



Planning Service Plan 2018-23

Director:	Managers:	Portfolio Holder:
Vacant	Head of Planning Planning Policy & Heritage Manager Development Manager Building Control Manager Registration & Support Manager	Cllr Tim Hadland – Regeneration, Enterprise and Planning

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1. Service Overview:

The **Planning Service** comprises the following:

Planning Policy & Heritage

The Planning Policy team is responsible for producing statutory and non-statutory plans and policies. The Development Plan is the name given to the portfolio of planning policies that are used in determining planning applications across Northampton. The portfolio includes but is not limited to:

- The Northampton Local Development Scheme (approved on 8 February 2017).
- The West Northamptonshire Joint Core Strategy Local Plan (Part 1) which was adopted on 15 December 2014.
- The Northampton Local Plan (part 2) which is currently in the process of being prepared.

The Planning Policy team also give advice on planning applications and comment on other council's Local Plans, as well as being actively engaged in the duty to co-operate.

The Planning Policy team also support neighbourhood forums and parish councils in the production of their neighbourhood plans.

The Planning Policy team is also responsible for the production of Supplementary Planning Documents.

The Heritage team gives advice on listed buildings (of which there are over 500 in Northampton), conservation areas (of which there are 21 in Northampton), scheduled ancient monuments (of which there are 7 in Northampton) and trees protected by tree preservation orders. They also work with developers to ensure that the integrity of the town's historic buildings is maintained and carry out a programme of Conservation Area Appraisals, as well as producing management plans for the town's heritage assets.

Development Management

The Development Management team contains the professional planning officers who give general planning advice and consider planning applications submitted to the council. The team also provide pre-application advice to applicants. The team is here to help with planning permissions and consents including those needed for demolitions, works to listed buildings and the display of certain outdoor advertisements. The team also deals with planning appeals that are submitted to the Planning Inspectorate against Council's decisions to refuse planning permissions.

The council also has a Planning Committee who are responsible for making decisions on the larger and more sensitive planning applications received by the Council. The committee meets once a month at the Guildhall. As the council receives well over 1,500 applications each year (the bulk of which are for domestic extensions/works) it is, therefore, impractical for all applications to be

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determined by the Planning Committee. Like all local planning authorities Northampton Borough Council delegates the determination of certain planning applications to officers rather than all decisions to be made by the Planning Committee.

As the Council has adopted the Community Infrastructure Levy (CIL), all liable developments granted planning permission, including those allowed by an appeal decision, and submitted on or after 1st April 2016 will need to pay the levy. The CIL will also apply to some developments that do not need planning permission if they are commenced on or after 1st April 2016. Charges will apply to developments of new houses and to new residential and retail developments of over 100sqm.

Planning Enforcement – The Planning Enforcement Team are responsible for dealing with any alleged breach of planning control reported to them by members of the public, councillors or other council departments. They also monitor conditions attached to planning permissions and check that small and large developments are being built in accordance with their planning approval.

The work of the team is supported by the Northampton Local Enforcement Plan 2012, which was produced in accordance with, and to directly reflect, the aims and objectives of the National Planning Policy Framework issued by the Government in March 2012. Any action taken by the Council to rectify a breach of planning control must be proportionate and carried out in a fair, balanced and impartial way. In 2017, the members of the Enforcement team dealt with over 1,000 enforcement cases, averaging 4 new cases a day.

Registration & Support – The team register all planning, planning enforcement and building control applications and deal with customer enquiries. Enquiries cover face to face visitors to the Council's One Stop Shop, by telephone and by email. They also provide administrative support to the Development Management and Building Control teams. As well as the registering of planning applications, they are also responsible for registering planning pre-application requests, discharge of condition applications, the processing of representations on planning applications and dealing with land search agents and solicitors requesting planning history or documents. In 2017, the Registration and Support team dealt with over 34,000 transactions.

Building Control - Is dedicated to providing an impartial and local service to the people of Northampton to help them to comply with the Building Regulations and manage dangerous structures. We aim to assist customers in producing high quality buildings within a timescale, whilst keeping their costs to a minimum by providing a fast, efficient and cost-effective Building Control Service. Our surveyors have wide technical expertise, extensive knowledge of materials and construction methods as well as access to valuable local records. We have a reputation for fairness, a positive, practical approach and good working relations with local architects, surveyors, builders, developers and the fire service.

The following work falls within the remit of Building Control:

- Street Naming and Numbering.
- Dangerous Structures
- Demolition monitoring.

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The following work is controlled under the Building Regulations:

- The erection or extension of a building.
- Alterations to buildings including structural alterations, re-roofing, underpinning foundations, work affecting the means of escape in case of fire or access to the building.
- Installation or alteration of services such as plumbing, drainage, electrical installations and heating appliances.
- Replacement windows.
- The change of use of a building.

Regeneration and Growth Corridor

Representing the Borough in the emerging Growth Corridor and Central Area discussions, including developing a West Northants Growth Deal to secure resources to accelerate housing and employment delivery, supporting infrastructure, affordable housing and resources to enable this, with associated planning freedoms.

2. Service Achievements 2017/18:

- In October and November 2017, public consultation was carried out on the Northampton Local Plan Part 2 Sites Consultation, the results of which will feed into the submission version of the Local Plan part 2.
- Two conservation area appraisals were carried out.
- Facilitated neighbourhood planning as evidenced by the following:
 - Growing Together Neighbourhood Plan made in April 2017.
 - Semilong and Trinity Neighbourhood Forum and Neighbourhood Area designated September 2017.
 - Queens Park Neighbourhood Forum and Neighbourhood Area consulted on January – February 2018.
- In 2017/18, 100% of all major, minor and other planning applications received were determined on time.
- Local validation requirement approved and adopted set 2017, following 6 weeks public consultation.
- Planning Portal360 went live on the NBC website.
- Successful Neighbourhood Planning Referendums were held in Duston and Spring Boroughs.
- In September 2017, a new app was launched which made booking a building control inspection for building sites or domestic improvements a lot easier. The app enables people to book their inspections on their phone and whilst on site. It uses the GPS function on smart phones to identify people's location and corresponding council to book an inspection with. Users then just need to fill in a short form to complete their request, which comes with the promise of a same day visit if booked before 10am.
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	Total inspections completed	Total inspections booked for the same day	Total inspections booked & completed on the same day
2017/18	3361	1257	100%

Continued implementation of the LABC ISO 9001:2015 Quality Management System to address the requirements of BS EN ISO 9001:2015 in order to sustain and improve the high quality of building control services; to continually improve the effectiveness of the quality management system; provide documented assurance to Council members and customers that the service is being provided in a consistent, professional, effective and efficient manner; be approachable, helpful, courteous, prompt and efficient in our responses to our customers; make the process of applying for, and obtaining the relevant approval as easy and as straightforward as possible; to treat all customers fairly and equally; and to provide a service by officers with local knowledge, professional and technical expertise.

3. Corporate Plan Priorities:

The corporate plan priorities are cascaded through all that we do and deliver.

Corporate Plan Priority	
Northampton Alive	A vibrant successful town for now and the future
Safer Communities	Making you feel safe and secure
Housing for Everyone	Helping those that need it to have a safe and secure home Ensuring that a buoyant market provides a wide choice of homes for all ages
Protecting Our Environment	A clean and attractive town for residents and visitors
Love Northampton	Enhancing leisure activities for local people and encouraging participation
Working Hard and Spending your Money Wisely	Delivering quality modern services
Improving Our Governance	Implementing the governance action plan

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4. Service Plan Objectives:

Risk Ref.	Corporate Plan Priority	Objective / Project	Expected Outcomes	Risks to the Outcome	Responsible Officer
Planning Policy & Heritage					
2	Northampton Alive	Produce the statutory Local Plan Part 2 which sits below the adopted West Northamptonshire Joint Core Strategy	Carry out consultation on the submission version of the Local Plan Part 2 by March 2019. Submission of the Local Plan by June 2019 – adoption by December 2019.	Failure to deliver the Local Plan Part 2/Core Strategy with resultant loss of control over inappropriately located development	
1	Northampton Alive	Housing Delivery Plan	Production of a Housing Delivery Plan to address under-delivery by March 2019 or March 2020	In light of sustained under delivery, failure to meet new statutory requirement to produce a plan to remedy this	
Development Management					
3	Northampton Alive	Dealing with major planning applications to secure the housing and employment needs of Northampton	Maintain current high level of performance in determining major planning applications throughout 2018/19.	Housing sites do not deliver in accordance with trajectory, resulting in failure to provide a 5 year land supply	
4			Work with developers and housebuilders to unblock constraints and increase housing completions by March 2019	Inability to agree adequate provision of housing sites with neighbouring authorities	
Building Control					
7	Protecting Our Environment Working Hard and Spending your Money Wisely	To continue to develop the service's development plan including a marketing strategy	Plan developed by 2018	Falling market share and reduction of income	

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Risk Ref.	Corporate Plan Priority	Objective / Project	Expected Outcomes	Risks to the Outcome	Responsible Officer
Building Control cont.					
7	Working Hard and Spending your Money Wisely	To continue to review the charging scheme to cover the costs for operating the Building Regulation Service	Deliver a cost neutral service by March 2019 and each year thereafter	Failure to financially deliver the Building Regulatory Service	██████████
	Working Hard and Spending your Money Wisely	To manage a three year rolling Building Control budget	Manage Building Control's resources between the chargeable and non-chargeable parts of the services	Inability to deliver the Building Regulatory Service and the non-chargeable statutory services.	██████████
	Working Hard and Spending your Money Wisely	Develop new ways of working	Identify and implement at least 1 new way of working to improve service delivery by March 2019	Not developing the service to improve productivity and customer service	██████████
	Working Hard and Spending your Money Wisely	To continue to develop options and procedures for working remotely	Improved remote working by March 2019	Not developing the service to improve productivity and customer service.	██████████
Regeneration and Growth Corridor					
1	Northampton Alive	As part of the Oxs-Cambs Growth Corridor, develop a Growth Plan in partnership with SNC and DDC	Agreement of a Growth plan with BEIS/MHCLG by December 2018	Failure to seize the opportunity to access additional funding for accelerated infrastructure delivery, affordable housing and resources	██████████
1	Northampton Alive	Development of a Town Centre Strategy (in partnership with the wider Regen team)	A strategy focused on understanding how the town centre performs and contributes to the wider town vision, and how a USP can be delivered to improve its performance	Failure to respond to changes in the role of town centres and to develop an attractive and viable offer.	██████████

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5. Performance Measures for 2018/19:

Risk Ref.	Measure	Frequency (M / Q / A)	Target
Planning Policy & Heritage			
	Hold annual heritage open days	A	At least 1 per year
	Carry out consultation on the submission version of the Local Plan Part 2	A	March 2019
	Carry out 3 conservation area appraisals	A	March 2019
Development Management			
NI157A	% Major planning applications determined in 13 weeks or agreed extension	M	100%
NI157b	% Minor planning applications determined within 8 weeks or agreed extension	M	95%
NI157C	% of Other planning applications determined within 8 weeks or agreed extension	M	95%
PLI210	% of Appeals for MAJOR developments allowed	M	30%
PLDM01	Planning: Monthly Net Income vs Forecast Monthly Income	M	£103,200.00
	Net additional homes provided	A	1,742*
	Supply of ready to develop housing sites	A	5 years' supply
Registration & Support			
	% of planning applications valid on submission registered within 5 working days	M	90%
Building Control			
PLIBC05	Monthly Net Income vs Forecast Monthly Income (Building Control)	M	£17,333
	% of Building control Inspections completed on the same day of booking	M	100%
	% of completion certificates issued against projects commenced	M	70%

**This target is for the Northampton Related Development Area i.e. the whole of Northampton Borough and adjoining parts of Daventry District and South Northamptonshire as defined by the West Northamptonshire Joint Core Strategy Local Plan Part 1 (adopted 2014)*

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6. Financial Resources:

Revenue:

Expenditure Description	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
Employees	1,586,714	1,603,452	1,620,380	1,637,451	1,654,689
Premises	10,770	10,770	10,770	10,770	10,770
Transport	15,285	15,285	15,285	15,285	15,285
Supplies and Services	573,298	453,424	453,541	453,659	453,775
Agency & Contracted	0	0	0	0	0
Service Expenditure	2,186,067	2,082,931	2,099,976	2,117,165	2,134,519
Income	-1,587,967	-1,588,579	-1,589,197	-1,589,823	-1,590,453
Service Income	-1,587,967	-1,588,579	-1,589,197	-1,589,823	-1,590,453
Total Net Budget	598,100	494,352	510,779	527,342	544,066

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7. People:

