

Service Action Plan						
Regulatory						
Action	Council Plan Objective	Target/Aim/Outcome	Planned Start Date	Due Date	Assigned to	Other services required (only list those service inputs which would not be considered 'business as usual')
2024/25						
Local Plan implementation - Strategic Site masterplanning and delivery	Brighter Future Together	North of Stevenage masterplan presented for approval to Cabinet / Full Council	On-going	11.07.24	Nigel Smith Sohanna Srinivasan Sam Dicocco	All Corporate Services
		North of Letchworth masterplan presented for approval to Cabinet / Full Council		11.07.24		
		East of Luton masterplan presented for approval to Cabinet / Full Council		30.09.24		
		North-east of Great Ashby masterplan presented for approval to Cabinet / Full Council		30.09.24		
		Higlover Farm outline permission issued and Design Code approved		31.12.24		
		Growing Baldock masterplan presented for approval to Cabinet / Full Council		31.12.24		
Local Plan implementation - supporting strategies	Brighter Future Together	Implementation of Local Plan following adoption by Full Council in November 2022 e.g. town centre reviews, conservation reviews, SPDs	On-going	TBC on project-by-project basis	Nigel Smith Louise Symes Sohanna Srinivasan Debbie Coates Edward Leigh	All Corporate Services
		Adoption of Sustainability SPD		30.09.24		
		Approval of draft District-wide Design Guide SPD [subject to planning reforms]		31.03.25		
		Review of Parking SPD for consultation		31.03.25		
Representing the Council with regard internal, adjoining and surrounding planning issues	Brighter Future Together	To participate and influence local / national planning issues that will affect the District including neighbourhood planning, the anticipated Local Plan reviews of surrounding authorities (including Stevenage, East Herts, Luton and Central Bedfordshire) and exploring joint working opportunities with the 'North East Central Hertfordshire' (NEC Herts) group of authorities.	Ongoing	Ongoing	Ian Fullstone Nigel Smith Debbie Coates	Business as usual
		Response to statutory consultation on proposals for the extension of the Chilterns National Landscape		31.12.24		
		Examination of and referendum upon Barkway Neighbourhood Plan		31.03.25		
Heritage asset reviews	Sustainability	On going work to review and update Conservation Areas, protect listed buildings at risk and develop further strategy for heritage/conservation area work	Ongoing	Ongoing	Louise Symes Debbie Coates	Business as usual
Local Plan Review	Brighter Future Together	To develop a full programme of works and projects and associated timetable(s) for the Local Plan Review approved in principle by Cabinet in January 2024. To follow publication of secondary legislation and guidance (expected Autumn 2024)	01.04.24	30.11.24	Nigel Smith Debbie Coates	Business as usual
Local Plan Review	Brighter Future Together	To commence work on procurement of back office systems and preparation of an updated suite of evidence studies and early, non-statutory engagement (the proposed 'scoping and participation' stage of the new plan-making system)	01.04.24	31.03.25	Nigel Smith Debbie Coates	Business as usual
Biodiversity Duty	Sustainability	To implement processes and procedures to ensure compliance with, and maximise opportunities relating to, new statutory Biodiversity duties including establishing an approach for the creation of habitat banks within the District	01.04.24	31.03.25	Nigel Smith Liz Anderson	Business as usual
Review of existing approaches/ policies within DM to maximise the use of resources	Brighter Future Together	To implement processes to maximise the efficient use of resources for the delivery of an efficient and effective development management service	ongoing	31.03.25	Shaun Greaves Anne McDonald Sam Dicocco	Business as usual
Review of pre-application fees and procedure	Brighter Future Together	Review and benchmark pre-application fees to improve and speed up decision making	01.04.24	30.09.24	Shaun Greaves	Business as usual
Production and Implementation of planning enforcement protocol/charter	Brighter Future Together	Implementation of Enforcement Protocol/Charter following the restructure of the Planning Enforcement and Conservation Team and appointment of staff to new posts	Ongoing	31.12.24	Shaun Greaves Christella Menson	Business as usual
Review of s106 processes	Sustainability	Re-establish the principle of a monitoring fee within agreements	ASAP		Shaun Greaves Christella Menson	Business as usual
		Publishing of information on the website re ease the burden of FOIs and allow information to be available to Parishes etc.	01.08.2024	31.12.24		
		Establish Monitoring of s106 agreements	01.09.2024	On-going		

Review of AI opportunities within Service	Sustainability	Review of AI for planning application validation	01.06.2024	Subject to business case	Ian Fullstone Shaun Greaves Helen Watson	IT, Legal, Procurement
		New AI based software for policy consultation tool	01.04.2024	01.10.2024	Nigel Smith Debbie Coates	
Resident/Public EV Charnig in Car Parks	Sustainability	40+ additional charging points within our public car parks across the 4 towns	On-Going	01.01.2025	Louise Symes Edward Leigh	Legal, Procurement, Estates, Comms
Hitchin Eastern Access	Sustainability	Explore the possibilities of an Eastern Access under the railway in Hitchin.	On-Going	On-Going	Louise Symes Edward Leigh	Comms
New Car Parking machines and upgrade on tariff boards	People First	Installation on new parking machines over phased programme	On-Going	31/03/25	Louise Symes	Legal, Estates, Procurement
Town Centres - strategy	Sustainability	Strategy presented to Cabinet for consultation, then final adoption by Full Council	On-Going	01/11/24	Ian Fullstone Louise Symes	Estates
Town Centres - Garden Square Masterplan	Sustainability	Masterplan preparation for presentation to Cabinet and Full Council via Project board	01.09.2024	TBC	Ian Fullstone Louise Symes	Legal, Procurement, Estates, Comms
Town Centres - Churchgate Masterplan	Sustainability	Masterplan preparation for presentation to Cabinet and Full Council via Project board	TBC	TBC	Ian Fullstone Louise Symes	Legal, Procurement, Estates, Comms
Luton Airport	Sustainability	Participation in on-going Examination	On-Going	01.11.2024	Ian Fullstone Louise Symes	
Luton Airport	Sustainability	Participation post decision by SoS	01.11.2024	On-Going	Ian Fullstone Louise Symes	
Safety Advisory Group - digital strategy	Sustainability	Review SAG process through the digital strategy	01.07.2024	01.01.2025	Ian Fullstone Lorrae Hunter	IT
Parking Strategy Review in terms of Permits and Tariffs for 2025/26	People First	Explore options for types of Permits and tariff reviews and subsidy options	01.08.2024	31.03.2025	Ian Fullstone Louise Symes	Finance, Comms
2025/26						
Local Plan implementation - Masterplanning and delivery	Brighter Future Together	Design Codes approved for Strategic Housing Sites	On-going	TBC on project-by-project basis	Sohanna Srinivasan Sam Dicocco	All Corporate Services
Local Plan implementation - supporting strategies	Brighter Future Together	Adoption of District-wide Design Guide SPD [subject to planning reforms]	On-going	30.09.25	Sohanna Srinivasan Joe Morizzo	
Representing the Council with regard internal, adjoining and surrounding planning issues	Brighter Future Together	As above				
Heritage asset reviews	Sustainability	As above				
Local Plan Review	Brighter Future Together	Contingent on above, to progress the Local Plan through the proposed 'Gateway 1' assessment and first stage of mandatory consultation on plan visioning and strategy development	Tbc on agreement of Local Plan timetable		As above	
Local Plan Review	Brighter Future Together	Contingent on above, to continue progression of associated supporting evidence base	As above			
Luton Airport	Sustainability	Participation post decision by SoS	On-Going	On-Going	Ian Fullstone Louise Symes	
Town Centres - Garden Square Masterplan	Sustainability	Masterplan preparation for presentation to Cabinet and Full Council via Project board	On-Going	TBC	Ian Fullstone Louise Symes	Legal, Procurement, Estates, Comms
Town Centres - Churchgate Masterplan	Sustainability	Masterplan preparation for presentation to Cabinet and Full Council via Project board	TBC	TBC	Ian Fullstone Louise Symes	Legal, Procurement, Estates, Comms
Resident/Public EV Charnig on street and in Car Parks	Sustainability	Working with HCC through LEVI funding programme identifying potential EV site locaitons	TBC	TBC	Louise Symes Edward Leigh	Legal, Procurement, Estates, Comms
New Car Parking machines and upgrade of tariff boards	People First	Installation on new parking machines over phased programme	On-Going	31/07/25	Louise Symes	Legal, Estates, Procurement
Implementatn of parking Tariffs and Permit Review	People First	Contingent on Cabinet decision and reviewing Off-Street TRO.	On-going	31/05/25	Ian Fullstone Louise symes	Finance, Legal, Comms
2026/27 and 2027/28						
Local Plan implementation - Masterplanning and delivery	Brighter Future Together	Preparation of masterplans for any additional sites arising from the Local Plan Review	On-going	TBC on project-by-project basis	Nigel Smith Sohanna Srinivasan Sam Dicocco	All Corporate Services
Representing the Council with regard internal, adjoining and surrounding planning issues	Brighter Future Together	As above				
Local Plan Review	Brighter Future Together	Contingent on above, to progress the Local Plan through the proposed 'Gateway 2' and 'Gateway 3' assessments, second stage of mandatory consultation, examination and adoption	As above			