



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council, Councillors Hollingshead (Chair), Chase (Vice Chair), Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Welch and Yeo.

You are invited to an **INFORMAL MEETING** of the Full Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday 25 May 2021** [online at Zoom.us](#). Meeting ID: 846 7758 0814

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO

19<sup>th</sup> May 2021

## Online Meeting Arrangements

The legislation introduced by the government, to allow for online meetings during the pandemic, ceased on 6th May 2021 and the facility to meet and make decisions using virtual meeting arrangements is no longer lawful. A Scheme of Delegation to the proper officer of the town council was therefore approved on 20th April 2021. (Local government Act, 1972 s.101), and – for full openness, transparency and democracy – Councillors will hold discussions in an online meeting to enable the Proper Officer to make informed decisions.

## 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](#))

## The 7 principles of public life

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

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

## Agenda

- |          |  |          |
|----------|--|----------|
| <b>1</b> | <b>APOLOGIES</b>   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence (1 min)<br>( <a href="#">Local Government Act, 1972 s.85</a> )   |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b>  | <b>3</b> |
|          | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)<br>( <a href="#">Shaftesbury Town Council Code of Conduct, 2019</a> ) |          |
| <b>3</b> | <b>MINUTES</b>   | <b>4</b> |

Report 0521FCSOD3 to a meeting of the Full Council  
**Tuesday 25 May 2021**

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To receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee. (1 min)

*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*

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|-----------|--|-----------|
| <b>4</b>  | <b>REPORTS</b>   | <b>5</b>  |
|           | To receive and note reports pertaining to the remit of this committee. (5 mins)                                |           |
|           | <i>(Shaftesbury Town Council Scheme of Delegation, 2020)</i>   |           |
| <b>5</b>  | <b>MEMBER ALLOWANCES AND EXPENSES AND ATTENDANCE</b>   | <b>6</b>  |
|           | To receive report on Members' allowances, expenses and attendance for 2020/21 (2 mins)                         |           |
| <b>6</b>  | <b>PAYMENTS</b>  | <b>8</b>  |
|           | To review payments for authorisation to be received and noted. (5 mins)  |           |
|           | <i>(Local Government Act, 1972 s.150) (Shaftesbury Town Council Scheme of Delegation, 2021)</i>                |           |
| <b>7</b>  | <b>ANNUAL SUBSCRIPTIONS</b>  | <b>10</b> |
|           | To note the Annual Subscriptions for the municipal year 2021/22(3 mins)  |           |
| <b>8</b>  | <b>TOWN CRIER</b>  | <b>11</b> |
|           | To consider retaining the Town Crier services for 2021/22 (5 mins)   |           |
| <b>9</b>  | <b>BANK SIGNATORIES</b>  | <b>12</b> |
|           | To consider the bank signatories for 2021/22 (3 mins)  |           |
| <b>10</b> | <b>MEMBERS MOTION - PEDESTRIANISATION</b>  | <b>13</b> |
|           | To discuss motion for pedestrianisation of the High Street (5 mins)  |           |
| <b>11</b> | <b>PLANNING APPLICATIONS</b>   | <b>18</b> |
|           | To consider responses to planning applications to include but not be limited to; 14 Springfield Close (15 min) |           |

(End)

Anticipated meeting end time 9:15pm

**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.

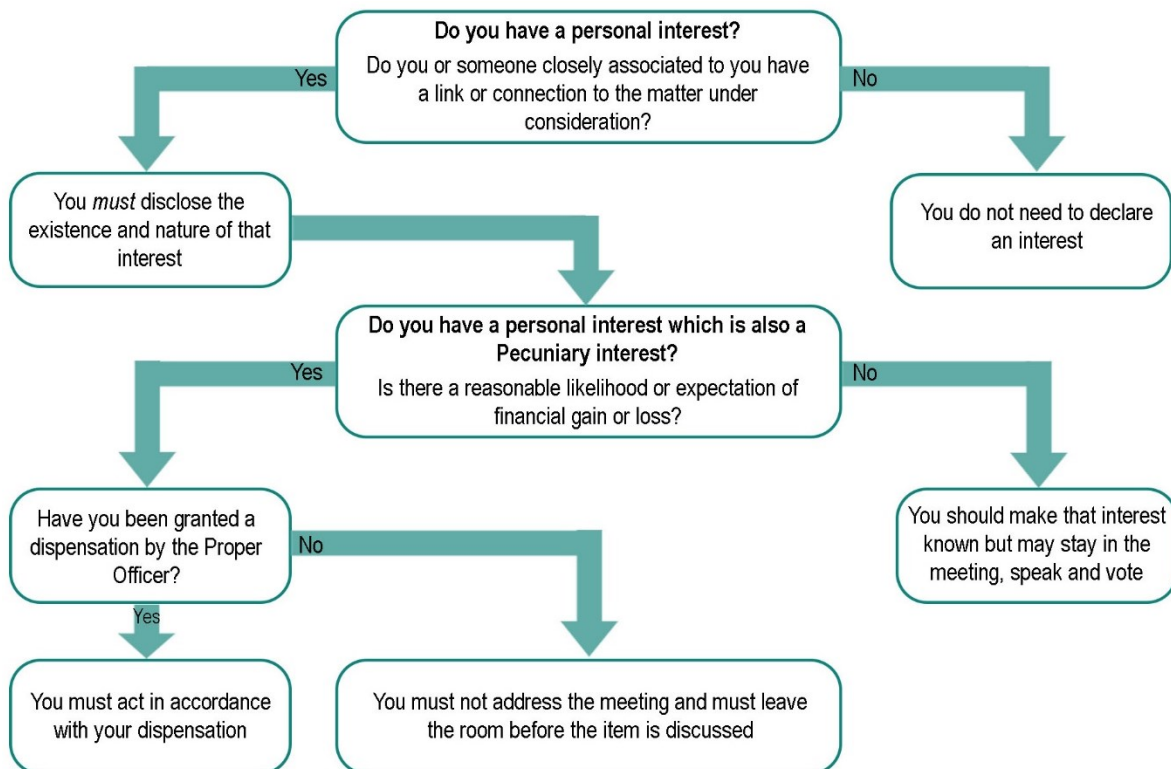
**2 Declarations of Interest**

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 receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee. (1 min)  
[\(Local Government Act, 1972 Sch 12\) \(Shaftesbury Town Council Scheme of Delegation, 2021\)](#)

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**3.1      **Background****

- 3.1.1      When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2      Shaftesbury Town Council resolved that all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.
- 3.1.3      The draft minutes cannot be resolved under the scheme of delegation.
- 3.1.4      If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.5      If inaccuracies are found in the minutes dates 20/4/2021 and 4/05/2021, then the committee must resolve the amendments at the next formally convened meeting of the committee.
- 3.2      **Minutes to be received and noted – formal adoption of these minutes to be resolved at the first formally convened meeting of the Council.**
- 3.2.1      [20<sup>th</sup> April 2021](#)
- 3.2.2      [4<sup>th</sup> May 2021](#)

**4 Reports**

To receive and note reports pertaining to the remit of this committee. (5 mins)  
([Shaftesbury Town Council Scheme of Delegation, 2020](#))

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**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 Updates to receive and note**

4.2.1 Councillor Training –Dorset Council has requested to Shaftesbury Town Council that councillors Tippins and Yeo attend Code of Conduct training of an approved standard within 4 months. This period ends on 26 June and Dorset Association of Parish and Town Councils is in the process of arranging Code of Conduct training that will be available to all councillors of all town and parish councils on the new model code of conduct introduced earlier in the year. As soon as dates are available for this training, all members will be invited to attend.

4.2.2 Protocol for planning obligations, funding allocation community schemes. Update from Dorset Council. Public reports pack available ([Public Pack](#))[Agenda Document for Cabinet, 18/05/2021 10:00 \(dorsetcouncil.gov.uk\)](#)

4.2.3 Business engagement feedback phase 4 and shopper survey – Verbal update

4.2.4 The following items are usually discussed at this this time of year and will be addressed at the next formally convened meeting of the Full Council.

- Standing Committees
- Councillor Roles
- Asset Register and Inspection of Deeds
- Standing Orders and Financial Regulations

**4.3 Recommendation**

4.3.1 That the Council receives and notes the reports.

**4.4 Reason for Recommendation**

4.4.1 To ensure members are kept aware of progress on matters relating to this committee and make decisions as appropriate.

(End)

Report Author: Zoe Moxham, Office Administrator

**5 Member Allowances and Expenses and Attendance**

To receive report on Members' allowances, expenses and attendance for 2020/21 (2 mins)

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**5.1 Summary**

5.1.1 Members allowances, expenses and attendance is appended to this report.

5.1.2 Provided that expenses have been necessarily incurred or losses suffered, payments may be made for approved duties, and official and courtesy visits in the following cases;

- Travelling expenses outside the community
- Attendance allowance to councillors for performing any approved duty.
- Expenses incurred by councillors acting in the capacity of Mayor are allocated to the civic budget
- Members attendance relates to formally convened council meetings and meetings of its committees. Informal meetings, workshops and training are not shown.

**5.2 Financial Implication**

5.2.1 There are no financial implications arising from this report as it is a status report of the prior year.

**5.3 Legal Implication**

If a member fails throughout six consecutive months to attend any meetings of the council or of its committees or sub-committees of which he is a member, he ceases automatically to be a member of the council unless either he has a statutory excuse (broadly speaking, military service during war or an emergency) or his failure is due to a reason approved by the council before the end of the period or he attended as a representative of the council at a meeting of any body of persons. The period begins with the last meeting attended. (Local Government Act, 1972 s85)

**5.4 Recommendation**

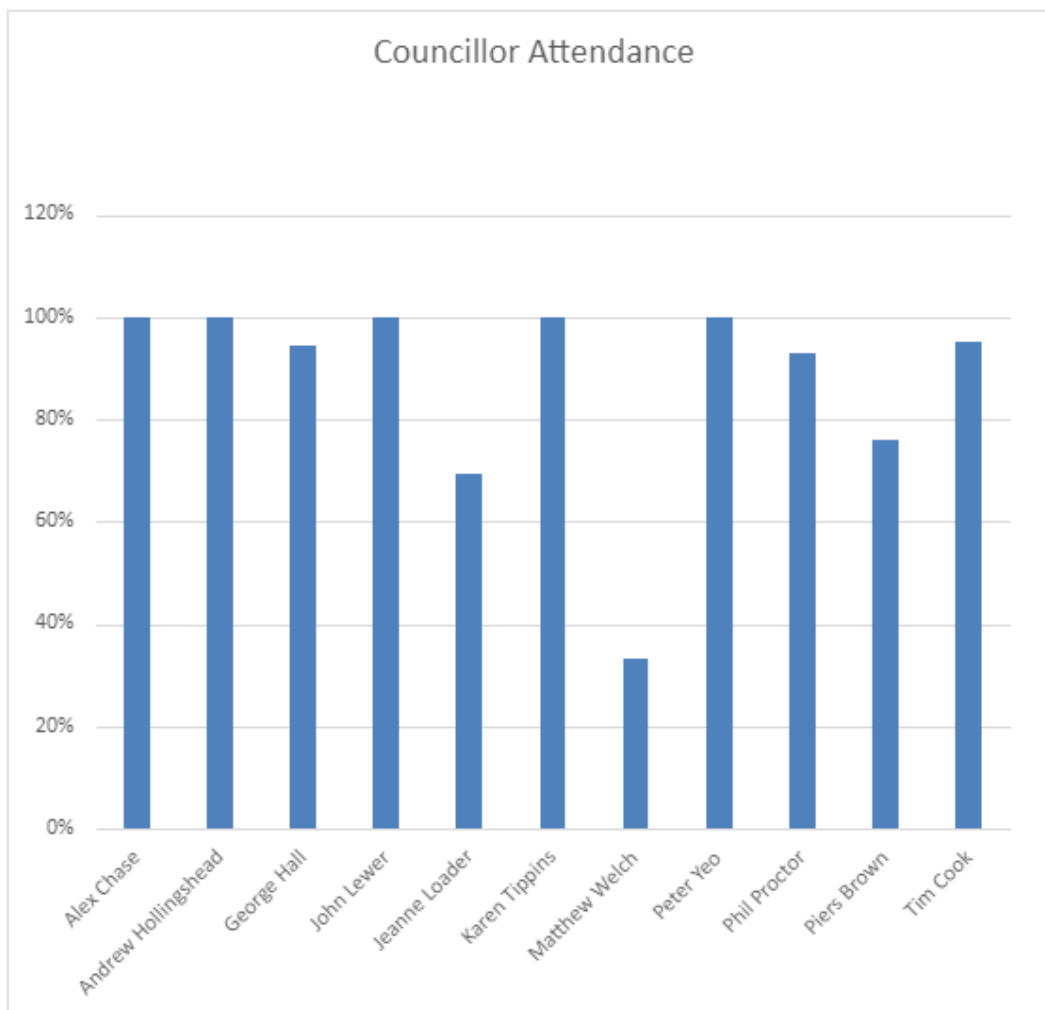
5.4.1 That the report is received and noted

Report 0521FCSOD12 to a meeting of the Full Council  
**Tuesday 25 May 2021**

Appendix A.

Figures for the table below are being verified and will be reported to the meeting.

Councillor	Allowance	Travel/Subsistance	Civic Expenses	Total
Alex Chase				
Philip Proctor				
John Lewer				
Piers Brown				
Andrew Hollingshead				
Tim Cook				
Peter Yeo				
Karen Tippins				
Jeanne Loader				
<b>Total</b>				



## **6            Payments**

To review payments for authorisation to be received and noted. (5 mins)  
[\(Local Government Act, 1972 s.150\)](#) ([Shaftesbury Town Council Scheme of Delegation, 2021](#))

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### **6.1            Summary**

6.1.1        Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council must likewise ensure that its financial, operational and risk management is effective. (Clayden, 2019), (Accounts and Audit Regulations, 2015)

6.1.2        A list of payments is provided for review and authorisation

### **6.2            Scheme of Delegation**

6.2.1        The Town Clerk is the Responsible Finance Officer to the Council and is responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

6.2.2        The Town Clerk is delegated to authorise routine expenditure within the agreed budget

### **6.3            Financial Implications**

6.3.1        The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. (Shaftesbury Town Council Financial Regulations, 2020)

### **6.4            Legal Implications**

6.4.1        Every parish council shall keep such accounts as may be prescribed of the receipts and payments of the council. (Local Government Act, 1972 s.150)

6.4.2        Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)

### **6.5            Recommendation**

6.5.1        That Members review the payments from the Town Council's current account, noting the resulting bank balance and indicates approval for the Town Clerk in line with the scheme of delegation and Full Council resolution dated 20/4/2021. This decision will be reported to the next formally convened (in person) meeting of the Council for noting.

### **6.6            Reason for Recommendation**

6.6.1        Members should be satisfied with the payments being drawn on the Council's account and that there are sufficient funds to meet those commitments.



Report 0521FCSOD12 to a meeting of the Full Council  
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**Standing Order and Direct Debit Payments made between 01/04/2021 and 18/05/2021.**

Invoices for Approval by Full Council 25 <sup>th</sup> May 2021								
Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount due
<b>Angel Springs Ltd [ANGEL]</b>								
30/04/2021	6214954		Water Cooler		30/04/2021	12.36	12.36	
<b>Aqua cleaning Services [AQUA]</b>								
01/04/2021	CL5645		Town Hall Clean		01/05/2021	48.00	48.00	
01/04/2021	CL5465		Town Hall Clean		01/05/2021	96.00	96.00	
10/05/2021	CL5741		Cleaning		30/05/2021	48.00	48.00	
17/05/2021	CL5762		Town Hall Clean		17/05/2021	48.00	48.00	
<b>Aquacare</b>								
16/04/2021	303259		Water Testing		16/04/2021	115.20	115.20	
<b>Ryan Baker [BAKER]</b>								
30/04/2021	FACEBOOKADS#		Face book advertising		30/04/2021	183.30	183.30	
<b>Bourne-Romsey Fire Protection [BOURNE]</b>								
10/05/2021	4219394		Fire Extinguisher Servicing		10/05/2021	573.90	573.90	
<b>DAPTC</b>								
06/05/2021	0021		Planning Training Cllr Welch		06/05/2021	60.00	60.00	
<b>Dorset Council [DCC]</b>								
14/05/2021	1081102451		Dog Signs		14/05/2021	95.50	95.50	
<b>Dorset Hire Services [DHS]</b>								
01/04/2021	19843		Rotovator		01/04/2021	63.00	63.00	
<b>Essential Pool [ESSENTIAL]</b>								
<b>BACS No:</b>	<b>ESSENTIAL</b>				<b>Total of Invoices Due (ESSENTIAL)</b>	<b>728.00</b>	<b>728.00</b>	
<b>Richard Moore Contractors [MOORE]</b>								
17/05/2021	008245		Valuation No 2 A30 Allotments		17/05/2021	23,160.00	23,160.00	
<b>The Parkinson Partnership LLP [PARKINSON]</b>								
29/04/2021	657		VAT advice re 3G Pitch		29/04/2021	700.00	700.00	
<b>PKF Littlejohn [PKF]</b>								
24/09/2019	SB20193297		External Audit 2018/19		24/09/2019	1,920.00	1,920.00	
24/09/2019	SB201802792		External Audit 2017/18		24/09/2019	1,560.00	1,560.00	
<b>Surrey Hills Solicitors [SURREY]</b>								
21/04/2021	5032		General Legal Advice		21/04/2021	630.00	630.00	
<b>Travis Perkins [TRAVPERK]</b>								
28/04/2021	9054AQS887		Bolts		28/04/2021	6.60	6.60	
28/04/2021	9054AQS925		Varnish, brushes, woodstain		28/04/2021	78.03	78.03	
28/04/2021	9054AQT013		Bolts, timber		28/04/2021	17.50	17.50	
Total of Invoices Due (Purchase Ledger)						<b>30,143.39</b>	<b>30,143.39</b>	
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>30,143.39</b>	<b>30,143.39</b>	

**7      Annual Subscriptions**

To note the Annual Subscriptions for the municipal year 2021/22(3 mins)

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**7.1      Summary**

7.1.1      The current list of annual subscriptions is detailed below in 'Financial Implications' and shows last year's figures. .

7.1.2      Approving the annual subscriptions provides transparency on the expenditure of this budget line, all items fall within the Clerk's delegated authority to spend.

7.1.3      The associations provide valuable sector specific information and updates to the Council. The membership of the DPATC includes 'direct access' to the National Association of Local Councils which includes free sector specific legal advice.

**7.2      Financial Implication**

Expected expenditure for 2021/22;

Dorset Association of Parish and Town Councils (DAPTC) £1,098

Society of Local Council Clerks (SLCC) £366

National Association of Allotments £70

Dorset Community Association- £0

Total £1608

**7.3      Legal Implication**

7.3.1      There are no legal implications arising from this report

**7.4      Recommendation**

7.4.1      That the subscriptions are agreed.

7.4.2      To consider adding this to the Clerk's scheme of delegation

(End)

**8      Town Crier**

To consider retaining the Town Crier services for 2021/22 (5 mins)

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**8.1      Summary**

8.1.1      The Town Council has a budget of £3,000 for Civic / Ceremonial from which the Town Crier is retained at an annual fee of £300.

8.1.2      The current Crier has been with the Town Council for 17 years and is an integral part of the annual town events.

8.1.3      The Town Crier traditionally attends the civic events with the Mayor, in addition, the Town Crier attends other civic events as requested by the Mayor and Deputy Mayor. Members may also wish to consider using the Town Crier for welcoming occasions when select groups visit the town.

**8.2      Financial Implication**

8.2.1      The fee has remained unchanged at £300 since at least 2006. The Council is at liberty to recommend an amendment to the fee.

**8.3      Legal Implication**

8.3.1      A local authority has the power to encourage visitors and provide conference and other facilities including entertainments. (Local Government Act, 1972 s.144, 145)

**8.4      Recommendation**

8.4.1      That the Council retains the services of Town Crier for 2021/22

8.4.2      To consider adding this to the Clerk's scheme of delegation

**9      Bank Signatories**

To consider the bank signatories for 2021/22 (3 mins)

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**9.1      Summary**

- 9.1.1      In addition to the Clerk, the signatories for 2020/21 were Councillors John Lewer, Andy Hollingshead, Piers Brown and Philip Proctor
- 9.1.2      The Council is required to appoint at least three signatories for the coming municipal year. The signatories will be responsible for signing cheques and online payment authorisation.
- 9.1.3      The Council's financial regulations require a cheque signatory to sign the bank reconciliation quarterly, in addition the Internal Auditor recommends that each member in rotation agree the bank reconciliation each month. A rota has been provided below.

**9.2      Financial Implication**

- 9.2.1      There are no financial implications arising from this report

**9.3      Legal Implication**

- 9.3.1      On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 9.3.2      The council shall seek credit references in respect of members or employees who act as signatories. (Shaftesbury Town Council, 2021)

**9.4      Risk**

- 9.4.1      If finances are not being managed properly, the council is at risk of financial loss

**9.5      Recommendation**

- 9.5.1      That the bank signatories and reconciliation rota are considered and recommended to Full Council for the remainder of the election term. This decision will be reported to the next formally convened (in person) meeting of the Council for ratifying.

**10      Members Motion - Pedestrianisation**

To discuss motion for pedestrianisation of the High Street (5 mins)

To be referred to Committee (if yes, specify which committee)	Full Council
Title of Motion	Permanent Pedestrianisation of the High Street
Proposed by	Councillor Piers Brown
Seconded by	Councillor Alex Chase
Supported by (in accordance with Standing Order 26b)	Councillor Matthew Welch
Proposed Resolution	<ol style="list-style-type: none"> <li>1. Shaftesbury Town Council supports the permanent pedestrianisation of the High Street.</li> <li>2. Shaftesbury Town Council allocate a budget of £10,000 from the General Reserve to fund the traffic regulation order and other costs related to the high street if Dorset council is not willing to fund the traffic regulation order or other related costs themselves.</li> <li>3. Shaftesbury Town Council suggestion to Dorset Council that the traffic regulation order includes the following: <ol style="list-style-type: none"> <li>a. 10am to 4pm</li> <li>b. 7 days a week</li> <li>c. Exception for deliveries</li> <li>d. The 6 temporary disabled parking bays are retained</li> </ol> </li> <li>4. Shaftesbury Town Council asks Dorset Council to work in partnership on this project along with all the 3rd parties that currently make up the membership of the temporary pedestrianisation partnership group.</li> <li>5. At the appropriate time Shaftesbury Town Council works with and supports Dorset Council applications for grants that you could be used to meet the costs of signage and carriageway adjustments if required.</li> </ol>

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	<p>6. Shaftesbury Town Council delegates the management of this project in partnership with Dorset Council to the Town Clerk in consultation with the lead member for Economic Development, Piers Brown with updates to P&amp;H at appropriate points</p>
<p>Background (provided by the proposer)</p>	<p>High streets are changing. By spend retail shopping is one of the most popular leisure pursuits in the country. Over the last 10 years out-of-town shopping centres who do not offer a customer experience but solely a retail one are going out of business. The consumer is looking for a day out not a day of just shopping. To ensure that Shaftesbury High Street meets the demands of the consumer it needs to adapt, otherwise we will fall behind.</p> <p>On June 15th 2020 Shaftesbury High Street was temporarily pedestrianised in response to COVID-19, to ensure public safety by allowing for social distancing. During the temporary pedestrianisation we have witnessed a positive change in shopping culture within the High Street as well as the development of a café culture. +80% of businesses reported across three separate surveys that sales were meeting or exceeding their expectations despite the global pandemic. Over 80% of businesses told us they would fully support a separate project to explore ways to permanently pedestrianise the High Street. 0 businesses have reported issues receiving deliveries during the temporary pedestrianisation. 86% of Shoppers have reported that they feel confident or very confident to shop since the introduction of the temporary pedestrian priority measures.</p> <p>The reasons of for the recommendations are outlined below:</p> <p>1 - Outlined above</p> <p>2 - Dorset Council rightly prioritises TROs on safety grounds. There is a possibility that our request will not be considered in the next year or even at all as the highest need applications will be prioritised every year with some never making the required level to even be considered. It is possible in some cases for Parish Councils to fund the cost of the TRO being part outsourced with Dorset Council blessing.</p>

3A - 10am to 4pm represents the busiest trading hours but will still allow for people with mobility issues to have easy access the stores at the beginning and end of the day.

3B - Most people have two days off a week. To support businesses who wish to take advantage of Sunday trading opportunities the pedestrianisation should be 7 days a week.

3C - Due to the majority of shops in the High Street not having rear shop entrances and being independent and thus not having influence over their delivery schedules it is imperative that deliveries are allowed at any time to support those businesses with availability of stock to maximise sales.

3D - during the temporary pedestrianisation the usage of the 6 new temporary disabled parking bays were monitored to ensure there was adequate provision at the three entry points of the pedestrianised zone and were seen to be more than efficient with very few times requiring anyone to have to seek a parking at a different entry point.

4 & 6 - To retain the expertise that the temporary pedestrianisation partnership group have developed over the last year and apply this model of partnership working to this project.

5 - Outlined below

This project will have stakeholders:

- \* The current consumers
- \* The consumers who do not currently use the High Street
- \* All businesses in the area
- \* The Chamber of Commerce
- \* The residents who live in or adjacent to the High Street
- \* Primary - Bus companies
- \* Taxi companies
- \* Blue badge holders
- \* Primary - Waste Team

- \* Primary - Blue light services
- \* Primary - STC
- \* Primary - DC Cllr
- \* Secondary - Utility Companies
- \* Secondary - Haulage Companies

All of which will need to be fully consulted as part of the TRO, more info on the Dorset Council website. Primary = DC will do a pre-consultation. Secondary = will be specifically invited as part of the public consultation. It will be prudent at this time for the Town Council to try and encourage the engagement of the non-primary and secondary stakeholders as part of the public consultation.

TROs can take as little as 3 months from application to implementation. If there are several objections this can extend the process up to a year. The largest risk to the project is going to be around the cost of physical changes to the carriageway and signage to ensure people are aware they are entering a pedestrianised area. A TRO can be complete but will not come into force until all the signage and carriageway adjustments are complete. This would normally fall to Dorset Council to cover the cost, but they currently will only cover this if it's related to TROs on safety grounds. We are therefore likely to need to find grant funding from Central Government for this part of the project when the time comes.

Many people have been asking for pedestrianisation to become permanent since its introduction in June 2020, we had an opportunity to see the effects of pedestrianisation on trade during all seasons of the year. During the temporary pedestrianisation feedback was regularly sought from all the businesses on a one-to-one & face-to-face basis. This took place throughout the summer and autumn. Sadly, due to Lockdown 3 we have been unable to gain that feedback during the winter months as the shops have been closed.

All Town and Dorset Councillors will have been offered briefings on this motion and have their questions answered prior to this evening. All Town and Dorset Councillors will be asked to submit any question in advance so they can be



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	answered to allow for a constructive debate on the merits of the project.
Background (provided by the Proper Officer)	Highways is a matter for the principal authority but the Town Council, as the most local level of local government, involvement in community engagement is key. In carrying out engagement it is important to gather quantitative and qualitative data, consider research ethics and draw on all aspects of the community noticing those who may otherwise be quiet on the topic to ensure that they are not overlooked.
Financial Implication (anticipated by the proposer)	Up to £10,000 + staff time
Legal Implication	Dorset Council would lead the project to completion and Shaftesbury Town Council would be working as a partner if they are receptive. Therefore, all legal liability will fall to Dorset Council as the highways authority.
Signatures	The proposer and supporting members have provided confirmation to the clerk of their support to this motion.

## 11 Planning Applications

To consider responses to planning applications to include but not be limited to; 14 Springfield Close  
(15 min)

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

### 11.1 **Summary**

11.1.1 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.

### 11.2 **Planning Applications**

#### 11.2.1 [P/HOU/2021/00550](#)

Proposal: Erection of single storey rear extension

Location: 14 Springfield Close, Shaftesbury, Dorset, SP7 8RH

### 11.3 **Scheme of Delegation**

11.3.1 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.

### 11.4 **Legal Implication**

11.4.1 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)

### 11.5 **Recommendation**

11.5.1 That the Council provides its recommended response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection. The responses to be managed under the Scheme of Delegation as per the Full Council resolution dated 20/4/2021.

### 11.6 **Reason for Recommendation**

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

### 11.7 **Additional Information**

11.7.1 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

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