

## Recommendations Allocation Table

Recommendation	Lead Member/Officer/ Partner
<b>Planning Service/Team</b>	
1. The Council work with other councils to encourage the Public Access Planning Software System supplier to improve the system to make it more user-friendly and easier to navigate for customers.	Councillor Cliff Hughes / Denise Johnson
2. The content of the planning pages on the Council's new website be reviewed to make them more comprehensive and user-friendly.	Councillor Cliff Hughes / Denise Johnson
3. The functionality of the Public Access Planning Software System is examined to see if consultees and other stakeholders could be automatically informed of the outcome of planning decisions via email.	Councillor Cliff Hughes / Denise Johnson
4. The job title of the Enforcement Officer is updated to Compliance and Enforcement Officer.	Councillor Cliff Hughes / Denise Johnson
<b>Member Engagement and the Planning Committee</b>	
5. All Members receive a more detailed and structured training programme to enhance their role in the planning process and how they manage the expectations of local residents as soon as possible after being elected with regular updates.	Councillor Cliff Hughes / Denise Johnson
6. The Planning Manager puts in place a system for alerting Ward Members to potentially contentious planning applications and at an early stage with relevant pre planning application discussion.	Councillor Cliff Hughes / Denise Johnson
7. Ward Members are automatically notified of progress on planning appeals.	Councillor Cliff Hughes / Denise Johnson
8. Ward Members have the automatic right to refer planning applications in their area to the Planning Committee where they have the agreement of their fellow or adjoining ward Member.	Councillor Cliff Hughes / Denise Johnson
9. For a twelve month trial-period, where Planning Officers feel there are balanced pros and cons to an application, no recommendation is made to the Planning Committee.	Councillor Cliff Hughes / Denise Johnson

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10. The Planning Committee Chairman should summarise for the public why a decision has been taken, provide feedback on the public's key issues and help to manage the expectations of residents with regards the planning process.	Councillor Jon Hesketh / Denise Johnson
11. The convention that Members of this council who are also Members of Lancashire County Council don't sit on our Planning Committee is changed to allow this to happen.	Group Leaders
12. A cross-party Planning Committee briefing is held with the Planning Chairman prior to each meeting at the discretion of the Chairman.	Councillor Jon Hesketh / Denise Johnson
13. Consideration is given to providing video presentations of planning sites where this would be helpful and all images taken at different times of the day where this is relevant, with presentation screens being provided for the public/audience.	Councillor Jon Hesketh / Denise Johnson
14. The process for organising site visits by the Planning Committee be formalised with a clear process developed of when and how they are organised, including feeding back at the meeting.	Councillor Jon Hesketh / Denise Johnson
<b>Resident Engagement</b>	
15. The Cabinet Member for Planning and Housing chairs a cross-party Member working group to look at how best community engagement in planning could be incorporated effectively into the My Neighbourhoods approach.	Councillor Cliff Hughes / Denise Johnson
16. A user-friendly leaflet is put together for applicants and those consulted on planning applications to explain the process in more detail, with all information reviewed and improved to manage the expectation of residents about the constraints and framework within which the Council operates.	Councillor Cliff Hughes / Denise Johnson
17. Consultation letters sent to residents include the contact details of ward Members and local County Councillors so that they can be contacted about highways and transportation issues.	Councillor Cliff Hughes / Denise Johnson

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<b>Lancashire County Council Highways</b>	
18.A more detailed summary of Lancashire County Council's Highways comments is provided in planning reports and a direct link to the full response be provided.	Councillor Cliff Hughes / Denise Johnson
19.County Councillors are informed of planning applications in their areas and are encouraged to liaise more closely with Lancashire County Council Highways officers on responding to planning applications in their Division and liaise more with South Ribble Members.	Councillor Cliff Hughes / Denise Johnson
20.Lancashire County Council Highways be asked to review its capacity for assessing and challenging information provided by developers so that they can provide assurance it is robust and takes all issues into account.	Lancashire County Council