



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) 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 **Monday 21 December 2020** [online at Zoom.us](https://www.zoom.us).

Meeting ID: 884 2849 7234

All other recipients for information only

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

15th December 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	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	PLANNING APPLICATIONS	8
	To consider responses to planning applications to include but not be limited to; 8 First Floor Longmead, 23 The Mitre High Street, 2 Ratcliffs Garden, 14 Nettlebed Nursery, Southbank Farm Higher Blandford Road Cann and Land At E386668 N124209 (Littledown)	(15 min)
	<small>(Town and Country Planning Act, 190 sch.1 para.8)</small>	
5	POLICIES REVIEW	13
	To review two Planning and Highways related policies, Public Protocol - Planning & Licensing and Pre-application meetings with Developers Protocol.	(30 mins)
	<small>(Local Government Act, 1972 s.111)</small>	

(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.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, 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

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>

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)

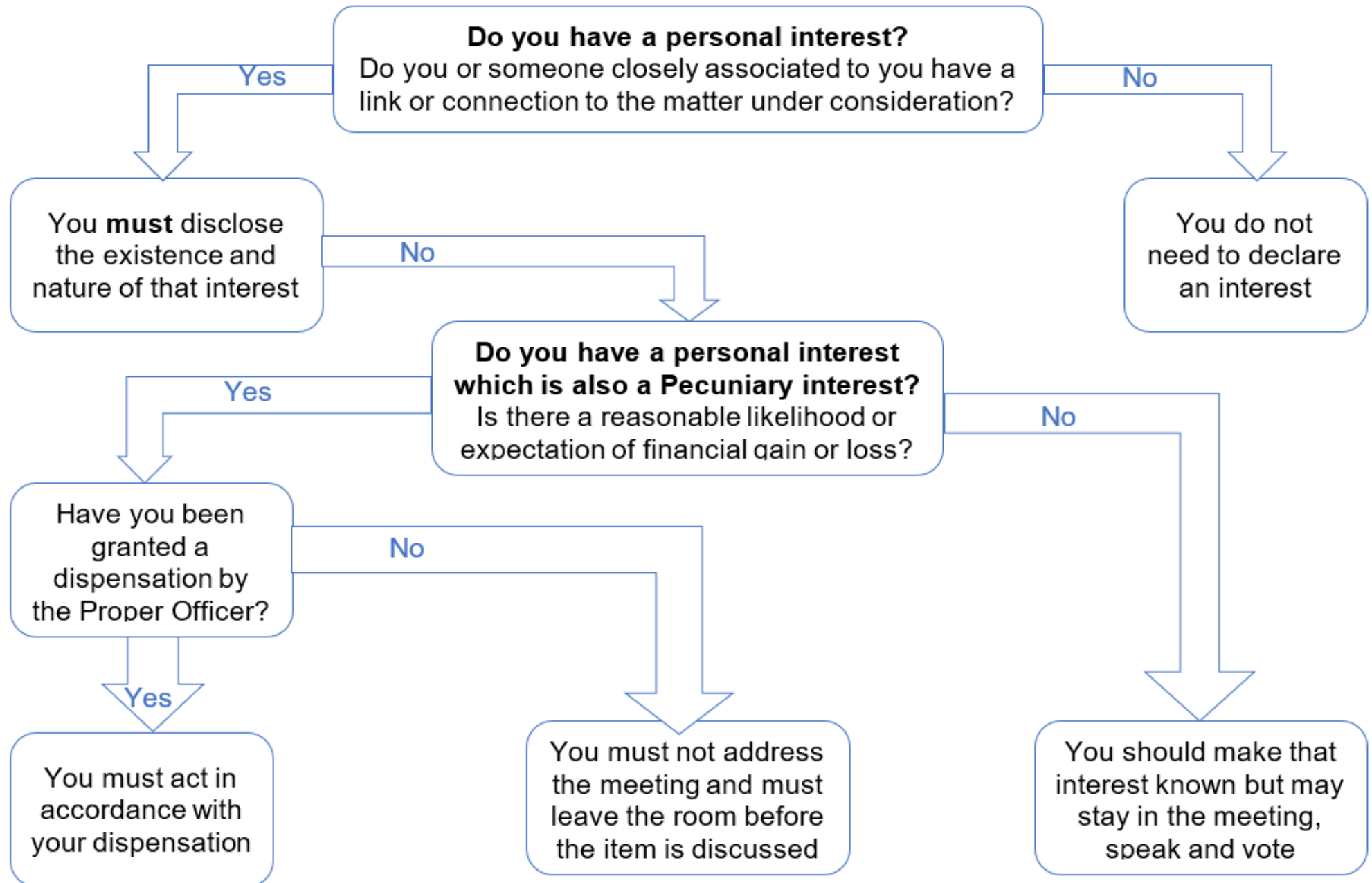
[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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)

Administration for a meeting of the Planning and Highways Committee
Monday 21 December 2020



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 [10th November 2020](#)

4 Planning Applications

To consider responses to planning applications to include but not be limited to;
8 First Floor Longmead, 23 The Mitre High Street, 2 Ratcliffs Garden, 14 Nettlebed Nursery, Southbank Farm
Higher Blandford Road Cann and Land At E386668 N124209 (Littledown) (15 min)

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

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 [2/2020/1275/FUL](#)

Proposal: Change of use from B1 (office) to F1 (tuition & child therapy)

Location: 8 First Floor Longmead, Shaftesbury, Dorset, SP7 8PL

4.2.2 [P/VOC/2020/00025](#)

Proposal: Install kitchen extraction equipment, external louvre and discharge flue (without compliance with condition 3 of planning permission 2/2020/0100/FUL)

Location: 23 The Mitre High Street, Shaftesbury, Dorset, SP7 8JE

4.2.3 [P/HOU/2020/00089](#)

Proposal: Erection of car port, store & covered area. External alterations to include new roof covering,

retaining walls and patio areas (demolition of outbuilding, conservatory & utility)

Location: 2 Ratcliffs Garden, Shaftesbury, Dorset, SP7 8HJ

4.2.4 [P/HOU/2020/00141](#)

Proposal: Raise Roof to form First Floor Accommodation.

Location: 14 Nettlebed Nursery, Shaftesbury, SP7 8QS

4.2.5 [2/2020/1144/OUT](#)

Proposal: Develop land by the demolition of existing agricultural buildings and dwellings. Erect 30 No. dwellings (comprising of houses and flats), a 250 m sq. convenience store (class use A1) and construction of new vehicular accesses onto public highway. (Outline application to determine access and layout).

Location: Southbank Farm Higher Blandford Road Cann SP7 0EE

4.2.6 [P/FUL/2020/00270](#)

Proposal: Engineering works for amendments to the approved surface water attenuation feature to support 170 residential dwellings

Location: Land At E386668 N124209 (Littledown)

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. 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)

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.

Report 1220PH04 to a meeting of the Planning and Highways Committee
Monday 21 December 2020

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

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.

4.7.3 **Biodiversity Policy** - The Council's Planning and Highways Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Shaftesbury and also when developing or redeveloping any of its own buildings. The Committee will be informed by data provided by the Dorset Biodiversity Information System.

Report 1220PH04 to a meeting of the Planning and Highways Committee
Monday 21 December 2020

(End)

Report Author: Zoe Moxham, Office Administrator

5 Policies Review

To review two Planning and Highways related policies, Public Protocol - Planning & Licensing and Pre-application meetings with Developers Protocol. (30 mins)

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

5.1 Summary

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

5.1.2 Planning and Highways related Policies include:

5.1.3 [DRAFT - Protocol on pre-application meetings with developers – Click to view draft](#)

5.1.4 [DRAFT - Public Protocol-Planning and License Applications – Click to view draft](#)

5.2 Scheme of Delegation

5.2.1 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)

5.3 Financial Implications

5.3.1 None.

5.4 Legal Implication

5.4.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

5.5 Recommendation

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

5.6 Reason for Recommendation

5.6.1 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