

Overview and Scrutiny Update Report - Delivery Plan - Recommendation 3

(All actions set out below originate from the Action Plan adopted by the Cabinet in April 2015)

Actions	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Set out assessment methodology and general approach to the document		←→																
Identify stakeholders and form a working group to ensure assessment methodology is robust			←→															
Present methodology and general approach to CADAP/stakeholders			←→															
Set up project team and identify and recruit appropriate resources		←→																
Undertake an audit of the roof and rear extensions of the 8 conservation areas as set out in the methodology				←→														
Undertake a review of relevant planning history (including Appeal decisions and other identified 'anomalies'.				←→														
Undertake an assessment of existing roofscape and rear elevations in terms of the overall character and appearance of				←→														
Prepare additional text for the 'Character' section of each Addendum to clarify the degree of historic significance of roof form and rear elevations				←→														
Prepare Audit maps for roof and rear extensions for each Addendum identifying different roof types and rear extensions in each conservation areas				←→														
Based on audit identify locations where roof and rear extensions may be considered with careful designing. Prepare a list of possible host properties where roof and rear extensions may be considered appropriate in a Schedule in the Addendum to the Conservation Area Character Appraisal Document					←→													
Prepare Consultation Strategy for sharing the documents with the residents and stakeholders for feedback/Date for consultation and format/Secure Venue/Adverts and publication on the web / Letters to residents and stakeholders					←→													
Provide regular update to the Lead Member and the Mayor			←→															
Review and preparation of final documents					←→													
Preparation of consultation material- maps, printed documents and other relevant planning information							←→											
Consultation Period- 23rd Nov 2015- 18th Jan 2016								←→					←→					
Consultation sessions - 6 Nos. held between 30th Nov 2015- 11th Dec 2015									←→				←→					
Review of comments/feedback received										←→					←→			
Amend and update the documents											←→					←→		
Cabinet Approval process												←→						←→

←→ Change in time scales -time scales incorporating second round of public consultaion.

