



**Agents and Developers including Arboricultural Working Group AGM Minutes (Planning & Regeneration Services including Building Consultancy)  
Wed 26<sup>th</sup> March 2014 - 6.00pm-8.00pm  
Committee Suite - Civic Centre**

**Borough of Poole**

**Chair:-**

Cllr Mike White - Borough of Poole

**Internal Attendees:-**

- Stephen Thorne - Head of Planning & Regeneration & Building Consultancy
- Nigel Jacobs - Planning Policy and Implementation Manager
- Richard Genge - Planning and Regeneration Manager
- Andy Holmes - Building Regulations Team Manager
- Gabriella Cobelli - PA to Stephen Thorne (minutes)
- Russ Fisher - Senior Arboricultural Officer (Planning and Regeneration)
- Andy Osborne - Senior Arboricultural Officer (Environmental and Consumer Protection)

**External**

**Guests:-**

Duncan Challis and Chris Allenby Poole Quays Neighbourhood Forum

**Agents and Developers:-**

Carol and Peter Traves – Evans and Traves  
Malcolm Randell – Trinity Architecture  
Liz Brown – Trinity Architecture  
Hamish Macbeth - Cawdor Construction Ltd

Neil Bichard – Bradbury Bichard  
Andy Brown – A. B. Design  
Brian J Simpson – Lionel Gregory Architects  
Peter Tanner – Tanner & Tilley Planning Consultants  
Ian Gault – David James Architects  
Laurie Marlow – David James Architects  
Keith Harrison – Harrison Group  
Graham Thorne – Thornes Chartered Surveyors  
Derek Simester – Magna Industrial  
Robert Lofthouse – Savills  
Mike Pennock – Savills  
John Christopher – Trinity Architecture  
Mike Johnson – Shorelands Building Consultancy  
Phil Easton – Western Design Architects  
Jonathan Turvey - Western Design Architects

**Arboricultural Consultants:-**

Wayne Doe – W. T. Doe Tree Surgeons  
Mark Hinsley – Mark Hinsley Arb Consultants  
Andrew Scott - Scott Tree Services Ltd  
Martin Saxon - Apex Tree Surgeons  
David Cashman – Barrell Tree Consultancy  
Mark Wadey – Barrell Tree Consultancy

| Item |   | Action By |
|------|---|-----------|
| 1.   | <b><u>Arrival and Refreshments</u></b>  |           |
| 2.   | <b><u>Introductions - Cllr Mike White</u></b><br>There was an introductory session, where the Chair and internal attendees introduced themselves to external attendees who were present that evening. |           |

|    |  |            |
|----|--|------------|
| 3. | <p><b><u>Poole Quays Neighbourhood Forum - Duncan Challis</u></b><br/> Duncan Challis gave a useful and informative presentation about the Poole Quays Neighbourhood Forum which was presented via a power point slide show.<br/> <b><u>See Link to relevant Borough of Poole webpage below:</u></b><br/> <a href="http://www.boroughofpoole.com/your-council/haveyoursay/consultation/poole-quays-neighbourhood-forum/">http://www.boroughofpoole.com/your-council/haveyoursay/consultation/poole-quays-neighbourhood-forum/</a><br/> <b><u>Link to Poole Quays Forum Independent Website below:</u></b><br/> <a href="http://www.poolequaysforum.co.uk">www.poolequaysforum.co.uk</a><br/> <b><u>Action: A copy of the power point presentation will be uploaded onto the website with the minutes. Keith Pegram and Gabriella Cobelli to action.</u></b></p>  | GC/<br>KDP |
| 4. | <p><b><u>Building Control Market Place Including Charging / Demolition Sites and Potential Fees / New Legalisation (part L) - Andy Holmes</u></b><br/> Andy Holmes gave an interesting presentation outlining the imminent changes to legislation and some revised charges coming into play on 1st April 2014 for work allied to the development process. There will be an inflationary increase on building notices only, which will not affect full plan submissions that remained static as per last year.<br/> Andy advised that fees are negotiable on Building Regulation submissions and dependant on the schemes, and so welcomed contact through his team to discuss. (<i>Post meeting note: Contact details for Building Consultancy: <a href="mailto:bldg.consult@poole.gov.uk">bldg.consult@poole.gov.uk</a> or 01202 633250.</i>)<br/> Scaffold and Hoarding Licences will have a minor uplift in charge (the first increase since 2008) and from 1st April 2014, The Borough of Poole also plans to introduce a charge for Demolition Notices to cover an enhanced service, with a view to continuing a responsive service to assist development and the community.<br/> A briefing was also given on The Housing Standards Review that had just received Central Government's response. This deals with many aspects of sustainability, and intends to incorporate many disparate strands of legislation, parts of which will be incorporated under the Building Regulations. This will cut red tape and recommend the streamlining of various areas of building standards.<br/> Changes to Part L (Conservation of fuel and power) will come in on 6th April 2014, with a seminar happening at Upton house for Building Consultancy's clients on 1<sup>st</sup> April 2014 – all are welcome and invites have been sent out.</p> |            |
| 5. | <p><b><u>Trees and Development – Russ Fisher</u></b><br/> Russ gave an outline on the above, specifically the issues of supervision in Arboricultural Method Statements (which are part of planning applications) and conditions related to planning consents. He highlighted the importance of having arboricultural supervision present during the key stages of development, as sometimes arboricultural input does not happen once the planning permission has been granted which means potentially the development may damage nearby trees, or conditions that can not be complied with.<br/> The Borough of Poole would like the arboricultural supervisory element to be included in the arboricultural method statement, to be signed off at the end of the development demonstrating supervision during the development, as the unit do not act as arboricultural consultants outside of the Borough of Poole.</p>  |            |
| 6. | <p><b><u>Sustainable Drainage Consent - Richard Genge</u></b><br/> Richard Genge gave a quick overview. It was proposed the new legislation would take effect next week though it is now more likely to be October 2014.<br/> The process is likely to become law, eventually resulting in applications to the Sustainable Drainage Body (the Council), being submitted for major schemes initially, and then minor schemes at a later date once the process has become embedded. It is very likely to be tied into the planning or the building consultancy process though this has not yet been confirmed. As we still await the legislation and the accompanying guidance documents, it is difficult to create any procedure for how the Council will address this issue.<br/> There is likely to be both an application and maintenance cost though no requirement for a pre application. Who maintains the drainage has also yet to be confirmed. A sustainable drainage body will need to be created in all leading</p>  |            |

|  |  |       |
|--|--|-------|
|  | <p>authorities (such as Bournemouth and Poole). In conclusion, this legalisation will mean that Planning cannot make any planning decision until Sustainable Drainage approval is granted. <b>Various questions were asked and Stephen Thorne confirmed this will be brought back to the A&amp;D regular working group once the unit knows more.</b></p>   | GC/ST |
| <p>7. <b><u>Working Group Summary of 2013-2014 – Arboricultural Working Group – Mark Hinsley and Agents and Developers Working Group - Carol Traves</u></b></p> <p>7.1 <b><u>Arboricultural Working Group – Mark Hinsley</u></b></p> | <p>Mark Hinsley gave a summary of the working group meeting content for 2013-2014 highlighting key points of discussion. Some of the subjects which particularly prompted an interesting and lively discussion include Building Control overriding Method Statements, Invasive Investigative Methods and Resistograph Use, Crown thinning and Supervision Conditions both for application work and as conditions of development. Jonathan Fulcher gave a presentation in Jan 2014 about Tree Work Applications from a PINS Perspective and emphasised the need for meticulousness in reasons for refusal as insufficient evidence can result in having to reapply. Comments were also made about Tree Preservation Order application refusal wording and other helpful topics included one on Bio Security which highlighted the threats of imported plants possibly containing bugs which may wipe out the UK tree stock. Also Steve Cox produced a Recommended Tree Species for Poole which it is hoped will help form the basis for the Poole Tree Strategy. Overall, Mark felt the group was useful as it increased mutual understanding and closer liaison irrespective of whether parties agree or disagree on certain topics, though could do with more of those attending from the operational side of the industry.</p>   |       |
| <p>7.2 <b><u>Agents and Developers Working Group - Carol Traves</u></b></p>  | <p>Carol Traves gave an overview of the working group topics for discussion in 2013-2014 – the group met twice last year in June and December. Key items included Community Infrastructure Levy (CIL), the Heathland DPD (Development Plan Document), General Permitted Development Order Changes, Core Strategy Review and Building Control related updates.</p> <p>There were mixed opinions on CIL's impact on development delivery. There was the mention of a one off meeting to discuss the Core Strategy Review and to understand issues around Affordable Housing delivery.</p> <p><b>Action: As this is a continuing theme, Gabriella Cobelli has put this item on the agenda for the next regular Agents and Developers Working Group – dates will be confirmed shortly.</b></p> <p>Pre-application responses and their timeliness have been raised in meetings this year though Carol felt overall service and response turn around has improved. Andy Holmes, in addition, provided valuable updates regarding building control issues and is always pleased to hear views on how service can be enhanced. Carol's final thought was that the meetings were a valued forum and a chance to express honest two way views, and that overall service had got better as a result of these meetings, and hence would encourage any new membership.</p> <p>As an additional comment Nigel Jacobs advised that joint Dorset Heathland Development Plan document was to be abandoned as a view was taken that it was not needed anymore.</p> | GC    |
| <p>8. <b><u>Working Groups Refresh – Stephen Thorne</u></b><br/><b><u>Agents and Developers Working Group</u></b></p>  | <p>It was suggested more developers and builders, and sometimes unit Planning Officers should attend the A&amp;D meeting.</p> <p><b>Action: With regards to Poole Quays Forum attending the A&amp;D meetings as a guest, Stephen Thorne advised he would give this some thought initially and perhaps also consider inviting the Social Housing Sector from PHP or Spectrum.</b></p> <p>The membership for the A&amp;D Working Group for 2014-2015 was confirmed as follows:-</p> <p>1) John Souter - Lionel Gregory</p>   | ST    |

|                                 |   |           |
|---------------------------------|---|-----------|
|                                 | <p>2) Peter Traves – Traves and Traves (in place of Carol Traves)<br/> 3) Mike Pennock – Savills (in place of Simon Greenwood)<br/> 4) Martin Hanham – Martin Hanham<br/> 5) May Palmer – Harry J Palmer<br/> 6) Graham Thorne - Thornes Chartered Surveyors &amp; Estate Agents<br/> 7) Peter Tanner - Tanner &amp; Tilley Planning Consultants<br/> 8) Phil Easton - Western Design Architects<br/> 9) Keith Harrison - Harrison Property Group</p> <p>Changes are that Peter Traves will attend in place of Carol and Mike Pennock will be the point of contact for Savills in place of Simon Greenwood.</p> <p><b><u>Arboricultural Working Group</u></b></p> <p>1) Alderwood Consulting Ltd - Jonathan Fulcher<br/> 2) Apex Tree Surgeons - Martin Saxon<br/> 3) Arborcare - Steve Jones<br/> 4) Barrell Tree Consultancy - Jeremy Barrell / Phil Brophy<br/> 5) Hunters Treework - Mark Hunter<br/> 6) Mark Hinsley Arboricultural Consultants - Mark Hinsley<br/> 7) Scott Tree Services - Andrew Scott<br/> 8) Tree Call Consulting - Steve Cox or Andy Luddington<br/> 9) W.T.Doe Tree Surgeon Ltd - Wayne Doe</p> <p>Karl Forkasiewicz made the decision to stand down from the group earlier in the year. It was mentioned that Gary Snellgrove of Wessex Tree Surgeons may like to join the regular Arboricultural Working Group meetings.<br/> <i>(Post meeting note: Gabriella Cobelli is contacting Gary Snellgrove to confirm).</i><br/> <b>Action: The 2014-2015 meeting dates for the Agents &amp; Developers and Arboricultural Working Groups will be forwarded to members in the next few weeks. Gabriella Cobelli will email attendees in due course.</b></p> | <b>GC</b> |
| <p><b>9.</b><br/><b>9.1</b></p> | <p><b><u>Questions and Answers</u></b><br/> <b><u>Housing Delivery Group</u></b></p> <p>It was asked if the Borough of Poole were still representatives on the Housing Delivery Group. Stephen Thorne confirmed this was the case, with Colin Molton chairing for the South West.</p>   |           |
|                                 | <p><b><u>Dates of the Agents and Developers and Arboricultural Meetings (plus the AGM) for 2014-2015:</u></b> Will be confirmed shortly.</p>  |           |