Notification process for SAMP

Email sent to Ward Councillors to notify them we are
appraising their Ward next. 28 days to respond.

Email sent to internal colleagues to notify them of the Ward we
are starting next. 28 days to respond

Appraisals completed for assets within the
Ward.

Meet internally to discuss initial draft Ward
findings and recommendations.

Meet with Portfolio Holder

Meet face to face with Ward Councillors to discuss draft
categorisation of sites

Officers to finalise categorisation of sites (further discussion with
Portfolio Holder if appropriate)

Cabinet Report is written and presented at next
available Cabinet Meeting (include paragraph to
summarise Councillor comments)

As decisions are made to progress sites to Planning
Application stage – meet with Ward Members again to
go through proposals in more detail.