

## Appendix A

A1 Table 1 below sets out a summary of the actions from the Roger Dudman Way Improvement Plan.

<http://mycouncil.oxford.gov.uk/documents/s16562/RDW%20INDEPENDENT%20REVIEW%20FINAL%20REPORT%2020140107%2017th%20Jan.pdf>

<b>Table 1: Roger Dudman Way Review Action Plan 2014</b>	
<b>Action</b>	<b>Status</b>
<b>Planning Procedures:</b> Improving the clarity of the informal and formal liaison arrangements and the documentation of the pre-application process; Providing a clearer auditing regime of the submitted documents against the requirements in the published guidance in the registration process on major applications; A review of the EIA-related procedures to be undertaken	Original actions implemented, now need to be reviewed as part of new service improvement plan
<b>Consultation Processes:</b> 1.Allow more time between project inception and the proposed commencement date 2.Engage other appropriate parties (including members) in pre-application discussions, and not just officers; 3.Provide opportunities for presentations and briefings to members; 4.Encourage a two-stage consultation on major applications; and 5. Set down clearer guidelines on the desired documentation.	Original actions implemented, now need to be reviewed as part of new service improvement plan
Post-application guidance on planning processes. 1. A more structured approach to the weekly lists to enable the ready identification of major developments; 2.A more effective provision of Site Notices; 3.Additional means for communicating the scale and massing of major developments; 4.Consultation on revised drawings; 5.The provision of feedback to respondents on planning decisions; and 6. The planning processes to be more integrated with other regulatory processes.	Original actions implemented, now need to be reviewed as part of new service improvement plan
<b>Committee Reporting:</b> It recommended that the presentation of the planning issues of major applications to committee should be strengthened by systematic documentation of the policy evaluation including	Original actions implemented, now need to be reviewed as part of new service improvement plan

<b>Table 1: Roger Dudman Way Review Action Plan 2014</b>	
<b>Action</b>	<b>Status</b>
clarification of the extent and nature of any departure (non-compliance) from policy	
<b>Planning Conditions:</b> <ul style="list-style-type: none"> <li>It is recommended that enforcement procedures and coordination (on conditions) should be strengthened through an auditable process for determining the appropriate enforcement action, a review of the use of standard planning conditions, and updating of them where necessary.</li> <li>Inter-agency co-ordination and efficiencies in dealing with enforcement matters should be maximised.</li> </ul>	Original actions implemented, now need to be reviewed as part of new service improvement plan  Changes to teams in planning and regulatory services are also looking to address this
<b>Wider Planning Issues:</b> <ul style="list-style-type: none"> <li>Enhancing the planning service in terms of planning process, policy and strategy</li> <li>Progressing and formalising a more strategic approach to the future development needs and engagement with the Universities and Colleges</li> </ul>	Original actions implemented, now need to be reviewed as part of new service improvement plan. Delivery of best in class ambition will provide a direction of travel for the service

### **Statement of Community Involvement Action Plan (SCIAP)**

A2 The Statement of Community Involvement and action plan was presented to Scrutiny Committee and City Executive Board in July 2015.

<http://mycouncil.oxford.gov.uk/documents/s24640/Adoption%20of%20Statement%20of%20Community%20Involvement%20in%20Planning%202015%20-%20Report.pdf>

A3 The recommendations from the Scrutiny committee are set out below:

#### ***Summary of the discussion in July 2015 and recommendations to CEB:***

- 1. The Committee supported the Adoption of the Statement of Community Involvement in Planning (2015) and commended officers on the Statements tone and the way it was written.*
- 2. The Committee noted the statutory nature of the document and the need to refrain from designing a planning toolkit whilst considering it.*
- 3. Members noted that the Planning Review Committee and Area Forums were not mentioned in the Statement.*

4. *The Committee supported developers using visualisation tools to make planning applications more visual, and suggested that this should be made more explicit in the Statement, with a link to the help-sheet added. The Committee heard that this was not been covered in more detail in the main document because it was an evolving area but officers looked to keep up with best practice.*

***Recommendation 1 - We endorse the draft Statement of Community Involvement in Planning and recommend that this is amended to include references to the Planning Review Committee, Area Forums and external guidance on the use of visualisation tools.***

5. *The Committee asked whether resident groups were able to register an area of interest and receive auto-notifications. The Committee heard that the Council's IT systems did not currently enable this but that it was not technically difficult to do. Officers were looking to achieve wider involvement through methods such as the Council's app, and are exploring whether local groups could play a role in making planning documents available in paper form.*

***Recommendation 2 - We recommend that the City Council continues to explore new and improved ways of informing residents and community organisations of local planning issues, using both on-line and off-line communication methods. In particular, enhancements to ICT systems should be prioritised so that individuals and groups that have signed up can receive automatic notifications when specific planning applications are progressed or amended.***

6. *The Committee discussed whether, in addition to site notices, printed letters should be sent to neighbours to inform them of planning applications. Members noted that the cost of issuing notification letters for the 2,000 planning applications processed each year was £45k and that this cost had not been budgeted for. Not all the committee agreed on the need to reinstate planning notification letters but as there was considerable interest in this, lower cost approaches should be explored (for example, simply putting copies of planning notices through nearby letterboxes at the same time as they are publicly posted), and costings for this brought forward as an option for the next budget round.*

***Recommendation 3 - We recommend that the City Council explores whether there is a lower cost means of informing local residents of planning applications as an alternative to "neighbouring property notification letters". We suggest that proposals are brought forward in the next budget round.***

A4      Table 2 summarises progress with the SCI action plan since July 2015:

<b>Table 2: Progress with the SCI action plan since July 2015</b>
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Action	Status
<b>Effective Engagement and Customer Service Criteria:</b> <ul style="list-style-type: none"> <li>• Standardising operating procedures for the planning authority, customers and communities</li> <li>• Pre-application guidance notes</li> <li>• Visualisations to help assess the impact of new development</li> <li>• Explore commissioning a 3D model for the city</li> <li>• Consultation checklists</li> <li>• Verification of consultation procedures</li> <li>• Structure of Committee reports</li> <li>• Use of on-line consultation methods</li> <li>• Working with Public Involvement Board and the City Council consultation toolkit</li> </ul>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan: <ul style="list-style-type: none"> <li>• ISO9001 accreditation secured for Planning late 2015</li> <li>• Customer Service Excellence secured summer 2015</li> </ul>
<b>Working with Community Forums/Groups as a channel for hearing views and sharing information</b>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan: <ul style="list-style-type: none"> <li>• New website launched,</li> <li>• Local plan communication strategy to identify engagement and consultation approach across City communities, stakeholders and groups</li> </ul>
<b>IT systems to support engagement</b>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan: <ul style="list-style-type: none"> <li>• Internal ICT 'Intelligent Client' group to be set up within Planning and Regulatory Services, including ensuring regular webpage content updates</li> <li>• On-going e-engagement and dialogue approach for the local plan being investigated</li> </ul>
<b>Effective use of social media to share information and raise awareness amongst a wider audience and reaching a wide audience</b>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan: <ul style="list-style-type: none"> <li>• Local Plan (LP) key project area for mass engagement approach. LP communications plan identifies approach including hard to reach groups</li> </ul>
<b>Effective roles for elected members</b>	Some progress on short-term actions.

	<p>Others remain outstanding and will be picked up in new action plan:</p> <ul style="list-style-type: none"> <li>• Member training on planning being provided May/June 2016</li> <li>• Best in class approach to supporting member development in planning to be benchmarked as part of service improvement plan</li> </ul>
<b>Regular electronic planning update newsletter</b>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan:
<b>Establish a reference group/user group for major consultation events</b>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan:
<b>Supporting best practice in applicant-led consultations</b>	Some progress on short-term actions. Others remain outstanding and will be picked up in new action plan:
<b>Raise awareness of the new SCI and the commitment it makes</b>	Completed – all those who participated were notified. SCI update on the website

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