



# 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 invited to an **INFORMAL MEETING** of the Planning and Highways Committee for the  
transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday 01  
June 2021 [online at Zoom.us](https://www.zoom.us)**. M  
meeting ID: 837 1775 8950

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO  
26<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)
	<i>(Local Government Act, 1972 s.85)</i>	
<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)
	<i>(Shaftesbury Town Council Code of Conduct, 2019)</i>	
<b>3</b>	<b>MINUTES</b> .....	<b>5</b>

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)*

**4 OFFICER REPORTS ..... 6**

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

*(Local Government Act, 1972 Sch 12)*

**5 PLANNING APPLICATIONS ..... 8**

To consider responses to planning applications to include but not be limited to Land At E 387256 N 123908 Wincombe Lane and Land At E 386668 N 124209 Littledown; (30 min)

*(Town and Country Planning Act, 1990 sch.1 para.8)*

**6 GROSVENOR ROAD SHAFTESBURY ..... 11**

To consider concerns regarding Grosvenor Road and decide any actions to resolve safety concerns..... (10 mins)

*(Shaftesbury Town Council Scheme of Delegation)*

(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](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)

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

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### **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)

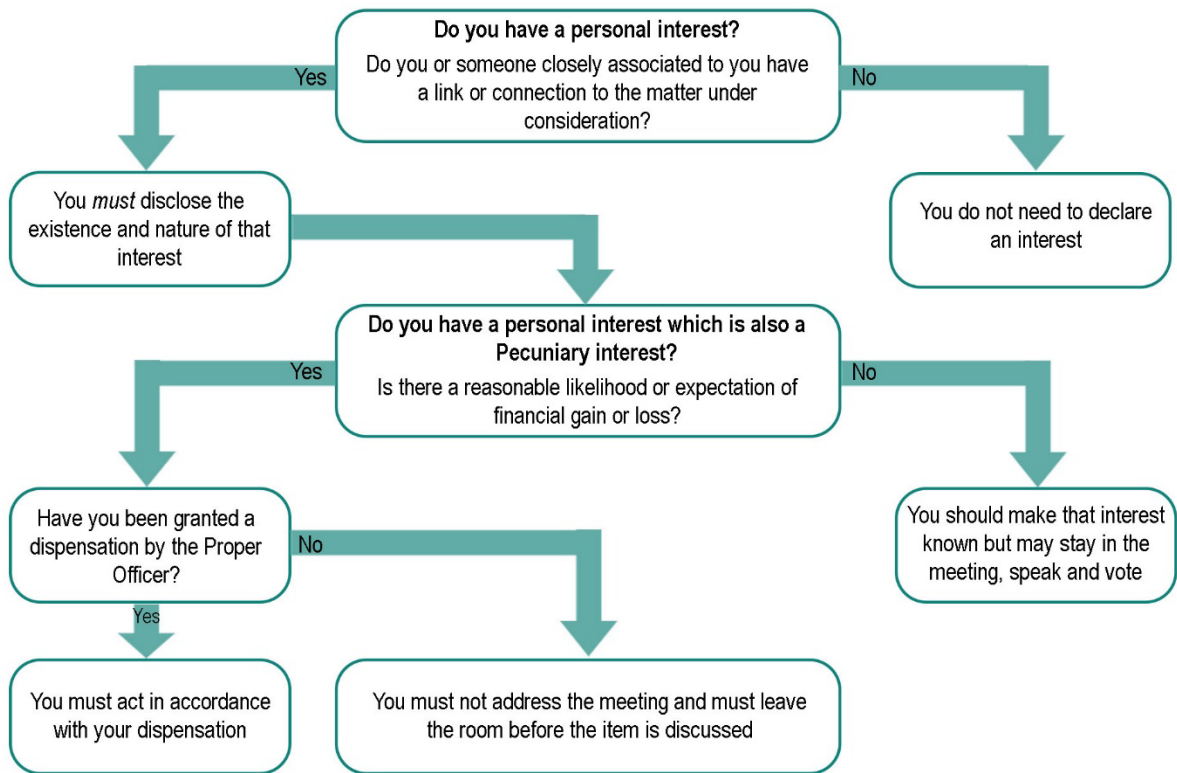
[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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### **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 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 on 10<sup>th</sup> July 2021**

- 3.2.1 [27<sup>th</sup> April 2021](#)

## **4      Officer Reports**

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

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

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### **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 [27<sup>th</sup> April 2021](#)**

4.2.1 Submit Planning Application comments – *Completed*

4.2.2 Mampitts Bus Gate Consultation – it was RESOLVED to strongly object, implementation to be postponed on the gate until such time as the spine road is completed to Wincombe Lane and a future bypass. Reasons of safety and environment. – *Submitted*

4.2.3 Yellow Lines – *A request to repaint the faded yellow lines outside St James Park has been submitted to Highways and we are awaiting a timeframe.*

### **4.3      Actions from the meeting held on [16<sup>th</sup> March 2021](#)**

4.3.1 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.*

### **4.4      Other updates to note**

4.4.1 Shaftesbury Neighbourhood Plan - Shaftesbury residents voted in favour of the Neighbourhood Plan - YES votes: 1556; NO votes: 216. The turnout was 26.9%.

As a result, the plan will now proceed to Dorset Council Cabinet on 22 June 2021 where a decision will be made on formally making the Shaftesbury Neighbourhood Plan as part of the development plan for the area covered by Shaftesbury Town Council (the Shaftesbury neighbourhood area). For more information on the referendum result please click on this link:

<https://www.dorsetcouncil.gov.uk/.../shaftesbury...>

#### **4.5 Recommendation**

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

#### **4.6 Reason for Recommendation**

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

(End)

Report Author: Zoe Moxham, Officer Administrator

## **5 Planning Applications**

To consider responses to planning applications to include but not be limited to Land At E 387256 N 123908 Wincombe Lane and Land At E 386668 N 124209 Littledown (30 min)

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

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### **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 [P/FUL/2021/01429](#)**

**Proposal:** Erect 162 No. dwellings, form vehicular access, parking, landscaping, open space and carry out ancillary works.

**Location:** Land At E 387256 N 123908 Wincombe Lane, Shaftesbury, Dorset

#### **5.2.2 [P/FUL/2021/00026](#)**

**Proposal:** Erect 34 No. dwellings with garages, parking, landscaping and amenity space (alternative layout & design of 32 No. dwellings previously approved, plus 2 No. additional dwellings)

**Location:** Land At E 386668 N 124209 Littledown, Shaftesbury, Dorset

#### **5.2.3 [P/PAOD/2021/01646](#)**

**Proposal:** Change of use from Office (Class B1(a)) to 1 No. dwelling (Class C3)

**Location:** First Floor, 34 High Street, Shaftesbury, Dorset, SP7 8JG

### **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)

### **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)

## **5.5 Recommendation**

5.5.1 That the committee 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.

## **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

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: Zoe Moxham, Officer Administrator

## **6      Grosvenor Road Shaftesbury**

To consider concerns regarding Grosvenor Road and decide any actions to resolve safety concerns. (10 mins)

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

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### **6.1    Summary**

- 6.1.1 Concerns regarding the speed and lack of pedestrian crossings on the Grosvenor Road have been frequently expressed and a request for Shaftesbury Town council to pursue a solution with the relevant authorities for this stretch of road. A Community Highways request was submitted to Highways in September 2020, this can be [viewed here](#). As a result, a traffic study was undertaken on 08/10/2020. The location did not meet the criteria for a controlled crossing.
- 6.1.2 Following more concerns expressed from residents the Planning and Highways meeting held on the 16th March 2021 RESOLVED to discuss the concerns once more as a committee. Please find attached a document we have been sent called "[A350 \(Grosvenor Road\) Speed Limit](#)" from a resident in Shaftesbury.
- 6.1.3 Advice has been sought from Dorset Highways on any other options and we have received the following;

‘Following further investigation into the area and based on the survey results, there is no scope for hard traffic calming measures e.g. build outs or central islands in order to achieve any positive safety improvements for all highway users. The data indicates that there are sufficient intervals within vehicle movements to provide an opportunity for those wishing to cross, to do so safely. In order to get any measures in place there needs to be the evidence to back up any decision on implementation. In this instance the evidence indicates currently there is no need for any highway improvement works to aid crossing at this location.

It might pay to revisit this once the development is complete, as this may increase pedestrian movements. In the meantime this section of road is programmed for resurfacing shortly, which will refresh all of the existing road markings and hopefully increase driver awareness when travelling along this section.’

### **6.2    Scheme of Delegation**

- 6.2.1 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)

### **6.3 Legal Implication**

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

### **6.4 Recommendation**

6.4.1 That the committee receives the report and identifies any further actions arising.

The responses to be managed under the Scheme of Delegation as per the Full Council resolution dated 20/4/2021

(End)

Report Author: Zoe Moxham, Officer Administrator