



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 **Tuesday 27 April 2021 [online at Zoom.us](https://www.zoom.us/j/82768494767)**. Meeting ID: 827 6849 4767

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and Responsible Finance Officer (RFO)
20th April 2021

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 APOLOGIES3**
 - 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) <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.(3 min) <i>(Local Government Act, 1972 Sch 12)</i>	
4	OFFICER REPORTS	5
	To receive reports pertaining to the Planning and Highways committee.(5 min) <i>(Local Government Act, 1972 Sch 12)</i>	
5	MAMPITTS BUS GATE CONSULTATION	7
	To consider a response to submit to Dorset Council for the Traffic Regulation Order for Mampitts Lane; TRO/2021/Shaftesbury (15 mins) <i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	
6	PLANNING APPLICATIONS	8
	To consider responses to planning applications to include but not be limited to; 9 Gower Rd, Bimport House, 11 Yeatmans Lane, New Lane Farmhouse and 7 Love Lane (30 min) <i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	
7	20 MPH ZONE EXTENSION	11
	To consider formally requesting an extension of the High Street 20 mph Zone ... (10 mins) <i>(Shaftesbury Town Council Scheme of Delegation)</i>	
8	B3091 ST JAMES WEIGHT RESTRICTION – UPDATE.....	13
	To receive an update for the for the 7.5 tonne weight restriction on the B3091 St James, (St Johns Hill). (5 mins) <i>(Shaftesbury Town Council Scheme of Delegation)</i>	
9	PLANNING AND HIGHWAYS COMMITTEE - TERMS OF REFERENCE	15
	To review the terms of reference in readiness for the Annual Meeting in May. (5 mins) <i>(Shaftesbury Town Council Scheme of Delegation)</i>	
10	YELLOW LINES ON ST JAMES STREET	17
	To consider requesting Dorset Council re-paints the double yellow lines on St James Street..... (5 mins) <i>(Shaftesbury Town Council Scheme of Delegation)</i>	

(End)

Anticipated meeting end time 8:40pm

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].
- 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, 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

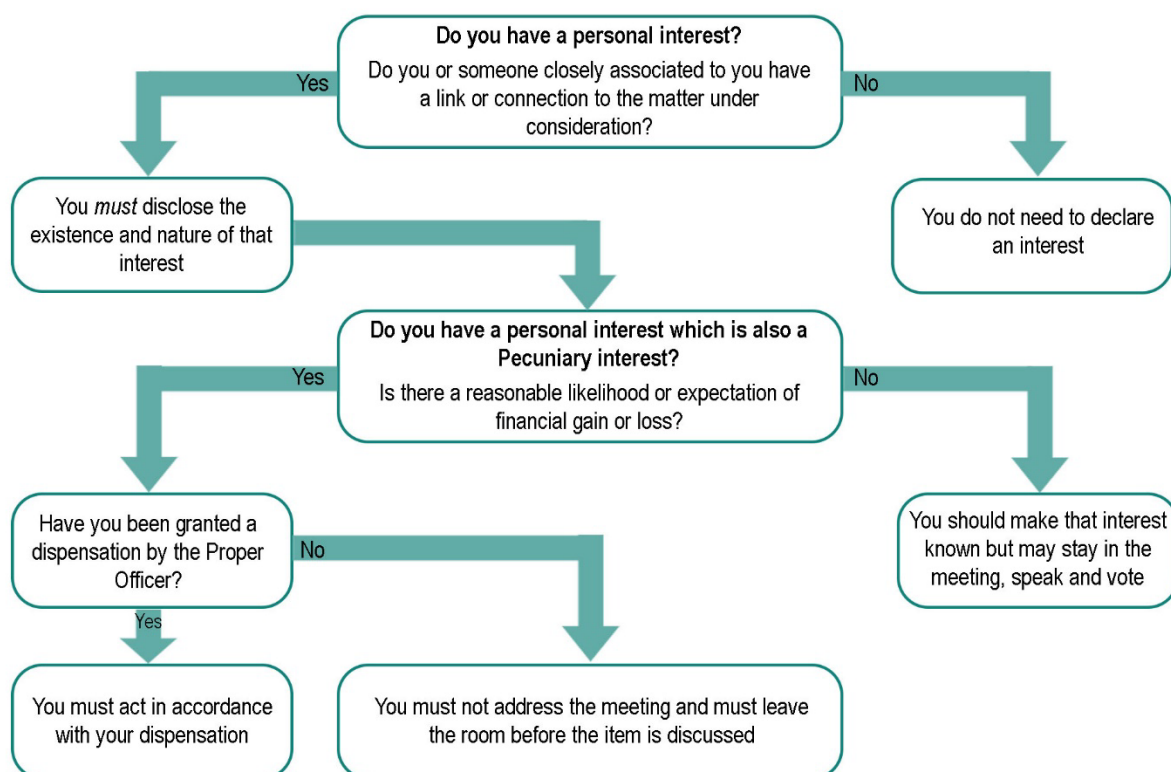
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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. (3 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 [16th March 2021](#)

4 Officer Reports

To receive reports pertaining to the Planning and Highways committee. (5 min)

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

4.1 Summary

4.1.1 Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported). Along with any other matters pertaining to this committee.

4.2 Actions from the last meeting held on [16th March 2021](#)

4.2.1 Submit Planning Application comments – *Completed*

4.2.2 Planning Appeal – Land South of A30. Officer report 0321PH6 was received and it was RESOLVED to delegate to the Business Manager to compile a strong objection using the previous objection submitted for this application, the letter written by Councillor Proctor and to reference Policies in the Dorset Local Council Plan, National Planning Policy and Shaftesbury's Neighbourhood Plan. The business manager will email out the compiled objection to members on the 17th March to validate before submitting as the response. – *Completed, full response can be viewed [here](#)*

4.2.3 Shaftesbury Spine Road -Officer report 0321PH7 was received and it was RESOLVED to recommend to Full Council to work with the statutory authorities and other agencies to find ways to manage the historic issues and work on a potential solution. – *No update at time of writing this paper, a verbal update may be given.*

4.3 Correspondence

4.3.1 To whom it may concern,

I would like to bring your attention to the condition of a property on Gold Hill.

The property in question was purchased at auction at least five years ago and since then the new owner has done nothing but make the property less weatherproof and make repairs that do not comply with listed buildings regulations.

I understand that the town council might not have responsibility in this area but it is Gold Hill, the most important street in Shaftesbury in terms of attracting tourists and surely there can be some pressure brought to bear on the County Council department who does hold such responsibility.

Please see the photographs attached so that you can appreciate the scale of the problem.



4.4 Recommendation

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

4.5 Reason for Recommendation

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

5 Mampitts Bus Gate Consultation

To consider a response to submit to Dorset Council for the Traffic Regulation Order for Mampitts Lane; TRO/2021/Shaftesbury (15 mins)

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

5.1 Summary

5.1.1 Dorset Council propose to make the following Order:

- Prohibit any vehicle (except local busses and pedal cycles) to enter or proceed on a section along Mampitts Road, Shaftesbury
- Prohibit any vehicle to turn left (except local busses and pedal cycles) from Pound Lane onto Mampitts Road, Shaftesbury.

5.1.2 Members are directed to the following [Link here for documents and full details](#)

5.2 Scheme of Delegation

5.2.1 The Committee is delegated to comment on routine transport issues and to comment on and make recommendations regarding all highways and parking issues within the town.(Planning and Highways Committee Terms of Reference)

5.3 Legal Implication

5.3.1 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)

<h3>5.4 Recommendation</h3>

<p>5.4.1 That the Committee provides a response to the consultation.</p>
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5.5 Reason for Recommendation

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

(End)

Report Author: Zoe Moxham, Officer Administrator

6 Planning Applications

To consider responses to planning applications to include but not be limited to; 9 Gower Rd, Bimport House, 11 Yeatmans Lane, New Lane Farmhouse and 7 Love Lane (30 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 the local context.

6.2 Planning Applications

6.2.1 [P/HOU/2021/00439](#)

Proposal: Erection of two-storey rear extension and side single story kitchen extension

Location: 9 Gower Road, Shaftesbury, Dorset, SP7 8RU

6.2.2 [P/FUL/2020/00453](#)

Proposal: Convert and extend existing outbuilding to form 1 No. dwelling. Create new vehicular access and 2 No. parking spaces.

Location: Bimport House, 15 Bimport, Shaftesbury, SP7 8AT

6.2.3 [P/HOU/2021/00200](#)

Proposal: Provide pitch roofs to flat roofed dormer windows

Location: 11 Yeatmans Close, Shaftesbury, Dorset, SP7 8LU

6.2.4 [P/LBC/2021/00337](#)

Proposal: Taking down & rebuilding of a gable end of a detached stone outbuilding following impact damage

Location: New Lane Farmhouse, Salisbury Road, Shaftesbury, Dorset, SP7 8BX

6.2.5 [P/FUL/2021/00249](#)

Proposal: Erection of 1no. dwelling with associated gardens, parking and turning, to include the widening and realigning of an existing vehicular access

Location: 7 Love Lane, Shaftesbury, Dorset, SP7 8BG

6.2.6 [P/FUL/2021/00255](#)

Proposal: Alterations & conversion of existing barn into 1no. self contained dwelling, with associated works to parking and garden

Location: 7 Love Lane, Shaftesbury, Dorset, SP7 8BG

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)

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)

6.5 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.

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

- 6.7.2 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: Zoe Moxham, Officer Administrator

7 20 mph Zone Extension

To consider formally requesting an extension of the High Street 20 mph Zone (10 mins)

[\(Shaftesbury Town Council Scheme of Delegation\)](#)

7.1 Summary

7.1.1 The following correspondence has been received. Please could the committee provide direction on any action they wish to take.

‘The recent traffic management in the Town Centre has worked well in respect of what it was set out to do, but during the process has highlighted areas of the town centre which are causing concern, The High Street has a 20mph speed limit, obviously not strictly adhered to, even by the police, but the signage does point out that extra care is needed due to the narrow pavements and volume of pedestrians.

Due to representations by concerned residents and pedestrians I am duty bound, and it is my pleasure so to do, to request that the 20 mph zone is extended to three further streets within the bounds of the centre.

Angel Lane;

Used by necessity for a large number of pedestrians of all ages, to access shops schools, and the post office.

A really narrow lane, basically suited only for access to property, but due to the nature of the town, is used by many vehicles, most having to proceed with care due to the volume of people and cars.

No pavements, which is not only a problem for pedestrians, but causes damage to property.

Wise people will instantly respond, “ but traffic can’t go fast up there anyway “ But coming from a 20mph zone into a clearly marked 30 zone gives the impression that “ it ‘s ok, I can relax now” especially to strangers and delivery drivers following satnav type instructions.

Mustons Lane;

Same as above , although the volume of traffic and pedestrian movement is less.

Bell Street;

As above, and with more through traffic, pavements, but narrow in places, and hidden junctions. Also a busy play school.

There may, as I understand, be people that say you can’t drive fast in those streets, but you can, and people do, especially swinging in from Salisbury Street into Angel Lane, and a 20mph zone would at least advise that caution in these areas is most definitely required.

As Dorset Council ward member for Shaftesbury, in response to approaches from residents, formally request that Shaftesbury Town Council

support this application, and consider that one of the formal consultation processes is complete, involvement of DC ward member.

Regards, Derek Beer'

7.2 Scheme of Delegation

- 7.2.1 The Committee is delegated to comment on routine transport issues and to comment on and make recommendations regarding all highways and parking issues within the town.(Planning and Highways Committee Terms of Reference)

7.3 Legal Implication

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

7.4 Recommendation

- 7.4.1 That the Committee decides whether to make a formal request to Dorset Council Highways for the extension of the 20 mph limit in Shaftesbury Town centre.

(End)

Report Author: Zoe Moxham, Officer Administrator

8 B3091 St James weight restriction – update

To receive an update for the for the 7.5 tonne weight restriction on the B3091 St James, (St Johns Hill). (5 mins)

[\(Shaftesbury Town Council Scheme of Delegation\)](#)

8.1 Summary

- 8.1.1 The formal request for the 7.5 tonne weight restriction on the B3091 St James has been processed. The next step is for Highways to carry out a couple of traffic surveys. One survey will be done on the Bimport section and one south of the junction where HGVs are currently directed to use for access to Shaftesbury. Map below gives approximate location of surveys. **(See Appendix A)**
- 8.1.2 If the surveys reveal a low level of HGV use then the weight restriction will not be taken further forward. Weight restrictions are only effective when installed on routes that are regularly used by HGVs. Whilst a weight restriction would make it an offence to drive a vehicle over 7.5t on the B3091 through Bimport it would not automatically result in HGVs never using the route ever again.
- 8.1.3 The initial proposal is that Highways carry out the surveys in June/July this year as this is hopefully when covid related restrictions are lifted and traffic flows will be back to what is perhaps consider 'normal'. Highways are open to bringing these surveys forward if it is felt necessary.

8.2 Scheme of Delegation

- 8.2.1 The Committee is delegated to comment on routine transport issues and to comment on and make recommendations regarding all highways and parking issues within the town.(Planning and Highways Committee Terms of Reference)

8.3 Legal Implication

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

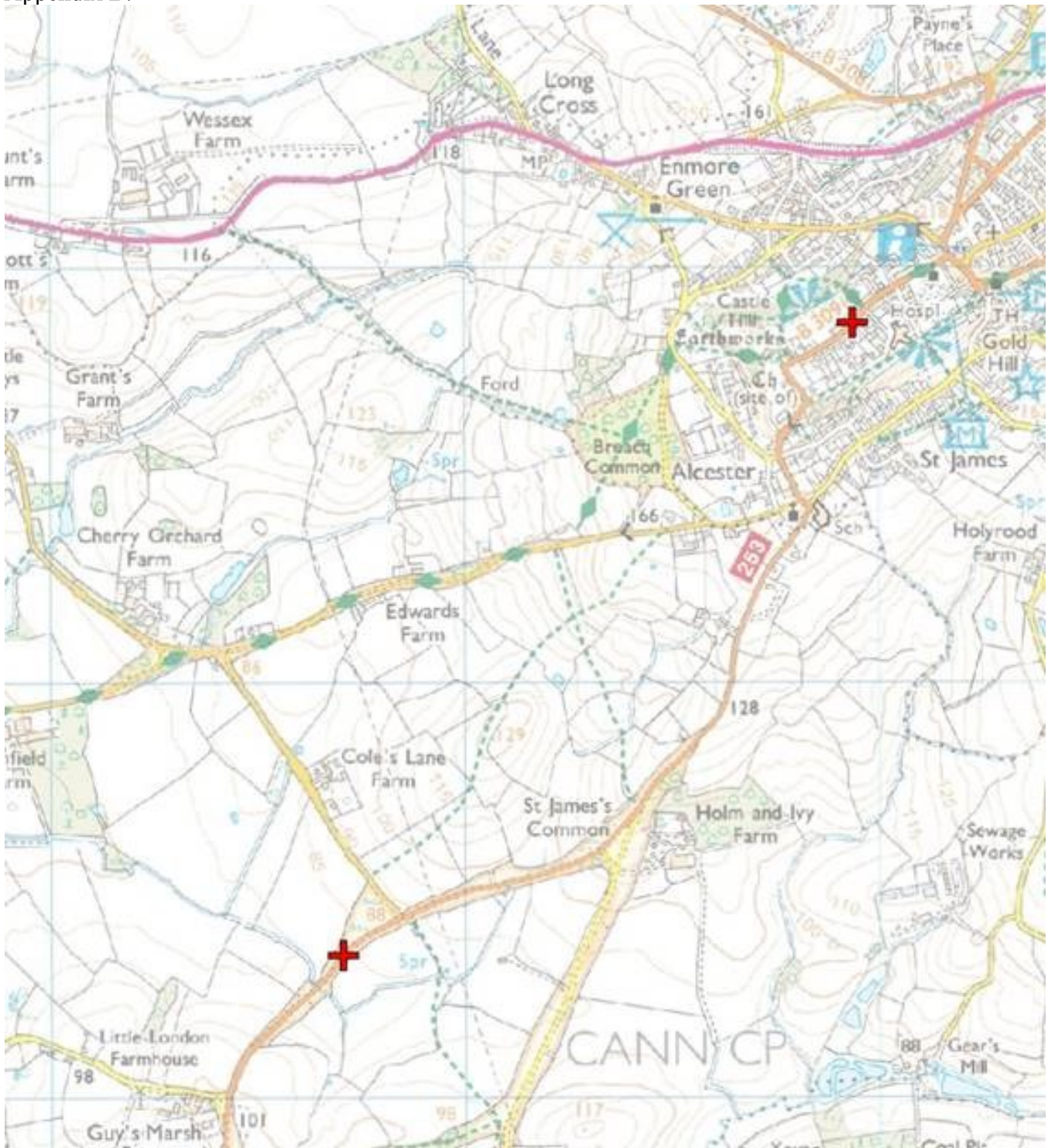
8.4 Recommendation

- 8.4.1 That the Committee receives and notes the report and makes any queries known to officers to pass on to Dorset Highways.

(End)

Report Author: Zoe Moxham, Office Administrator

Appendix B.



9 Planning and Highways Committee - Terms of Reference

To review the terms of reference in readiness for the Annual Meeting in May. (5 mins)

[\(Shaftesbury Town Council Scheme of Delegation\)](#)

9.1 Summary

- 9.1.1 Committee to review the terms of reference in readiness for the Annual Meeting in May
- 9.1.2 The existing Terms of Reference are shown below in Appendix B. The Terms of Reference for each of the Council's Committees, Sub Committees, Advisory Committees and Joint Committees (as appropriate) shall be appended to the Scheme of Delegation and reviewed annually in their entirety.

9.2 Scheme of Delegation

- 9.2.1 The Committee is delegated to comment on routine transport issues and to comment on and make recommendations regarding all highways and parking issues within the town.(Planning and Highways Committee Terms of Reference)

9.3 Legal Implication

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

<h3>9.4 Recommendation</h3>

- | |
|---|
| <ul style="list-style-type: none">9.4.1 That the Committee reviews its existing terms of reference and recommends amendments and subsequent adoption to Full Council. |
|---|

9.5 Reason for Recommendation

- 9.5.1 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: Zoe Moxham, Office Administrator

Appendix C.

7. PLANNING AND HIGHWAYS –

Matters delegated to the Planning and Highways Committee:

7.1. 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

7.2. 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 and provide input to s.106 agreements or the equivalent.
- iii. To comment on and make recommendations regarding all highways and parking issues within the town.
- iv. To comment on Licensing matters received from the local licensing authority
- v. Street naming when requested
- vi. To make recommendations regarding waiting restrictions within the Town
- vii. Consideration of the Shaftesbury and Gillingham Area Transport Action Group recommendations
- viii. Any other matter which may be delegated to it by the Full Council from time to time

10 Yellow Lines on St James Street

To consider requesting Dorset Council re-paints the double yellow lines on St James Street (5 mins)

[\(Shaftesbury Town Council Scheme of Delegation\)](#)

10.1 Summary

- 10.1.1 It has been brought to our attention by the grounds team that the double yellow lines outside the gate to St James Park have become very faded. This is causing an access issue to the park as people are now parking along that stretch of road. This access is also used as an 'emergency' access point for if accidents occur in the park and emergency vehicles are required.
- 10.1.2 Dorset Highways have confirmed there is a faded access protection bar across the entrance to the park. This is not something Dorset Council would routinely install or maintain. The town council can request to have this line refreshed at their own cost.
- 10.1.3 The cost to remark the access protection line using white thermoplastic screed including traffic management as and when the lining gang is working in the Shaftesbury area would be £ 122.00 only excluding vat.

10.2 Scheme of Delegation

- 10.2.1 The Committee is delegated to comment on routine transport issues and to comment on and make recommendations regarding all highways and parking issues within the town.(Planning and Highways Committee Terms of Reference)

10.3 Legal Implication

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

10.4 Recommendation

- 10.4.1 That the Committee resolves to allocate the required funds to cover the cost to remark the yellow lines and agrees a budget line.

10.5 Reason for Recommendation

- 10.5.1 To ensure safe access is maintained to St James Park.

(End)

Report Author: Zoe Moxham, Officer Administrator