



Planning Services half year report 2024 to 2025

Performance measure	Target and reporting timescale	Half year update
Major applications to be determined within agreed timescales	90%, annually	79% 11 out of 14 on time On Going Due to the clearing of historic major applications where the asking for an extension of time is not appropriate when refusal is being recommended there was always likely to be a short term dip in figures (especially due to the low number of Major applications). Officers have had the importance of getting early extensions of time and getting decisions out reiterated.
Minor applications to be determined within agreed timescales	80%, annually	85% 86 out of 101 on time
Householder applications to be determined within agreed timescales	90%, annually	96% 175 out of 183 on time
All other applications to be determined within agreed timescales	90%, annually	90% 53 out of 59 on time

Performance measure	Target and reporting timescale	Half year update
Tree Preservation Order, Trees in Conservation Areas or compliance with tree condition applications to be determined within agreed timescales	100%, annually	99% 155 out of 157 on time
Discharge of condition applications determined within agreed timescales	75%, annually	77% 109 out of 142 on time
All applications determined within 26 weeks unless otherwise agreed extension	100%, annually	99% 379 out of 382 within 26 weeks or agreed extension
Applications validated within 5 working days	85%, annually	81% 609 out of 750 on time
<p>Continue to work on the Cambridgeshire Local Heritage Project (CLHP), within the next year:</p> <ul style="list-style-type: none"> complete data for candidate list entries continue vetting process via county assessment panel <p>commence rolling consultation programme with owners and parishes for adoption of new entries on a parish-by-parish basis</p>	As identified, annually	<p>Total sites (all stages) = 698 New additions since 2017 = 609</p> <p>Sites pending adoption = 213 Sites in progress = 281</p> <p>Total adopted sites = 204 New 2024 adoptions = 115</p> <p>Parishes fully adopted = 11 Parishes under consultation = 7</p> <p>(All figures as of 15/10/24)</p>
Project manage major applications as a team (approx. 50+ dwellings and commercially important schemes) through action tracker management and other project management tools	Meet bi-weekly, annually	Major Projects Team have been meeting fortnightly to project manage major projects through the system. Currently have 27 live majors in the system. Since the Project Team formed a total of 76 applications have been resolved.

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<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>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. Display draft legal agreements on website before decisions are made and before Committee resolutions</p> <p>Monitor throughput of S106 agreements through action tracker and other project management tools</p>	As identified, annually	JDQ created for S106 Officer ready for recruitment. Once the position is filled, their priority will be this area.
<p>Contribute to the implementation of the Council's Climate and Environment Action Plan</p>	As identified, annually	
<p>To reduce the amount of paper used by the Department in relation to its day-to-day work</p>	10% annually	<p>April 6197 Sept 4627</p> <p>Since the end of August hard copy files no longer being created, therefore no large plans, reports are being printed.</p>
<p>Monitor 20% of approved tree works</p>	20% annually	195 applications determined since 1 April 2024, 23 sites inspected 12% of total.

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Review Tree Strategy to reflect changes to service provision	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 completed by them.
80% of enforcement complaints to have preliminary investigation completed within 10 working days of receipt	80% annually	100% 111 complaints on time
80% of enforcement complaints to have complainant contact within 15 working days to advise of findings	80% annually	99% 109 out of 110 complainants contacted on time
Review and update our Standard Conditions and Reasons Manual to ensure they meet the 6 tests set out in Paragraph 56 of NPPF, 2021 and cover all necessary aspects required by legislation/policy	As identified, annually	Conditions manual is currently in draft form and wording being checked with Enforcement to ensure enforceability.
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	340 hours completed – averaging 13.6hours/person
Skills assessment of officers to ensure adequate training and expertise are available, for example biodiversity net gain, design, viability	100% annually	Completed as part of the Planning Review and a training matrix is being produced.

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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	As identified, annually	Regularly meet with Other Service Heads to discuss risks.
Parish councils to be invited to Planning and related subject training session(s)	As identified, annually	Nothing completed in the first 6 months
Website review of content and customer experience and contact form	As identified, annually	Website review is being carried out corporately
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	GIS Officer has been appointed and initial projects to correct and update constraints. Record all Solar Farms, including battery storage capacity and energy output within the district. Neighbourhood Plan allocated site are programmed to be plotted.
Review 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	As identified, annually	Due to recent restructure and service review this will be reviewed to ensure business and customer benefit.