

No.	Action	Recommendation in peer review	Implementation	Target	Lead officer	Progress
1	<p>Develop coherent policy narrative on local plan policies, approach to tall buildings and the town centre masterplan and HIF project with community and cross party ownership of masterplan.</p> <p>Build cross party support for the <u>growth planning</u> agenda where possible but ensure there is a clear and accepted policy position for decision making.</p>	R1, PM1, PM2, PM3, P17	<p>Review information on the Council's website and develop with Comms officers an overarching narrative around place making and major projects and growth agenda.</p> <p>Progress the masterplan (publishing a draft plan in the Summer and engagement plan in order to present a final proposal for approval in the Autumn 2022.</p>	<p>Summer 2022</p> <p>Summer & Autumn 2022</p>	Giorgio Framaliccio / Ernest Amoako	
2	<p>Appoint a senior officer and member as leaders of the regeneration agenda and develop access to regeneration and urban design skills.</p> <p>This officer role should be separate from the Head of Planning role with access to required specialist regeneration and urban design skills to support the Council's regeneration agenda</p>	R2, PM4, PM5	<p>Consider options and if appropriate structural changes to the organisation to ensure clear and separate lead roles on both the regeneration and planning agenda.</p> <p>Consider resources specialist resources within the team.</p>	<p>Autumn 2022</p> <p>Autumn 2022</p>	<p>Giorgio Framaliccio / Julie Fisher</p> <p>Tom James,</p>	
3	Improve training for all members and planning officers and support the key role of the planning committee chair	R3, PI2, DM7, DM8	Develop a training programme, <u>bespoke for Woking Borough Council members and planning committee and to signpost</u>	Initial plan to be developed after May election	Frank Jeffrey	

			online training resources. for members and officers and Identify mentoring opportunities for chair of planning committee			
4	Improve engagement between committee members and planning officers prior to the committee	R4, PI3, DM9	In liaison with the chair of committee, develop a plan to enable opportunities for members to liaise with case officers		Tom James	
5	Recognise and support the relationship between the chair and the lead planning officer of committee developing a clear forward plan for items coming to committee	R5, DM10, DM11	In liaison with the chair of committee, develop a forward plan for items coming to committee		Tom James	
6	All parties and committee members recognise <u>the</u> need that planning committee decisions must be non-political and to make individual planning judgements	R6, DM12	Develop a training programme for members		Tom James/Frank Jeffrey	
7	Develop and get community and cross-party ownership of the recognised key Town Centre Master Plan – to become “our” masterplan.	PM2, R7, PM6, PI6, PP3	As part of the consultation on the draft masterplan construct, publish and implement an engagement strategy for the masterplan to take place in the Summer Implement the agreed engagement objectives set	Draft engagement strategy to be agreed alongside draft masterplan Summer 2022 Corporate Plan to be	Giorgio Framaliccio / Engagement and Communications.	

	Continue work <u>and build on</u> community engagement and accessibility		out in the emerging Corporate Plan.	approved in March 2022		
8	Develop community support, information and training around neighbourhood planning	R8, PP4	<p>The Council will proactively encourage local communities to prepare their Neighbourhood Plans to help them shape the communities they live and work.</p> <p>The Council has a dedicated webpage setting out what support it could provide to help Neighbourhood Forums prepare Neighbourhood Plans, <u>this should be signposted from our website in a user-friendly manner.</u> This will be regularly reviewed to bring it up to date.</p>		Ernest Amoako	The Planning Policy Team has already provided training to Neighbourhood Forums/Resident Association for Pyrford, West Byfleet and Byfleet on the role of Neighbourhood Planning and its relationship to local development documents. The first of this training took place on 31 January 2022. This will be extended to cover other areas.
9	Improve the mobile and telephone system	R9, DM6	Ensure case officers have a Council mobile phone and review how the telephone system operates		Tom James/Adam Walther	All case officers have now been provided with a Council mobile phone (March 2022)
10	Develop processes in biodiversity net gain, design codes, single development levy, digital data and GIS	R10	Work with Green Infrastructure Team to deliver the requirements of Biodiversity Net Gain.		Ernest Amoako	
11	Reintroduce a regular agents forum	PI1, DM4	Set up agents forum on a biannual basis		Tom James	

12	Improve the IT offering within the service including exploring the benefits of the Enterprise system	DM2	Liaise with ICT to develop a plan and seek to establish an IT super user within the service		Tom James	
13	Improve the planning website <u>including the planning policy website</u> to allow greater opportunities for public to self serve and make information more easily available	DM3	Liaise with ICT to develop a plan to redesign the planning <u>and planning policy website in consultation with all stakeholders</u>		Tom James/Adam Walther/ <u>Ernest Amoako</u>	
14	Review the use of “extensions of time” to ensure they are appropriately used	DM5	Establish a process to review the use of EOT		Tom James	
15	Produce guidelines for the public on planning committee procedures and decision making <u>available in advance</u>	DM13	Update the current guidelines on the committee procedures and decision making		Tom James/Frank Jeffrey	
16	Review and improve the streaming of planning committee	DM14, DM15	Produce a plan to improve the streaming of committees		Frank Jeffrey/ <u>Adam Walther</u>	
17	Keep under review the call in procedure for committee items	DM16	In liaison with the chair of planning committee, review <u>and improve</u> the call in procedure within agreed timeframes	<u>April 2023</u>	Tom James	
18	Make data accessible in digital format with good access to GIS skills <u>and GIS training where needed</u>	PP1, R10	Examine the feasibility of making data accessible in digital format Work with the Council’s GIS Officer to determine what needs to be done and the resource implications to achieve that. This will enable		Ernest Amoako	

			data to be accessible in digital format.			
19	Make the next local plan digitally based	PP2	Examine the feasibility of making the next local plan <u>digitally and not document</u> based. The next local plan has to be delivered by 2027. Processes will be put in place to make it digitally based. A plan on how it will be achieved, resources needed to achieve that and the cost for doing so will be set out in the Project Plan for its preparation		Ernest Amoako	