

Planning Services End of the Year report 2025 - 2026

Performance measure	Link to Corporate Plan priority	Target and reporting timescale	Baseline/output from 2024 – 2025	Owner and co-owners	Outcome or output 2025 – 2026
Major applications to be determined within agreed timescales	Sound Financial Management	90%, annually	89% 24 out of 28 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	<p><b>Target not met - 77%</b> 17 out of 22 on time</p> <p>Major Application performance is on an increasing trend reporting +5.84% against half year update.</p> <p>Of those not determined on time: 1 x recommended for refusal 2 x delays due to S106 drafting 1 x Committee Request for further information 1 x delay in Consultee Response</p>
Minor applications to be determined within agreed timescales	Sound Financial Management	80%, annually	84% 137 out of 163 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	<p><b>Target Exceeded - 87%</b> 151 out of 174 on time</p> <p>Minor applications remain above annual target +4.28% against 6-month update.</p>
Householder applications to be determined within agreed timescales	Sound Financial Management	90%, annually	95% 295 out of 309 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	<p><b>Target Exceeded - 98%</b> 296 out of 302 on time</p> <p>Householder applications remain consistent with a slight uplift against the half year update (+0.42%) update</p>

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All other applications to be determined within agreed timescales	Sound Financial Management	90%, annually	90% 112 out of 124 applications on time	Strategic Planning & Development Management Manager Planning Team Leaders All Planning Officers (including Seniors and Planning Assistant)	<b>Target Met - 94%</b> 174 out of 182 on time  Other applications have remained consistent with a slight uplift against the half year update (+1.49%)
Tree Preservation Order, Trees in Conservation Areas or compliance with tree condition applications to be determined within agreed timescales	Sound Financial Management	100%, annually	99% 294 out of 296 applications on time	Trees Officer Strategic Planning & Development Management Manager	<b>Target Not Met - 98%</b> 312 out of 315 on time  Tree Applications remain slightly off-track, with no new applications determined outside of our agreed timescales for the EOY update.
Discharge of condition applications determined within agreed timescales	Sound Financial Management	75%, annually	75% 195 out of 261 discharge application on time	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant) Office Team Leader Technical Support Officers	<b>Target Met - 72%</b> 156 out of 218 on time  Performance has improved marginally against the 6-month update (+1.07%) however remains off-track.  Planning Team Leaders undertaking an exercise to review and upskill Planning Officers with regard to Partial Discharge of Condition. It has been identified that these applications are being left open until conditions can be fully discharged.
All applications determined within 26 weeks unless otherwise agreed extension	Sound Financial Management	100%, annually	99% 682 out of 686 decisions	Strategic Planning & Development Management Manager Planning Team Leaders Conservation Officer All Planning Officers (including Seniors and Planning Assistant)	<b>Target Off Track - 91%</b> 1095 out of 1202 within 26 weeks or an agreed extension of time  24 – Recommendation for

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					<p>Refusal            3 – Planning Committee required further clarity            3 – Appeal for Non-Determination            62 – DISA (24 relating to Partial Discharge)            15 – Determined out of timescale without an EOT</p> <p>Of the above applications, there have not been any refunds raised for applications determined outside of 26 weeks.            weeks</p>
Applications validated within 5 working days	Sound Financial Management Housing Cleaner, Greener East Cambridgeshire	85%, annually	90% 1101 out of 1223 applications.	Strategic Planning & Development Management Manager Office Team Leader Senior Support Officer All Technical Support Officers	<b>Target Exceeded - 90%</b> 1123 out of 1253 on time
<p>Continue work on the Cambridgeshire Local Heritage List Project (CLHLP), within the next year:</p> <ul style="list-style-type: none"> <li>complete data for candidate list entries</li> <li>continue vetting process via county assessment panel</li> </ul> <p>commence rolling consultation programme with owners and parishes for adoption of new entries on a parish-by-parish basis</p>	Cleaner, Greener, East Cambridgeshire	As identified, annually	Total eligible entries = 693 Total locally listed = 398 Total parishes adopted = 26 (out of 35)	Conservation Officer Strategic Planning & Development Management Manager	<b>Target On Track –</b> 34 out of 35 Parish consultations completed with 1 (Ely) in progress. Expanded ECDC Local List fully adopted in 34 Parishes (565 sites as of 23/2/26).

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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</p> <p>Build collective understanding of major projects and business focus for customers</p> <p>Manage expectations of stakeholders and build in resilience across the team for complex project management</p> <p>Seek consistency across outcomes</p>	<p>Cleaner, Greener, East Cambridgeshire</p>	<p>Meet bi-weekly</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.</p>	<p>Strategic Planning &amp; Development Management Manager            Planning Team Leader            All Planning Officers as needed</p>	<p><b>On-going</b>            Team continues to meet bi-weekly, there are currently 25 Major Applications, 6 Pre-Apps and 2 Appeals tracked via this forum. .</p>
<p>Achieve consistency across S106 agreements and timing of Committee decisions</p> <p>Aim to require agreed and completed S106 agreement before reporting planning applications to Committee.</p> <p>Display draft legal agreements on website before decisions are made and before Committee resolutions</p> <p>Monitor throughput of S106 agreements through</p>	<p>Housing            Cleaner, Greener, East Cambridgeshire            Improving Transport            Social and Community Infrastructure</p>	<p>As identified, annually</p>	<p>In the process of recruiting an S106 Officer. Once in position, their priority will be this area.</p>	<p>Strategic Planning &amp; Development Management Manager            Planning Team Leaders            All Planning Officers as needed</p>	<p><b>On-going</b>            S106 officer has been in post since 1<sup>st</sup> October 2025. They have been prioritising collating and updating all existing information to identify gaps and be in a position to respond to queries in the most efficient way possible.</p> <p>As well as this, the new Chief Exec has highlighted prioritising the recording of provision of Affordable Housing under S106 Agreements.</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	Housing Cleaner, Greener, East Cambridgeshire Improving Transport Social and Community Infrastructure	As identified, annually	Achieved a further 19% in paper reduction.	Cross-Council activity Planning Team Leader	<b>On-going</b> Ongoing project, the department responds to queries as required.
Monitor 20% of approved tree works	Cleaner, Greener East Cambridgeshire	20%, annually	20% 74 application sites reviewed/visited	Trees Officer Strategic Planning & Development Management Manager	<b>Target Off Track - 19%</b> 61 application sites reviewed/visited of 315 determined applications  This is a reduction of 3.6% against the half year update.  EOY application volumes were projecting to total 300 in the half year update, they are now projecting to total 348 by 31 <sup>st</sup> March 2026, a 16% uplift. The increase in applications received between September – January has impacted achieving this performance metric. Total volumes remain consistent YoY.
Review Tree Strategy to reflect changes to service provision	Cleaner, Greener East Cambridgeshire	As identified, annually	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.	Trees Officer Strategic Planning & Development Management Manager	<b>Target Completed -</b> Tree Strategy Withdrawn

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80% of enforcement complaints to have preliminary investigation completed within 10 working days of receipt	Cleaner, Greener East Cambridgeshire	80%, annually	100%	Strategic Planning & Development Management Manager Planning Enforcement Team Leader All Planning Enforcement Officers	Target Exceeded - 100% 209 of 209 cases on time
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.	Sustainable Communities	As identified, annually	542.5 hours completed by 18 members of staff resulting in 30 hrs/person average.	Strategic Planning & Development Management Manager	Target Met 24 hours  This includes webinars relating to the new NFPP, Customer Service Face-to-Face Training, Uniform Supervisor and Document Template Training, BESS Fire Safety, and other Continuous Professional Development.
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	Sustainable Communities	As required, annually	No Judicial Reviews	Strategic Planning & Development Management Manager	Completed - Target Met All new legislation shared in Monthly Planning Service Meeting
Parish councils to be invited to training session and tree and conservation advice when required	Sustainable Communities	As required, annually	Next training and update session due to take place mid 2025..	Strategic Planning & Development Management Manager All Officers	On-going Parish Council Conference attended Thursday 12 <sup>th</sup> February by Services Development and Technical Support Team Leader, Senior Strategic Planning Officer, Trees, Conservation, Major Projects and Planning

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					<p>Officer.</p> <p>Further plans to send out questionnaire to Parish Councils to understand what future training/information they would like in future planning-specific forums.</p>
<p>Implementation of further electronic working processes and procedures within 1 year – measuring the cost for printing for next year</p>	<p>Sustainable Communities</p>	<p>As identified, annually</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>	<p>Strategic Planning &amp; Development Management Manager Office Team Leader Senior Technical Support Officer</p>	<p>On-going Improvement across all categories:</p> <ul style="list-style-type: none"> <li>•Digital &amp; Design Skills – Level 1 to Level 3</li> <li>•Tech &amp; Products – Level 2 to Level 3</li> <li>•Procurement – Level 1 to Level 4</li> <li>•Leadership &amp; Governance – Level 2 to Level 4</li> <li>•Culture &amp; Ways of Working – Level 2 to Level 3</li> <li>•Citizen engagement, working with others – Level 2 to Level 3</li> </ul>