

DRAFT DETAILED ACTION PLAN

Objective 2: Ensure that committee recommendations on Planning Applications are transparent and soundly based and that staff provide feedback to the Planning Authority in an efficient and timely manner

	<u>Action to be taken</u>	<u>Cost</u>	<u>Responsibility</u>	<u>Timescale</u>	<u>Notes</u>
<u>Outcome 1</u> Ensure that responses to RDC on Planning Applications are soundly based	<ul style="list-style-type: none"> Careful consideration of all documents in applications Ensure up to date knowledge of planning policies 		P & T Committee members – advice from Town Clerk	Ongoing	
Short term	<ul style="list-style-type: none"> Identify any training needs and seek information / courses 			Early July	New P&T members to receive training from SSALC
Medium Term	<ul style="list-style-type: none"> As above 			2 years and yearly thereafter	
Long Term	<ul style="list-style-type: none"> As above 				
<u>Outcome 2</u> Ensure that the public can see transparency in deliberations	<ul style="list-style-type: none"> At each meeting, Members be invited to declare any interest which might unduly influence their discussions 		Chairman of the Committee	Ongoing	
Short term	<ul style="list-style-type: none"> As above 		Chairman of the Committee	Ongoing	
Medium Term	<ul style="list-style-type: none"> As above 		Chairman of the Committee	Ongoing	
Long Term	<ul style="list-style-type: none"> Review methodology after 3 years 		Chairman of the Committee	Ongoing	
<u>Outcome 3</u> Feedback to RDC is given in good time and in a clear manner	Responses to be unambiguous and based upon planning policies at the meetings of the committee so that the TC can		Committee Chairman and Town Clerk	Ongoing	

	send them off promptly to the Planning Authority				
Short Term	<ul style="list-style-type: none"> As above 		Committee Chairman with Town Clerk	Ongoing	
Medium Term	<ul style="list-style-type: none"> As above 		Committee Chairman with Town Clerk	Ongoing	
Long Term	<ul style="list-style-type: none"> Continue to monitor and review 		Committee Chairman and Town Clerk	Ongoing	