

INFORMAL AGENTS MEETING

7 March 2017

MINUTES

Present:

Chris Parsons	Stuart Ashworth
Daniel Wallage	Alex Fradley
Mike Hastings	Lee Osler
John Maxey	Ruth Redding
Shaun Gayton	Amanda Driver
Janice Parsons	
Grahame Seaton	

1. Apologies

David Taylor
Peter Gidney
Jason Law

2. CIL

CP outlined some concerns he and other agents have regarding CIL.

AD reminded the group that there is a Guidance Note on the Council's website for reference and assistance.

CP suggested that this Guidance Note is placed on the Agents pages of the website for ease of reference.

Action: AD to place Guidance Note on agents pages of website.

Some discussion followed about the calculation and trigger points for CIL.

Action: AD to check "Phased Development" regulations within CIL.

3. Minutes of Previous Meeting

SA has spoken with Highways, but they require specific examples of inconsistent information being provided.

SA is still waiting maps from the Environment Agency.

SA this authority may have to consider employing the services of an Ecologist to provide detailed advice on planning applications.

RR explained to agents how to search by Agent Name on Public Access now works, as this has changed since the upgrade.

SA said he will produce a contact list of numbers for Officers

Action: SA to produce Officer contact list

LO raised the two issues with the Portal, at its meeting in October – (1) can the Habitat Mitigation Fee be included and paid for with Portal Applications and (2) why does the outline application insist on number of dwellings?

SA has spoken with Environmental Quality about the poor level of service the Agents appear to be getting.

4. LDF Update

Local Plan review – this is a review of the Core Strategy (CS) 2011 & The Site Allocations and Development Management Policies Plan (SADMP) 2016. This will cover 2016 - 2036.

- Work commences upon this in 2016
- Part of this was the 'Call for Sites and Policy Suggestions' Consultation in latter 2016.
- Approximately 550 sites put forward for consideration, the same number as all three of the Norwich local planning authorities combined.
- It is our intention, within the next month, to publish a schedule and mapping of the sites which have been put forward on our website so everyone can see what has come forward.
- We will not be asking for comments upon them other than people who submitted the site check that the site is mapped correctly and let us know if it isn't.
- Next we will assess all of the sites through a Housing and Economic Land Availability Assessment (HELAA). The methodology for which is consistent with the NPPF and PPG. It has been developed by all for the Norfolk LPA'S as part of the Norfolk Strategic Framework. This methodology was consulted upon in 2016.
- The HELAA will not allocate site, nor does it grant planning permission, what it does is tease out the constraints and give us an indication of if we have enough housing land to meet the housing need 2106 -2036. When finalised this will be published and inform the Local Plan review process.
- Then we will assess the sites through a Sustainability Appraisal (SA), similar to the selection process used during the SADMP process.
- The SA will be a supporting document to the draft version of the Local Plan review, public consultation, which we aim to publish around the end the year. This will detail the sites we consider to be 'preferred options' and which are 'reasonable alternatives'.
- At this stage further sites can be put forward, as can additional supporting information.
- The comments received will inform the next version of the plan.
- Shortly a new LDS (Local Development Scheme) will be published on the website. In effect this a timetable for the Local Plan review.

Neighbourhood Plans - Local Plan will provide a strategic overview including strategic allocations, whilst neighbourhood plans will provide the next level of detail down which can include site allocations. Qualifying bodies (Parish/Town Councils and Forums) can make their own allocations and choose which sites to allocate, as well as other general land use development policies including development boundaries. Once adopted Neighbourhood Plans form part of the development plan and therefore can carry the same weight in the decision making process as the Local Plan. Status of neighbourhood Plans in the Borough:

- South Wootton & Brancaster adopted
- Walpole Cross Keys and the joint plan North Runcton & West Winch at the examination stage
- 11 further designated areas, including Downham Market and Hunstanton
- We have given presentations to a further 20+ parishes who are interested in developing a plan for their area

5. DC Update

- Principal Planner – David Parkin has been replaced by Helen Morris who will be in post from 5 April 2017
- Claire Dorgan has replaced Helen Morris as Planner in the south team.
- Jade Calton is due back from Maternity Leave in December 2017.
- Our consultant Tim Slater has now left.
- Phillip Mansfield is our new Graduate Planner in the north team.

In July 2017 the planning application fees will increase by 20% but the income generated must be used for improvements within the Planning Department ie. Ecology Consultant, new planner etc. Obviously, in turn this will also increase the fees for Pre-Application Advice.

CP asked if the results of the White Paper can be fed back at the next Formal Agents Meeting in May.

Action: SA to discuss White Paper at Formal Agents Meeting in May

6. Any Other Business

(GS) Pre-Application advice is taking so long and meetings taking ages to arrange.

(JM) Part 3, Class Q – PD rights have been challenged in High Court – Inspector refused permission as it was a rebuild not a conversion. High Court supported Inspectors decision.

(JM) Constant battle with Council's Lawyers trying to get S106 finalised and as only 4 months is allowed for completion.

(JM) Can the trigger for S106 be amended to read "occupation" rather than "completion"

(SA) Agreed.

Action: LO / RR to liaise with Legal.

(CP) the wording of conditions sometimes may need amending slightly – this doesn't change the meaning of the condition, but because the application is determined by Planning Committee it cannot be amended?

(SA) confirmed that this is the case.

(CP) suggested that the wording of conditions be agreed between the Council and the Agent before the application is heard by Planning Committee.

(JM) asked whether the wording of these conditions could be done under delegated powers?

(SA) said that he will have to discuss with key Members.

Action: SA to discuss amendment wording of Conditions with Key Members

(JM) suggested that an Informative is placed on Decision Notices to remind applicants/agents that the terms of the S106 need discharging as well as conditions.

Action: SA to discuss and feedback.

Next Formal Agents Meeting: 16 May 2017

Next Informal Agents Meeting: 5 September 2017