

# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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**To: Members of Shaftesbury Town Council's Planning and Highways Committee,**  
Councillors: Lewer (Chair), Taylor (Vice-Chair), Austin, Brown, Jackson, and Proctor

All other recipients for information only.

You are required to attend a meeting of the Committee to be held **at 7.00pm on Tuesday 24<sup>th</sup> May 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

**Stephen Holley**

**Town Clerk**

Members are reminded of their duty under the Code of Conduct

## Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item
<b>01. Apologies</b> To receive and consider for acceptance, apologies for absence
<b>02. Declarations of Interest and Dispensations</b> Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
<b>03. Minutes</b> To confirm as a correct record, the minutes of the previous meeting of the Committee held on Tuesday 26 <sup>th</sup> April 2016.

Agenda Item

**04. Planning Applications**

**p3**

To consider responses to the Planning Applications listed below, for return to the Planning Authority.

1. 2/2016/0354/VARIA – Ivy Cross Stores Grosvenor Road Shaftesbury Dorset SP7 8DS
2. 2/2016/0396/HOUSE – 1 Well Lane Shaftesbury Dorset SP7 8LP
3. 2/2016/0430/HOUSE – New Stone Cottage Church Hill Shaftesbury Dorset SP7 8LL
4. 2/2016/0453/HOUSE – 6 Gold Hill Shaftesbury Dorset SP7 8JW
5. 2/2016/0487/FUL – Natwest The Commons Shaftesbury SP7 8JY
6. 2/2016/0488/LBC – Natwest The Commons Shaftesbury SP7 8JY
7. 2/2016/0465/ADV – Land at E 387256 N 123908 Wincombe Lane Shaftesbury Dorset

Report 0516PH04 attached

**05. Planning Decisions, Appeals and Enforcement**

**p6**

1. To receive and note the Planning and Appeals decisions
2. To receive a list of Enforcement Cases from the Planning Authority and to consider any other matters relating to enforcement of planning conditions and determinations.

Report 0516PH05 attached

**06. Highways and Footpaths**

**p8**

1. To receive details of road and footpath closures or diversions.
2. To receive details of gullies and road defects logged for maintenance

Report 0516PH06 attached

**07. Illuminated Sign Policy**

**p10**

To consider Lighting Policy for recommendation to the Neighbourhood Plan.

Report 0516PH07 attached

**08. Officer Report**

**p13**

To receive any correspondence and updates relating to the work of the Committee.

Report 0516PH08 attached

**09. Items for next meeting**

**p15**

1. To confirm the date of the next meeting of the Committee
2. To identify matters for inclusion on the agenda for the next meeting.

Report 0516PH09 attached

(End)

**Report to the Meeting of Shaftesbury Town Council's  
Planning and Highways Committee  
to be held at 7.00pm on Tuesday 24<sup>th</sup> May 2016  
in the Council Chamber, High Street, Shaftesbury**

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**PLANNING APPLICATIONS**

**1. Purpose of Report**

To consider responses to the planning applications identified in the schedule below for return to the Local Planning Authority, North Dorset District Council.

**2. Recommendation**

That the Committee provides its observations on the below mentioned applications and any further applications received before the date of the meeting.

**3. Background**

- 3.1. Shaftesbury Town Council is a statutory consultee which is provided the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the application.
- 3.2. The Committee may request that an application be considered by the planning authority's Development Management Committee if there are matters of particular concern or which would be better considered during debate.
- 3.3. Planning applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/> or at the Town Hall offices.
- 3.4. Members are asked to consider for each application, whether they support the application or object to it. Consideration should be given to matters relating to planning law and also to local knowledge. More guidance on how to comment on planning applications can be found at <http://www.planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. The table below gives some matters to bear in mind when considering the Committee's observations.

Material Planning Considerations	Not Material Planning Considerations	Not Material Planning Considerations but there <i>may</i> be exceptions
<b>Residential amenity – living conditions</b>	Property values	Views
<b>Traffic and parking issues</b>	Land ownership	Preferred alternative land uses
<b>Noise, Vibration, Soundproofing, Contamination, Land Stability and Flood Risk</b>	Boundary disputes	Personal circumstances
<b>Hours of Operation – Restrictions</b>	Party Wall and Joining on	Economic viability
<b>Design, Materials, Windows etc</b>	Private views	
<b>Harm to the environment</b>	'there are too many already'	

- 3.5. If the Committee resolves to object to an application, reasons supporting that objection should be provided.
- 3.6. Members are reminded that although the history of planning applications on a particular site may provide them with a 'bigger picture', they are to provide observations on the details of the current application only. Members are therefore not automatically provided with the history of a site but may ask for it from the office if they feel it is pertinent to their observations on the current application.

#### 4. **Applications**

The applications to be considered are details at **Appendix A**. Members may wish to use the following key to mark the applications listed with their reasons for comment;

1	Biodiversity	10	Landscape
2	Design	11	Local or Government Policy
3	Economic Benefits	12	Noise/Disturbance
4	Effect on the Appearance of Area	13	Other
5	Flooding Issues	14	Overlooking/Loss of Privacy
6	Height	15	Parking
7	Heritage	16	Residential Amenity
8	Impact on Access	17	Road Safety
9	Impact on Light	18	Traffic or Highways
		19	Trees

This list is taken from the online comments form on the Planning Portal. Additional comments may be made and other considerations may be taken into account.

#### 5. **Financial Implications**

None arising directly from this report.

#### 6. **Legal Implications**

- 6.1. The Council is a statutory consultee on planning applications and is thereby invited to provide observations but does not hold any power to determine the applications.
- 6.2. The observations made will be those of the corporate body as determined through the democratic process.

End.

Report Author:

Claire Commons

Committee Services Officer





**Report to the Meeting of Shaftesbury Town Council's  
Planning and Highways Committee  
to be held at 7.00pm on Tuesday 24<sup>th</sup> May 2016  
in the Council Chamber, High Street, Shaftesbury**

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**PLANNING DECISIONS, APPEALS AND ENFORCEMENT**

**1. Purpose of Report**

- 1.1. To receive and note Planning Decisions, Appeals and Enforcement Cases.
- 1.2. To consider any matters relating to enforcement of planning conditions and determinations.

**2. Recommendation**

That the Committee receives and notes the report and refers any additional matters to the Planning Authority.

**3. Background**

- 3.1. As a Statutory Consultee on planning applications, Shaftesbury Town Council provides its observations on every planning application within and affecting the Town. These observations inform the Planning Officers and Planning Committee at the relevant Planning Authority (usually North Dorset District Council) in their determinations on each application.
- 3.2. The Committee can benefit from noting the decisions made on applications to inform its own decision making and may inform Town Council policy decisions in the future to preserve matters of importance to the Town. Decision notices are available online at <http://planning.north-dorset.gov.uk/online-applications/> or at the Town Hall offices.

**4. Planning Decisions, Appeals and Enforcement**

- 4.1. Attached at **Appendix A** is a list of planning decisions from North Dorset District Council.
- 4.2. Members are requested to take this opportunity to report any matters of enforcement that they may have raised with the Planning Authority outside the auspices of the committee and to consider if there are any other matters of enforcement, including adherence to planning conditions set out in grant of permission, to be raised with the Planning Authority.

**5. Financial Implications**

None arising directly from this report.

**6. Legal Implications**

None arising directly from this report.

End.

Report Author: Claire Commons  
Committee Services Officer



**NOTIFICATIONS OF PLANNING DECISIONS FROM North Dorset District Council**

**Minute Ref**

**Tue 24 May 2016**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated '  
D ' Delegated  
' E ' Endorsed by District 'ED' Endorsed Delegated

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**GRANTED PLANNING PERMISSIONS**

**CD** 2/2016/0018/FUL                      Granted  
District COMMENT GRANTED.  
Further details available at <http://planning.north-dorset.gov.uk/online-applications/>

Toby's 1 Bimport  
Local COMMENT Objection . It was requested that the application be considered by the Development Management Committee. It expressed concern regarding the size of the dormer windows, that the flue was not sufficiently sized for the business and unsightly on outside. It was considered that access to takeaway in that location would cause traffic hazards on Bimport and Bleke Street and there was concern of generation of noise. There was concern regarding the number of customers on a narrow footway and a dangerous corner and concern of unofficial use of Toby's Court for takeaway customers.

**CD** 2/2016/0019/LBC                      Granted  
District COMMENT GRANTED.  
Further details available at <http://planning.north-dorset.gov.uk/online-applications/>

Toby's 1 Bimport  
Local COMMENT Objection . It was requested that the application be considered by the Development Management Committee. It expressed concern regarding the size of the dormer windows, that the flue was not sufficiently sized for the business and unsightly on outside. It was considered that access to takeaway in that location would cause traffic hazards on Bimport and Bleke Street and there was concern of generation of noise. There was concern regarding the number of customers on a narrow footway and a dangerous corner and concern of unofficial use of Toby's Court for takeaway customers.

**CD** 2/2016/0075/FUL                      Granted  
District COMMENT GRANTED.  
Further details available at <http://planning.north-dorset.gov.uk/online-applications/>

Ivy Cross Stores  
Local COMMENT Objection : The size of the parking spaces were unrealistic and unusable turning circle.

**ED** 2/2016/0228/FUL                      Granted

4 French Mill Lane

**ED** 2/2016/0278/VARIA                      Granted

Camelia Cottage



**Report to the Meeting of Shaftesbury Town Council's  
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to be held at 7.00pm on Tuesday 24<sup>th</sup> May 2016  
in the Guildhall, High Street, Shaftesbury**

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**HIGHWAYS AND FOOTPATHS**

**1. Purpose of Report**

- 1.1. To receive details of road and footpath closures or diversions.
- 1.2. To note reported Highways defects repair log.

**2. Recommendation**

That the report be noted.

**3. Background**

- 3.1. There have been no road closure or footpath diversion notices received, any that are received before the date of the meeting will be brought to the Committee's attention for noting.
- 3.2. The Planning and Highways Committee has requested that a log be maintained to show drains and gullies which are blocked and have been reported to Dorset County Council. Where Officers have also reported potholes and other road defects, this information has been included in the report, see **Appendix A**.
- 3.3. It is the Committee's preference that all problems with drains and gullies be reported to the office for onward reporting. Problems however can also be reported directly to Dorset County Council online at <https://ext.dorsetcc.gov.ukdefault.aspx/RenderForm/?F.Name=WCqYMUWnUUL&HideAI> Members who choose to report a problem directly using this link will be provided with a log number by Dorset County Council, as confirmation of receipt. Members are requested to forward these to the office so that a single log can be kept for reporting. An additional email will be sent through on closure of any log, please also send this email through.

**4. Financial Implications**

There are no financial implications arising from this report

**5. Legal Implications**

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer

Location	Date	Detail of report	Incident Number	Closed	Officer Notes	Turn around (days)
Christy's Lane	12/01/2016	Pothole in road	1049068	13/01/16	Permanently Repaired	1
St John's Hill	28/01/2016	Blocked drains and gullies St John's Hill	1050376	13/02/16	Job 14051965 - Permanently Repaired	16
Bell Street	28/01/2016	Map location is approximate. A member of the public has come into the Shaftesbury Town Council offices to report a deep pothole in Bell Street, opposite the Masonic Hall at No.43. He says that the hole is almost 4 inches deep and about a foot across. The complainant is a cyclist and he felt the hole presented a danger to cyclists. - Pothole in road	100377	01/02/16	Permanently Repaired	4
Christy's Lane	11/02/2016	Mud on footpath and crossing slippery, following recent heavy rain - Trip hazard in the footway or pavement	1051544	14/02/16	order been placed for the Road sweeper to sweep this in next few days	3
Grosvenor House, Bleke Street	01/03/2016	Gully not flowing away relates to incident 1042177 which was reported as fixed but advised by Cllr Proctor still not flowing away.	1052648	09/03/16	visited site on 9th of march gully working just a bit slow spoken to Claire Commons at Shaftesbury town hall	8
Great Lane	05/04/2016	Pothole in road	1054944	05/04/16	Permanently Repaired	0
High Street / Mustons Lane	05/04/2016	Table is uneven and areas of tarmac from emergence repairs require replacing with block paving to match	1054947	06/04/16		1

**Report to the Meeting of Shaftesbury Town Council's  
Planning and Highways Committee  
to be held at 7.00pm on Tuesday 15<sup>th</sup> December 2015  
in the Council Chamber, High Street, Shaftesbury**

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**ILLUMINATED SIGN POLICY**

**1. Purpose of Report**

To consider an Illuminated Sign Policy for adoption by the Council and proposed inclusion within the Neighbourhood Plan.

**2. Recommendation**

That the Committee recommends the Illuminated Sign Policy to the Council for adoption and recommends it to the Neighbourhood Plan Group for inclusion within the emerging Neighbourhood Plan.

**3. Background**

- 3.1. Shaftesbury Town Council has historically resisted internally illuminated signs on the High Street in order to maintain the historic setting of the street and facades.
- 3.2. The Planning and Highways Committee Terms of Reference specify at item 15 to review and comment on street lighting and internally illuminated signs.
- 3.3. North Dorset District Council's Shopfront Design Guide 4.7 (vii) states:

*"Due to the historic nature of the towns and villages within the district, illuminated signs will be generally resisted. In exceptional circumstances, where it is felt appropriate to introduce a form of sensitive lighting, i.e. to support evening trade, internally illuminated or wholly backlit fascias will not be acceptable. If illumination of the fascia is required, this should be done by external means e.g. concealed top light tubes or carefully positioned spot or backlights concealing the light source. Large spots or swan necks will normally be unacceptable".*

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- 3.4. North Dorset District Council's Shopfront Design Guide 4.35 states:

*"The Council will resist illuminated projecting signs due to the historic nature of the town and village centres. When a degree of illumination is necessary and the principle accepted this should be achieved through the use of external lighting e.g. concealed top light tubes, or well designed spot lights. Where a degree of illumination is appropriate, large spots or swan necks will not normally be acceptable".*

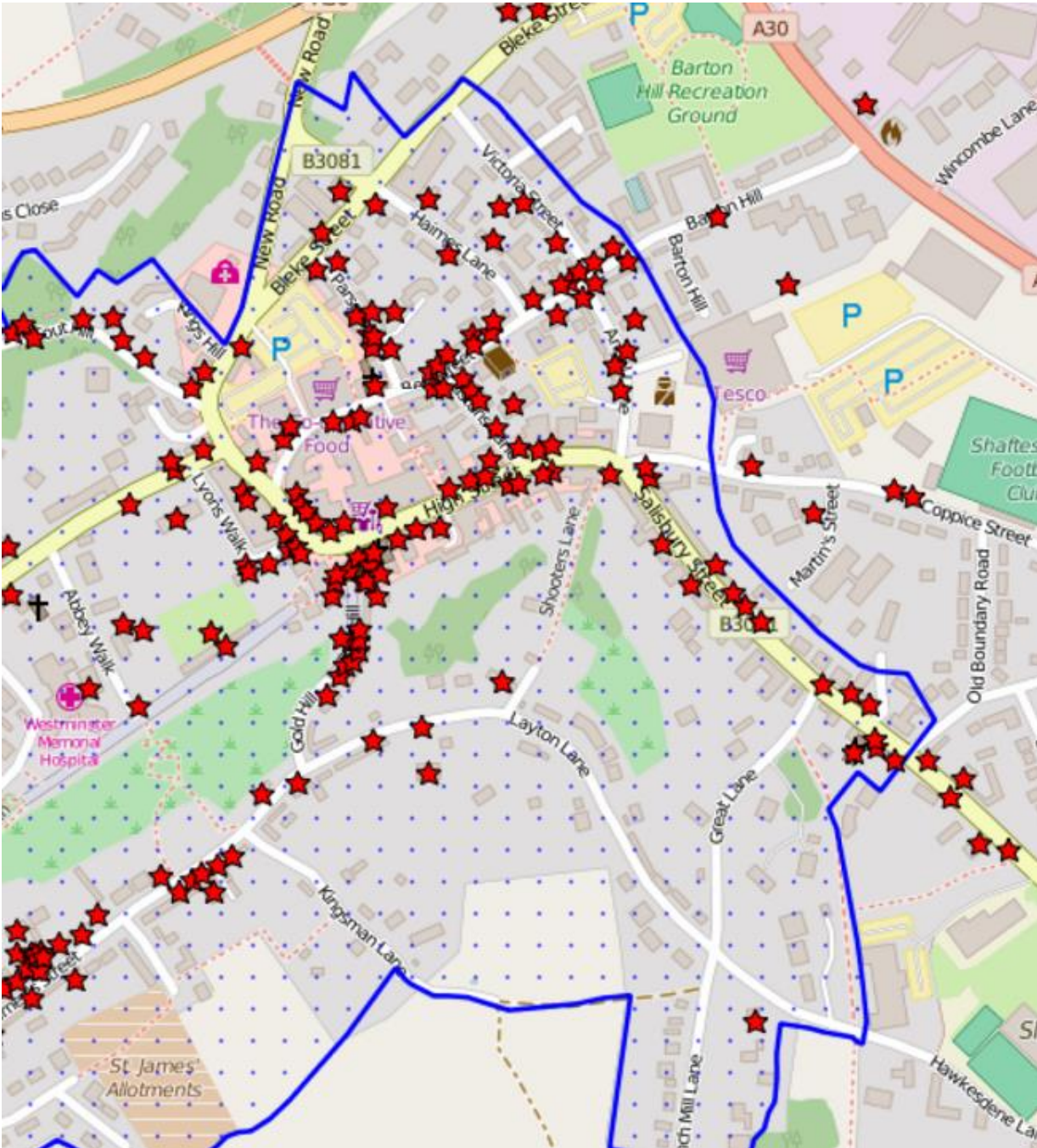
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- 3.5. North Dorset District Council's Shopfront Guide Para 4.36:

*" On historic buildings or in conservation areas projecting signs should generally be non-illuminated and of a traditional hanging or bracketed design. A slim signwritten panel will avoid visual clutter and ensure visual separation from the main fascia and building. In addition, on historic buildings brackets for hanging signs should be reused and designed so that the panel can be replaced".*

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- 3.6. Despite the clarity of the aforementioned policies at the District Council, there has been some instances of illuminated signs being permitted contrary to the wishes of the Town Council.
- 3.7. Officers consider that the Town Council, by preparing its own policy and requesting inclusion within the Neighbourhood Plan, would strengthen its position in resisting illuminated signs.
- 3.8. The map below indicates the extent of the conservation area in relation to the town centre (indicated by the solid outline and dotted grid) and the listed buildings (indicated by stars)



- 3.9. The Committee should be aware that any policy within a Neighbourhood Plan is required to meet a set of 'basic conditions' a more defined test in the wording of such a Policy as well as Examination and a Referendum. North Dorset Officers would be able to advise further in the drafting of the Neighbourhood Plan policy at the appropriate time.

#### **4. Proposed Policy**

##### **Statement of Policy**

Shaftesbury Town Council objects in principle to illuminated signage within the Town Centre for the following reasons:

##### **Reason**

Shaftesbury Town Centre forms part of the designated Conservation Area where there is commitment to preserve and enhance the special character and appearance of the area.

The provision of illuminated signage is deemed to be detrimental to the street scene and detracts from the overall ambience.

##### **Supporting the Policy**

North Dorset District Council's Shopfront Design Guide

North Dorset Emerging Local Plan Policy 12 Retail, Leisure and Other Commercial

North Dorset Emerging Local Plan Policy 24 Design

North Dorset Emerging Local Plan Policy 25 Amenity

##### **Definitions**

Town Centre: High Street, Salisbury Street, Bell Street, Bleke Street

Illuminated signage is deemed to be any form of signage that is back lit, to include, internal illuminations, halogen, partial internal and halo effect lighting

#### **5. Financial Implications**

None arising directly from this report.

#### **6. Legal Implications**

- 6.1. The Council is a statutory consultee on planning applications and is thereby invited to provide observations but does not hold any power to determine the applications.
- 6.2. Town Council policies on planning matters carry weight within the planning process however cannot be considered where they may be contrary to the National Planning Policy Framework or the Local Plan (or saved policies where an emerging plan is in process).
- 6.3. Such a policy set by the Town Council would be a material consideration in the determination process until such time that it is incorporated into an adopted plan such as the neighbourhood plan at which point it would become part of the development plan for determining applications.

End.

Report Author:

Claire Commons

Committee Services Officer



**Report to the Meeting of Shaftesbury Town Council's  
Planning and Highways Committee  
to be held at 7.00pm on Tuesday 24<sup>th</sup> May 2016  
in the Council Chamber, High Street, Shaftesbury**

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**OFFICER REPORT**

**1. Purpose of Report**

To receive any correspondence and updates relating to the work of the Committee.

**2. Recommendation**

That the Committee receives and notes the report.

**3. Correspondence**

**3.1. North Dorset Community Network Event.** The following email has been received;

*As a valued organisation in the Voluntary and Community Sector, Dorset Community Action would like to welcome and invite you to attend our next North Dorset Community Network Event. The event is hosted by DCA to enable VCSE organisations the opportunity to network, share information and share good practice of the great work that you do in the Community.*

*Date: Monday 27th June 2016 10am-1.30pm (9.30am registration)*

*Venue: Springhead Trust, Mill Street, Fontmell Magna, Shaftesbury SP7 0NU*

*Booking: Booking is essential as numbers are limited. REGISTER [via the Town Hall office]*

*Lunch and refreshments will be provided. Please note there is a £4 donation towards lunch, payable on the day. If you are unable to stay for lunch then no donation is payable. Once a lunch is booked we will have to charge for non attendance unless we have 5 days notice.*

*This networking event is more focussed on Community Transport and is supported by Village SOS, therefore we are privileged to have guest speakers from projects that are related to community transport and include:*

- Bus2go- A community transport and befriending scheme that runs across the DT11 area and Dorchester*
- RDW2W - Rural Dorset Wheels to Work Transport scheme for young people*

*You will also have the opportunity to promote your organisation and raise any support that you may need from the community under our section "News from the floor" before we network over lunch.*

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#### **4. Updates**

- 4.1. Lions Mouth. An NDDC Officer has inspected The Lions Mouth water trough and provided a report on its condition;

*As you have pointed out the structure is in a poor state and ideally requires reconstruction. However whilst the structure is of historical interest, it does not serve any real highway function. From my enquiries, it is therefore unlikely that there is a source of funding available to carry out repair work.*

*It is currently considered that the risk to road users from the structure is quite low, albeit that the structure is in a poor condition, and therefore no action is currently proposed other than monitoring the structure. Any future work would be limited to the most cost effective means of ensuring that the structure does not present a risk to highway users.*

*It is however appreciated that the Town Council or other groups within the local community may wish to take on the project of restoring the structure. I am sure that if this is the case that DCC would be happy to support this.*

*I am sorry that I am not able to give any more positive news.*

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Without commitment, Officers will discuss the potential cost of the necessary repairs, with a view to reporting back to this Committee or the General Management Committee on the principle of taking the project further.

#### **5. Financial Implications**

There are no financial implications arising from this report

#### **6. Legal Implications**

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's  
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**FUTURE MEETINGS OF THE COMMITTEE**

**1. Purpose of Report**

- 1.1. To confirm the date of the next meeting of the Committee
- 1.2. To identify matters for inclusion on the agenda for the next meeting.

**2. Recommendation**

That the Committee notes the date of the next meeting of the Committee and identifies matters for inclusion on its agenda.

**3. Date of next meeting**

The next scheduled meeting of the Committee is 7<sup>th</sup> June 2016. It is noted that this is only two weeks on from the meeting of the 24<sup>th</sup> May and will be sufficient time to consider any applications received in the intervening period. This date has been necessary to set up the schedule of Committee meetings for the Council year.

**4. Items for next meeting**

The Committee is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

**5. Financial Implications**

There are no financial implications arising from this report

**6. Legal Implications**

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer