

OVERVIEW SCRUTINY RECOMMENDATION TRACKER

	Recommendation	Action Taken	Time scale	Officer Responsibility	AD & Directorate	Portfolio Holder
Carbon Management Scrutiny Panel						
7	A standing Climate Change and Environment Committee be established to take this forward with regular monitoring of progress of projects through scrutiny / overview. This committee or a reconvened carbon management scrutiny panel should begin work immediately on outstanding issues from this scrutiny and the implementation of reduction projects, assessing action plans and governance procedures outlined in the CRP.	<p><u>UPDATE 22/02/2021:</u> A Climate Change and Environment task force is due to be established across the Strategic Alliance with staff champions from across the different service areas together with the relevant portfolio holders. <u>SB UPDATE 12/05/2021:</u> Now the CC&E Team in place; this will be a focus for them to set up. A revised timeline will see this introduced by December 2021. <u>UPDATE 24/09/2021:</u> No further update at present. <u>SB 12/01/2022:</u> Still planned to action in 2022. <u>SB UPDATE OCTOBER 2022:</u> Work has started again on this now a new officer is in post, and it is due to be established by December 2022. <u>SB_UPDATE JAN 2023:</u> Slightly behind schedule but well in progress. Staff survey in November 2022 found 25% of respondents were interested in being involved with an internal climate change committee. Structure currently being finalised before staff are invited to express interest in early 2023. <u>UPDATE MAR 2023:</u> No further update at present. <u>UPDATE JUNE 2023:</u> Terms of Reference have been drafted and EOIs have gone out to staff and these are currently being reviewed to ensure a productive mix across the S&ELCP. <u>UPDATE SEPTEMBER 2023:</u> EOIs were invited but unfortunately didn't yield many responses. Has been discussed via the existing staff forum, future leaders and a second EOI request is currently open. A carbon scrutiny subject is proposed for later in this year and could review how carbon/environmental work is being monitored and review this action point if the current EOIs are still not fruitful</p>	Dec-23	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh

11	Include local offsetting projects in the council's carbon strategy and begin to invest in these projects as soon as possible.	<p><u>UPDATE 22/02/2021:</u> Net zero target means that residual emissions can only be offset using approved methods of Green House Gas emissions. More detail on this is due to be given in 2021 following Government consultation. An offsetting strategy should then be developed. SB</p> <p>UPDATE 01/04/2021: No update at present. SB</p> <p>UPDATE 24/09/2021: No further update at present. SB</p> <p>UPDATE 12/01/2022: No further update at present. SB</p> <p><u>UPDATE JANUARY 2023:</u> No further update at present</p> <p><u>UPDATE MARCH 2023:</u> no further update at present <u>UPDATE JUNE 2023:</u> No further update at present - this is unlikely to progress formally in 2023-24 as isn't captured in the Annual Delivery Plan. We are in touch with some projects such as seagrass reintroduction off the EL coastline which may in the future hold potential in this regard.</p>	Apr-24	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh
12	In its budgeting and planning the council measures the cost of our exposure to risk in carbon recapture and including in budgeting a cost figure for the potential extraction of that carbon as part of our cost benefit analysis.	<p><u>UPDATE 22/02/2021:</u> As above, this is likely to become clearer over the coming months. While indicative figures are available, more clarity is expected to be given once more is known about approved carbon recapture methods. SB</p> <p>UPDATE 01/04/2021: No update at present. SB</p> <p>UPDATE 24/09/2021 TO <u>MARCH 2023</u> No further update at present. <u>UPDATE JUNE 2023:</u> No further update at present</p> <p><u>UPDATE OCTOBER 2023</u> While there will be a need in the future to understand the potential impact of any requirements for carbon recapture or offsetting, the focus now is about reducing our actual operational emissions as far as possible. This is a complex piece of work and not something for which the detail is currently readily available, particularly as carbon recapture is still very much an emerging technology. This will continue to be given consideration as part of our holistic approach to achieving net zero and ensuring a more sustainable approach generally, but there is no programme currently for taking this forward as a stand alone piece of work. Proposal to close this recommendation.</p>	Oct-23	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh
OVERVIEW STANDING REFERENCE GROUP						
Sutton on Sea Colonnade Project						

3	To work with Lincolnshire County Council to improve the surfacing of Broadway.	<p>22/02/2022: An approach has been made to LCC Highways to understand future scheduling opportunities within the County Council to link up any future planned works to resurface the Broadway car park (ELDC) and any repairs or resurfacing to the Broadway highway (LCC). This is beyond the control of ELDC to implement directly but we will seek to work in partnership with Highways colleagues to minimise local disruption and maximise the impact of the transport infrastructure works. UPDATE 18/07/2022: Agreed and with Delivery team following which a Council decision is required. LR UPDATE MARCH 2023 - No further progress to report. Emphasis has been on completing design works to progress the main build. Site not progressed as a tender opportunity for coming season UPDATE JUNE 2023 (JB): Resurfacing project is not being progressed at this time as works on finalising main contractor arrangements for the Towns Fund Colonnade project are finalised. Works to resurface the car park would be required to be undertaken in the low season (November to March). Intention to revisit scope of works in early 2024 as part of potential alignment with completion of capital works on the main scheme (subject to additional funding and approval being secured).</p>	Apr-24	Jon Burgess, Economic Development Manager	Growth Directorate - Lydia Rusling	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk
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4	Explore opportunities with universities and museum services to develop the exhibition space.	<p>UPDATE 18/07/2022: Cultural Strategy and NPO bid will support this work. UPDATE MARCH 2023: Works on this will be ongoing and are now better supported by the award of National Portfolio Organisation status for East Lindsey which will provide extra support to establish the Colonnade site as a cultural hub. Further complimented by Levelling Up Fund projects inland which will provide additional capacity and resource for local cultural events</p> <p>UPDATE JUNE 2023: Works continuing to appoint main contractor are continuing to confirm build programme and completion date for exhibition space, and alignment with NPO activities. UPDATE SEPTEMBER 2023 scheme is now in 2 phases: pavilion, beach huts and external works in phase 1; overnight lodges phase 2 subject to business case for consideration by Council. Current focus on commencing works in September. A branding and marketing strategy is being developed to secure future occupiers, uses and users for the available spaces. The Council has links with lead partners around delivering local cultural events and activities so in a good position to plan future events utilising the building and external space when build contract completed. UPDATE OCTOBER 2023: The branding and marketing strategy will be a hybrid approach. Council officers will do initial consultation and engagement work with local Ward Members and communities, but may need to look to external commission to help develop the associated artwork and brand identity and for a commercial agent to help target potential occupiers as part of implementation.</p>	Apr-24	Jon Burgess, Economic Development Manager	Growth Directorate - Lydia Rusling	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk
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5	Include more soft landscaping in the final design.	<p><u>UPDATE MARCH 2023</u> Updated landscape design received. Further workshop required to inform local input. <u>UPDATE JUNE 2023</u>: Works to finalise landscaping scope of works and design continue as part of final contractor appointment. Intention to remove planting installation so can be delivered as community project, led by ELDC officers in partnership with local gardening group. <u>UPDATE SEPTEMBER 2023</u>: Final landscaping scheme is still being finalised. Work required to finalise this is underway with the preparation, hard and soft landscaping installation and planting to be undertaken in the latter phases of the construction programme (summer 24). There is still time to define the specific planting scheme prior to installation within the available cost allocation and continue to liaise with interested parties on final design. Officers have remained in active conversation with community in particular the local gardening group to understand their ongoing willingness, capacity and requirements to maintain specific areas of future community planting spaces within the completed scheme e.g. within a rose garden and community garden spaces. Their input is part of the preparation of a final scheme, also Ward Councillors and others. Maintenance of other open spaces within Pleasure Gardens will remain with neighbourhood services.</p>	Dec-23	Jon Burgess, Economic Development Manager	Growth Directorate - Lydia Rusling	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk
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To explore the issues surrounding caravan licensing and enforcement

1	1 - To recognise the need to make Caravan Enforcement a priority for the new Council, with the first priorities dealing with the issue of unauthorised occupancy and to review and strengthen licence conditions;	<p>JUNE 2023 INITIAL UPDATE: 1a - Unauthorised occupancy being a priority: Scrutiny report has been presented at Overview and AGM. Need to now draft EB report in consultation with Housing/Wellbeing and other relevant parties. 1b - Reviewing Licence Conditions. This piece of work needs to be completed once the EB report has gone to full council.</p>	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
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2	2 - The Caravan Enforcement Team was only created on October 3, 2022, and given it has inherited a huge backlog, which will take at least two years of concentrated work to clear, this council must recognise, as a priority, the need to staff this team adequately as well as employing an apprentice;	JUNE 2023 INITIAL UPDATE: Request for more staff resource will be included in the EB report, which is to be drafted. The apprentice will fall outside of the EB report and already has approval. First College has been contacted to initiate this recruitment and is in process. UPDATE OCTOBER 2023: When advertising for Apprenticeship, the approach taken is to advertise on the Council's website and social media channels, via the First4Recruitment System, via First College and also advertise on the National Government Apprenticeship website. Rachel Robinson.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
3	3 - To receive the 7-year Caravan Park Development Plan drawn up by the Planning Enforcement Service Manager and set a timeline to bring it to fruition;	JUNE 2023 INITIAL UPDATE: This will be included in the EB report.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
4	4 - Draw up, as a matter of urgency, a register of every East Lindsey Caravan site, including existing planning permissions, and this to be shared with Emergency Planning Services;	JUNE 2023 INITIAL UPDATE: Caravan Planning History Searches are in progress now. Once completed the public register can be updated and shared with Emergency Planning. This work on-going. Meeting with Emergency Planning arranged for 7th June to discuss partnership working and information sharing (which will also feed into Floodex exercise outcomes). UPDATE OCTOBER 2023: Caravan Planning History Searches are still in progress. Several meetings have taken place between the licensing team and Emergency Planning. That resulted in the licensing team making amendments to some current processes that enable the licensing team to obtain additional information. That additional information will be useful for emergency planning in the event of a major incident. GGP work has been completed so additional information can be input into the caravan overlays. Once completed that can be shared with emergency planning.	Feb-24	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

5	5 - The Caravan Enforcement team to improve liaison with the Council Tax Team, including improved training for relevant officers, in order to prevent the many current misunderstandings about who is liable for council tax payments. To also amend council tax website pages to make them clearer;	<p>JUNE 2023 INITIAL UPDATE: Met with Council Tax to discuss proposed amendments to the website, training and improved communication. Also to request direct access to council tax records to enable investigations as alternative method. Caravans team to make proposed amendments to council tax and caravan pages to create better links between the two services. Sharon Hammond to approve changes and upload to live website. Training identified for PSPS customer services needing a crib sheet to ensure all correct information is asked and provided. Refresher training for Council tax staff concerning enforcement and licencing involvement. Sharron Hammond to liaise with Customer Services for the training to be arranged and J Parker & L Gale to provide. Forms to make the request for direct access need completed and returning to Sharon Hammond for consideration. UPDATE OCTOBER 2023: All caravan website pages have been amended and improved, the examples for the council tax pages have been amended, next meeting on 11/10/23 to discuss a date to get onto the council tax website page as could not be done before all the caravan pages had been amended. Caravan team attending council tax meeting to discuss caravan licensing and planning for improved working relationships and advice provided by council tax team. Crib sheet for customer services still in progress. Access to council tax records has been discussed with council tax and information management for data protection and Richard Steele is taking forward with a view to allowing access directly by enforcement/caravan licensing.</p>	Feb-24	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
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6	6 - Review the findings of the Capacity Grid operation undertaken on behalf of the council in 2018-19 and make recommendations in the light of this review;	JUNE 2023 INITIAL UPDATE: Priority to locate the findings of this (and/or details of council tax paid on sites) to demonstrate additional money brought in for ELDC. Need to liaise with PSPS to establish if we still hold this information. <u>UPDATE SEPTEMBER 2023</u> : Liaising with Information Management about how to request this information, does it have to be requested via FOI legislation given that Capacity grid provided the information to PSPS Council tax. The legislation is being assessed to check that the requests are made the correct and lawful way. Also to establish if this information is held. Should be completed and responses received by end of the year. UPDATE OCTOBER 2023: Council tax team have confirmed they cannot provide this information as it is not held in a format that distinguishes any figures for council tax generated by caravans specifically as a result of the capacity grid work. Proposal to close the recommendation.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
7	7 - Liaise with the county council and / or VOA as appropriate to ensure the correct amount of council tax and business rates is collected from Caravan Parks;	JUNE 2023 INITIAL UPDATE - Need to liaise with PSPS how this piece of work can be done. <u>UPDATE SEPTEMBER 2023</u> - Liaising with Council tax to progress this inquiry	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
8	8 - The council to lobby MPs and Ministers to improve holiday caravan legislation and fines, which have not been reviewed by parliament since the 1960's;	JUNE 2023 INITIAL UPDATE: Report sent to Matt Warman and Victoria Atkins. Consider arranging a meeting with them to discuss the matter further. Investigate existence of relevant APPG. Portfolio Holder to pursue.	Nov-23	Rebecca James, Scrutiny & Policy Officer	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
9	9 - Obtain specialist legal opinions on how a charging regime could be introduced for holiday sites, and a further opinion on strengthening licensing conditions, including the internal quality of the accommodation;	JUNE 2023 INITIAL UPDATE: In progress to look at ideas of what we think we might be able to charge for in line with legislation that we currently don't and to obtain legal advice following this. Also fees and charges currently set within the existing legislation is part of the lobbying MPs and Ministers to amend legislation. Legal opinion about the licence conditions being strengthened will form part of the work for 1b of the tracker.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

10	10 - Consolidate the information available for the general public in plain English to stop the confusion about what is legal and what is not, particularly when buying a caravan on a site. This should have particular reference to Council Tax and local searches;	JUNE 2023 INITIAL UPDATE: In progress - links into no5 on the tracker. Cannot be completed until 5 has been.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
11	11 - Investigate creating a star rating for all sites to consolidate standards of compliance as part of the longer-term plans for the caravan licensing team;	JUNE 2023 INITIAL UPDATE: This piece of work can only be delivered if more staff resources is approved. This recommendation is to be included in the EB report for members to consider.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
12	12 - Work with site owners to encourage and promote membership of local and national support groups such as Caravan Park Watch and the BHPA;	JUNE 2023 INITIAL UPDATE: On going already.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
13	13 - As the council dealing with the largest concentration of caravans in Western Europe, use this experience to consider offering training for other councils on best practice in the caravan industry. This could potentially provide an additional income stream for	JUNE 2023 INITIAL UPDATE: This piece of work can only be delivered if more staff resources is approved. This recommendation is to be included in the EB report for members to consider. If approved this piece of work can start to be delivered once all other pieces of work in this tracker has been completed. This is a long term aim 7+ years minimum.	2029- 2030	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

14	14 - Support relevant outcomes from Floodex and establish closer working relationships with staff at Skegness and Louth fire stations;	JUNE 2023 INITIAL UPDATE: Meeting with Emergency Planning arranged for 7th June to discuss partnership working and information sharing (which will also feed into Floodex exercise outcomes). <u>UPDATE SEPTEMBER 2023</u> – Several meetings have taken place already with Emergency Planning. Better liaison has started already and we are working closely to amend documents and developing the ggp overlays for caravan sites which can be used and shared with Emergency planning. This work is continuing.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
15	15 - In future, officers dealing with planning applications for new caravan sites, or for existing sites requesting an extension to their site size or seasonal opening times, should be required to add Section 106 requirements when submitting conditions and these need to be followed up.;	JUNE 2023 INITIAL UPDATE: Meetings with relevant external parties will be arranged to get their input. S106 monitoring officer input will also be requested together with Policy Manager and policy committee input. <u>UPDATE SEPTEMBER 2023</u> : This action has been passed to Andy Booth to action and an update on progress will be provided in November 2023.	Nov-23	Andrew Booth, Development Management Lead	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
16	16 - Consider reviewing the Planning Policy in relation to caravan sites and any restrictions as part of the local plan review;	JUNE 2023 INITIAL UPDATE: Mike Gildersleeves to liaise with Policy Manager and provide an update to a future meeting. <u>UPDATE SEPTEMBER 2023</u> : This action has been passed to Andy Booth to action and an update on progress will be provided in November 2023.	Nov-23	Andrew Booth - Development Management Lead	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
17	17 - As part of their remit, the portfolio holder for the coast to arrange regular meetings with coastal operators - other portfolio holders could support on issues such as health and housing;	JUNE 2023 INITIAL UPDATE: CLLR ASHTON TO ARRANGE WITH COASTAL OPERATORS AND OTHER PORTFOLIOS AS APPROPRIATE <u>UPDATE SEPTEMBER 2023</u> : Scrutiny Officer to coordinate this piece of work with relevant portfolio holders and report back once meetings have been arranged.	Nov-23	Rebecca James, Scrutiny & Policy Officer	Growth Directorate - Mike Gildersleeves	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk
18	18 - Seek to work in partnership with Lincolnshire Trading Standards to investigate 'rogue' operators.	JUNE 2023 INITIAL UPDATE: This will feed into the EB report and dependant on whether the Council want enforcement action to be taken for unauthorised occupancy on site operated by 'rogue' and non-compliant operators.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

How can ELDC help improve the design, quality, and choice of new and existing housing in the district?

1	ELDC will set local energy efficiency minimums above and beyond the minimum standards required by building regulations, in line with its carbon commitments. This commitment will be a clear and central part of the reviewed Local Plan.	<u>UPDATE JULY 2023:</u> Will consider as part of local plan review, mindful of not further delaying the review due to need for evidence of viability. Could be a scoping piece of work for the planning policy committee <u>UPDATE SEPTEMBER 2023:</u> An update on progress will be fed back to Overview via this tracker later in the year	Jan-24	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
2	ELDC will adopt a 'Fabric First' approach and look to encourage new build homes to be of as high a standard as possible to minimise the need for and facilitate retrofitting in the future. This 'Fabric First' approach will be part of the Local Plan and help inform our policy and decisions.	<u>UPDATE JULY 2023:</u> Will consider as part of local plan review, mindful of not further delaying the review due to need for evidence of viability. Could be a scoping piece of work for the planning policy committee <u>UPDATE SEPTEMBER 2023:</u> An update on progress will be fed back to Overview via this tracker later in the year	Jan-24	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
4	The Local Plan will consider a Supplementary Planning Document (SPD) detailing how building layouts are to be planned to maximise solar gain and the functioning of PV (Photo Voltaic), as well as the consideration regarding additional space required for other renewable technologies.	<u>UPDATE JULY 2023:</u> This will be a consideration once the local plan is completed and in line with published LDS <u>UPDATE SEPTEMBER 2023:</u> An update on progress will be fed back to Overview via this tracker later in the year	Jan-24	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
5	Builders and architects will be supported and encouraged to ensure home interiors and landscaping are designed for accessibility for all, in all homes – providing homes for life without recourse for major adaptation.	<u>UPDATE JULY 2023:</u> This will be a scoping piece of work for the planning policy committee – links to design policies in the new local plan. Supports broader objectives linked to Ageing Better work etc.	Dec-23	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

9	ELDC buildings will be, as far as possible, exemplars for higher building standards.	UPDATE JULY 2023: There is an aspiration across the Partnership for this to happen. Adrian Sibley looks after Major Projects and can provide an update to future meetings on this if required.	Nov-23	Adrian Sibley - Deputy Chief Executive Programme Delivery	Programme Delivery Directorate - Adrian Sibley	PORTFOLIO - PLANNING Councillor Tom Ashton
10	ELDC will consider the feasibility of returning to house building / mixed stock holding to balance and influence our local market.	UPDATE JULY 2023: There is an aspiration across the Partnership for this to happen. Matthew Hogan to provide an update on this.	Oct-23	Matthew Hogan - Assistant Director Strategic Growth and Development	Growth Directorate - Matthew Hogan	PORTFOLIO - PLANNING Councillor Tom Ashton
12	ELDC will seek to provide more assistance in writing neighbourhood plans. As officer time is limited, we suggest it could be achieved through a peer support network, co-ordinated by ELDC and working alongside other organisations and authorities.	UPDATE JULY 2023: Noted and supported as far as resources allow, barrier is lack of resources available to us to assist on a bigger scale, but can point parish and town councils to examples and others who can assist. Will continue to assist and signpost where asked.	Dec-23	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton