



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY
Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
e-mail:enquiries@shaftesbury-tc.gov.uk
Website:www.shaftesbury-tc.gov.uk
VAT Reg No 241 1307 58

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 06
July 2021 [online at Zoom.us](https://www.zoom.us)**. meeting ID: 830 4469 6480

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO
30th June 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

- | | | |
|----------|--|----------|
| 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 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 5

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

(Local Government Act, 1972 Sch 12)

5 PLANNING APPLICATIONS 6

To consider responses to planning applications to include but not be limited to Folde Dorset Ltd 21 High Street, Captains Foyle Hill, 4 Haimes Lane, Stables Yeatmans Close, Trecarn Christys Lane and Land At E 387470 N 122346, Higher Blandford Road .(30 min)

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

6 PROPOSED PARKING CHARGING STRATEGY 9

To consider a response to Dorset Council's proposed parking Strategy(20 mins)

(Shaftesbury Town Council Scheme of Delegation)

7 APPLICATION FOR SCHEDULED MONUMENT CONSENT – ABBEY LODGE 10

To consider responses to the application for Scheduled Monument Consent for alterations to Abbey Lodge. (5 mins)

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

8 TRAFFIC POSTERS – ABBEY SCHOOL ST JAMES 12

To consider a request to create and install signage for Abbey primary School to encourage drivers to watch their speed. (5 mins)

(Shaftesbury Town Council Scheme of Delegation)

9 TIME TRAVELLER APP - SIGNAGE 14

To consider a request to install a banner to promote the Time Traveller app created by the Cranborne Chase AONB. (10 mins)

(Shaftesbury Town Council Scheme of Delegation)

(End)

Anticipated meeting end time 8:30pm

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

Shaftesbury Town Council Scheme of Delegation, 2020. [Online].

Shaftesbury Town Council Scheme of Delegation, 2021. *Scheme of Delegation*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/Scheme-of-Delegation-2021-01-12.pdf>

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

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>

Administration for a meeting of the Planning and Highways Committee

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.

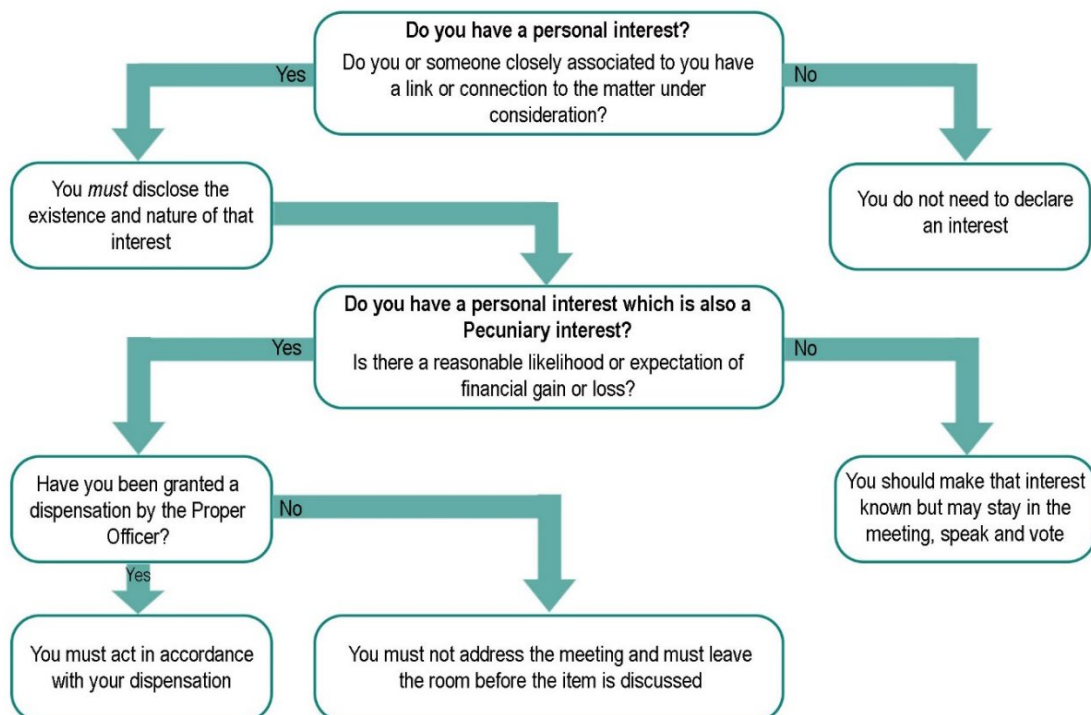
2 Declarations of Interest

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)

[\(Local Government Act, 1972 Sch 12\) \(Shaftesbury Town Council Scheme of Delegation, 2021\)](#)

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 at the next formal meeting of this committee.

- 3.2.1 [1st June 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 arising from the last meeting held on [1st June 2021](#)

4.2.1 Planning Application comments – *Submitted*

4.2.2 Grosvenor Road - advice from a private highways engineer being sought.

4.3 Actions from the last meeting held on [27th April 2021](#)

4.3.1 Yellow Lines – A request to repaint the faded yellow lines outside St James Park has been submitted to Highways due to issues with the line painting machinery this has been delayed.

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

4.4.1 Shaftesbury Spine Road – *Letter sent in on 15th June 2021. [The letter can be viewed here.](#)*

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

(End)

Report Author: Zoe Moxham, Officer Administrator

5 Planning Applications

To consider responses to planning applications to include but not be limited to Folde Dorset Ltd 21 High Street, Captains Foyle Hill, 4 Haimes Lane, Stables Yeatmans Close, Trecarn Christys Lane and Land At E 387470 N 122346, Higher Blandford Road (30 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 [P/ADV/2021/01136](#)

Proposal: Display of 2no. Non-illuminated signs

Location: Folde Dorset Ltd, Unit 1Gold Hill House, 21 High Street, Shaftesbury, SP7 8JE

5.2.2 [P/VOC/2021/01333](#)

Proposal: Demolish existing dwelling and erect 1 No. dwelling and garage. (With variation of condition 2 of planning permission 2/2018/1241/FUL to amend approved plans)

Location: Captains, Foyle Hill, Shaftesbury, SP7 0AG

5.2.3 [P/HOU/2021/01008](#)

Proposal: Removal of existing conservatory & erection of single storey extension

Location: 4 Haimes Lane, Shaftesbury, SP7 8AJ

5.2.4 [P/HOU/2021/01335](#)

Proposal: Erect single storey extension.

Location: Stables, Yeatmans Lane, Enmore Green, Shaftesbury, SP7 8LR

5.2.5 [P/HOU/2021/01142](#)

Proposal: Erection of two storey rear extension & front verandah

Location: Trecarn, Christys Lane, Shaftesbury, SP7 8NQ

5.2.6 [P/RES/2021/01690](#)

Proposal: Erect 55 No. dwellings with associated open space and infrastructure.

(Reserved Matters application to determine appearance, landscaping, layout & scale; following the grant of Outline Planning Permission No. APP/N1215/W/19/3227559 (LPA Ref. 2/2018/0602/OUT)).

Location: Land At E 387470 N 122346, Higher Blandford Road, Cann, Dorset

5.3 For Information Only

5.3.1 [P/PALH/2021/02251](#)

Proposal: Erect rear extension: To extend 6.00 metres beyond the rear wall of the original dwelling house: maximum height 3.78 metres : height to eaves 2.37 metres

Location: 8 Imber Road, Shaftesbury, SP7 8RX

You are being notified for information purposes. This application is not a planning application but a request for a legal determination of the Council as to whether or not Prior Approval is required for the proposal.

5.4 Scheme of Delegation

- 5.4.1 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)

5.5 Legal Implication

- 5.5.1 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)

5.6 Recommendation

- 5.6.1 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.

5.7 Reason for Recommendation

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

5.8 Additional Information

- 5.8.1 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

- 5.8.2 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

Report 0721PH05 to a meeting of the Planning and Highways Committee
Tuesday 06 July 2021

- 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 Proposed Parking Charging Strategy

To consider a response to Dorset Council's proposed parking Strategy (20 mins)

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

6.1 Summary

- 6.1.1 Dorset Council intends to align parking charges across Dorset Council car parks, on-street parking and car park permits. Currently, we have approximately 76 different permits in circulation across the Council, with varying rules and prices. Car park charges also vary wildly, spanning from being free to £9 for all day parking, which is not considered fair for residents.
- 6.1.2 The proposed pricing strategy is designed to bring consistency in parking charges across the Dorset Council area and aims to work for as many people as possible. The strategy also recognises the diverse and unique areas that Dorset enjoys – rural, coastal and town – and the seasonal nature of car parks at popular visitor destinations.
- 6.1.3 Please find the [proposed charging strategy for your review here](#). Dorset Council would like to gain a better understanding of how the strategy works for Shaftesbury and has asked for any queries, comments and recommendations to be submitted by 16th July 2021. Feedback will be used to shape the final charging strategy.
- 6.1.4 There is also a survey on a new car park permit(s) that Parking Services is undertaking that will be available on the Dorset Council website.

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)
- 6.2.2 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 makes a response to Dorset Council. The responses to be managed under the Scheme of Delegation as per the Full Council resolution dated 20/4/2021

7 Application for Scheduled Monument Consent – Abbey Lodge

To consider responses to the application for Scheduled Monument Consent for alterations to Abbey Lodge. (5 mins)

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

7.1 Summary

- 7.1.1 Ancient Monuments and Archaeological Areas Act 1979 (as amended); Section 2 control of works
Application for Scheduled Monument Consent
SHAFTESBURY ABBEY
Scheduled Monument No: SM DO 6 A, HA 1002672
Our ref: S00241529
- 7.1.2 An application for Scheduled Monument Consent has been received by Historic England from Mr Peter Ryley of Shaftesbury Abbey & Museum Preservation Trust Co Ltd for works at the above scheduled monument.
- 7.1.3 These works comprise the alteration to the Abbey Lodge to provide disabled access and facilities; the removal of the temporary artist's studio and storage shed; the clearance of vegetation from the Abbey Church south wall; and the construction of a low ramp and decked area to provide wheelchair access to the west end of Abbey Lodge.
- 7.1.4 Your details have been given as an owner, co-owner or occupier of part, or all, of the above scheduled monument and as such the applicants are required by law to give you formal notice of their intention. They tell me that they have done so.
- 7.1.5 If you wish to make any representations concerning the application, please would you send them to me within 14 days of the date of this letter. If we do not hear from you within that time, we will assume that you have no objections.

7.2 Scheme of Delegation

- 7.2.1 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)

7.3 Legal Implication

- 7.3.1 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)

7.4 Recommendation

- 7.4.1 That the committee provides its recommended response on the listed planning application. The response to be managed under the Scheme of Delegation as per the Full Council resolution dated 20/4/2021.

7.5 Reason for Recommendation

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

(End)

Report Author: Zoe Moxham, Officer Administrator

8 Traffic Posters – Abbey School St James

To consider a request to create and install signage for Abbey primary School to encourage drivers to watch their speed. (5 mins)

(Shaftesbury Town Council Scheme of Delegation)

8.1 Summary

- 8.1.1 The following request has been received from the head teacher at Abbey primary School;
- 8.1.2 'The children in our Year 4 class have created these posters in response to our concerns about the danger they face when coming into school. The school regularly asks parents to drive slowly and carefully in the area of the school, but we want to spread the message more widely into the community by having copies of our posters in prominent positions near the entrance to the school. We have seen this done very effectively by other councils and hope that you agree it is a good way for school and council to work together to come up with a creative, cheap way to slow traffic down in this vital area.

As we know, schools should have a 20mph limit around them. The use of posters doesn't replace the need for a lower speed limit, but it will be a good way to get something in place really quickly.

Please would you consider getting the posters printed on to weather-proof plastic at A3 or larger size, and displayed in the areas near the school where children and parents are walking. eg Foyle Hill, St John's Hill, St James St and the Sturminster Road.

Many thanks for your consideration of this project, the children will be thrilled, and significantly safer, if you agree.'



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 Dorset Council has a statutory duty under section 39 of the 1988 Road Traffic Act,8 to “take steps both to reduce and prevent accidents”.

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

8.4 Financial Implication

8.4.1 Correx signs on A4 - £11 per unit.

8.4.2 Potential budget line is 4350 Community Grants, as currently there is an underspend of £4,491. As this budget line is the remit of the General Management Committee, any decision to spend from this will need to be recommended to the General Management Committee.

8.5 Recommendation

8.5.1 That the committee indicates how they would like to move forward with this request and delegate any associated actions to the Town Clerk, 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

9 Time Traveller App - Signage

To consider a request to install a banner to promote the Time Traveller app created by the Cranborne Chase AONB. (10 mins)

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

9.1 Summary

- 9.1.1 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.
- 9.1.2 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 Shaftesbury Town Council to support the installation.
- 9.1.3 At the Planning and Highways meeting held in October 2020 it was resolved to support in principle a banner advertising the new App for the duration of 6 months and to install a sign no larger than 900mm on the Finger-Post outside the Town Hall for the duration of 6 months.
- 9.1.4 Since October 2020 the AONB team has redesigned the original proposal and the revised version now measures 600mm by 300m therefore considerably smaller than the original proposal.

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 encourage tourism to the Council's area or contribute to organisations encouraging tourism. (Local Government Act, 1072 s.144)
- 9.3.2 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

9.4 Financial Implication

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

9.5 Recommendation

- 9.5.1 That the Committee resolves to grant permission to install a double-sided banner on the Finger-Post signage outside the Town Hall.
- 9.5.2 That the Committee resolves to show its support for the installation on the Lamppost outside the Town Hall and delegate any associated actions to the Town Clerk, to be

Report 0721PH09 to a meeting of the Planning and Highways Committee
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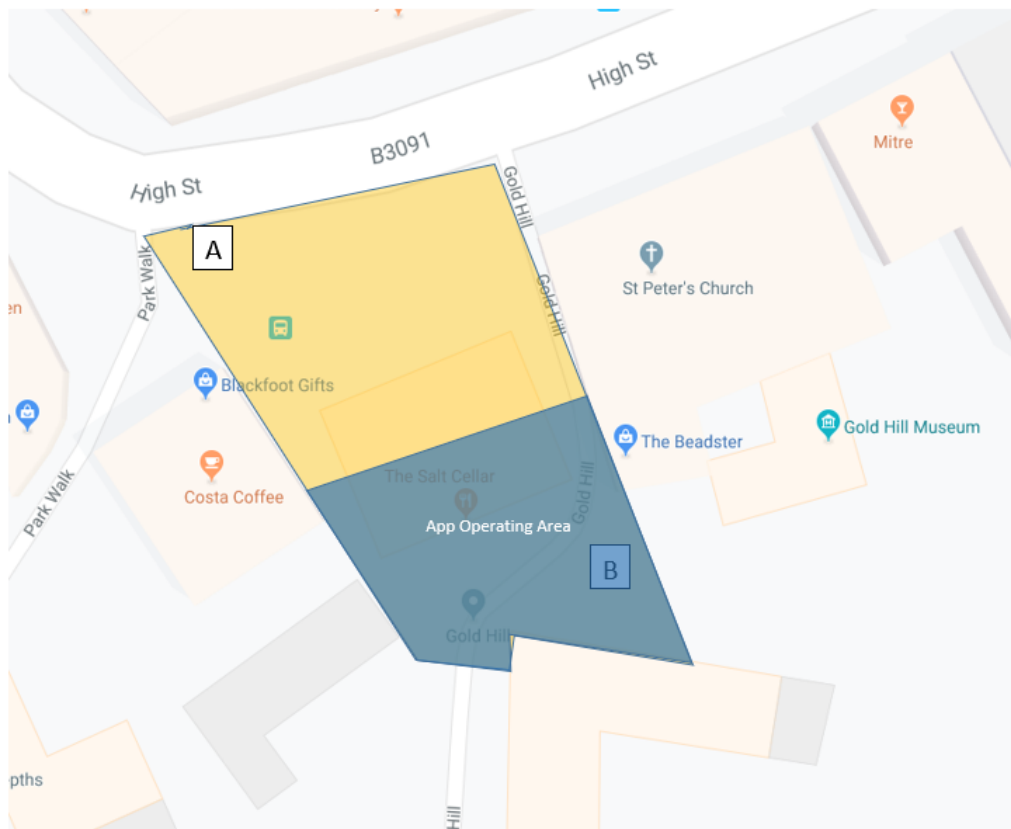
managed under the Scheme of Delegation as per the Full Council resolution dated
20/4/2021

(End)

Report Author: Brie Logan, Business Manager

Appendix A

Shaftesbury



Banner on left hand side of fingerpost below fingers – double sided.
Banded to fingerpost
Meet Thomas Hardy - 300mm x 600mm



Printed quality sign – outdoor board
Screwed into wall (with spacers) on right hand side of lamp post
Meet Thomas Hardy - 450mm x 1000mm

A Banner banded on tourism fingerpost (email agreed - Brie Logan 27/08/2019 14:12)

Shaftesbury Town Council

B Sign attached to wall of Gold Hill Museum (Elaine Barratt – Chair of Trustees Gold Hill Museum)