

AGENDA REPORTS PACK

PLANNING COMMITTEE

25th June 2020

20P/094. Minutes

DRAFT Planning Committee Meeting Minutes

Meeting held via Zoom on Thursday 4th June 2020 at 7.30pm

Present: Cllrs Morris (Chair), Collinson, Graves, Jones, Ward and the Clerk

20P/081. Election of Chairman – to elect a Chair for the Committee. Item deferred.

20P/082. Chairman’s Introduction and Apologies – none received.

20P/083. Any Questions from the Public or Press – none in attendance.

20P/084. To accept Declarations of Interest and Dispensations – none received.

20P/085. Minutes – Minor layout amend. Resolution that the minutes of the Committee meeting held on 7th May 2020 be signed as a correct record. Proposed Cllr Jones and seconded by Cllr Ward. **RESOLVED.**

20P/086. Planning Applications:

SCDC Approvals

- **S/3334/19/FL** - Change of use and conversion and extension of barn to residential dwelling with detached outbuilding, Church Lane Farm, Church Lane, Cottenham
- **S/2553/19/PO** – Planning obligation, 1-6 Coolidge Gardens, Cottenham

SCDC Refusals

- **S/3068/19/FL** - Reduction in size of retail unit demolition of rear of retail unit and storage buildings conversion of first floor of retail unit to residential use erection of two dwellings to rear of site, 76 High Street, Cottenham
- **S/4601/18/AD** – Retrospective permission for a monolith sign, Cottenham Village College, High Street, Cottenham – item moved (originally posted under approvals).

20P/087. SCDC Planning Scheme of Delegation – consider possible responses to the SCDC’s method of delegation of planning decisions – Cllr Morris outlined the background. The Planning Advisory Service are reviewing the SCDC process later this year and we would get an opportunity to feed into this review. District Cllrs have asked for examples of where CPC has asked for applications to go to Committee and they haven’t. Discussion on why the process was open to interpretation by councils rather than being set out in planning law and the justification for the change. Proposed log detailed in the reports pack. Suggestion to add meeting date or minute reference. Resolution to compile log of previous planning applications (dating back 2-3 years) detailing those applications recommended to SCDC Planning Committee. Add log to reports pack. Proposed Cllr Ward and seconded by Cllr Graves. **RESOLVED.** Clerk to compile.

20P/088. Enforcement – consider updates from Enforcement Officers and additional items for enforcement – Report noted.

20P/089. Date of next meeting – 25th June 2020

20P/090. Close of meeting – 7.59pm.

Signed _____ (Chair) Date _____

20P/095. Planning Applications

- [20/02217/FUL](#) - Change of use of land to form part of residential curtilage and the erection of a double garage, 8 Mill Field, Cottenham
- [20/02234/RM](#) - Approval of matters reserved for access, appearance, landscaping, layout and scale following outline planning permission S/0582/18/OL for two dwellings (Resubmission of S/4384/19/RM), Land At 13 Ellis Close Cottenham
- [S/2807/17/COND3](#) - Condition 3 - Window and Doors, The Old Rectory, 2 High Street, Cottenham
- [S/2807/17/COND4](#) - Condition 4 - Window and Door Frames, The Old Rectory, 2 High Street, Cottenham
- [20/02273/FUL](#) - Side extension to bungalow for a new double garage, Western Holme Bungalow, Smithy Fen, Engine Drove, Cottenham
- [20/02283/FUL](#) - Erection of new three bedroom dwelling at the rear, 9 Histon Road, Cottenham
- [S/1129/16/COND3](#) – Condition 3 - Traffic Management Plan, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham
- [S/1129/16/COND4](#) – Condition 4 - Ecology, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham
- [S/1131/16/COND4](#) – Condition 4 – Surface Water, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham
- [S/1127/16/COND8](#) – Condition 9 – Surface Water, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham
- [S/1127/16/COND9](#) – Condition 9 – Water Conservation, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham
- [S/1127/16/COND10](#) – Condition 10 - Materials, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham
- [S/1132/16/COND4](#) – Condition 4 – Surface water, Cottenham Gun Club, Chear Fen Farm Long Drove Cottenham

SCDC Approvals

- [20/01394/HFUL](#) – Single storey rear extension, 19 Histon Road, Cottenham
- [20/01362/FUL](#) - Alteration and extension of existing garage and single storey rear extension (Resubmission of S/2680/19/FL), 305 High Street, Cottenham
- [20/01574/HFUL](#) - Conversion of attached outbuildings and rebuilding of dilapidated outbuilding on same footprint for use as ancillary accommodation, 24 High Street, Cottenham

HM Inspectorate Refusals

- [S/3372/17/CW](#) – Waste Recovery Facility, Amey Cespa, Land at Levitt’s Field, Waterbeach Waste Management Park, Ely Road, Cambridgeshire

20P/096. SCDC Planning Consultations & 20P/097. SCDC determination of applications during COVID

Planning Matters: Rapid Response

Thank you for your letter concerning:

1. possible delegation arrangements in place at Cottenham Parish Council should a rapid response be needed to a planning query related, for example, to short-term concessions on planning conditions, and
2. our specific views on how such requests should be handled by yourselves as the LPA.

Delegation

Our Planning Committee meets approximately twice a month which is generally frequent enough to handle normal planning queries, especially as your Case Officers normally allow a little leeway on response times. However there are times when we are not adequately informed when your Officers are considering a Discharge of Conditions on a sensitive site or a follow-up to a minor variation when there may be scarcely a week to respond.

However the Terms of Reference for our Planning Committee do allow its Chair, supported by our Clerk and one other member of that Committee to make a response on the Parish Council's behalf, without reference to the Parish Council subject to the latter being informed at the next convenient meeting.

In practice, as in this case, that means we are fairly agile as regards urgent responses of the type you describe, as long as there are not too many.

Dealing with such requests

Planning Conditions are imposed for good reasons - whether to protect a neighbourhood from long-term flooding, residents from nuisance in the form of dust, noise etc. or to ensure the sequence of certain activities to ensure the infrastructure can support the development.

In much the same way as a planning balance normally has to be sought when determining the pros and cons of a development, a strong local input is needed, especially from the Parish Council, in such cases. This is partly attributable to weight of numbers and the degree of local experience of local conditions and likely impacts, especially through their involvement with the original planning applications and subsequent representations etc. The knowledge of District Councillors will always be less intimate and their interests broader than the immediate community.

There is a similar challenge in these cases as with 5-year land supply "out-of-plan" applications and permissions, in that a deficit at the District level can lead to a disproportionate development at the Parish level. Here a concession on planning conditions, especially working hours, may be good for a District trying to maintain its 5-year supply but is not so good for neighbouring residents forced to endure excessive noise in precious parts of the day or evening or wait longer for improvements to traffic infrastructure, necessitated only by the development itself.

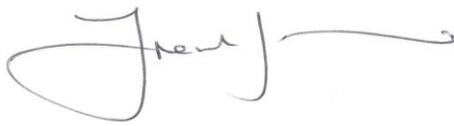
It will always be difficult to agree a concession unless some proportionate compensation for loss of amenity is offered to the affected neighbours. Such a compensation scheme might include a developer-funded Council Tax rebate for houses deemed to be affected most seriously, as assessed by the Parish Council. In the case of 5-year land supply permissions, the rebate might be topped up in some way in recognition of the benefit to planning issues in the wider district – here the District Councillors might advise.

Although the LPA has legal oversight of such concessions, a forward-looking Authority could delegate the key questions to the relevant Parish Council with a screening and ranking approach used for the decision-making.

We await the outcome of this consultation with considerable interest.

Signed:

For Cottenham Parish Council

A handwritten signature in black ink, appearing to read 'Frank J Morris', with a long horizontal flourish extending to the right.

Frank J Morris
Chair, Cottenham Parish Council Planning Committee

Response supported by:

Jo Brook, Clerk, Cottenham Parish Council

Cllr. Jones, Member Cottenham Parish Council Planning Committee.

20P/098. Planning Committee Terms of Reference

Proposed changes highlighted.

Terms of Reference Planning Committee

1 Membership

- a) Membership is 11 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year, or at any subsequent meeting of the Committee so long as the vacancy continues.
- d) The Committee has only Councillors as members
- e) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

2 Quorum

The quorum necessary for the transaction of any business shall be 4. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum

then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish

Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet twice a month, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee

Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council
- b) at least one meeting shall be called to draft the Committee’s annual report to the Parish Council

4 Notice of ordinary meeting

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting .

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6 Areas of responsibility

The Planning Committee has delegated authority to:

- a) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements within the village landscape and infrastructure
- b) make representations to the appropriate planning authority on applications for planning permission
- c) make representations to the appropriate authority on applications for tree orders
- d) make representations in respect of appeals against the refusal of planning applications
- e) identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- f) consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective
- g) review possible and planned future developments and advise the Highways Committee, Parish Council and other relevant authorities
- h) monitor conditions imposed on approved planning applications for compliance, reporting deviations to the relevant authority

7 Delegation of powers

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee, or Chair or Vice-Chair of Council in their absence, together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

8 Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

Appendix 1.

List of applications where CPC has asked for it to go to SCDC Committee. NB: Incomplete list – still going through previous minutes

Planning Ref	Address	Mtg date	CPC recommendation	Referral allowed	Reason for refusal	Decision
20/01562/REM	Back of 64 Histon Rd	07/05/2020	Refusal		Concerns regarding access; track not wide enough to support pedestrian footway. The high-pitched ridge height makes it higher than the cottages in front. The proposal is overbearing in terms of mass and scale, particularly when sited adjacent to the greenbelt. The drainage proposals, such as they are, are inadequate in relation to the Neighbourhood Plan and no mention is made of run off rates. Numerous documents missing that are required under Outline permission	
20/01575/FUL	Labour Hall, 138 High St	07/05/2020	Refusal		Concerns that 2nd building was being packed in. Access to the rear property would be compromised if a car was parked outside the front building. Considered overdevelopment of the site. Only 1 parking space for the front property. Design of rear property doesn't relate to the existing buildings. The substation isn't disused and is still accessed occasionally; needs investigating further. No space for a turning circle for either property. Noted that the Tree Officer hasn't yet visited the site. The tree is large and a good specimen, visible from some distance along the High Street conservation area. Suspicion that there is Japanese Knotweed on the site which would require professional removal.	
S/4411/19/FL	35 Beach Rd	23/01/2020	Refusal		Occupancy condition on annexe	