

**East Huntspill Parish Council  
Planning Committee  
Terms of Reference  
Approved by the Planning Committee**

**1. TERMS OF REFERENCE**

- 1.1 To make recommendations on behalf of East Huntspill Parish Council on all matters relating to planning within the Parish of East Huntspill including but not exclusively planning applications, planning appeals, tree preservation orders (TPO's) enforcement notices and on planning policy reviews at local regional and national levels.

**2. OBJECTIVE**

- 2.1 To safeguard maintain and where possible enhance the social economic and environmental well-being of the Parish of East Huntspill for both the current and future generations.

**3. THE PLANNING COMMITTEE WILL:**

- Provide training to committee members.
- Review the planning documentation and visit the site where necessary.
- Provide parishioners the opportunity to view plans whenever possible.
- Hold public meetings where appropriate.
- Encourage public participation at meetings.
- The committee where it deems fit will push for S.106 funding from developers towards projects within the parish of East Huntspill.

**4. THE CLERK WILL:**

- Post agendas on all available notice boards
- Submit the application according to the Planning Area Responsibility List with a copy going to the Planning Committee Chairman
- Record the number of letters of support or objection received by the Parish Council and note the planning issues raised by those letters.
- Ensure that all responses to the local authority give the Parish Councils detailed reasons for either approving or recommending refusal of the application.
- Where necessary attend SDC's Development Committee Meetings in order to support and re-state the Parish Council's recommendation
- Under delegated powers review and respond to planning applications on behalf of East Huntspill Parish Council in the absence of a Planning Committee meeting.
- Ensure that such planning applications responded by way of delegated powers are subsequently retrospectively approved by the Parish Council or Planning Committee

**5. PLANNING PROCESS ADVICE NOTES**

- 5.1 Sedgemoor District Council is the planning authority responsible for planning decisions within the Parish of East Huntspill and is the only body that can make decisions within the Parish.
- 5.2 East Huntspill Parish Council is empowered and entitled to make observation or comment on an application to Sedgemoor District Council on behalf of the Parish. Individuals may also make comment on an application directly to Sedgemoor District Council and are welcome to comment on applications at East Huntspill Parish Council Planning Committee meetings.

- 5.3 Guidance on new planning applications can be sought via the Governments Planning Portal website <http://www.planningportal.gov.uk/> or Sedgemoor District Council on 0845 408 2540 or their website <http://www.sedgemoor.gov.uk/> and [www.easthuntspillparishcouncil.gov.uk](http://www.easthuntspillparishcouncil.gov.uk)
- 5.4 Once Sedgemoor District Council has accepted and verified the application it will:-
- Display the application on the Sedgemoor District Council Website - where it is freely available for the public to view.
  - Notify any near neighbours of the application
  - Advise the Parish Council of the Application
  - Put up a notice at or near the development site
  - Notify any statutory consultee e.g. Environment Agency, Internal Drainage Board.
- 5.5 The Parish Council has delegated powers relating to Planning to a specific committee namely East Huntspill Parish Council Planning Committee. This committee when necessary will meet alternatively to the main Parish Council Meeting once per month on the first Monday of the month. Members of the public are free to attend this meeting and make their views known to the members of the Planning Committee. The Committee will consider each application on its merits and in line with current Sedgemoor District Council Planning Policy and East Huntspill's own local planning policy and regional and national planning policies where relevant.
- 5.6 Following consideration of each individual matter together with any comments from the public the Committee will make its recommendations to Sedgemoor District Council.
- 5.7 Members of the public are also able to make their views known to Sedgemoor District Council Council directly by adding comment on the planning web site or in writing.
- 5.8 When an officer's opinion differs from that of the Parish Council the application the planning decision will no longer be made by the delegated planning officer at Sedgemoor District Council but will be referred to Sedgemoor District Council's Area Planning Committee for a decision.
- 5.9 It will be at this time that the Parish Clerk when necessary will attend that Committee Meeting in order to reiterate East Huntspill Parish Council's view
- 5.10 Once a Planning Application is approved that is the end of the matter. Should an application be refused the applicant has the right to take their case to appeal. Further information on this can be found on both The Planning Portal website <http://www.planningportal.gov.uk/> or Sedgemoor District Council website <http://www.sedgemoor.gov.uk/>

## **6. EAST HUNTSPILL PARISH COUNCIL KEY PLANNING POLICY PRINCIPLES**

- 6.1 The Planning Committee will ensure all decisions are based on sustainable development principles including:
- a) Social inclusion recognising the needs of everyone.
  - b) Effective protection and enhancement of the environment.
  - c) Where appropriate through the provision of good quality affordable housing the vitality of the village can be perpetuated.
  - d) Support growth of local employment.
  - e) Preserving and enhancing the character of the village

- f) Development should be well designed and not impose burdens on the residents or create problems for the future.
- g) Ensuring planning decisions conform to the Local Plan, unless there are overriding material considerations.
- h) Ensure that any development or change in use does not have a detrimental impact on infrastructure on the village or its surroundings.

## **7. PLANNING POLICY STATEMENTS**

### **7.1 Economic Development**

- Benefit to area – Look favourably on any proposed development within its policy parameters which would offer marked public benefit and/or improvements in traffic and road safety or increased local employment

### **7.2 Community Services & Facilities**

Encourage mixed and multi purpose uses that maintain community vitality and quality of life

### **7.3 Housing - a place to live**

All applications must be considered against the need for the village to be a community to live in.

- 7.3.1 Affordable housing – Consider sympathetically the merits of any suitable scheme put forward for affordable housing if there is proof of a local housing need even if just outside the settlement area.
- 7.3.2 When dealing with Granny flats and holiday annexes care should be taken not to permit a sizeable unit that could become a semi-detached separate dwelling in particular if it falls outside the settlement boundary.
- 7.3.3 Infill within an existing boundary could be supported as long as it is not to the detriment of the neighbour's amenity and does not contribute to creating a dormitory settlement, with high levels of out-commuting. The word infill is to be interpreted as development on vacant unused land amid an existing group or settlement.
- 7.3.4 Flats, conversions and Houses of Multiple Occupation. Conversion of dwelling will be permitted if it does not have an effect on the character and amenities of the property or adjoining properties. The standard of the accommodation does not create an over intensive use of the site. The converted property will not have an effect on the character of the wider area.
- 7.3.5 The provision of off street parking is encouraged. Developments that impact on on-street parking and potentially harm the safety of the highway for road users and pedestrians are strongly discouraged.
- 7.3.6 New developments which have used the 'Designing out Crime' Service run by Avon & Somerset Police will be looked upon favourably.

## **8. CONSERVATION AREA & DESIGN/CHARACTER OF EAST HUNTSPILL**

- 8.1 Ensure development respects and where possible enhances local character.
- 8.2 Designs should be of good quality using appropriate materials. It is essential that a cohesive impression of the distinctive character of the area be respected and enhanced.

- 8.3 The character, appearance and setting of the Conservation area should be preserved and enhanced.
- 8.4 Cables should be placed underground wherever possible, especially within the conservation area.
- 8.5 Telecommunications companies should be required to share masts wherever possible.
- 8.6 Open recreation spaces within the village should be retained.
- 8.7 All traditional stone boundary walls should be retained and repaired where necessary and encouragement given to the planting of native hedging where appropriate. Where new development adjoins existing stone walls, it should incorporate matching stone boundary walls.
- 8.8 Existing/original features such as windows, doors, and railings which contribute to the character of the building/area should be retained.
- 8.9 Replacement windows and doors should match the original in terms of size design colour and material.
- 8.10 The scale, design and materials of any redevelopment or new development (including extensions) must be appropriate to the area in which it is located.
- 8.11 Scheduled Ancient Monuments and Listed Buildings must be protected and preserved; the County Archaeologist is to be kept informed of any proposed plan.

## **9. SETTLEMENT BOUNDARY & COUNTRYSIDE AROUND EAST HUNTSPELL**

- 9.1 The overall aim is to protect the countryside for the sake of its intrinsic character and beauty the diversity of its landscape, heritage and wildlife, so it may be enjoyed by all.
- 9.2 Reuse of an existing building can be accepted provided it meets the following criteria
  - It is suitable for conversion
  - And/or there is need to preserve a building of historical or architectural importance
  - It makes no significant impact on the countryside, landscapes or wildlife
  - Has no detrimental impact on the surrounding infrastructure.
- 9.3 In order to protect the character of the village residential development should not be permitted outside the settlement boundary as defined in the Sedgemoor District Council Local Plan with the exception of affordable housing.
- 9.4 All approaches into and out of the village should be protected.

## **10 CHARACTER OF LANDSCAPE**

- 10.1 Permit no development on areas that have been statutorily designated for their landscape wildlife or historic qualities and areas which give the village its unique character.

## **11. AGRICULTURAL LAND & FARM DIVERSIFICATION**

- 11.1 Encourage development that delivers diverse and sustainable farming enterprises.

## **12. OPEN SPACES**

- 12.1 Encourage other country side based enterprises and activities which contribute to rural activity.
- 12.2 Support the preservation of footpaths, bridges, stiles and access points to enable people to enjoy and fully utilize the countryside (e.g. walking, running, and cycling).

## **13. EQUINE RELATED ACTIVITIES**

- 13.1 To recognise horse riding & other equestrian activity are popular forms of recreation in East Huntspill and can provide a useful form of farm diversification.
- 13.2 Development should be closely monitored to ensure against the proliferation of riding stables in the countryside which may adversely affect an area by nature of their design or location. Account should be taken of their locality to designated bridleways and BOATs.
- 13.3 Support will be given to equine enterprises that maintain environmental quality.

## **14. WOODLAND**

- 14.1 Sustainable management of existing woodland is to be encouraged.

## **15. TRANSPORT**

- 15.1 Development will only be supported if it would not prejudice highway safety or emergency vehicle access.
- 15.2 Development giving rise to a significant number of travel movements will only be supported if it is not likely to lead to an unacceptable degree of traffic congestion or to generate traffic that cannot be accommodated without seriously affecting the character of the village and its surrounding area.
- 15.3 Development which can show it can be readily integrated with the public transport system or other forms of sustainable travel will be encouraged.