

**Minutes of the meeting of the Clare Town Council Planning Committee  
held in The Old School Community Centre at 7.00 p.m.  
on Thursday 8 November 2012**

Present: Cllrs, G Mallows (Chair), M Godwin and P Gryce, C Ebeling (Clerk)

**1 Apologies for absence – None**

**2 Register of members' interest – None**

*Section of the meeting open to the public:*

**3 Parishioners' question time – None**

*End of public section of the meeting*

**4 To approve minutes of previous meeting held**

Approved unanimously.

**5 To discuss matters arising not on this agenda**

None

**6 Planning applications:**

**a) SE/12/1378/TCA – Stour House, Stoke Road, Fell one twin-stemmed Sycamore tree in conservation area**

All Councillors agreed that there was no objection to the application.

**b) SE/12/1322/RVCON – The Old Bakery, 15 Callis Street, Variation of condition 4 of planning application SE/11/0724 to allow a first floor window on the west elevation**

All Councillors agreed to recommend that the Town Council object to the application due to the window overlooking neighbouring properties and to suggest reverting to the previous proposal of roof lights, to which there is no objection.

**c) Applications received by the Clerk between publishing the agenda and this meeting.**

None.

**7 To consider updating the standing orders.**

A discussion took place covering problems relating to the timely management of planning applications. There was concern that the Town Clerk often has to request an extension of the consultation period in order to accommodate the TC timetable for main meetings. This often occurs for planning applications on minor issues e.g. removing a tree.

Following this discussion the committee agreed to recommend to the Town Council that the Council's Standing Orders should be reviewed and amended in accordance with latest best practice as advised by SALC. In particular the committee wishes to see greater clarity on the decision making role of (a)committees with delegated power, (b)recommending committees and (c)working groups. The amendments should include options for both open and closed voting.

**8 To receive agenda items for next meeting**

To consider planning applications received.

**9 To confirm the date of the next meeting as Thursday 13 December 2012.**

Confirmed.

Meeting closed at 8.05pm