



**Minutes of Planning Agents Meeting  
Wednesday 15 May 2019  
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  
Chris Hodgson (CH) - Christopher.Hodgson@eastriding.gov.uk  
James Chatfield (JC) - James.Chatfield@eastriding.gov.uk  
Paul Robinson (PR) - Paul.Robinson@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	Nik Wilson - P&N Design
Graham Binnington - Graham Binnington Architects Ltd.	Gemma Edwardson - Edwardson Associates Ltd
Thorfinn Caithness - Edwardson Associates Ltd	Michael Glover - Michael Glover LLP
Rachael Bartlett - 2RB Planning	Melissa Madge - MM Planning
Paul Ward - Teward Developments Ltd.	Neil Walker - Neil Walker Cottingham
Roy Langstaff - Ralgreen Ltd	John Clinton - GGP Consult
Shaun Bennett - LML Group	Jonathan Atkinson - JG Hatcliffe
Michael Bamforth - Michael Bamforth Architects	David Robson - Robson Architecture

**1. Introduction**

SH 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 we are the 14<sup>th</sup> busiest Local Authority (out of 326) in terms of decisions issued. Since Christmas applications have started to increase and performance has improved since last year with the turnaround time of validating applications now being at 3 days. Agents were again thanked for working with Officers in relation to agreeing any necessary extensions of time.

**2. Minutes of last meeting 3 May 2018**

SH reminded the group to continue to feed any items that require raising to Killian Gallagher so these can be discussed at the quarterly Planning User Group meetings. Killian can be contacted at [killian@gallagherplanning.co.uk](mailto:killian@gallagherplanning.co.uk).

### **3. Recent National and Local changes to legislation and planning processes**

Please find legislation update attached with these minutes.

#### **a) East Riding Local Plan and 5 Year housing supply**

Please find update attached with these minutes.

Q – re Local plan - Do you have to rely on housebuilders to build, i.e. you can't do anything to make them?

*A – Yes we are reliant by development activity*

Q- Landowners and Developers will not all build at the same time due to competition and to avoid saturating the market, so this will make it difficult for you to plan!

*A – We try to gather as much detail as possible about what is coming forward and identify market absorption rate, encouragingly we have seen the building rates increase.*

Q – re 5hr housing apply – What would the reaction be to looking at the buffer of the lower end scale of development coming through?

*A – We would be tied to whether there was a 5yr supply in place, however we are trying to build in some flexibility into the process.*

### **4. Service Development updates including:**

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

SH explained that as the planning fee increase is ring fenced to improving performance within the planning service, the extra income has funded 10 new posts, 3 in the Planning Team, 2 within Validation, 2 within the Enforcement team and 3 within the Specialist teams.

Other staff updates - Chris Hodgson is the new Team Manager for the Eastern Planning team. Edwin Maund has now left the Service and is working for the Planning Inspectorate and Tom Booth-Robinson is backfilling as a Team Leader for the West area. Susan Hunt will also be leaving to join the Planning Inspectorate from June 2019.

**Recent Elections** – Following the elections that took place on 2 May 2019, the Conservative Group have increased their majority from 47 to 49 seats, Independent Group

from 2 to 6 seats, Liberal Democrat Group from 2 to 8 seats and the Yorkshire Party now have 2 seats. There are no Labour or UKIP seats.

The new Leader of the Council is Richard Burton, and the new Chairs of the Planning Committees are:-

Planning Committee – Chair Councillor McMaster, Vice Councillor Wilkinson  
Eastern area Committee – Chair Councillor Tucker, Vice Councillor Rogers  
Western area Committee – Chair Councillor Rudd, Vice Councillor Sargeson

All new Committee members have undergone planning training.

**b) IT and website update**

Please find IT and website update attached with these minutes.

A demonstration was also given on the new web page soon to be released for professionals that will hold all the quick links to forms, applications, meetings etc., as well as legislation updates and guidance documents.

**5. Draft Enforcement Plan**

CH updated the group on the draft enforcement plan which had already been circulated to Agents and has been designed to promote an understanding of enforcement within the Planning Service and to ensure an effective delivery of enforcement processes and site monitoring. Last year 1400 enforcement cases were recorded. This is an important plan for the Service and CH asked for any further feedback on the plan to be made within the next 2 weeks.

A final version of the Enforcement Plan will be reported to Cabinet for approval later this year.

**6. Building Control update**

Please find legislation update attached with these minutes.

**7. Any other business/Issues raised by agents**

Q – The draft template for Unilateral Undertakings that is being designed by Legal is too lengthy, what is the update? Also what fees will Legal be asking for?

*A – Legal Services have advised that the template should be comprehensive. The guidance that will be supplied with the UU should explain what parts of the template need to be completed for what purposes. There should also be some indication of fees prior to submission.*

Agents were thanked for attending and meeting closed at 7.00pm