none"> • complete data for candidate list entries • continue vetting process via county assessment panel • commence rolling consultation programme with owners and parishes for adoption of new entries on a parish-by-parish basis 	As identified, annually	Assessment panel meeting regularly and the number of candidates for local listing in the District is being confirmed through this process. Data being recorded for new potential entries through investigation. Consultation process on confirmed entries yet to commence. Additional 590 candidates identified; vetting & adoption roll-out ongoing.
Project manager major applications as a team (approx. 50+ dwellings and commercially important schemes) through action tracker management and other project manager tools	As identified, annually	Major Projects Steering group meets monthly. This group tracks and monitors progress of all major applications, pre-apps, Planning Performance Agreements (PPAs) and S106 agreements.

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<p>Build collective understanding of major projects and business focus for customers Manager expectations of stakeholders and build in resilience across the team for complex project management Seek consistency across outcomes</p>		<p>The Steering group now acts as a collective decision making group for major projects, which will leads to a consistent approach to major projects and greater collective understanding of progress. This adds resilience to the service rather than projects being wholly reliant on one officer.</p>
<p>Achieve consistency across S106 agreements and timing of committee decisions Aim to require agreed and completed S106 agreement before reporting planning applications to Committee. Display draft legal agreements on website before decisions are made and before Committee resolutions Monitor throughput of S106 agreements through action tracker and other project management tools</p>	<p>As identified, annually</p>	<p>See above for major projects steering group. Director (Legal Services) attends Planning Team leaders meeting once a month to build in consistency. Volume of applications determined with S106 agreements has not been sufficient to embed consistent practice at this stage. Work underway to review all S106 agreement procedures as part of wider planning service review, between October to December 2023.</p>
<p>Contribute to the implementation of the Council's Climate and Environment Action Plan</p>	<p>As identified, annually</p>	<p>Attendance at group by relevant officers</p>
<p>Set up and implement system of monitoring and if necessary effective enforcement of major project implementation, monitor compliance with conditions, including phasing, and where appropriate S106 agreements</p>	<p>80% of initial site visits completed within 10 days, annually</p>	<p>Site Inspections-100%. Each Enforcement Officer has taken on a major development to monitor-Grange Lane Littleport, Kennett Garden Village & Newmarket Road Burwell. Condition monitoring is taking place on these large developments, as well as residential developments of 2-9 dwellings (as directed by the Planning Manager), with</p>

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		procedures being developed/enhanced. The Enforcement team now deals with reports about unactioned S106 obligations. There is cross-departmental input required into how best to handle the administration/monitoring of S106 agreements to ensure that relevant documentation is locatable, which is in progress.
Monitor 20% of approved tree works	20%, annually	40 visited out of 211 (19%)
Review Tree Strategy to reflect changes to service provision	As identified, annually	To be part of wider Planning Service Review to be undertaking between October and December 2023
80% of enforcement complaints to have preliminary investigation completed within 10 working days of receipt	80%, annually	100%
80% of enforcement complaints to have complainant contact within 15 working days to advise of findings	80%, annually	100%
Undertake visits during works to listed buildings for 25% of implemented approved consents	As identified, annually	No data on this available.
Review and update our Standard Conditions and Reasons Manual within 1 year to ensure they meet the	As identified, annually	To be part of wider Planning Service Review to be undertaking between October

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6 tests set out in Paragraph 56 of NPPF, 2021 and cover all necessary aspects required by legislation/policy		and December 2023
20hrs average of CPD per person to be identified and to be provided annually (pro-rata for part time positions); following attendance of courses/seminars staff to feedback and discuss with the team and the next team meeting	As identified, annually	This target is achieved by averaging across all hours including staff attending Master Degree courses.
Skills assessment of officers to ensure adequate training and expertise are available, for example biodiversity net gain, design, viability	100%, annually	Regular monthly group meetings also used as feedback from those attending individual courses and guest speakers attending. BNG training undertaken and feedback to group. Drainage and Water supply training to take place end of November.
Regularly review high level corporate risks, including judicial review – the decision making process has not been carried out lawfully, which could lead to a financial risk on the Authority and judicial review by aggrieved party	As required, annually	Risks reviewed by Service Lead within directorate service lead monthly meetings
Parish councils to be invited to training session and tree and conservation advice when required	As required, annually	Tree advice given to Burwell, Witchford, Wilburton, Witcham, Woodditton and City of Ely. Wider Parish Council briefing set for 29 November 2023.

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<p>Website review of content and customer experience and contact form</p>	<p>As identified, annually</p>	<p>To be part of wider planning service review during period October to December 2023</p>
<p>Implementation of further electronic working processes and procedures within 1 year – measuring the cost for printing for next year</p>	<p>As identified, annually</p>	<p>To be part of wider planning service review during period October to December 2023. Idox appointed to undertake audit of software used in planning service.</p>
<p>Trial implementation of separate inbox for updates on individual planning applications, in between duty officer and direct email to case officers to provide updates when case officer unavailable; email address to be on acknowledgement of applications receipt</p>	<p>As identified, annually</p>	<p>Paused due to wider service review during period October to December 2023.</p>