

**GOV04 What percentage of major planning applications were processed within 13 weeks or extension of time date?**

Outturn			Target
2012/13	2013/14	2014/15	2015/16
56.67%	70.97%	96.6%	75.00%

**Responsible Officer**

**Colleen O'Boyle**  
**Director of Governance**

Improvement Action	Target Dates	Key Measures / Milestones
Given complexity of most of these types of applications and particularly where amendments are made to plans requiring further consultation with third parties, case officer to seek agreement from applicant/agent to extend the time beyond 13 weeks to a new agree date. Presenting officer to check this is done where applications are reported to planning committees.	Specific to each planning application and therefore as and when required.	Final decision made in 13 week target time or by the new date.
Planning Officer report part prepared in advance of planning application, where advice already given on paid pre-planning application submission.	As and when required	Speed up process of decision making so that the final decision is made in target time.
Planning case officers to have regular up date with Principal Planning Officer on planning application progress towards committee or, where relevant, the delegated date target and to aid decision making.	Fortnightly	Target achieved.

Improvement Action	Target Dates	Key Measures / Milestones
Prevent deferral at planning committees by anticipating need for Member site visit through consultation with relevant planning committee chairman.	As and when required	Hit earliest possible committee meeting in order to achieve target date.
Senior Management in Development Management to regularly check and sign off delegated decisions made by case officers.	Daily	Delegated target date achieved.
AD Governance (Development Management) to keep record of applications that miss their target and seek out reasons why.	On going, but as and when required	Prevent repeated failure so that target next time is achieved.

**Please detail any budget or resource implications of the improvement actions you have listed overleaf. Please quantify any additional resources which will be required to implement the improvements and detail how the additional resources will be allocated.**

Reliance on existing resources through the recent Development Management restructure which has increased resourcing at planning application registration stage and professional case officer level. Given current high planning application submissions, there is a need for an additional temporary planning case officer to help maintain achieving the targets, which can be offset against higher Development Control income.

**Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.**

Full complement of staff, particularly at planning application registration, assessment, recommendation and decision making stages, so as to limit any delay.

Further increase in planning applications and paid pre-planning application submissions.

Applicant/agent refuses to agree extension of time beyond the 13 week date and in addition, if it goes beyond 26 weeks, the applicant/agent has a right to have the full planning application fee returned.

**GOV05 What percentage of minor planning applications were processed within 8 weeks or extension of time date?**

Outturn			Target
2012/13	2013/14	2014/15	2015/16
84.17%	91.97%	92.90%	90.00%

**Responsible Officer**

**Colleen O'Boyle  
Director of Governance**

Improvement Action	Target Dates	Key Measures / Milestones
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Improvement Action	Target Dates	Key Measures / Milestones
<p>Some of these applications can be complex and particularly where amendments are made to plans requiring further consultation with third parties, case officer to seek agreement from applicant/agent to extend the time beyond 8 weeks to a new agree date. Presenting officer to check this is done where applications are reported to planning committees.</p>	<p>Specific to each planning application and therefore as and when required.</p>	<p>Final decision made in 8 week target time or by the new date.</p>
<p>Planning Officer report part prepared in advance of planning application, where advice already given on paid pre-planning application submission.</p>	<p>As and when required</p>	<p>Speed up process of decision making so that the final decision is made in target time.</p>
<p>Planning case officers to have regular up date with Principal Planning Officer on planning application progress towards committee or, where relevant, the delegated date target and to aid decision making.</p>	<p>Fortnightly</p>	<p>Target achieved.</p>
<p>Prevent deferral at planning committees by anticipating need for Member site visit through consultation with relevant planning committee chairman.</p>	<p>As and when required</p>	<p>Hit earliest possible committee meeting in order to achieve target date.</p>
<p>Senior Management in Development Management to regularly check and sign off delegated decisions made by case officers.</p>	<p>Daily</p>	<p>Delegated target date achieved.</p>
<p>AD Governance (Development Management) to keep record of applications that miss their target and seek out reasons why.</p>	<p>On going, but as and when required</p>	<p>Prevent repeated failure so that target next time is achieved.</p>

**Please detail any budget or resource implications of the improvement actions you have listed overleaf. Please quantify any additional resources which will be required to implement the improvements and detail how the additional resources will be allocated.**

Reliance on existing resources through the recent Development Management restructure which has increased resourcing at planning application registration stage and professional case officer level. Given current high planning application submissions, there is a need for an additional temporary planning case officer to help maintain achieving the targets, which can be offset against higher Development Control income.

**Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.**

Full complement of staff, particularly at planning application registration, assessment, recommendation and decision making stages, so as to limit any delay.  
Further increase in planning applications and paid pre-planning application submissions.  
Applicant/agent refuses to agree extension of time beyond the 8 week date.

**GOV06 What percentage of other planning applications were processed within 8 weeks or extension of time date?**

Outturn			Target
2012/13	2013/14	2014/15	2015/16
88.38%	95.84%	94.69%	94.00%

**Responsible Officer**

**Colleen O'Boyle  
Director of Governance**

Improvement Action	Target Dates	Key Measures / Milestones
Case officer to seek agreement from applicant/agent to extend the time beyond 8 weeks to a new agree date. Presenting officer to check this is done where applications are reported to planning committees.	Specific to each planning application and therefore as and when required.	Final decision made in 8 week target time or by the new date.
Planning Officer report part prepared in advance of planning application, where advice already given on paid pre-planning application submission.	As and when required	Speed up process of decision making so that the final decision is made in target time.
Planning case officers to have regular up date with Principal Planning Officer on planning application progress towards committee or, where relevant, the delegated date target and to aid decision making.	Fortnightly	Target achieved.
Prevent deferral at planning committees by anticipating need for Member site visit through consultation with relevant planning committee chairman.	As and when required	Hit earliest possible committee meeting in order to achieve target date.
Senior Management in Development Management to regularly check and sign off delegated decisions made by case officers.	Daily	Delegated target date achieved.

Improvement Action	Target Dates	Key Measures / Milestones
AD Governance (Development Management) to keep record of applications that miss their target and seek out reasons why.	On going, but as and when required	Prevent repeated failure so that target next time is achieved.

**Please detail any budget or resource implications of the improvement actions you have listed overleaf. Please quantify any additional resources which will be required to implement the improvements and detail how the additional resources will be allocated.**

Reliance on existing resources through the recent Development Management restructure which has increased resourcing at planning application registration stage and professional case officer level. Given current high planning application submissions, there is a need for an additional temporary planning case officer to help maintain achieving the targets, which can be offset against higher Development Control income.

**Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.**

Full complement of staff, particularly at planning application registration, assessment, recommendation and decision making stages, so as to limit any delay.  
Further increase in planning applications and paid pre-planning application submissions.  
Applicant/agent refuses to agree extension of time beyond the 8 week date.

**GOV07 What percentage of planning applications recommended by planning officers for refusal were overturned and granted permission following an appeal?**

Outturn			Target
2012/13	2013/14	2014/15	2015/16
15.10%	18.18%	21.28%	19.00%

**Responsible Officer**

**Colleen O'Boyle**  
**Director of Governance**

Improvement Action	Target Dates	Key Measures / Milestones
At monthly Team Meeting of Development Control, assess why any appeal was allowed and whether judgement call by officers in refusing planning permission should next time be different.	November 2015	6 monthly report to members of Area Plans Cttees.  Reduce number of appeals allowed.
Planning officer's refusal report state a way forward, if there is one, so as to encourage a resubmission under a new planning application rather than appeal.	Ongoing, review quarterly	Reduction in the number submitted and proportion of those appeal submitted being allowed.
Finely balanced planning applications decisions to be recommended for approval rather than refusal, particularly those decisions taken at officer delegated level.	As and when required.	Reduction in the number submitted and proportion of those appeal submitted being allowed.



**Please detail any budget or resource implications of the improvement actions you have listed overleaf. Please quantify any additional resources which will be required to implement the improvements and detail how the additional resources will be allocated.**

The current level of staffing and resources should be sufficient.  
In respect of more complex planning appeal hearings or a public inquiries, there is a Professional Fees annual budget of £24,640, which, when required, pays for specialist advice to help the Council defend appeals. Such examples include, gypsy and traveller appeals, agricultural related cases and highway refusals where there is no highway objection from Essex County Council. Each year, there has been a need to use this consultancy resource, including, where necessary, helping Legal Services pay towards barrister fees.

**Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.**

Full staff resource within the Development Control section is required to produce appeal statements on a strict time limit and attend hearing etc. All senior planning officers in Development Control have had hearing and public inquiry training. Where external consultants are required to defend the Council's appeal, we use consultants who are familiar with Epping Forest District and despite the narrow time parameters set by the Planning Inspectorate, this has proved invaluable in helping to defend the appeal.  
The reliance on internal staff, again in specialist areas across the Council and Essex County Council, is invaluable.

**GOV08 What percentage of planning applications refused by Council Members against the recommendation of the planning officers were granted permission following an appeal?**

Outturn			Target
2012/13	2013/14	2014/15	2015/16
50.00%	62.20%	70.00%	50.00%

**Responsible Officer**

**Colleen O'Boyle**  
 Director of Governance

Improvement Action	Target Dates	Key Measures / Milestones
At monthly Team Meeting of Development Control, assess why any appeal was allowed and whether judgement call by officers in refusing planning permission should next time be different.	November 2015	6 monthly report to members of Area Plans Cttees.  Reduce number of appeals allowed.
Planning Committee's do state a way forward in the Minutes if there is one, so as to encourage a resubmission under a new planning application rather than appeal.	Ongoing, review quarterly	Reduction in the number submitted and proportion of those appeal submitted being allowed.
Member Training - clarity over what is and is not a material planning considerations, policy support versus local opposition, defending planning appeals with a good, sound case.	19 June 2015 Training day for Members.	Reduce number of appeal allowed and potentially, award of costs.

Improvement Action	Target Dates	Key Measures / Milestones
<p>Improved engagement with Planning Officers before meetings to understand more fully the planning issues of a particular case by using in good time the contact reference on each application report in the committee agenda.</p>	<p>19 June 2015 Training day for Members.  July and November report to Members of Area Plans Cttees</p>	<p>Avoid unnecessary refusal of planning permissions and ensure there is a case for defending successively on appeal in what are usually balanced, contentious applications, thereby reducing the number of appeals allowed and potential award of costs.</p>

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In respect of more complex planning appeal hearings or a public inquiries, there is a Professional Fees annual budget of £24,640, which, when required, pays for specialist advice to help the Council defend appeals. Such examples include, gypsy and traveller appeals, agricultural related cases and highway refusals where there is no highway objection from Essex County Council. Each year, there has been a need to use this consultancy resource, including, where necessary, helping Legal Services pay towards barrister fees.

**Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.**

Full staff resource within the Development Control section is required to produce appeal statements on a strict time limit and attend hearing etc. All senior planning officers in Development Control have had hearing and public inquiry training. Where external consultants are required to defend the Council's appeal, we use consultants who are familiar with Epping Forest District and despite the narrow time parameters set by the Planning Inspectorate, this has proved invaluable in helping to defend the appeal.

The reliance on internal staff, again in specialist areas across the Council and Essex County Council, is invaluable.

Ward Member attend hearings and public inquiries to help defend the Council's case.