



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY  
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Town Clerk: Mrs Claire Commons  
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To: Members of Shaftesbury Town Council's Planning and Highways (PH), Councillors Brown (Chair), Taylor (Vice Chair), Austin, Lewer, Proctor & Todd. All other recipients for information only.

You are summoned to a meeting of the Planning and Highways for the transaction of the business shown on the agenda below.

To be held at 6.30pm on Tuesday 18 September 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, 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

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|----------|--|----------|
| <b>1</b> | <b>APOLOGIES</b> .....   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence  |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b> .....  | <b>3</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>3</b> | <b>MINUTES</b> .....   | <b>3</b> |
|          | To confirm as a correct record, the minutes of the previous meeting of the Planning and Highways.  |          |
| <b>4</b> | <b>PLANNING APPLICATIONS</b> .....   | <b>4</b> |
|          | To consider responses to planning applications to include but not be limited to; 5 Sally Kings Lane, 15 Parsons Pool and Homemaker   |          |
| <b>5</b> | <b>STREET LIGHTING</b> .....   | <b>6</b> |
|          | To agree SMART objectives for Heritage Style Lanterns.   |          |
| <b>6</b> | <b>SID UPDATES</b> .....   | <b>7</b> |

To receive an update on the SID project and decide locations for traffic studies.

**7 TRAFFIC STUDY .....8**

To receive a report regarding a Traffic Study to be undertaken in Shaftesbury.

**8 OFFICER REPORT .....9**

To receive and note reports from Officers relating to the work of the Planning and Highways Committee. Including correspondence received re. Traffic on Pound Lane, Electric charging points.

(End)

## **1 Apologies**

To receive and consider for acceptance, apologies for absence

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### *STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

#### **1.1 Apologies received to date**

## **2 Declarations of Interest**

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.

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### *STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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#### **2.1 Declarations of Interest received to date**

2.1.1 There have been no declarations received at the point of papers being issued.

## **3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Planning and Highways.

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### *STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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#### **3.1 Minutes to be adopted**

21<sup>st</sup> August 2018 [Link here](#)

## **Report 0918PH4 to a meeting of the Planning and Highways**

To be held at 6.30pm on Tuesday 18 September 2018 in the Council Chamber, Shaftesbury Town Hall

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### **4 Planning Applications**

To consider responses to planning applications to include but not be limited to; 5 Sally Kings Lane, 15 Parsons Pool and Homemaker

#### **4.1 Summary**

- 4.1.1 The Committee is asked to provide its observations on the planning applications at Appendix A, returning an observation of Objection, No Objection or Support. Where possible and in particular with 'Objection' you will be asked to provide a planning reason.
- 4.1.2 The Committee may receive a report from Mr Clinch who has volunteered to keep the council informed on planning applications as they progress.

#### **4.2 Financial & Legal Implications and Risk**

- 4.2.1 There are none identified in this report.

#### **4.3 Recommendation**

- 4.3.1 That the Committee provides its observations on the below mentioned applications in the form of Support, No Objection or Objection.  
That the Committee notes any report provided on the progress of planning applications and determines any actions arising.

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### ***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON***

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#### **4.4 Detail**

- 4.4.1 Shaftesbury Town Council's Strategic Plan *Internal Engagement* incorporates developing links with other authorities. Providing local knowledge on the considerations affecting planning applications is valuable to the Planning Authority.
- 4.4.2 Shaftesbury Town Council is a statutory consultee for planning applications which is provided with 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 applications.
- 4.4.3 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.
- 4.4.4 Consideration should be given to matters relating to planning law and to local knowledge with any comments provided to support the observation made.
- 4.4.5 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/> (End)

Report Author:  
Claire Commons, Town Clerk

Appendix A. Planning Applications

[2/2018/1114/LBC 5 Sally Kings Lane Shaftesbury SP7 8LS](#)

Remove and replace existing west elevation door and carry out associated external alterations.  
(Retention of works).

Applicant Name Mr & Mrs J Balmforth

[2/2018/1141/FUL Homemaker Longmead Industrial Estate Longmead Shaftesbury SP7 8PL](#)

Erect extension to provide additional display space.

Applicant Name Homemaker

Agent Name BTA Architects

[2/2018/1005/HOUSE Walled Garden 15 Parsons Pool Shaftesbury SP7 8AL](#)

Erect 1 No. single storey extension.

Applicant Name Mr Anthony Proctor

## **Report 0918PH5 to a meeting of the Planning and Highways**

To be held at 6.30pm on Tuesday 18 September 2018 in the Council Chamber, Shaftesbury Town Hall

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### **5 Street Lighting**

To agree SMART objectives for Heritage Style Lanterns.

#### **5.1 Summary**

- 5.1.1 Heritage lanterns has been a capital project budget line since 2015. The status of the project at the start was to build funds to replace all lighting in the conservation areas.
- 5.1.2 To justify retaining the budget line, SMART objectives need to be agreed or the funds re-allocated to another project.

#### **5.2 Financial, Legal and Risk Implication**

- 5.2.1 There are no financial implications.

#### **5.3 Recommendation**

- 5.3.1 That SMART objectives are identified for the project.

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*STRATEGIC PLAN AREA: TOWN LANDSCAPE & AESTHETICS, PIERS BROWN*

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(End)

Report Author:  
Claire Commons, Town Clerk

## **Report 0918PH6 to a meeting of the Planning and Highways**

To be held at 6.30pm on Tuesday 18 September 2018 in the Council Chamber, Shaftesbury Town Hall

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### **6 SID updates**

To receive an update on the SID project and decide locations for traffic studies.

#### **6.1 Summary**

- 6.1.1 At the Full Council meeting held in July 2018 it was RESOLVED that £2500 is released from General Reserves for the provision of a Speed Indicator Device and that the detail of device and locations are delegated to the Planning and Highways Committee.
- 6.1.2 A meeting with local Police Officers and Dorset Highways Officers was organised with Officers at Shaftesbury Town Council and locations and details for SID installation were discussed.
- 6.1.3 It has been advised by Dorset Highway Officers that in order for a SID to be installed certain criteria is met following on from a traffic study in the location. Traffic studies are £250 for an initial one and then charged at £150 for each one, up to six locations. Extra costs for the SID were discussed including brackets, posts and solar panels amounting to approximately £400
- 6.1.4 Suggested locations so far have been; Pound Lane, Long Cross, North of A350 (Little Down, this has had traffic studies and does not meet the criteria), New Road, Salisbury Road, St Johns Hill, Tout Hill, Sweetmans Road.

#### **6.2 Financial, Legal and Risk Implication**

- 6.2.1 Funds to cover the costs associated with Traffic Study and SID installations from General Reserves amounting to a maximum of £1,400 on top of the £2,500 that has already been resolved to spend.

#### **6.3 Recommendation**

- 6.3.1 To allocate up funds to carry out traffic studies at decided locations and cover the extra costs associated with installing the SID.

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*STRATEGIC PLAN AREA: TOWN LANDSCAPE & AESTHETICS, PIERS BROWN*

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(End)

Report Author:  
Zoe Moxham, Office Administrator

## **Report 0918PH7 to a meeting of the Planning and Highways**

To be held at 6.30pm on Tuesday 18 September 2018 in the Council Chamber, Shaftesbury Town Hall

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### **7 Parking Study**

To approve a Parking Study to be undertaken in Shaftesbury.

#### **7.1 Summary**

- 7.1.1 The Shaftesbury Neighbourhood Plan Advisory committee have identified from community consultation and feedback that parking continues to be a risk within the town centre. 73% of respondents were concerned that they were frequently unable to park within reach of their destination.
- 7.1.2 The parking study brief will include analysis of the car parks and off road parking spaces and the study area will include up to the boundary line of the town centre. The study brief will include the capacity versus usage, % of spaces used by permit holders and average length of stay. The current position will be analysed and the consultant parking expert will make recommendations based on outcome of the formal study.

#### **7.2 Legal Implication**

- 7.2.1 None.

#### **7.3 Financial and Risk Implication**

- 7.3.1 The costs are likely to be in the region of £5,000 and therefore over the delegated spend
- 7.3.2 The survey and analysis will benefit the wider decision making ability within the strategic plan.
- 7.3.3 The cost of survey represents 63% of the budget available to spend therefore there may be a future need to invest further funds in to the Neighbourhood Plan budget specifically around consultation and engagement with the draft plan.

#### **7.4 Recommendation**

- 7.4.1 To delegate the authority to the Town Clerk and Business Manager to select and instruct a company to undertake a parking study using funds allocated to the Neighbourhood Plan group.

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*STRATEGIC PLAN AREA: NEIGHBOURHOOD PLAN, JOHN LEWER*

*STRATEGIC PLAN AREA: TOWN LANDSCAPE & AESTHETICS, PIERS BROWN*

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(End)

Report Author:  
Brie Logan Business Manager



## **Report 0918PH8 to a meeting of the Planning and Highways**

To be held at 6.30pm on Tuesday 18 September 2018 in the Council Chamber, Shaftesbury Town Hall

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### **8 Officer Report**

To receive and note reports from Officers relating to the work of the Planning and Highways Committee. Including correspondence received re. Traffic on Pound Lane, Electric charging points.

#### **8.1 Summary**

- 8.1.1 Two letters received regarding traffic concerns along Pound Lane, circulated in weekly digest 14<sup>th</sup> September 2018.
- 8.1.2 Correspondence received regarding potential for installing electric vehicle charge point in Shaftesbury.

#### **8.2 Legal Implication**

- 8.2.1 Local Government and Rating Act 1997, s 30 allows local councils to contribute to traffic calming arrangements.

#### **8.3 Financial and Risk Implication**

- 8.3.1 There s no financial or risk implications at this point.

#### **8.4 Recommendation**

- 8.4.1 To consider the concerns regarding vehicle speeds and road safety and decide if a request to relevant authorities, including Dorset County Council, should be made for traffic calming measures at locations mentioned by the correspondents.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

*STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR*

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(End)

Report Author:  
Claire Commons, Town Clerk