



PLANNING AND TRANSPORT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Planning and Transport Committee on Monday 28th May 2012 commencing at 1930 in the Lindos Centre Conference Room 4 Saddlemakers Lane Melton IP12 1PP

Present:

Cllr Miss EA Barrington
Cllr Mr GK Butterwick [Chairman]
Cllr Mr AG Corston

Cllr Mrs EJM Hilson
Cllr Mr MW Sherwen
Cllr Mr ML Webb

Absent:

Cllr Mr JE Bale

In Attendance:

Mr MJ Green Clerk to Melton Parish Council

12.60 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

12.60.01 Cllr Mr JE Bale – Prior engagement

Council considered this apology and **it was RESOLVED** to accept the apology and consent to the absence.

Proposed by: Cllr Butterwick **Seconded by:** Cllr Corston.

12.61 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest with regard to items on the agenda or additions to the register.

12.62 TO APPOINT A VICE CHAIRMAN OF PLANNING AND TRANSPORT COMMITTEE

It was RESOLVED that Cllr Barrington be appointed Vice Chairman of Melton Parish Council Planning and Transport Committee

12.63 PUBLIC PARTICIPATION SESSION

12.63.01 To receive representations from Councillors who have declared a prejudicial interest

There were no representations from councillors as none had declared a prejudicial interest.

12.63.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations from members of the public in respect of items on the agenda.

As there were no members of the public present it was not necessary to lift standing orders

12.64 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

- 12.65 TO APPROVE THE MINUTES OF PREVIOUS MEETING**
- 12.65.01 Meeting held on 30th April 2012**
It was RESOLVED that minutes PLA(12)M04 previously circulated be received, noted and signed as correct record by the Chairman.
Proposed by: Cllr Butterwick **Seconded by:** Cllr Webb.
- 12.66 TO REVIEW NEW PLANNING APPLICATIONS RECEIVED**
- 12.66.01 C12/0799/FUL – 38 Saxon Way Melton IP12 1LG**
Application for the erection of dwelling and modification to access.
Copy of application previously circulated was received and noted.
It was RESOLVED not to object to the application as Melton Planning Committee considers the application to be in line with the saved policies from the SCDC Local Plan and the LDF Core Strategy and Development Management Interim Planning Policies; it has not received any objections from residents and has confirmed this with the documentation on the SCDC Planning Application Website.
Proposed by: Cllr Butterwick **Seconded by:** Cllr Corston.
- 12.67 TO REVIEW PLANNING APPLICATION NOTICES RECEIVED**
- 12.67.01 C12/0440/FUL – Part Side Garden 2 Saxon Way Melton.**
Copy of 'Permission has been granted' notice previously circulated was received and noted.
- 12.67.02 C12/0298/FUL – Rustic Cottage Daines Lane Melton IP12 1PA**
Copy of 'Permission has been granted' notice previously circulated was received and noted. It was noted that, for the first time, an explanation of the reason for the decision being at variance with the parish council's objection was given. However, this amounted to little more than a statement of opinion.
- 12.67.03 C12/0340/FUL – Tollgate Cottage Yarmouth Road Melton IP12 1QF**
Copy of 'Permission has been granted' notice previously circulated was received and noted.
- 12.67.04 C12/0482/FUL – 17 Cages Way Melton IP12 1TE**
Copy of 'Permission has been granted' notice previously circulated was received and noted.
- 12.67.05 C12/0560/FUL - Cedars Old Church Road Melton IP13 6DH**
Copy of 'Permission has been granted' notice previously circulated was received and noted.
- 12.67.06 C12/0717/FUL – Part of Garden Archway House Pytches Road Melton.**
Copy of 'To Be Considered by SCDC South Sub Committee 22/5/12' notice previously circulated was received and noted.
It was also noted that a site visit had been organised by SCDC at 0910 Friday 1st June 2012 to which a representative of the council was invited to attend but who would not be permitted to make any personal representation.
- 12.68 TO RECEIVE A REPORT FROM THE PARISH COUNCIL LOCAL TRANSPORT REPRESENTATIVE**
There was nothing to report.
- 12.69 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**
Paper PLA(12)P69 previously circulated was received and noted. Events had now overtaken the need for action *re* the boat *Constance*, but the remaining outstanding issues still require action.
- 12.70 TO CONSIDER TREE WORK APPLICATIONS**
- 12.70.01 C11/00244/TPO – 1 Pear Tree Cottages Station Road Melton.**
Notice of withdrawal of TPO previously circulated was received and noted.

12.71 TO DETERMINE MEMBERSHIP AND MODUS OPERANDI AND RECEIVE REPORTS OF WORKING GROUPS

After careful consideration, it was agreed that:-

Membership:

- the minimum number for an effective working group is three;
- it was not necessary for the committee chairman to be a member of any of these working groups;
- it was not necessary for members of this committee to fill all vacancies for any working group. In the interest of securing a wide range of input, further nominations should be sought from other councillors and, indeed, non-councillors at the next Full Council meeting.

Modus Operandi:

- working groups should, as far as possible, conduct their business by eMail rather than physical meetings;
- the chairman of this committee should be copied in to all relevant eMails;
- each working group should select a 'convener' early in their work;
- working groups are not empowered to make decisions affecting the spending of money, or on matters of policy, which remain the preserve of this committee and/or Full Council;
- working group 'convenors' should ensure that regular reports are presented to this committee, as a standing item on committee agendas;
- reports which require a decision by this committee should be in writing.

12.71.01 Affordable Housing Working Group

- (a) Members:
Cllr HM Needham
- (b) Terms of Reference:
To consider all matters relating to the provision of affordable housing in Melton and to submit reports to this committee.
- (c) Work Programme:
To continue the possibility of providing affordable housing with Suffolk ACRE through informal meetings and email with interested parties.

12.71.02 Neighbourhood Plan Working Group

- (a) Members:
Cllrs Barrington and Webb with the Chairman of Planning and Transport Committee ex-officio.
- (b) Terms of Reference:
To consider all matters relating to the preparation for and production of a Neighbourhood Plan for Melton and to submit reports to this committee.
- (c) Work Programme:
Cllr Barrington to prepare a draft outline programme of work following the 2012 celebrations events.

12.71.03 Traffic & Transport Working Group

- (a) Members:
Cllr Corston and Mr David Steptoe [non council member],. Cllr Butterwick to remain as Local Transport Representative.
- (b) Terms of Reference:
To consider all matters relating to traffic and transport in Melton and to submit reports to this committee.
- (c) Work Programme:
Following the 2012 celebrations events Cllr Corston to review the draft paper prepared by DS and investigate funding opportunities avoiding the need to seek the use of reserves from the Finance, Employment and Risk Management Committee

12.72 PLANNING COMMITTEE CHAIRMAN'S URGENT BUSINESS

12.72.01 Park Properties

It was noted that there had been an informal pre-application meeting between representatives of Park Properties and members of the Planning and Transport Committee immediately prior to the evening's formal meetingcommittee meeting.

This was a Pre-Application Consultation in respect of to receive information on the proposed re-development of a site 705 adjacent to Potash Cottage on Woods Lane. This is part of the new Localism Act provisions requiring engagement by developers with the local community residents prior to making an application for planning consent; any development. Council welcomed this new systemchange in approach. A and a frank exchange of views had taken place and a commitment given to inform the developer, as soon as possible, of the process the parish council intends to follow.

After careful consideration, it was agreed that:-

- the parish council must be open with the community and transparent in its handling of the issue;
- this is best done by a single issue Extraordinary Parish Meeting to share with residents the proposals and to obtain their views, rather than in Open Forum at a Full Council or committee meeting;
- no more than two months should be taken to complete the parish council's engagement with the community;
- the best date for the proposed meeting would be during week commencing 18th June, which would allow feedback to this committee on 25th June and, if necessary, to Full Council on 12th July;
- the council's formal response to the developer would be made no later than 13th July.

Council intend to call an extra ordinary parish meeting in order to share with residents the proposals and to obtain their views before responding to Park Properties.

The requirements for an extra ordinary meeting of the Parish are that the meeting is convened either by the Chairman of the council or by two parish councillors. The notice of meeting must be at least seven clear days.

Council considered possible dates and it was agreed to try and book the Lindos Centre Seminar Room venue for Thursday 21st June for a meeting commencing at 1900.

The Clerk to make the appropriate arrangements.

12.72.02 The Chairman referred to the earlier request from SALC to write to Therese Coffey MP seeking her support for the Planning Applications (Appeals by Town & Parish Councils) Bill, and her response declining to do so. SALC has now asked all local councils to write to Peter Aldous MP, who has been successful in the parliamentary ballot for private members bills.

The Clerk to make the appropriate arrangements.

12.73 DATE OF NEXT MEETING

The next meeting will take place on Monday 25th June 2012 at 1900 in the Lindos Centre Conference Room 4.

There being no further business the meeting closed at 2055

Signed: _____ Date: _____
[Chairman]