



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; Welch(Chair) Lewer (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 06 October
2020 [online at Zoom.us](https://www.zoom.us/j/84535267723)**. Meeting ID: 845 3526 7723

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
30th September 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) |
| | <i>(Local Government Act, 1972 s.85)</i> | |
| 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) |
| | <i>(Shaftesbury Town Council Code of Conduct, 2019)</i> | |
| 3 | MINUTES | 4 |
| | To confirm the minutes of the previous meeting of the Planning and Highways Committee.
..... | (5 min) |
| | <i>(Local Government Act, 1972 Sch 12)</i> | |
| 4 | OFFICER REPORT | 5 |
| | To receive and note reports from Officers relating to the work of the Planning and
Highways Committee. Including correspondence received re. Pinch point on Gold Hill | |

5	PLANNING APPLICATIONS	6
	To consider responses to planning applications to include but not be limited to; 31 Fairlane, 59 – 61 High Street and 2 The Commons	(15 min)
	<i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	
6	PLANNING APPEAL – LAND ON THE SOUTH SIDE OF CHURCH LANE	8
	To consider any further response to Appeal Notification - 2/2017/1725/FUL - Land On The South Side Of Church Lane Shaftesbury Dorset SP7 8JT	(10 mins)
	<i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	
7	TIME TRAVELLER APP	10
	To consider a request to install a banner to promote the Time Traveller app created by the Cranborne Chase AONB	(5 mins)
	<i>(Local Government Act, 1072 s.144)</i>	
8	BLUE PLAQUE.....	13
	To determine what financial support to provide for the installation of a Blue Plaque recognising John Rutter.....	(5 mins)
	<i>(Local Government Act, 1072 s.144)</i>	
9	COMMITTEE TERMS OF REFERENCE.....	15
	To review the Committee’s Terms of Reference.....	(15 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.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, 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>
- 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>
- 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, 190 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>

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.

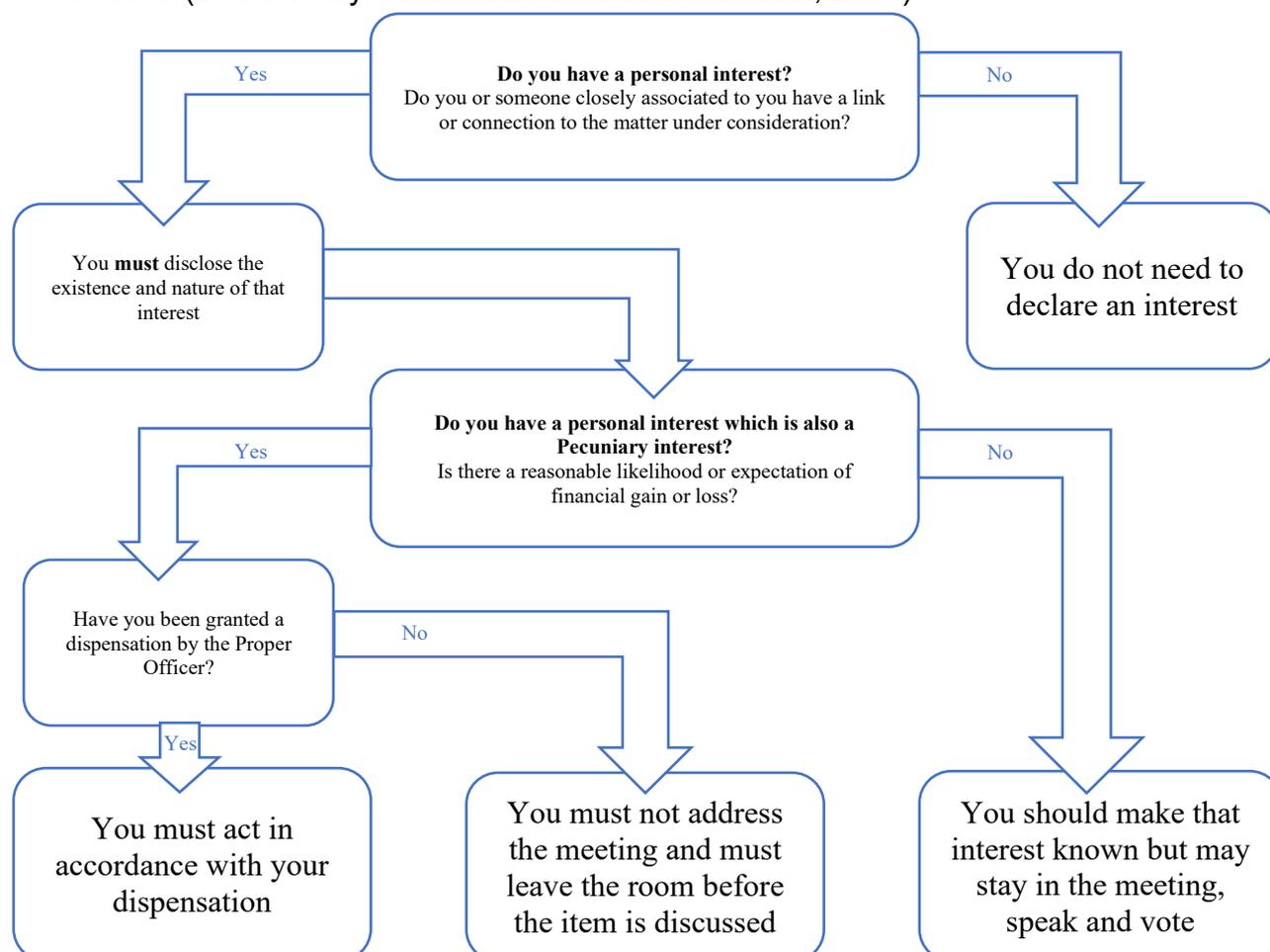
2 Declarations of Interest

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)



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 [1st September 2020](#)

4 Officer Report

To receive and note reports from Officers relating to the work of the Planning and Highways Committee. Including correspondence received re. Pinch point on Gold Hill

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

4.1 Updates and points of note

- 4.1.1 Concern has been expressed that parking on Gold Hill in the narrow section has resulting in access issues for authorised vehicles. This includes emergency service vehicles and has recently resulted in someone having to be airlifted out as an ambulance could not get through. Highways have commented that the issues are not frequent enough to warrant any action on their part.

4.2 Scheme of Delegation

- 4.2.1 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, 2019)

4.3 Financial Implications

- 4.3.1 None.

4.4 Legal Implication

- 4.4.1 Local Government and Rating Act 1997, s 30 allows local councils to contribute to traffic calming arrangements.
- 4.4.2 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

4.5 Risk

- 4.5.1 None

<h3>4.6 Recommendation</h3>

- | |
|---|
| <p>4.6.1 That the Committee considers writing a formal letter from the Chairman of Planning and Highways to all residents on Gold Hill reminding them that access is needed at all times and to be considerate when parking.</p> |
|---|

4.7 Reason for Recommendation

- 4.7.1 As outlined in the summary

(End)

Report Author:

Zoe Moxham

Office Administrator

5 Planning Applications

To consider responses to planning applications to include but not be limited to;
31 Fairlane, 59 – 61 High Street and 2 The Commons (15 min)

[\(Town and Country Planning Act, 190 sch.1 para.8\)](#)

5.1 Summary

5.1.1 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.

5.2 Planning Applications

5.2.1 [2/2020/1109/HOUSE](#)

[Erection of single storey rear flat roof extension
31 Fairlane Shaftesbury SP7 8RT](#)

Applicant Name Mr Hill
Agent Name Wayne Card Architectural Services

5.2.2 [2/2020/1108/FUL](#)

[Form two shops on the ground floor with associated basement store and change of use of the remaining floor area to 4 No. Flats, associated works include new dormers, rooflights and replacement doors, windows and new cycle store.
59-61 High Street Shaftesbury SP7 8JE](#)

Applicant Name Mr Peter Harding
Agent Name Mr Matthew Haley

5.2.3 [2/2020/1198/LBC](#)

[Erect blue plaque to front elevation
2 The Commons Shaftesbury Dorset](#)

Applicant Name Shaftesbury And District Historical Society
Agent Name Mr Simon Rutter

5.3 Scheme of Delegation

5.3.1 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.

5.4 Legal Implication

5.4.1 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, 190 sch.1 para.8)

5.4.2 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.

5.5 Recommendation

- 5.5.1 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.

5.6 Reason for Recommendation

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

5.7 Additional Information

- 5.7.1 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	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

- 5.7.2 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

6 Planning Appeal – Land on the South side of Church Lane

To consider any further response to Appeal Notification - 2/2017/1725/FUL - Land On The South Side Of Church Lane Shaftesbury Dorset SP7 8JT (10 mins)

[\(Town and Country Planning Act, 190 sch.1 para.8\)](#)

6.1 Summary

6.1.1 Inspectorate's Ref: APP/D1265/W/20/3255634

Appeal by: Mr and Mrs T Morgan

Application No: 2/2017/1725/FUL

Location: Land On The South Side Of Church Lane Shaftesbury Dorset SP7 8JT

Proposal: Erect 1 No. dwelling (demolish existing outbuilding)

- 6.1.2 An appeal has been made to the Secretary of State in respect of the Council's LPAs failure to determine the application within the Statutory period. It will be determined on the basis of Written Representations. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure)(England) Regulations 2009, as amended. Submit representations via the Appeals Casework Portal whenever possible (as their office is currently closed, they are unable to receive postal representations)
- 6.1.3 The Secretary of State directs that any person who submitted written representations to the Local Planning Authority relating to the proposed development at application stage be notified of the appeal. Copies of all representations already received have been forwarded to the Planning Inspectorate and the Appellant.
- 6.1.4 If you wish to make further comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to: Ms Jenni Ball - The Planning Inspectorate, 3C Eagle Wing, Temple Quay House, 2 The Square, Bristol, BS1 6PN. You must quote reference: APP/D1265/W/20/3255634
- 6.1.5 All representations must be received by the Planning Inspectorate by 8th October 2020 otherwise there is a risk that your representations will not be considered. The Planning Inspectorate will not acknowledge your letter. They will, however, ensure that your letter is passed on to the Inspector dealing with the appeal.
- 6.1.6 Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal. They are liable to be read out in the case of an Inquiry or Hearing.
- 6.1.7 The Planning Inspectorate may publish appeal documentation, including copies of representations received, online at <https://acp.planninginspectorate.gov.uk> this includes copies of representations received at the time of the original application. This may include your name and address, but personal telephone numbers and email addresses and signatures of individuals will be removed. If you object to publication in this way, please contact the Planning Inspectorate. If you supply information belonging to a third party, please ensure you have their permission to do so. More detailed information about data protection and privacy matters is available on the Planning Portal.
- 6.1.8 The Appellant's grounds of appeal and the Council's planning case file will be made available for inspection on Council's website and at the Council Offices, although it is

recommended that you telephone 01305 838336 to check the availability of statements before coming to inspect them.

- 6.1.9 Guidance booklets about how to take part in an appeal can be downloaded free of charge from our website, or <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> Paper copies are likewise available free from our appeals administrators.
- 6.1.10 The appeal documents and information regarding the progress of the appeal can be viewed online at <https://acp.planninginspectorate.gov.uk> or on Councils website at <http://planning.north-dorset.gov.uk/online-applications/> where all associated documents will also be uploaded and available to view.
- 6.1.11 When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk> or alternatively you can request a paper copy of the decision notice from the council offices, subject to the normal copying charges.

6.2 Scheme of Delegation

- 6.2.1 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.

6.3 Legal Implication

- 6.3.1 The Town Council is a consultee but does not have the authority to determine planning applications.
- 6.3.2 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.

6.4 Risk

- 6.4.1 Refraining from further comment presents a reputation risk to the Council.

<h2>6.5 Recommendation</h2>

That the Committee provides further representation for the appeal.
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6.6 Reason for Recommendation

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

(End)

Report Author:

Zoe Moxham, Office Administrator

7 Time Traveller APP

To consider a request to install a banner to promote the Time Traveller app created by the Cranborne Chase AONB (5 mins)

[\(Local Government Act, 1072 s.144\)](#)

7.1 Summary

- 7.1.1 The Cranborne Chase AONB are launching a new AR (Augmented Reality) app to introduce people to the extraordinary heritage of the area. On Gold Hill people will be able to see Thomas Hardy talking about Shaftesbury.
- 7.1.2 Augmented reality (AR) is an interactive experience of a real-world environment where the objects that reside in the real world are enhanced by computer-generated perceptual information, sometimes across multiple sensory modalities, including visual, auditory, haptic, somatosensory and olfactory. AR can be defined as a system that fulfils three basic features: a combination of real and virtual worlds, real-time interaction, and accurate 3D registration of virtual and real objects
- 7.1.3 Gold Hill museum has already granted permission to display a banner on the wall of the museum.
- 7.1.4 The request is to (1) install a double-sided banner to the fingerpost at the top of Gold Hill to the right of the town hall and (2) install a banner on the lamppost outside the Town Hall (as shown on the images in Appendix A). Note the lamppost banner will need permission from Dorset Council so the request is for STC to support the installation

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, 2019)

7.3 Financial Implications

- 7.3.1 None. The cost of the installation will be met by the AONB team.

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 Risk

- 7.5.1 Refraining from further comment presents a reputation risk to the Council.

7.6 Recommendation

- 7.6.1 That the Committee resolves to grant permission to install a double-sided banner on the Finger-Post signage outside the Town Hall.
- 7.6.2 That the Committee resolves to show its support for the installation on the Lamppost outside the Town Hall

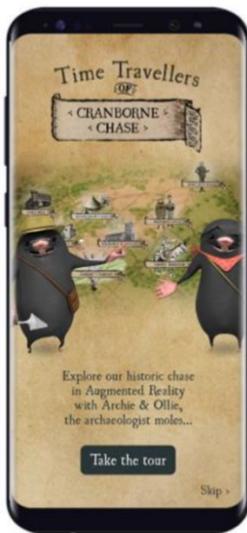
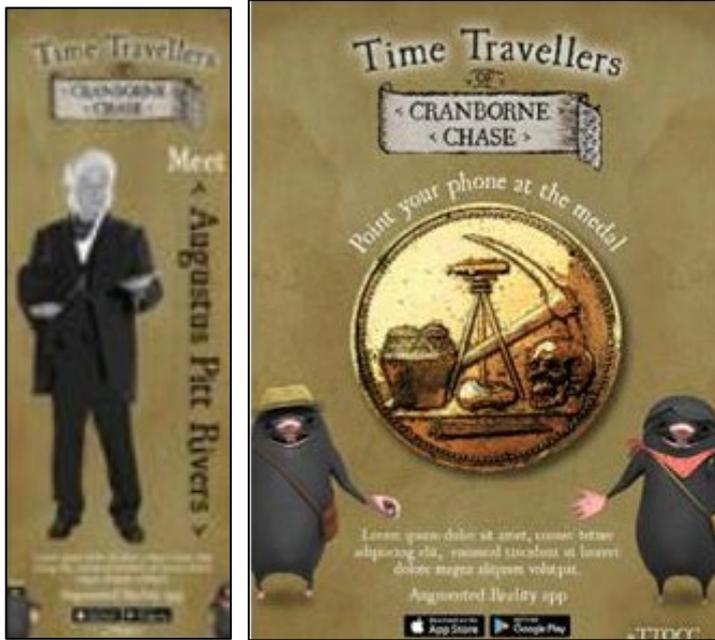
7.7 Reason for Recommendation

7.7.1 As outlined in the summary

(End)

Report Author:
Brie Logan
Business Manager

Appendix A.



01: Intro screen



02: Trail map: swipeable and zoomable

1. 10,000 cards on tables in hotels, restaurants and other businesses in each town to :-

1. Promote app.
2. Enable easy download (100MB)
3. Make characters appear in 3D to introduce it on the top of the table



Turn up brightness Turn up volume or wear headphones

Our Narrators

Olivia & Archie

3D Mole Archaeologists

GPS

Map to follow

8 Blue Plaque

To determine what financial support to provide for the installation of a Blue Plaque recognising John Rutter. (5 mins)

[\(Local Government Act, 1072 s.144\)](#)

8.1 Summary

- 8.1.1 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.
- 8.1.2 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.
- 8.1.3 Further information provided by Sir John Stuttard is available to you in your Digest of 25th September 2020.
- 8.1.4 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.
- 8.1.5 It is possible to donate to the blue plaque scheme run by English Heritage online, view the following link for more information. <https://www.english-heritage.org.uk/visit/blue-plaques/support-the-scheme/> Suggested donations are, £10, £50, and £100 although you can specify an amount also.

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, 2019)

8.3 Financial Implications

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

8.4 Legal Implication

- 8.4.1 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)

<h3>8.5 Recommendation</h3>

- | |
|--|
| <ul style="list-style-type: none">8.5.1 That the Committee determines an amount to donate towards the blue plaque scheme run by English Heritage and specifies which budget line to use. |
|--|

8.6 Reason for Recommendation

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

(End)

Report Author:

Zoe Moxham

Office Administrator

9 Committee Terms of Reference

To review the Committee's Terms of Reference.

(15 mins)

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

9.1 Summary

- 9.1.1 The Council has resolved to refer the Terms of Reference to each committee for consideration and recommendation back to Full Council. (see minutes of Annual Meeting 29th September 2020)
- 9.1.2 The existing Terms of Reference are appended to this report and may also be viewed online at <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-Adopted-TERMS-OF-REFERENCE.pdf>
- 9.1.3 An alternative Terms of Reference for the Committee was proposed in February and may be considered as a replacement or to prepare a hybrid of both, Those can be viewed at <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/02/2020-02-18-FC-Agenda.pdf>

9.2 Scheme of Delegation

- 9.2.1 The Terms of Reference for each of the Council's Committees, Sub-Committees, Advisory Committees and Joint Committees (as appropriate) shall be appended to this scheme of delegation and reviewed annually in their entirety.

9.3 Financial Implications

- 9.3.1 There are no financial implications arising from this report

9.4 Legal Implication

- 9.4.1 The Council has the power to do anything which is calculated to facilitate, or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)

9.5 Recommendation

- 9.5.1 That the Committee reviews its existing terms of reference and recommends amendments and subsequent adoption to Full Council.

9.6 Reason for Recommendation

- 9.6.1 To provide accurate and appropriate terms of reference fitting with the work of the Council and clear delegation where appropriate from Council to Committee.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

1) PLANNING AND HIGHWAYS COMMITTEE

- a) Membership and Frequency of Meeting
 - i) 6 members of the Council who will meet as committee often enough to provide an effective response to planning applications
 - ii) Members to be appointed by Full Council each year.
 - iii) Quorum 3
- b) Matters for consideration and determination:
 - i) To comment on planning applications received from the local planning authority
 - ii) To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues
 - iii) To comment on Licensing matters received from the local licensing authority
 - iv) Street naming when requested
 - v) To make recommendations regarding waiting restrictions within the Town
 - vi) Consideration of the Shaftesbury and Gillingham Area Transport Action Group recommendations
 - vii) Any other matter which may be delegated to it by the Full Council from time to time

TERMS OF REFERENCE
PLANNING AND HIGHWAYS COMMITTEE

Mission Statement

The Planning and Highways Committee is mindful of the historic nature of the town and the natural beauty of its surroundings. It seeks to preserve the heritage that has been entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to all planning applications received in consultation with local planning and government guidance so that it might give a well informed and considered opinion to the Planning Authority.

The Committee seeks to promote the conservation of the best of the historic built environment and the best possible design for any new development, including means of integration with the old town.

Delegation

1. Shaftesbury Town Council has agreed to adopt the Planning and Highways Committee Terms of Reference at its meeting held on 31st May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Planning Policy

1. To take the lead in developing the Town Council's overall strategy for the development and conservation of Shaftesbury
2. To develop a local development framework for Shaftesbury taking into consideration the District Council's Local Development Framework when doing so and when considering planning matters.
3. To be familiar with and bear in mind planning policy statements pertaining to Shaftesbury and the Planning Policy Statements when dealing with planning policy.
4. To consider and respond to:
 - Local Planning Policies
 - Neighbourhood Planning
 - Any proposals relating to Planning referred to the Council by the District and County Councils
 - Any item specifically referred by Full Council

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.

4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for the Committee.
6. Where applications are received and time constraints prohibit the calling of a meeting of the Committee, the Town Clerk and Committee Services Officer shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Planning and Highways Committee will meet at least once in each six week cycle of meetings including once during recess in August and December, a total of eleven meetings in the municipal year.
3. Additional meetings may be required to satisfy the time constraints of the Planning Authority.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period within each meeting.

Remit

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.

Terms of Reference

1. To act as a Statutory Consultee on behalf of the Town of Shaftesbury in all planning matters relating to the Town
2. Exercise the powers and duties of Shaftesbury Town Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts, the Localism Act and the Orders and Regulations made under them.
3. Decide Shaftesbury Town Council's responses to consultations on planning and tree applications received from higher tier authorities and forward them in writing to the respective planning authority.
4. Where tree applications are received and the time constraints prohibit the calling of a meeting of the Committee, the Town Clerk shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.
5. To comment on any development outside the town's settlement boundary which may have an impact on the town.
6. The Committee will consider all matters relating to the preservation of trees and report accordingly to the Planning Authority.

7. Make recommendations to the higher tier authorities on statutory and non-statutory planning policy documents.
8. Select from its membership a person or persons to represent Shaftesbury Town Council at site meetings, public enquiries and at any planning or highway related group or organization to represent Shaftesbury Town Council's previously agreed views.
9. 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.
10. To consult with interested individuals and organisations within the town and to ensure that all legitimate concerns are taken into consideration.
11. To consider the effects of developments on the public transport system.
12. Careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
13. To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
14. To encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
15. Participating with public and private sector interest in Town enhancement schemes and local conservation.
16. To review and comment on car parking areas in order to ease the congestion in the town, in consultation with the higher tier authorities and other interested bodies.
17. To review and comment on street lighting, internally illuminated signs, street furniture and signage, in consultation with the Recreation, Open Spaces and Environment Committee and County Council.
18. To comment on drainage problems, in consultation with the Highway Authority and Wessex Water.
19. To make representation to the higher tier authorities on behalf of Shaftesbury Town Council to secure Section 106 funding and / or Community Infrastructure Levy investment where possible.
20. To actively liaise with the relevant departments at the higher tier authorities in all matters related to planning and highway issues and cycleway matters.
21. To have lead responsibility for all Shaftesbury 'internal' cycleways, with the Full Council retaining oversight of the Shaftesbury to Gillingham Cycleway Project.
22. To consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
23. To consider and take action on all other matters that are of a general nature relating to the highway network within Shaftesbury.

24. To contribute to the development of Shaftesbury's Neighbourhood Plan and authorise expenditure for the Neighbourhood Plan in line with Financial Regulations and agreed budget.
25. To take the necessary action to refer enforcement matters to the relevant tier authority and to pursue such matters until a resolution has been reached.
26. To comment on matters relating to the provision of Gypsy and Traveller sites.
27. To encourage and promote energy efficiency and renewable energy in the town.
28. The Planning and Highways Committee shall, where appropriate and where directed by Full Council, appoint working groups to consider any matters within its Terms of Reference.

Adopted 23rd July 2019