

# PlanForum

Guernsey Agents Forum  
Meeting 23<sup>rd</sup> November 2011 @ Sir Charles Frossard House

## MEETING NOTES

### PlanForum *members in attendance*

Jill Bray	Courtillet Design
Tony Charles	Charles Planning Associates Limited
Jason Hobbs	Jason Hobbs
Rachel Jones	Spicer and Partners Guernsey LLP
Carl Foulds	Direct Architectural Solutions
Robert Le Page	Robert W Le Page Architects & Chartered Surveyors
John Hibbs	PF+A Limited
Mitchell Sneddon	Dunnell Robertson Partnership and Guernsey Society of Architects
Ricky Mahy	Create Ltd.
Bob O'Brien	States of Guernsey (representing CIOB)
Phillip Touzeau	Brittain Hadley
Ailsa McGregor	Holmes Ltd.
David Aslett	Aslett Naftel
Rachel McClean	Drawing Room
David Torode	David Torode
Chris Workman	Chris Workman and Co Ltd.

### **Apologies:**

James Barker  
Chris Lovell  
Esther Male  
Paul LeTissier  
Paul Martel  
Nigel Duquemin

### **From States of Guernsey**

Jim Rowles	Director of Planning Control Services
Faith Rose	Director of Planning Policy
Elaine Hare	Principal Planning Officer
Claire Barrett	Principal Planning Officer
Andy Mauger	Principal Building Control Surveyor
Nicola Gough	Communications Officer
Lisa Jones	Admin/Technical Assistant

On the 23<sup>rd</sup> November 2011 the following topics were discussed by members

present:

**Planning Update** Information update from planning and building control.

*Key points:*

**Performance Stats**

Recently published for first 6 months of this year from 6<sup>th</sup> April to 5<sup>th</sup> October – 72% of decisions issued in 8 weeks, 91% in 13 weeks (targets 80 and 90%).  
Last week cumulative 8 week figure rose to 73% - 81% of applications that week determined in 8 weeks.

**Open Planning Meeting**

First with public speaking held this month. From now on will be at all open meetings.

**Reorganisation**

Claire Barrett has moved across to Forward Planning, with Elaine Hare as single Principal in DC.

East and West DC team split no longer exists. There will be one number to contact Technical Support - 717008 (717005 will be reallocated in SCFH).

**Visit to Schemes**

A number of completed schemes have been visited which has proven to be an excellent learning opportunity - great to see the product on the ground. The Department would be keen to visit other schemes and would welcome suggestions.

**Application Submissions**

Planning applications need to be quality checked before submitting to the Department e.g. Signing of sections P and Q.

A submission check sheet is available and was passed around the table. If used you shouldn't go far wrong (potential for workshop on validation in future if demand exists).

**Law review** – continuing

Use Classes – meeting with the commercial agents' group – Nick Renny and Tony Rowbotham – with Commerce and Employment Department to discuss Use Classes. The group will be producing some proposals for further simplification for consideration.

Fees – thinking continues to evolve on how to simplify the fees (graduated fees for floor space, fees for Change of Use and a single fee for other minor developments was suggested as a possible option).

**EIA and Protected Buildings Guidance** – latest advice and guidance has been issued.

**Advice on Industrial sites** – new guidance in draft form; agents were asked for their feedback

**New States Website going live in January 2012.**

Easy to navigate/user friendly.

**Additional meeting in the new year to be arranged -**

Re: Protected Buildings and Plan Review.

## **Discussion**

### *Key points:*

Update on Shepley – Scrutiny's recent review of implementation of Shepley Report - Department and Policy Council have to report back next year – the review of the Law and Ordinances is part of this process.

## **Workshop and other activities**

### *Key points:*

#### **Suggestions for future workshops:**

- Environmental Impact Assessment and Environmental Statements.
- Submission check workshop on the application registration process and the information requirements for valid applications.
- 'Plan making' process.

#### **Guernsey Design Awards**

Entries to be submitted by Friday 25<sup>th</sup> November 2011.

## **Changes to Building Regulations**

### *Key points:*

The building regulations are being revised with legal input for implementation in 2012. The Approved Documents are being written to be Guernsey specific and will be called the 'Guernsey Technical Standards'.

Work is ongoing. Agents asked if it would be possible to see a draft in order to have some input.

#### **Any other business**

Opportunity for agents to give general feedback and discuss any issues.

### *Questions and Answers:*

1. Public Speaking at Open Plan Meetings.  
What are the procedures? Is there protocol?  
Agents informed that notes and guidance with regard to public speaking at open planning meetings are available to view via the following link  
[protocol – public speaking at open planning meetings](#).
2. Agents expressed concern over submitting amended drawings/additional information to the front desk in reception only to discover that it has gone missing at a later date. It was explained that any additional information/plans submitted at the front desk should be clearly marked with the application reference/officer on the papers (not just on the envelope). It was explained

that the department does have tight procedures in place to make sure that information does not go missing, however, should this happen in the future it should be brought to the attention of the Director of Planning Control Services.

3. It was noted that agents are required to quote the planning application reference number in all correspondence to the Environment Department. However, agents would like to reinforce the importance of quoting their reference/job number in the correspondence from the Environment Department.
4. Interest expressed in the progress of the 'Customer Satisfaction Survey' and the type of comments that were being received. It was explained that the survey is aimed at direct recipients of the service and that the results were being compiled. A report will be published on the web in due course.

Date & time of next meeting: 16<sup>th</sup> May 2012

Wednesday 2pm – 5pm.

Policy Council Meeting Room @ Sir Charles Fossard House