



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Planning & Highways Committee (P0). P&H Councillors; Edwyn-Jones (Chair), Lewer (Vice-Chair), Chase, Hollingshead, Proctor, Tippins.

You are summoned to a meeting of the Planning & Highways Committee for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 01 February 2022 in **the Council Chamber, Shaftesbury Town Hall.**

Members are reminded of their duty under the Code of Conduct

All other recipients for information only

Brie Logan – Deputy Town
26 January 2022

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 hosted online. **Public, press and non-committee members, join on your computer or mobile app [Click on this link to access the meeting](#)**

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 Planning & Highways Committee. (3 mins) | |
| | <i>(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)</i> | |
| 4 | OFFICER REPORT TO THE COMMITTEE | 5 |

	To receive reports pertaining to the Planning & Highways Committee(5 min) <i>(Local Government Act, 1972 Sch 12)</i>	
5	PLANNING APPLICATIONS	6
	To consider responses to planning applications to include but not be limited to: Mews Cottage Coppice Street and St James Street..... (20 mins) <i>(Town and Country Planning Act, 1990 sch.1 para.8)</i>	
6	DORSET BUS BACK BETTER	8
	To provide comments on Dorset’s draft Enhanced Partnership Plan and Scheme(10 mins)	
7	BUS SURVEY – JAN 2022 AGENDA POINT	9
	To consider undertaking a Bus Survey to provide local data to inform Dorset Council of the public feedback. (10 mins) <i>Not applicable</i>	
8	DORSET COUNCIL LOCAL PLAN – DORSET DESERVES BETTER	11
	Consider the recent Dorset Council Local Plan Consultation and the ‘Dorset Deserves Better’ campaign <i>Not applicable</i> (10 mins)	
9	HIGH STREET – THURSDAY MARKET ROAD CLOSURE LICENCE	12
	To consider the Thursday Road Closure and Market Experience for the period April 2022 to March 2023..... (10 mins) <i>Food Act 1984 ss 50 -61</i>	

Anticipated meeting end time 8:30pm

1 Apologies

Report 0222P01

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.

1.1.2 Cllr Proctor – personal reasons

2 Declarations of Interest

Report 0222P02

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

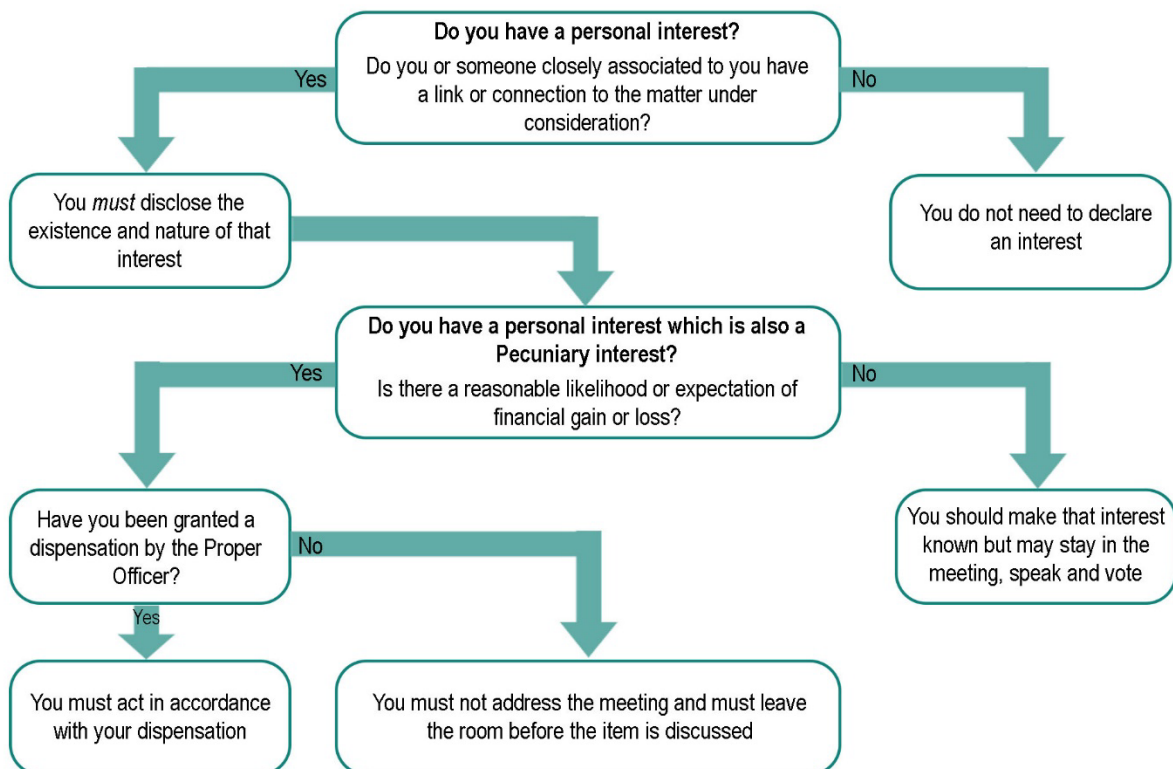
(1 min)

(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

Report 0222P003

To receive the minutes of the previous meeting of the Planning & Highways Committee. (3 mins)

(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 inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.3 Minutes to be adopted: [7th December 2021](#)

(End)

4 Officer Report to the Committee

Report 0222P04

To receive reports pertaining to the Planning & 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).

4.2 Updates and Actions from 07/12/2021

- 4.2.1 Temporary Closure of B3091 Hight Street Shaftesbury for Shaftesbury Thursday Weekly Market. Click here to view the [Temporary Event Licence](#)

4.3 Updates and Actions from previous meetings

- 4.3.1 Virtual Planning Meeting to consider Land at E387470 N 122346 higher Blandford Road scheduled for 10am on Tuesday 8th February 2022. [Link to notice](#)

4.4 Planned and Proposed Road Closures

- 4.4.1 Dorset Council have sent notification of a forthcoming road closure of Tanyard Lane, Shaftesbury planned for 08:00, 24th February 2022 until 18:00, 28th February 2022. [Link to notice](#).
- 4.4.2 Proposed Night-time closure of A30, Sherborne Causeway, 21st March 2022 – 25th March 2022 for maintenance works. [Temporary Traffic Regulation Order](#)

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 To keep members updated on committee actions and information.

(End)

5 Planning Applications

Report 0222P05

To consider responses to planning applications to include but not be limited to: Mews Cottage Coppice Street and St James Street (20 mins)

(Town and Country Planning Act, 1990 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

5.2.1 [P/OUT/2022/00223](#)

Proposal: Demolition of an existing garage and the erection of 1 no. dwelling (with all matters reserved)

Location: Garage and land adjacent 1 Mews Cottage Coppice Street, SP7 8PD

Committee/Delegated: Delegated

Consultation Ends: 09/02/2022

5.2.2 [P/LBC/2022/00249](#)

Proposal: Regularisation of works to replace existing warped and damaged hardboard with dry lining to internal walls

Location: 1 St James Street Shaftesbury SP7 8HA

Committee/Delegated: Delegated

Consultation Ends: 14/02/2022

5.3 Scheme of Delegation

5.3.1 The Committee has delegation to comment on planning applications received from the local planning authority

5.4 Legal Authority and 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, 1990 sch.1 para.8)

5.5 Recommendation

5.5.1 That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support or Objection with supporting reasons. Delegate to the Interim Town Clerk all details in discharging this decision.

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.

Material Planning Reasons

Biodiversity	Design
Economic Benefits	Effect on the Appearance of the 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 material planning reason for your thoughts.

Examples

House Extension	No Objection as limited impact on amenity of neighbouring property Objection as will have detrimental impact on neighbouring property
New dwelling	Support, design is in keeping with locality Objection as design is not in keeping with local area
Vehicular access	Support, will have no impact on road safety given proposed visibility splays Objection as visibility is poor in this location and traffic speeds are high.

(End)

6 Dorset Bus Back Better

Report 0222P06

To provide comments on Dorset's draft Enhanced Partnership Plan and Scheme (10 mins)

6.1 Summary

- 6.1.1 Dorset Council is inviting stakeholders to comment on Dorset's draft Enhanced Partnership. The letter explaining the consultation process [can be viewed here](#)
- 6.1.2 Shaftesbury Town Council can participate in this consultation by reading the draft Plan and Scheme and providing comments, to the best of your ability, based on the questions set out. [Read the full draft of the Enhanced Partnership Plan and Scheme.](#)
- 6.1.3 The consultation will run from **Monday 24th January 2022 to Monday 21st February 2022**. The survey [can be accessed via this link](#). Supporting text as needed can be included in the response to each question.

6.2 Scheme of Delegation

- 6.2.1 Matters for consideration by the committee; To comment on and make recommendations regarding all highways and parking issues within the town.

6.3 Legal Authority and Implication

- 6.3.1 Shaftesbury Town Council is a stakeholder within the Bus Back Better Enhanced Partnership

6.4 Financial Implication

- 6.4.1 None arising from this report

6.5 Recommendation

- 6.5.1 The committee nominates a member to submit the response on behalf of Shaftesbury Town Council by the deadline of 21st February 2022. Delegate to the Deputy Town Clerk all details in discharging this decision.

6.6 Reason for Recommendation

- 6.6.1 As a stakeholder it is important a response is submitted from Shaftesbury Town Council.

(End)

7 Bus Survey – Jan 2022 agenda point

Report 0222P07

To consider undertaking a Bus Survey to provide local data to inform Dorset Council of the public feedback.

(10 mins)

Not applicable

7.1 Summary

- 7.1.1 The Planning and Highways committee resolved to continue with the road closure to until the end of March 2022 to accommodate the weekly Thursday ‘managed traffic’ experience under the terms outlined in the Dorset Council instruction with a marshal stationed at the ‘entry’ point.
- 7.1.2 The committee discussed the 2-way bus travel through the High Street and a bus survey was discussed at the December meeting however was not resolved upon. The January 2022 Planning and Highways committee meeting was cancelled.
- 7.1.3 The committee now need to resolve as to whether there is a need to undertake a survey and agree what the intended outcome is expected to be.
- 7.1.4 A draft survey has been produced and is available for the committee members to view [by clicking this link](#)

7.2 Scheme of Delegation

- 7.2.1 Matters for consideration by the committee; *To comment on and make recommendations regarding all highways and parking issues within the town.*
- 7.2.2 It is important to note that the management of buses falls to the Highways department at Dorset Council and Shaftesbury Town Council has no jurisdiction over the management of Public Transport

7.3 Legal Authority and Implication

- 7.3.1 Shaftesbury Town Council has no jurisdiction over the management of Public Transport

7.4 Financial Implication

- 7.4.1 There is no physical cost to the council to produce a survey other than officer time to prepare and circulate the survey.

7.5 Impact Assessment

- 7.5.1 Equalities – None
- 7.5.2 Environmental – None
- 7.5.3 Crime and Disorder – None
- 7.5.4 Resources – Officer time to produce and circulate a survey
- 7.5.5 Economic – None
- 7.5.6 Risk Management – None

7.6 External communication

- 7.6.1 Openness and transparency of Council business and its communication is important therefore the committee agrees to nominate a member to be the spokesperson for this report.

7.7 Recommendation

- 7.7.1 The committee resolves to approve the draft bus survey and publishes the survey for the community to complete and forwards the data to Dorset Council post the closing date for consideration. Delegate to the Deputy Town Clerk all details in discharging this decision.

7.8 Reason for Recommendation

- 7.8.1 Shaftesbury Town Council has no jurisdiction over the management of Public Transport however has the local knowledge to inform and support Dorset Council with the data that is produced from the survey.

(End)

8 Dorset Council Local Plan – Dorset Deserves Better

Report 0222P08

Consider the recent Dorset Council Local Plan Consultation and the ‘Dorset Deserves Better’ campaign

Not applicable

(10 mins)

8.1 Summary

8.1.1 Shaftesbury Town Council have received an update from Dorset Council following the recent Local Plan consultation – [Dorset Council Local Plan Settlement Summary](#)

8.1.2 As detailed in the Weekly Digest circulated to all Councillors on Friday 21st January, a campaign called ‘Dorset Deserves Better’ has been launched with the aim of to press Dorset Council to Re-think its draft Local Plan as it is believed it proposes an excessive volume of development that would be damaging to the County.

8.1.3 [Link to Open Letter to Dorset Council](#)

8.1.4 [Link to DDB Newsletter – Jan 2022](#)

8.2 Scheme of Delegation

8.2.1 Matters for consideration by the committee; *To comment on and make recommendations regarding all planning, highways and parking issues within the town*

8.3 Legal Authority and Implication

8.3.1 None arising from this report

8.4 Financial Implication

8.4.1 None arising from this report

8.5 Recommendation

8.5.1 The committee resolves to support the ‘Dorset Deserves Better’ Campaign subject to it not conflicting with the Shaftesbury Neighbourhood plan or Shaftesbury Town Council agreed policies and decisions. Delegate to the Deputy Town Clerk all details in discharging this decision.

8.5.2 The committee resolves to appoint a Councillor to represent Shaftesbury Town Council and provide updates the Committee and Full Council as appropriate.

8.6 Reason for Recommendation

8.6.1 By actively supporting the ‘Dorset Deserves Better’, Shaftesbury Town Council could join Dorset’s Town and Parish Councils in a campaign that ensures planning developments are in the best interests of Shaftesbury and the wider Dorset conurbation.

(End)

9 High Street – Thursday Market Road Closure Licence

Report 0222P09

To consider the Thursday Road Closure and Market Experience for the period April 2022 to March 2023 (10 mins)

[Food Act 1984 ss 50 -61](#)

9.1 Summary

The Planning and Highways committee resolved to submit an application for a Temporary Event Licence to run from January 2022 to the end of March 2022.
[Link to Temporary Event Licence approved 23rd December 2021](#)

9.1.1 It is timely for the committee to consider an application for the licence to extend further – to commence in April 2022 and run through to the end of March 2023.

9.1.2 At a High Street Safety Meeting with Dorset Council officers on 7th October, it was advised that reference to the High Street closure previously known as ‘temporary pedestrian priority’ should now be known as a ‘managed traffic’ scheme.

9.1.3 The committee is aware that a High Street Safety Assessment was carried out by Dorset Council in August 2021 [click here to view the report](#) and the following instruction was sent to Shaftesbury Town Council on 23rd November 2021:

As you will be aware Dorset Council have undertaken a Road Safety Audit to ascertain the H&S risks during the Thursday Market Events in its current format. The findings from this Audit which I have attached have revealed that there are fundamental concerns of having pedestrians and vehicles both using the same shared road space. We understand the reason that the stalls were turned initially was to improve the Market Experience, as well as to provide more space for effective Social Distancing during the Pandemic. All of the legal social distance measures were lifted in September and over 88% of the population in England has received at least their first dose of the vaccine, this shows that there is much less chance of catching COVID and no longer the need to have spaced out Market Stalls.

Dorset Highways need to evaluate the bigger picture and consider all of the issues that have been raised to us including Safety, Bus Travel, Impact on Elderly and Disabled Pedestrians and balance this against the overall market experience. The current closure will expire at the end of December and following advice from officers, Cllr Ray Bryan and I have agreed that the following conditions need to be adhered to if the closure is to continue into the New Year. These are as follows:

- *Market Stalls turned to face the Footway for safety of pedestrians;*
- *Two-way buses must be maintained this is to ensure we don't lose any bus services in the area as well as to be EqIA compliant;*
- *Whenever road works are required in the area this will take precedence over the market;*
- *Better signage to make pedestrians aware of vehicles in the road as well as better signage to make Buses, Deliveries and Refuse vehicles aware of fact pedestrians in the road;*
- *Minimum road width of 7 metres to allow any instance where large vehicles may need to pass each other;*

These conditions will need to be adhered to by the time of the Market Event on Thursday 2nd December 2021 and if they are not then no further road closures will be granted.

- 9.1.4 Following the instruction from Dorset Council the committee needs to determine the next steps to include but not limited to:
- a) Opening back up the High Street to two-way traffic on Thursdays with effect from 7th April 2023 when the current licence expires.
 - b) Marshall cover – currently set up until the end of March 2023 (as per the current licence) and keeping the Thursday Market experience ‘pedestrian priority’ (now to be referenced as ‘managed traffic’) with the market stalls facing toward the pavement (as instructed)
 - c) Consider reducing the ‘managed traffic experience’ terms of the licence to be amended to 9 to 2 – this will save £712.40 per annum.

9.2 Scheme of Delegation

- 9.2.1 The Planning and Highways committee has delegation to comment on and make recommendations regarding all highways and parking issues within the town

9.3 Legal Authority and Implication

- 9.3.1 Power to establish markets in the council's area and provide a market place and market buildings

9.4 Financial Implication

- 9.4.1 The weekly marshall cost is £78.42. This equates to an annual cost of £4,077.84 (based on 9 to 3 cover)
- 9.4.2 The licence application cost from April 2022 to March 2023 (inc) is £TBC as awaiting a response from Dorset Council (licence payments are currently under review).

Budget line name	Actual Year to Date	Current Annual Budget	Committed Expenditure	Funds Available
Sub contract labour		£5,000		

9.4.3 Impact Assessment

- 9.4.4 Equalities – None
- 9.4.5 Environmental – None
- 9.4.6 Crime and Disorder – None
- 9.4.7 Resources – Currently the marshal cover is being managed by a local agency. In the absence of cover from the agency the marshal role is covered by one of the grounds team.
- 9.4.8 Economic – The shopper surveys carried out in 2020/ 2021 indicated that 86% of shoppers were either confident or very confident to shop with the ‘pedestrian priority’ experience. Shop retailers have indicated that shoppers have changed their shopping habits with many favouring the Thursday experience. Evidence from the surveys suggests the positive experience would be significantly impacted if the road was re-opened to traffic.

9.4.9 Risk Management – It is likely that Dorset Council would consider extending the licence into 2022/ 2023 however the terms outlined in the instruction would need to be complied with. The window of application is narrow due to the time of the year therefore the application process would need to be actioned without delay.

9.5 Recommendation

9.5.1 Option 1: Terminate the road closure licence and revert back to the pre-Covid market experience saving the weekly marshal cost. Delegate to the Deputy Town Clerk all details in discharging this decision.

OR

9.5.2 Option 2: Continue with the road closure licence under the terms outlined in the Dorset Council instruction with a marshal stationed at the 'entry' point from 9 to 2 weekly. Delegate to the Deputy Town Clerk all details in discharging this decision

9.6 Reason for Recommendation

9.6.1 The committee has been informed of the shopper and business feedback from the surveys undertaken in 2022/ 2021 and this may be taken into account when setting the direction for the Thursday market experience for March 2022 onwards.

(End)