

**MINUTES OF THE PLANNING MEETING HELD ON THURSDAY 7<sup>th</sup> JUNE 2018 AT THE BEECHES, BIRCH COURT,  
TUXFORD COMMENCING 7.00 PM**

**PRESENT:** Cllrs ., E. Atkin, J. Moorhouse, E. Bett, M. Phillips, E.Taylor, M.Richards, & G.Nicholls,

**IN ATTENDANCE:** Lynn Holland (Town Clerk)

Chaired by Cllr. E.Taylor due to absence of Chairman.

**P021 Appointment of Chairman**

Cllr. T.Silcock proposed & seconded. Unanimously elected as Chairman.

**P022 Appointment of Vice Chairman**

Cllr. E.Taylor proposed & seconded. Unanimously elected as Vice Chairman.

**P023 Apologies for Absence**

Apologies for absence from Cllr. Silcock were accepted and approved.

**P024 Declarations of Interest**

There were no declarations of interest.

**P025 Minutes of the last meeting**

Minutes of the Planning Committee meetings held on 3<sup>rd</sup> May 2018 were approved as a correct record, and signed.

**P026 Matters Arising from the Minutes**

Nothing reported.

**P027 To review Terms of Reference**

Terms of reference were approved as per appendix 'A'

**P028 Planning Applications considered:**

Planning Ref.	Address	Details	TTC decision
18/00594/HSE	Hill View, Ashvale Road, Tuxford	Retain 2.31m high timber fence and steel storage container (shipping container)	Object unanimously due to it overhanging boundary and not in keeping with the surrounding area
18/00700/LBA	12 Ollerton Road	Repairs to grade II listed building	No objections

Continued.....

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**Continued.....**

**P029 Planning Decisions received from Bassetlaw District Council**

Nothing to report

**P030 Correspondence (for noting)**

BDC Letter confirming request to allocate a new address to 38 Eldon Street, Tuxford. NG22 0LH. New property name "The Old Forge". No objections.

Cllr. Taylor closed the meeting at 7.10pm and thanked everyone for their attendance.

**CHAIRMAN.....**

**DATE.....**

**PLANNING COMMITTEE**

**MEMBERSHIP, MEETINGS AND TERMS OF REFERENCE**

**1 Membership of the Planning Committee**

- 1.1 The Committee consists of seven councillors, appointed at the Parish Council Annual General Meeting (AGM).
- 1.2 The Chairman and Vice-Chairman of the Council are also members of the Committee.
- 1.3 Vacancies on the Committee arising between AGMs will be filled by nomination at a Parish Council meeting.

**2 Meetings of the Planning Committee**

- 2.1 At its first meeting after the AGM the Committee will appoint a Chairperson who shall hold office until the next AGM.
- 2.2 The Committee will meet on the first Thursday of every month at The Beeches Community Centre. Notice of meetings and agendas will be sent to all members of the Committee and all other councillors one week before a meeting. Public notice of meetings and agendas will be displayed one week before a meeting.
- 2.3 Committee meetings will start at 19.00 hrs unless previously agreed for any particular meeting by the Chairperson in consultation with the Clerk to the Council.
- 2.4 If necessary, to meet planning application response deadlines, the Committee will also meet on the third Tuesday of a month before the Parish Council meeting. The only business to be dealt with at this extra meeting will be to consider planning applications received. This meeting will normally start at 19.00 hrs.
- 2.5 Meetings of the Committee are public meetings. However, the Chairperson, in consultation with the Clerk, may deem some items on an agenda to be confidential. In these cases the public will be temporarily excluded from the meeting at the appropriate point on the agenda.
- 2.6 The quorum of the Committee shall be three members.
- 2.7 At the start of a meeting or immediately before an agenda item, members of the Committee must declare any personal or personal and prejudicial interest in an item. If a personal interest is declared, the member must disclose to the meeting the nature of the interest. If a personal and prejudicial interest is declared, the member must disclose to the meeting the nature of the interest and withdraw from the meeting room.
- 2.8 The rules of debate specified in the Council's Standing Orders shall apply to Committee meetings where they are appropriate.
- 2.9 Should it be necessary to have a vote in order to pass a resolution on any item, the vote shall be by a show of hands. The Chairman will have a second or casting, vote.
- 2.10 The Clerk to the Council will service the Committee - preparing agendas and agenda items, attending meetings, taking minutes and communicating with Bassetlaw District Council (BDC) on planning matters.
- 2.11 Any member of the Council not appointed to the Planning Committee may attend meetings.

**3 Terms of reference of the Planning Committee**

- 3.1 The role of the Planning Committee is to:
  - Assist BDC in carrying out its planning role by providing a Tuxford viewpoint on planning applications received, promptly and within the timescales allowed for comment.
  - Note planning decisions made by BDC.
  - Consider any other planning-related matters and make recommendations to the Council.
- 3.2 Details of planning applications received will be circulated to all members of the Council so that the applications can be viewed and comments made by any member.

3.3 The Committee has delegated powers from the Council to consider planning applications. After consideration has been given to an application, the Committee will either make comments to BDC on behalf of the Council or will make a recommendation to the Council. The criterion that will decide which approach the Committee adopts to any given application will be the perceived effect on the community of that application, taking into account the following factors:

- The scale of the proposed development.
- The style of building, extension or conversion.
- The proposed use of a building, extension or conversion.
- The sensitivity of the proposal to its surroundings.

Where any or all of these aspects of an application are considered by the Committee to have an adverse effect on the community, the Committee will make a recommendation to the Council on the comments to be made to BDC (and extensions to reply deadlines will be sought from BDC if necessary). Where there is not considered to be an adverse effect, the Committee will decide the comments to make to BDC under its delegated powers.

3.4 All decisions made by the Planning Committee under delegated powers will be reported to the Council for information.