



PLANNING COMMITTEE

MINUTES OF MEETING HELD

7.00pm, Thursday 18th February 2016
Catshill Village Hall, Golden Cross Lane

Present Cllr M Knight (Chair), B McEldowney (Vice Chair), T Gillespie, M Shephard, O Sweeting

In attendance Clerk: R Powell

1. Apologies Cllr P Masters

2. Declarations of Interest None

3. To consider members' requests for dispensation None requested.

4. Adjournment for public question time No members of the public were present

5. Minutes of meeting held 14/01/2016

The minutes of the previous meeting held 14th January 2016 were accepted and signed.

6. To comment on applications received by the Parish Council

Log no.	App no.	Address	Proposal
Log 660	16/0035	7A Crownhill Meadow, Bromsgrove, Worcestershire, B61 9HH	Single storey side extension. Two storey and single storey rear extension.
PC comment: Parish Council have considered the application and have no comment to make.			
Log 661	16/0079	33 Oak Road, Catshill, Bromsgrove, Worcestershire	Single rear and garage to the side
PC comment: The Parish Council have considered the application and are aware that further plans are to be submitted. However, at present using the current documentation, the Parish Council would like to express concerns that the plans are unclear and that using these it doesn't appear that the side extension will be set back from the front of the house as per Statutory Planning Guidance.			

Responses to the above were recorded on the Parish Council's Planning Log and online via Bromsgrove District Council's public access website to this effect.

<http://appuview.bromsgrove.gov.uk/online-applications>

It was agreed during this item that the Clerk circulate to Members of the Committee two documents – The Planning Portal 2016 and Supplementary Guidance Note 1.

7. To review planning log and provide comment / update including Local Planning Authority decisions, appeals & enforcement actions

The planning log was reviewed; members noted recent Planning Authority decisions relating to Log numbers 653, 654, 656 and 657 which had all been approved. In addition, Log number 658 had been refused due to the fact that the proposed dwelling would be considered inappropriate development in the Green Belt as it would not fall within any of the appropriate development exceptions of paragraph 89 of the NPPF.

8. To agree monthly meeting dates for Planning Committee Meetings and Neighbourhood Planning Sub Committee meetings up to May 2016. To include discussion as to the process to be followed for any applications that fall outside the monthly meetings.

Members discussed the need to combat the ad hoc nature of Planning Meetings.

It was agreed that scheduled meetings once a month were the best way forward. Dates were agreed until May including 17th March, 14th April and 19th May 2016. Delegated powers to the Clerk were agreed for any Planning Applications that fell outside the parameters of these meetings and could not be negotiated as movable with the Planning Officers.

Members discussed the possibility of following each of the Planning Meetings with a meeting of the Neighbourhood Planning Sub Committee. It was requested if possible that meetings start at 7:00pm in order to avoid late finishes. However, these timings can be difficult for the Clerk.

It was agreed that 7:30pm commencement times would be scheduled with an hour allocated for Planning followed by an hour for the Neighbourhood Planning Sub Committee, until the appointment of the new Clerical Assistant.

9. Clerk's report to include:

9.1 Singletons signage – update regarding contact with Cllr Helen Jones

The Clerk reported that contact had been made with Cllr B Cooper, rather than Cllr H Jones as the signs are located within his Marlbrook Ward. Cllr Cooper had acknowledged receipt of the email and admitted to not having seen the signs but would look into the situation further and update the Clerk accordingly.

9.2 Assistant Clerk – update on progress

The Clerk informed the Council that the advert, job description and person specification had been completed for the Assistant Clerk role and was to be reviewed at the Finance and Staffing Committee that was to follow the current Planning Committee. The Clerk asked if there was anything in particular that Members of the Planning Committee felt prudent to include in the information. It was suggested that previous knowledge of Planning processes would be advantageous but not necessary.

It was agreed that the Clerk would pass this suggestion to the Finance and Staffing Committee for inclusion.

Next meeting to be held 17th March 2016 at 7:30pm.

This meeting ended at 19:53 hrs.

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Chairman, Planning Committee

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Date