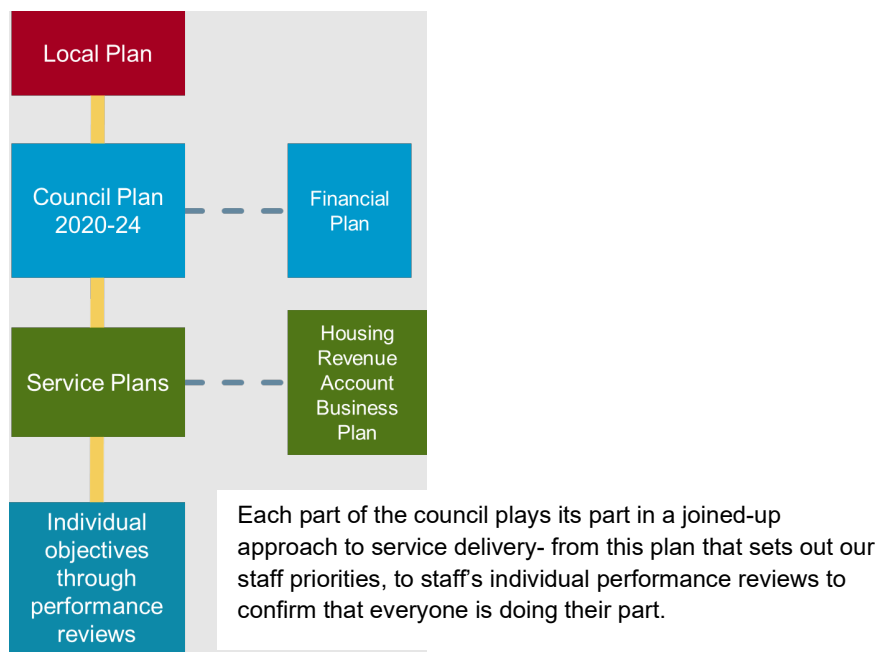


Planning Service Plan 2024-25

Version 0.2

April 2024 – March 2025



Director: Melanie Wellman

Portfolio holders: Cllr Olly Davey

Service Plan Template 2024-25: Contents Page

- Section 1 Brief description of (Business as usual) service and purpose(s) including staff structure
- Section 2 Looking forward: what additional key workstreams we will do in 2024-25
- Section 3 What we will measure in 2024-25: Performance targets

Notes for Director and Assistant Director/Service Leads:

Shaded areas are for guidance.

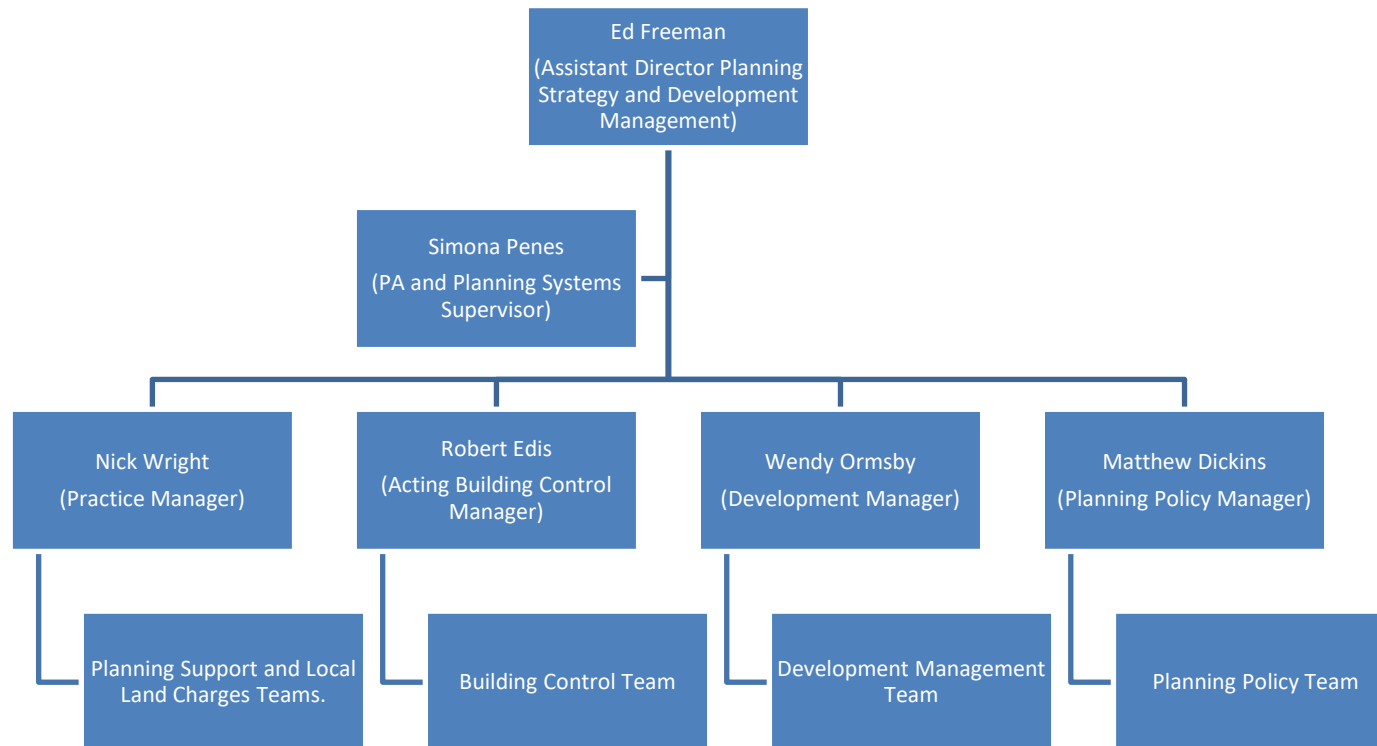
When you have completed your Service Plan:

- ✓ Save to Service Planning 2024-25 Teams folder. Final versions will be placed on the intranet/internet
- ✓ Communicate it to your staff
- ✓ Keep it under review – make it a live document which adds value!
- ✓ Use it to formulate individual objectives

Section 1 – Brief description of service and purpose(s)

What we do and who we deliver to

A high level organisational chart of the service is set out below:



Planning is a means to deliver good clean growth, thriving communities and environmental care. Recognising that change is a constant that requires active intervention and stewardship.

Planning in East Devon has a broader role than just a narrow regulatory function. It delivers outcomes and can stimulate growth in a cared for environment. It helps to create the places where people want to live, work, invest and visit. It can shape places and stimulate markets. It can have significant positive impacts on the physical and mental health and wellbeing of the community. It can lead the transition to zero carbon development.

To achieve these aspirations the service is organised into 4 main teams:

Planning Policy Team

Responsible for production of the Local Plan and associated planning policy documents and guidance including assessing sites for allocation in the local plan, producing evidence papers and drafting policies, guidance notes and masterplans. The team also monitor the delivery of the Local Plan including our housing land supply position, the delivery of employment land, the delivery of custom and self-build plots etc. The team also work with infrastructure providers to understand the infrastructure required to support the delivery of growth in the district and how this would be delivered including producing CIL charging schedules and the Infrastructure Delivery Plan. The team also work closely with communities to support the production of neighbourhood plans.

Development Management

This team is responsible for a range of statutory functions associated with the consenting of development including processing planning and related applications such as those for listed building consent, advertisement consent etc. Planning applications range from house extensions through to the next phases of Cranbrook with a mix of area-based teams working alongside a householder team dealing with house extensions and the Cranbrook and major projects team dealing with the new town and west end sites. The team is also responsible for enforcing the planning legislation, responding to planning appeals and administering Community Infrastructure Levy and Section 106 agreements.

	<p>Building Control</p> <p>The building control team enforces the Building Act ensuring that buildings are constructed to appropriate standards in terms of health and safety, structural stability, fire safety, energy usage, drainage, ventilation, etc. They deliver their services to the building industry and householders and operate on a cost recovery basis but within a competitive market competing for work against approved inspectors. The team has a statutory function to enforce the building regulations and to take action to address dangerous structures where they pose a significant risk to the public.</p> <p>Planning Support</p> <p>The team provide administrative and technical support to the Development Management team receiving and validating incoming applications, undertaking public consultation on proposed developments and issuing decisions once applications have been determined.</p> <p>Local Land Charges</p> <p>Provide responses to search requests and questions associated with the sale and purchase of land and buildings using our records of planning applications, building regulations consents, CIL, Section 106 etc to advise potential purchasers of charges set against land and property.</p>
Staff Structure	Link to structure chart on the internet

Section 2 – Looking forward: what we will do in 2024-25 (service objectives)

2.1 Service level priorities we will deliver in 2024/25 which support the Council Plan Priorities; Better homes & communities, A greener East Devon, A resilient economy and Quality services	Financial/ corporate resource	Lead Officers	Due Date
To progress the Local Plan through to a publication draft in accordance with the timetable set out within the local development scheme and in accordance with members aspirations outlined in the Council Plan including zero carbon development, promoting walking and cycling, bio-diversity net gain, affordable housing, promoting a green and resilient economy and the diversification of town centres.	Within budget	Assistant Director	Strategic Planning Committee approval to be sought Nov 2024 followed by public consultation.
To develop planning policies through the new Local Plan that will deliver new housing that will meet the needs of the community both in terms of its type and tenure. These policies will seek to deliver where possible homes that are affordable to local residents in housing need and provide a mix of specialist and adaptable homes for those in need as well as opportunities for self and custom build and community led housing schemes.	Within budget	Planning Policy Manager	Strategic Planning Committee approval to be sought Nov 2024 followed by public consultation.
To bolster our supply of sites for the delivery of new homes by allocating suitable sites through the new Local Plan and granting consents for new homes that constitute sustainable development to address our 5 year housing land supply position even where they conflict with some of our policies.	Within budget	Planning Policy Manager/Development Manager	On-going

<p>To complete work on an updated gypsy and traveller needs assessment and a strategy for delivering pitches to meet the identified needs including through the Cranbrook expansion areas and by working with partners to deliver other sites in the district.</p>	<p>Within budget</p>	<p>Planning Policy Manager</p>	<p>November 2024</p>
<p>To work with the Growth, Development and Prosperity team to develop policies and site allocations in the new Local Plan which will help to meet the needs of the business community in the district ensuring that sites are viable and deliverable. To also develop policies that enable our town centres and high streets to adapt to the changing economic climate and provide a range of homes, business, community and leisure spaces to ensure that they remain viable and mee the needs of our communities.</p>	<p>Within budget</p>	<p>Planning Policy Manager</p>	<p>November 2024</p>
<p>To undertake a review of the Infrastructure Delivery Plan (IDP) to ensure that we understand the infrastructure needed to support growth planned in the new Local Plan and how this could be delivered. To review the CIL charging schedule to ensure that we are requiring developers to make the maximum viable contributions to deliver the required infrastructure to support growth.</p>	<p>Within budget</p>	<p>Planning Policy Manager</p>	<p>November 2024</p>
<p>To recruit a Planning Obligations Team to administer the collection and spend of CIL and S106 monies from developments. Once the team is established to then review and agree new processes for engaging with town and parish councils on the spend of monies and establish a programme to</p>	<p>Within budget</p>	<p>Development Manager</p>	<p>September 2024</p>

engage with those communities with monies available to spend prioritising those where monies have been held for the longest time.			
To pursue payment of all outstanding CIL and S106 debts and check compliance with CIL exemptions and other S106 obligations to ensure that compliance has been achieved and that all monitoring records are up to date.	Within budget	Planning Obligations Team Leader	December 2024
To adopt a new Playing Pitch Strategy that clearly identifies the needs for enhanced provision in the district. To work with relevant services and stakeholders to identify how the strategy will be delivered and who will be responsible for key actions.	Potential budget needed to implement the strategy but likely to sit in other services.	Planning Policy Manager	March 2024
Develop an updated mitigation strategy to address the impacts of development on the Exe Estuary and Pebblebed Heaths arising from the new developments proposed in the new Local Plan. Develop a mitigation strategy for phosphate levels arising from development affecting the River Axe.	Within budget	Planning Policy Manager	November 2024
To work with the Countryside team to develop robust systems and processes to ensure that new housing developments deliver at least 10% bio-diversity net gain in accordance with government requirements.	Within budget	Development Manager	Small sites from April 2024 (large sites likely to be before then)
To complete work on a water cycle study to understand the implications of the new Local Plan on water supply, flooding and waste water infrastructure and to undertake engagement with South West Water to understand how required infrastructure will be brought forward and new development	Within budget	Planning Policy Manager	Study due Feb 2024

phased to ensure that impacts on the water quality of water courses are acceptable and that they do not lead to flooding.			
To work with consultants, the community and other stakeholders to masterplan the proposed second new community and develop a business case and delivery vehicle that will deliver to the Council's vision.	Within budget	Assistant Director	June 2024
To develop a programme of training for Members and town and parish councils to enhance their understanding of the planning system including planning obligations and enable greater engagement with the planning process.	Within budget	Development Manager	June 2024
To develop staff recruitment and retention strategies across the service to ensure that we are maximising opportunities to train up potential future planning officers and surveyors as well as having a suitable reward package, training and development processes etc to retain staff wherever possible.	Potential budget implications through costs of training and appointment of more trainee/apprentice roles.	All managers	September 2024
To support the Building Control Surveyors through the new Building Safety Regulator competency assessment and registration process.	Within budget	Building Control Manager	April 2024
To review the Building Control fees and charges to ensure that we continue to recover costs associated with the statutory fee earning services in light of changes to the legislation and the new Building Control regime.	Within budget	Building Control Manager	September 2024
To continue to support the production of neighbourhood plans across the district providing technical support and helping communities to access funding to enable them to engage	Within budget – government grants used.	Planning Policy Manager	On-going

better with the planning process and articulate their own aspirations for their community including bringing forward community led developments.			
To progress the actions set out in the adopted Heritage Strategy including reviewing and updating our conservation area boundaries and management plans, developing our local list of heritage assets and undertaking work to review the condition of heritage assets and measures needed for their appropriate repair and maintenance.	Additional staff resources required	Development Manager	On-going
Service actions relating to climate change	Financial/ corporate resource	Lead Officers	Due Date
To continue to work to reduce the carbon emissions involved in the operation of the service by seeking to minimise the need to travel both to and from the offices but also to site visits and explore opportunities to travel more sustainably where such travel cannot be avoided.	Within budget	All managers	On-going
To develop planning policies within the new Local Plan requiring all new residential and commercial developments to be built to minimise their energy demands and maximise their use of renewable energy ensuring that they are net zero carbon.	Within budget	Planning Policy Manager	November 2024
To develop planning policies that encourage sustainable travel making walking and cycling the preferred means of travel through ensuring that homes, jobs and facilities are located close together and clear and accessible routes facilitate easy	Within budget	Planning Policy Manager	November 2024

travel between them and that public transport is readily available for longer journeys.			
To develop planning policies to ensure that new developments are located so that they are not susceptible to the impacts of coastal change or flooding and that they are resilient to climate change and incorporate measures such as sustainable drainage systems, permeable hard surfaces etc.	Within budget	Planning Policy Manager	November 2024

Key Projects Service development / project supporting strategic objectives including the council plan.	To produce and consult on a publication (Reg 19) draft of the new Local Plan including production of associated evidence.		
Expected outcome	An engaging and comprehensive consultation, supported by robust evidence and submission of the plan and responses received to the Planning Inspectorate.		
Link to Council Plan priorities	Better homes & communities, A greener East Devon, A resilient economy and Quality services		
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget		
Milestones	Due date	Lead officer	
1. Addendum Regulation 18 consultation	March – April 2024	Planning Policy Manager	
2. Strategic Planning Committee to consider redrafted chapters of the plan and supporting evidence	March through to October 2024	Planning Policy Manager	
3. Strategic Planning Committee to consider publication draft	November 2024	Planning Policy Manager	

4. Consultation on publication draft	November 2024 – January 2025	Planning Policy Manager
5. Council approval for submission of plan sought	May 2025	Planning Policy Manager
6. Plan submitted for examination	May 2025	Planning Policy Manager

Service development / project supporting strategic objectives	To produce and consult on a revised Community Infrastructure Levy (CIL) charging schedule and Infrastructure Delivery Plan.	
Expected outcome	A CIL charging schedule that maximises funding for the delivery of infrastructure to support development in the district which is viable for developers to pay.	
Link to Council Plan priorities	Better homes & communities, A greener East Devon, A resilient economy and Quality services	
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget	
Milestones	Due date	Lead officer
1. To appoint consultants to undertake local plan viability assessment and produce revised CIL charging schedule.	January 2024	Planning Policy Manager
2. Undertake public consultation on draft charging schedule	November 2024 – January 2025	Planning Policy Manager
3. Members agreement to submission of charging schedule for examination to be sought	May 2025	Planning Policy Manager
4. Charging schedule submitted for examination	May 2025	Planning Policy Manager

Service development / project supporting strategic objectives	To recruit to the new Planning Obligations Team and develop a work programme to get S106 and CIL workstreams up to date.	
Expected outcome	To be working towards being up to date in terms of debt collection and enforcement of CIL and S106 and engaging with communities on spend of monies on infrastructure.	
Link to Council Plan priorities	Better homes & communities, A resilient economy and Quality services	
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget	
Milestones	Due date	Lead officer
1. To advertise vacant posts.	January 2024	Development Manager
2. Appoint to vacant posts	February 2024	Development Manager
3. New team members start	May 2024	Development Manager
4. Produce work programme for CIL and S106 workstreams including engagement with town and parish councils	August 2024	Development Manager

Service development / project supporting strategic objectives	To work with consultants to produce a vision, masterplan, business case and proposed delivery vehicle for the second new community.	
Expected outcome	A sound and robust evidence base to support allocation of the second new community and a business case that enables its delivery in-line with the Council's aspirations and masterplan.	

Link to Council Plan priorities	Better homes & communities, A greener East Devon, A resilient economy and Quality services	
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget	
Milestones	Due date	Lead officer
1. To develop a masterplan for the preferred option site.	April 2024	Assistant Director
2. Engagement with key stakeholders	April 2024	Assistant Director
3. Further transport assessment work	May 2024	Assistant Director
4. High level viability assessment	May 2024	Assistant Director
5. Proposed delivery model	May 2024	Assistant Director
6. Proposed business case	June 2024	Assistant Director

Service development / project supporting strategic objectives	To develop and implement a programme of training and engagement on planning issues with Members and Town and Parish Councils.
Expected outcome	That district councillors and town and parishes have a better understanding of the planning system, policies and processes to enable better engagement with the work of the department and to obtain feedback on how we can improve engagement.
Link to Council Plan priorities	Quality services
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget

Milestones	Due date	Lead officer
1. To develop an initial programme of events.	April 2024	Development Manager
2. Engagement with Members on proposed programme and refine programme as appropriate	May 2024	Development Manager
3. Undertake first events	June 2024	Development Manager
4. Further events	Throughout the year	Development Manager

Service development / project supporting strategic objectives	To implement changes to the building control system, ensure that surveyors meet the requirements of the competency framework and continue to cover our costs through fee income.	
Expected outcome	A building control team that is formally recognised for its competency by the Building Safety Regulator (BSR) and has appropriate systems and processes in place to administer the requirements of the Building Safety Act 2022 and meet BSR/HSE performance standards.	
Link to Council Plan priorities	Better homes & communities, Quality services	
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget	
Milestones	Due date	Lead officer
1. To support surveyors through the competency assessment and BSR registration process	April 2024	Building Control Manager
2. To update quality management system and procedures to align with the new performance standards and legislation changes	April 2024	Building Control Manager

3. To review and update register of business risks in response to the new building control regime.	May 2024	Building Control Manager
4. To review the building control application fees and charges in accordance with the Local Authority Charges (Building Control) regulations 2010.	September 2024	Building Control Manager
5. To review and update the marketing plan for building control.	December 2024	Building Control Manager

Service development / project supporting strategic objectives	To develop a recruitment and retention strategy for the service and succession plan for key roles.	
Expected outcome	To have a strategy that attracts planners and surveyors into the team and enables better staff progression within the service with appropriate rewards in place as skills, knowledge and experience develop.	
Link to Council Plan priorities	Quality services	
Resources required including additional budget, staffing or Digital / Data Transformation	Within budget	
Milestones	Due date	Lead officer
1. To work with HR to develop a revised structure incorporating career grading of posts where appropriate.	June 2024	Assistant Director
2. To appoint more apprentices within the teams and encourage existing staff to develop their skills through the apprenticeship funding to enable us to grow our own planners and surveyors	September 2024	Assistant Director

including engaging with the LGA's Pathways to Planning and other programmes.		
--	--	--

Section 3 – What we will measure in 2024-25: Performance targets

3.1 Service performance indicators Also include any performance indicators that support the council plan	Target	How often – monthly, quarterly, bi-annually, annually	Responsible Officer for production of management information
Number of planning appeals allowed by the Planning Inspectorate contrary to the decision of EDDC	30%	Quarterly	Economy Practice Manager
Annual Housing Monitoring Report	To show a 5 year housing land supply	Annually	Planning Policy Manager
Number of days taken to process local land charges property searches	5 days	Quarterly	Economy Practice Manager
Percentage of major planning applications determined within 13 weeks (or within an agreed extension of time)	60%	Quarterly	Economy Practice Manager
Percentage of minor planning applications determined within 8 weeks (or within an agreed extension of time)	65%	Quarterly	Economy Practice Manager
Percentage of other planning applications determined within 8 weeks (or within an agreed extension of time)	80%	Quarterly	Economy Practice Manager