



**Minutes of Planning Agents Meeting
Tuesday 2 May 2018
Room 1, County Hall, Beverley**

Attendance list circulated

Officers Attended

Stephen Hunt (SH)	- Stephen.Hunt@eastriding.gov.uk
Steve Cook (SC)	- Stephen.Cook@eastriding.gov.uk
Andy Wainwright (AW)	- Andy.Wainwright@eastriding.gov.uk
Owen Robinson (OR)	- Owen.Robinson @eastriding.gov.uk
Gail Heath (GH)	- Gail.Heath@eastriding.gov.uk

Agents Attended

Killian Gallagher	- Gallagher Planning
Chris Kendall	- Chris Kendall
Stephen Samuel	- Samuel Kendall Associates
Linda Samuel	- Samuel Kendall Associates
Gemma Owston	- Owston Associates
Mike Jones	- M.J. Design Services
Philip Parker	- Philip Parker Planning
Nik Wilson	- P&N Design
Graham Binnington	- Graham Binnington Architects Ltd.
Doug Jennings	- Jennings Planning Services
Roy Edwardson	- Edwardson Associates Ltd
Melanie Edwardson	- Edwardson Associates Ltd
Gemma Edwardson	- Edwardson Associates Ltd

1. Introduction

Stephen Hunt welcomed the Agents and opened the meeting by discussing service performance in relation to planning application performance indicators. He confirmed that it had been another busy year for the Service and that performance had improved. Agents were thanked for working with Officers in relation to agreeing any necessary extensions of time.

SH commented that the Service was putting the extra income generated through the recent 20% increase in planning fees to good use and new posts had recently been created in the validation, planning, service development and enforcement teams.

2. Minutes of last meeting 3 May 2017

CIL – last year reported that CIL was due for examination, however we are not pursuing CIL at this point in time until Government confirms position.

SH thanked Killian Gallagher for taking over the role of co-ordinating the planning agents group following Dave Hickling's retirement. This group meets quarterly and any items can be fed direct to Killian.

Ceasing of neighbour notifications has gone smoothly over the last 12 months with limited adverse feedback.

The Cottingham Neighbourhood Plan has been adopted and is published on the Council's website - www.eastriding.gov.uk/cnp

3. Recent National and Local changes to legislation and planning processes including a) Draft NPPF b) Permission in Principle c) New Permitted Development Rights

Please find legislation update attached with these minutes.

Discussion held regarding Permission in Principle applications and the need to be positive and embracing with this new concept. Still awaiting further guidance on PiP from MHCLG.

Applicants can submit additional/ supporting information at the Permission in Principle stage to support the application to assist with the consultation process.

Question raised as to whether there is going to be consistency of approach to all planning authorities to ensure process and procedures are the same.

4. Service Development updates including:

a) Staff update and impact of 2018 increase in planning fees.

20% increase of fees commenced January 2018 (first increase since 2012). Government requirement was to ring fence income to planning services to assist with delivering development, particularly housing proposals.

Recruitment of 6 new posts across the Planning Service, including appointments to the planning, validation, service development and enforcement teams. The Enforcement Team has been restructured with the creation of 2 new posts (including a team leader) with an aim of reducing the input of Planning Officers in enforcement case work and freeing up their time to manage planning case work. A new post is being created to work across the Planning and Forward Planning teams, 2½ days each on policy and development management work. A small part of the extra income has been spent on training and development.

b) Suite of new customer request/transaction forms

Please find Service Development update attached with these minutes.

c) Planning and Building Control web changes

Please find Service Development update attached with these minutes

d) Planning conditions

Please find information update in relation to planning pre-commencement conditions as part of the attached legislation guidance. Introduction date 1 October 2018.

e) Validation checklist

Validation checklist document being updated and will include links to additional guidance. Agents will be informed of changes in writing in due course.

5. Any other business/Issues raised by agents

- How many documents will you be able to attach to the new pre-application enquiry form?
This form allows for a maximum of 10 supporting documents to be attached.
- Extension of time requests. Do we use a form? Can an email suffice? Consistency issue as we appear to be using both methods and sometimes asking for a form to be completed even though applicant has emailed to confirm an extension.
If a Case Officer requests an extension of time they will send you a letter of request asking you to confirm acceptance – this acceptance can be made via e-mail or you can choose to send the acceptance form back. The return e-mail or acceptance form will be published on Public Access. If an Agent requests an extension of time, the Case Officer will confirm agreement by sending you a letter of confirmation – there is no requirement to send anything further. This letter of confirmation will then be published on Public Access.
- Can we start emailing BC approvals - rather than post?
Yes, this is our intention. This will be addressed as part of the Project Team work which is scheduled for next year.
- Remind staff that the applicants case must be adequately (and accurately) reflected in the officers report (following concerns that the specific section has been removed from reports).
This has been reported to Officers.
- Late objections / committee updates. Can we ensure that speakers (both for and against) see these prior to committee? (even if emailed or handed out just before).
We will discuss with Legal Services and report back at a future planning agents group.
- Can we have an electronic timer for committee?
This is being arranged.
- Officers make too much reference to 'character of an area' in their pre-apps / reports. Too often used in a negative way to justify a refusal/amendment.
This has been discussed with Officers.
- Pre-app response times still poor. Can we return fees if we don't respond within 28 days?
Officers will endeavour to deal with pre-application enquiries as quickly as possible, however fees will not be returned if not dealt with within 28 days.

No further items raised.