



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; Edwyn-Jones(Chair) Lewer (Vice-Chair), Chase, Hollingshead, Proctor and
Tippins.

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 pm on **Tuesday 07 September 2021 in the Council Chamber, Shaftesbury
Town Hall.**

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO
1st September 2021

Public Participation

The chairman will invite members of the public to present their questions, statements or
petitions. The period of time designated for public participation shall not exceed twenty minutes.
A member of the public shall not speak for more than three minutes.

The meeting will also be connected by zoom for members of the public who prefer not to attend
in person. Advance notice to townclerk@shaftesbury-tc.gov.uk is desired if you wish to speak
during public participation, particularly if you wish to do so via zoom. online at [Zoom.us](https://zoom.us). Meeting
ID: 853 3445 9867

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) |
| | <small>(Local Government Act, 1972 s.85)</small> | |
| 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) |
| | <small>(Shaftesbury Town Council Code of Conduct, 2019)</small> | |
| 3 | MINUTES | 4 |
| | To confirm as a correct record, the minutes of the previous meeting of the Planning and Highways Committee..... | (1min) |
| | <small>(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)</small> | |
| 4 | OFFICER REPORTS | 5 |
| | To receive reports pertaining to the Planning and Highways committee. | (5 min) |
| | <small>(Local Government Act, 1972 Sch 12)</small> | |
| 5 | PLANNING APPLICATIONS | 6 |

To consider responses to planning applications to include but not be limited to; Manor Close, St James Street, 22 St James Street, 4 Bell Street, Trinity Tower, Pound Lane, Yeatmans Lane . (30 mins)

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

6 COMMITTEE BUDGET PHASE 1.....8

To consider the budget requirements for the Committee for the financial year 2022 – 2023 (5 mins)

(Local Government Act, 1972 s.151)

Anticipated meeting end time 8:00pm

(End)

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.

1.2 **Apologies received to date**

1.2.1

2 Declarations of Interest

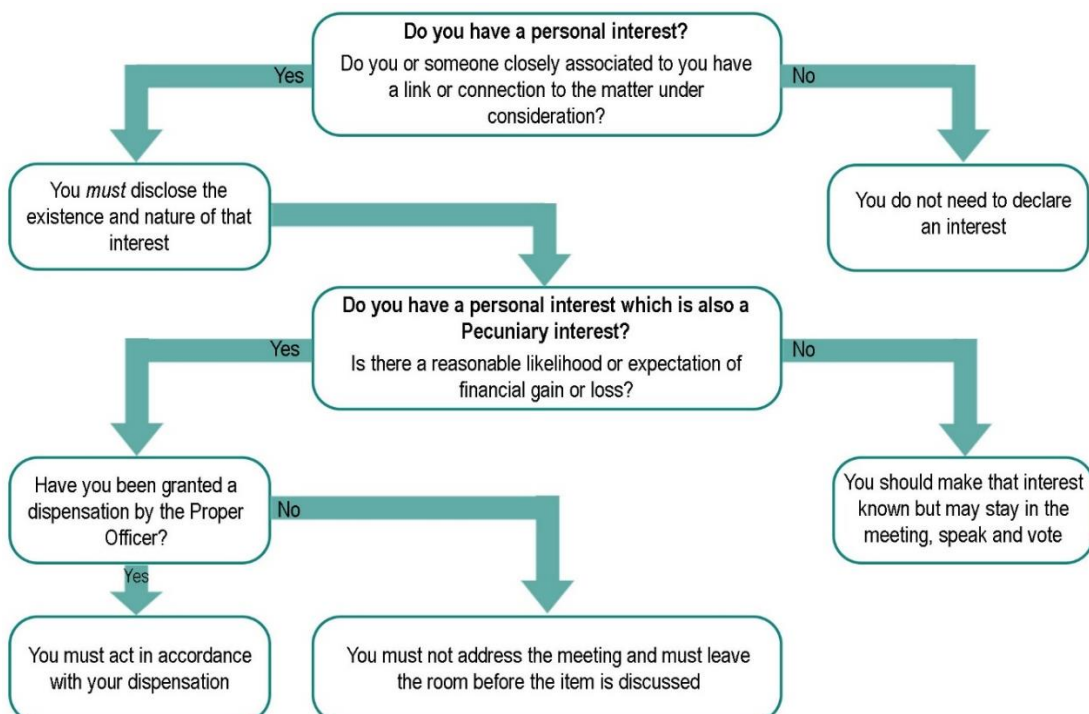
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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, 2019)



3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Planning and Highways Committee. (1min)

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

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 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 [17th August 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 17th August 2021

4.2.1 Planning Apps – responses submitted

4.3 Actions arising from previous meetings;

4.3.1 Signage for Time Traveller App - *awaiting response from AONB* (6th July 2021)

4.3.2 Grosvenor Road - advice from a private highways engineer being sought, awaiting reply. (1st June 2021)

4.4 Drainage works, Bimport, Shaftesbury

4.4.1 Dorset Council's construction team have made contact and requested the best dates for some drainage works to commence at Bimport in Shaftesbury. These works are required as a property in the area has flooded in recent times due to ineffective drainage.

These works will require a two-week road closure and will require the use of High Street to divert traffic. The middle of October is the earliest date available as this is due to the TRO application process.

The response provided: It would be preferable for the works to commence on 11th October therefore completing by the time half term starts on 22nd October which is the last day of term. If there is an opportunity to start a week earlier on 4th October then that would be more favourable however note you may not be able to achieve the TRO notice in time for that date to be considered. At a push and the least favourable option would be to start on 1st November as we start to build up to the peak trading period.

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: Sarah Kirton, Officer Administrator

5 Planning Applications

To consider responses to planning applications to include but not be limited to; Manor Close, St James Street, 22 St James Street, 4 Bell Street, Trinity Tower, Pound Lane, Yeatmans Lane. (30 mins)

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

5.1 Summary

5.1.1 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 application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance [here](#).

5.2 Planning Applications

[P/HOU/2021/02018](#)

Proposal: Install Access Gate

Location: Manor Close St James Street, Shaftesbury, Dorset, SP7 8HQ.

5.2.1 [P/HOU/2021/02118](#)

Proposal: Extend garden studio

Location: 22, St James Street Shaftesbury SP7 8HE.

5.2.2 [P/FUL/2021/01173](#) and [P/LBC/2021/02252](#)

Proposal: Change of use and conversion of restaurant to form a takeaway (FUL) and Proposal: Internal and external alterations to facilitate change of use from restaurant to takeaway (LBC).

Location: 4, Bell Street, Shaftesbury.

5.2.3 [P/FUL/2021/01983](#)

Proposal: Affix radio antenna to top of tower.

Location: Trinity Centre Bimport, Shaftesbury SP7 8BW

5.2.4 [P/HOU/2021/02091](#)

Proposal: Erect side and rear single storey extension.

Location: 2, Pound Lane, Shaftesbury, SP7 8RZ

5.2.5 [P/HOU/2021/02159](#)

Proposal: Erect Front and side extension to existing garage.

Location: Onkaparinga, Yeatmans Lane, Shaftesbury SP7 8LR

5.3 Legal Implication

5.3.1 The Town Council is a consultee but does not have the authority to determine planning applications.

5.3.2 Planning applications are delegated to the Planning and Highways Committee for consideration but may be considered by the Full Council or the General Management Committee where time constraints apply.

5.4 **Recommendation**

- 5.4.1 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.

5.5 **Additional Information**

- 5.5.1 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 |

- 5.5.2 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: Sarah Kirton, Office Administrator

6 Committee Budget Phase 1

To consider the budget requirements for the Committee for the financial year 2022 – 2023 (5 mins)

[\(Local Government Act, 1972 s.151\)](#)

6.1 Summary

6.1.1 The Council starts a robust budget setting process in September each year with each committee looking at its requirements for the coming year. At a subsequent meeting the Committee will consider its requirements for a five year projection. These proposals will then be incorporated into the budget setting process for the General Management Committee to scrutinise and make its recommendation on the final budget and forecast.

6.1.2 The Planning and Highways Committee does not currently have a revenue budget within its remit but in previous years has sought a reserves/project fund for a specific purposes within its remit, most commonly for additional grit bins. Note: repair and replacement of existing grit bins falls within the grounds revenue budget which is looked after by the Recreation, Open Spaces and Environment Committee.

6.2 Legal Implication

6.2.1 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.

6.3 Recommendation

6.3.1 That the Committee makes any budget recommendation for 2022/23 to the General Management Committee.

6.4 Reason for Recommendation

6.4.1 To assist in the preparation of a draft budget and five year forecast.

(End)

Report Author: Claire Commons, Town Clerk and Responsible Finance Officer