

Service	Planning (Building Control; Street Naming and Numbering; Development Management; Local Plan; Planning Enforcement; Planning Policy)	Portfolio Holder	Cllr Christopher Storey
Head of Service	Elizabeth Sims		
Strategic Director	Graeme Clark		

Strategic Theme	Prosperity (efficiency/savings/investment)				
Outcome	Ref No	Action(s)	By When?	Lead Officer	Resource Needed/ implications
<ul style="list-style-type: none"> • Reduced establishment • Break even – Building Control • Reduction in cost of Development Management including of appeals • Increased income for 2018/19 and 2019/20 • Streamlined decision making 	P 1.1	Develop new IT system for Development Management and Building Control (complete back scanning for Service)	August 2018	Jane Clement/ Steve Weaver	2 x Planning Technicians (PTs) and/or one agency consultant
	P 1.2	Building Control model, break even budget	April 2018	Jane Clement	Refer to Building Control Business Plan
	P 1.3	Systems thinking - review of processes	July 2019	Elizabeth Sims	one agency consultant or internal
	P 1.4	Explore increased income generating opportunities/selling/shared services (Policy/Development Management)	March 2019	Graham Parrot/Elizabeth Sims/ Steve Weaver	Internal
	P 1.5	Review decision making structures/numbers of Planning Committees/meetings	August 2018	Elizabeth Sims /Robin Taylor	Staff time support from Democratic Services

Strategic Theme	Place (infrastructure)				
Outcome	Ref No	Action(s)	By When?	Lead Officer	Resource Needed/ implications
Community Infrastructure Levy (CIL) adopted and collection started	P 2.1	CIL adopted and implemented	July 2018	Graham Parrott/Ian Motuel	New Planning Officer role but funded by CIL
Infrastructure funds drawn down through successful bids	P 2.2	Section 106 – negotiation, collection and spending mechanisms reviewed and dedicated officer appointed	July 2018	Graham Parrott	New Compliance Officer funded by Development Management fee increase
	P 2.3	Key infrastructure negotiated and provided for development	Ongoing	Graham Parrott / Steve Weaver	Transport Consultant
	P 2.4	Bids for Government funding applied for – protocol proposed and adopted.	When funds available	Graham Parrott	as above

Strategic Theme	Place (policy/design/conservation)				
Outcome	Ref No	Action(s)	By When?	Lead Officer	Resource Needed/ implications
<ul style="list-style-type: none"> Design Awards held Local Plan Part 2 adopted Reserved Matters applications for major/strategic applications include appropriate design Dunsfold New Settlement: Reserved matters approved compliant with Master 	P 3.1	Design Awards	October 2018	Sarah Wells	Internal
	P 3.2	Local Plan Part 2 adopted	March 2019	Graham Parrott	Internal – plus external consultants
	P 3.3	Neighbourhood Plans (where progressed, supported)	Ongoing	Graham Parrott	In line with Government funding
	P 3.3	Deliver detailed permission and provide design guidance for Dunsfold new settlement	April 2019	Elizabeth Sims /Sarah Wells	Additional resources through Planning Performance Agreement (PPA)

Plan and emerging Local Plan (eLP) Policy SS7A.					
<ul style="list-style-type: none"> All Neighbourhood Plans succeed through referendums and are made 					

Strategic Theme		Place (policy/design/conservation)			
Outcome	Ref No	Action(s)	By When?	Lead Officer	Resource Needed/ implications
<ul style="list-style-type: none"> Achieve minimum of 30% affordable housing on all new developments of >10 dwellings. Protect and support provision of employment space in accordance with emerging Local Plan. All pre-commencement conditions and legal agreements on major permissions monitored and complied with and enforced where necessary. Protection of trees and heritage assets in line with National Planning Policy Framework (NPPF) 	P 4.1	Provision of affordable housing in compliance with Council policy through Section 106 Agreements and through Council's own housing developments.	Ongoing	Steve Weaver	Support from Housing Enabling Officers
	P 4.2	Protection of existing and promotion of new employment space in compliance with Council policy.	Ongoing	Steve Weaver	Internal
	P 4.3	Appropriate proactive enforcement action taken in accordance with adopted Enforcement Plans	Ongoing in accordance with Enforcement Plan priorities	Steve Weaver	Internal
	P 4.4	Carry out Conservation Area appraisals in line with Project Plan	April 2020	Graham Parrot	Internal
	P 4.5	Tree Preservation Orders kept under review (10 per year)	March 2020	Andy Clout	Internal
	P 4.6	Preparation and agreement of Buildings of Local Merit (BLM); Identification of non-designated Heritage Assets through Development Management process	March 2019; ongoing	Graham Parrot	Internal

Strategic Theme		People (excellent customer service)				
Outcome	Ref No	Action(s)	By When?	Lead Officer	Resource Needed/ implications	
<ul style="list-style-type: none"> Improvement upon satisfaction levels of stakeholder groups achieved in Development Management Review (Improvement Plan) 2017 Reduction in service complaints for Planning Service Increased speed and reduced cost of handling Street Naming and Numbering applications 	P 5.1	Review model of Customer Service provision and implement preferred model	March 2019	Elizabeth Sims	Internal/corporate support	
	P 5.2	Parish Council and Town Council Planning Meetings are re-installed (Roadshow – where required)	April 2019	Elizabeth Sims	Internal	
	P 5.3	Review and implement protocol for Member engagement on planning applications	August 2018	Elizabeth Sims / Steve Weaver	Internal	
	P 5.4	Streamline Street Naming and Numbering service/procedures (introduction Key Performance Indicator, KPI)	March 2019	Jane Clement	Internal (or additional Technical Officer supported by Street Naming and Numbering Policy (SNN) fee increase)	

Equalities & Diversity Checklist	
Will any proposals in this Service Plan require an Equality Impact Assessment?	<ul style="list-style-type: none"> Review of decision making structures/numbers of Planning Committee meetings Detailed permission and design guidance for Dunsfold New Settlement Review model of Customer Service Review and implement Protocol for Member engagement on planning applications Parish Council and Town Council Planning Meetings (Roadshow)