



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Planning and Highways Committee (PH), Councillors for P&H; Welch(Chair) Lower (Vice-Chair), Chase, Hollingshead, Proctor and Loader.

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 10 November 2020** [online at Zoom.us](https://www.zoom.us/j/84635371274).

Meeting ID: 846 3537 1274

All other recipients for information only

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

4th November 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

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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	5
	To receive and consider for acceptance, apologies for absence.....	(1 min)
	<small>(Local Government Act, 1972 s.85)</small>	
2	DECLARATIONS OF INTEREST	5
	To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.....	(1 min)
	<small>(Shaftesbury Town Council Code of Conduct, 2019)</small>	
3	MINUTES	7
	To confirm the minutes of the previous meeting of the Planning and Highways Committee.....	(5 min)
	<small>(Local Government Act, 1972 Sch 12)</small>	
4	REPORTS FOR INFORMATION	8
	To receive and note reports pertaining to the remit of the Committee.....	(3 min)
	<small>(Shaftesbury Town Council Scheme of Delegation, 2019)</small>	
5	FOOTPATH 32	10

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	To consider a response to Dorset Council for the amendments of the application for Diversion Order, Footpath 32	(10 mins)
	<i>(Local Government Act, 1972 s.111)</i>	
6	PLANNING APPLICATIONS	12
	To consider responses to planning applications to include but not be limited to; Former Cattle Market, Christys Lane, Land at Raspberry Lane	(20 min)
	<i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	
7	BLUE PLAQUE	15
	To determine what financial support to provide for the installation of a Blue Plaque recognising John Rutter.	(10 mins)
	<i>(Local Government Act, 1072 s.144)</i>	
8	POLICIES REVIEW	17
	To review two Planning and Highways related policies.	20 mins)
	<i>(Local Government Act, 1972 s.111)</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, 1072 s.144. *Power to encourage visitors and provide conference and other facilities*. [Online]
Available at: <https://www.legislation.gov.uk/ukpga/1972/70/section/144>
- Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].
- Local Government Act, 1972 s.111. *Subsidiary powers of local authorities*. [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].
- Planning and Highways Committee Terms of Reference, 2020. *Planning and Highways Terms of Reference*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/11/Scheme-of-Delegation-2020-11-03.pdf>
- 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
- 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>
- Shaftesbury Town Council Scheme of Delegation, 2019. *Scheme of Delegation*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-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].
- Town and Country Planning Act, 1990 sch.1 para.8. *LPA notify parish of Planning Applications*. [Online]
Available at: <https://www.legislation.gov.uk/ukpga/1990/8/schedule/1/paragraph/8>

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1 Apologies

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

[\(Local Government Act, 1972 s.85\)](#)

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)

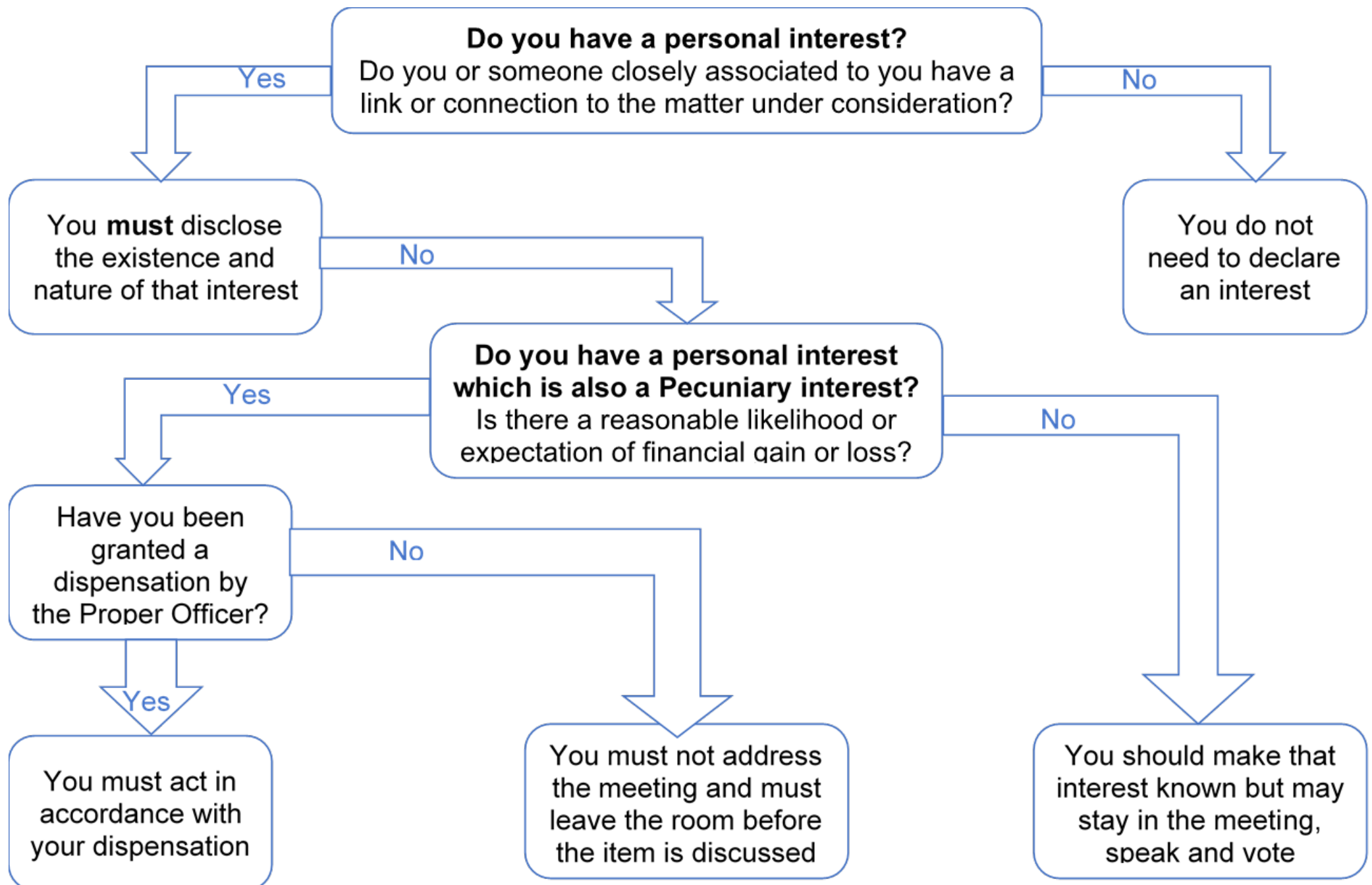
[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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)

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Report 1120PH03 to a meeting of the Planning and Highways Committee
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3 Minutes

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

(Local Government Act, 1972 Sch 12)

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 6th October 2020

Report 1120PH04 to a meeting of the Planning and Highways Committee
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4 Reports for Information

To receive and note reports pertaining to the remit of the Committee

(3 min)

(Shaftesbury Town Council Scheme of Delegation, 2019)

4.1 Summary

4.1.1 Reports provided within this item are to receive and note only, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

4.2 Actions from 6th October 2020

4.2.1 Planning applications and appeal responses – submitted

4.2.2 Time Traveller App – due back to the committee for discussion after 6 months.

4.2.3 Blue Plaque – This is an agenda item for this meeting.

4.2.4 Terms of Reference – have been recommended to and adopted by Full Council.

4.3 Other Actions relating to the work of the Committee

4.3.1 East of Shaftesbury Spine Road (Action from Full Council) – Contact has been made with appropriate professionals to seek advice on the spine road. Buttery and Watson unable to take on further commissions (email dated 25/3/2020). Terence O'Rourke – referral from Symonds and Sampson have submitted proposal. This item is to be returned to Full Council for decision.

4.4 Scheme of Delegation

Report 1120PH04 to a meeting of the Planning and Highways Committee
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4.4.1 There are no delegated decisions to report to the Committee

4.5 Recommendation

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

4.6 Reason for Recommendation

4.6.1 There are no items of business identified for decision. This report provides updates on previous decisions and decisions taken under the scheme of delegation.

(End)

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

5 Footpath 32

To consider a response to Dorset Council for the amendments of the application for Diversion Order,
Footpath 32 (10 mins)

(Local Government Act, 1972 s.111)

5.1 Summary

- 5.1.1 The committee considered a Diversion Order for Footpath 32 at a meeting on 18th August and submitted a response to object as the proposed footpath route was not close enough to the original route.
- 5.1.2 Following a meeting with key stakeholders, Redrow has provided amended plans which are appended at the end of this agenda set. The essential part of the new plans is to provide a direct route and in addition, a more scenic route taking in the viewpoint.

5.2 Scheme of Delegation

- 5.2.1 The Planning and Highways Committee has the delegated authority to comment on and make recommendations regarding all highways and parking issues within the town. (Planning and Highways Committee Terms of Reference, 2020)

5.3 Financial Implications

- 5.3.1 None.

5.4 Legal Implication

Report 1120PH05 to a meeting of the Planning and Highways Committee
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5.4.1 There are none arising from this report

5.5 Recommendation

5.5.1 To provide comment on the two footpath proposals and reserve the right to provide observations without prejudice on any consultation subsequently carried out by Dorset Council following submission.

5.6 Reason for Recommendation

5.6.1 To fulfil the Council's responsibility and exercise its views as a Statutory Consultee

(End)

Report Author: Zoe Moxham, Office Administrator

6 Planning Applications

To consider responses to planning applications to include but not be limited to;
Former Cattle Market, Christys Lane, Land at Raspberry Lane

(20 min)

(Town and Country Planning Act, 190 sch.1 para.8)

6.1 Summary

6.1.1 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 local context.

6.2 Planning Applications

6.2.1 [P/FUL/2020/00008](#)

Location: Former Cattle Market Christy's Lane Shaftesbury Dorset SP7 8PH

Proposal: Erection of retail foodstore with associated car parking, access, landscaping and engineering works.

6.2.2 [2/2020/0572/FUL](#)

Location: Land At Raspberry Lane Raspberry Lane Shaftesbury Dorset

Proposal: Erect 1 No. dwelling, create new vehicular and pedestrian access and form 2 No. parking spaces.

6.3 Scheme of Delegation

6.3.1 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, 2020) paras 1 and 3.

6.4 Legal Implication

6.4.1 The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

6.4.2 Planning applications are delegated to the Planning and Highways Committee for consideration (Planning and Highways Committee Terms of Reference, 2020, p. 6) but may be considered by the Full Council or the General Management Committee where time constraints apply.

6.5 Recommendation

6.5.1 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.

6.6 Reason for Recommendation

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

6.7 Additional Information

6.7.1 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.

Report 1120PH06 to a meeting of the Planning and Highways Committee
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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	

6.8 Financial Implication

6.8.1 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.

(End)

Report Author: Claire Commons CerTHE PSLCC, Town Clerk and RFO

7 Blue Plaque

To determine what financial support to provide for the installation of a Blue Plaque recognising John Rutter.
(10 mins)

(Local Government Act, 1072 s.144)

7.1 Summary

- 7.1.1 The Council has received correspondence from Sir John Stuttard in relation to erecting a Blue Plaque recognising John Rutter (1796 – 1851) as Printer, Publisher, Author, Political and Social, Abolitionist, Public Servant, Philanthropist and Lawyer.
- 7.1.2 Since the initial letter was received, the freeholder of No 2 The Commons, Ship and Sherry Limited, has granted permission for the Shaftesbury and District Historical Society to erect a plaque to recognise John Rutter in the event that listed building consent be granted. Further information provided by Sir John Stuttard is available to you in your Digest of 25th September 2020.
- 7.1.3 This item was discussed at the Annual meeting on 29th September and it was **RESOLVED** to offer financial support to be determined by the Planning and Highways committee. The Planning and Highways meeting deferred this item pending more information regarding what financial assistance may be required.
- 7.1.4 The Shaftesbury and District Historical Society have now confirmed that they are solely financially responsible for this project. They have budgeted a total of £1000 to cover the cost of the plaque, the installation, and any plans for a revealing ceremony.

7.2 Scheme of Delegation

- 7.2.1 The Planning and Highways Committee has the delegated authority to discuss, debate and record Town Council observations on planning applications, licenses and highway matters and to relay such observations direct to the relevant Planning Authority in time for these to be taken into account by them in their decision making process. (Planning and Highways Committee Terms of Reference, 2020)

7.3 Financial Implications

- 7.3.1 The amount to be decided by the Planning and Highways Committee.

7.4 Legal Implication

- 7.4.1 The Council has the power to encourage tourism to the Council's area or contribute to organisations encouraging tourism. (Local Government Act, 1072 s.144)

7.5 Recommendation

- 7.5.1 That the Committee determines if it still wishes to donate towards the blue plaque project by The Shaftesbury and District Historical Society and specifies which budget line to use.

7.6 Reason for Recommendation

- 7.6.1 John Rutter was a key figure in the history of Shaftesbury and politics in Shaftesbury.

(End)

Report Author: Zoe Moxham, Office Administrator

8 Policies Review

To review two Planning and Highways related policies.

20 mins)

[\(Local Government Act, 1972 s.111\)](#)

8.1 Summary

8.1.1 It was resolved at the general Management meeting held the 20th of October to make a review of all Shaftesbury Town Council Policies to be discussed by the appropriate committee.

8.1.2 Planning and Highways related Policies can be view using the links below:

- [Community Highways Request Policy – Adopted 17th December 2019](#)
- [Snow and Ice Policy - Adopted 27th March 2018](#)

8.2 Scheme of Delegation

8.2.1 The Planning and Highways Committee has the delegated authority to discuss, debate and record Town Council observations on planning applications, licenses and highway matters and to relay such observations direct to the relevant Planning Authority in time for these to be taken into account by them in their decision-making process (Planning and Highways Committee Terms of Reference, 2020)

8.3 Financial Implications

8.3.1 None.

8.4 Legal Implication

Report 1120PH08 to a meeting of the Planning and Highways Committee
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8.4.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

8.5 Recommendation

8.5.1 That the Committee views the policies and determines any needed amendments.

8.6 Reason for Recommendation

8.6.1 To ensure all policies remain relevant and active documents in support of the work of the Council and the residents of Shaftesbury

(End)

Report Author: Zoe Moxham, Office Administrator