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A meeting of the **Cabinet** will be held in Committee Room 1 at East Pallant House Chichester on **Tuesday 6 December 2016** at **09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mrs P Hardwick, Mrs P Plant, Mrs G Keegan, Mrs C Purnell and Mrs S Taylor

SUPPLEMENT TO AGENDA

AGENDA ITEM 11

11 **Report of the Planning Task and Finish Group** (page 1)

This is an update sheet for this agenda item in respect of which the Cabinet is requested to consider the agenda report and its four appendices and to make the following resolutions:

- (1) That the adoption of the revised Pre Application Advice Charging Scheme with effect from 1 February 2017 be agreed.
- (2) That the recommendations of the Task and Finish Group on the use and enforcement of planning conditions be adopted be agreed including;
 - a) The full wording of conditions on Planning Committee agendas from 1 January 2017 and
 - b) All decisions on planning applications issued from 1 February 2017 adopt the revised format recommended by the Task and Finish Group.

Chichester District Council

THE CABINET

6 December 2016

Update for Agenda Item 11

Report of the Planning Task and Finish Group

A consultation on the Draft Pre Application Advice Scheme was undertaken with recent applicants and their agents between 15 and 25 November 2016. Four written responses were received. Verbal feedback was also provided at a recent meeting of regular agents and architects. These responses and officer commentary are summarised below.

Consultation Response	Officer Comment
The Duty Planning Officer Service is a particularly useful tool which may have highlighted the need for planning permission in previous instances	Following the introduction of the revised pre-application advice scheme, details will be sent to all relevant Council staff and placed on the Council's intranet page.
Officers should always direct applicants to the Pre-application service; it is of no use if homeowners are not aware of its existence.	
Looks very good – much more user friendly and good to be able to obtain quick in person advice for a reasonable fee. A big improvement	Noted.
Whilst we don't mind the increase in cost for this service and we are sure the client won't either, we would just ask that the time-frames stated are met as best as possible. We have had a few schemes this year where the response time was not met.	The new pre-application service is designed to provide greater flexibility in the delivery of pre-application advice. This will in turn allow officers to process a greater volume of requests for advice and meet designated timescales. The scheme allows for an extension of the period for determination with the agreement of the applicant in certain circumstances.
Agents/applicants would pay a greater fee if it guaranteed that timescales for response would be met.	
Welcome the opportunity for dedicated heritage advice through a site visit.	Noted.

It is proposed to clarify the wording of the Draft Pre Application Advice Charging Scheme by amending the second sentence of the last paragraph on page 120 of appendix 1 to read;

If you want to discuss alternative proposals you may pay a further reduced fee for an additional meeting in relation to advice previously given.