



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

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 7.00pm on **Tuesday 01 September  
2020 [online at Zoom.us](https://us.zoom.us/j/84308440903)**. Meeting ID: 843 0844 0903

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)

25<sup>th</sup> August 2020

## Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Chairman and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details above. ([Local Government Act, 1972 s.100](#))

## Online Meeting Arrangements

The Chairman will host the meeting, attendees will be muted and councillors invited to speak in turn at each agenda item in line with Standing Orders Rules of Debate, Councillors may raise their hand to indicate that they wish to speak at other times. Voting will be taken in turn as directed by the Chairman and should be by the response 'In Favour', 'Against', or 'Abstain'. The decision and summary of votes will be read back before moving to the next item. ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#))

## The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

([Committee on Standards in Public Life, 1995](#))

## Agenda

- 1 APOLOGIES .....3**  
To receive and consider for acceptance, apologies for absence .....(1 min)  
([Local Government Act, 1972 s.85](#))
- 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)  
([Shaftesbury Town Council Code of Conduct, 2019](#))
- 3 MINUTES .....4**  
To confirm the minutes of the previous meeting of the Planning and Highways Committee.  
.....(5 min)  
([Local Government Act, 1972 Sch 12](#))
- 4 PLANNING APPLICATIONS .....5**  
To consider responses to planning applications to include but not be limited to; Land North  
of A30 Salisbury Road 73 Coppice Street Livestock Market .....(25 min)  
([Road Traffic Regulation Act, 1984 s.57](#))

Report 0920PH03 to a meeting of the Planning and Highways Committee  
Tuesday 01 September 2020

<b>5</b>	<b>BUDGET .....</b>	<b>7</b>
	To consider the committee's budget requirements for 2021 – 2021 ..... (10 mins) ( <i>Shaftesbury Town Council Financial Regulations, 2019</i> )	
<b>6</b>	<b>PEDESTRIANISATION .....</b>	<b>8</b>
	To consider the committee's response to temporary pedestrianisation (note, this item is held pending further information from Dorset Council due on 26 <sup>th</sup> August 2020) . (10 mins)	
<b>7</b>	<b>GRIT BIN - HOMEFIELD.....</b>	<b>9</b>
	To consider installing a Grit Bin in Homefield ..... (20 min) ( <i>Localism Act , 2011 s.1</i> )	
<b>8</b>	<b>A BOARD REQUEST .....</b>	<b>10</b>
	To consider the request to place an A Board outside the Town Hall ..... (10 min) ( <i>Road Traffic Regulation Act, 1984 s.57</i> )	

(End)

Anticipated meeting end time 8:15pm

**References**

Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]  
Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>  
Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].  
Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].  
Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].  
Localism Act , 2011 s.1. *General Power of Competence*. [Online].  
Planning and Highways Committee Terms of Reference, 2019. *Planning and Highways Terms of Reference*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-Adopted-TERMS-OF-REFERENCE.pdf>  
Road Traffic Regulation Act, 1984 s.57. [Online].  
Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)  
Shaftesbury Town Council Financial Regulations, 2019. *Financial Regulations*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/07/Financial-Regulations-Adopted-14-May-2019.pdf>  
Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.  
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 . [Online].

## 1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

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### 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.

## 2 Declarations of Interest

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

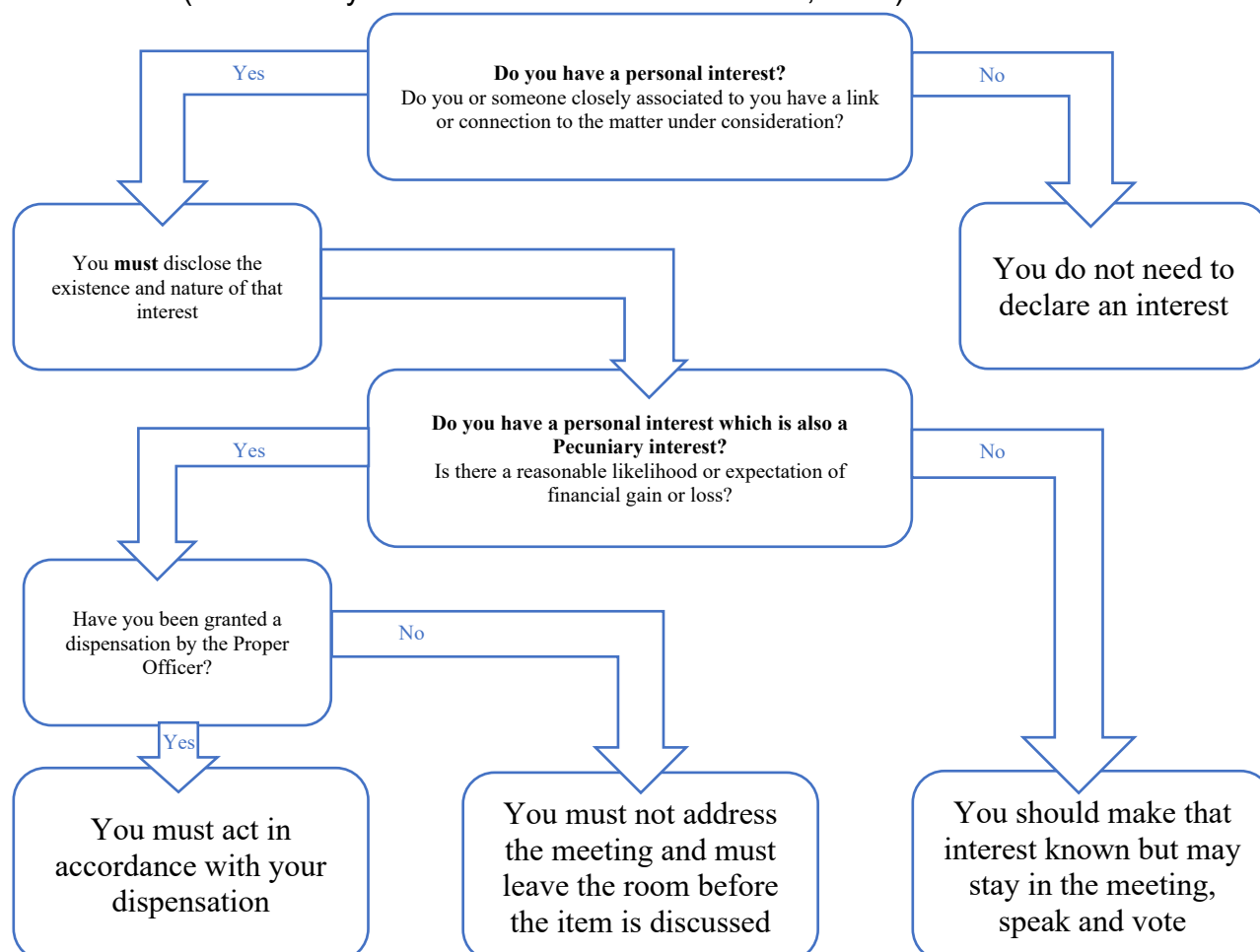
(1 min)

(Shaftesbury Town Council Code of Conduct, 2019)

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### 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 Code of Conduct, 2019)



**3      Minutes**

To confirm the minutes of the previous meeting of the Planning and Highways Committee. (5 min)

[\(Local Government Act, 1972 Sch 12\)](#)

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**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      Minutes to be adopted are provided through the hyperlinks against each of the dates below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.

**3.2.2      [18<sup>th</sup> August 2020](#)**

## **4      Planning Applications**

To consider responses to planning applications to include but not be limited to;  
Land North of A30 Salisbury Road  
73 Coppice Street  
Livestock Market

(25 min)

[\(Road Traffic Regulation Act, 1984 s.57\)](#)

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### **4.1      Summary**

- 4.1.1      The 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 applications using the link below and visit the site (with appropriate social distancing) to understand the local context.

### **4.2      Planning Applications**

- 4.2.1      [2/2020/0882/MODPO](#)  
[Request to remove Planning Obligation No 4, Clause 13:7 of section 106 agreement dated 29 June 2011 made under Section 106 of the Town and Country Planning Act 1990, against Planning application numbers 2/2002/0415 and 2/2002/0880. Obligation is not in line with current lending requirements and is likely to result in a reduced existing use valuation.](#)  
Land North Of A30 Salisbury Road North And South Of Mampitts Lane Shaftesbury  
Applicant Name      Miss Y Otman
- 4.2.2      [2/2020/1038/HOUSE](#)  
[Erect single storey rear extension.](#)  
73 Coppice Street Shaftesbury SP7 8PF  
Applicant Name      Mrs Heather Tucker  
Agent Name          Spudivor Designs Ltd
- 4.2.3      [2/2020/1065/ADV](#)  
[Install 1 No. 5.98 m high internally illuminated freestanding flagpole / totem sign.](#)  
The Livestock Market Christys Lane Shaftesbury Dorset SP7 8PH  
Applicant Name      c/O Agent  
Agent Name          Simply Planning Limited

### **4.3      Scheme of Delegation**

- 4.3.1      The Committee is delegated to act as a Statutory Consultee on behalf of the Town of Shaftesbury in all planning matters relating to the Town and to decide Shaftesbury Town Council responses to consultations on planning and tree applications received from higher tier authorities and forward them in writing to the respective planning authority. (Planning and Highways Committee Terms of Reference, 2019) paras 1 and 3.

### **4.4      Legal Implication**

- 4.4.1      The Town Council is a consultee but does not have the authority to determine planning applications.
- 4.4.2      Planning applications are delegated to the Planning and Highways Committee for consideration (Planning and Highways Committee Terms of Reference, 2019, p. 2) but

may be considered by the Full Council or the General Management Committee where time constraints apply.

#### **4.5 Recommendation**

- 4.5.1 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.

#### **4.6 Reason for Recommendation**

- 4.6.1 To fulfil the Council's responsibility and exercise its views as a Statutory Consultee.

#### **4.7 Additional Information**

- 4.7.1 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  
Economic Benefits  
Flooding Issues  
Heritage  
Impact on Light  
Local or Government Policy  
Other  
Parking  
Road Safety  
Trees

Design  
Effect on the Appearance of Area  
Height  
Impact on Access  
Landscape  
Noise/Disturbance  
Overlooking/Loss of Privacy  
Residential Amenity  
Traffic or Highways  
Financial Implication

- 4.7.2 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

## **5      Budget**

To consider the committee's budget requirements for 2021 – 2021

(10 mins)

[\(Shaftesbury Town Council Financial Regulations, 2019\)](#)

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### **5.1      Summary**

- 5.1.1      Good financial control is required to protect the public purse. To aid in this, forward planning of required projects ensures that adequate financial provision is made for the Council to carry out its duties and any powers it wishes to exercise.
- 5.1.2      The Committee should consider any projects for the forthcoming year and identify any financial implications for inclusion in the budget setting process for 2021 – 2022.
- 5.1.3      Reference to the Strategic Plan and the Committee's Terms of Reference may help identify areas for projects to be carried out by the Committee.
- 5.1.4      The Committee does not have a standing revenue budget.

### **5.2      Scheme of Delegation**

- 5.2.1      The committee is required to submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process. (Planning and Highways Committee Terms of Reference, 2019)

### **5.3      Legal Implication**

- 5.3.1      There are no legal implications arising from this report. The budget recommendations will be considered in several stages before adoption by the Full Council.

<h3><b>5.4      Recommendation</b></h3>
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- |   |
|---|
| <ul style="list-style-type: none"><li>5.4.1      That the Committee identifies any budgetary requirements for the coming year including any recommendations for revenue budget.</li></ul> |
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### **5.5      Reason for Recommendation**

- 5.5.1      To demonstrate public engagement and robust budget setting process to deliver the committee's requirements for the forthcoming financial year.

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

**6        Pedestrianisation**

To consider the committee's response to temporary pedestrianisation (note, this item is held pending further information from Dorset Council due on 26<sup>th</sup> August 2020) (10 mins)

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Report to follow



## **7      Grit Bin - Homefield**

To consider installing a Grit Bin in Homefield

(20 min)

[\(Localism Act , 2011 s.1\)](#)

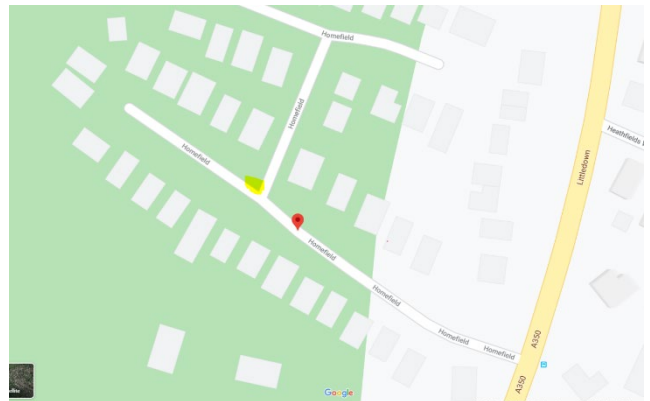
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### **7.1      Summary**

7.1.1      We have received a request signed by 14 residents in Homefield to install a Grit Bin in the following location.

7.1.2      [See request letter here](#)

7.1.3      Location:



### **7.2      Scheme of Delegation**

7.2.1      The Committee is delegated to consider and take action on all other matters that are of a general nature relating to the highway network within Shaftesbury. (Planning and Highways Committee Terms of Reference, 2019) para 23.

### **7.3      Legal Implication**

7.3.1      The Town Council is not the Highways Authority but may spend in the provision of grit bins using the General Power of Competence (Localism Act , 2011 s.1)

### **7.4      Recommendation**

7.4.1      That the Council installs a new Grit Bin at Homefield and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council's resolution.

### **7.5      Reason for Recommendation**

7.5.1      To ensure safety to residents in Shaftesbury.

(End)

Report Author:

Zoe Moxham

Office Administrator

## **8      A Board Request**

To consider the request to place an A Board outside the Town Hall

(10 min)

[\(Road Traffic Regulation Act, 1984 s.57\)](#)

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### **8.1      Summary**

- 8.1.1    A request has been made to place an A board outside the Town Hall to promote a small business on the Highstreet.
- 8.1.2    It is an A2 A - Frame which cannot be placed on the high street pavement as they are too narrow.

### **8.2      Scheme of Delegation**

- 8.2.1    The Committee is delegated to consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation. (Planning and Highways Committee Terms of Reference, 2019) paras 7 and 9.

### **8.3      Legal Implication**

- 8.3.1    Matters relating to highways are delegated to the Planning and Highways Committee for consideration (Planning and Highways Committee Terms of Reference, 2019, p. 2) but may be considered by the Full Council or the General Management Committee where time constraints apply.

### **8.4      Recommendation**

That the Council grants permission for the A frame on the Town Hall forecourt and that the Town Clerk be authorised to review every six months and take all such steps as she considers necessary to comply with the Council's resolution.

### **8.5      Reason for Recommendation**

- 8.5.1    To support local businesses and the economy in Shaftesbury.

(End)

Report Author:

Zoe Moxham

Office Administrator