

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

Minute Extract

Elmbridge Borough Council

Planning Committee

Report of a meeting held on 12 June 2018

Members of the Committee:

* B.J.F. Cheyne (Chairman)

* Mrs. K. Randolph (Vice-Chairman)

* A.P. Burley	P.M. Harman
A. Coomes	* Mrs. C. James
* Mrs. C.J. Cross	* Rachael I. Lake
* A. Davis	* Mrs. D.M. Mitchell
* Mrs. C. Elmer	* Mrs. M.C. Sheldon
* M.J. Freeman	* Mrs. J.R. Turner
* C.R. Green	* S.J. Waugh

* Denotes attendance

Substitutes:

Mrs. M. Marshall (Substituting for A. Coomes)

2/18 Declarations of Interest

There were no declarations of interest.

5/18 Planning - Local Validation Checklist

The Committee noted that national validation criteria set out what was required to be submitted alongside an application such as the relevant form, fee and plans. Legislation also enabled local authorities to apply additional requirements for documents that the Authority deemed necessary to proceed to determine the application. These national and additional requirements were to be publicised in the form of a Local Validation Checklist.

The draft Local Validation Checklist before the Committee had been prepared to replace the current checklist which was adopted in 2013. Members noted that existing information had been updated & improved and new requirements added where necessary. It was intended that the checklist would be published as an interactive web page on the Elmbridge Borough Council website. The proposed, new web page format was demonstrated at the meeting. It was noted that feedback on the proposed ease of use of the web page itself would also be welcomed. During his introduction of the report, the Business Support Manager clarified that the Individual Cabinet Member Decision Making meeting date of 4 July 2018 referred to in paragraph 3.1 of the report should be amended to read 5 September 2018.

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Arising from consideration of the report, a Member queried whether much officer time was spent dealing with invalid applications, and it was confirmed that typically, some 80% of applications required further amendment by the applicant/agent.

It was noted that the pre-application advice service was not covered under the proposed new arrangements, but the Head of Planning Services agreed that the best way to provide information to applicants, including, for example, through the provision of a fact sheet or link to relevant pages on the website as part of the pre-application advice service would also be considered.

A Member queried whether the changes affected the timing of the signing of Unilateral Undertakings and it was confirmed that Section 106 obligations were required to be submitted at the outset of the process although there remained scope for them to be concluded during the determination of the application.

Whilst it was not part of the report before the Committee, a Member queried whether it would be possible to review the space requirements for waste bin provisions as part of new developments in view of the increase in recycling, and the Head of Planning Services agreed that this could be raised with Environmental Health accordingly. Following a further query from a Member, it was noted that consideration could also be given to ways in which applicants could be encouraged to repair damage to cross-overs as a result of development vehicle movements.

The Planning Committee supported the proposed revisions to the Local Validation Checklist, welcomed the proposed web page format as part of an improved, user-friendly service for the public and agreed that consultation be undertaken on the draft Validation Checklist on the basis as set out in the report.

Resolved that the draft Local Validation Checklist be supported and approved for public consultation for a 6-week period starting Monday 18 June 2018.

The meeting commenced at 7.00 pm and concluded at 7.34 pm

B.J.F. Cheyne
Chairman

Democratic Services Officer

Ms. M. Bailey

Committee and Member Services Manager

Other Officers in attendance

Mrs. K. Tagliarini

- Head of Planning Services

Mrs. C. Herbert

- Law Practice Manager

Mrs. D. Teran

- Business Support Team Leader

T. Walton

- Business Support Manager