

## Notes of Meeting - Agents Forum

October 7<sup>th</sup> 2011



### Woodgate Magistrates Court

Attended by:

Mr. Phil Rowland- **Landmark Planning**  
Mr. Steve Saunders- **S A Saunders Plans**  
A representative from **David Ives- Amil Design**  
Ms. Jayne Hepworth- **Hepworth Design**  
Mr. Paul Grey- **Charnwood Building Plans**  
Mr. Bob Kenney- **Design Contract Associates**  
Mr. Hedley Verity- **Design Contract Associates**  
Mr. Martin Channell- **Loughborough University**  
Mr. Roberts- **Architects LE1 LLP**  
Mr. Richard Harris- **Graham Harris Partnership Ltd**  
Mr. Graham Harris- **Graham Harris Partnership Ltd**  
Mr. Stewart Redfern- **Redfern Kirton Design**  
Mr. Stephen Bradwell- **Trigpoint Conservation & Planning Ltd**  
Mr. Paul Taylor- **Thomas Taylor Planning Ltd**  
Mr. Robin Taylor- **Taylor's Drawings**  
Mr. Robert Powell

Apologies:

Mr. David Granger- **Architectural Design Ltd**  
Mr. David Brooks- **David Brooks Surveyor**  
Mr. John Jowett- **PJ Planning**

### PAR Checklist.

- Checklist covers whole of Leicestershire- unified requirements.
- A degree of proportionality must be used though.
- Further information can be requested by the council if it is felt necessary- the clock will then stop and the application will be made invalid and the clock will re-start once the information is received from the beginning of the 8/13 weeks.
- The checklist will be put online in a word document- enabling agents to complete along side their applications.
- Agreed that Mick Morley can be contacted if a PAR checklist problem cannot be resolved with any authority.

### Invalid Applications.

- Not being able to pay online or over the phone was highlighted as a large issue:- suggest a pay on line system where you can quote the portal reference number, the same applied to the telephone payments (telephone payments are able to be taken by Building Control).

### Permitted Development.

- Agents asked for a link to Permitted Development information- and for it to be kept updated to reduce the amount of PD applications.

## **Non Material Amendments.**

- NMA's are now available to select on the Planning Portal ( This has only come in recently)
- Some emailed versions of NMA's have been sent in the past and missed- please label these clearly to avoid them being overlooked- we are looking at our current systems to try and avoid this in future.
- The link between NMA's and 'free go's' has often been missed- if an NMA application has been refused they have the right to a 'free go' with revised scheme and should not have to pay again as per the fee regulations.

## **Building Control.**

- Building control to be included within the newsletter and CPD events to be highlighted when necessary.
- Feedback is greatly appreciated in both planning and building control, and we appreciate anything we receive from Agents.
- A seminar between Building Control, Agents and Severn Trent Water has resulted in a policy. This is now in place.
- When sending Building Control application, please send them to the generic email address- [Building.Control@charnwood.gov.uk](mailto:Building.Control@charnwood.gov.uk) instead of an officer email address, this way your application can be dealt with quicker and won't get 'lost' if an officer is out on site or on leave.

## **Other Issues.**

- The question of whether approved plans are kept by Local Authorities- we at Charnwood keep an electronic copy of ALL plans that we receive, unfortunately this is not the case for other Local Authorities within Leicestershire- possible case for uniformity.
- Informal Advice- The question of a time limit on Informal Advice applications if a fee is introduced- would a fee be refunded if the timeframe is not met? Figures are still being discussed.
- A possible accreditation list for Agents linking Planning and Building Control together- make submitting an application easier and quicker and we would rely on the agent's competencies and assurances that they have submitted the correct information. If the agent continuously submits inaccurate information they would be removed from the accreditation list. This will be set up by Mick Morley and published once the majority of agents are in agreement with the terms (April 2012).

## **General Notes.**

- We have a Committee Meeting in Woodgate Magistrates Court every 4 weeks on a Thursday- all documentation regarding the committee meeting is available on our website a week in advance.
- Ward Referral reports now take 5 days once sent to the councillors and the reports are available to view on line.