



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk and RFO: Mrs Claire Commons CertHE PSLCC

e-mail:enquiries@shaftesbury-tc.gov.uk

Website:www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Planning and Highways Committee (PH),
Councillors Lewer, Welch, Hollingshead, Proctor, Cook, Chase.

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 21 May 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members
and may be required 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 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

- 1 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN 3**
To consider the positions of Committee Chairman and Vice Chairman. (5 mins)
- 2 APOLOGIES 4**
To receive and consider for acceptance, apologies for absence (1 min)
- 3 DECLARATIONS OF INTEREST 4**
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. (1 min)
- 4 MINUTES 4**
To confirm as a correct record, the minutes of the previous meeting of the Planning and
Highways Committee. (1 min)
- 5 REPORTS 7**
To receive and note reports from Advisory Committees, Shaftesbury Civic Society,
Officers and any other organisations on matters relating to the work of the Committee. ...(3
mins)

6 PLANNING APPLICATIONS9

To consider responses to planning applications to include but not be limited to; Land at St James St, 32 Tanyard Lane, The Lower House 7 Ratcliffs Garden, 96 Sweetmans Road, Unit 1 25c Longmead Industrial Estate, 10 Ratcliffs Garden, Former Workshop, Mustons Lane, 4 Haines Lane, 3 Yeatmans Lane, Bloomfield Assoc 34 High Street, 17 Rifles Lane, Land at Paddock Close(60 mins)

7 NEIGHBOURHOOD PLAN 14

To consider for adoption the Neighbourhood Plan policies and projects in readiness for formal public consultation(60 mins)

References

Local Government Act, 1972 s.102. *Appointment of Committees*. [Online].

Shaftesbury Town Council, 2012. *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.

(End)

1 Election of Committee Chairman and Vice Chairman

To consider the positions of Committee Chairman and Vice Chairman. (5 mins)

1.1 Recommendation

- 1.1.1 That the Committee selects, from within its members, the Chairman and Vice Chairman of the Committee, those members to automatically also hold seats on the General Management Committee.

1.2 Summary

- 1.2.1 At the Annual Meeting of the Council it was resolved to defer the election of the Chairman and Vice Chairman of the Committee to the first meeting of that Committee.
- 1.2.2 The Chairman and Vice Chairman must be selected from within the membership of the Committee.
- 1.2.3 The position of Chairman confers no additional authority other than that of a casting vote in the event of a tie, the vice chairman would assume that authority in the event that they were chairing in the absence of the elected chair.

1.3 Financial Implication

- 1.3.1 There are no financial implications arising from this report.

1.4 Legal Implication

- 1.4.1 For the purposes of discharging any functions in pursuance of arrangements made, a local authority may appoint a committee (Local Government Act, 1972 s.102)

1.5 Risk

- 1.5.1 There is a risk to the effectiveness of the work of the committee if responsibilities are not evenly spread among council members.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:
Claire Commons, CertHE, PSLCC. Town Clerk and RFO

2 Apologies

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

2.1 Background

2.1.1 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.

2.2 Apologies received to date

3 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. (1 min)

3.1 Background

3.1.1 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, 2012)

3.2 Declarations of Interest or dispensations received to date

4 Minutes

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

4.1 Background

4.1.1 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.

4.1.2 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)

4.2 Minutes to be adopted



SHAFTESBURY TOWN COUNCIL

Planning and Highways Committee

Minutes of the Planning and Highways Committee held in the Guildhall, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 16 April 2019 commencing at 6.30 pm.

Members Present

Councillor Brown (Chair)
Councillor Lewer
Councillor Taylor

Absent:

Councillors Proctor, Austin

Officers Present:

Claire Commons, Town Clerk
Zoe Moxham, Office Administrator

In Attendance:

6 members of the public
2 members 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;

- **Highways Updates** – A request for any update on Highways related actions, including the installation of Speed Indicator Devices and evidence building for the need to implement traffic calming measures on the narrow part of the High Street.
- **28 Crookhays** – Strong Objections were expressed regarding planning application 2/2019/0349/FUL
- **Traffic Studies** – Any data from traffic studies need to be taken into consideration in relation to Lidl's planning application and traffic increase.
- **ROSE** – It was asked if there would be another Recreation, Open Spaces and Environment Meeting before the new Council was formed. *No*. Why had the ROSE meeting planned for this evening been cancelled? *Only updates to consider as no new projects due to Purdah.*
- **Byzant** – It was asked if the Byzant Ceremony was being organised along with the Food Festival. *Although it is an entirely separate event, we are working closely with the organisers of the Food Festival.*

P63 Apologies

Apologies were received and accepted from Councillors Proctor and Austin due to a conflicting personal engagements.

P64 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, none were declared.

P65 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 19 March 2019, the minutes were duly signed.

P66 Planning Applications

Officer report 0319PH4 was received and it was **RESOLVED** to submit the following comments;

P66a The Chantry St James Street Shaftesbury SP7 8HQ
Repoint front elevation with hydraulic lime mortar and carry out associated external alterations (regularisation of works).

Ref. No: 2/2018/1746/LBC

SUPPORT

P66b 27 High Street Shaftesbury SP7 8JE
Erect 1 No non illuminated fascia sign 4000 x 350mm and 1 No. non illuminated hanging sign and carry out all associated works in connection to this

Ref. No: 2/2019/0352/LBC

Ref. No: 2/2019/0213/ADV

NO OBJECTION

P66c 7 Pix Mead Gardens Shaftesbury Dorset SP7 8BZ
Erect single storey extension and extend dormers.

Ref. No: 2/2019/0214/HOUSE

NO OBJECTION

P66d Store Rear Of 25 High Street Shaftesbury Dorset
Partially demolish, rebuild and convert outbuilding to form 1 No. dwelling.
Ref. No: 2/2019/0342/FUL
Partially demolish, rebuild and carry out internal and external alterations associated with the conversion of outbuilding to 1 No. dwelling.
Ref. No: 2/2019/0343/LBC

OBJECTION. Due to lack of parking and inadequate access.

P66e 28 Crookhays Shaftesbury Dorset SP7 8DX
Erect 1 No. dwelling (demolish side extension).

Ref. No: 2/2019/0349/FUL

OBJECTION. Due to traffic and parking generation and over development of plot.

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 7 pm.

Signed

Date

5 Reports

To receive and note reports from Advisory Committees, Shaftesbury Civic Society, Officers and any other organisations on matters relating to the work of the Committee. (3 mins)

5.1 Recommendation

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

5.2 Delegated Decisions

5.2.1 The following decisions were made under the scheme of delegation in accordance with the Recording of Decisions policy;

- Erection of SID poles

5.3 Financial, Legal and Risk Implications

5.3.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.

5.3.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.

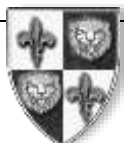
5.3.3 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

STRATEGIC PLAN AREAS: ENGAGEMENT POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO



Shaftesbury Town Council Officer Delegated Decision Form

 Managing Internal Operations

1. Date of Decision	13 th May 2019
2. Matter for Decision	Whether to subcontract the installation of poles for the SID locations
3. Decision	That Dorset Highways be sub-contracted to supply and erect two 89mm galvanised posts for siting of a Speed Indicator Device (SID) at a cost of £660.
4. Reason(s) for Decision(s)	That the cost of staff time would exceed the cost to sub-contract due to other duties and experience of Town Council staff. That the Grounds Team will be one person short during its busy period.
5. Decision Maker <i>(Officer name and title)</i>	Claire Commons, Town Clerk
6. Alternative options considered and rejected	Grounds team erect poles. Rejected as not within core skill set and limited resource available at the current time
7. Consulted and any conflict of interest declared	Consulted with Business Manager, Head Groundsman and Finance and Services Officer. No conflict of interests declared
8. Any dispensation granted in respect of any declared conflict of interest	No dispensations required

Council Committee Meeting _____

Minute Reference _____

6 Planning Applications

To consider responses to planning applications to include but not be limited to; Land at St James St, 32 Tanyard Lane, The Lower House 7 Ratcliffs Garden, 96 Sweetmans Road, Unit 1 25c Longmead Industrial Estate, 10 Ratcliffs Garden, Former Workshop, Mustons Lane, 4 Haines Lane, 3 Yeatmans Lane, Bloomfield Assoc 34 High Street, 17 Rifles Lane, Land at Paddock Close (60 mins)

6.1 Recommendation

- 6.1.1 That the Committee provides its response on the below mentioned applications in the form of Support, No Objection or Objection.
- 6.1.2 That the Committee considers representation to the Planning Inspectorate for application 2/2019/0072/FUL Land at Paddock Close

6.2 Summary

- 6.2.1 Prior to the meeting, Committee members are urged to view the planning applications using the links in the appended report and visit the sites to understand local context.
- 6.2.2 As part of Shaftesbury Town Council's response to planning proposals it needs to give a 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.
- 6.2.3 An appeal has been made to the Secretary of State in respect of the Planning Authority's refusal of planning permission for Land on the North West Side of 6 Paddock Close (Planning Application 2/2019/0072/FUL). The Secretary of State directs that any person who submitted written representations to the Local Planning Authority relating to the proposed development be notified of the appeal. Copies of all representations already received have been forwarded to the Planning Inspectorate and the Appellant.
- 6.2.4 If the Committee wishes to make further comments, or modify/withdraw its previous representation, it can do so. All representations must be made by 6th June 2019.
- 6.2.5 The Committee's comments on the application were;

Objection for the following reasons:

Over development of plot, the design is not in keeping with the area and will have a negative impact on the neighbours. This is contrary to NDDC Local Planning Policy 7.c where it states that new developments should be; 'acceptable in terms of design and amenity, both for the intended occupants of the new development and the occupants of existing development in the vicinity.' And also states 'Where settlement boundaries exist, or are created or modified in neighbourhood plans, local communities are encouraged to develop more detailed policies relating to infilling and should be sensitively designed to the local context and to respect the amenity of adjoining properties.'

Poor vehicle access, traffic generation and road safety, and generation of increased road noise. This is contrary to NPPF – 9.202.e – where it states 'patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.' It also does not line up with

North Dorset Locals Plan objective 6 - Improving the Quality of Life 2.54. where it states 'ensuring that development makes a positive contribution to enhancing existing and providing new transport infrastructure.'

6.3 Financial Implication

6.3.1 There are no financial implications arising from this report

6.4 Legal Implication

6.4.1 The Council is a statutory consultee but does not have the authority to determine planning applications.

STRATEGIC PLAN AREA: ENGAGEMENT

6.5 Detail

6.5.1 Shaftesbury Town Council's Strategic Plan incorporates developing links with other authorities. Providing local knowledge on the considerations affecting planning applications is valuable to the Planning Authority.

6.5.2 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.

(End) Report Author: Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix A. Planning Applications

Erect 1 No. dwelling (demolish existing garage).

Planning Application

Land At E 385940 N 122542 St James Street Shaftesbury Dorset

Ref. No: 2/2019/0315/FUL | Received: Mon 04 Mar 2019 | Validated: Mon 15 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Tue 16 Apr 2019	Fri 10 May 2019 – Extension granted to 22 May	1

Erect one and half storey extension (demolish existing garage).

Planning Application

32 Tanyard Lane Shaftesbury SP7 8HW

Ref. No: 2/2019/0440/HOUSE | Received: Wed 27 Mar 2019 | Validated: Wed 27 Mar 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Thu 18 Apr 2019	Sun 12 May 2019 Extension granted to 22 May	1

Erect first floor extension.

Planning Application

The Lower House 7 Ratcliffs Garden Shaftesbury Dorset SP7 8HJ

Ref. No: 2/2019/0525/HOUSE | Received: Wed 10 Apr 2019 | Validated: Thu 18 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Tue 23 Apr 2019	Fri 17 May 2019 Extension granted to 22 May	1

Erect 1 No. dwelling. (Variation of Condition No. 2 from Planning Permission 2/2014/0032 to replace Drawing No. 1764/10 with Drawing No. 1764/13 to amend the dwelling from a two to a three bed dwelling).

Planning Application

96 Sweetmans Road Shaftesbury SP7 8EH

Ref. No: 2/2019/0383/VARIA | Received: Fri 15 Mar 2019 | Validated: Thu 18 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Tue 23 Apr 2019	Fri 17 May 2019 Extension granted to 22 May	1

Change of use from dog grooming business to motorbike repair and MOT station and carry out associated alterations.

Planning Application

Unit 1 25C Longmead Industrial Estate Longmead Shaftesbury Dorset SP7 8PL

Ref. No: 2/2019/0420/FUL | Received: Fri 22 Mar 2019 | Validated: Thu 25 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
-------------------	------------	-----------------	--------------	-----------------

Report 0519PH6

Not Available	Shaftesbury TC	Thu 25 Apr 2019	Sun 19 May 2019 Extension granted to 22 May	1
---------------	----------------	-----------------	--	---

Raise roof on south east elevation, install dormer window and rooflight to create additional accommodation in roof space, and install rear dormer window. Erect single storey side extension to garage.

Planning Application

10 Ratcliffs Garden Shaftesbury Dorset SP7 8HJ

Ref. No: 2/2019/0434/HOUSE | Received: Tue 26 Mar 2019 | Validated: Wed 24 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Wed 24 Apr 2019	Wed 22 May 2019	1

Convert workshop to dwelling, add part first floor, (demolish corrugated iron shed).

Planning Application

Former Workshop Mustons Lane Shaftesbury Dorset

Ref. No: 2/2019/0512/FUL | Received: Mon 08 Apr 2019 | Validated: Mon 08 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Mon 29 Apr 2019	Thu 23 May 2019	2

Erect single and two storey extension to the rear (demolish existing extensions).

Planning Application

4 Haimes Lane Shaftesbury SP7 8AJ

Ref. No: 2/2019/0488/HOUSE | Received: Thu 04 Apr 2019 | Validated: Thu 04 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Mon 29 Apr 2019	Thu 23 May 2019	2

Convert garage into additional living accommodation by installing a bay window with french doors. Install 2 No. conservation rooflights.

Planning Application

3 Yeatmans Lane Shaftesbury SP7 8LR

Ref. No: 2/2019/0541/HOUSE | Received: Fri 12 Apr 2019 | Validated: Fri 12 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Mon 29 Apr 2019	Thu 23 May 2019	2

Erect 1 No. non-illuminated fascia sign.

Planning Application

Bloomfield And Associates Ltd 34 High Street Shaftesbury Dorset SP7 8JG

Ref. No: 2/2019/0139/ADV | Received: Tue 29 Jan 2019 | Validated: Fri 12 Apr 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:

Report 0519PH6

Not Available	Shaftesbury TC	Mon 29 Apr 2019	Thu 23 May 2019	2
---------------	----------------	-----------------	-----------------	---

Erect single storey extension, infill existing porch. (hyperlink not yet available)

Planning Application

17 Rifles Lane Shaftesbury Dorset SP7 8GE

Ref. No: 2/2019/0593/HOUSE

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Mon 13 May 2019	Thu 6 Jun 2019	16

7 Neighbourhood Plan

To consider for adoption the Neighbourhood Plan policies and projects in readiness for formal public consultation (60 mins)

7.1 Recommendation

- 7.1.1 That the Committee adopts the Neighbourhood Plan policies in advance of the regulation 14 formal public consultation scheduled to start on 1st July 2019.
- 7.1.2 That the Committee adopts the projects that have been recommended by SNPAC following the extensive research and public consultation.

7.2 Summary

- 7.2.1 The regulation 14 consultation material will be presented to the P&H committee on 25th June 2019 in advance of the consultation start date of 1st July 2019.
- 7.2.2 STC resolved to adopt the Neighbourhood Plan policy intentions at FC in February 2019. (please refer to Officer report 0519PH4)
- 7.2.3 A 2-week consultation period ran from 22nd February to 1st March 2019. 12 public events were facilitated by the SNPAC team and presentations were given to 12 community groups to inform them of the Neighbourhood Plan and phase 1 consultation..
- 7.2.4 878 responses were received following the public consultation. The response to the consultation was presented to FC in April 2019 and the officer report 0419FC7 was received and noted.

7.3 Financial Implication

The outcome of the regulation 14 consultation is at this stage unknown. The current balance to spend in the 2019/20 Neighbourhood Plan budget is £3,080.

The cost for public regulation 14 consultation is estimated to be in the region of £1800. This includes leaflet drops across all households within the settlement boundary.

The estimate for further technical support via the DPC is £4,250. This technical support covers regulation 14 analysis, consultation statement advice, submission organisation, examination queries, attendance at meetings and ongoing general advice.

The 2019/20 Locality grant fund should have opened in April 2019 and this has been delayed. The date for applications is unknown. When the grant application process opens then a further £3,000 of funding will be sought.

7.4 Legal Implication

- 7.4.1 None

7.5 Risk

- 7.5.1 The level of DPC support exceeds the expected and planned for spend of £4,250
- 7.5.2 The Locality funding application of £3000 is unsuccessful

7.5.3 Impact on general reserves if both risks not managed could be in the region of £5,000

STRATEGIC PLAN AREA: NEIGHBOURHOOD PLAN

(End)

Report Author:
Brie Logan, Business Manager