

Agenda Item 7 Axbridge Town Council

Planning and Licences Committee (A standing committee of the council)

Chairman and Committee membership

Chairman: to be elected by the committee at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

3 (minimum) other councillors

Remit

Duties:

To meet as required (usually once or twice a month) to consider and give opinions on current planning applications and licence applications and to receive all planning related correspondence.

To produce minutes of the Committee meetings to inform Council of the decisions made.

Powers:

To make observations, recommend approval or raise objections on behalf of the Council with relevant authorities on small applications, i.e. those which relate to no more than one property. (An application which relates to more than one property should be determined by full council, unless the Council delegates the specific application to the planning committee for determination.)

To liaise with local authorities, service providers, other organisations and members of the public about small applications.

The committee will examine all large applications on behalf of the council and make recommendations to council on these. Very large applications will be dealt with directly by Council in accordance with the policy on the process of publicising and considering very large planning applications

The committee will consider all documentation, correspondence and financial matters relating to Neighbourhood Planning on behalf of the Council. It will make recommendations to and regularly inform the Council on these matters.

The committee will deal with all correspondence relating to small planning applications and advise on all other planning related correspondence including strategic planning, the local development framework, minerals planning and affordable housing.

The Committee will deal with items relating to specific planning applications as delegated by Council

The committee will consider all other planning related matters raised by councillors and advise council accordingly.

The Committee will deal with all enforcement issues brought to the attention of the Council in accordance with agreed procedure and policy (Council: 15th April 2013 minute 216/12(c) refers)

The committee will deal with all questionnaires and surveys related to planning and development on behalf of the council.

The committee will respond to any Licence Applications relating to the sale of alcohol, entertainment and gaming.

The committee will respond to any Temporary Road Closure applications on behalf of the Council.

Any of the above matters considered to be particularly contentious by the Mayor, Chairman of the Planning Committee or Clerk should be referred to full Council for a decision.

If a properly called meeting of the committee is found to be inquorate at the start or becomes inquorate during the meeting the clerk has delegated powers, as defined in standing orders, which may be used.

Adopted by Council on 18th July 2016 (minute 48/16(c) refers)

Agenda Item 8
Affordable Housing Policy

- The Town Council accepts that as a key rural settlement it has a duty to meet an assessed need for affordable housing. This assessment should also consider the infrastructure to support such housing e.g. schools, Doctor's surgery and parking.
- The housing must be in line with a creditable and provable assessed need and be for local people or people with a local connection.
- The housing should be sited on brown field / infill sites in the first instance and only outside the development boundary in exceptional cases.
- Any housing should be in line with the neighbourhood plan which is currently being produced.
- Before any negotiations with landowners are entered into by Sedgemoor District Council, the Town Council and thus the Neighbourhood Plan group should be consulted in the first instance for their opinions.
- The Town Council should seek land within the development boundary for affordable housing

Adopted by Council on 6th June 2016 (minute P23/16 refers)

Planning and Licences Committee

Town Council policy on Planning Enforcement matters

Case 1.

Planning permission has been given by Sedgemoor District Council.

Possible non-compliance with submitted plans and/or planning conditions.

Items will be considered by the committee if

- a) a member of public reports an issue to the clerk or to a councillor verbally or in writing and agrees to the issue being raised at the planning meeting and that it may be reported to SDC on their behalf, or,
- b) a councillor reports the issue

The clerk or a councillor will need to check that plans and planning conditions in question appear to be correct and valid. If so, the matter must be put on the agenda of the Town Council committee meeting.

The committee should refer all issues to SDC unless the members feel that there has not been a reasonable time for the developer to comply with the plans/conditions or wishes to give the developer the opportunity to respond with relevant facts.

Any item not referred to SDC must be considered again at the next committee meeting or a reason for no referral should be given to the complainant.

The name of the complainant will not be forwarded to SDC.

Generally, the accuracy of any report of non-compliance will not be investigated by the Town Council.

The progress of all referrals to SDC of non-compliance will be monitored and reported to committee.

Case 2.

Development has apparently commenced or taken place without the required planning permission.

Items will be considered if

- a) a member of public reports an issue to the clerk or to a councillor verbally or in writing and agrees to the issue being raised at the planning meeting and that it may be reported to SDC on their behalf, or,
- b) a councillor reports the issue

All matters will be referred to the clerk in the first instance. The clerk will check whether or not there appears to be a planning application for the development and if not whether the type of development requires planning approval. If it is certain that planning permission exists or is not required then this will be reported back to the complainant without consideration by the committee.

If there is doubt that the necessary permissions have been acquired for the development in question the item must be placed on the agenda for committee members to consider.

All reports will be referred to SDC unless the committee agrees to defer the decision to refer to SDC to the next meeting to give the opportunity to consider the item further.

The name of the person raising the issue will not be forwarded to SDC.

The progress of enforcement will be monitored and reported to the committee.

Adopted by Council: 15th April 2013 (minute 216 (c) refers)

Axbridge Town Council

Planning and Licences Committee

Policy on the process of publicising and considering very large planning applications.

Background.

Generally small applications are considered and decided by the Committee without reference to Council. Large applications are considered by the committee and recommendations passed to Council for a decision. This policy relates to very large applications where the Council would want to gauge public opinion before making a response to the planning authority.

The policy is required because the three weeks response period that will be available after receipt of a very large application may not be long enough to decide on and set up public consultation processes and organise council meetings. The following process is agreed in readiness.

Definitions.

Small application. Relating to one dwelling and/or its curtilage
or one Small business premises.
or trees and TPOs

Large application Relating to more than one dwelling
or a significant alteration to a business use or business property

Very large application Plans for mixed or extensive developments, particularly those on which the
Council would wish to consult the general public.

Process.

1. The clerk in consultation with the Mayor and the Chairman of the Planning and Licences Committee will decide that an application is “very large”.
2. For a “very large” planning application a public meeting from say 6.30pm to 8.00pm followed by a Council meeting at say 8.15pm will be arranged. (The application would not be considered by the Planning and Licences Committee.)
3. The only business at the Council meeting should be to make a decision on the planning application presented at the prior public meeting.
4. At the public meeting, the planning application would be presented and explained and interested parties would be invited, including the developer, and the public would be given an opportunity to express their views.
5. The fact that public meeting would be the main opportunity for the public to give their opinion to the Town Council should be publicised.
6. Councillors would be expected to attend the public meeting and to be familiar with the application before the Council meeting.
7. There would be no opportunity for public participation at the Council meeting that follows the public meeting.
8. Oyez would be used, if possible, to inform residents of the application and this procedure.
9. Written comments from residents should be encouraged and accepted prior to the public meeting.

Approved and adopted by Council on 18th July 2016 (minute 48/16(b) refers)