

Charmouth Parish Council

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD AT 6.00PM ON TUESDAY 13 JULY 2021 AT THE ELMS

In attendance: Cllrs Julie Leah, Andrew Lightfoot, Katie Moore, (ex officio Peter Noel and Judith Sheppard), Andy Bateman (NHPSG) and the Clerk, Lisa Tuck.

PL21/1 APPOINTMENT OF CHAIR/VICE CHAIR

(a) CHAIR - Following no other nominations Peter Noel was nominated and it was **RESOLVED that Peter Noel be appointed as Chair.**

(b) VICE CHAIR – Andrew Lightfoot was nominated and it was **RESOLVED that Andrew Lightfoot be appointed as Vice Chair.**

PL21/2 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No members of the public were present.

PL21/3 APOLOGIES FOR ABSENCE

No apologies were received.

PL21/4 DISPENSATIONS

No dispensations were received.

PL21/5 DECLARATIONS OF INTEREST

No declarations of interest were received.

PL21/6 MINUTES

RESOLVED that the minutes of the meeting of the Planning Committee held on the 9 March 2020, circulated to members, were a correct record and were signed by the Chair.

PL21/7 APPLICATIONS

(a) Application No. P/HOU/2021/02164 25 Wesley Close – Erect first floor extension – **No objections as the footprint remains unchanged.**

(b) Application No. P/HOU/2021/02165 2 Meads Cottages, Lower Sea Lane – Demolition of existing conservatory and erection of a single storey extension – **No objections as the principle has already been established with the previous application.**

(c) Application No. P/HOU/2021/02104 3 Greenhayes – Erect single storey extension and decking area – **No objections as the roof height is just below the existing dormer window. However, the Parish Council would query whether the end of the new extension is too close to the footway?**

(d) Application No. P/HOU/2021/02199 5 Parkway – Proposed rear extension and alterations – **No objections as it appears not to affect any other property. However, there is no location or block plan included which makes it difficult to see the scale of the extension in relation to the plot.**

PL21/8 APPROVAL/REFUSAL/WITHDRAWAL OF PLANNING PERMISSION/TREE APPLICATIONS:

- (a) Application No. WD/D/20/003206 Beach Access South of Heritage Coast Centre, Lower Sea Lane – Beach access ramp. Council's own application to renew permission for a further three years – **Noted.**
- (b) Tree Enquiry made for urgent work due to damage at Lower Reaches, Riverway. Judith Sheppard, as Tree Warden, visited the site with Julie Leah at the request of the applicant. Comments were sent to DC Tree and Landscape Officers and a response was received confirming that permission had been granted for the work (removal of the split limb and felling of dead tree) under the 5 day dead and dangerous Regulation 14 Notification to ensure the safety of the property. Any further works will require a tree works application – **Noted.**
- (c) Request in March for Yew trees in the front of St Andrews Churchyard to have TPO added. Response received seeking clarification as to why the Council would like the trees protected. A decision is awaited – **Noted.**

PL21/9 CORRESPONDENCE/OTHER

- (a) Terms of Reference – It is proposed that the Terms of Reference for the Planning Committee (Attached A) be approved including the highlighted amendments made by the Committee regarding provision to co-opt non Councillor members and a minimum number of meetings of 4 per year to be held.
- (b) Inconsistency of items for comment - Andrew Lightfoot stated that he found it strange that the Parish Council are asked to comment on Listed Building applications where there are internal alterations which don't affect anyone and yet the Council is not consulted on applications affecting TPO's. It was agreed that the Clerk would write to DAPTC to ask if this is something other Council's have found and whether DAPTC would be prepared to take up the issue with Dorset Council.

PL21/10 NEIGHBOURHOOD PLAN STEERING GROUP

- (a) Update from NHP Steering Group – Andy Bateman updated the Committee on the developments with the draft NHP including that Andrew Mead had been appointed as the independent examiner.
- (b) Submission Consultation – confirmation that Dorset Council is satisfied that the requirements set out in Schedule 4B para 6 of the Town and Country Planning Act 1990 have been met and complied with as well as confirmation that an examiner has been chosen by the NHP SG from the 3 candidates available.
- (c) Confirmation from NHP Committee that the Local Green Spaces (LGS 5, 8, 9, 10, 11, 12 and 15)/Assets H4, H5 and H6)/Car park belonging to CPC remain nominated sites and have been included in the draft NHP submitted to DC for consultation prior to consideration by an independent examiner.

The meeting closed at 6.45pm.

Proposal:

- PL21/9 (a) Terms of Reference for approval

Planning Committee Terms of Reference

The Planning Terms of Reference were adopted by Full Council at its Council Meeting held on 27 July 2021.

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

1. Objective

Charmouth Parish Council is currently an advisory body to the Local Planning Authority (Dorset Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

2. Membership

Membership shall consist of a maximum of five Council members elected annually along with the Chairman and Vice Chairman of the Parish Council in an ex-officio capacity.

The Chairman and Vice Chairman of the Committee shall be elected by the committee membership at the first meeting after the Annual Meeting of the Parish Council.

Non-Councillor members of the Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved.

A quorum shall consist of three members.

3. Areas of Responsibility

The Planning Committee has the delegated authority from Charmouth Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and
- f) The Clerk be given delegated powers for all Tree Preservation Orders to state that the Council comments are in line with the Tree Warden's recommendation. The planning application will be reported in the normal way on the planning list, with relevant comments.

4. Planning Applications

Planning applications shall be circulated to Planning Committee members as they are received and at least five days before the Parish Council Planning Committee meeting, by the Parish Clerk. The applications may be viewed on the Planning Portal at Dorset Council.

5. Meetings

The Committee shall meet at least 4 times annually.

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Charmouth Parish Council.

The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary, to ensure that all Planning Applications received can be discussed and replied to within the timescale. However, if the application(s) in question does not attract adverse comments, views of members (taking into account any other responses made via the portal) will be collated by the Parish Clerk, approved by Committee members and submitted the day before the deadline date.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Only members of the Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.

Minutes of all meetings will be recorded by the Parish Clerk or Deputy Clerk and circulated at the Full Council meetings.

6. Responses

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

7. Review

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council.