



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: Members of Shaftesbury Town Council's Planning and Highways Committee (PH),
Councillors for P&H; Lewer (Chair) Welch (Vice-Chair), Chase, Hollingshead, Proctor and Yeo..
You are summoned to a meeting of the Planning and Highways Committee for the transaction of
the business shown on the agenda below. To be held at 7.30pm on

Tuesday 05 November 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members
and may be summoned to attend according to notice given by the Town Clerk.

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and RFO
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. The period of
time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for
more than three minutes.

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

- 1 APOLOGIES3**
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST3**
To declare any interests relating to the business of the meeting and receive any
dispensation requests from the Clerk. (1 min)
- 3 MINUTES3**
To confirm as a correct record, the minutes of the previous meeting of the Planning and
Highways Committee. (1 min)
- 4 REPORTS8**
To receive and note reports from the Mayor, Committee Chairmen, Dorset Councillors and
Local Organisations. (20 mins)
- 5 BLIPS - TRAFFIC REGULATION ORDER9**
To consider the proposal to apply for a Traffic Regulation Order on the Narrows section of
the High Street (15 mins)
- 6 PLANNING APPLICATIONS13**

To consider responses to planning applications to include but not be limited to; 45 High Street, Southcombe Glove Factory (20 mins)

Anticipated meeting end time 8:30pm

(End)

Bibliography

Shaftesbury Town Council, 2019. *Code of Conduct*. [Online]

Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

1 Apologies

To receive and consider for acceptance, apologies for absence (1 min)

1.1 Background

- 1.1.1 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.

1.2 Apologies received to date

2 Declarations of Interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

2.1 Background

- 2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received
- 2.1.2 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2019)

2.2 Declarations of Interest or dispensations received to date

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Planning and Highways Committee. (1 min)

3.1 Background

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

- 3.2.1 See following pages



SHAFTESBURY TOWN COUNCIL

Planning and Highways Committee

Minutes of the Planning and Highways Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 08 October 2019 commencing at 7.30 pm.

Members Present

Councillor Lewer (Chair)
Councillor Yeo

Councillor Welch (Vice Chair)
Councillor Hollingshead

Absent:

Councillor Proctor
Councillor Chase

Officers Present:

Brie Logan, Business Manager
Zoe Moxham, Office Administrator

In Attendance:

20 members of the public
1 member of the press

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following matters were raised;

- **Planning Comments** – Concern was expressed that Shaftesbury Town Council's planning comments were not forceful enough on the Enmore Court, Paddock Close and Land at Higher Blandford Road planning applications. Concern was also expressed that Dorset Council's planning department were not responding in a timely manner to enquiries regarding these planning applications.
Councillor Lewer agreed to look up the planning comments made for these three applications and share the comments if they did not include sensitive information.

ACTION: OFFICE ADMINISTRATOR

- **Littledown** – Concern was expressed that the Redrow developers had violated planning conditions by building houses before the planned roundabout had been installed. It was advised also that the developers

should begin with the planting scheme at this time of year as agreed.
Councillor Lewer agreed to make enquires regarding these points.

ACTION: OFFICE ADMINISTRATOR

- **Raspberry Lane** – Concern was expressed that there had been errors on planning comments made by Shaftesbury Town Council on the comments made for the Raspberry Lane planning application. It was suggested that Shaftesbury Town Council put forward a budget for planning consultants to gain professional advice when needed for future planning applications.
Councillor Lewer reminded the public that Shaftesbury Town Council are not the planning authority, however the suggestion has been noted regarding seeking professional advice and will be considered.

ACTION: TOWN CLERK

- **Pound Lane** – Concern was expressed regarding speeding along Pound Lane.
Councillor Hollingshead reported that the local police have been carrying out traffic checks on this road and have dealt with several high-speed offenders, they are planning on releasing information shortly regarding the latest activities.

Meeting commenced: 7.46 pm

P42 Order of Business

- P31a It was **RESOLVED** to discuss Item 7, Mampitts Bus Gate after the meeting administration items to allow members of the public to leave after the items that interest them.

P43 Apologies

- P32a Apologies were received and accepted from Councillor Chase due to other commitments and from Councillor Proctor due to personal commitments.

P44 Declarations of Interest and Dispensations

- P33a All members were invited to declare any interests throughout the meeting if the need arose. Councillor Yeo declared an interest in Item 7, Mampitts Bus Gate as a resident on the Eastern Development, he also declared that he was recording the meeting.

P45 Minutes

- P34a It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 03 September 2019, the minutes were duly signed.

P46 Mampitts Bus gate

- P35a It was **RESOLVED** to open the floor for public participation at this point for all comments relating to this item.
- P36a Public comments included:
- Objections for the Bus Gate's installation as it would extend journey times and isolate the eastern development.

- Support for the Bus Gate's installation as it was part of the planning conditions of the Eastern Development and would make Pound Lane and Mampitts Lane safer roads for both residents and vehicle users.
- Concern was expressed that the northern 'spine road' linking through to Wincombe Road still had not been realised.
- A suggestion to widen Mampitts Lane using land owned by Shaftesbury Town Council.

P37a Officer report 1019PH7 was received and it was **RESOLVED** to form a Working Group on the Mampitts Lane bus gate scheme. The objective is to work together with both supporters and objectors to seek out options to consider and present to Dorset Highways.

P38a It was **AGREED** that Councillor Lewer would lead the group as being impartial to the proposal of a Bus Gate and that the Business Manager would facilitate.

P39a It was **AGREED** that equal members of the group would be made up from both those who support the installation of the Bus Gate and those who do not support the installation.

ACTION: COUNCILLOR LEWER AND BUSINESS MANAGER

The meeting was adjourned at 8.39 pm and reconvened at 8.42 pm.

P47 Reports

P40a Officer report 1019PH4 was received and noted.

P48 Planning Applications

P41a Officer report 1019PH5 was received and it was **RESOLVED** to submit the following comments;

P42a Erect single storey side extension.
26 Castle Hill Close Shaftesbury SP7 8LQ
Ref. No: 2/2019/0976/FUL

No Objection subject to the Tree Officers comment being adhered to.
"The proposed extension is to be built on the dwellings northern elevation, on land which is presently laid to hardstanding.

Any direct impacts to the adjacent protected walnut tree are likely to be limited due to a variation in ground levels. Some minimal pruning may be considered necessary to give clearance of the extensions new roof, but this could be easily achieved without being detrimental to the tree.

If the case officer is minded to grant consent, it is important that due consideration is given to the protection of this tree throughout the construction period. I would suggest that landscaping condition LS006 is applied to ensure no materials or chemicals are stored or discharged within close proximity of this tree.

RECOMMENDATIONS

No objection subject to condition LS006 being applied, if the case officer is minded to grant consent."

P43a Install loft conversion to include 3 No. Dormer windows to rear.
2 Boyne Mead Shaftesbury SP7 8NX
Ref. No: 2/2019/1200/HOUSE
No Objection

P44a Erect enclosed front porch
21 Yeatmans Close Shaftesbury SP7 8LU
Ref. No: 2/2019/1197/HOUSE
No Objection

P45a Change of use of part of ground floor from Business use (Class B1) to Residential (Class C3) to form 1 No. dwelling.
3 High Street Shaftesbury Dorset SP7 8HZ
Ref. No: 2/2019/1191/FUL
Support for this application with the condition that a parking space is provided for the resident and shown clearly on the plan.

P46a Change of use from dog grooming business to motorbike repair and MOT station and carry out associated alterations
Unit 3 25C Longmead Industrial Estate Longmead Shaftesbury Dorset SP7 8PL
Ref. No: 2/2019/1356/FUL
No Objection to the application however wished to point out to the Planning Officers that the location plan was significantly out of date and the application was now backing on to Christy's Gardens residential area and may cause some concern with noise.

ACTION: OFFICE ADMINISTRATOR

P49 SID Update

P47a Officer report 1019PH6 was received and it was **RESOLVED** to receive and note the report and to delegate to the Officers to undertake a public engagement campaign using social media to determine from residents in Shaftesbury any suggestions for potential future SID locations. Following the social media campaign other methods of engaging with the public to collect further evidence will be undertaken.

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 9.26 pm.

Signed

Date

4 **Reports**

To receive and note reports from the Mayor, Committee Chairmen, Dorset Councillors and Local Organisations. (20 mins)

4.1 **Delegated decisions**

- 4.1.1 There were no decisions made under the Council's Scheme of Delegation requiring reporting to the Planning and Highways Committee

4.2 **Updates**

- 4.2.1 **Planning Applications** - all observations made by the Committee as a consultee have been submitted to the Planning Authority.
- 4.2.2 **Mampitts Bus Gate Working party** – A working party has been formed and meetings held to collate evidence.

4.3 **St Johns Hill**

- 4.3.1 Dorset Council have now installed advisory weight limit signs for St Johns Hill.



4.4 **Recommendation**

- 4.4.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

STRATEGIC PLAN AREA: ENGAGEMENT

(End)
Report Author:
Brie Logan – Business Manager

5 Blips - Traffic Regulation Order

To consider the proposal to apply for a Traffic Regulation Order on the Narrows section of the High Street (15 mins)

5.1 Summary

- 5.1.1 Officer report 0319GEM13 was received and it was resolved by the General Management Committee to defer a decision pending more information from Highways providing evidence to support the need. The report asked the Council to consider the proposal to apply for a traffic regulation order on Shaftesbury High Street
- 5.1.2 In September a verbal report was presented to the P&H committee summarising the next steps following a meeting with Dorset Highways Parking Enforcement team. In this meeting it was advised that a public awareness campaign could help to alleviate unsafe parking and the Dorset Council Officers advocated support with this approach.
- 5.1.3 Shaftesbury's Community Highways Officer has recommended the installation of Blips, two yellow lines marked on the kerb stretching from Barlow's Framing up to and including Boots, a length of 162metre on both sides of the road. This should stop all vehicles from parking within this narrow area. (Note: the Community Safety Officer has undertaken an audit and the score highlights that the proposed area warrants the introduction of blips).
- 5.1.4 Applying for this TRO will need to go through the normal process which entails of an initial public consultation and is likely to take 2-5 years to process if the public of Shaftesbury are agreeable to it. The TRO will then be subject to consultation and STC will be statutory consultees within this process.
- 5.1.5 Highways have the support from Cllr Derek Beer and need support confirmed from the Town Council.
- 5.1.6 Excerpt from the AECOM Parking Study (commissioned by STC in November 2018 to support the Neighbourhood Plan evidence relating to parking) – 'Although no beat surveys were undertaken, it was noted during the site visit that on road parking along High Street, Bell Street and the nearby side was heavily occupied through the majority of the day, with some additional illegal parking (i.e. on double yellow lines).'
- 5.1.7 The additional information sheet on appendix A provides further background information

5.2 Financial Implication

- 5.2.1 No cost for the introduction of blips into the Narrows section of the High Street. The parking safely campaign marketing material will be designed in-house however printing costs are expected to be in the region of £100

5.3 Legal Implication

- 5.3.1 The Council has the General Power of Competence

5.4 Risk

- 5.4.1 The TRO may take up to 5-years to be introduced and parking problems are likely to persist or get worse throughout this period.

5.5 Recommendation

- 5.5.1 That the Committee provides a response to Dorset Highways for the proposal of parking restrictions on the High Street – TRO for the introduction of blips.

- 5.5.2 That the committee approves the need for a parking safety educational campaign to raise the awareness of unsafe parking
- 5.5.3 The committee approves the request to work in collaboration with Dorset Council Parking Enforcement team to plan a series of enforcement campaigns
-

STRATEGIC PLAN AREA: TOWN, LANDSCAPE & AESTHETICS

(End)

Report Author:
Brie Logan – Business

Appendix A.

Blips – issue(s)

Shaftesbury's Community Highways Officer has suggested the introduction of Blips, these are 2 yellow lines on the kerb that start by Boots and stretching as far as Barlow's Framing – a length of 162metres. This should stop all vehicles from parking within this narrow area. (Note: the Community Safety Officer has undertaken an audit and the score highlights that the proposed area warrants the introduction of blips.

Applying for this TRO will need to go through the normal process and will take probably 2-5 years to process if the public of Shaftesbury are agreeable. Any type of ranking will require the Town/Parish Council support request and the County Cllr support request.

This will then go to consultation which is held by the Town Council in a meeting. Highways have the support from Cllr Derek Beer and just need support confirmed from the Town Council.

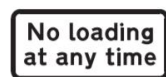
On the kerb or at the edge of the carriageway

Loading restrictions on roads other than Red Routes

Yellow marks on the kerb or at the edge of the carriageway indicate that loading or unloading is prohibited at the times shown on the nearby black and white plates. You may stop while passengers board or alight. If no days are indicated on the signs the restrictions are in force every day including Sundays and Bank Holidays.

ALWAYS CHECK THE TIMES SHOWN ON THE PLATES.

Lengths of road reserved for vehicles loading and unloading are indicated by a white 'bay' marking with the words 'Loading Only' and a sign with the white on blue 'trolley' symbol. This sign also shows whether loading and unloading is restricted to goods vehicles and the times at which the bay can be used. If no times or days are shown it may be used at any time. Vehicles may not park here if they are not loading or unloading.



No loading or unloading at any time



No loading or unloading at the times shown



Loading bay

Proposed solution:

The blips will help towards a resolution of illegal parking in The Narrows. Abuse of parking in this area will generate an instant fine if a driver chooses to park there and a TRO is present. (note the TRO has no power to move the vehicle on – this can only be achieved by the Police)

An education programme will need to be introduced and communicated in advance of the blips being introduced. An education campaign can be undertaken without blips as this may help to elevate some of the illegal parking.

Report 1119PH5 to a meeting of the Planning and Highways Committee
Tuesday 05 November 2019 in the Council Chamber, Shaftesbury Town Hall

| | |
|---|---|
| <p>Signposting Signposting to free spaces could be achieved through use of Limited Function Signage. Limited function signage is used to provide drivers with information on the location and availability of spaces in car parks; they combine static signage with LED inserts as demonstrated</p> <p>The signs can display information such as 'FULL', 'CLOSED', 'SPACES' or the actual number of available spaces. The main advantages of these signs are their low cost and generally low maintenance requirements.</p> <p>The disadvantages of these signs are the limited information that can be displayed on the signs and their potential inflexibility if the parking provision / usage changes, which could result in the need for new sign facing boards. However, this may provide a low-cost solution to assisting visitors in finding a car parking space</p> | <p>This is not a suitable solution for the Shaftesbury Car Parks. For the LCD real time signage to work accurately there needs to be an independent entrance and exit points as the motion sensor controlling the information can become confused. The advice of the Enforcement Officer for car parks is to avoid this suggestion as it can become problematic and cause user complaints.</p> |
| <p>Length of stay The surveys in 2018 indicated that the greatest parking pressures were seen at Bell Street, closely followed by Angel Lane and then reducing further for Barton Hill. It is therefore recommended that car parks closer to the centre of town (Bell Street and Angel Lane) have their respective maximum stay reduced, therefore encouraging greater turnover of visitors to the town centre and encouraging better use of Barton Hill for longer stay vehicles.</p> | <p>The option to pay on exit/ extend the length of stay to 4 hours is going to be explored by the Dorset Council Officer responsible for car parks. (PC will pass the information on). A suggestion is to educate users to use the 'Just Park' app as this will help with flexibility of stay (note the only option at the moment would be to extend from 1 hour to 2 hours) in the Bell Street short stay and Angel Lane car parks.</p> |
| <p>Enforcement The 2005 survey and the 2019 site visit provided observations that there were occurrences of illegal on street parking. It is not known whether parking enforcement officers are in post for the town centre; however it is recommended that if they are, the frequency of their patrols is increased, more enforcement notices are issued and fines are increased, and if not that enforcement officers are assigned to the town centre to discourage illegal parking in the town centre</p> | <p>There are 8 patrols in Shaftesbury. The main ongoing issue is parking in the Narrows outside the takeaway shops. The advice and preferred option from Dorset Highways is to educate the drivers to park safely and encourage them to park in dedicated spaces such as Angel Lane car park which is free to use after 6pm. Patrol and enforce generally does not work as when a TRO is seen then illegal parking seldom occurs.</p> <p>Action: PC to look at actual patrol hours for the past 3 months. This information can then be used in the development if an awareness/ education programme.</p> <p>Action: PC to write to both takeaway shops to advise them of the safety of their customers.</p> <p>Action: PC to review the possibility of an enforcement campaign – STC know in advance the hours that will be deployed in the problematic area</p> <p>Action: STC to consider an education programme to help customers understand the need to park safely (using the blue badge criteria) and in advance of the blips being introduced (pending STC resolution)</p> |
| <p>Integrated Transport Strategy There is planned growth for Shaftesbury, with the 2016 North Dorset Local Plan anticipating at least 1,140 dwellings be built in Shaftesbury between 2011 and 2031. Parking is already in high demand and this growth will only add to the pressure. It is therefore highly recommended that a further study be undertaken, looking in more detail at the overall pricing schedule/regime across the town as a whole to forecast the most effective combination of measures in terms of pricing structure, and length of stay, in order to reduce existing and potential future parking pressures within Shaftesbury.</p> | |

6 Planning Applications

To consider responses to planning applications to include but not be limited to; 45 High Street, Southcombe Glove Factory (20 mins)

6.1 Summary

- 6.1.1 Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context.
- 6.1.2 As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

| | |
|----------------------------|----------------------------------|
| Biodiversity | Design |
| Economic Benefits | Effect on the Appearance of Area |
| Flooding Issues | Height |
| Heritage | Impact on Access |
| Impact on Light | Landscape |
| Local or Government Policy | Noise/Disturbance |
| Other | Overlooking/Loss of Privacy |
| Parking | Residential Amenity |
| Road Safety | Traffic or Highways |
| Trees | Financial Implication |

6.2 Legal Implication

- 6.2.1 The Town Council is a consultee but does not have the authority to determine planning applications

6.3 Recommendation

- 6.3.1 That the Council provides its response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

6.4 Detail

- 6.4.1 To assist here are a few examples as to how you might word something to give a material planning reason for your thoughts;
- House Extension – no objection as limited impact on amenity of neighbouring property/ object – will have detrimental impact on neighbouring property
 - New dwelling – support, design is in keeping with locality/ object – design not in keeping with local area
 - Vehicular access – support, will have no impact on road safety given proposed visibility splays/ object – visibility is poor in this location and traffic speeds are high.

6.5 Planning Applications

6.5.1 Erect rear ground single storey extension and carry out all external and internal alterations in association to this.

45 High Street Shaftesbury SP7 8JE
Ref. No: 2/2019/1388/LBC
Ref. No: 2/2019/1387/FUL
Applicant Name Mr & Mrs Richard Shean
Agent Name Mr Stephen Way

P11a Erect 6 No. dwellings and create new vehicular and pedestrian access (demolish existing building).

Southcombe Glove Factory Wincombe Lane Shaftesbury SP7 8PJ
Ref. No: 2/2019/1432/FUL
Applicant Name Mr Drummond
Agent Name Knight Architectural Design

(End)

Report Author:
Claire Commons Town clerk