

Planning Policy update

Town and Parish Forum – 7th July 2023

Andrea McMillan – Planning Manager (Policy, Delivery and Specialist Services)



Content

- Local Plans, including delivery
- Neighbourhood Planning
- Supplementary Planning Documents
- Cycling and Walking Strategy
- Community Infrastructure Levy Charging Schedule
- Open Data Portal
- National policy update

Local Plans

- National Planning Policy Framework – “The planning system should be genuinely plan-led”
- **Suffolk Coastal Local Plan (adopted September 2020)**
- **Waveney Local Plan (adopted March 2019)**
- Contain strategies for development to 2036 along with site allocations and topic-based policies.
- Policies Maps accompany both Plans.
- Preparation took 3-4 years and involved extensive evidence gathering, four rounds of public consultation, environmental assessment and rigorous Examination by independent Planning Inspectors.
- The Broads Authority is the local planning authority for the Broads and adopted their own Local Plan in May 2019.
- www.eastsuffolk.gov.uk/local-plans/



Suffolk Coastal Local Plan

- Adopted 23rd September 2020
- Covers the period 2018 – 2036
- At least 9,756 new homes over the plan period / 542 per year (plus a 16.5% contingency);
- Seeks to support and facilitate the delivery of at least 6,500 jobs, including through the provision of employment land;
- Looks to support growth in retail, commercial leisure and town centres;
- Provision of infrastructure to support growth;
- Protection and enhancement of the environment, and mitigation of climate change.



Waveney Local Plan

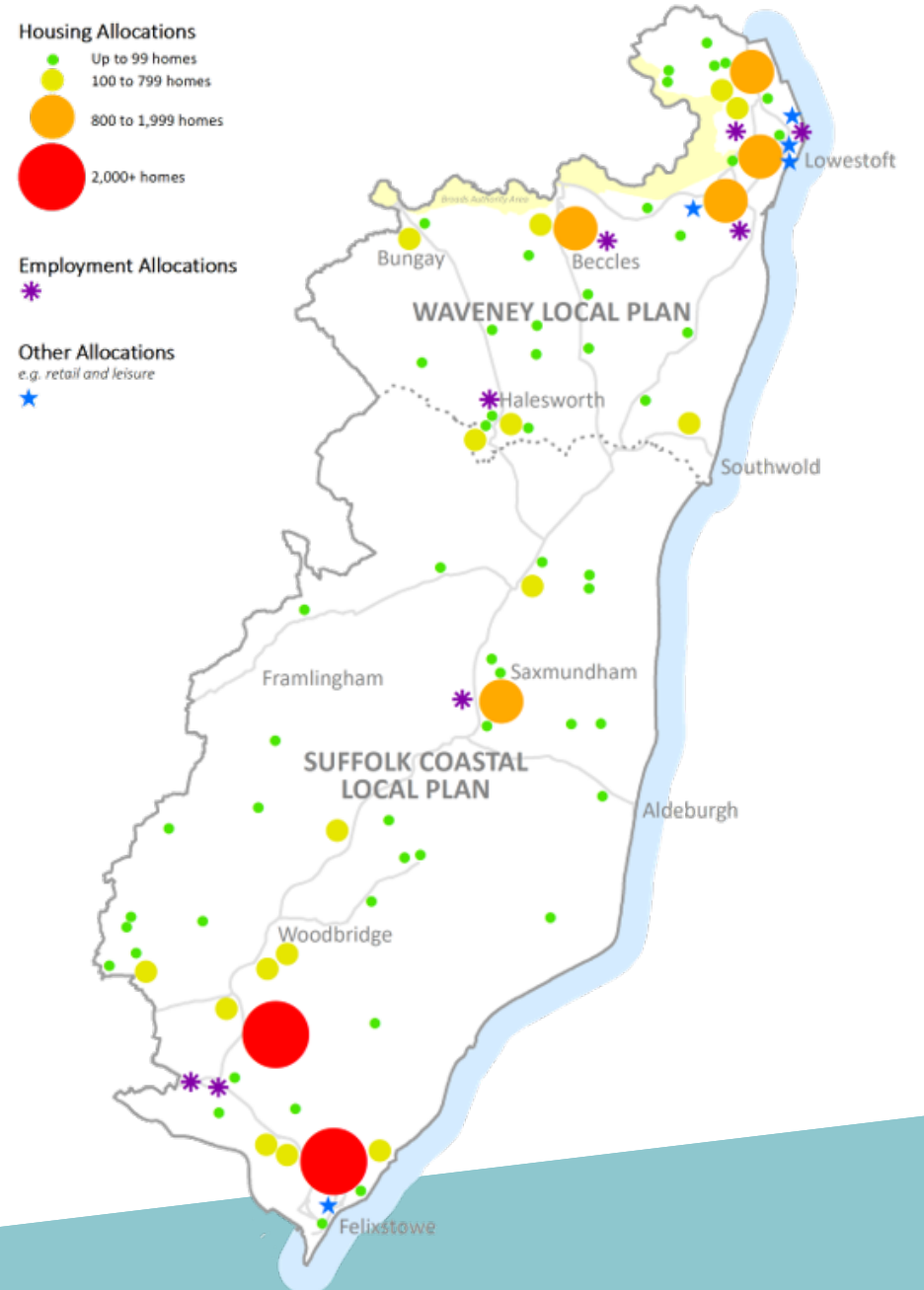
- Adopted 20th March 2019
- Covers the period 2014 - 2036
- At least 8,223 new homes over the plan period / 374 per year (plus a 12% contingency);
- Identifies growth of 5,000 new jobs, supported through employment land provision and retail floorspace;
- Provision of infrastructure to support growth;
- Protection and enhancement of the environment, and mitigation of climate change.



Local Plans

Local Plan allocations

Note - Image doesn't show Neighbourhood Plan site allocations.

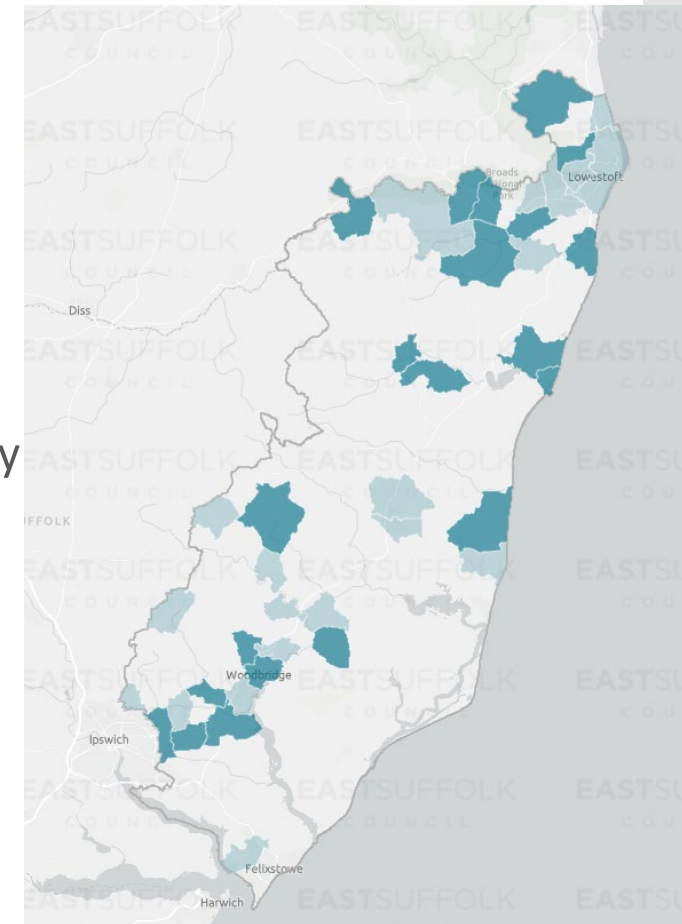
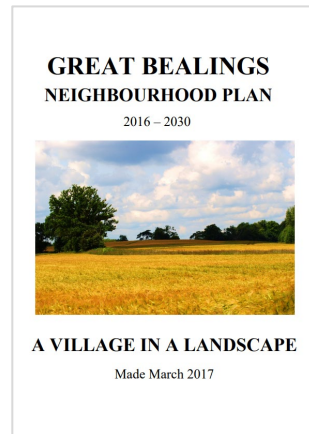


Local Plans

- Implementation supported through various areas of work including preparation of Supplementary Planning Documents, the Major Sites team on supporting delivery of strategic sites, infrastructure delivery including through CIL, and RAMS.
- The implementation of the Local Plans is monitored and is reported on annually through the Authority Monitoring Report.
- Housing delivery also monitored through the Government's Housing Delivery Test and through the maintenance of a five year supply of housing land.
- Housing Land Supply position (published November 2022, as at 31.3.2022):
 - Suffolk Coastal Local Plan area – 6.47 years
 - Waveney Local Plan area – 5.78 years
- Requirement to review plans within 5 years from adoption to assess whether they need updating.

Neighbourhood Plans

- Introduced by the Localism Act 2011
- Once 'made', form part of the Development Plan
- Prepared by Parish or Town Councils (voluntary)
- Must be in general conformity with strategic policies in the Local Plan
- East Suffolk Council has a duty to support preparation and has a number of specific statutory responsibilities
- Preparation follows a statutory process including consultation and independent examination
- 21 'Made' Neighbourhood Plans (as at end June 2023)



Neighbourhood Areas and Plans in East Suffolk

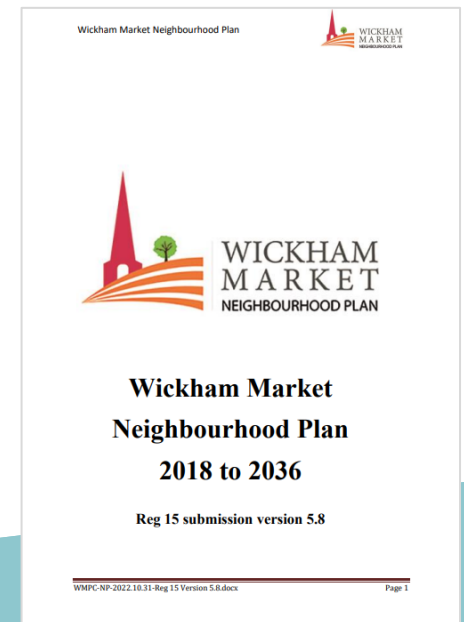
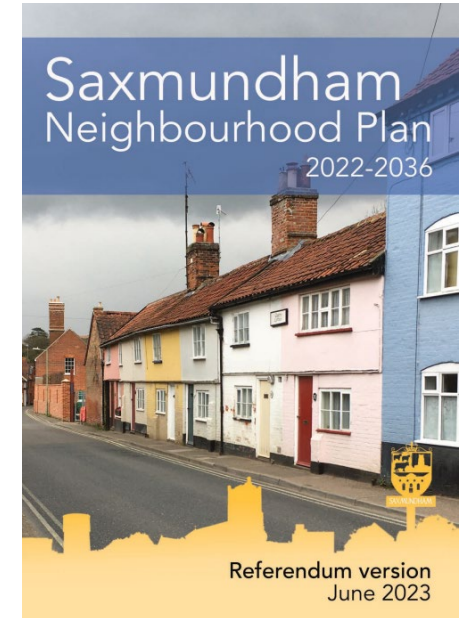
- Approved Neighbourhood Area
- 'Made' Neighbourhood Plan

Neighbourhood Plans

Around 20 under preparation at various stages, plus reviews

Under preparation:

- Saxmundham Neighbourhood Plan - successful referendum on 29th June
- Wickham Market Neighbourhood Plan – Examiner’s report received on 28th June
- Easton, Lowestoft and Playford Neighbourhood Plans have recently undergone Regulation 14 consultation (draft Plan)
- Many others at earlier stages



Neighbourhood Plans

East Suffolk Council Support and Guidance

We are here to advise and support through the process. Each Neighbourhood Plan is assigned at least one officer in the team. Dickon Povey (Principal Planner) and Mel Seabrook (Planner) lead on supporting Neighbourhood Planning. Support also from the Communities Team.

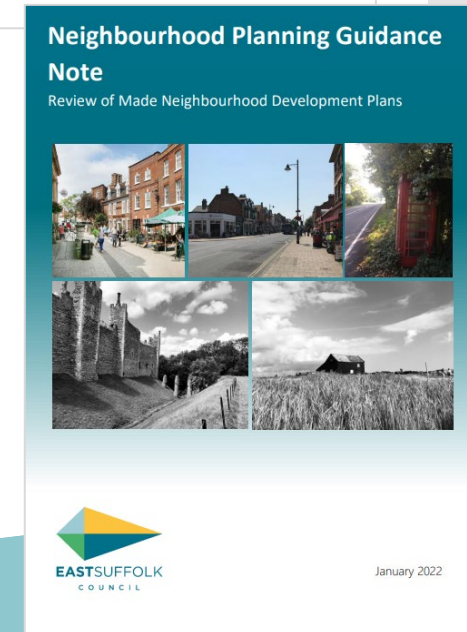
ESC guidance documents:

- Neighbourhood Planning – How to go about it
- Review of Made Neighbourhood Plans
- Indicative Housing Requirements methodology
- Under preparation – Neighbourhood Planning Housing Guidance

www.eastsuffolk.gov.uk/neighbourhood-planning/

Locality Neighbourhood Planning Support - publish a range of guidance, funding packages for 2023/24 still to be announced

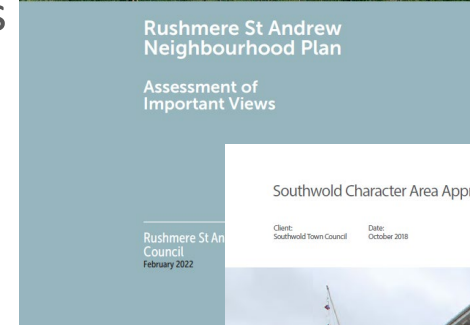
<https://neighbourhoodplanning.org/>



Neighbourhood Plans

Common policy topics

- Design
- Protection of views
- Non-Designated Heritage Assets
- Green Spaces
- Sports & Play Facilities
- Ecology and Biodiversity
- Housing Mix, Size & Allocation of Sites
- Traffic impacts/movements/parking
- Town Centres
- Village Facilities
- Employment
- Landscape impacts/dark skies



Supplementary Planning Documents

- Provide further detail and guidance to support the implementation of policies in the Local Plans
- Prepared in accordance with legislation, including consultation
- Following adoption of the Local Plans, a number of SPDs have been prepared and adopted



Supplementary Planning Documents

A number of Supplementary Planning Documents are currently under preparation, including:

- Coastal Adaptation SPD –

Consultation on Draft SPD 25th January – 8th March 2023

Anticipated to be adopted in September

- Custom and Self-Build SPD –

Initial Consultation 1st February – 16th March 2023

Public consultation on Draft SPD anticipated in the Autumn

- Rural Development SPD –

Initial Consultation 1st February – 16th March 2023

Public consultation on Draft SPD anticipated in the Autumn

- Healthy Environments SPD –

Initial Consultation 26th September - 7th November 2023

Public consultation on Draft SPD anticipated in the Autumn / Winter

Town and Parish Councils will be consulted through direct email/letter notification

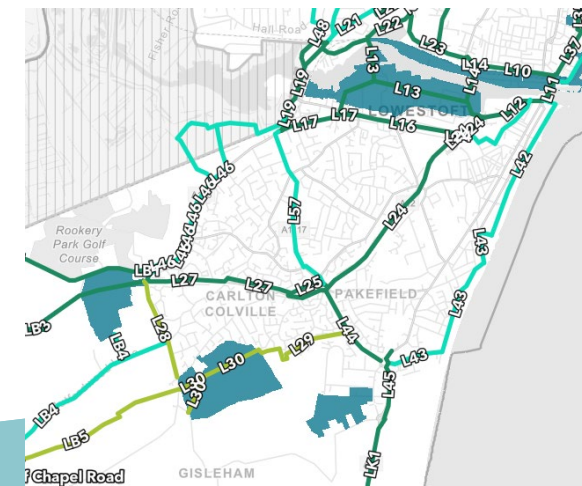
www.eastsuffolk.gov.uk/supplementary-planning-documents/

Cycling and Walking Strategy

East Suffolk Cycling and Walking Strategy

- Identifies cycling and walking enhancements to create safe, coherent, direct, comfortable, and attractive cycling, walking and wheeling environments
- Applies a digital, map based approach
- Identifies enhancements for key corridors, site allocations, leisure routes and community recommendations
 - Initial consultation October – December 2020
 - Consultation on Draft Strategy – November 2021 – January 2022
 - Adopted in October 2022

www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/east-suffolk-cycling-and-walking-strategy/



Community Infrastructure Levy

East Suffolk Community Infrastructure Levy Charging Schedule

- CIL is charge that is levied by local authorities on new development, to help support the delivery of infrastructure needed to support development
- Rates for former Suffolk Coastal (2015) and Waveney (2013) areas needed to be reviewed
- Underpinned by viability appraisal, subject to two rounds of public consultation and an examination by an independent Examiner which included a day of Hearings.

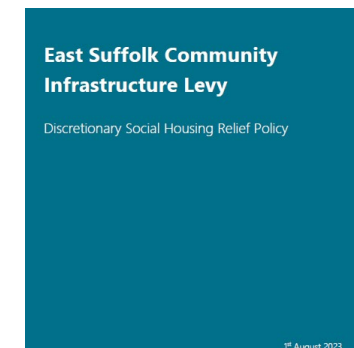
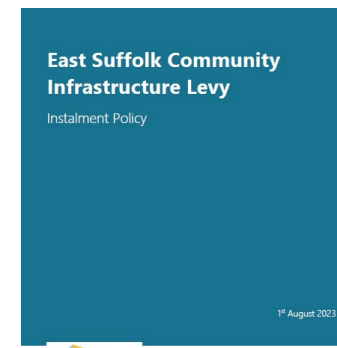
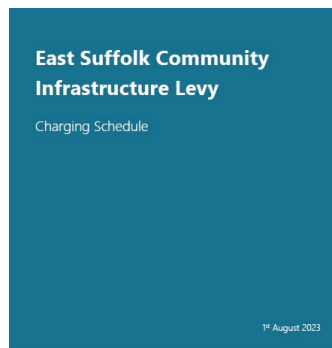
Also reviewed:

- East Suffolk CIL Instalment Policy;
- East Suffolk Discretionary Social Housing Relief Policy

All adopted by full Council on 28th June 2023.

Come into effect on 1st August 2023.

www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-rates/approved-cil-rates-for-the-east-suffolk-area/



Open Data Portal

Data available on a range of topics including:

- Housing – completions, permissions, delivery of site allocations
- Economy – completions, retail and town centre surveys
- Neighbourhood Plans – plans ‘made’ and under preparation
- Key statistics from the Authority Monitoring Report

<https://data-eastsuffolk.opendata.arcgis.com/>

The screenshot shows the top navigation bar of the East Suffolk Council Open Data portal. It includes the council logo, the title 'East Suffolk Council Open Data', and a menu with categories: Housing, Economy, Transport, Local Plan, and More. There is also a search icon and a 'Sign In' link. Below the navigation bar is a section titled 'Data Categories' with six icons representing different data types: All Data (location pin), Housing (house with location pin), Economy (shopping bag), Transport (car), Local Plan (map), and Neighbourhood Planning (people icon).

The screenshot shows the 'Explore Maps and Apps' section of the portal. It features four cards, each with a representative image, a title, a brief description, and an 'Explore' button. The cards are: 1. 'Neighbourhood Plans' with an aerial view of a residential area, described as 'Designated Neighbourhood Areas and Made Neighbourhood Plans'. 2. 'Brownfield Land Register' with an aerial view of a field, described as 'Previously developed land suitable, available and achievable for development'. 3. 'Local and Neighbourhood Plan...' with a map, described as 'Map-based planning policies from Local Plans and Neighbourhood Plans'. 4. 'KEY STATISTICS' with a collage of images including a wind turbine and buildings, described as 'Summary of the East Suffolk Authority Monitoring Report 2021/22'.

National planning reforms

Changes to the national planning system are being brought in through the Levelling Up and Regeneration Bill, and accompanying changes, although many fundamental principles of the planning system to remain the same.

Proposals include:

- Greater weight to the Development Plan
- Introduction of National Development Management Policies
- Greater digitisation
- Streamlining plan making
- Preparation of Design Codes
- Introduction of Environmental Outcome Reports
- Introduction of Infrastructure Levy

Environment Act 2021 – Biodiversity Net Gain mandatory requirement from November 2023

Contact details

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Community Infrastructure Levy (CIL)

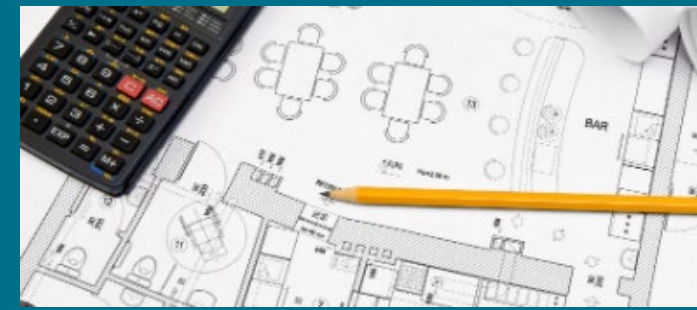
Ben Woolnough MRTPI

Planning Manager (Development Management, Major Sites and
Infrastructure)



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)



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 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](#)

[🖨️ Print Page](#)

East Suffolk
PFM - CIL
(exacom.co.uk)

Specialist Services

Town and Parish Council Forum – 7th July 2023

Chris King BSc (Hons), MA, CMLI

Design Champion and Specialist Services Manager



Specialist Services



Service providing specialist input to the planning and wider District Council.

Focused on the **Built, Natural and Historic environment.**

- Design
- Conservation/Heritage
- Landscape
- Arboriculture
- Rights of way
- Ecology

Team



ANDREA MCMILLAN
Planning Manager
(Policy, Delivery and Specialist Services)



CHRIS KING
Design Champion and
Specialist Services
Manager

AN

DESIGN AND CONSERVATION



ROBERT SCRIMGEOUR
Principal Design and
Conservation Officer



ELIZABETH MARTIN
Senior Design and
Conservation Officer



ELOISE LIMMER
Senior Design and
Conservation Officer
(1yr Contract)



KAROLIEN YPERMAN
Design and Conservation
Officer



THOMAS PIERCE
Design and Conservation
Officer

LANDSCAPE AND ARBORICULTURE



NICHOLAS NEWTON
Principal Landscape and
Arboricultural Officer



RUTH CHITTOCK
Senior Landscape Officer



FIONA MCKEOWN
Arboricultural and
Landscape Officer



FALCON SAUNDERS
Arboricultural and
Landscape Officer



NICKY BIDDALL
Rights of Way Officer (0.5
FTE)

ECOLOGY

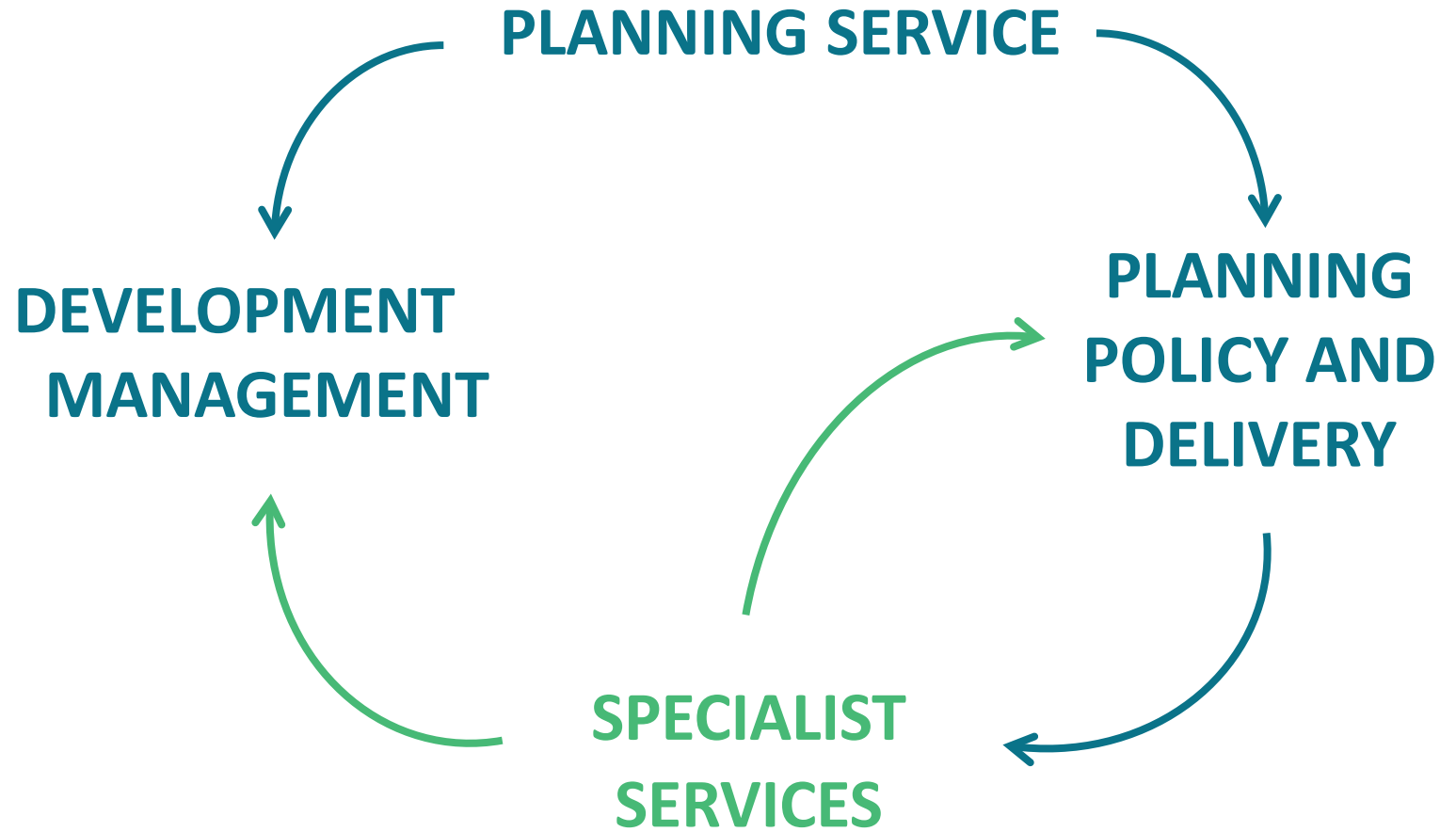


JAMES MEYER
Senior Ecologist

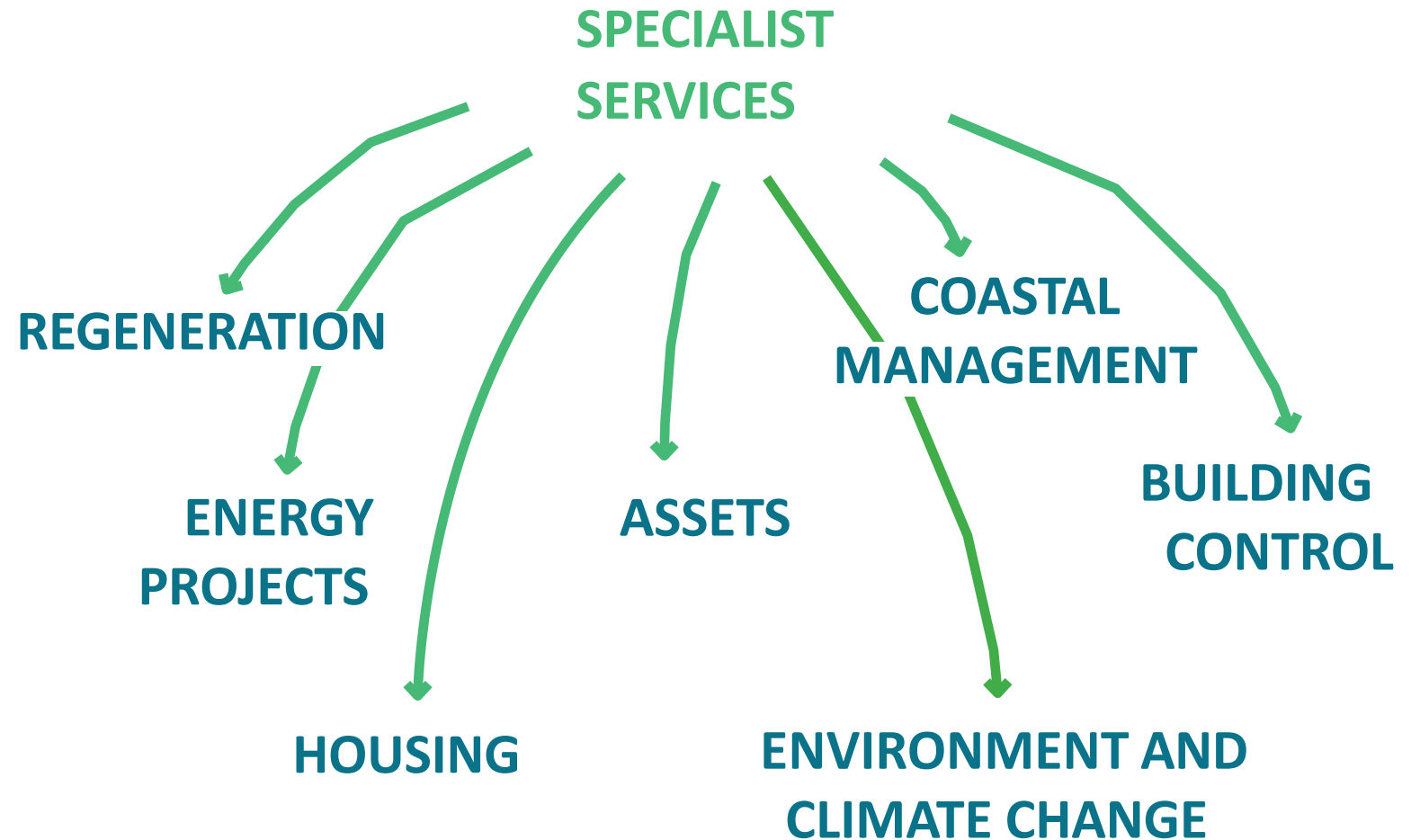


RACHEL HALL
Ecologist

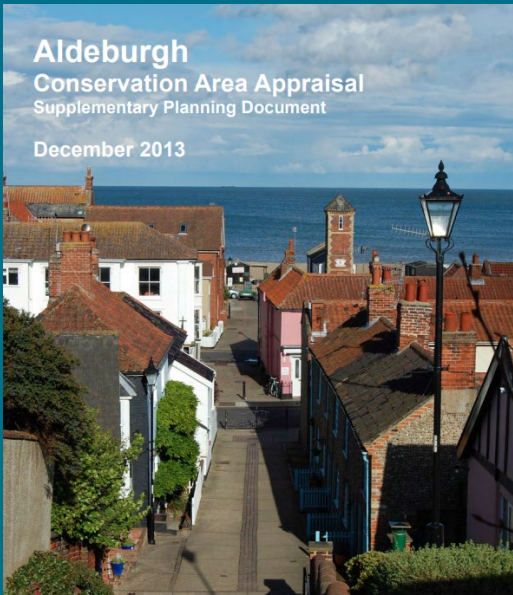
Planning Service



Wider Council



Teams Roles



Design and Conservation

- Development Management Consultee – pre app through to Major Sites
- Enforcement
- Article 4 Direction
- Conservation Area Appraisals and boundary reviews
- Buildings At Risk
- Listing Reviews
- Local List Of Historic Parks And Gardens
- Heritage Action Zone
- Listed Building Enforcement
- Historic Building Grant Scheme
- Neighbourhood Planning
- Supplementary Planning Documents
- Nationally Significant Infrastructure Projects

Teams Roles

Landscape Character Assessment

Final Report

July 2018



Landscape and Arboriculture

- Development Management Consultee – pre app through to Major Sites
- Tree Preservation Orders
- Notification of Works
- Hedgerow Removal Notifications
- High Hedges Regulations.
- Enforcement (Planning and TPO's)
- Neighbourhood Planning
- Supplementary Planning Documents
- Nationally Significant Infrastructure Projects

Teams Roles



Ecology

- Development Management Consultee – pre app through to Major Sites
- Biodiversity Net Gain (November 2023)
- Enforcement
- Neighbourhood Planning
- Supplementary Planning Documents
- Nationally Significant Infrastructure Projects
- Habitats Regulations Assessments
- Environmental Impact Assessment Screening And Scoping

Teams Roles



Rights of Way

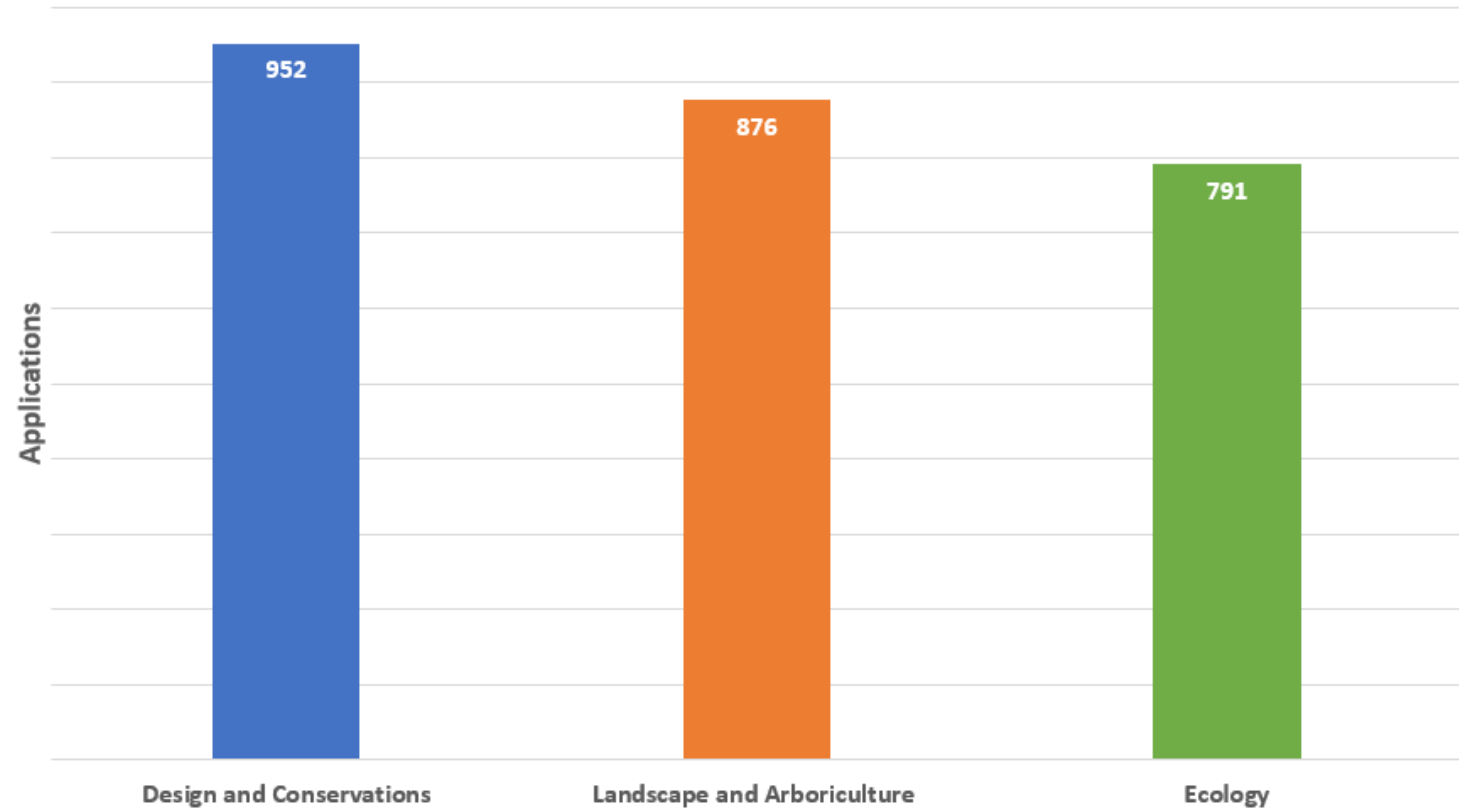
- Responsible for the creation, diversion or extinguishment of public footpaths, bridleways or restricted byways within our district
- Maintaining Public Rights of Way – Suffolk County Council

Planning



Development Management consultations 2022-2023

Development Management Consultations
2022-2023



Planning applications – Pre / Full / Outline / Reserved Matters

Listed building applications

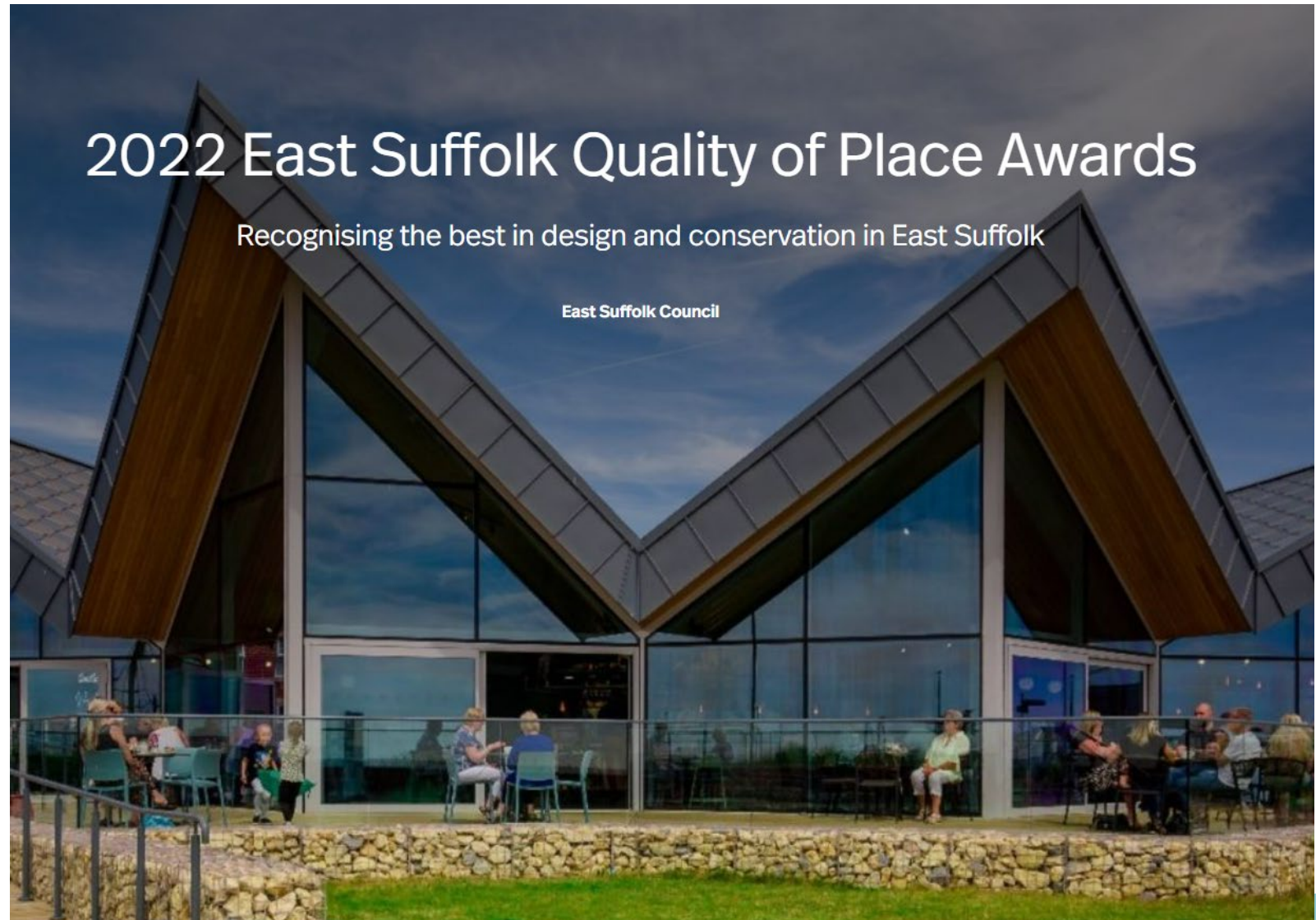
Tree Preservation Order applications

Quality of Place Awards 2023

21st July 2023

- Design
- Building Conservation
- Nature and Landscape
- Community
- Green Commendation

Free



Quality of Place Awards 2023

21st July 2023

- Design
- Building Conservation
- Nature and Landscape
- Community
- Green Commendation



COMMUNITY AWARD

Aldringham & Thorpeness Heritage Centre

Quality of Place Awards 2023

21st July 2023

- Design
- Building Conservation
- Nature and Landscape
- Community
- Green Commendation



DESIGN AWARD

Martello Café, Felixstowe

Quality of Place Awards 2023

21st July 2023

- Design
- Building Conservation
- Nature and Landscape
- Community
- Green Commendation



NATURE AND LANDSCAPE AWARD

Willow Barn

Design Champion

MARCH 2023

DESIGN SKILLS AUDIT 2022/2023

PLANNING SERVICE



Promote the delivery of high-quality design and place making across East Suffolk.

- Major and Strategic Sites Involvement
- Consultee to East Suffolk Council projects
 - Coastal Management
 - Regeneration
 - Council Housing
 - Assets
 - NSIPS
 - Building Control
- Design Skills Audit
- Design Resource Hub
- Design Training Programme
- Countywide initiatives



More Information

www.eastsuffolk.gov.uk/planning/design-conservation-ecology-trees-landscape-and-rights-of-way/

Email: chris.king@eastsuffolk.gov.uk

East Suffolk Building Control

How are East Suffolk Building Control Supporting construction across the district

Emily Bowman– Building Control Team Leader



Building Control and Planning

In very simplistic terms:

- Planning legislation controls the visual design, land use and the impact of a development on the local (and greater) area
- Building Control regulates the technical requirements of construction for buildings and how the project can be built to a safe and compliant standard. Building Regulations cover everything fire safety and structural stability to sustainability, energy efficiency and accessibility.

How we work with planning

Building Control as part of the Development Management Team plays a key part in the councils ambitions to achieve sustainable development and a reduction in carbon emissions on the way towards Carbon Net Zero.

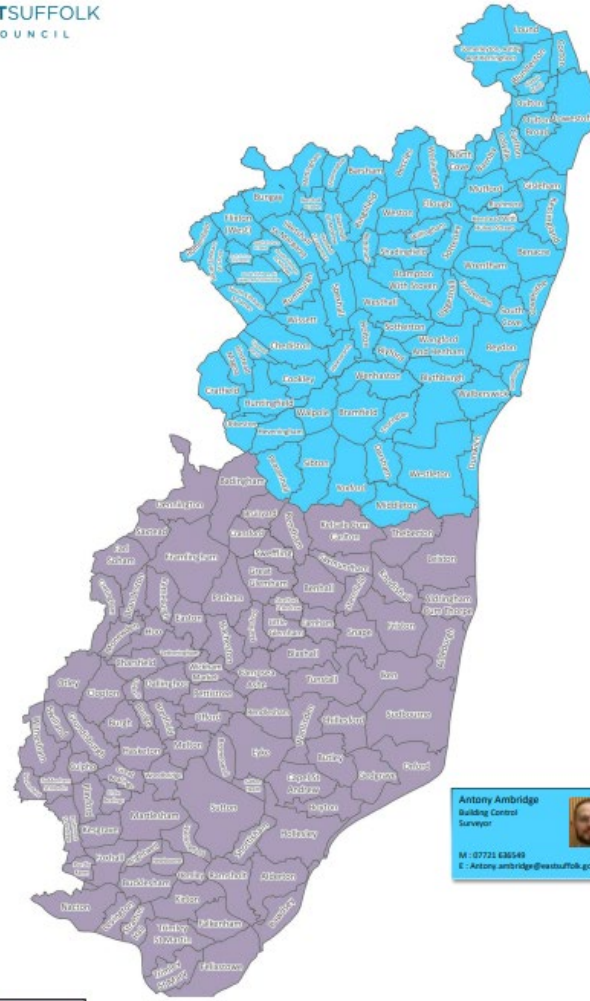
They consult on many applications to ensure a smooth and consistent service for the people in the district.

As the regulations change early engagement between the services are vital to avoid delays and re submissions

Areas and Contacts



Building Control Surveyor Areas



T: 01394 444219
 E: buildingcontrol@eastsoffolk.gov.uk
 For a Fee Quote for your Building Regulations Application please email your plans to bcfeequotes@eastsoffolk.gov.uk

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 Partnership Manager

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 E: Gavin.whitman@eastsoffolk.gov.uk

Key Points about Building Control

- Building Control are a self financing team focused on delivering high level specialist surveying expertise with the service focused on full cost recovery
- Building Control are proud to boast an 80% market share across the Districts of East Suffolk and Ipswich.
- Building Control are one of the only Local Authority teams who are in competition with the private sector, our competition are called Approved Inspectors
- We must be commercially astute but also enforcers of the regulations, ultimately we must be prepared to say no and then encourage the next submission. This can be very challenging
- We work closely with many teams internally and externally providing specialist comment and opinion on all aspects of construction

What are the Building Regulations?



- The Building Regulations are intended to protect people's safety, health and welfare in and around buildings. The regulations are also designed to improve conservation of fuel and power, protect and enhance the environment and promote sustainable and accessible development. Local councils administer the regulations.
- Guidance for construction is provided via government published Approved Documents.

Building Regulation Changes

- In 2022 there were significant changes to the building Regulations setting a higher standard for energy efficiency in both new and existing buildings
- A move away from carbon based heating systems over to Air Source / Ground Source Heat pumps and Solar Panels
- Enhanced ventilation requirements
- Introduction of electrical vehicle charging points as standard on new homes
- The team produced guidance brochures for builders, architects and developers which were used across the country and hosted multiple forums to over 400 clients



Competencies

- Following Grenfell there was a huge overhaul of building regulations and the role of the building control surveyor
- The government worked with the HSE to set up the Building Safety Regulator
- All Building Control Surveyors must be validated and registered by April 2024
- The team are registered for validation and many of the team are undertaking qualifications and further training

Dangerous Structures

- The team operate a 24/7 365 day a week rota for responding to dangerous structures
- This can include fires, car accidents and other events impacting public safety around buildings
- Work with other public services to ensure areas are kept safe and residents are assisted



Awards

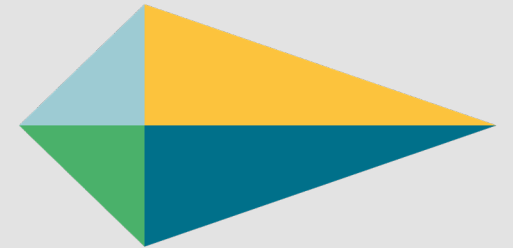
- Each year the team select some of the highest quality projects overseen and enter the LABC Building Excellence awards
- Over the years we have had winners in almost all categories including councils own projects – this year Felixstowe Café winning best Non Residential New Build
- The team itself has won awards for Rising Stars and Best Building Control Manager



Development Management

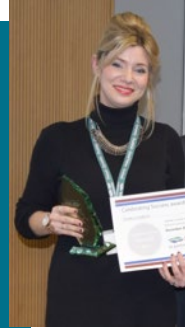
Ben Woolnough MRTPI

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....

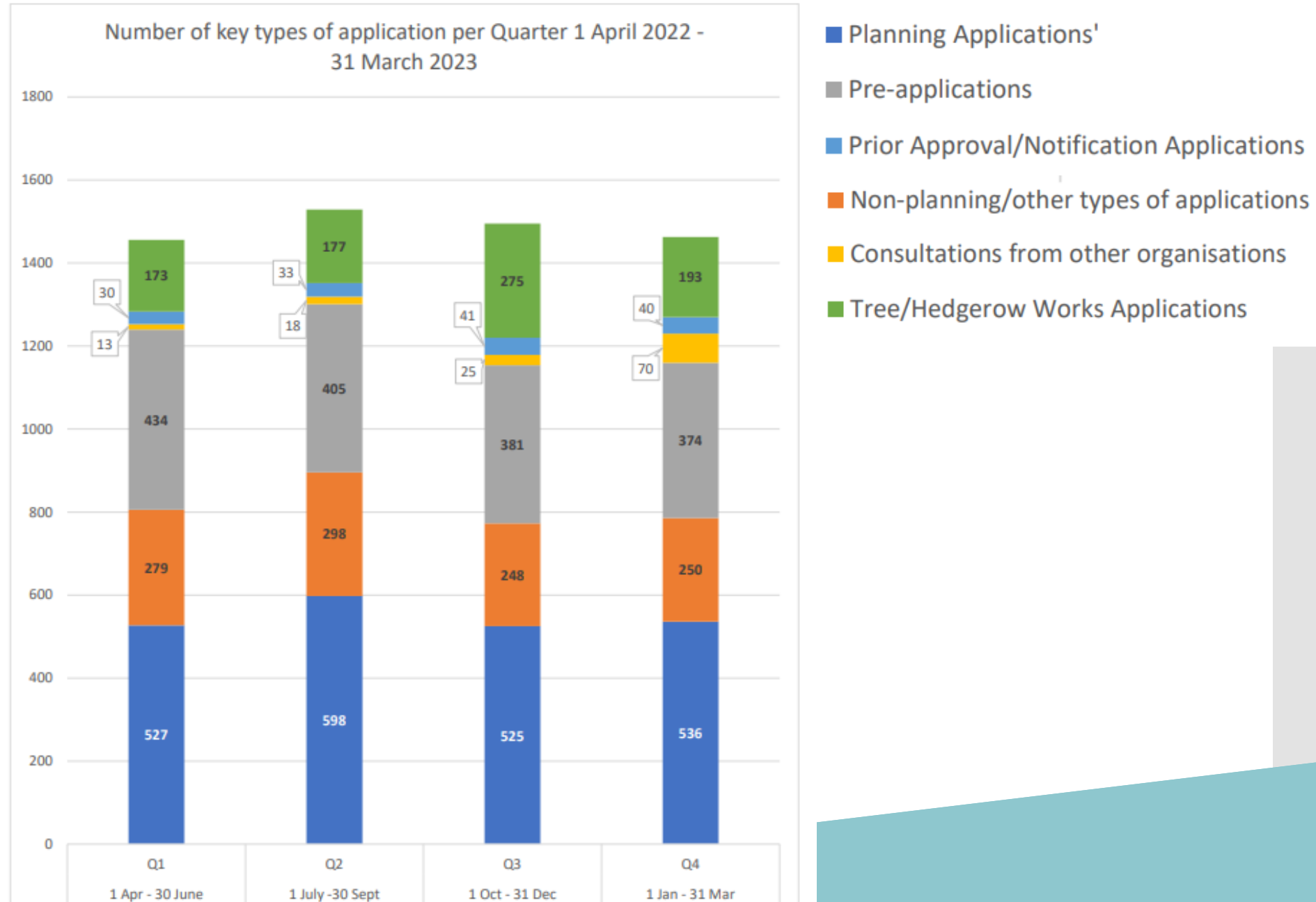
- ✓ Mail-box enquiries
- ✓ Support digital platform enquiries
- ✓ Registering and validating new applications
- ✓ Assist customers with incomplete applications and advising what is needed
- ✓ Build relationships with customers
- ✓ Book building control inspections
- ✓ Take payments
- ✓ Compile documents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

What is Development Management and what we are covering today?

- Who are we and the role of the Development Management Team
- Determination of applications – how many and how?
- Planning Enforcement
- Pre-applications and community engagement
- How Town and Parish Councils can be involved in the process and how that can affect the determination process route
- Validation
- Community Infrastructure Levy (CIL)
- How you can register to receive notifications of Planning Committee Reports being published.
- How you can access information on planning applications via Public Access

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



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



Development Management

Planning Areas

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

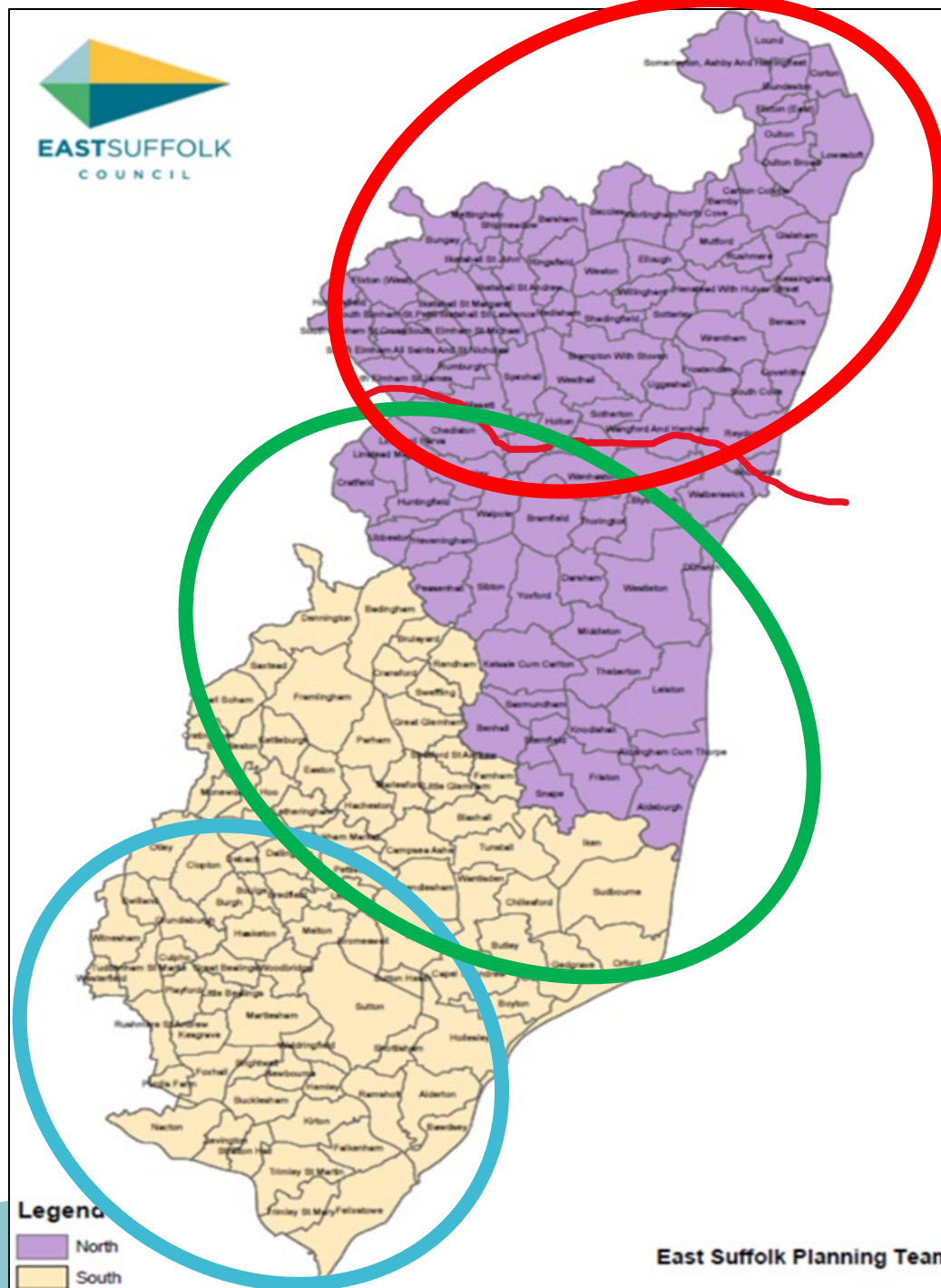
North Committee is at Riverside

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**

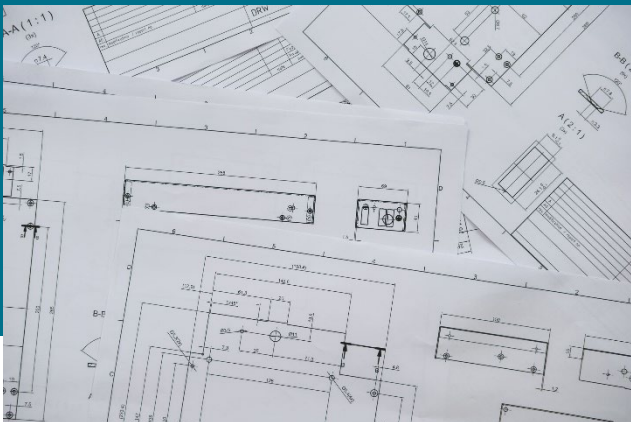
- Pre-application enquiries –

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

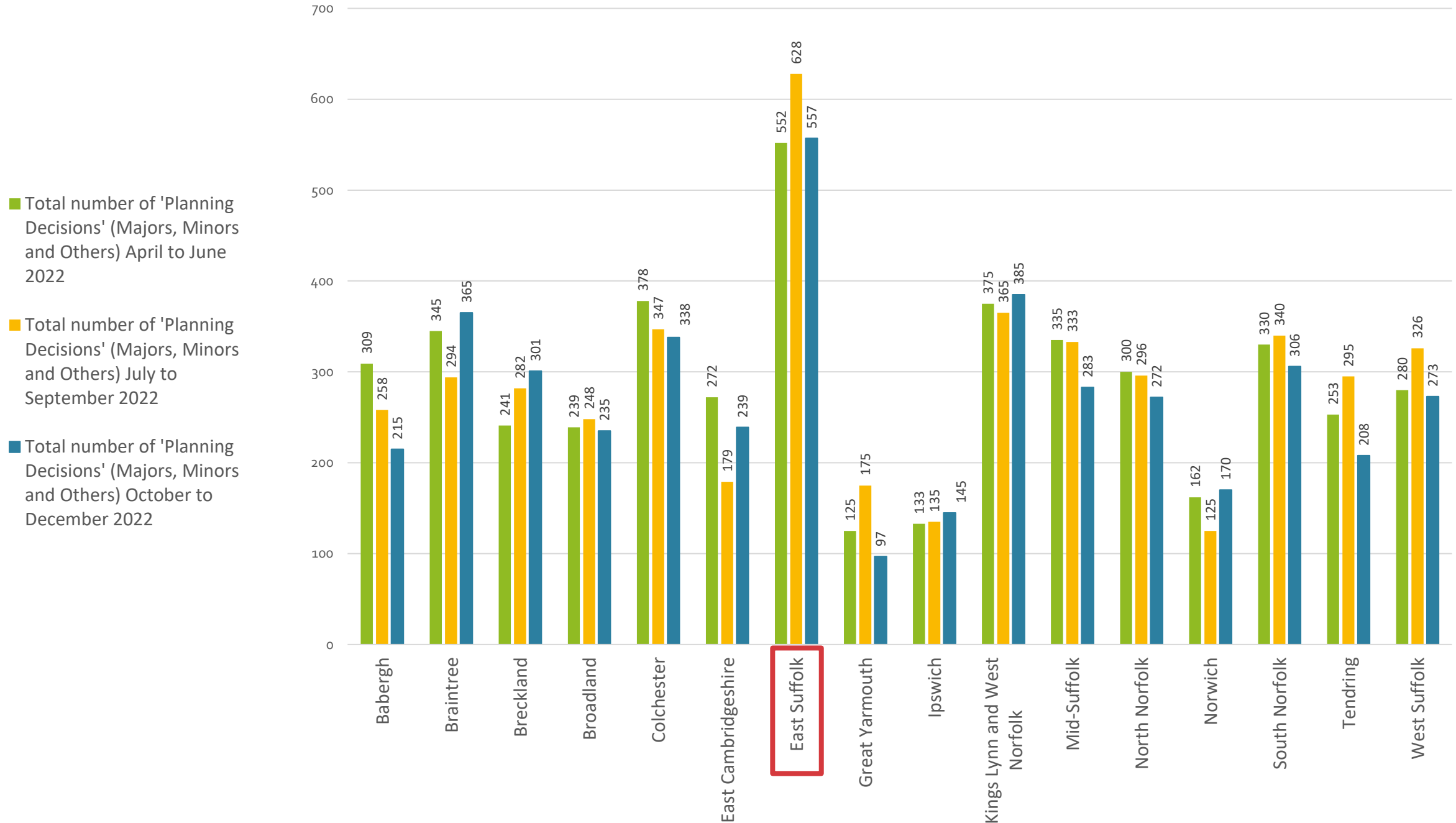
A total of 5,125 applications/submissions determined for 2022/23

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



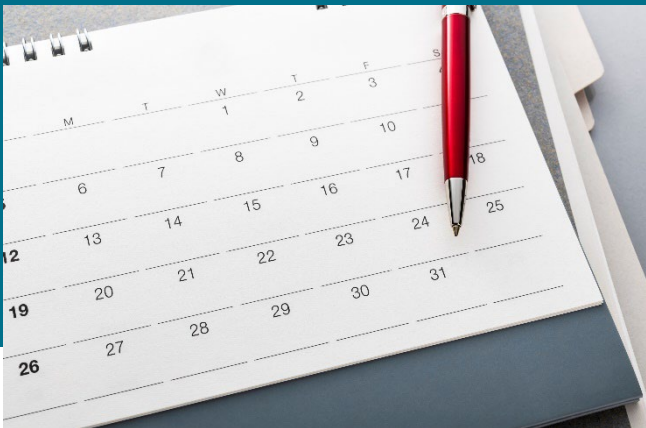
Planning Decision Outcomes

- 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**

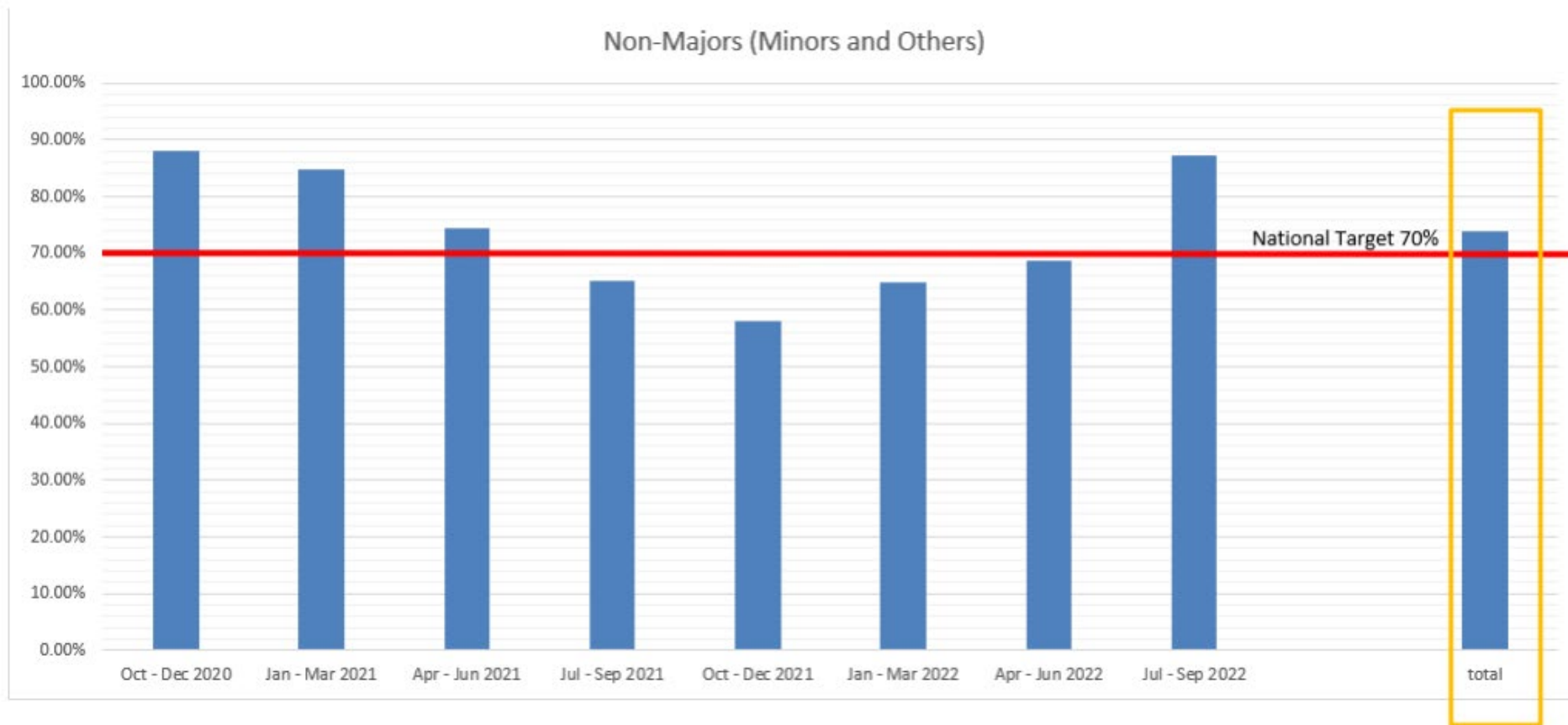
* Figures from [Planning applications in England: July to September 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



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**



Minors and Others = 73.8%

Majors = 80%

‘Extensions of Time’ are an important tool to improve outcomes and quality of design. They also avoid multiple applications and resource burdens of appeals.

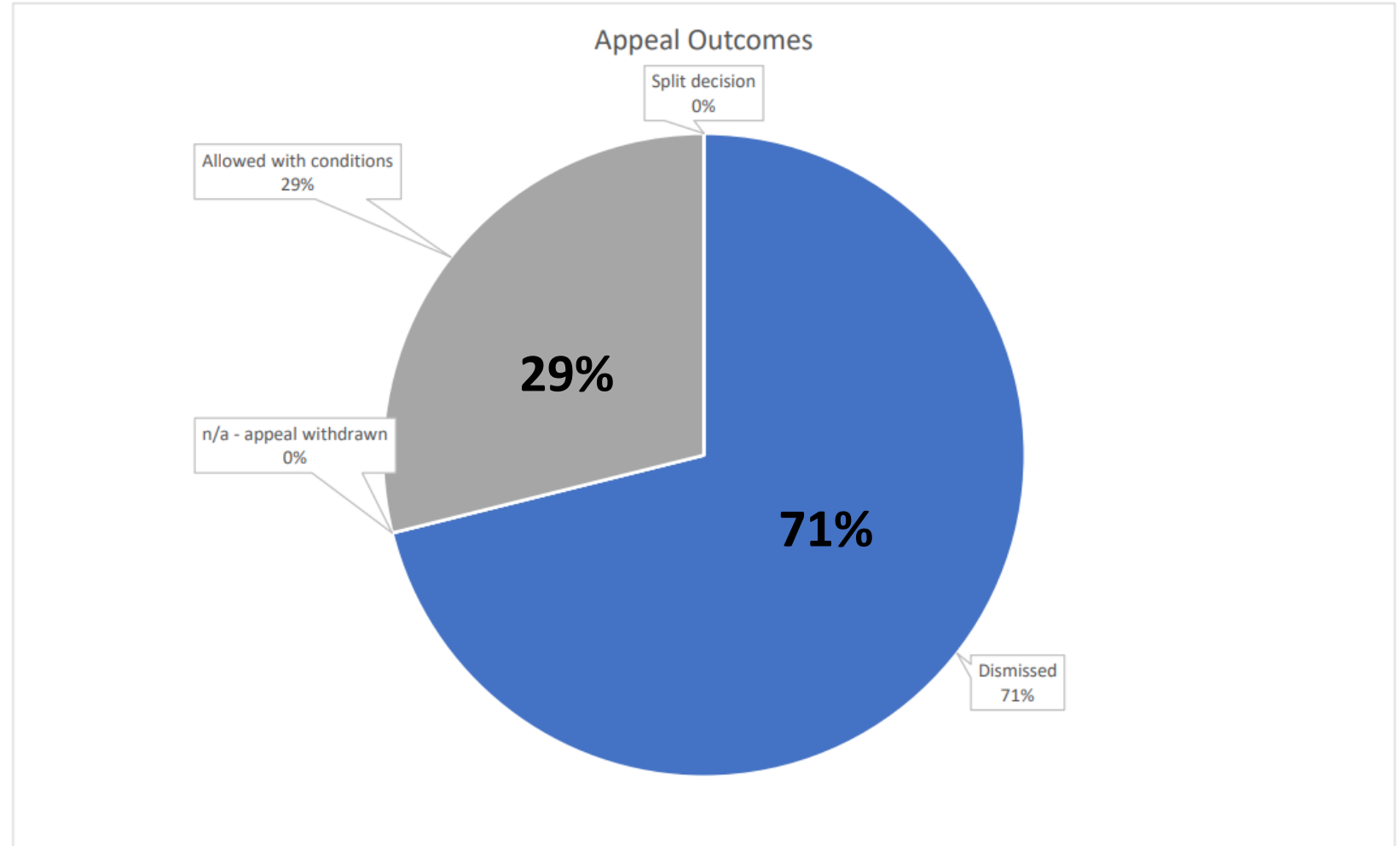
The 8 week time period hasn’t changed since it was introduced in 1982!

We are working on ways to reduce complexity in simple decisions

Appeals

The National Average:
42% appellant success rate for major applications,
27% success rate for minor applications
39% success rate for householder

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



The letter was sent to 10 councils whose performance was below an expected threshold of 70% between October 2020 and September 2022, listed below:

- Calderdale Council: 53%
- Cotswold District Council: 69.6%**
- Epsom and Ewell Borough Council: 52.5%
- Guildford Borough Council: 50.1%
- Hinckley and Bosworth Borough Council: 46.5%
- Peak District National Park Authority: 61.2%
- Pendle Borough Council: 68.3%**
- Portsmouth City Council: 63.2%
- The Vale of White Horse District Council: 66.6%
- Waverley Borough Council: 61.7%

Gove warns underperforming councils they could be stripped of planning powers if performance does not improve

NEWS 17.05.23 2.00 PM BY STEPHEN DELAHUNTY

The housing secretary has written to 10 local planning authorities to warn them that their planning performance is at risk of designation.



Housing secretary Michael Gove (picture: Richard Townshend)

Government strips Uttlesford council of its right to rule on major planning applications

8th February 2022

UK GOVERNMENT

UTTLESFORD DISTRICT COUNCIL

PLANNING AND DEVELOPMENT



Uttlesford District Council has been stripped of its right to rule on major planning applications in the district (Image: Archant)



By Will Durrant

Live Reporter

[wil_dur](#)

Share



Comments

The government has stripped Uttlesford District Council of its right to rule on major planning applications today (February 8).



More than half a million new developments have been delayed during the past five years as planning departments grind to a halt

ANDREW MATTHEWS/PA

UK NEWS

Housing crisis 'to worsen' unless planners are given more funds

Andrew Ellson, Consumer Affairs Correspondent | Oliver Wright, Policy Editor

Friday July 07 2023, 12.01am, The Times

Share    

Britain's planning system is grinding to a halt, with four out of five big applications now being delayed by up to two years.

Official figures show that more than half a million new developments have been delayed during the past five years as threadbare planning departments struggle to cope with even routine

Article in
The Times
this morning

Planning delays

Proportion of major applications decided within the statutory time period

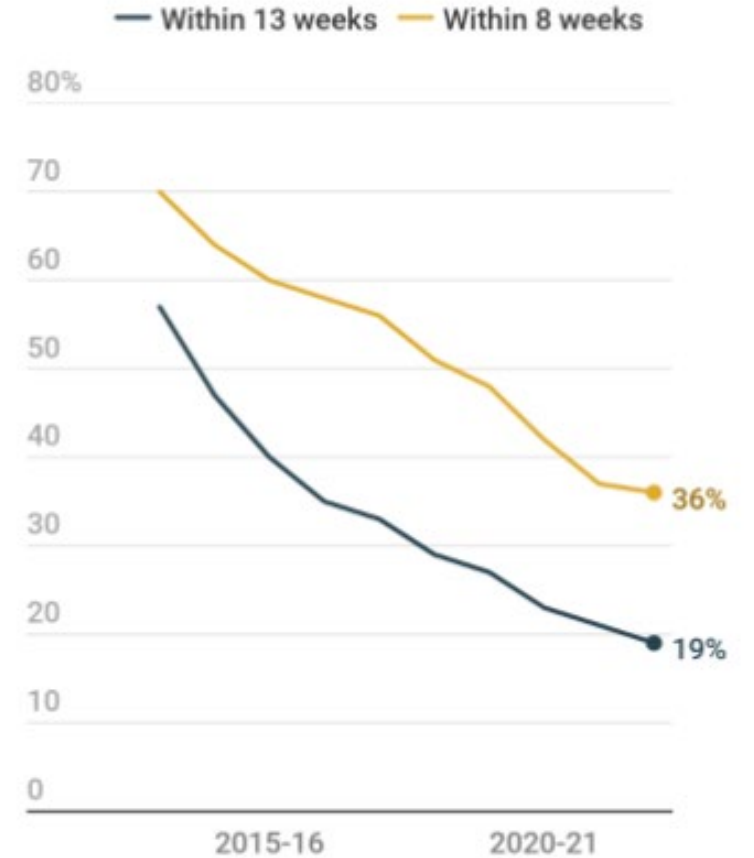


Chart: The Times and The Sunday Times • Source: Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government

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

Planning Enforcement



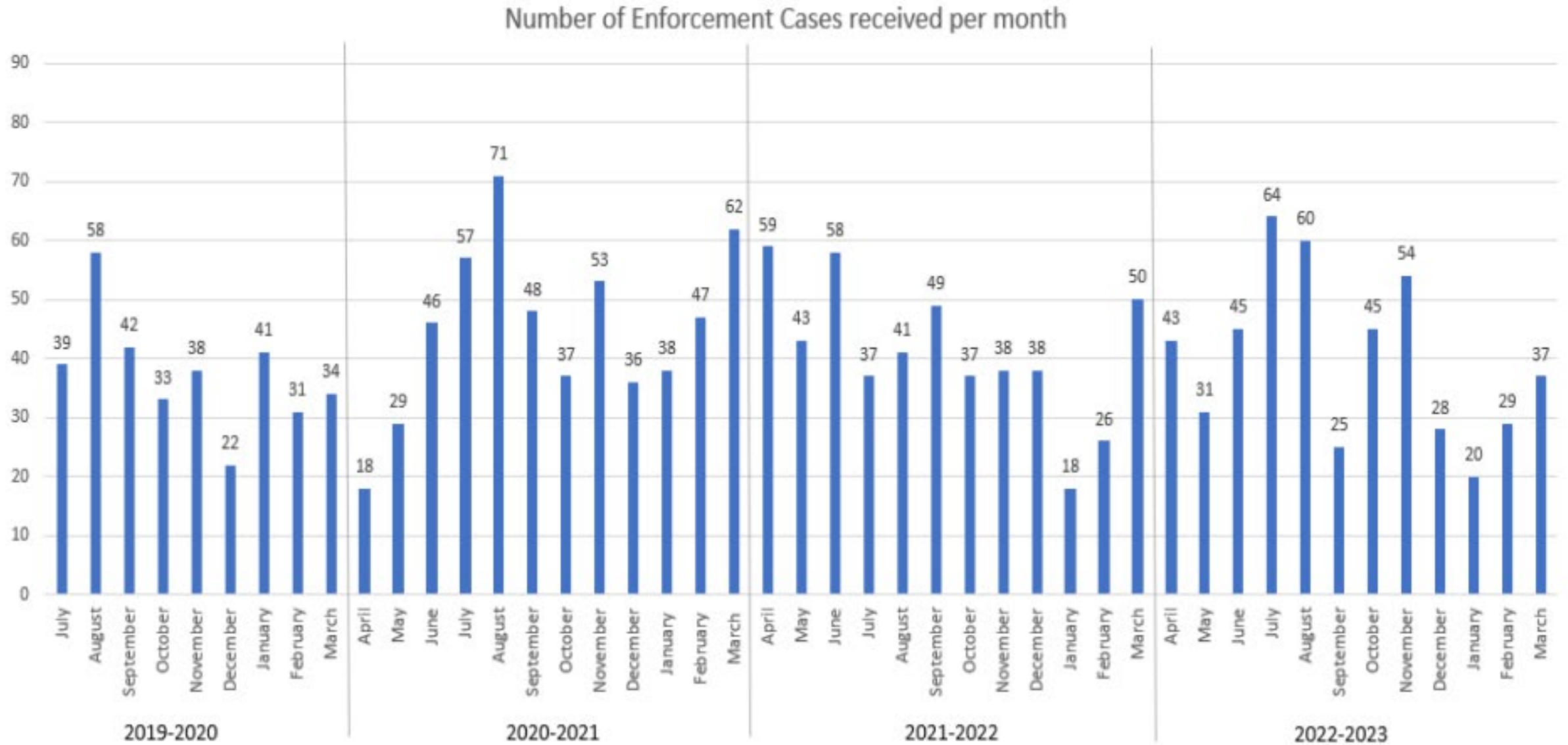
Local Planning Enforcement Plan

March 2019

1

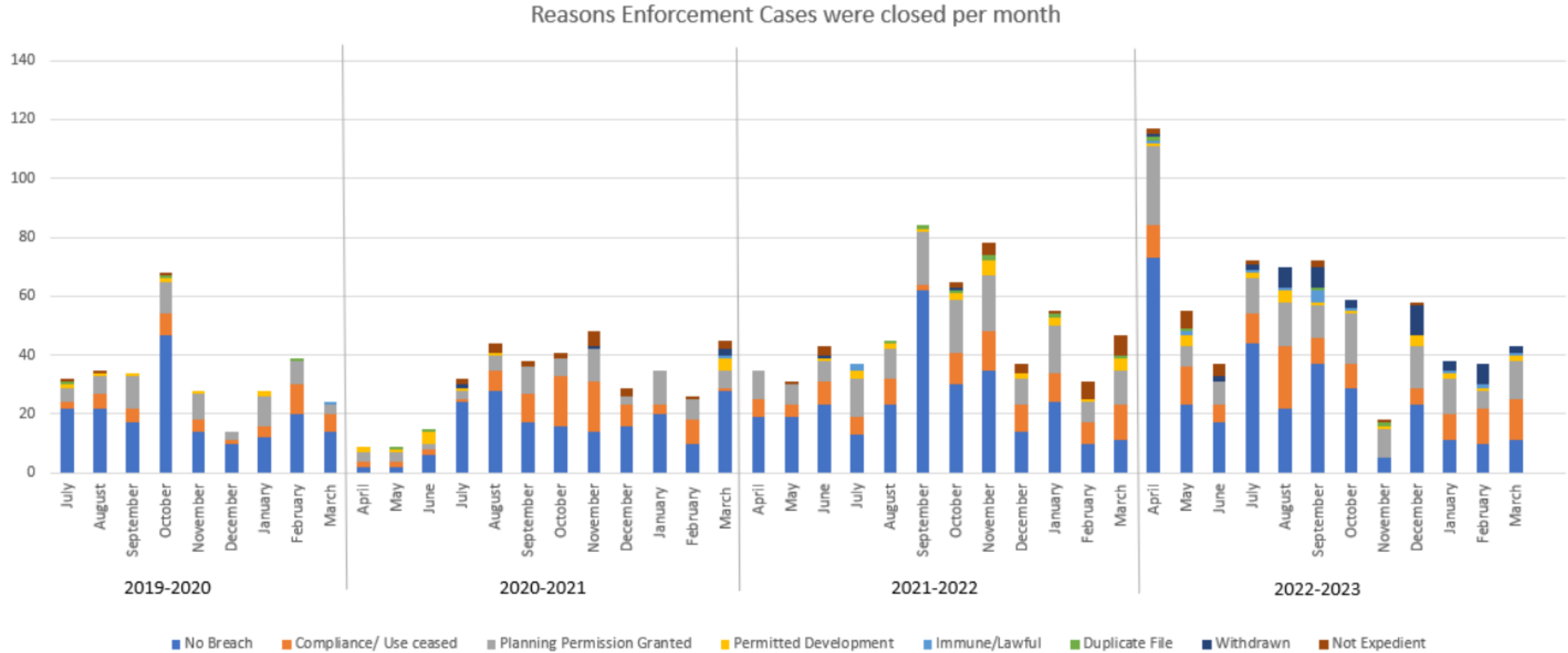
- Every case we receive is logged and allocated to an officer within our Planning Enforcement Team, who investigates the potential breach through various means including visiting the site, checking the planning history, checking planning regulations, internet searches, checking with other ESC teams, 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



Where there is no planning breach or that breach is resolved:

Figure 1: The number of cases closed for each reason shown together during each month, 1 July 2019 – 31 March 2023



Why does formal action take so long?



- Informal routes have to be pursued first.
- It has to be appropriate to take such action i.e. where there is a clear breach of planning control and it is expedient to issue a notice/take action, taking into account the development plan and any other material planning considerations.
- Evidence gathering has to be done in certain way if we want to be able to pursue formal action. This takes time and sometimes we have to gather evidence over several weeks or months due to the nature of the breach.
- Retrospective planning applications can be submitted which generally have to be determined before any potential formal action, and if consent is refused there is a right of appeal, which can further extend the process.
- When serving notices a reasonable time has to be given for them to come into effect, along with a reasonable compliance period for the breach to be rectified.
- Appellants also have the right to appeal an Enforcement Notice to the [Planning Inspectorate](#). These appeals generally take significantly longer than planning decision appeals. In 2020-21, they took an average of 46 weeks*.
- If they don't comply, then legal processes start, which are very dependant upon court dates etc, and if they don't comply with court requirements, then we have to go back to court.

* Figures from [Planning Inspectorate statistical release 20 January 2022 - GOV.UK \(www.gov.uk\)](#)



EASTSUFFOLK
COUNCIL

Fees and Charges Document
Planning and Building Control

Pre-application Advice Service and Duty Planner

Email: dutyplanner@east.suffolk.gov.uk

Phone: 01502 523100



Pre-Application Advice Service

- As detailed at [Pre-application advice service » East Suffolk Council](#), provide a Pre-application service, through which we provide advice to applicants and their agents on:
 - whether consent is required and if so what type(s) e.g. Planning Permission, Listed Building Consent, Advertisement consent and/or Prior Notification Approval,
 - If consent is required whether it is likely to be granted, and/or
 - potential improvements that could be made to schemes,
 - and what information they would need to submit for such an application.

There are a significant number of proposals submitted for pre-app which never become planning applications because of the negative feedback given.

Duty Planner

- We also operate a Duty Planner Service between the hours of 10am to 4pm Monday to Friday. It is there to provide advice on relatively simple enquires that can be answered within few minutes, without requiring significant officer time to research into planning history or detailed consideration of proposals.
- **Town and Parish Councils are welcome to use this.**
- Those enquiries seeking more detailed advice are directed to the Pre-application Advice Service detailed above.

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.”

Consultation

- 'Major' applications have a nationally set target of 13 weeks for a decision.
- 'Minor' and 'Other' applications have a nationally set target of 8 weeks for a decision.
- During the application process we have to consult for a minimum of 3 weeks (15 working days). This includes notifications via email and letter. We also post a notice on/near the site and some applications also require advertisement in the press. These extend the consultation process to at least 4 weeks (20 working days), sometimes longer due to publication dates in the press or the time at which the site notice is posted.
- Consultation is undertaken in accordance with the [Development Management Procedure Order 2015](#) and [East Suffolk Council's Statement of Community Involvement \(SCI\)](#)
- The expiry date for the consultation period can be viewed on Public Access under the useful dates tab.
- Town/Parish Council comments **during this period** can trigger the Planning Referral Panel Process

Welcome to request an extension of time and we will try to accommodate reasonable requests.

Ask the case officer directly

Details	
Comments (1) Related Cases (1) Documents and Comments Map	
Summary Further Information Contacts Important Dates	
Application Validated Date	Tue 07 Mar 2023
Expiry Date	Mon 17 Apr 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Decision Issued Date	Fri 28 Apr 2023
Permission Expiry Date	Tue 28 Apr 2026
Environmental Impact Assessment Received	Not Available
Determination Deadline	Tue 02 May 2023
Temporary Permission Expiry Date	Not Available

What the Council will do:

- The plans will be published on the **Council's 'Public Access' planning application system.**
- Relevant Town/Parish Councils are notified.
- **Site notices** will be displayed in areas close to the site in a safe location that is publicly accessible (when required).
- Neighbours which share a physical boundary with the site will be notified.
- Statutory and non-statutory consultees will be invited to make comments.
- A **press advert** may be made for certain applications, such as any application that affects a public right of way, falls within a Conservation Area, affects a listed building, where the application is accompanied by an Environmental Statement or involves a departure from the Development Plan.



Make a Comment Public Comments (0) **Consultee Comments (5)**

Total Consulted: 6 Consultees Responded: 5

Sort by Added Direction Descending Results per page 10 Go

Collapse All Expand All

SCC Highways Department
Consultation Date: Tue 08 Nov 2022

East Suffolk Design And Conservation
Consultation Date: Tue 08 Nov 2022

SCC County Archaeological Unit
Consultation Date: Tue 08 Nov 2022

East Suffolk Environmental Protection
Consultation Date: Tue 08 Nov 2022

East Suffolk Ecology
Consultation Date: Tue 08 Nov 2022

Saxmundham Town Council
Comment Date: Thu 17 Nov 2022

Summary Further Information Contacts **Important Dates**

Application Validated Date	Tue 07 Mar 2023
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This might go up 1 week+ after the consultation starts



What we don't want to do!

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News Local news UK News

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'

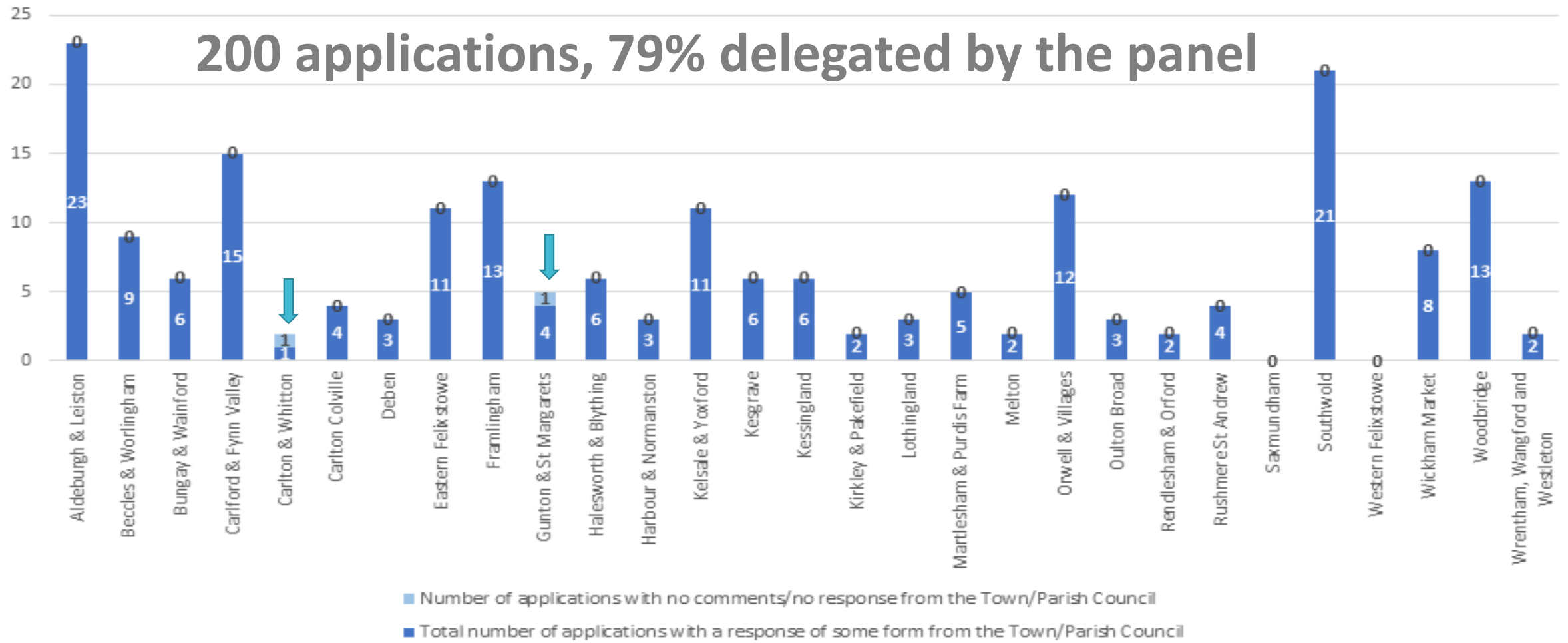
Will commence in early
2024 subject to Full
Council approval

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

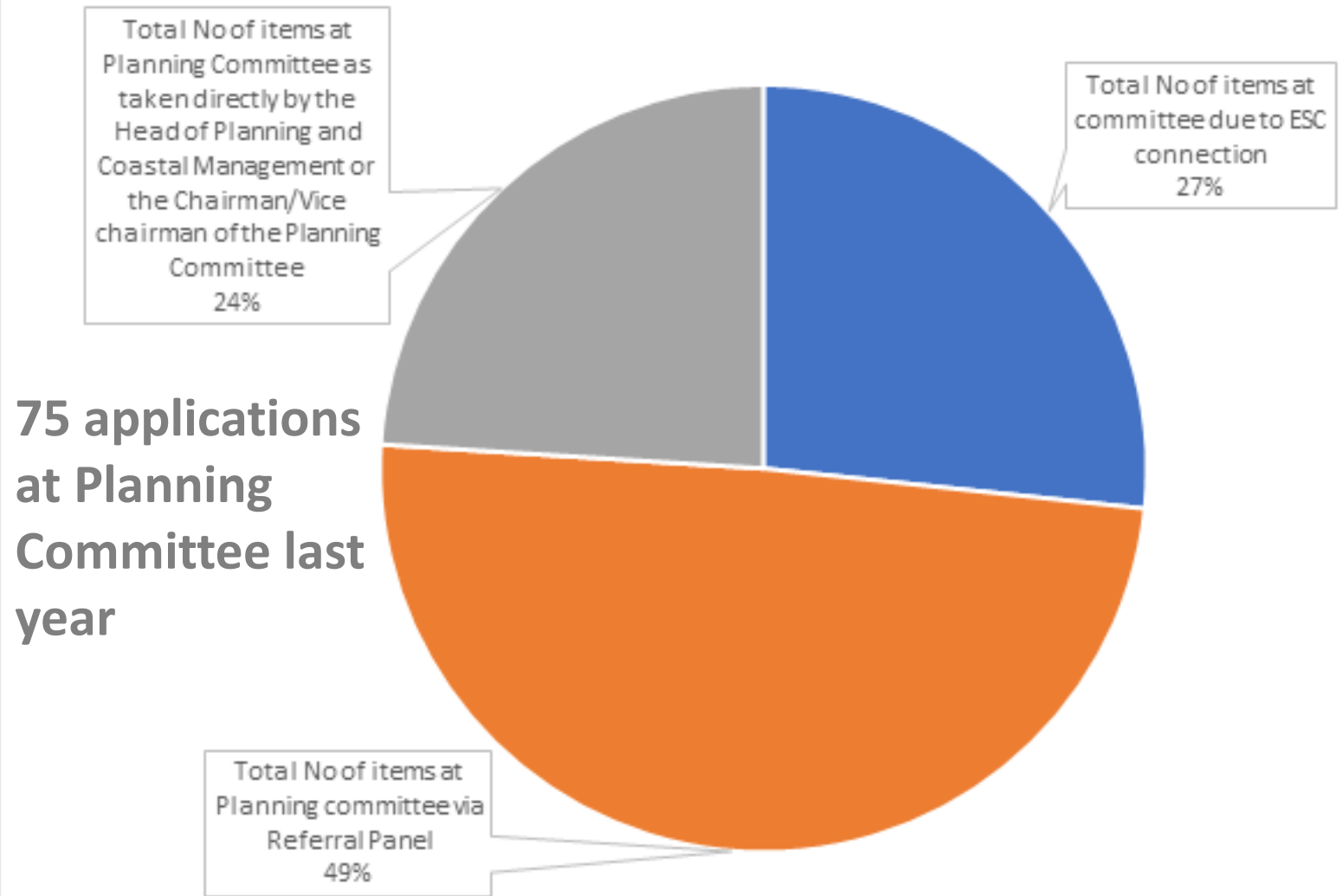
The number of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023

200 applications, 79% delegated by the panel



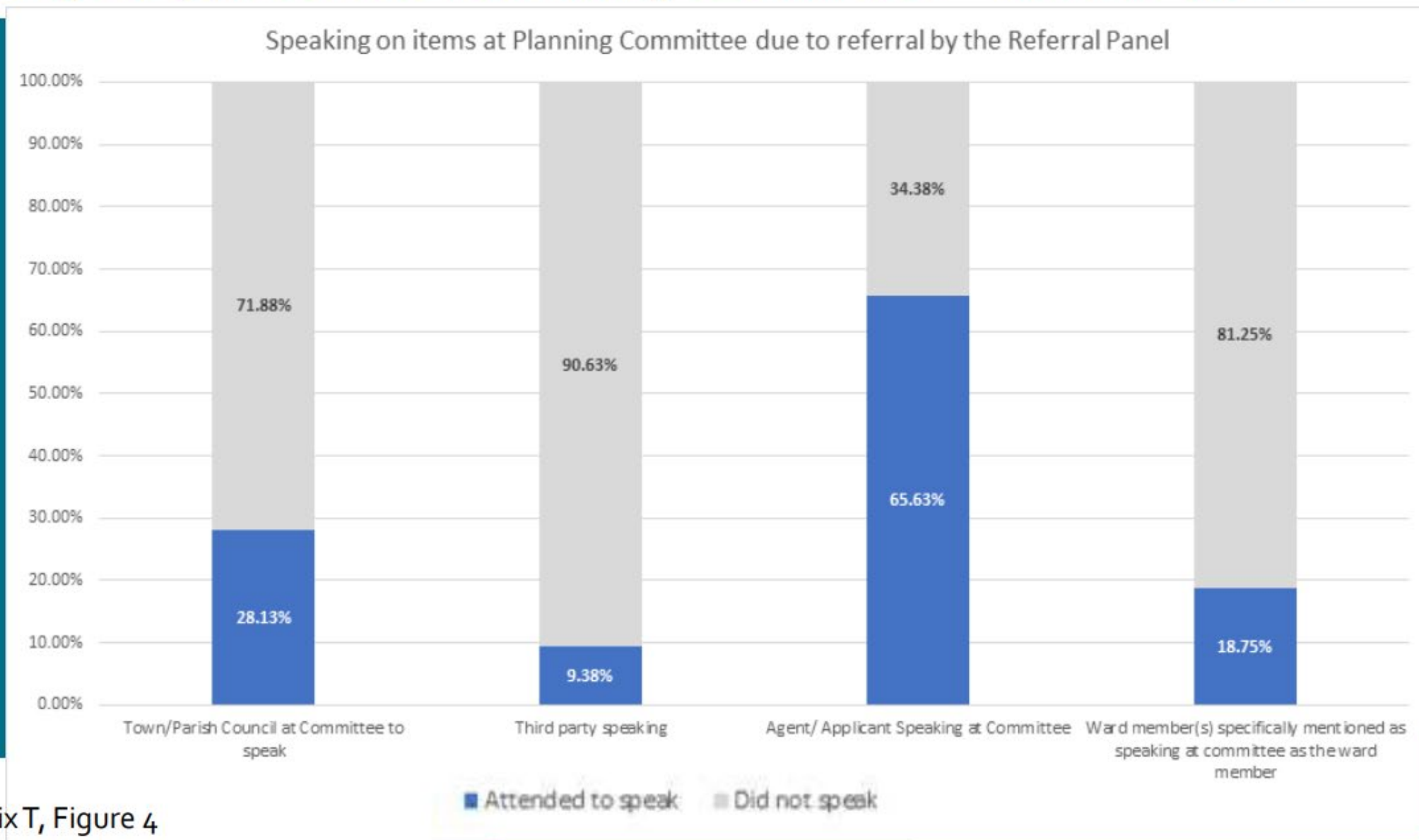
Proportion of Applications at Planning Committee

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

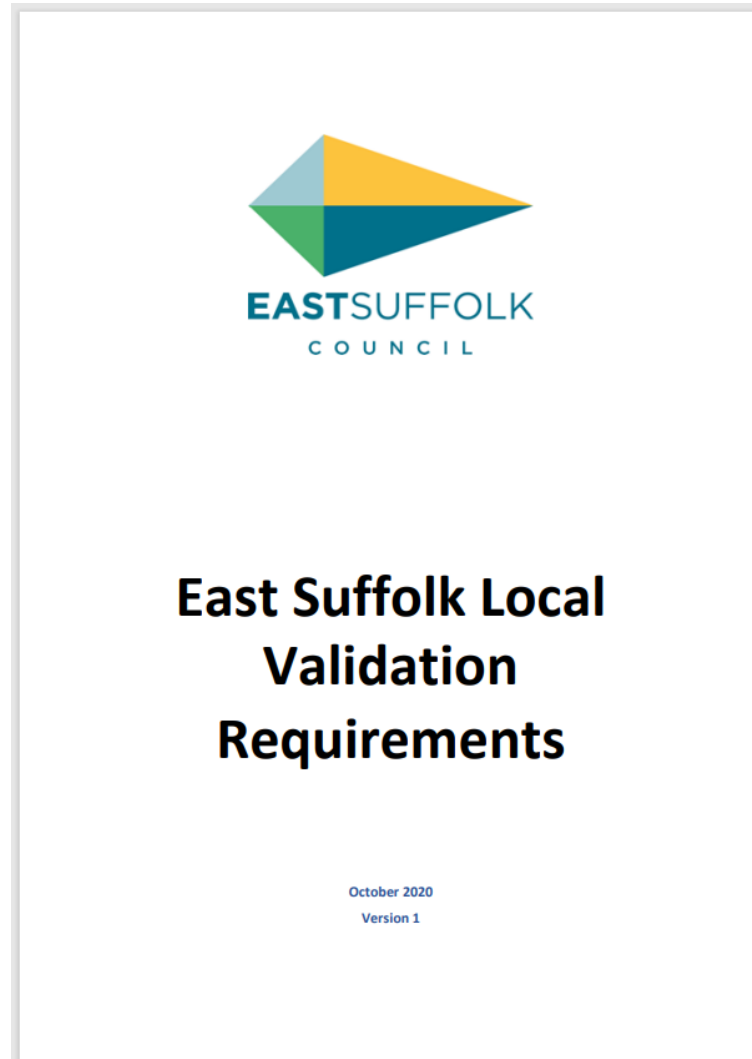
Speaking on applications at Planning Committee – their via the RP



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)