

Annexe 2: Draft Process Map

The Issues & Options - comprising both strategic and site specific questions

- Commence draft of Issues & Options Paper – August 2016
- Final draft of Issues & Options Paper Stage – January 2017
- **L&PPC** to consider Issues & Options Paper – 23 February 2017
- Public Consultation on Issues & Options Paper 27 February 2017 – 10 April 2017 (six weeks).
- **L&PPC** to consider responses to the consultation exercise – 18 May 2017.
- The Borough Council publishes its decision on the consultation exercise and the direction that it will now take in respect of the housing supply strategy – 22 May 2017.

Resource implication –

- The consultation process is likely to attract significant interest from partners, residents and developers. As a consequence the whole Planning Policy Team will need to be deployed in full to manage the consultation and the responses being received. Even if fully staffed, the Team will have limited capacity for other work streams.
- Additional resources – from the Development Management Team could be deployed on a purely temporary basis to address any shortfall in capacity. For example, Development Management may be asked to respond to representations relating to site-specific interests.

Risk assessment –

- By combining both the strategic and site specific questions the risk of delay (to the wider process) is reduced.
- The time between close of consultation and L&PPC is short. There is scope for delay should the consultation process yield an unexpectedly large number of responses.
- Following the close of consultation the Borough Council will need to ensure that the decision on the housing strategy and site allocations is made in a timely manner. Failure to do so will increase risk of delay and the possibility of challenge from external sources.

Pre-Submission Consultation Stage

- Commence initial draft of Pre-Submission Draft – April 2017
- Final draft of Pre-Submission Document – 4 August 2017
- **L&PPC** to consider and approve Pre-Submission draft for final stage of public consultation – 7 September 2017
- Public consultation (six weeks) on Pre-Submission Draft – starts 11 September 2017, ends 23 October 2017

LICENSING AND PLANNING POLICY COMMITTEE

13 JULY 2016

Resource Implications –

- The drafting of the Pre-Submission Document and all of the supporting information will require the deployment of the entire Planning Policy Team. The four month drafting period is short and provides limited capacity for delay.

Risk assessment –

- There will be little time and limited capacity for delay. Milestones must be strictly adhered to and stakeholders must be ready and able to participate upon request.
- The scale of risk to the Council begins to reduce as the document enters Pre-Submission public consultation.

Submission and Examination Stage

- Start work on supporting material – April 2017
- Recruit Programme Officer – May/ June 2017
- Submit to Secretary of State for examination – 30 October 2017
- Hearing session – late December 2017/ early January 2018
- Inspector's Report – June 2018

Resource Implications –

- The preparation for examination and the hearing itself will need to be properly resourced. Should staff be unavailable then their expertise must be transferred well in advance of any departure.
- Given the importance of the document the Hearing session may attract significant public interest – suitable venues must be available (IE Council Chamber, Bourne Hall).

Risk assessment –

- There are risks at this stage; many of them generated by passing the management of the process to the Planning Inspectorate. There is scope for delay, which is largely beyond our control.
- Some aspects can be managed by ensuring that this stage of the process is properly resourced and given the corporate priority that it merits.

Adoption

- **L&PPC** consider report on Inspector's decision – 12 July 2018
- **Council** considers report recommending adoption – 17 July 2018
- Target publication date – 23 July 2018