



**Minutes of the Planning and Licensing Committee Meeting of Minehead Town Council
held on
Tuesday 7th July 2026 at 7:30 p.m. in the Minehead Town Council Offices**

Present: Councillors M Palmer, Lawton, C Palmer and Bartlett

Apologies: Councillor Hodson

In attendance: B Parker (Town Clerk) and Councillor Jewell

2026/31. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillor Hodson's apologies were **received**.

2026/32. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [Localism Act 2011 S 26 - 34](#)

There were no disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting.

2026/33. To approve and sign the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 2nd June 2026](#).

RESOLVED the Minutes of the Planning & Licencing Committee meeting held on Tuesday 2nd June 2026 were approved and signed by the committee chair as a true and accurate record.

2026/34. To receive updates on the development of the Somerset Council Local Plan and any related consultations affecting the town.

In accordance with Standing Order 1(a), the Chair exercised their discretion to move this agenda item to the end of the meeting, and it was therefore considered as the final item of business.

Councillors noted that Somerset Council is currently undertaking a scoping consultation as part of the development of the county-wide Local Plan, with the consultation remaining open until 24th July 2026. <https://www.somerset.gov.uk/planning-buildings-and-land/somerset-local-plan/scoping-consultation-reg-20-june-to-july-2026/> The Committee recognised the importance of actively engaging in the consultation process and expressed its commitment to submitting individual responses to the consultation in order to provide informed and constructive feedback.

Members were also advised that Somerset Council had invited City, Town and Parish Councillors and Clerks from across Somerset to attend an online briefing on the ongoing development of the Local Plan, which was held on 10th June 2026. Representatives from both the Planning Committee and the Town Council attended the session.

It was agreed that this item would remain on the agenda as a standing item for the duration of the Local Plan's development to enable the Council to consider, discuss and respond to emerging matters as appropriate.

2026/35. To consider the Planning Applications received.

The applications were considered and comments are at Appendix 1.

The meeting closed at 20:22

APPENDIX 1

Application	Recommendation
3/21/26/032 Erection of a single storey flat roof extension to the rear 63 Paganel Road, Minehead, TA24 5EY	RESOLVED the committee could see no material reason to object to the application.
3/21/26/033 Installation of a roller shutter door A E Autos Tyre Servicing Repairs, Summerland Place, Minehead, TA24 5BT	Councillors noted the removal of the wall as part of the proposal and acknowledged that, although it is not a listed structure, its altered external appearance may have an adverse impact on the character and appearance of the Conservation Area. However, they also recognised the importance of supporting a local small business and noted that the site is located within a less prominent part of the Conservation Area. RESOLVED the committee could see no material reason to object to the application.
T/21/26/005 Proposal: T1, Pine. Remove lowest limb over neighbouring property. Tree is located in the Minehead, Whitegate Road Conservation Area. Conygar, Whitegate Road, Minehead, TA24 5SP	RESOLVED the committee could see no material reason to object to the application.
CMA/21/26/001 Application to determine if prior approval is required for a proposed change of use from Commercial, Business and Service (Use Class E) into 1 No. residential dwelling (Use Class C3) 9c 9 Parkhouse Road, Minehead, TA24 8AB	The Committee considered the proposed conversion of the commercial premises and discussed similar conversions that have taken place within the local area. Members noted that the site lies within Flood Zone 3 and questioned whether this may affect the ability for the development to proceed under permitted development rights. RESOLVED the Committee recommends that prior approval is required, having regard to the property's location within Flood Zone 3.
3/21/26/035 Erection of detached single garage, widening of vehicle access and erection of porch canopy Robin Hill, The Ball, Minehead, TA24 5JJ	RESOLVED the committee could see no material reason to object to the application.
3/21/26/022 Internal alterations/repairs for damp issues 2 Church Farm Cottages, Church Road, Minehead, TA24 5JR	The withdrawal of this application was noted by the committee.

3/21/26/034 Display of 10 No. externally illuminated fascia signs and 2 No. poster boards The Factory Shop, Mart Road, Minehead, TA24 5BJ	Councillors acknowledged the importance of bringing a new business into a recently vacated premises. Members also noted that the proposed illuminated signage would be appropriate given the site's location within an industrial area. RESOLVED the committee could see no material reason to object to the application and fully support the application to repurpose an empty retail unit.
EXM/26/138/TCA Proposal: Works to Tree in conservation area: felling of 1 no. Pine(T1) Silverdale Manor Road Minehead TA24 6EW	The Committee considered the application but noted that the submitted documentation did not clearly identify which tree was proposed for felling. Members were therefore unable to fully assess the proposal. RESOLVED due to the lack of clarity within the submitted application documents, the Committee was unable to make a recommendation and therefore deferred the matter to Exmoor National Park Authority as the determining planning authority.

Councillor M Palmer
Chair of the Planning and Licencing Committee
July 2026