Report No. DRR11/042	**London Borough of Bromley**
	PART 1 - PUBLIC

Decision Maker: **Development Control Committee**

Date: **19 April 2011**

Decision Type: Non-Urgent   Non-Executive   Non-Key

TITLE: **UPDATE: PLANNING LEAFLETS AND INFORMATION FOR THE PUBLIC**

Contact Officer: Tim Horsman, Assistant Development Control Manager
Tel: 020 8313 4441   E-mail: tim.horsman@bromley.gov.uk

Chief Officer: Bob McQuillan

Ward: N/A

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1. Reason for report

   Update on Planning Leaflets following report from DCC 13th January 2011

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2. RECOMMENDATION(S)

   Members are asked to note progress

Corporate Policy

Existing policy:

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Financial

1. Estimated cost   Included within existing staff workload

2. Non-recurring cost

3. Budget head   Planning

4. Total budget for this head   £3.3m

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Staff

1. Number of staff (current and additional) - 2

2. If from existing staff resources, number of staff hours - 100

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Legal

1. Non-statutory - Government guidance:

2. Call-in is not applicable:

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Customer Impact

Estimated number of users/beneficiaries (current and projected) - All users of planning process

3. COMMENTARY

3.1 Following the initial report to development control committee this report updates the situation with regard to progress on the planning information leaflet project.

3.2 Whilst the migration of the Council website to a new system has hindered progress, a new template and initial draft leaflet has been created and is appended to this report for information. The new design has been created to achieve a balance of text and visual interest whilst utilising a simple A4 format that can be interchanged between the website and paper leaflets, keeping any printing costs to a practical minimum for the Council and end users wishing to print at home.

3.3 It is anticipated that the first set of draft leaflets will be reported to DCC on 30 June 2011, and the remainder to DCC on 8 September 2011.

Non-Applicable Sections:	POLICY, FINANCIAL, LEGAL, and PERSONNEL
Background Documents: (Access via Contact Officer)	Draft Leaflet and template