



Shaftesbury Town Council

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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 17 December 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	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence	(1 min)
2	DECLARATIONS OF INTEREST	3
	To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.	(1 min)
3	MINUTES	3
	To confirm as a correct record, the minutes of the previous meeting of the Planning and Highways Committee.....	(1 min)
4	REPORTS	7
	To receive and note reports and updates relating to the work of the committee.	(5 mins)
5	PLANNING APPLICATIONS	9
	To consider responses to planning applications to include but not be limited to; Southcombe Glove Factory 96 St James street 7 Love Lane 13c Wincombe Business Park 16 New Road	(25 mins)

6 COMMUNITY HIGHWAYS REQUEST POLICY11

To consider for adoption the Community Highways Request Policy (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

1.2.1 Councillor Proctor due to personal commitments.

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 Guildhall, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 05 November 2019 commencing at 7.30 pm.

Members Present

Councillor Lewer (Chair)
Councillor Yeo
Councillor Chase

Councillor Welch (Vice Chair)
Councillor Hollingshead
Councillor Proctor

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;

- **Raspberry Lane** – Concern was expressed about the decision made about this planning application without all documents being available; biodiversity survey/ conservation officer report. It was suggested that Shaftesbury Town Council re-vote on the previous No Objection decision made at the General Management Committee Meeting in September.
Councillor Lewer reminded the public that Shaftesbury Town Council are not the planning authority and proper procedure for this application was adhered to. Councillor Hollingshead reminded the public that the decision of no objection was reached after careful consideration of all the facts available at the time for the consultee comment to be submitted prior to the expiry date. He also informed the public that the decision makers at Dorset Council would be considering the application in full and taking the Conservation Officers report into account
- **Mampitts Bus Gate** – Concern was expressed for the plans to install the Mampitts Bus Gate and it was requested that Shaftesbury Town Council do more to stop the process. Concerns were expressed that proper process was not followed. Councillor Lewer advised the public that STC was not the approving authority.

Councillor Hollingshead informed the public that the original Traffic Regulation Order was no longer valid. When the new design plans have been approved by Dorset Council Highways then the TRO will commence. Shaftesbury Town Council as the statutory consultee and members of the public will then have the opportunity to comment via the consultation process.

- **Planning App ref No: 2/2019/1432/FUL Southcombe Glove Factory –**
Concern was expressed for this application.

Meeting commenced: 7.55 pm

P48 Apologies

P48a None.

P49 Declarations of Interest and Dispensations

P49a All members were invited to declare any interests throughout the meeting if the need arose. Councillor Yeo declared an interest in Item 4, Mampitts Bus Gate as a resident on the Eastern Development.

P50 Minutes

P50a It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 08 October 2019, the minutes were accepted with one spelling amendment to P38a and duly signed.

P51 Order of Business

P51a It was **RESOLVED** to discuss Item 4, Reports after the other agenda items to allow members of the public to leave after the Items that interest them.

P52 Blips – Traffic Regulation Order

P52a Officer report 1119PH5 was received and it was **RESOLVED** that the Committee submits the request to Dorset Highways to introduce parking restrictions on the High Street to commence the TRO process for the introduction of blips. The committee requested that 2 loading bays feature as part of the plan.

P52b That the committee approves the need for a parking safety educational campaign to raise the awareness of unsafe parking

P52c The committee approves the request to work in collaboration with Dorset Council Parking Enforcement team to plan a series of enforcement campaigns

P53 Planning Applications

P53a Officer report 1119PH5 was received and it was **RESOLVED** to submit the following comments;

P53b 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 and Ref. No: 2/2019/1387/FUL

No Objection

- P53c 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
Objection for the following reasons:
Loss of employment land – This in contradiction to the Shaftesbury Draft Neighbourhood plan policy SFHE3 where all employment land should be protected.
Design – The size and nature of this planning application is completely out of character from other residential plots nearby. (NPPF 110d, 122e and 127)
Traffic, Access and Road Safety – Increased traffic on Wincombe Lane which is a narrow stretch of road will cause issues with traffic flow and access to current commercial plots, as there are already many commercial vehicles using this area. The traffic that would result from building works will also likely cause traffic flow issues and damage to the road. (NPPF 108 and 110d)
Parking – The plans for parking for these residential plots do not include any visitors parking which would result in parking along Wincombe Lane causing further issues for traffic flow.
Noise/Disturbance – Residential buildings that sit within industrial surroundings would result in noise and disturbance to residents from factories that are running 24/7, Therefore, significant impact on the residents and the businesses that operate within that area. (NPPF 180)
Residential Amenity – loss of sunlight to neighbouring properties, see sun path plan documentation. Site is adjacent to the Fire Station and impact of visual sightlines into the houses from the tower.

ACTION: OFFICE ADMINISTRATOR

P54 Reports

- P54a Officer report 1119PH4 was received and noted.
 P54b Mampitts Bus Gate – It was **AGREED** to distribute the email received from Highways regarding the plans for the Mampitts Bus Gate to all involved in the Mampitts Bus Gate Working party and to undertake research regarding all planning conditions for the Eastern Development site.

ACTION: BUSINESS MANAGER

- P54c St Johns Hill – It was **AGREED** to request that the sign indicating 'To Shaftesbury' be changed to 'All Routes' at the Coles Lane turning from the B3019 road travelling from Guys Marsh direction.

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 9.05 pm.

 Signed Date

4 Reports

To receive and note reports and updates relating to the work of the committee. (5 mins)

4.1 Updates

- 4.1.1 **Planning Applications** - all observations made by the Committee as a consultee have been submitted to the Planning Authority.
- 4.1.2 **Church Lane and Lyons Walk** – Dorset Councillor Bryan (portfolio holder) has agreed to proceed with the no waiting at any time (NWAAT) restrictions on Church Lane and Lyons Walk as originally advertised. The necessary final legal requirements still need to be sorted. It is envisaged that this legal work will be completed in December with the associated double yellow lines being installed before Christmas; please note, road lining work is heavily dependent upon the weather, generally speaking lining cannot be installed in very wet weather which is much more likely at this time of year so the work may have to be delayed.

4.2 Correspondence

- 4.2.1 **St John's Hill** – The Council has received correspondence that despite the new 'advisory' signs HGVs are still trying to use this route and another old stone wall has been damaged.



- 4.2.2 **Coppice Street** – Concern from a resident that on street parking is causing problems. Highways have investigated and commented that there are no highway hazards and no further action required.

4.3 Recommendation

- 4.3.1 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:

Claire Commons Town Clerk

5 Planning Applications

To consider responses to planning applications to include but not be limited to;

Southcombe Glove Factory
96 St James street
7 Love Lane
13c Wincombe Business Park
16 New Road

(25 mins)

5.1 Summary

5.1.1 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.

5.1.2 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

5.2 Legal Implication

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

5.3 Recommendation

5.3.1 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

5.4 Detail

5.4.1 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.

5.5 Planning Applications

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

Southcombe Glove Factory Wincombe Lane Shaftesbury SP7 8PJ

Ref. No: 2/2019/1432/FUL

Applicant Name Mr Drummond

Agent Name Knight Architectural Design

5.5.2 Remove and replace windows to side and rear elevations and carry out associated internal and external alterations.

96 St James Street Shaftesbury Dorset SP7 8HF

Ref. No: 2/2019/1595/LBC

Applicant Name Mr M Brown

Agent Name Singleton Design

5.5.3 Convert existing garage/workshop to 1 No. dwelling and form new vehicular access and parking/ turning area.

7 Love Lane Shaftesbury SP7 8BG

2/2019/1618/FUL

Applicant Name Ms Caroline Martin

Agent Name Cox Martin Design Ltd

5.5.4 Change of use from B1 and B8 to Sui Generis coin operated laundrette.

13C Wincombe Business Park Shaftesbury Dorset SP7 9QT

2/2019/1285/COU

Applicant Name Miss Petya Savova

5.5.5 Erect first floor extension over existing single storey to form two storey extension. 16 New Road Shaftesbury Dorset SP7 8QL

2/2019/1647/HOUSE

Applicant Name Miss J Sharp

Agent Name Mrs Janice Lucas

(End)

Report Author:

Claire Commons Town Clerk

6 Community Highways Request Policy

To consider for adoption the Community Highways Request Policy

(20 mins)

6.1 Summary

6.1.1 Over recent months the Clerk has been looking at a policy to support the development of Community Highways Requests. This policy has been developed with Dorset Council Highways Officers and is supported by them. The policy is designed to ensure there is comprehensive community support for requests and that community solutions have been put in place first.

6.2 Financial Implication

6.2.1 There are no financial implications arising from this report

6.3 Legal Implication

6.3.1 Dorset Council is the responsible authority for Highways.

6.4 Risk

6.4.1 This policy minimises risk of requests which are not in the wider interests of the town.

6.5 Recommendation

6.5.1 That the Community Highways Request policy is adopted. *(Delegated to the Town Clerk to manage the implementation of these policies. Policies to take effect immediately. Financial Implication £0)*

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons Town Clerk

SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*



Community Highways Request Policy

Date of Adoption: 17th December 2019

Review Date: December 2020



External Operations Policies



1. Introduction

- 1.1. The purpose of this policy is to guide Councillors in assessing requests for support from the public for Highways Improvements related to parking, speeding and the anti-social use of vehicles.
- 1.2. Dorset Council determine which projects can move forward within the available budgets and taking into account the evidence available.
- 1.3. If the Town Council resolves to support a particular request, this is no guarantee that Dorset Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Dorset for such interventions and Dorset Council officers will determine priorities.
- 1.4. In order for a request to be added to a Planning and Highways Committee agenda for consideration the following points will need to be met:

2. Formal Stages Submitting a request

- 2.1. The request must be made in writing (email permitted) and include the relevant information along with a map clearly showing the area and the exact location of requested interventions.
- 2.2. Written requests must also be accompanied by the name of at least one of the local ward Town Councillors who already supports the proposal.
- 2.3. Requests without the required level of support will be returned to the requester detailing the additional information needed.

3. Community Support

- 3.1. The scheme must be supported by a minimum of 10 named residents over the age of 18, directly affected by the requested measures. For suggested speed tables or bumps etc, these should include the residents who live closest to the site of the tables or bumps. For double yellow lines and other parking restrictions, the 10 should include people who live on the section of road to be affected.
- 3.2. Written requests should detail the names, addresses and contact details of the supporters, in a similar style to a traditional petition.
- 3.3. Where the scheme affects less than 10 adult residents e.g. in a road with few residential properties, the Town Clerk will determine if the request can proceed.

4. Speed related request

- 4.1. For requests regarding speed related interventions, local residents are requested to operate a community speed watch for a minimum of 6 months prior to any request being made. Community speed watch is a proven way for the community to address local speeding issues and can bring about tangible changes in driver behaviour. <https://www.dorsetroadsafe.org.uk/enforcement-operations/community-speed-watch/>
- 4.2. Members should bear in mind that if the Committee resolves to support a speed related scheme and speed data is not available for that site, Shaftesbury Town Council will be requested to fund the speed survey at a minimum cost of £250.00 per site. Dorset Council have a limited budget for surveys that it allocates to its priority sites. It is unlikely that community requests will become a priority.