



Planning and Regeneration including Building Consultancy  
**AGENTS & DEVELOPERS WORKING GROUP**  
 Thursday, 17<sup>th</sup> December 2015  
 14:00hrs – 16:00 hrs (Council Chamber – Civic Centre)

**Attendees:**

**Borough of Poole:**

Richard Genge (RTG) – Planning and Regeneration Manager - *chair*  
 Sue Ludwig (SPL) – Business Manager  
 Clare Taylor (CPT) – Business Support and PA to Stephen Thorne *minutes*

**Agents and Developers:**

Phil Easton (PE) – Western Design Architects  
 Keith Harrison (KH) – Harrison Property Group  
 John Souter (JS) – Lionel Gregory  
 Martin Hanham (MH) – Martin Hanham  
 Graham Thorne (GT) - Thornes Chartered Surveyors & Estate Agents  
 Paul Bloomfield (PB) – Holton Homes  
 Matthew Holmes (Mho) – Chapman Lily Planning Limited

**Apologies:**

**Agents and Developers:**

Peter Traves (PT) – Evans and Traves  
 Brett Spiller (BS) – Chapman Lily Planning Limited  
 May Palmer (MP) – Harry J Palmer  
 Paul Spong (PS) – Savills  
 John Montgomery (JM) – Tanner and Tilley Planning Consultants  
 Helen Harris (HH) – Tanner and Tilley Planning Consultants

**Borough of Poole:**

Stephen Thorne (ST) – Head of Planning & Regeneration inc Building Consultancy  
 Steve Dring (SD) – Senior Planning Officer

ITEM	DESCRIPTION	ACTION BY / OWNER
1.	<p><b><u>Around the table introductions</u></b></p> <p>RTG opened the meeting and requested around the table introductions.</p>	
2.	<p><b><u>Minutes of the Last Meeting held 30<sup>th</sup> September 2015</u></b></p> <p>The minutes and outstanding actions of the last regular A&amp;D Working Group meeting were discussed.</p> <p>Page 4 – Action: SPL will investigate BCIS Indexing Rates and advise further on updating on the first of each month. SPL advised that BoP have to pay a subscription on RICS and is currently awaiting a response to an email that she has sent. Confirmation that BCIS Rates are protected by copyright that allows subscribers to access rates through their website but does not allow the content to be used nor reproduced (in whole or part) on any other website or publication.</p> <p>Page 5 – Planning Performance Agreements. RTG advised that the comments received were very helpful and thanked all concerned.</p>	

	Page 5 – Discharge of Conditions. RTG advised that we are currently in the process of changing the format of the decision notices and conditions.	
ITEM	DESCRIPTION	ACTION BY / OWNER
	<p>Page 5 – CPD Breakfast Seminar – this was briefly discussed.</p> <p>JS raised the query of the level of CIL Review. RTG advised that we are still reviewing the level of CIL. The appropriate levels are to be agreed at Scrutiny. It was noted that this will probably lead into 2017 before this matter is resolved.</p> <p>RTG gave an overview of the consultations that are currently running from DCLG, CT to place links in the A&amp;D minutes.</p> <p>Following this meeting an email was sent to all A&amp;D members with the following links:</p> <ul style="list-style-type: none"> <li>• NPPF Consultation – dated December 2015 – response date is by 25<sup>th</sup> January 2016. <a href="https://www.surveymonkey.com/r/YZBLFJP">https://www.surveymonkey.com/r/YZBLFJP</a></li> <li>• CIL Consultation – dated November 2015 – response date is by 15<sup>th</sup> January 2016. <a href="https://www.surveymonkey.com/r/9356DYV">https://www.surveymonkey.com/r/9356DYV</a></li> </ul> <p>It was noted that the LDF Framework update will be out in February 2016 and is being progressed by Steve Dring (SD). The timescale of the Core Strategy Review has been altered due to other items such as CIL being a priority.</p> <p>Page 6 – Item 8c – Neighbour Notification letters. SPL gave an overview of ways in which we are looking at making savings and explained that abolishing the Neighbour Notifications had been to ECOS and Cabinet. The members were disinclined to go forward with this. Therefore, we will still be sending the Neighbour Notifications. SPL had carried out a survey of other Councils and the type of notifications used. Where some had abolished the Neighbour Notifications and used Site Notices only, there had been a substantial number of complaints. Therefore, they decided to go back to their original procedure. It was noted Planning and Regeneration are now sending more correspondence via email such as registration and chasing outstanding documentation.</p> <p>Budget cuts were discussed. PE advised that, at the previous A&amp;D Meeting, fees on pre-apps and increase in fees had been discussed with the possibility of introducing an hourly rate for off the cuff meetings and informal chats. RTG advised that the problem with informal chats is how informal they are perceived by the public, what advice was given in the informal chat. SPL advised that we have taken this on board and yes it is a possibility that we are able to do this. A 10 – 15 minute informal meeting, charged at an hourly rate would suffice.</p> <p>PE stated that if there is an option on a plot of land, it would be useful to have an informal meeting to get a feel for how the decision might go. Furthermore, PE advised that other authorities in Dorset are able to do this.</p> <p>Page 6 – Item 8b – Single Unitary Council. RTG gave an update on current situation and where the authority is going.</p>	

ITEM	DESCRIPTION	ACTION BY / OWNER
	<p>RTG gave an update on the Policy Documents now being adopted:</p> <ul style="list-style-type: none"> <li>• Poole Town Centre SPD (includes Town Centre North)</li> <li>• TVT SPD – Bournemouth University and Talbot Village Site</li> <li>• Sustaining Poole’s Beaches SPD. RTG advised that the beaches are failing with current infrastructure and something needed to be done to resolve it.</li> <li>• Statement of Community Involvement</li> <li>• Heathlands SPD has been adopted, SAMMS contributions as well as CIL.</li> </ul> <p>MHo enquired regarding the Starter Homes. RTG advised that we are still looking at this. However, timescales need to be observed carefully. Affordable Housing – under 40’s scheme was discussed.</p>	
8.	<p><b><u>Any Other Business</u></b></p> <p>a. <b>Website</b> – SPL advised that improvements are in the process of being made to include the use on Smart Phones and Tablets. We are simplifying the content of the website for easier access, broken links are being rectified, links will be provided on national policy and guidance rather than contents. All comments to be directed to SPL, feedback and comments, on the website, would be appreciated, including comparison of the BoP website against other local authority websites. PB advised that the BoP website is better than Bournemouth &amp; Christchurch. SPL added that finding documents online has been challenging and, at times, it has been easier to Google search them. MH suggested simplification and stages to adopted documents would be useful. PB enquired regarding “My Poole”. SPL advised that this has been removed due to complications being experienced and added that another process is currently being progressed.</p> <p>b. <b>I-Apply</b>. RTG gave an overview of I-Apply – another company, which is running inline with the Planning Portal. There are now two companies running this process, Terraquest and I-Apply (Idox), both of which come through to Planning. PE enquired regarding Validation, SPL advised that this form will still be sent out by Idox. SPL advised regarding the uploading of Building Regs Application, which I-Apply will be making a charge for, this is new online. GT enquired if, once online, the documents will be shredded. SPL advised that this will only happen after determination, paper copies are still accepted.</p> <p>c. <b>DCLG Announcement</b> – RTG advised that DCLG have announced a 9% fee increase due to the commence 1<sup>st</sup> April 2016.</p> <p>d. <b>Affordable Housing Bill</b> – GT advised regarding the Affordable Housing Bill due to come out in March 2016.</p>	

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	<p>e. <b>SUDS Flood Risk Assessment</b> – MHo raised the matter of SUDS Flood Risk Assessment and this was discussed in detail. RTG advised that Building Control are producing a map, which will show the SUDS that will or will not work and somewhere in between. RTG added that the authority is doing this as a whole, SUDS needs to be updated taking into consideration tidal surface flooding, surface water flooding and conditions with SUDS. MHo enquired regarding the set format of what planning require. RTG advised that we are liaising with other authorities as to what we need to do. Testing needs to be carried out to ensure that the land can hold the water. SPL requested that RTG feedback to Bill Gordon (BG) as this matter needs to be taken into consideration if planning consent is granted in a SUDS area. KH enquired if a Flood Risk Guidance is being published. RTG advised that EA signoff is required first then a guidance will be published, a meeting is being held early January 2016. When planning housing for 100 years a flood risk mitigation will be taken into account.</p> <p>f. <b>Planning Applications</b> – PE advised that the recommendations have been incorrect and explained instances where this has occurred. PE added that this does not look professional for BoP. PE felt that, where Junior Planning Officers are not making correct decisions, the Team Leader should be involved. RTG/SPL will chase this up.</p> <p>g. <b>Planning Process</b> – MHo advised that an application had been requested to be red carded by an Officer. Online, there were 8 names saying this, with no address given, just the names and with no reason for the objection. SPL/RTG – this could be a false address on the website, we do not go out and check to ensure if the objections are real, they could be fake.</p> <p>h. <b>AGM</b> – the AGM is due to be held Wednesday, 9<sup>th</sup> March 2016 from 17:30 hrs to 21:00 hrs in the Committee Suite, Civic Centre. RTG advised that we need to think about any presentations required and asked members to think about what they would like included, e.g., SHMA, Future Housing Groups. This group is important for discussions. An AGM review of last year and a refresh was discussed. RTG advised that we need a volunteer who can present. After a lengthy discussion, nominations for Peter or Carole were received. Suggested AGM Items: General Policy Legislation Update, CIL, Social Housing, SPL suggested someone from the Housing Team be present (Cally/Kerry), Update on SUDS, Website Update. SPL requested that suggestions are emailed to us so we can ensure we have the right people at the meeting to provide input and answer any questions raised.</p> <p>There being no further business the meeting finished at 15:30 hrs.</p>	
	<p><b>Date of Next Meeting:- The Agents and Developers and Arboricultural Working Group AGM Meeting to be held: Wednesday, 9<sup>th</sup> March 2016 – 17:30 hrs to 21:00 hrs in the Committee Suite, Civic Centre</b></p>	