Suffolk Design Management Process (SDMP) Map

Officer Subgroup version July 2021

Section	First Steps (Local Plan Allocation process may take place between 2 & 3)		Pre-App P (iterative, non-lin Timeframes set acc		near process		Decision-Making			Post-Decision	
Stage	1	2	3	4	5	6	7	8	9	10	11
	Start	Initial Contact	Setting and agreeing the framework for the process	Design Foundations	Design Evolution	Informal Opinion – Key Gateway	Submission and statutory process	Determination, Conditions, Obligations	Pre-construction	Construction	Completion / Post Completion
Outcomes	 A "plain English proposal" A shared understanding of key constraints An understanding of each others objectives & needs A "roadmap to being well-informed" A shared understanding of strategic priorities & constraints De-risking the planning process 		 Meaningful engagement plan developed & implemented – with targets set to monitor progress Design evolves to achieve quality (set out in PPA) – follow link for guidance https://bit.ly/3l856cA Increase certainty and confidence in the planning process to deliver, measured by commitment to / delivery of the engagement plan Well-prepared and evidenced applications with shortened timescales for validation Clear record of potential issues risk and opportunities 				 A high quality deliverable design Timely consideration and decision making Transparency for all Understanding reason for decision 			 Delivery on time and as expected Corporate handoffs & linkages achieved as smoothly as possible Planning obligations delivered when expected Learning and reflection including lessons for SDMP Recognition and celebration 	
Applicant/ Developer expectations	 Presumption of early dialogue "Digital first approach" Shares pre- engagement work Consideration of sites relationship with made/emerging neighbourhood plans <u>Coordination with</u> <u>landowner</u> A clear shared record 	 Design Approach & SDMP Draft log with meetings/actions record, design checklist & infrastructure requirements Expected delivery programme can be made clear 	 Agree timeframe and milestones for application submission process – [insert URL] Identify the project team – [insert URL to explanatory page] <u>Commitment to provide</u> the right resources at the right time Agreed shared approach to problem solving & risk management Commitment to community engagement 	 Commence design meetings/workshops Share, listen and engage in design concepts Agreed update of the log Update on external consultees/hard to engage stakeholders Ongoing review of project team & objectives (right skills at the right time) 	 Design review panel as appropriate [note design review model for Suffolk tbd] Critical update & influencers: consultees and hard to engage stakeholders Programme for outstanding work Review build/delivery programme 	 Present finalised design proposal having regard to log and design review Present draft document suite for validation <u>Finalise log & agree</u> <u>transparency</u> <u>arrangements</u> Identify common ground & matters not agreed Buildability Check 	 Submit package as agreed Review responses to publicity and consultation. Respond constructively to issues arising 	 Engage with final conditions and obligations process Programme for Section 106 under active review 	 Final buildability review & scoping of amendments Review conditions discharge & timetable requirements & pack Review Section 106 obligation triggers & timetable Initial Section 38/278 pack produced Clean handover to construction team Update publicly accessible information 	 Finalise construction programme and advise of proposed build out rate & obligation delivery Design changes identified & agreed Record design changes in the log & seek agreement with LPA Review cumulative impact of design changes with LPA 	 Eligible for Suffolk Design Award Agree proportionate approach to occupier survey & information sharing with LPA Conduct survey and report findings
Council	 The right corporate resources ready at the right time Ensure all publicly available site and plan information available and accessible A clear shared record 	 Internal sharing of information between Policy and Development Management Corporate co- ordination & orientation around corporate priorities & objectives 	 Project team established with relevant participants & Lead. Corporate partners, technical & statutory consultees identified Relevant consultees informed & included in the project team where appropriate Identify & map engagement with stakeholders – including those that are hard to reach Identify & secure additional resources required Agree shared approach to problem solving & risk management 	 Identify key influences, background evidence & policy expectations (link to share, listen, engage point?) Officers undertake site visit where appropriate Member briefing? 	 Format of design review process agreed Officer involves "right internal stakeholders at the right time" Create linkages to corporate partners e.g. building control, licensing, environment teams etc Review Stage 3 timeframes for LPA/ Committee Member briefing? Infrastructure, Section 106 obligations & conditions discussion 	finalised design & validation proposal	 Member Briefing Publish log Review consultation & publicity responses Identify key residual issues Review of Committee programme and timeline of application Update & review with corporate partners e.g. building control, licensing, environment teams etc 	 Share draft report for fact-checking Conditions shared Obligations drafted using consistent format Legal agreements signed 	 Review & screen scope of amendments & agree process to resolve deliverability Review internal team for conditions/ obligations discharge & construction phase Clean handover to corporate partners e.g. building control 	 Lead Officer briefs corporate contacts on build programme Clean handover to int. & ext. stakeholders Scope corporate objectives for survey including social value aspects Review cumulative design changes for impact & agreement 	 Finalise corporate objectives for survey Agree approach to occupier survey with developer Corporate review & lessons learnt with results of survey Professional reflection & review Eligible for Suffolk Design Award
Community Undertstanding	 Publicly available information kept updated Primary contact points for community/ developer/LPA to be available if required 	 Online information signposting 	 Community engagement milestones identified Clear timescale Named contacts 	 Community engagement commenced 	 Public consultation events Community at Design Review where possible / appropriate 	 Final design package may be shared by developer if appropriate 	 Formal public consultation and engagement 	 Accessible information available to the public 	 Updates on progress published on website Construction management approach communicated to residents Site clear 	 Named officer available Community Liaison Groups for larger developments Clear information on construction timetable & sequence of activity 	 New resident surveys Community able to vote for Suffolk Design Awards Links between development and benefits publicised (?)