













Planning Peer Review Action Plan Scrutiny Monitoring Report (Actions due 1 November 2023 - 31 January 2024)




Action	Description	Measure of Success	Target Completion	Update	Status
6.4	Feedback on Extensions of Time	Feedback from agents received.	Dec 2023	A canvass of agent's views on the use of extensions of time has revealed mixed opinions. Following interest in the reestablishment of the agents' forum (See action 10.1 below), it has been decided to discuss the merits of extensions of time at the inaugural meeting of this forum. A new target date of March 2023 is proposed to allow time for the meeting to take place and the views of agents to be canvassed.	 In progress
9.8	Roll out of laptop/tablet/managed device to team.	All staff have access to managed devices.	Dec 2023 (Revised)	As reported in November 2023, the roll out of managed devices was behind schedule and a revised target date of December 2023 was agreed. The roll out of managed devices was completed in November 2023 and so the revised target has been met.	 Complete
10.1	Seek views on agents' forum	Views of regular agents on establishment of a forum received.	Dec 2023	The views of those planning agents who regularly submit planning applications to Fylde Council (53 practices) were sought during November 2023. Responses were received from 10 practices, 2 indicating they had or were about to retire and the other 8 supporting the establishment of a forum. Although responses were limited, it is considered that there is sufficient interest to justify the re-establish the agents' forum. Work on delivering Action 10.2 to establish an agents' forum will now proceed.	 Complete

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14.1	Customer Feedback	Annual customer feedback survey has been conducted.	Dec 2023	E-mails are now sent to users of the planning service on a monthly basis inviting feedback as part of the wider corporate "How did we do?" initiative. All comments are fed into a Service Improvement Log to ensue they are considered as part of the service planning process.	 Complete
15.2	Town & Parish councillor training	Town and parish council training plan in place.	Nov 2023	<p>An initial induction training session for town and parish councillors took place on 10 June 2023.</p> <p>All town and parish council clerks were contacted in November 2023 with a request to identify additional training needs. Based on responses a training programme has been drafted for consideration at the next meeting of the Parish Planning Forum which was scheduled to take place on 23 January 2024. Unfortunately, it was necessary to postpone this meeting at the request of the chairman.</p> <p>Once the draft training plan is agreed by the forum, this action will be completed. A new target date of March 2023 is proposed.</p>	 In Progress
15.3	Promote NDPs	Neighbourhood planning session with town & parish council's has taken place.	Dec 2023	An item seeking views on Town and Parish Councils' interest in adopting a Neighbourhood Development Plan was tabled at the Parish Planning Liaison Forum held on 10 October 2023, when it was requested that further information be provided to councils for consideration.	 Complete

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				All town and parish clerks were contacted and provided with additional background information. Two parish councils have subsequently expressed an interest in exploring the potential to adopt a neighbourhood plan, 1 has advised that they have considered the matter and will not be proceeding. Ribby with Wrea Parish Council are proceeding with their plan which has reached draft stage. For the purposed of monitoring this action plan, the item is considered complete. Work will continue with individual parishes who have expressed an interest in progressing a neighbourhood plan.	
15.4	Town & parish council comment process review	Process for considering comments of town and parish councils has been completed.	Nov 2023	The PAS Review advised "Reviewing the application call-in terms. Resolve Parish /Town Council issues through discussion or the provision of information (rather than at committee)" as part of Recommendation 13. As part of the review of communication between parishes and the planning service, clarity is now proactively sought from parish clerks in the event that potentially resolvable objections are received. The success of this approach will be monitored. A further proposal to implement the facility that would allow online comments to be made directly by parish councils was tabled at the Planning Parish Liaison Forum held on 10 October 2023 where the chairman of the forum requested a detailed project brief be	 In Progress

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				<p>prepared to fully explore the implications of rolling out this facility. The request to prepare and agree a project brief has delayed the introduction of this facility.</p> <p>A new target date of June 2024 is proposed.</p>	

PERFORMANCE STATUS ICONS	
	Over Performance – the indicator is overperforming against the target.
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

Monitoring colour codes	
Completed to or ahead of original target	
Completed to revised target	
Behind Schedule but progressing	
Significantly behind target or abandoned	