





## Appendix A

## Planning Designation Action Plan- December 2022 onwards

Description	Lead	Notes and Actions	Action Target Date	Status
<b>OBJECTIVE: Identify sufficient sites and supply to demonstrate a 5-year housing land supply</b>				
<b>Ensure that Fareham Borough Council has an adopted up-to-date development plan</b>	Director of Planning and Regeneration  Head of Planning  Executive	The Fareham Borough Local Plan 2037 was formally adopted by the Council on the 5 April 2023.	April 2023	
<b>Ensure that the Council has a demonstrable 5-year supply of housing land</b>	Head of Planning	At the Planning Committee in January 2023, a report was published demonstrating the Council had a 5.49 year supply of housing. As a result of the changes made to the NPPF in December 2023, the Council is not required to publish an annual 5 year housing land supply position as it has an up-to-date adopted local plan.	January 2023	
<b>OBJECTIVE: Ensure Members have best available information for decision making</b>				
<b>Ensure Members are aware in advance of major planning applications being reported to the Planning Committee and encourage Members to submit questions in advance</b>	Team Leaders (Development Management)	To provide certainty for Members that they have all relevant information available to them at the time of making their decision. Report to Planning Committee in April 2024 to agree procedure. Implementation within one month of approval by Members.  Action referenced in the PAS Planning Committee Review	May 2024	

<p><b>Use Case Officers to present planning applications at the Planning Committee and ensure the selective attendance of specialist officers where they are better placed to respond to specific technical issues that are likely to be discussed against an item.</b></p>	<p>Head of Planning</p>	<p>Case Officers have greatest knowledge of the details of the application and likely to be the most familiar with the application site and its surroundings. Highway Engineers, Ecologists, Environmental Health Officers and other specialists to be invited to attend Planning Committee as appropriate.</p> <p>Implemented during second quarter of 2023.</p> <p>Action referenced in the PAS Planning Committee Review 2023.</p>	<p>June 2023</p>	
<p><b>OBJECTIVE: Ensure Council's Planners aware of all planning appeal decisions, decisions are reviewed, and trends acted on</b></p>				
<p><b>Ensure that all Members of the Council's Planning Service are aware of all planning appeal decisions shortly after receipt</b></p>	<p>Head of Planning</p>	<p>Planning appeal decisions typically circulated to Director of Planning and Regeneration, all Development Management Planners, all Planning Strategy Planners and Planning Solicitors (where legal issues or legal representation provided) within 24 hours of receipt.</p> <p>Action implemented pre-December 2022 &amp; ongoing</p>	<p>Ongoing</p>	
<p><b>Ensure that planning appeal decisions are monitored on a monthly basis by Senior Officers within the Planning Service and any trends are highlighted with the Service</b></p>	<p>Head of Planning Team Leaders (Development Management)</p>	<p>All planning appeal decisions are discussed between the Head of Planning and the Team Leaders within Development Management and any themes within decisions identified. Themes and necessary actions to address to be highlighted with Planners and Members of the Planning Committee.</p> <p>Action implemented pre-December 2022 &amp; ongoing</p>	<p>Ongoing</p>	
<p><b>Ensure that a spreadsheet is maintained which records the Council's quality of decision making on major</b></p>	<p>Head of Planning</p>	<p>Ensures any trends in decision making highlighted at the earliest opportunity. Implemented in Quarter 1 of 2023 and ongoing.</p>	<p>Ongoing quarterly</p>	

planning applications on a monthly/ quarterly/ and 2 yearly basis				
<b>OBJECTIVE: Ensure Planning Committee Members aware of all planning appeal decisions, decisions are reviewed, and trends acted on</b>				
<b>Ensure that all Members of the Planning Committee are aware of all planning appeal decisions shortly after receipt</b>	Head of Planning	<p>Planning appeal decisions typically circulated to Members of the Planning Committee within 24 hours of receipt.</p> <p>Action implemented pre-December 2022 &amp; ongoing</p>	Ongoing	
<b>Ensure that details of planning appeals and all decisions are regularly reported to the Planning Committee and any trends are highlighted to Members and actions recommended</b>	Head of Planning	<p>Details of all planning appeals outstanding, the decision maker, whether the appeal resulted from an overturned recommendation and all planning appeals decisions received, are reported to every meeting of the Planning Committee. Discussions on the report focus on the decisions received and the reasons why Planning Inspectors decided appeals in the way they did.</p> <p>Action implemented pre-December 2022 &amp; ongoing</p>	Ongoing monthly	
<b>Identify instances with the Planning Committee where costs have been awarded in favour of or against the Council</b>	Head of Planning	<p>Implemented and ongoing. The Planning Committee advised as part of the Planning Appeal report presented each month, where costs have been awarded in favour of or against the Council and the reasons why the Planning Inspectorate found unreasonable behaviour. Action implemented pre-December 2022 &amp; ongoing</p>	Ongoing monthly	
<b>Establish a regular programme for performance reporting to the Planning Committee, using the DLUHC performance statistics to monitor against national government targets</b>	Head of Planning	<p>Implemented and ongoing. Officers to provide regular reports (ideally quarterly) to the Planning Committee on planning performance using DLUHC performance statistics. Implementation of performance reporting to Planning Committee commenced in third quarter of 2023</p> <p>Action referenced in the PAS Planning Committee Review 2023.</p>	<p>September 2023</p> <p>Ongoing quarterly</p>	

<b>OBJECTIVE: Increase Member involvement earlier in the planning process/ ensure Members regularly brief on existing and emerging planning matters</b>				
<b>Review Council's pre-application service to increase opportunity for member involvement in major proposals.</b>	Head of Planning	This approach will help to increase Members' awareness of major proposals in advance of formal consideration by the Planning Committee. Whilst the involvement of Members in pre-application discussions has increased in the last 12 months, proposals will be presented to the Planning Committee in April 2024, setting out options for increasing Member involvement in pre-application proposals for major proposals. Implementation within one month of approval by Members. Action referenced in the PAS Planning Committee Review 2023	May 2024	Orange
<b>Introduce a programme of topic-based Planning Committee member training sessions to supplement the existing compulsory training.</b>	Head of Planning	Implemented and ongoing. These sessions will take place throughout the year with a focus post-election.  Action referenced in the PAS Planning Committee Review 2023	January 2023	Green
<b>OBJECTIVE: Officer and Member Governance Arrangements for monitoring and reviewing this Action Plan</b>				
<b>Ensure progress against actions identified within the Action Plan is regularly reviewed</b>	Director of Planning and Regeneration	Director of Planning and Regeneration and Head of Planning to review progress against all actions in the Action Plan on a monthly basis.	Upon approval of Action Plan with DLUHC-March 2024	Orange
	Head of Planning	Formal report setting out progress against the actions in the Action Plan, presented to the Planning Committee on a quarterly basis.		
	Planning Committee	Formal reviews to commence upon approval of the Action Plan.		

Status key: **Green** – Implemented and ongoing

**Orange** – Partially implemented

**Red** – Not yet implemented