

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 growth 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 planning 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 / Beverley Kuchar	An update on the town centre master plan was provided to the Executive on 2 February 2023.
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>	The Council has established a new corporate leadership team which begins to address the changes required by both the organisation and the planning peer report. A new Strategic Director – Place was in place from early May. The Strategic Director will consider what resources would support the outcomes recommended by the review. Head of Planning has been appointed and will be starting 31 October 2022.
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, bespoke for Woking Borough Council members and planning	Initial plan to be developed	Frank Jeffrey	Ongoing discussions with committee chair about a training programme.

			committee and to signpost online training resources. for members and officers and Identify mentoring opportunities for chair of planning committee	after May election		
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	Ongoing discussions with the chair about developing a plan
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	Ongoing discussions with the chair about developing a plan
6	All parties and committee members recognise the 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	Ongoing discussions with the chair about developing a training programme
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	Draft engagement strategy to be agreed alongside draft masterplan Summer 2022	Giorgio Framallicco / Engagement and Communications.	An update on the town centre master plan was provided to the Executive on 2 February 2023.

	Continue work and build on community engagement and accessibility		Implement the agreed engagement objectives set out in the emerging Corporate Plan, particularly focussed on the wider planning agenda.	Corporate Plan to be approved in March 2022		The Corporate Plan and Directorate Plans were published and 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, this should be signposted from our website in a user-friendly manner. This will be regularly reviewed to bring it up to date.</p>		Beverley Kuchar	<p>The Planning Policy Team has already provided training to Neighbourhood Forums/Resident Association for Pырford, 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 and undertaken regularly.</p> <p>The Development Management team has provided planning training to Pырford, West Byfleet and Byfleet neighbourhood forums on 3 May 2022. Further training took place in November and this has become a biannual event</p>
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.		Beverley Kuchar	Details of these are yet to be published by Government. Action will be taken accordingly as soon as that is published. A working group

						comprising the Green infrastructure Team and the Policy Team has been set up to plan towards the delivery of the Biodiversity Net Gain requirements. It comes into effect from October 2023. Details of the single development levy are yet to be published for consultation and the intention was highlighted in the Queen's Speech.
11	Reintroduce a regular agents forum	PI1, DM4	Set up agents forum on a biannual basis		Tom James	Two agent forums have taken place in July 2022 and January 2023. The next one will take place in July 2023 and will be a biannual event.
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	Discussions have commenced about the ICT offering including the use of Enterprise. It has been identified building control would be a pilot for the use Enterprise with this being rolled out to other service areas. Enterprise has been rolled out in building control and business support. Development Management are considering its implementation.
13	Improve the planning website including the planning policy website 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 and planning policy website in consultation with all stakeholders		Tom James/Adam Walther/Bev erley Kuchar	Planning Policy will review existing website to determine possible areas for improvement and take action to improve them. A review of the website will be undertaken as part of the fit for the future programme
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	A review lasting 3 months is underway.

15	Produce guidelines for the public on planning committee procedures and decision making available in advance	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 Jeffery/Adam Walther	<p>All Members of the Council were invited to participate in discussions on possible improvements to the existing arrangements. The discussions centred on the feedback of the Assessors and the existing arrangements, looking at elements which could be changed as a result of the comments. It was noted that the webcasts indicate the names of those participating and that the Chairman introduced the Officer presenting at the start of each item. The slides supporting the items are posted on the website in advance of the Planning Committee; each slide is numbered and the Planning Officers reference the number when presenting the slides. The slides could be viewed at the same time as viewing the webcasts. Members of the Council were also encouraged to view the webcasts of planning committees posted by the Authorities represented by the Assessors, with a view to trying to identify any best practice</p> <p>As a result of the discussions with Members, Officers are exploring with the software company the possibility</p>

						of showing the slides in the webcast rather than the Officer presenting them. It was felt that the other points raised by the Assessors should not be taken forward, noting that they appeared to seek approaches long adopted by the Council.
17	Keep under review the call in procedure for committee items	DM16	In liaison with the chair of planning committee, review and improve the call in procedure within agreed timeframes	April 2023	Tom James	
18	Make data accessible in digital format with good access to GIS skills and GIS training where needed	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 data to be accessible in digital format.		Beverley Kuchar	Much of our data can be accessed electronically. We will work with the GIS Officer to assess how best data can be accessible in digital format.
19	Make the next local plan digitally based	PP2	Examine the feasibility of making the next local plan digitally and not document 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		Beverley Kuchar	Will build in this requirement right at the beginning of the review of the Core Strategy. This will be set out as a project requirement with project cost.

			for doing so will be set out in the Project Plan for its preparation			
--	--	--	--	--	--	--