

Mike,

I have just come out of a productive meeting with the BCC, and the Isleworth Society. They have asked that I drop you a note of our discussions prior to your meeting tonight and provide minutes. So this is to serve as both !

The main issues are:

- They are not being consulted on key applications, that are important for the areas they cover. They wish to be consulted on:
 - all Majors and all applications in conservation areas.
 - Advertisements (especially illuminated ones to bus shelters)
 - Significant follow ons from Majors
- In terms of the electronic consultation there does not appear to be an issue with us emailing the letters, *but it is essential to have a system which helps us all to make sure that all relevant cases are notified*
- Access to information. It is agreed that Majors need to be available as a hard copy. I have explained that we will amend our validation checklists to ensure that developers supply a copy of the documents submitted to us to the relevant library (or libraries), and that in the meantime we will continue to supply them. Both groups wished to be provided with a set for themselves, *when the application was in their area (although it was suggested that these could be picked up from the library, if it was easier).*
- Clarification *is* required as to whether or not we will require the developers to do this. *In order for the system to work effectively the societies asked that the Council should advise the developer that an additional copy of all documents requested by the local society at pre-application and/or application stage should be supplied to them and that the developer should write to the Council confirm that that had been done.*

The societies requested that the Council should inform the developer of what was required and should not proceed to further process an application until consultation had been done to their satisfaction.
- The provision of larger screens in libraries is essential. I have had an initial conversation with Hamish Pringle on this and one of his team is costing up different IT solutions to see if we can progress this. Such computers would need to be prioritised for use by those wishing to look at planning applications.

The societies were pleased to note that from this my To DO List is:

- I will discuss with the Managers and work out the best way to ensure appropriate consultation occurs and relay this back to the groups. I am also going to clarify which areas the amenity groups cover.
- As a priority I am going to get to the bottom of why the Isleworth Society haven't been getting emails at all and why the BCC have still been getting letters and the odd email.
- Set up a time to run through the current web search facility with Denis Browne of the BBC (Can cover the issue of agent details)
- Progress altering our validation checklists.
- Progress the issue of large screens in libraries.
- I have agreed to sort out training for the library staff. I also need to make sure that printing costs are standard between libraries and the Council and that library staff are aware that the plans can be printed.
- I have agreed to look at the Richmond and Ealing examples and see where we can improve.

The societies ask that they be informed when a monitoring system is set up so that we can check that it works well.

I hope this is useful for tonight.

Regards

Myfanwy