

**WESTHOUGHTON TOWN COUNCIL  
PLANNING AND ANNUAL MEETING (CONTINUED FROM 11TH MAY, 2022)**

You are summoned to attend the **PLANNING AND ANNUAL MEETING** on **WEDNESDAY 18TH MAY, 2022** at **7.00pm** at **THE JOHN HOLT COMMUNITY CENTRE, WESTHOUGHTON.**

12th May, 2022

Alyson Hopkins  
DEPUTY TOWN CLERK

**PLANNING MEETING AGENDA**

1. The appointment of the Chairman of the Planning and Finance & General Purposes Committee
2. Fire Safety Information (Chairman)
3. To receive apologies for absence and to accept reasons
4. To read the notice convening the meeting
5. To record Declarations of Interest from members in any item to be discussed
6. Adjournment to allow Public Question Time **relating to Town Council activities and items within its powers.**  
**THIS IS THE ONLY OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK AT THE MEETING, UNLESS THE QUESTION/STATEMENT RELATES TO A PLANNING APPLICATION.**
7. The appointment of the Vice-Chairman of the Planning and Finance & General Purposes Committee
8. To discuss Planning & Development Matters and to approve any action (lists enclosed for Councillors)
  - (a) Town Councils comments on Planning applications
    - 13591/22 689 Manchester Road, Westhoughton - Certificate of lawful development (S192) for a proposed single storey rear extension
  
    - 13603/22 Land South of Long Lane / James Street, Westhoughton - Erection of a steel frame portal building for storage and sorting of waste, siting of two modular buildings to provide staff facilities. A 2.4M high legio block perimeter wall, formation of hardstanding incorporating a weighbridge and drainage together with other associated works
  
    - 13639/22 349 Bolton Road, Westhoughton - Erection of a single storey extension at rear with roof lights

13662/22 1 Wade Bank, Westhoughton - Erection of a single storey side extension

13623/22 2 Sandalwood Road, Westhoughton - Erection of a first floor extension at rear

13630/22 110 Market Street, Westhoughton - Listed building consent for amendments to 03155/18 and 03196/18 (Front elevation, internal stairs, projecting porch / entrance, bin storage, omission of door to rear yard and retention of obscure glazing)

12813/21 St James Daisy Hill C of E Primary School, Hindley Road, Westhoughton - Installation of 1 No. single and 1 No. double classroom temporary building

(b) Discussion on Planning Appeals - Nil

(c) To note Planning Decisions (lists enclosed for Councillors)

9. To accept the minutes of the Planning and Finance & General Purposes Committee Meeting held on Wednesday 13th April 2022
10. To note the minutes of the Town Council Meeting held on Wednesday 27th April 2022
11. Date of the next Planning and Finance & General Purposes Committee Meeting

#### **ANNUAL MEETING (CONTINUED FROM 11TH MAY, 2022)**

12. To record declarations of interest from members in any item to be discussed
13. Adjournment to allow Public Question Time relating to Town Council activities and items within its powers.  
**THIS IS THE ONLY OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK AT THE MEETING, UNLESS THE QUESTION/STATEMENT RELATES TO A PLANNING APPLICATION**
14. To accept the minutes of the Town Council Meeting held on Wednesday 27th April, 2022
15. To adopt the Westhoughton Town Council's Standing Orders (as previously circulated)
16. To adopt the Westhoughton Town Council's Financial Regulations (as previously circulated)
17. The appointment of Committees
  - (a) Planning and Finance & General Purposes Committee
  - (b) Daisy Hill in Bloom

18. The appointment of Town Council Representatives to Outside Bodies
19. To approve Annual Subscriptions:
  - (a) National Association of Local Councils
  - (b) Lancashire Association of Local Councils
20. Discussion on the completion the Town Council accounts for 2021 - 2022 and to approve any action
21. Discussion on the application of funding for a Queen's Jubilee Celebration event by The Hub at Westhoughton and approve any action
22. Discussion on councillor attendance during the previous 6 months and to approve any action
23. Discussion on the current Town Clerk recruitment and Deputy Town Clerk recruitment and to approve any action
24. Discussion on the planned cover for the Town Clerks Duties and Responsibilities from 18th July and approve any action
25. To approve Accounts for payment
26. To receive a report from the Town Clerk
27. Date of the next Town Council Meeting