

DRAFT Minutes of the Urchfont Parish Council (UPC) Planning Meeting held on Wednesday 14th November 2018 in the Conference Room of Urchfont Village Hall

Present: Councillors: Day (GD – Chairman), Mitchell (NM – Vice Chairman), Cowen (LC), Kemp (MK), Creasey (GC), Stevens (DS), Cottell (PC), Hill (TH) and Cottle (SC)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & The Cannings: Whitehead (PW)

Members of the Public (for all or part of the meeting): Jenny Holt, Gill Hill, John Knight, Sandra & Ian Johnston, Malcolm Smith, Keith Brockie, Nicky Hammond, Clare Cannon, Brenda Potter

1. Apologies for absence: Cllr Mottram (DM)

2. Declarations of Interest: Before seeking declarations for this meeting, GD asked BL to briefly outline the requirements for registering an interest. BL made the following points:

- Declaration of an interest, pecuniary or non-pecuniary, is the personal responsibility of each councillor.
- The primary criteria for registration of interests is documented in the Code of Conduct clauses 12 to 17 and in Standing Orders clauses 51 to 56
- All councillors are required to declare and register with the WC Monitoring Officer (via the Clerk) their statutory disclosable pecuniary interests (Land, Employment, Contracts, Licences, Corporate tenancies, Securities, Sponsorship) in respect of themselves, their spouse, civil partner or somebody you are living with as if married.
- Having declared a pecuniary interest you cannot take part in any debate or vote on the topic registered, you will normally be asked to leave the room during debate and voting but can attend and seek participation as a member of the public.
- Having declared a non-pecuniary interest you can take part in debate and vote on the topic in question, but of choice you can refrain from voting if you believe this may be challenged.
- To specifically facilitate discussion and voting on planning applications by the maximum number of councillors on any occasion, BL (as the Proper Officer of the Council) prepared, issued on the 4th July 2015 and registered with the WC Monitoring Officer a 4 year dispensation allowing councillors to take part in all planning activity but with specific exceptions (As a reminder, see copy of the Dispensation at Appendix 'A' on the website only)

BL urged councillors to register an interest rather than not if they believe there is a chance that they could be challenged. PW commented on the fact that in a small community councillors are bound to have informal and even sometimes regular contact with some individuals which is not normally subject to declaration. The key distinction used by WC is eating dinner - if you regularly have dinner or social interaction with an individual / family / business then this should be declared.

Non pecuniary interests were recorded for this meeting by NM in Item 5a and MK in Item 5b.

3. Minutes of a meeting held on 10 October 2018.

Proposal	Proposer	Seconder	Resolution
To accept the minutes unchanged as a true and accurate record of the meeting.	LC	PC	Majority Agreed, 1 abstention. (Two new councillors did not vote)

4. Matters arising from Minutes of meeting held on 10th October 2018 – None reported

5. Plans for discussion

5a - 18/08859/FUL - Full Planning Application for the erection of a lean-to greenhouse at Hartley House, Blackboard Lane, Urchfont, Devizes, Wilts, SN10 4RD for Mr Simon Holt.

There were no letters of representation on the WC website prior to this meeting.

The Chairman closed the meeting for Public Participation

Mrs Jenny Holt thanked the three councillors who attended the site visit on 13th November. Mrs Holt stated that it had come to her notice that some incomplete information was provided to councillors regarding Condition 10. Condition 10 attached to the consent for the Beeches site is a commonly used Condition to ensure that applications are necessary for later works which would otherwise be undertaken under Permitted Development Rights, without any reference to UPC or Wiltshire Council. This type of Planning Condition was also applied to Manor Farmyard. We had an email from the Planning Officer Nick Clark regarding the fact that the proposed greenhouse will be 'within the root protection zone of the tree in the corner of the neighbouring plot'. We responded that the greenhouse base will only be approximately 25mm below ground level. The front corner of the house is closer to the tree and has foundations of a minimum depth of 1000mm. There are in any event no tree roots 25mm under ground level. We are not in the Conservation Area and do not adjoin a listed building as the boundary of Urchfont Manor is on the other side of Blackboard Lane. We hope therefore you will be able to support this application for a simple glass and aluminium greenhouse.

The Chairman re-opened the Council meeting.

GD reported that he had undertaken a site visit on 13th November with two other councillors, they could see no problems with this application. NM had also visited the site separately and had no issues. TH had also visited the site, the Condition had been applied to make sure that no large sheds / structures are built on The Beeches site. He did not feel the greenhouse would affect any tree roots, but felt the need to document the reasons in the UPC response to satisfy recognition of the planning approval Condition. PW stated that this is not a Condition as such of planning approval, it is designed to remove Permitted Development Rights which would otherwise allow sheds and other structures within specified limits to be built over 50% of every back garden.

Discussion concluded with the following proposal:

Proposal	Proposer	Seconder	Resolution
To SUPPORT this application	PC	DS	Unanimously Agreed

5b - 18/09775/TCA - Works to trees in a Conservation Area to consist of Re-Pollarding 1 no. Ash Tree (T1) and 2 no. Willow Trees (T2 & T3), at Willow Gate (B3098), Urchfont, Devizes, Wilts, SN10 4RP, for Mr Hallam.

There were no letters of representation on the WC website prior to this meeting.

GD confirmed that a site visit had been made on 13th November 2018 by three councillors, no issues were identified. LC and NM both commented that the application appeared very sensible.

Discussion concluded with the following proposal.

Proposal	Proposer	Seconder	Resolution
To SUPPORT this application	LC	NM	Unanimously approved

6. Decisions received from Wiltshire Council since 05 October 2018

6a) 18/08928/TCA - Works to trees in a Conservation Area, as per schedule, at Urchfont Manor, Urchfont, Devizes, Wilts, SN10 4RF, for Ms Eleanor Jones.

No Objection

7. Matters for Report

GD referred to the following report and queried whether UPC should make further representation.

Report from Sandra Johnston (SJ): **18/09099/FUL & 18/09169/LBC**

SJ has liaised with Emma Gillespie (assigned WC Planning Officer), regarding the letter of objection sent to WC from the owners of Two Chimneys, the dwelling immediately next to a proposed application for a single storey Extension to existing dwelling, including addition of doors to existing open store at The Old School, High Street, Urchfont, Wilts... and has today received the following from Ms Gillespie:

"Further to our telephone conversation today regarding the above applications, I can confirm that following receipt of Robert Lee's objection, I have conducted two site visits and met with the agent on site to go through the proposal to

ensure I am fully aware of what the application entails. I also today visited Mrs Sarah Lee and viewed the application site from her garden and have a clearer view of the store in which the extension is to attach to. I am yet to make an assessment on this application and am still waiting for comments from the Conservation Officer with regards to the impacts on the Listed Building. The objections made by neighbouring residents, which are planning considerations, will be included within the assessment and taken in to consideration by the Council when determining the application. I hope this information is helpful".

LC commented that the original site visit did not have access to the rear garden, the potential issue of the door into the adjoining property was pointed out to the agent at the UPC meeting on 10th October 2018 but he was unsure on its status in relation to this application.

No decision was taken on whether to make further representations at this time.

(Post Meeting Note: This application was considered and gained a SUPPORT vote from UPC on 10th October 2018. BL spoke to Emma Gillespie (Planning Officer for this application) on 16th November 2018, she is awaiting revised plans from the agent showing more detail of the connecting structure to the adjoining listed building. She then intends to re-consult on this application following receipt of the plans and also based on the content of the objection raised by Mr & Mrs Lee (24th October 2018). Noting that the next Parish Council meeting is not until 12th December, I have asked her to try and take this date into account when setting a comments reply date.)

There being no further business the meeting closed at 07.30pm.

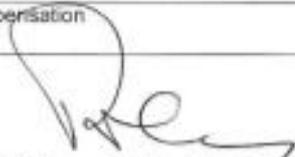
The scheduled date of the next Planning Meeting is **Wednesday 12 December 2018** at **7:00 pm** in Urchfont Village Hall.

For all planning enquiries, please contact Clerk to the Council, Bob Lunn by email at clerk@urchfont-pc.gov.uk or by telephone on 01380 848737.



Dispensation Decision

Date Dispensation Request considered (by Clerk to the Council as delegated in UPC Standing Orders Clause 53)	4th July 2015
Name of Councillor(s) requesting dispensation:	All elected and co-opted members of Urchfont Parish Council to clarify the position following issues raised at Planning and Full Council meetings on 10 th and 17 th June 2015.
Dispensation granted : Yes / No	YES
<p>Reasons for the decision:</p> <p>(If granted, also specify on what grounds the decision was made, i.e. the dispensation is in the interests of persons living in the authority's area)</p>	<p>To ensure transparency, that principles of governance are met and in the general interests of all living in the Parish it is considered appropriate that all councillors should take part in Council debate of and vote on any valid planning application¹ within the Parish boundary EXCEPT:</p> <ul style="list-style-type: none"> • An application made by or on behalf of a councillor (or related others as defined in UPC Code of Conduct Clause 12) in respect of registered land holdings²⁺³ • An application made by or relating to a councillors immediate next door neighbour (all sides of a councillors registered land holdings)² • An application being made by or on behalf of a non council member of the Parish, but where a councillor (or related others as defined in the UPC Code of Conduct Clause 12) is acting as a paid agent, contractor or advisor to the applicant²⁺³ <p>¹ A non-pecuniary interest can and should be declared where necessary, this will not affect the councillors right to take part or vote ² UPC Standing Orders state that the councillor is required to leave the room during Council debate and voting, subject to having the right to speak only in the public participation part of the meeting ³ This scenario should have been registered as a disclosable pecuniary interest by the councillor in accordance with UPC Code of Conduct Clauses 12 to 18.</p>
The business of the council for which the dispensation has been given (if appropriate)	Discussion and voting on valid planning applications relating to existing properties, land and new developments within the Parish boundary. All councillors take part in this activity at monthly Council meetings, site visits and interim planning meetings as appropriate.
Length of dispensation	FOUR YEARS

Signed: 
 Bob Lunn, Clerk to Urchfont Parish Council

Dated: 4th July 2015