



Planning and Regeneration including Building
 Consultancy
AGENTS & DEVELOPERS WORKING GROUP
 Wednesday, 27th May 2015
 14:00hrs – 16:30hrs (Room 134 – Borough Of Poole)

Attendees:		
<p><u>Borough of Poole:</u> Richard Genge (RTG) – Planning and Regeneration Manager - <i>chair</i> Sue Ludwig (SPL) – Business Manager Bill Gordon (BG) – Senior Planning Officer Aliis Kodis (AK) – Senior Planning Officer Clare Taylor (CPT) – Business Support and PA to Stephen Thorne <i>minutes</i></p>		
<p><u>Agents and Developers:</u> Graham Thorne (GT) - Thornes Chartered Surveyors & Estate Agents May Palmer (MP) Harry J Palmer Peter Traves (PT) – Evans and Traves</p>		
Apologies:		
<p><u>Agents and Developers:</u> Phil Easton (PE) – Western Design Architects John Souter (JS) – Lionel Gregory Keith Harrison (KH) – Harrison Property Group Peter Tanner (PT) – Tanner and Tilley Planning Consultants Mike Pennock (MP) - Savills Martin Hanham (MH) – Martin Hanham</p>		
<p><u>Borough of Poole:</u> Stephen Thorne (ST) – Head of Planning & Regeneration inc Building Consultancy Steve Dring (SD) – Senior Planning Officer Andy Holmes (AMH) – Building Regulations Manager</p>		
ITEM	DESCRIPTION	ACTION BY / OWNER
1.	<p><u>Around the table introductions</u></p> <p>RTG opened the meeting and requested around the table introductions.</p>	
2.	<p><u>Terms of Reference & Email Sharing</u></p> <p><i>“To work together, in the best interests of Poole to ensure that the community and the Borough of Poole, achieve the best quality sustainable development outcomes in an open and transparent way.”</i></p> <p>RTG re-iterated the Terms of Reference & Email sharing and requested agreement from the members, this was unanimously agreed by those present.</p>	
3.	<p><u>Minutes of the Last Meeting held 4th December 2014</u></p> <p>The minutes of the last regular A&D Working Group meeting were discussed:</p> <p><u>Item 8.2 (S106 Agreements raised by Martin Hanham)</u> – RTG advised that this has been discussed and resolved.</p> <p>RTG advised that there were no further actions outstanding.</p>	

ITEM	DESCRIPTION	ACTION BY / OWNER
3.	<p><u>Minutes of the A&D and Arboricultural Working Group AGM held 4th March 2015</u></p> <p>The minutes of the A&D and Arboricultural Working Group AGM were discussed:</p> <p><u>Item 3 (Core Strategy Update)</u> – RTG advised that the presentation has been uploaded to the website and, therefore, this item is complete.</p> <p><u>Item 7 (Recommended Tree Species Leaflet)</u> – RTG advised that this item is still in progress and will be added to the agenda for the next meeting and the Arboricultural Working Group.</p> <p><u>Item 8 (Working Groups Summary)</u> – RTG advised that the summary had been uploaded to the website and the link has been provided and, therefore, this item is complete.</p> <p><u>Item 9 (Working Groups Membership Refresh)</u> – SPL advised that there had been no further member requests and stressed that if any of the present members know of anyone interested in becoming a member of the group to please advise us, as there is a benefit to having more members.</p>	
4.	<p><u>Viability Workshop plus CIL Feedback and Comments</u></p> <p>BG gave a detailed update in respect of CIL, which had been to consultation earlier in the year.</p> <p>Consultation, the draft charging schedule was completed in March and there were 35 independent comments, which are now being summarised. The next stage is reviewing the comments. Once summary has been incorporated, it will become a draft submission document, which will be released in the autumn of 2015. It will then be examined by the public with a chance to express views.</p> <p>The draft CIL is scheduled to go to examination in winter 2015.</p> <p>RTG advised that without evidence the inspector will consider what is before him. RTG advised that if there is evidence that the CIL rate will not work that any CIL issues need to be raised immediately.</p>	

ITEM	DESCRIPTION	ACTION BY / OWNER
5.	<p><u>Heathlands (Why we are changing the current policy and the approach to developer contributions) – Bill Gordon</u></p> <p>BG gave a detailed overview regarding the SPD covering the period 2015 to 2020. The consultation is currently being reviewed by Nigel Jacobs and comments will be reviewed in due course. The timescale is to adopt in the summer. BG advised that there are 5 authorities involved and, therefore, requires a meeting to review any changes to the document. It is more likely that the timescale will extend to the autumn.</p> <p>It was noted that there is a Section 1(11) process in place for collecting SAMM's monies.</p> <p>SPL advised that any issues have been resolved and that the process has now been simplified by the implementation of Section 111, which speeds up the process.</p>	
6.	<p><u>Town Centre Planning and Design Supplementary Planning Document – Aliis Kodis</u></p> <p>AK gave an update on the current status of the above SPD. There was a ten week consultation period from January to March with an updated accessing movement. It was noted that there had been a total of 45 independent responses, which are currently being reviewed. It is anticipated that the revised SPD will be presented at the ECOS meeting in July 2015.</p> <p>AK advised that the Core Strategy work is to push the density higher and will show us how we can accommodate this. The Core Strategy will be in progress over the coming year and it was noted that we have a duty to cooperate. RTG advised that the SPD will reflect the current Core Strategy.</p> <p>RTG advised regarding the Poole Quays Forum Neighbourhood Plan, which members were not aware of.</p> <p>GT queried the local list, AK advised that this will remain as is. The local SPD was implemented approximately three years ago.</p> <p>BG advised regarding the Neighbourhood Plan in respect of Broadstone, the consultation is due to take place 01/06/15.</p>	
7.	<p><u>PAS Quality Audit/Resource Review - Richard Genge</u></p> <p><u>PAS Quality Audit</u> RTG gave an indepth overview of the PAS Quality Audit, which was discussed last autumn and advised on the Resource Review.</p> <p><u>Questionnaire Feedback</u> A questionnaire had been submitted to members for feedback and views on BOP. The responses were then submitted back into PAS for the results. RTG advised these were as follows:</p> <p>How Helpful we are – 58% How Unhelpful we are – 5% Not Relevant or Not very Helpful – 6%</p>	

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<p>7. Contd/..</p>	<p>RTG advised that the above figures were based on an 8% response rate and requested that members respond to the questionnaire, which is submitted after applications and takes only a few minutes to complete, plus comments would be appreciated. PT commented that the view of BOP is a very positive one overall, although some developers may disagree with the officers at times, this is to be expected.</p> <p>GT advised that it is often difficult to provide feedback when the application is through a third party. SPL responded that it is difficult to know who is behind the scenes and requested that members ask their third parties to complete the questionnaire and provide feedback on behalf of the agent/developer.</p> <p>BG advised that an email survey was carried out on a consultation, which was over 88 care homes, only 4 responses were received. A further survey was carried out on another consultation by way of a formal letter, rather than email, almost all responses were received.</p> <p>PT commented that BOP needs to remind members to complete the questionnaires in order to help BOP help the members.</p> <p><u>Resource Review</u> RTG gave an overview of the Resource Review, which looks at the level of work and the resources we have to complete this. It was noted that the review will be shared with the A&D Working Group, together with the recommendations in order to test the water.</p> <p>SPL/RTG advised that there are 15 local authorities engaged in the reviews and a grant to review resource had been granted. A comparison will be carried out of work load against the level of resource required, such as how many Planning Officers and Assistants are needed. It was also noted that income generated opportunities will also be assessed. The feedback from this review is anticipated to complete by the end of July and a presentation will be held, which members will be invited to.</p>	
<p>8.</p>	<p><u>Update on Legislation & Discharge of Conditions – registration and forms</u></p> <p><u>Update on Legislation</u> RTG drew the meetings attention to new legislation fatigue and distributed a document on some new legislation introduced in April 2015, written by Eric Pickles. It was noted that there are two key documents. It is imperative that these two documents are read, and understood, by members. RTG explained that the documents have been significantly changed. SPL advised that Planning Jungle will have consolidated versions of the documents and, dependant on copyright; we may be able put something on the website or link to their website.</p> <p>14:45hrs – Bruce Carmichael (BC) joined the meeting.</p>	

ITEM	DESCRIPTION	ACTION BY / OWNER
<p>8. Contd/..</p>	<p>BC gave a detailed overview of the changing Regulations and Planning Policies, e.g., the processes and decisions, new rates, new regulations due to be implemented in October 2015. BC explained that applications need to be made by September 2015, latest, to enable works on site before the new regulations come in. It was noted that there are training courses available in June/July and members are encouraged to carry out the training.</p> <p>RTG requested that members notify us of any new regulations and policies, which BOP may have missed. RTG stressed that, on occasions, these are overlooked due to the information not being forthcoming.</p>	
<p>9.</p>	<p><u>Validation of Planning Applications & Flood Risk Assessments</u></p> <p>RTG explained that the government have shifted the responsibility from one to another. RTG distributed an NPPF document, which details the responsibilities of lead local flood authorities. RTG gave an overview of four extracts contained within the document. It was noted that there are flood maps available of all areas where there is a high risk of flood, for assessment purposes when processing a planning application.</p> <p>All areas of drainage problems are shown online with the EA tidal, whereas zones are available on BOP.com. It was noted that the surface water drainage map is available, which will assist for site specific flood assessments for those areas.</p> <p>BC advised that the maps will be prepared online and will show three stages for assessment: green, amber and red. In sand/gravel areas where water disperses easily, these will show as green. In areas where water does not disperse easily e.g., clay areas, these will show as either amber or red. This assists with the assessment in examining possible solutions to resolve drainage problems in high risk areas, when dealing with planning applications e.g., installing a soakaway. RTG advised that BOP are more aware of the drainage issues and risk areas.</p> <p>PT advised that he had noticed an increase in queries relating to drainage.</p> <p>RTG advised that a revised SFRA Level 1 is being prepared with an update on policies etc., taking into consideration drainage systems.</p> <p>15:05hrs – BC left the meeting.</p>	
<p>10.</p>	<p><u>Electronic Planning Decisions, TWAP, Others</u></p> <p>RTG explained that the electronic planning decisions process is working well, the planning applications are online. It is anticipated that a decision will be made to email planning decisions and withdraw issuing hard copies. It was unanimously agreed by those present at the meeting that this is a good idea.</p>	

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11.	<p><u>CIL Surcharges</u></p> <p>SPL distributed a list of CIL surcharges and gave an overview of this document and CIL liability. BOP are currently reviewing each case individually and applying a surcharge where applicable. It is anticipated that the CIL surcharges will be applied automatically. SPL advised that the majority do settle on time, however, there are some late payments. It was noted that any delays with payment will result in a CIL surcharge being incurred. MP asked as to when the invoices are submitted, RTG advised that invoices are issued at commencement. The process is:</p> <ol style="list-style-type: none"> 1. CIL Liability Notice. 2. Commencement Notice received by BOP. 3. Invoices submitted. <p>SPL advised that invoices are submitted by Financial Services, once Planning & Regeneration has requested them and that the commencement of development form is submitted to Planning & Regeneration.</p> <p>PT commented that Planning & Regeneration works effectively. However, when applications are passed from Planning & Regeneration to Legal Services, there are usually delays and this becomes an issue. It was noted that if there are any issues, members are encouraged to contact RTG/SPL.</p> <p>RTG explained regarding item 5 (CIL Self Build as a qualifying event) and that to date he was not aware of any completion notices. Therefore, these sites may be disqualified from self-build.</p>	
12.	<p><u>Any Other Business</u></p> <ol style="list-style-type: none"> a. GT raised the issue of locally listed buildings and listed buildings, particularly in the old part of the town and the regeneration site, which would be beneficial to progress forward. GT expressed that this matter appears to be taking some time to resolve. RTG explained regarding the SPG and locally listed buildings. b. SPL requested that members send us any agenda items they would like to discuss for the next A&D meeting. If any members would like a guest speaker arranged, please advise and we will make the arrangements. <p>There being no further business, the meeting finished at 15:25hrs.</p>	
	<p><u>Date of Next Meeting:- The Agents and Developers Working Group Meeting - Wednesday, 30th September 2015 14:00hrs – 16:30hrs – Room 134 – Civic Centre</u></p>	