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 Process (iterative, non-linear process Timeframes set according to PPA)				Decision-Making			Post-Decision	
Stage	**1** Start	**2** Initial Contact	**3** Setting and agreeing the framework for the process	**4** Design Foundations	**5** Design Evolution	**6** Informal Opinion – Key Gateway	**7** Submission and statutory process	**8** Determination, Conditions, Obligations	**9** Pre-construction	**10** Construction	**11** Completion / Post Completion

Outcomes

First Steps:
- 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

Pre-App 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

Decision-Making:
- A high quality deliverable design
- Timely consideration and decision making
- Transparency for all
- Understanding reason for decision

Post-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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9	Stage 10	Stage 11
• Presumption of early dialogue • "Digital first approach" • Shares pre-engagement work • Consideration of sites relationship with made/emerging neighbourhood plans • Coordination with landowner • A clear shared record	• Self-brief on Suffolk Design Approach & SDMP • Draft log with meetings/actions record, design checklist & infrastructure requirements • Expected delivery programme can be made clear • Foreseeable challenges and risks	• Agree timeframe and milestones for application submission process – [insert URL] • Identify the project team – [insert URL to explanatory page] • Commitment to provide 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 • Finalise log & agree transparency arrangements • Identify common ground and 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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9	Stage 10	Stage 11
• 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	• Formally respond to finalised design & validation proposal • Confirm common ground and matters not agreed. • Identify key opportunities to settle matters not agreed • Input from corporate partners e.g. building control, licensing, environment teams etc fed into advice given • Final pre-submission check corporate coordination & other regulatory etc timetables	• 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 **DECISION MADE**	• 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 Understanding

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9	Stage 10	Stage 11
• 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 available • Community able to vote for Suffolk Design Awards • Links between development and benefits publicised (?)

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