



**Somerset Planning – West Team**

County Hall, Taunton, TA1 4DY

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04 April 2025

COTFORD ST LUKE PARISH COUNCIL  
THE COMMUNITY CENTRE  
BETHELL MEAD  
COTFORD ST LUKE  
TAUNTON  
TA4 1HZ

**ARTICLE 30, TOWN AND COUNTRY PLANNING (DEVELOPMENT  
MANAGEMENT PROCEDURE) ORDER, 2010**

Dear Sir/Madam

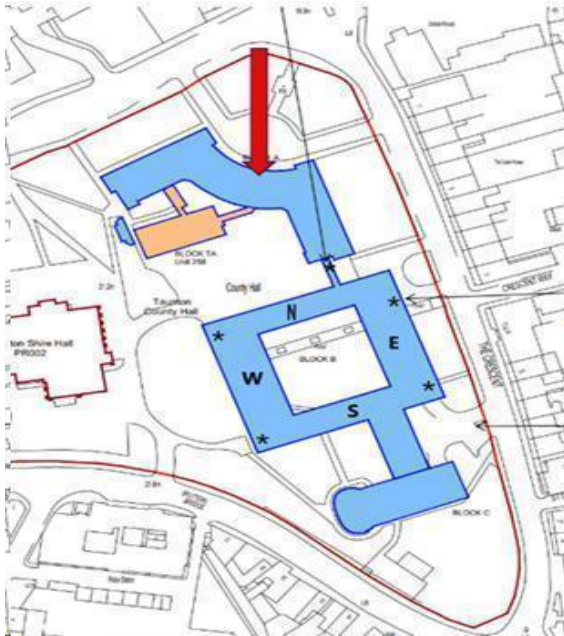
**Case Ref: 53/24/0007 (please quote on all correspondence)**

Proposal: Application for approval of reserved matters following outline application 53/21/0010 for the access, landscaping, appearance and scale for the erection of 80 No. dwellings, vehicle access, drainage, public open space including allotments and play areas, foot paths, cycle ways, landscaping and associated works on land off Dene Road Cotford St Luke

Application Type: Reserved Matters  
Grid Reference: 316944.127619

I write to advise you that the above application will be considered by my Council's Planning Committee on 15 April 2025 at 13:00 at the **Luttrell Room, County Hall, Taunton, TA1 4DY. Please note a break will be had for 20 minutes after the second application has passed the committee.**

Meeting attendees will need to access the building via the main entrance at A Block, A security guard will be there to meet and greet the attendees to assist them in accessing the building.



The individual reports will be available to view on the images on each case now <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/>.

The Planning Committee Agenda, including the Officer's report and recommendation, will be published at least five working days before the meeting. These documents can be viewed on our website at [Planning Committee West](#)

The Planning Committee will be run as a mixed (virtual/physical) meeting. All committee members and officers will be present in person.

- If you wish to **attend Committee in person**, please arrive at the reception area at least 10 minutes before this starting time so that you can be seated before the meeting commences.
- If you wish to **attend virtually**, please notify Democratic Services so they can send you the link for the meeting and admit you on the day.
- A request to speak must be made to the Council's Democratic Services team no later than 5pm on the Thursday (two clear working days) before the Committee meeting by email to [democraticserviceswest@somerset.gov.uk](mailto:democraticserviceswest@somerset.gov.uk) For those speaking to object or support the proposal, the speaking slots will be allocated on a first come first served basis. If there are numerous members of the public wishing to speak in one slot it is advisable to make arrangements for one person to make a statement on behalf of all. The meetings are hybrid and you can speak either in person at the meeting or virtually. If you wish to speak at the meeting virtually please inform Democratic Services so that they can advise you of the details. If you have registered to speak, the Chair will invite you to speak at the appropriate time during the meeting.
- Please be advised that you can only present documents to the Committee Members at the meeting if they are submitted to Democratic Services (using the email address above) by 5pm on the Thursday before the Committee meeting –

this includes photographs and presentations (including Powerpoint presentations).

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Further details on the Planning Committee process are attached. Full details, including Frequently Asked Questions, can be found on the Council's website here: [www.democracy.somerset.gov.uk](http://www.democracy.somerset.gov.uk)

Yours faithfully

A handwritten signature in black ink, appearing to read "Alison Blay-Gopel".

**Planning Services - West Team**

**TAUNTON PLANNING APPLICATIONS –**

<https://www3.somersetwestandtaunton.gov.uk/asp/webpages/plan/plapplookup.asp>

**WEST PLANNING APPLICATIONS -**

<https://www1.somersetwestandtaunton.gov.uk/online-applications/>

## Planning Committee Meetings - Guidance Notes

### Inspection of Papers

Agendas, reports and minutes can be accessed via the council's website [Planning Committee West](#) a minimum of 5 clear working days before the Committee.

If you need to access any of the papers in an alternative format (e.g. large print, audio tape, Braille etc) or in community languages please contact Democratic Services giving as much notice as possible. It should be noted that re-formatting or translation of committee reports before the date of a particular meeting cannot be guaranteed.

### Can I speak?

The Applicant/Agent, Parish, Town or City Council, Divisional Members and objectors or supporters are able to address the Committee **if registered**.

The order of speaking will be:-

- Those speaking in support of the proposal - 15 minutes shared between a maximum of 5 speakers of 3 minutes each
- Those speaking to object to the proposal - 15 minutes shared between a maximum of 5 speakers of 3 mins each
- The Parish, Town or City Council(s) - 3 minutes each
- The Councillor(s) (non-Committee members) - 3 minutes each
- The applicant or their agent - 3 minutes

Public speaking will be timed and the Chair will be responsible for bringing the speech to a close. The speaker/s will be allowed to address the Committee during their registered slot only and will not be allowed to provide further clarification. If an item on the Agenda is contentious, with a large number of people attending the meeting, a representative speaking to object or support the proposal should be nominated to present the views of a group.

Comments should be limited to relevant planning issues.

### How do I register to speak at Planning Committee?

A request to speak must be made by email or telephone to the Council's Democratic Services team no later than 12 noon on the working day before the Committee meeting.

For those speaking to object or support the proposal, the speaking slots will be allocated on a first come first served basis. If there are numerous members of the public wishing to speak in one slot it is advisable to make arrangements for one person to make a statement on behalf of all.

The meetings are hybrid and you can speak either in person at the meeting or virtually. If you wish to speak at the meeting virtually a link will be sent to all those registered.

If you have registered to speak, the Chairman will invite you to speak at the appropriate time during the meeting.

Please be advised that you cannot present documents in any form to the Committee Members at the meeting – this includes photographs and presentations (including Powerpoint presentations).

### Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly - you may have to wait in a lobby until being admitted to the meeting.
- Please note that we will mute all public attendees to minimise background noise and request that your camera is off until you are called to speak to ensure clear presentation of the applications. If you have registered to speak during the virtual meeting, your microphone will be unmuted at the appropriate time.
- When speaking, keep your points clear and concise.
- All public speaking must be conducted in a polite and respectful manner.
- Speakers are requested to refrain from making personal comments relating to Members or Officers of the Council.

### Presentation of planning applications

The Planning Officer will present the application to the Committee explaining the factual matters and any salient points which need to be drawn out with the use of a visual presentation. It is important to note that the Planning Officer is **not** an advocate for either the applicant or any third parties but will make a professional recommendation based on the merits of the proposal and any relevant material considerations.

### The role of Officers during the debate of an application

When an application is considered at Planning Committee, it is the Officers' role to confirm the material considerations, the recommendation and answer any points of clarification or questions that Members may have. Whilst the Committee has to reach its own decision bearing in mind the Officer advice, report and recommendation, the Lead Planning Officer and Council Solicitor have a professional obligation to ensure that a lawful and unambiguous decision is made in accordance with the Council's Development Plan, planning legislation, regulations and case law. This means that, if a contrary decision is sought, they will need to explain the implications of doing so. This can sometimes mean that Officers need to advise and guide Members as to planning policy, what are or are not material considerations, what legally can or cannot be considered or given weight and the likely outcome of any subsequent appeal or judicial review.

### Recording of the Meeting

Please note that this meeting will be recorded, and the recording will be made available on the Council's website.

You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore, unless you are advised otherwise, by taking part in the Council meeting during public participation you are consenting to being recorded and to the use of the sound recording for access via the website or for training purposes.

### Minutes of the Meeting

Details of the decisions taken at the meeting will be set out in the Minutes, which the Committee will be asked to approve as a correct record at a following meeting. In the meantime, details of the decisions taken can be obtained from Democratic Services.

### Public Speaking on items other than planning applications

Members of the public can speak at any public meeting of the Council, including the Planning Committee, by registering with Democratic Services two working days before the meeting and providing brief details on the subject matter. The maximum

time for each speaker is three minutes.

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