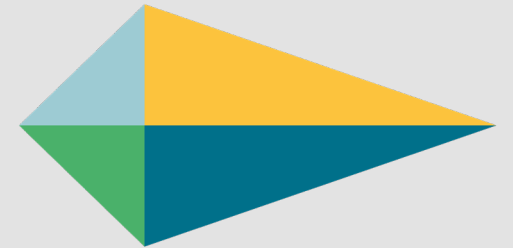


# Development Management

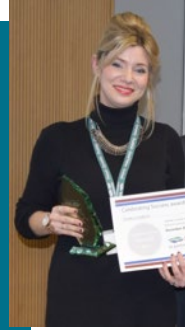
Ben Woolnough MRTPI

Planning Manager (Development Management, Major Sites and  
Infrastructure)



**EASTSUFFOLK**  
COUNCIL

# Planning Services Business Support Manager



Emma Čanković  
emma.cankovic@eastssuffolk.gov.uk  
Mobile: 07500 910519  
Tel: 01394 444409

My role is to lead the development of improvements to planning and Building control processes with a particular focus on our customer service, through engagement with key customers, gathering feed-back and customer insight to help shape future improvements to service delivery.

Please contact me about;

- ✓ General Feed-back regarding our services
- ✓ Corporate Complaints
- ✓ Developers & Town & Parish Forums
- ✓ Planning & Building Control Newsletters
- ✓ Work-shadow Opportunities
- ✓ Customer Engagement
- ✓ Support Team

# Support Team



**Planning Support Team** provides technical administrative support to the Development Management, Planning Policy and Building Control Teams and generally assist with the administrative processes for these teams.

Support Team provides advice, information and resolution for a range of customer enquiries, ensuring excellent customer experience is our top priority.



## Just some of the things we do....

- ✓ Mail-box enquiries
- ✓ Support digital platform enquiries
- ✓ Registering and validating new applications
- ✓ Assist customers with incomplete applications and advising what is needed
- ✓ Build relationships with customers
- ✓ Book building control inspections
- ✓ Take payments
- ✓ Compile documents and retrieve historic files for customer enquiries (FOI/Feed-back).

# Development Management, Major Sites and Infrastructure Team Structure

Currently comprises of 37 Officers across the following teams:

- **North Team**
- **South Team**
- **Enforcement and Technical Lead**
- **Major Sites**
- **CIL and S106 (Infrastructure)Team**

Amongst those we have:

- Ben Woolnough - Planning Manager (Development Management, Major Sites and Infrastructure)
- 7 **Principal Planners** (4 in Development Management, 3 in Major Sites)
- 4 **Senior Planners**, 1 Senior Enforcement Officer
- 4 Planners, 1 **Enforcement Planner**
- 8 Assistant and Trainee Planners, 2 Assistant Enforcement Officers
  
- 1 Infrastructure Delivery Manager
- 1 **Senior CIL and Section 106 Officer**
- 2 CIL and Section 106 Officer
- 1 **Trainee Planner (CIL and S106)**
- 1 CIL and S106 support officer
- 1 CIL and S106 Data Entry Officer
- RAMS Delivery Officer



# DM and Infrastructure Team Leads



**JOE BLACKMORE**

**Principal Planner**

joe.blackmore@eastsoffolk.gov.uk  
07887454208



**RACHEL SMITH**

**Principal Planner**

rachel.smith@eastsoffolk.gov.uk  
07887452719



**MARIANNA HALL**

**Principal Planner**

marianna.hall@eastsoffolk.gov.uk  
07880019354



**NICOLA PARRISH**

**Infrastructure Delivery  
Manager**

nicola.parrish@eastsoffolk.gov.uk  
01502523057



**KATHERINE SCOTT**

**Principal Planner  
(Technical Lead)**

katherine.scott@eastsoffolk.gov.uk  
07867155568

# Development Management

## Planning Areas

Two area teams, North and South, each with their own monthly Planning Committee

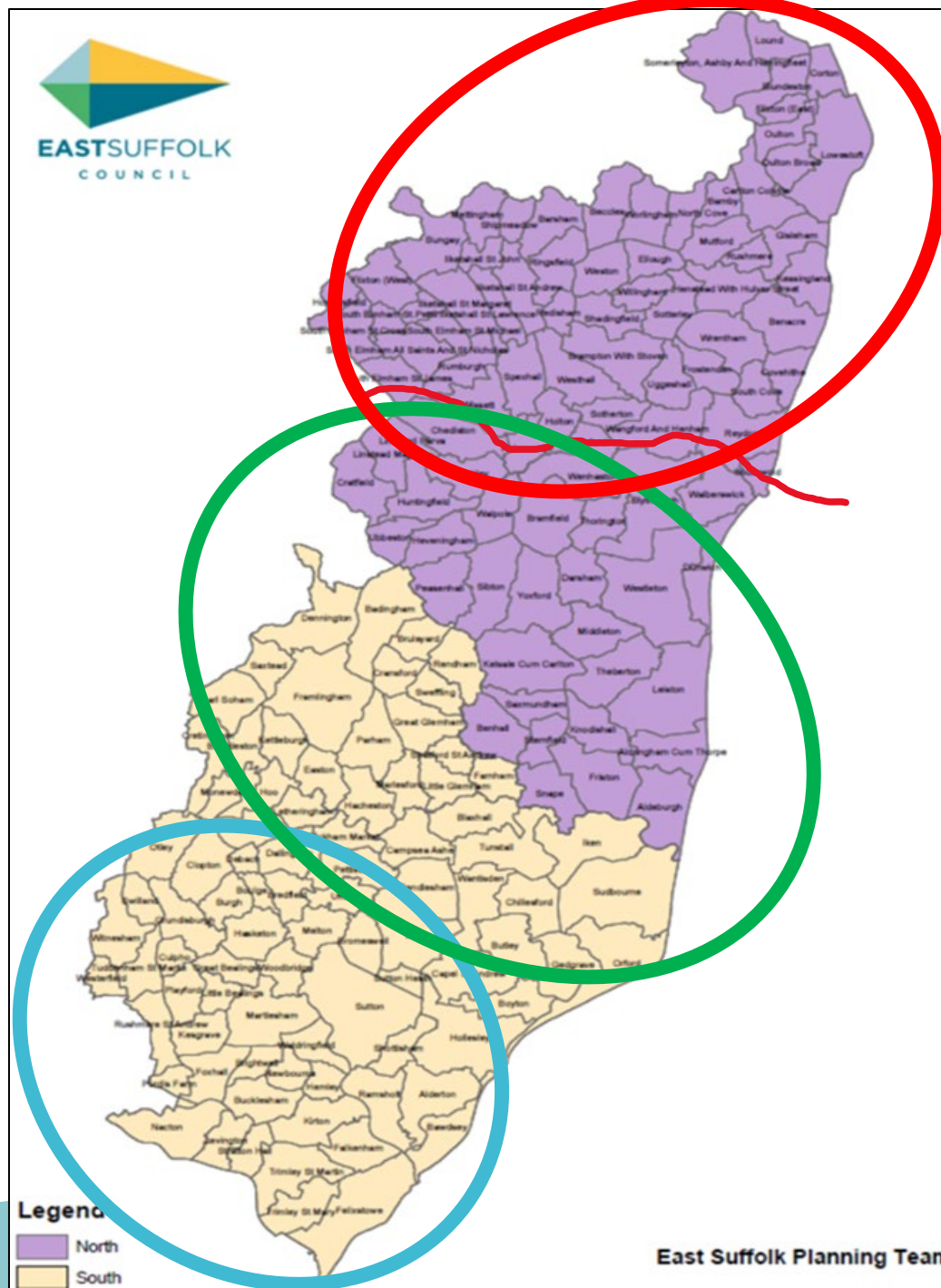
North Committee is at Riverside

South Committee is at East Suffolk House

Strategic Planning Committee held quarterly alternates.

Two Local Plan areas, North Committee has to work with both Local Plans (Local Plan boundary is indicated with the red line)

**We are intending to create a Central Area for team management purposes but not a Central Planning Committee.**





The Development Management Team, process and determine the following types of application:

- ‘Planning Applications’

In 2022/23, we determined **2,186 applications**

- Other planning related applications/submissions

In 2022/23, we determined **1,345**

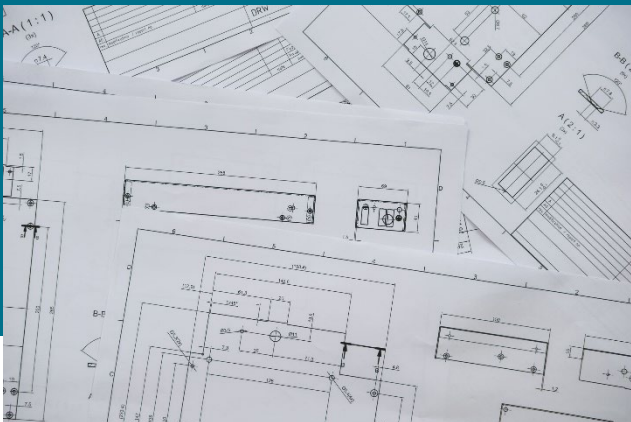
- Pre-application enquiries –

In 2022/23 we provided **1,244** formal pre-application enquiry responses.

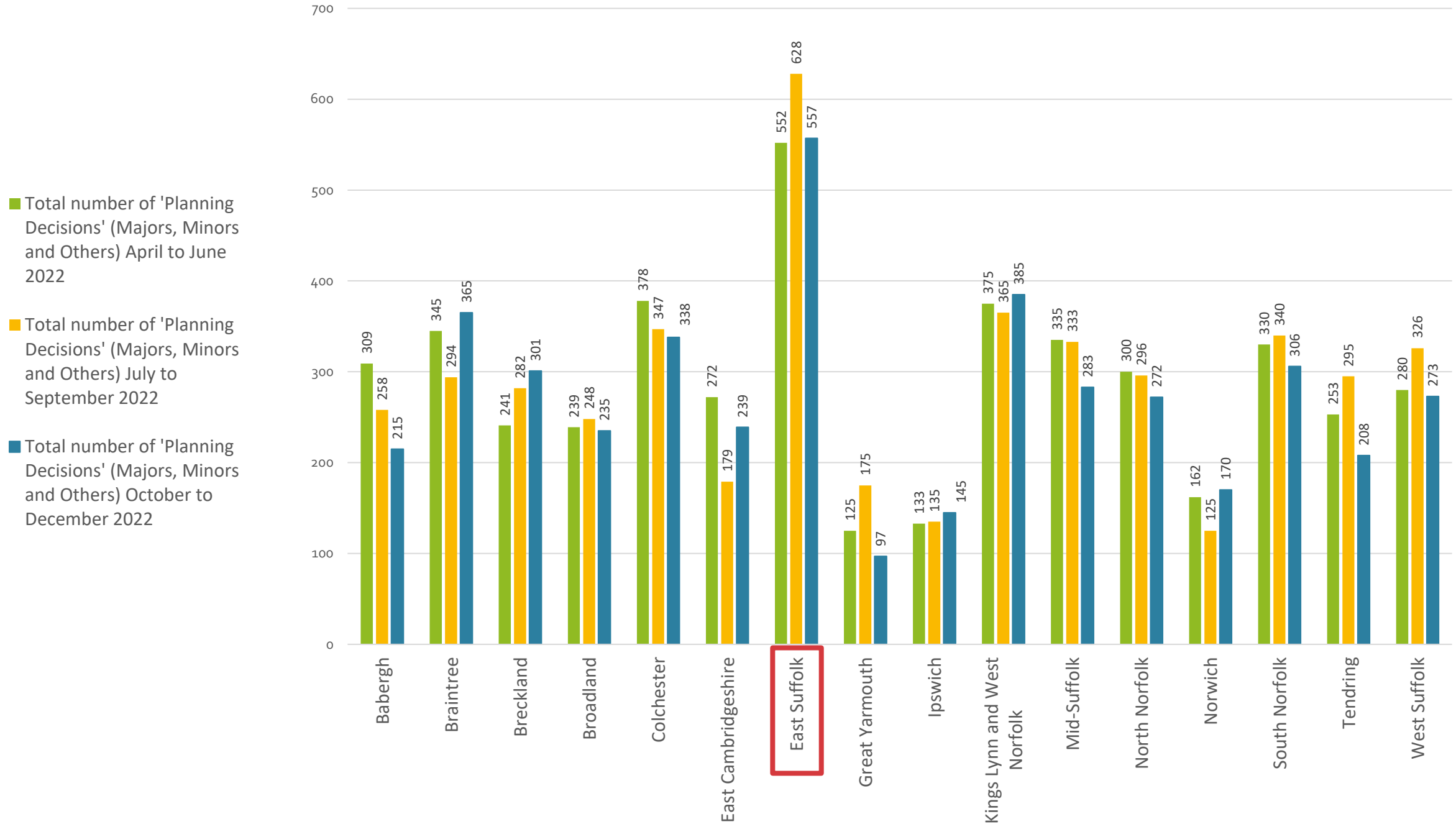
**A total of 5,125 applications/submissions determined for 2022/23**

The preceding 3 years also had a total of more than 5,000 applications/submissions determined.

Number of Applications



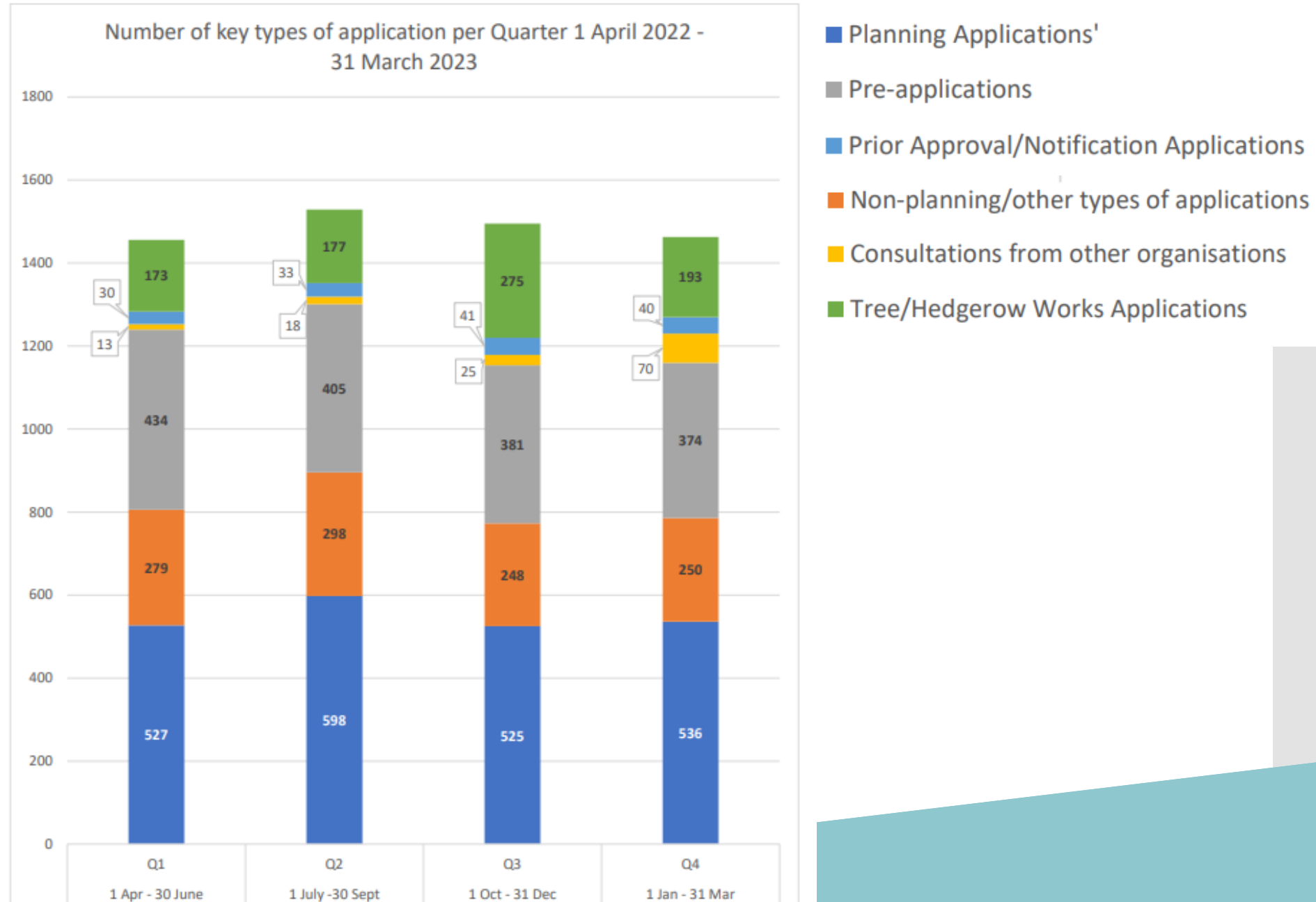
# Number of 'Planning Applications' compared with other Local Planning Authorities in the East





# Development Management what we do...

**Figure 2:** Total number of cases determined per quarter with a breakdown of key types between 1 April 2022 and 31 March 2023



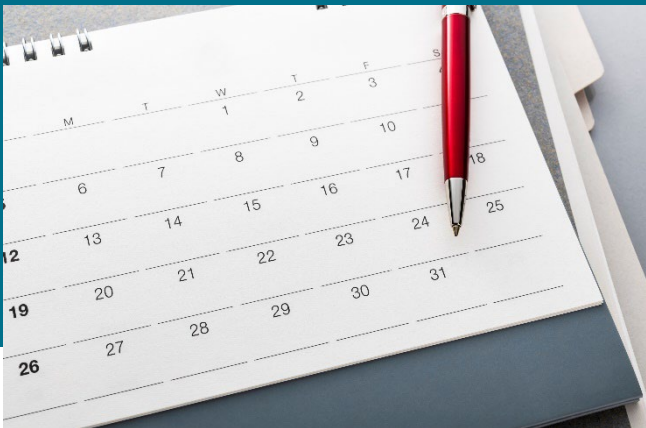
# Planning Decision Outcomes

- In 2022- 23:
  - **Overall 93% of determined applications were approved and 7% refused**
  - 91% of applications at Planning Committee were approved,
  - 94.7% of all delegated decisions (made by officers) were approved.
  - 89% of those cases delegated by the Planning Referral Panel were approved.
  - Withdrawn applications are not included
- **By comparison nationally, in the 12 months ending Sept 2022 District Planning Authorities granted 87% of all decisions**

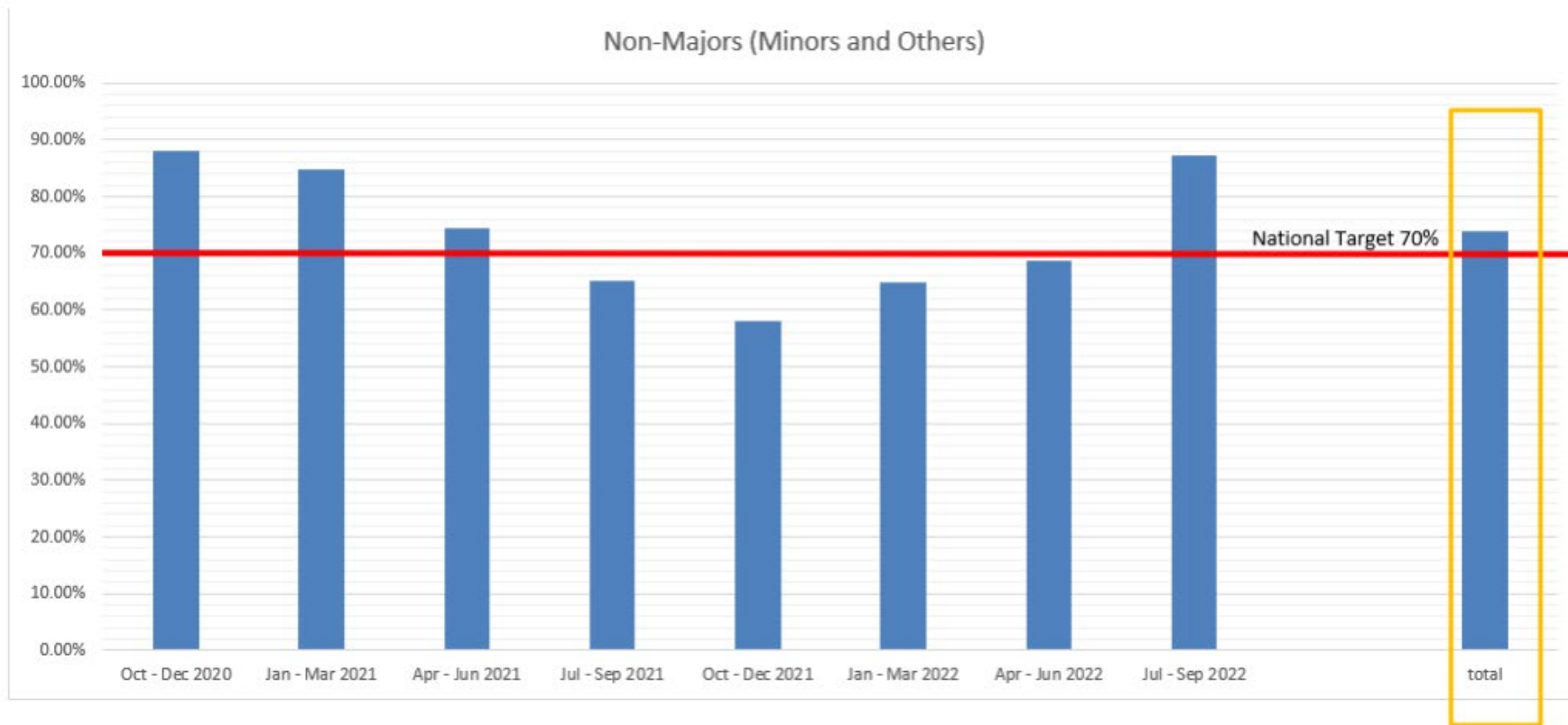
\* Figures from [Planning applications in England: July to September 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



## Officer case numbers



- Currently Planning officers within the DM team determine on average 235 applications each per year with one officer at 365 applications! That works out at around 1 decision per working day per officer.
- The Major Projects team who deal with larger more complex cases determined on average 53 applications each.
- **All reports and recommendations no matter their determination route are reviewed by Senior and Principal Planners prior to issue**, which means on average each reviewing officer reviewed and signed off an average of approximately 382 cases over that period (although a number of officers signed off more than 600, with one officer reviewing 847).
- The team has grown slightly in recent years and we are almost fully resourced. However, due to high workloads, high stress levels, and long hours worked in Development Management a focus is being placed on improving work-life balance.
- **There is a severe national shortage of experienced Planners and recruitment has been incredibly difficult**



Minors and Others = 73.8%

Majors = 80%

**The 8 week time period hasn't changed since it was introduced in 1982!**

We are working on ways to reduce complexity in simple decisions



# Planning Application Statistics 2022/23

## England

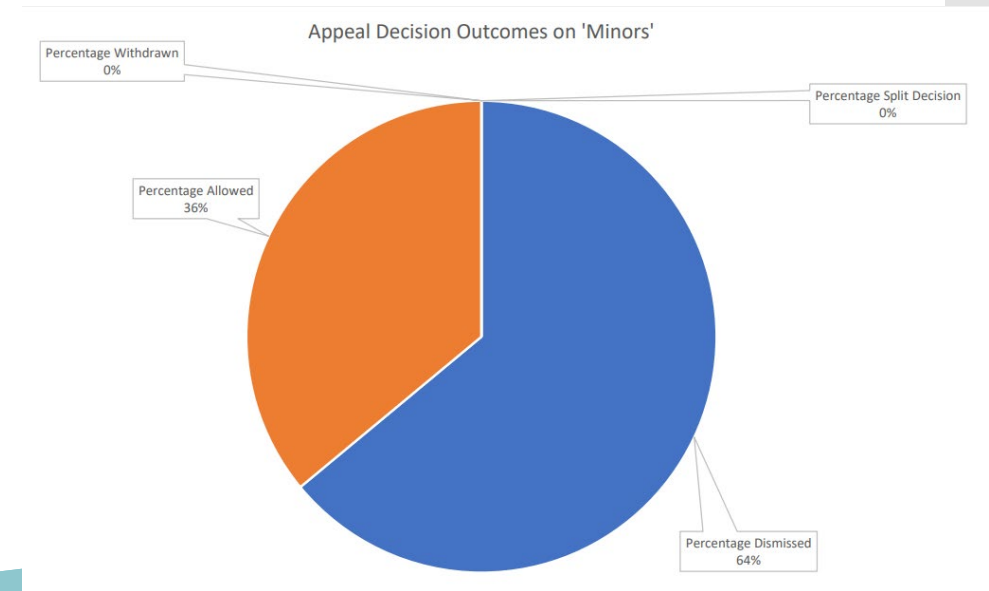
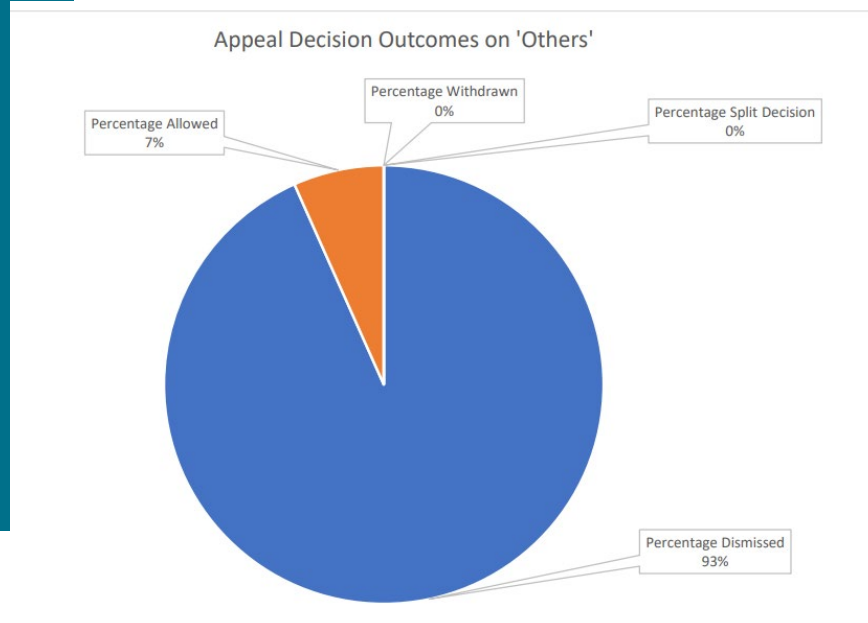
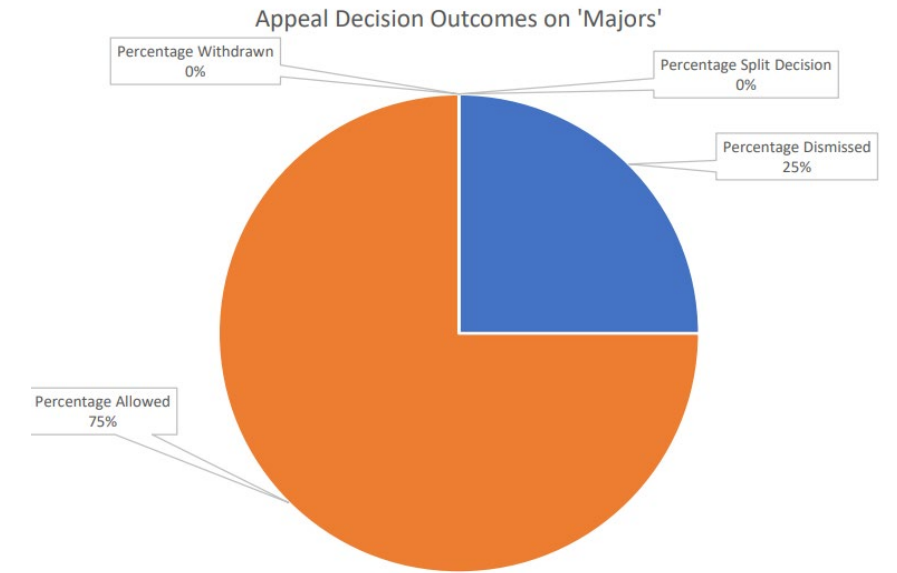
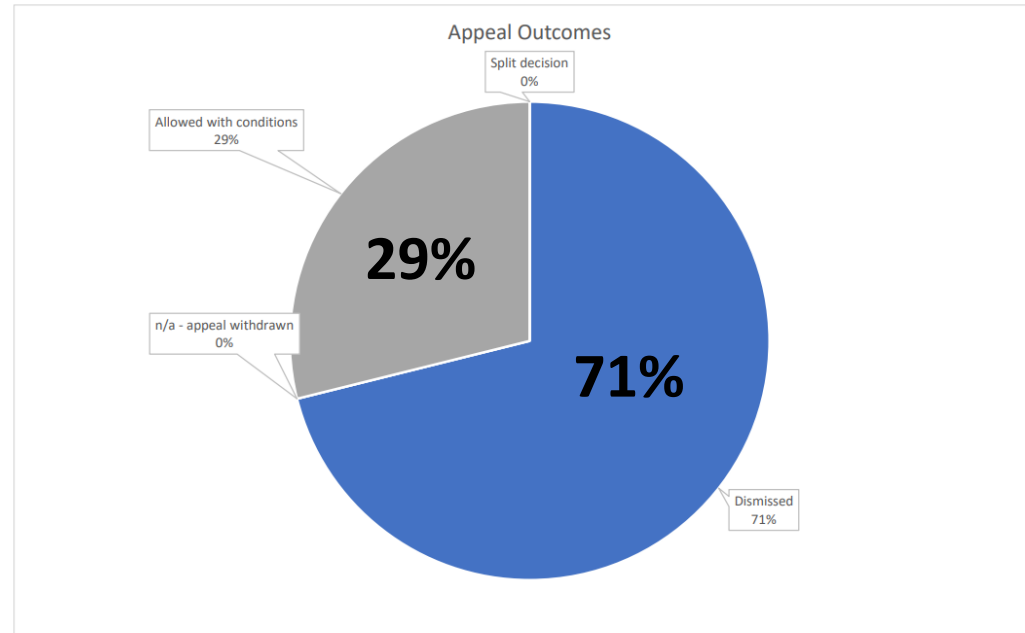
	Total decisions	Total granted	% granted	% decided in time ▲
1 Rotherham	948	859	91%	100%
2 Bury	934	864	93%	100%
3 North Tyneside	861	824	96%	100%
4 Barking & Dagenham	814	541	66%	100%
5 Tamworth	276	243	88%	100%
6 Ebbsfleet*	49	49	100%	100%
7 Old Oak & Park Royal*	21	20	95%	100%
8 Wokingham	1,611	1,464	91%	99%
9 Mid Sussex	1,448	1,319	91%	99%
10 Southend-on-Sea	1,241	915	74%	99%
<b>11 Brentwood</b>	<b>844</b>	<b>691</b>	<b>82%</b>	<b>99%</b>
12 Thurrock	835	677	81%	99%
13 Chorley	684	626	92%	99%
14 North East Lincolnshire	590	550	93%	99%
15 Hartlepool	294	271	92%	99%

\* Development Corporation  
Source: Department for Levelling Up, Housing and Communities, planning applications statistics

In 2022/23, we determined **2,186 applications**

**% in time/EOT = 73.8%**

**Figure 3:** Overall Appeal Outcomes (those with appeal decisions issued between 1 April 2022 and 31 March 2023).



# Appeals

The National Average:

Majors- 42% allowed

Minors - 27% allowed

Householder - 39% allowed

allowed

allowed

allowed

Planning Enforcement within ESC is undertaken in accordance with the Council's joint [Compliance and Enforcement Policy](#) adopted in April 2019.

# Planning Enforcement



Local Planning  
Enforcement Plan

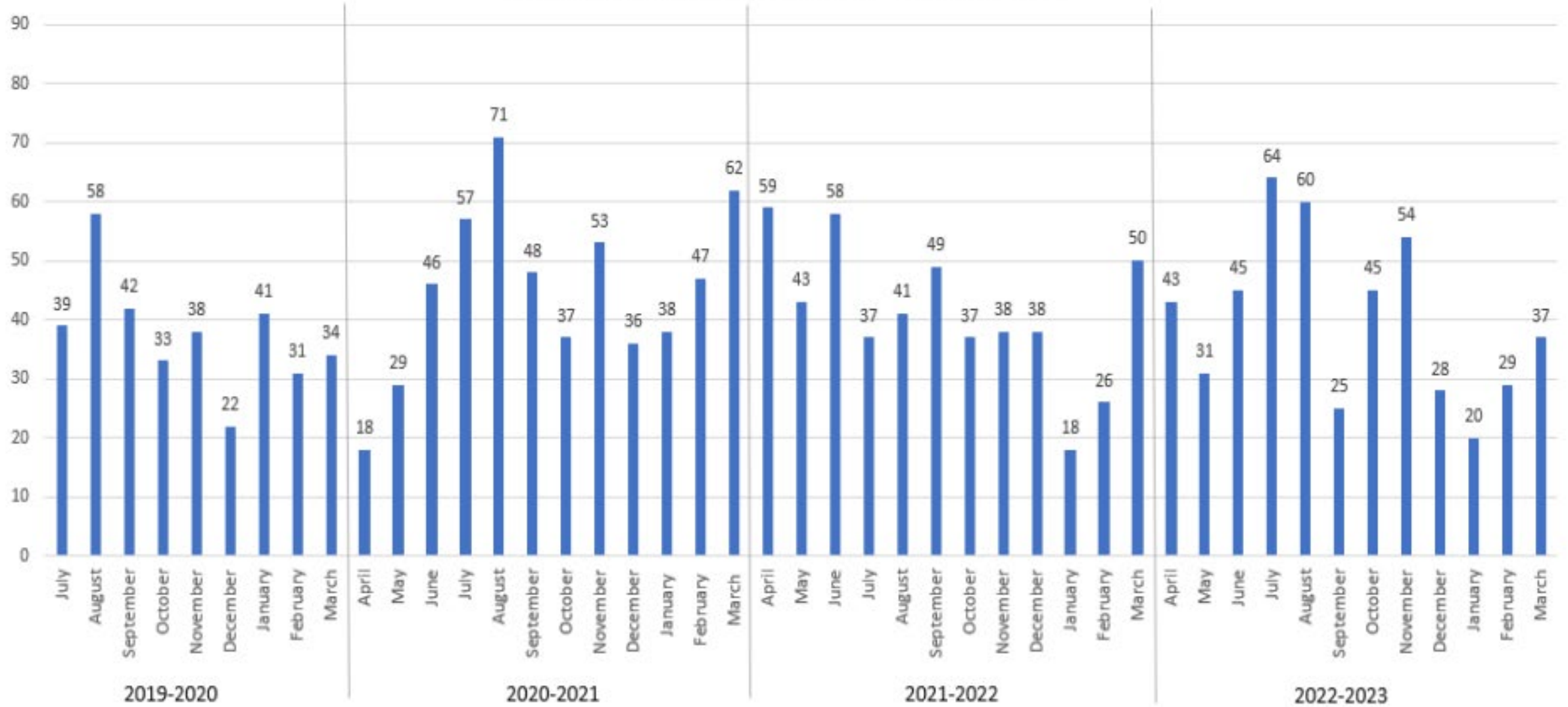
March 2019

1

- Every case we receive is logged and allocated to an officer within our Planning Enforcement Team, who investigates the potential breach through various means including visiting the site, checking the planning history, checking planning regulations, internet searches, checking with other ESC teams, land registry checks etc (as appropriate) and in a limited number of cases serving Planning Contravention Notices to obtain information.
- **In 2022-2023, the Team:**
  - **Received 481 complaints**
  - **Closed 674 complaints**
  - **Served 14 notices**
- We take Planning Enforcement seriously and if there is found to be a breach, officers will then assess if it is expedient to pursue enforcement action, based upon a number of factors including the level of breach and the material planning harm arising and if planning permission would likely be granted or not were consent to be sought.
- Planning Law allows for the submission of retrospective applications. They have to be considered in the same way as applications for proposed works and we cannot penalise them in any way.

**Figure 4:** The number of Enforcement Cases received per Month July 2019-31 March 2023

Number of Enforcement Cases received per month







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Fees and Charges Document  
Planning and Building Control

# Pre-application Advice Service and Duty Planner

**Email:** [dutyplanner@east.suffolk.gov.uk](mailto:dutyplanner@east.suffolk.gov.uk)

**Phone:** 01502 523100



## Consultation this summer:

Seeking initial thoughts rather than setting out detailed intentions on potential changes to the current pre-application process. We want to establish views from applicants and developers of the type of service which suits their needs. We also want to understand from communities, particularly Town and Parish Councils, how they perceive the pre-application process, which is purposefully a private advice service with the applicant, though increasingly we are being asked by communities to share the pre-application advice with have given.

Importantly we need to be charging the right amount for the service to cover the cost of officer time, which often has to instead be prioritised towards planning applications.

The Planning Advisory Service (part of the Local Government Association) has recently done research on pre-application services

[Pre-application advice and Planning Performance Agreements \(PPAs\) | Local Government Association](#)

Development type	Range of fees charged (from smallest to largest)	Average (from smallest to largest)	ESC Fee
Developments of less than 10 units	£0 to £7,200	£103 to £1,090	£222
Developments of between 10 > 50 units	£116 to £17,059 (with the second highest £12,362)	£1,664 to £3,037	£629
Developments of between 50 > 250 units	£118 to £35,000 (with the second highest £22,500)	£2,777 to £5,187	£2,200
Developments of 250+ units	£116 to £35,000 (with the second highest £22,500)	£2,505 to £5,237	£2,200
Developments of employment, industrial, commercial and retail	£35 to £22,500	£535 to £4,626	£222 - £2,200
Other forms of developments (such as householder, listed buildings, adverts etc)	0 to £2,010	£222 to £750	£74

## Statement of Community Involvement

How to get involved in local planning



April 2021

### What the Council will do:

- The Council will encourage applicants to enter pre-application discussions with officers.
- We will encourage applicants to undertake pre-application consultation with the community when this is considered beneficial.

7.1

“The Council encourages applicants to undertake early consultation and engagement with Planning Officers and the local community to make the planning process as efficient as possible and achieve the best results for everyone involved and a high quality development.”

7.4

“The running of the community engagement will be the responsibility of the applicant. The amount and duration of any consultation should be proportionate to the scale of the development being consulted on. For most proposals, a minimum 4-week consultation will be accepted. However, it is expected that the applicant will have discussions with Planning Officers to determine the appropriate scale and duration of consultations based on the development being proposed. Officers will consider proposals on a case-by-case basis.”

What we don't want to do!

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## Leeds Council removes planning objections from public view

12th June

LOCAL GOVERNMENT LEEDS



The leader of Leeds City Council's Conservative group, Councillor Alan Lamb

By David Spereall Share [f](#) [t](#) [in](#) 0 Comments

LEEDS City Council has removed public comments from planning applications online, sparking criticism that the system is becoming less transparent.

Objections and supportive comments for new proposals have disappeared from public view, as part of a wider overhaul of Leeds' planning service.

Councillors from across the political spectrum have condemned the move, which is being trialled for an initial six months, with the new leader of the Conservative Opposition urging the council to "think again".

# Scheme of Delegation – Triggering Planning Referral Panel or Planning Committee

## REGISTER OF SPECIFIC OFFICER FUNCTIONS

### Head of Planning and Coastal Management

All planning application decisions including decisions concerning Environmental Impact Assessment (EIA) decisions or considerations requiring Habitat Impact Assessments (HRA) are delegated to the Head of Planning and Coastal Management UNLESS:

1. The Planning Application is, in the opinion of the Head of Planning and Coastal Management or the Chairman/Vice Chairman of the Planning Committee, of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect; or
2. The applicant or landowner is East Suffolk Council; or
3. The applicant, or agent, is an East Suffolk Councillor or an East Suffolk Council employee, or the applicant, or agent, is a close relative of an East Suffolk Councillor or East Suffolk Council employee; or

4. The 'minded to' decision of the Planning Officer is contrary to either:
  - a. The comments received from the Town or Parish Council within the 21-day consultation period; or
  - b. The comments received from the Ward Member within the 21-day consultation period; or
  - c. The comments received from a statutory consultee within the 21-day consultation period.

In which case, if item 4 is invoked, the Planning Application will be referred to the Planning Referral Panel – the panel will discuss with the Head of Planning and Coastal Management (based on planning grounds) to either refer the application to Planning Committee for decision or remain delegated to the Head of Planning and Coastal Management.

# New 'Planning Committee Member call-in process'

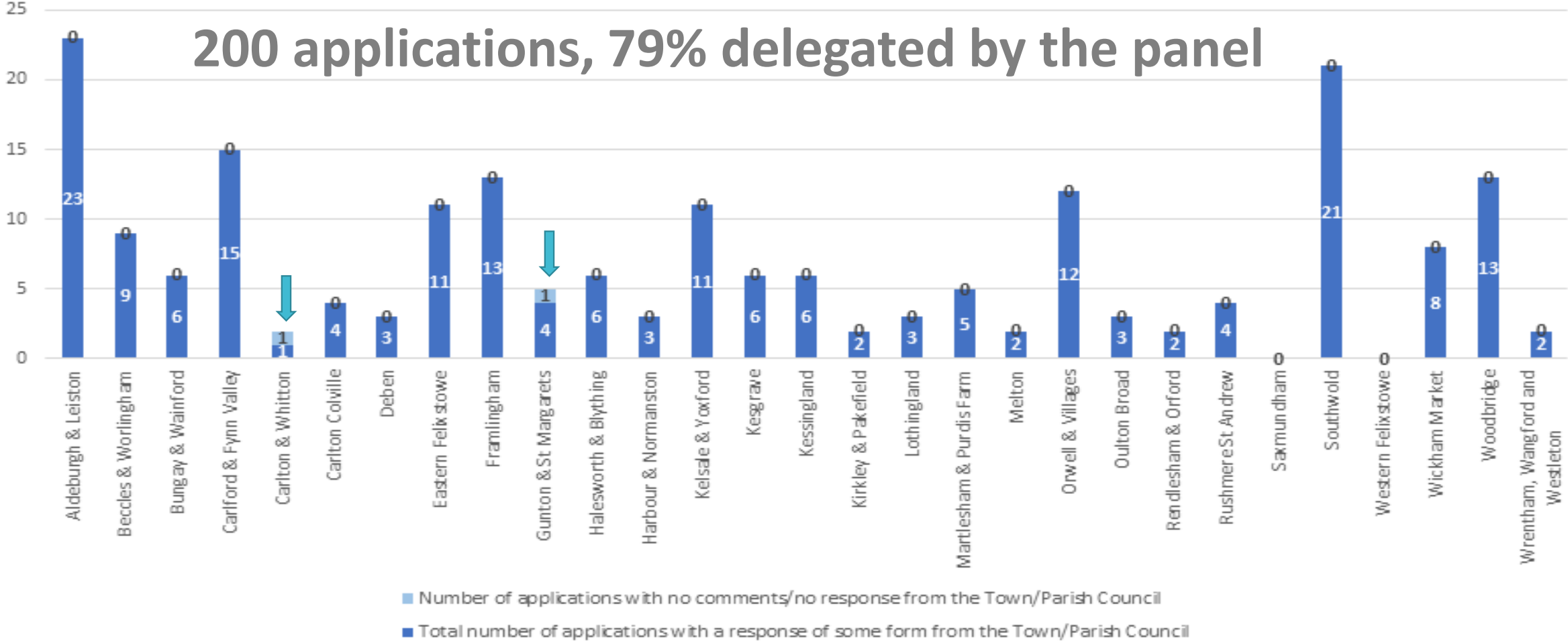
Will commence in early  
2024 subject to Full  
Council approval

1. **Within the 21 day** consultation period if a contrary position to the officer recommendation is received from the **Town or Parish Council** and a request for Committee decision is received from a **Ward Member** then a Planning Committee member call-in process would be triggered. *In the event that only a Town/Parish Council response or Ward Member response is received then the existing Referral Panel process would proceed.*
2. With the Planning Committee member call-in process triggered the **case officer would send a notification to all relevant North or South Planning Committee members by email.** This would be carried out once the officer is able to understand whether a decision will be contrary to Town or Parish Council and Ward Member positions.
3. After the notification has been sent, **any member of the relevant North or South Planning Committee must respond within 5 working days if they wish to confirm that it should be considered by the Planning Committee.** All call-in request from a Planning Committee member must set out how they consider it meets the expectation that : **"The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect"**.

# Proportion of items at Planning Referral Panel with comments from Town/Parish Councils

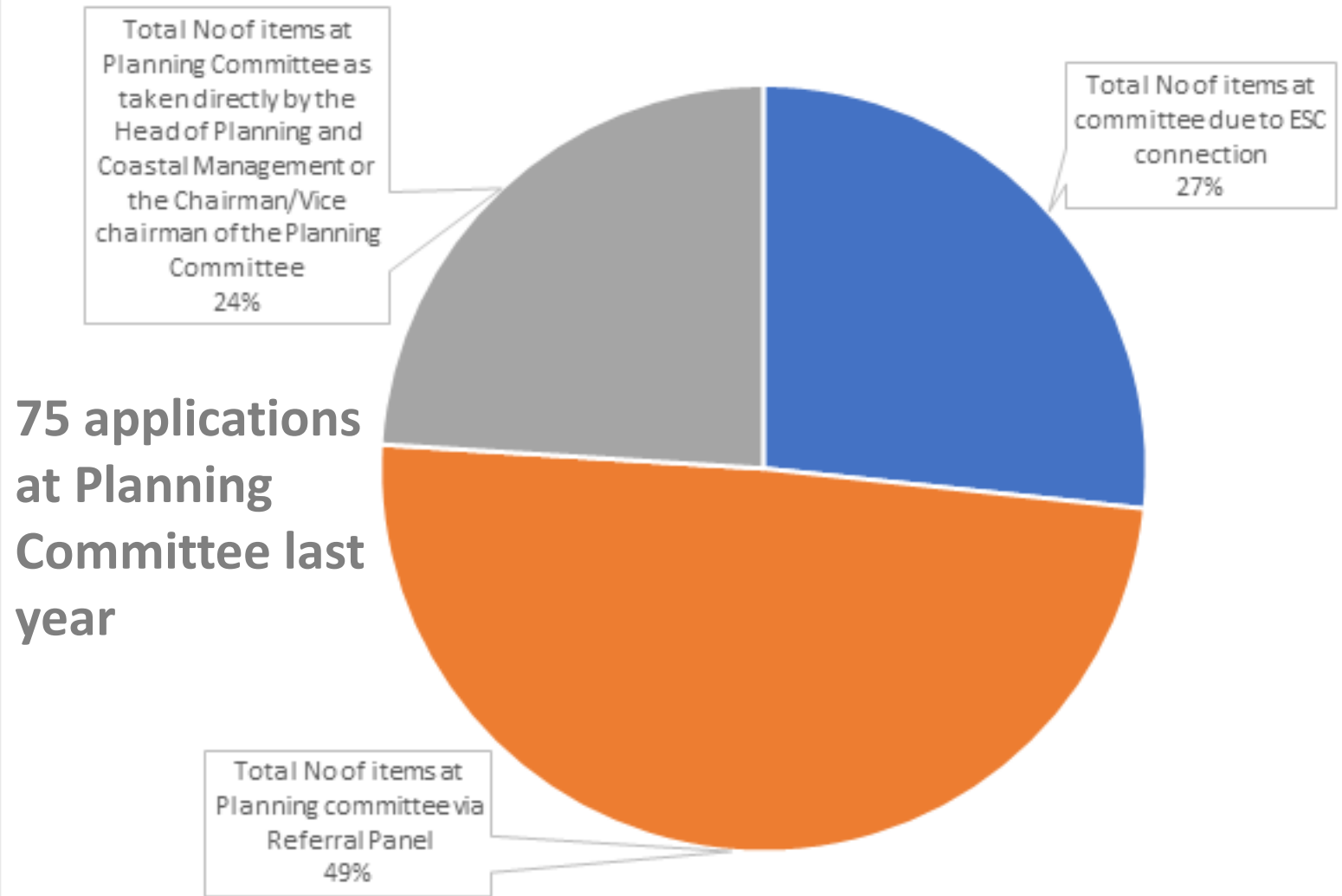
The number of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023

**200 applications, 79% delegated by the panel**



# Proportion of Applications at Planning Committee

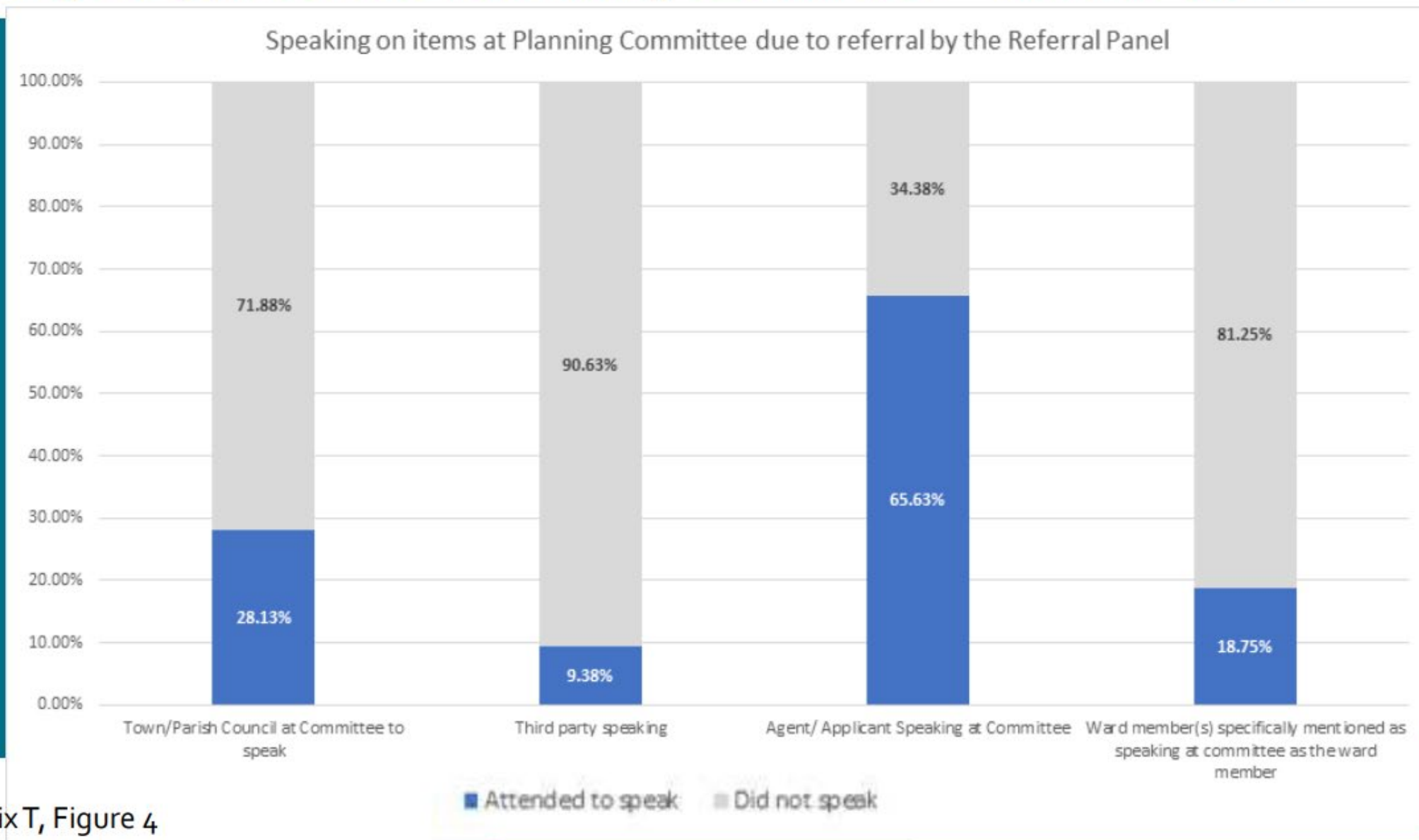
What proportion of items at Planning Committee because of an ESC Connection / Referred by Panel /called in directly (e.g. referred by Head of Service)?



75 applications at Planning Committee last year



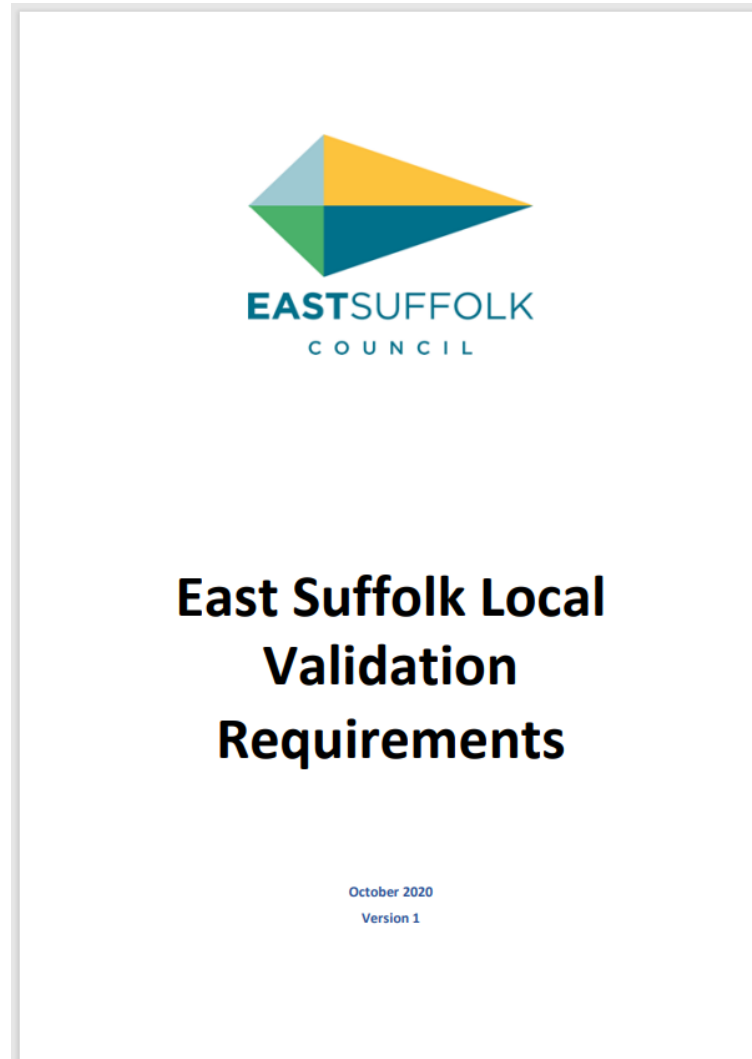
# Speaking on applications at Planning Committee – their via the RP



Appendix T, Figure 4

Validation

Consultation  
commencing  
this summer



- [Illustration of East Suffolk Validation Requirements for Planning and related applications \(cmis.uk.com\)](http://cmis.uk.com)

# What is CIL?

- **Community Infrastructure Levy (CIL)** – basically a levy/tax
- East Suffolk is a CIL Charging and a CIL Collecting Authority
- CIL in Waveney area in 2013 and Suffolk Coastal 2015 (Charging Schedules)
- As a Charging Authority the council has an obligation to:
  - prepare and publish the CIL Charging Schedule
  - determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation, or maintenance of infrastructure to support development of its area
  - report publicly on the amount of CIL revenue collected, spent, and retained each year.
- Calculation of CIL is based on “gross internal area” (GIA) of relevant buildings
- Charged on – Residential, Convenience Retail, Holiday Lets
- Payable on commencement – can be in instalments if criteria met
- **End of 2023 financial year – rec’d just over £34m and allocated £17m+**
- Live time database – Developer Contributions webpages



# Neighbourhood CIL (NCIL)


£ 5,348,557 has  
been distributed to  
Town and Parish  
Councils since 2013

- **£ CIL received** - split into 3 pots –
  - **District CIL**
  - **Neighborhood CIL** (15% or 25% if pp granted after Neighborhood Plan “made”)
  - **Admin** (5%) – covers Infrastructure team costs/management of CIL
- **£ NCIL** – Paid to Town and parish councils - every April/October
- **Town and Parish councils** – statutory duties under CIL Regs
  - Must spend in line with the CIL Regs – wider remit than District BUT
  - Must spend £NCIL within 5 years of the date of receipt
  - Must report annually on any on NCIL Income and Spend (template provided)
  - Must publish this CIL Annual Report on their website
- **Parish Support webpage** – guidance and templates including Parish Infrastructure Investment plan – to understand NCIL spending priorities



# CIL Spending

We've received just over **£34 million** since 2013 and allocated **£17 million** to projects

- **Local authorities must spend the levy on infrastructure needed to support the development of their area**
- CIL cannot be spent on delivering Affordable Housing
- **CIL Spending Strategy** - details process and the prioritisation/validation projects
- CIL funded Infrastructure Projects must be “oven ready” i.e. deliverable in short term – no feasibility studies, preferably fully costed and with pp, etc
- **CIL Spending webpage** - Applications and guidance
- **Annual Bid Round** – 1 April-31 May
- **2023 - NEW Local CIL Fund** –
  - 3% of previous financial years DCIL receipts
  - for smaller ‘local projects’ in areas where there’s growth
  - Relatively small fund – first come first served basis (approved CSWG in June)
  - Max £50k – must be match funded
  - ‘additionality’ – not just maintenance of existing infrastructure
- **CIL Spending Working Group (CSWG)** – politically representative group
- CSWG  Cabinet (September) - along with the Infrastructure Funding Statement (IFS)



Projects  
funded using  
Community  
Infrastructure  
Levy  
(arcgis.com)

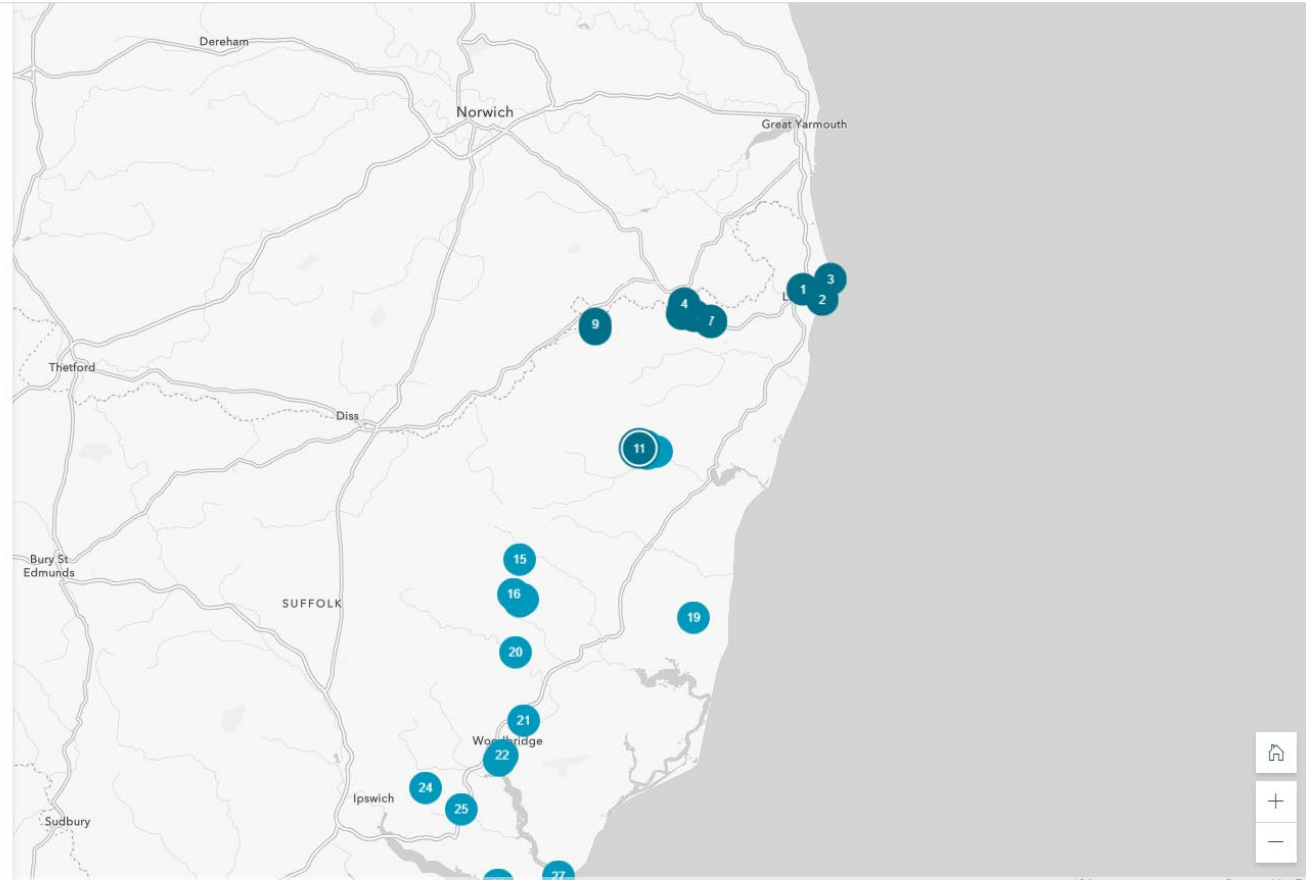
### Halesworth Edgar Sewter Primary School Expansion

£1,364,272 District CIL

This is a project that is linked to the planned housing growth in the Halesworth and Holton area. The expansion of Edgar Sewter Primary School will provide a further 105 primary school places (from 315 places to 420) to meet the demand for school places from local children arising from the new housing in the catchment area.

This primary school project will provide 2 new class bases and expansion of an existing classroom; a library; a unisex WC; a Special Education Needs (SEN) resource room and other required smaller rooms; additional hard play area; and additional cycle/scooter parking.

The project was commenced on site in early December 2021. The internal areas will be completed first, to allow access in time for



# IFS and working with Infrastructure providers

- **Infrastructure Funding Statement (IFS)** – statutory report contains:
  - CIL Report
  - S106 Report
  - Infrastructure List
- **The Infrastructure List** –
  - Infrastructure projects required to make the planned growth sustainable (**Local Plans**)
  - Projects are reviewed annually –
    - Costings or other funding sources may change
    - projects added/removed as circumstances change – eg a change in the provision of services, a change in demand locally or a new neighbourhood plan is made creating new priority projects.
    - Priorities for delivery of a project may change
- **Meetings with Infrastructure Providers**
  - As a minimum we meet quarterly with Health infrastructure providers – Integrated Care Board (ICB)
  - We meet monthly with SCC – includes colleagues from Education, Waste, Highways, Public Rights of Way, Libraries, etc
  - ES Leisure colleagues – Community Facilities, play, open space
  - We also have regular contact with ES Housing colleagues in relation to spending s106 funds on delivering Affordable Housing
  - CIL and S106 do not deliver sewage and water improvements – directly funded by developers

# CIL Spending and PAS 'best practice'

- **Independent CIL Governance Review in 2022** - through the Planning Advisory Service (PAS)
- **OUTCOME – “*Through the engagement with your council, we found that you are demonstrating best practice across all areas that contribute to the good governance of developer contributions. Your approach of working alongside Parish Councils to offer CIL support is particularly strong as is you use of a public facing module to share and publish developer contributions data*”**
- 8 Recommendations – eg an engagement plan, training/guidance docs, improve IFS, consider % DCIL for smaller local projects, forecasting and project monitoring.
- Recommendations already addressed 2022/23
- Recently delivered Parish Council training/launch of Contributions Database





# New Local CIL fund 3% of annual CIL income

Bid Ref	Infrastructure Project	Amount
LCIL 2023-2	Southwold - Klondyke Skate Park	£ 50,000.00
LCIL 2023-3	Beccles - Waveney Meadow Project	£ 22,000.00
LCIL 2023-4	Blundeston - Play Park Refurbishment	£ 25,000.00
LCIL 2023-5	Rendlesham - Skatepark and Nature Walk	£ 50,000.00



**The 2023 total LCIL awards just announced is of £147,000.00.**

Further information regarding the Local CIL Fund can be found at the link below.

[CIL spending » East Suffolk Council](#)



The s106 data will be available in the future. You can email [CIL@eastsoffolk.gov.uk](mailto:CIL@eastsoffolk.gov.uk) to make enquiries on s106.

[Home](#) [CIL](#) [Applications](#)

## Community Infrastructure Levy Dashboard ⓘ

CIL Date Filter ⓘ

01 August 2013

01 February 2030

[NH Zone](#) [Ward](#) [Parish](#) [District](#) [Town](#) ⓘ

Select a filter to the left and enter your criteria here...

[Reset](#)

Allocation	Potential	Due	Collected	B. Interest	Allocated	Spent	Returned	Available
CIL Admin	844,824.82	448,129.36	1,772,911.82	9,431.48	1,368,418.54	1,368,418.54	0.00	413,924.76
Neighbourhood CIL	2,405,977.71	1,056,444.81	5,889,674.60	0.00	5,657,866.11	1,261,644.63	291.76	231,808.49
District CIL	13,645,692.53	7,458,010.93	27,865,054.50	179,198.41	10,620,477.58	6,479,212.97	0.00	17,423,775.33
Total:	16,896,495.06	8,962,585.10	35,527,640.92	188,629.89	17,646,762.23	9,109,276.14	291.76	18,069,508.58

[⬆️ Click here to go up](#)

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East Suffolk  
PFM - CIL  
([exacom.co.uk](http://exacom.co.uk))