Composite Planning Peer Review Action Plan Scrutiny Monitoring Report

(Actions due by 31 March 2024)

Action	Description	Measure of Success	Target Completion	Update	Status
1.1	Establish officer and member boards	Officer and member local plan boards established.	Mar 2024	The Local Plan [Elected Member] Steering Group was established by the Executive Committee at its meeting on **5 March 2024**. A Senior Officer Working Group has also been established.	ℹ️ **Complete**
1.2	Include matters relating to planning as a regular Heads of Service Standing Item to ensure senior officer awareness.	Standing Item introduced.	Jul 2023	COMPLETE – **On Schedule** - Standing Item added to Heads of Service Agenda Template from **25 July 2023**	ℹ️ **Complete**
2.1	Corporate project delivery	Requirement to consider planning implications embedded in delivery framework for corporate projects.	Mar 2024	A review of the Corporate Project Delivery Process has been carried out and a requirement to notify the Heads of Service Team of all new projects and to consult the Planning Team before commencing any project that involves physical development have been embedded as standard practice.	ℹ️ **Complete**
4.2	Through appraisals, all employees aware of roles and responsibilities within the team and approved processes.	Awareness of roles and responsibilities addressed in staff appraisals	Nov 2023	COMPLETE – **Ahead of Schedule** - Awareness of roles and responsibilities highlighted during Staff Development Appraisals carried out during **Summer 2023**.	✅ **Complete**

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5.1	Embed process review in team meetings including documentation of improvement actions that are implemented via updates to Development Management Manual.	Staff feedback on processes regularly features in Team Briefing and feedback on suggestions provided.	Jun 2023	COMPLETE – **Ahead of Schedule** - Standing Item added to Development Management Team Meetings from **11 May 2023**	✅ **Complete**
6.1	Review reasons for extensions of time.	Extensions of time review completed.	Sept 2023	COMPLETE – **On Schedule** -. A review of the reasons for extensions of time was completed on **26 September 2023** and will inform action 6.2 which seeks to remove extensions of time that do not add value.	ℹ️ **Complete**
6.2	Extension of Time (EoT) added value review	EoT process reviewed, reason for EoT documented, annual review of reasons for requesting EoTs in place.	Mar 2024	A review of recent reasons for the request of an Extension of Time has been carried out. This revealed the following reasons for requesting an extension of time: **Reason** / **%** Awaiting amended plans — 40 Staffing Capacity — 22 Awaiting Key Consultee — 9 Design Improvements — 9 Additional Publicity — 7 Parish Council Cttee Request — 6 Committee Timetable — 4 Legal Agreement — 1.5 Requested by applicant — 0.5 Deferral by Committee — 0.5	ℹ️ **Complete**

Table within Update cell for Action 6.2:

Reason	%
Awaiting amended plans	40
Staffing Capacity	22
Awaiting Key Consultee	9
Design Improvements	9
Additional Publicity	7
Parish Council Cttee Request	6
Committee Timetable	4
Legal Agreement	1.5
Requested by applicant	0.5
Deferral by Committee	0.5

Action	Description	Measure of Success	Target Completion	Update	Status
6.3	Benchmark EoTs	Use of EoT by other Lancashire Authorities completed.	Mar 2024	The use of Extensions of time has been benchmarked against other local authorities in Lancashire and across England using the DLUHC Planning Performance Dashboard Live Table | Area	Percentage of apps with EoT (@ March 2024)
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Fylde	44%
Lancashire	41%
Lancashire High	59%
Lancashire Low	30%
England	43%		 **Complete**
6.4	Feedback on EoTs	Feedback from agents received.	Dec 2023	Comments on Fylde's use of EoT have been requested from agents who regularly submit planning applications to Fylde Council. As a wide and varied range of responses were received, it is proposed that this feedback will be gauged at a meeting of the Agent's Forum due to take place in May 2024 and so a new target date of **May 2024** is proposed.	 **In Progress**
8.1	Produce a service plan for the planning service in line with revised corporate procedures and template, linked to the corporate plan objectives and appraisals to establish 'golden thread' from individual to corporate outcome.	Planning service plan produced.	Aug 2023	COMPLETE – **Ahead of Schedule** - A Planning Service Plan was completed and submitted to the Corporate Services Team on **18 July 2023**. The Service Plan was further amended in October 2023 to incorporate additional performance measures identified in the Planning Peer Review Action Plan.	 **Complete**

Action	Description	Measure of Success	Target Completion	Update	Status
9.7	Cloud telephony	All staff have access to cloud telephony.	Mar 2024	The corporate roll out of cloud telephony services is behind schedule due to a number of technical challenges. This roll out is now expected to be completed by the End of 2024, so a new target date of **December 2024** is proposed.	⚠️ **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**.	ℹ️ **Complete**
9.9	Mobile working solutions	Mobile working solutions reviewed and adopted where appropriate	Mar 2024	Mobile working solutions have been provided to the Enforcement Team to allow them to trial the use of mobile solutions ahead of potential roll out to the rest of the Development Management Team. It has been established that the trial needs to be conducted over a longer period and so a new target date of **December 2024** is now proposed.	⚠️ **In Progress**
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	ℹ️ **Complete**

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				agents' forum. Work on delivering Action 10.2 to establish an agents' forum will now proceed.	
11.1	Refresh enforcement policy	Enforcement policy reviewed and considered by Executive Committee	Mar 2024	A review of the enforcement protocol has been delayed and so it is now proposed to prepare a report for consideration at the **April 2024** Executive Committee.	⚠️ **In Progress**
12.2	Benchmark web pages	Review of other local planning authority web pages completed.	Mar 2024	A review of planning web pages has been conducted with best practice examples that will provide a suitable model for the update of Fylde Council's web pages having been identified.	ℹ️ **Complete**
13.3	Review scheme of delegation	Scheme of delegation reviewed and any revisions implemented.	Feb 2024	A review of schemes of delegation operated by other councils has been carried out. These are under consideration and there will also be a requirement for any revisions to be considered by Planning Committee. It is now proposed to place a report before Planning Committee in Summer 2024 and so a new completion date of **September 2024** is proposed.	⚠️ **In Progress**
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.	ℹ️ **Complete**

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15.1	Review existing parish liaison group meetings with parish and town councils.	Meeting arrangements for parish liaison groups has been reviewed.	Nov 2023	COMPLETE – **Ahead of schedule** – The first meeting of the District Parish Planning Forum took place on **10 October 2023**. Agendas and notes of meetings are and will be available on the council's website.	✅ **Complete**
15.2	Town & Parish councillor training	Town and parish council training plan in place.	Nov 2023 Email sent to T & P Clerks 24/11/2023	At the last meeting of the IASC, it was reported: *"An initial induction training session for town and parish councillors took place on 10 June 2023. 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. Once the draft training plan is agreed by the forum, this action will be completed. A new target date of March 2023 is proposed."* Unfortunately, it has not been possible to arrange a meeting of the Planning Parish Forum during March, with this now being arranged for 16 April 2024. A new target date of **April 2024** is now proposed.	ℹ️ **Complete**
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	ℹ️ **Complete**

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				further information be provided to councils for consideration. 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	In Progress

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				detailed project brief be 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. A new target date of **June 2024** is proposed.	
18.1	Review the need for affordable housing in the borough through the completion of an Affordable Housing Needs Survey.	Affordable Housing Needs Survey has been completed.	Mar 2023	COMPLETE **– On Schedule** - A revised Housing Needs survey has been completed and was considered by the Environment, Health and Housing Committee on **24 January 2023** and by Planning Committee on **8 March 2023**.	**Complete**

PERFORMANCE STATUS ICONS

✔	**Over Performance** – the indicator is overperforming against the target.
ℹ	**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.	