



BURSLEDON PARISH COUNCIL

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To All members of the Planning and Highways Committee

Councillor M Garrett (Chair)  
Councillor G Gill  
Councillor K House  
Councillor M Penn  
Councillor K Whitlock

Dear Councillor

**Planning and Highways Committee Wednesday 9 September 2020**

You are hereby summoned to attend the on-line meeting of the Planning & Highways Committee of Bursledon Parish Council to be held on:

Date: Wednesday 9 September 2020  
Time: 7.00 pm  
Place: Virtual Meeting – Microsoft Teams

Yours Sincerely

*R Potter*

Roland Potter  
Parish Clerk

For more information please contact the Parish Council Office: 02380407535

Or email: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)

Visit: [www.bursledon-pc.gov.uk](http://www.bursledon-pc.gov.uk)

## **PUBLIC PARTICIPATION SCHEME**

Members of the public are invited to address the committee on all items presented at a committee meeting. Public speaking on these items will take place while the item is considered.

**Due to the current restrictions on public meetings and social distancing. Council and committee meetings will be held on-line. If you wish to take part in this meeting please see the instructions below:**

### **HOW TO TAKE PART IN A MEETING**

If you wish to speak at a meeting or ask a question, you should submit a request by email to the [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk) including your email address up to one hour before the meeting. You will then receive an invite from the Council to take part in the on-line meeting.

**Or**

5 to 10 minutes before the start time please click "Join Microsoft Teams Meeting" below using either a computer, tablet, or smartphone.

### **[Join Microsoft Teams Meeting](#)**

If prompted, we recommend that you install the Teams app rather than using the functional but inferior web version.

Then join the audio as follows:

- Smart phone: no further action is required
- Computer & tablet: either use a headset (recommended) or the built-in microphone and speaker
- Phone:
  - (1) mute microphone by clicking "Microphone" button on Microsoft Team window
  - (2) mute speaker on computer/ tablet
  - (3) dial 023 8212 8725 and the conference ID 993 734 36#

You can skip the "Join" stage and simply dial 023 8212 8725 and the conference ID 993 734 36# but you will not be able to see what is displayed during the meeting

## **COMMITTEE PAPERS**

If you need this information in a different format, such as large print, please contact the Parish Council Office

Alternatively all documents associated with this agenda can be accessed through the Council's website on [www.bursledon-pc.gov.uk](http://www.bursledon-pc.gov.uk)

Agenda for the Planning and Highways Committee

Wednesday 9 September 2020 at 7pm (Virtual Meeting)

**1. Apologies for Absence and Substitutions**

To receive and consider apologies for absence

**2. Declarations of Interest**

To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interest in line with the Parish Councils Code of Conduct and gifts and hospitality in line with government legislation.

**3. Declarations of Interest for District & County Councillors**

District & County Councillors on the Council will make their comments and decisions based upon information available at the time of this meeting. It is accepted that District & County Councillors may come to different decisions in the light or more information being made at District or County Council Planning Meetings.

**4. Minutes of Previous Meetings.**

To receive and approve the attached minutes of the Planning and Highways Committee held on Wednesday 12 August 2020 as a correct record of the meeting.

**5. Questions from the Public**

The Chair will invite members of the public who have registered to speak or ask any questions on any Local Government matter, not included on the agenda to which an answer will be given or if necessary, a written reply will follow within 10 working days, or the questioner will be informed of the appropriate contact details.

The Chair will invite members of the public who have registered to indicate which item on the agenda if any, they would like to speak.

**6. Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.**

Application No: [H/20/88526](#)

Site Address: 24 MALLARDS ROAD, BURSLEDON, SOUTHAMPTON, SO31 8EJ

Description: Two storey side extension, raising of roof to provide second floor living accommodation with rear dormer

**Application No:** [H/20/87653](#)

**Site Address:** WILLOW TREE COTTAGE, THE GROVE, BURSLEDON, SOUTHAMPTON,

**Description:** Two storey side extension and single storey rear extension and external staircase  
(amended description)

## 7. Close of the Meeting