



Planning Services half year report 2025 to 2026

Performance measure	Target and reporting timescale	Half year update
Major applications to be determined within agreed timescales	90%, annually	Target Off Track - 71% 10 out of 14 on time This is due to low application volumes, alongside the clearing of historic major applications where the asking for an extension of time is not appropriate due to refusal being recommended.
Minor applications to be determined within agreed timescales	80%, annually	Target On Track - 82% 99 out of 121 on time
Householder applications to be determined within agreed timescales	90%, annually	Target Exceeded - 98% 203 out of 208 on time
All other applications to be determined within agreed timescales	90%, annually	Target On Track - 94% 128 out of 136 on time
Tree Preservation Order, Trees in Conservation Areas or compliance with tree condition applications to be determined within agreed timescales	100%, annually	Target Off Track - 98% 174 out of 177 on time 1 Committee Decision (refused) 1 delay in issuing TPO 1 Complex site causing delay

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Discharge of condition applications determined within agreed timescales	75%, annually	Target Off Track - 70% 129 out of 183 on time A high volume of applications out of timescale relate to Major applications between May – July, this was primarily due to staff changes or departures and work had to be reassigned Additionally, some cases required specialist consultation where there were delays in response impacting the discharge.
All applications determined within 26 weeks unless otherwise agreed extension	100%, annually	Target Off Track - 95% 455 out of 477 within 26 weeks or agreed extension Of 22 determined outside 26 weeks, without an EoT : 10 - Application Refused 3 - Appeal for Non-Determination 2 - Finally Disposed Of 2 - Committee Decision 5 - Determined out of timescale without EoT* *This includes applications where the applicant was delayed in their responses or did not sign an EoT.
Applications validated within 5 working days	85%, annually	Target Exceeded - 95% 816 out of 857 on time
Continue to work on the Cambridgeshire Local Heritage Project (CLHP), within the next year: - complete data for candidate list entries - continue vetting process via county assessment panel	As identified, annually	Target On Track - 32 out of 35 Parish consultations completed with 1 (Reach) in progress & remaining 2 (Burwell & Ely) ready for vetting. Expanded ECDC Local List fully adopted in 32 Parishes (499 sites as of 6/10/25).

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commence rolling consultation programme with owners and parishes for adoption of new entries on a parish-by-parish basis		
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	Meet bi-weekly, annually	On Going - The team continue to meet bi-weekly, there are currently 29 live major applications tracked via this forum.
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 action tracker and other project management tools	As identified, annually	On Going - S106 Officer in-situ as of 1st October 2025. This is a priority area for 2026.
Contribute to the implementation of the Council's Climate and Environment Action Plan	As identified, annually	On Going - Ongoing project, the department responds to queries as required.

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To reduce the amount of paper used by the Department in relation to its day-to-day work	10% annually	Target Exceeded - 24%
Monitor 20% of approved tree works	20% annually	Target On Track - 23%
Review Tree Strategy to reflect changes to service provision	As identified, annually	Target Completed - Tree Strategy Withdrawn. It was deemed as out of date and no longer relevant for how the tree service operates. Policy Team to review and update as required.
80% of enforcement complaints to have preliminary investigation completed within 10 working days of receipt	80% annually	Target Exceeded - 100%
80% of enforcement complaints to have complainant contact within 15 working days to advise of findings	80% annually	Target Exceeded - 100%
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 with the team and the next team meeting.	As identified, annually	Target On Track - 232 hours completed – averaging 10 hours/person
Skills assessment of officers to ensure adequate training and	100% annually	On Going - Training is now incorporated into BAU continuous development for all officers.

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expertise are available, for example biodiversity net gain, design, viability		
Regularly review high level corporate risks : • new legislation, impacting on work in progress • new legislation, resulting in a resource pressure to implement • status of policies within the Local Plan • adaptation to climate change exposure to potential 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	As identified, annually	On Going - New legislation shared regularly with the team, additionally, this is covered off in the Planning Service Meeting to support embedding.
Parish councils to be invited to Planning and related subject training session(s)	As identified, annually	On Going - Planning Parish forum to be scheduled for Q1 2026
Website review of content and customer experience and contact form	As identified, annually	On Going - This is being carried out corporately. Service review scheduled Q4 2025.
Implementation of further electronic working processes and procedures as per the outcome of the Planning Review and Government funded Digital Planning project	As identified, annually	On Going - Improvement across all categories: •Digital & Design Skills – Level 1 to Level 3 •Tech & Products – Level 2 to Level 3 •Procurement – Level 1 to Level 4 •Leadership & Governance – Level 2 to Level 4 •Culture & Ways of Working – Level 2 to Level 3 •Citizen engagement, working with

Performance measure

**Target and
reporting
timescale**

Half year update

others – Level 2 to Level 3
