

Planning Services End of Year report 2024 - 2025

Performance measure	Link to Corporate Plan priority	Target and reporting timescale	Baseline/output from 2023 – 2024	Owner and co-owners	Outcome or output 2024 – 2025
Statutory targets met for the speed of decisions to avoid being designated – major applications within agreed timescales	Sound financial management Sustainable Communities	60%, annually	100% 36 out of 36 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	Completed - Target Exceeded 86% 24 out of 28 applications on time
Statutory targets met for the speed of decisions to avoid being designated – non-major applications within agreed timescales	Sound financial management Sustainable Communities	70%, annually	94% 594 out of 632 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	Completed - Target Exceeded 84% 594 out of 632 applications on time
Major applications to be determined within agreed timescales	Sound financial management Sustainable Communities	90%, annually	100% 36 out of 36 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	Completed – Target not met 89% 24 out of 28 applications on time The drop is due to the clearing of the backlog of historical Major applications where Extensions of time may not exist.
Minor applications to be determined within agreed timescales	Sound financial management Sustainable Communities	80%, annually	93% 192 out of 207 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer	Completed - Target Exceeded 84% 137 out of 163 applications on time

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Householder applications to be determined within agreed timescales				All Planning Officers (including Seniors and Planning Assistant)	
	Sound financial management Sustainable Communities	90%, annually	96% 319 out of 334 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	Target Exceeded 95% 295 out of 309 applications on time
All other applications to be determined within agreed timescales	Sound financial management Sustainable Communities	90%, annually	91% 83 out of 91 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders All Planning Officers (including Seniors and Planning Assistant)	Target Met 90% 112 out of 124 applications on time
Tree Preservation Order, Trees in Conservation Areas or compliance with tree condition applications to be determined within agreed timescales	Sound financial management Sustainable Communities Cleaner Greener East Cambridgeshire	100%, annually	99.6%	Trees Officer Strategic Planning & Development Management Manager	Target Not Met 99.3% 294 out of 296 applications on time
Discharge of condition applications determined within agreed timescales	Sound financial management Sustainable Communities	75%, annually	86% 259 out of 303 discharge application on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning	Target Met 75% 195 out of 261 discharge application on time

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				Assistant) Office Team Leader Technical Support Officers	
All applications determined within 26 weeks unless otherwise agreed extension	Sound financial management Sustainable Communities	100% of planning applications determined within 26 weeks of validation unless a planning performance agreement or extension of time has been agreed	99.7% 709 out of 711 decisions	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	Target Not Met 99.4% 682 out of 686 decisions
Applications validated within 5 working days	Sound financial management Sustainable Communities	85%, annually	94% 1226 out of 1304 applications	Strategic Planning & Development Management Manager Office Team Leader Senior Support Officer All Technical Support Officers	Target Met 90% 1101 out of 1223 applications.
Continue work on the Cambridgeshire Local Heritage List Project (CLHLP), 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	Sustainable Communities Cleaner Greener East Cambridgeshire	As identified, annually	New Target	Conservation Officer Strategic Planning & Development Management Manager	On-going Total eligible entries = 693 Total locally listed = 398 Total parishes adopted = 26 (out of 35)

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<p>Project manage major applications as a team (approx. 50+ dwellings and commercially important schemes) through action tracker management and other project management tools Build collective understanding of major projects and business focus for customers Manage expectations of stakeholders and build in resilience across the team for complex project management Seek consistency across outcomes</p>	Sustainable Communities	As identified, annually	Major projects meeting has been set up to discuss and agree options on major planning applications. Reduced outstanding major application to 36 cases.	Strategic Planning & Development Management Manager Planning Team Leader All Planning Officers as needed	<p>On-going</p> <p>Major Projects Team have been meeting fortnightly to discuss and agree options on major planning applications. Reduced outstanding major application to 24 cases down from previous total of 36. All current Major Applications are considered to be up to date and the backlog has been cleared.</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</p>	Sustainable Communities	As identified, annually	New Target	Strategic Planning & Development Management Manager Planning Team Leaders All Planning Officers as needed	<p>On-going</p> <p>In the process of recruiting an S106 Officer. Once in position, their priority will be this area.</p>

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action tracker and other project management tools					
Contribute to the implementation of the Council's Climate and Environment Action Plan	Cleaner, Greener, East Cambridgeshire	As identified, annually	New Target	Cross-Council activity Planning Team Leader	On-going Achieved a further 19% in paper reduction.
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	Cleaner, Greener East Cambridgeshire	80% of initial site visits completed within 10 days, annually for identified sites	New Target	Strategic Planning & Development Management Manager Planning Enforcement Team Leader All Planning Enforcement Officers	On-going New process implemented to monitor the compliance of conditions through the delivery of selected developments. This is an ongoing desire but due to other commitments has not been commenced.
Monitor 20% of approved tree works	Cleaner, Greener East Cambridgeshire	20%, annually	19.5% 70 application sites reviewed/visited	Trees Officer Strategic Planning & Development Management Manager	Completed - Target Met 20.33% 74 application sites reviewed/visited
Review Tree Strategy to reflect changes to service provision	Cleaner, Greener East Cambridgeshire	As identified, annually	Target to remain for the coming year. Assistance from Strategic Planning Manager in the review of the document.	Trees Officer Strategic Planning & Development Management Manager	Not Started Strategy is out of date and doesn't reflect changes to the service, identified by policy team as a project to be done by them. This performance measure will be removed.
80% of enforcement complaints to have preliminary investigation completed within 10 working days of receipt	Cleaner, Greener East Cambridgeshire	80%, annually	99%	Strategic Planning & Development Management Manager Planning Enforcement Team Leader All Planning Enforcement	Completed - Target Exceeded 100%

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				Officers	
80% of enforcement complaints to have complainant contact within 15 working days to advise of findings	Cleaner, Greener East Cambridgeshire	80%, annually	100%	Strategic Planning & Development Management Manager Planning Enforcement Team Leader All Planning Enforcement Officers	Completed - Target Exceeded 99%
Undertake visits during works to listed buildings for 25% of implemented approved consents	Cleaner, Greener East Cambridgeshire	As identified, annually	Sites visited where works in progress	Conservation Officer Strategic Planning & Development Management Manager	On-going Sites visited where works in progress
Review and update our Standard Conditions and Reasons Manual within 1 year to ensure they meet the 6 tests set out in Paragraph 56 of NPPF, 2021 and cover all necessary aspects required by legislation/policy	Cleaner, Greener East Cambridgeshire	As identified, annually	This measure has been programmed as part of the Planning Review	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer Trees Officer All Planning Officers (including Seniors and Planning Assistant)	On-going Conditions manual is currently being reviewed by Team Leaders and the service manager.
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	Sound Financial Management	As identified, annually	850.25 hours completed by 26 members of staff resulting in 32 hrs/person average.	Strategic Planning & Development Management Manager	Completed - Target Met 542.5 hours completed by 18 members of staff resulting in 30 hrs/person average.

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with the team and the next team meeting.					
Skills assessment of officers to ensure adequate training and expertise are available, for example biodiversity net gain, design, viability	Sound Financial Management	As identified, annually	This measure has been programmed as part of the Planning Review	Strategic Planning & Development Management Manager	On-going Draft skills matrix has been produced and will be implemented in the new financial year.
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	Sound Financial Management	As required, annually	No Judicial Reviews	Strategic Planning & Development Management Manager	Completed - Target Met No Judicial Reviews
Parish councils to be invited to training session and tree and conservation advice when required	Sound Financial Management	As required, annually	Parish training and update session took place on 29 November 2023 which received positive feedback from those who attended. Next session to be booked in mid 2024.	Strategic Planning & Development Management Manager All Officers	On-going Next training and update session due to take place mid 2025.
Website review of content and customer experience and contact form	Sound Financial Management	As identified, annually	Identified as part of the Planning Review. Document log with all publications including a review programme. New Contact form created for Customer Services use.	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant) Office Team Leader	Completed - Target Met A new website for ECDC has been implemented and the planning pages are now more precise and accessible. Performance measure to be removed.

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Implementation of further electronic working processes and procedures within 1 year – measuring the cost for printing for next year	Sound Financial Management	As identified, annually	Wording of measure amended to include the outcomes of the Planning Review and Government funded Digital Planning project.	Strategic Planning & Development Management Manager Office Team Leader Senior Technical Support Officer	<p>On-going</p> <p>Two datasets have now been published and the TPO dataset is close to completion. The focus is now on Neighbourhood Plans and allocated sites. We are on track to start recording all Solar Farms mid 2025.</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	Sound Financial Management	As identified, annually	New email mailbox set up and major templates to be updated to direct customers to use it.	Strategic Planning & Development Management Manager Officer Team Leader Senior Technical Support Officer	<p>Completed - Target Met</p> <p>With the success of the Major Projects Team and the reduction of stalled applications, it was decided that this new inbox is no longer required. This performance measure will be removed.</p>