

# Whittington Parish Council

## PLANNING COMMITTEE

Minutes of the Meeting of Whittington Parish Council's Planning Committee held on Tuesday 26<sup>th</sup> February 2019 at 6.30pm in The Tea Rooms at Whittington Castle, Castle Street, Whittington

**Councillors Present:** Steve Charmley, Ian Johnson, Jill Whitby, Lucy Beaumont.

**Also in attendance:** Mrs A Jones (Clerk), 1 member of the public.

<b>8.19.P</b>	<b>APOLOGIES FOR ABSENCE</b> It was <b>RESOLVED</b> to accept apologies for absence from Cllr Harvey.
<b>9.19.P</b>	<b>DISCLOSABLE PECUNIARY INTERESTS</b> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. <i>[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer].</i>  <i>None declared at this stage in the meeting.</i>
<b>10.19.P</b>	<b>CONFIRMATION OF MINUTES</b> To confirm the minutes of the Planning Committee meeting on 22.01.19  It was <b>RESOLVED</b> to confirm the minutes of the Planning Committee held on 22.01.19 and they were signed as a true record.
<b>11.19.P</b>	<b>PUBLIC PARTICIPATION</b> To allow public participation in accordance with the Council's Standing Order procedure  <b>No matters raised.</b>
<b>12.19.P</b>	<b>PLANNING APPEAL</b> To note that an appeal has been made - application reference: 18/02122/FUL To consider whether to modify the previous representation made by the council  It was <b>RESOLVED</b> to note the appeal and not to make any amends to the parish council's original submission. It was <b>NOTED</b> that the comments made on the original application have been forwarded to the Planning Inspectorate.
<b>13.19.P</b>	<b>PRE-APPLICATION PROTOCOL</b> Consider a scheme of delegation for pre-application engagement. Recommendations for adoption to be made to Full Council.  A framework of a Scheme of Delegation was put together by considering and the following questions:  1. Who from the Local Council is empowered to speak to applicants? The Clerk will be the first point of contact with regards to liaison and then applicants must attend a full council meeting to present their plans.

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	<p>2. What is the mechanism by which the Council’s decision or opinion is agreed? Opinion and decisions on Planning applications are made only at full council. It must be made clear to the applicant that any comments made by the parish council as part of pre-application discussions do not guarantee a certain decision when the full application is brought to the council.</p> <p>3. How are decisions documented and recorded? Decisions are documented and recorded in the minutes. Anti-bribery – As per the Pre-Application Protocol, applicants must approach the Clerk in the first instance and avoid contact with individual Councillors.</p> <p>4. Who is empowered to participate in the debate and how? This would be agreed on an application by application basis, by councillors at the full council meeting at which the pre-application is discussed.</p> <p>5. What information is required from applicants? Indicative Plans and Layouts</p> <p>6. When can pre-application engagement take place? As soon as the details are available – as early as possible</p> <p>7. What does the Local Council do with the information supplied? Provide informal feedback to the applicant on the proposed application, which would be recorded in the minutes.</p> <p>8. How is the local community involved? Following discussion with the developer, if they are happy for it to be discussed as part of a public meeting, it could be included on the agenda as an agenda item and then the public would be made aware when the agenda is published.</p> <p>9. What information is made publicly available? The discussion at a full council meeting would be in public (unless the information is clearly defined as confidential) and details would be provided in the minutes which are publicly available on the website.</p> <p>It was <b>RESOLVED</b> that the Clerk collate this information and draft a Scheme of Delegation to add to the Pre-application protocol.</p>
<b>14.19.P</b>	<p><b>DATE AND TIME OF NEXT MEETING</b> To agree the date and time of next meeting</p> <p>It was <b>RESOLVED</b> that further committee meeting dates will be agreed at the Annual Meeting of the Council in May and a calendar for meeting dates throughout the year agreed.</p>

Meeting closed: 18.55