



To: Members of the Planning & Highways Committee

For Information: Town Councillors, Dorset Council Councillors, Members of the Public & Press

A G E N D A

PLANNING AND HIGHWAYS MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 6th June 2023** in the **Council Chamber, Shaftesbury Town Hall**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using [Microsoft Teams](#).

Mrs Brie Logan

Town Clerk, 31st May 2023

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.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#).

The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

1. [Election of Chairman and Vice Chairman to the Committee](#)
2. [To receive a presentation from Persimmon in relation to a Reserved Matters Application for site south of the A30](#)
3. [Apologies – To receive and consider for acceptance](#)
4. [To receive any Declarations of Interests and Requests for Dispensation](#)
5. [Minutes of the Planning and Highways meeting held on 2nd May 2023](#)
6. [Clerk's Report including progress report on Planning and Highways business](#)
7. [To consider responses to Planning Applications](#)
8. [To consider a response to the DC Climate Change consultation](#)
9. [To consider installing a street sign for Lyons Walk](#)

Election of Chairman and Vice Chairman to the Committee

Nominations for Chair and Vice Chair of Planning and Highways committee will need to be proposed and seconded at the meeting as part of the election process.

The following criteria will apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate;

- Leadership and Chairmanship skills
- Good communication and interpersonal skills
- Good presentation skills
- The ability to effectively address and resolve conflict
- The ability to work well with members, officers, the public and outside organisations
- The willingness to actively encourage the involvement of others
- The willingness to be open to new ideas and new ways of doing things

Committee membership as agreed at the Annual Full Council Meeting:

Nominated members of the committee are as follows (note Cllr Tippins opted out of being a member of the Planning & Highways Committee for the forthcoming year and since the meeting Cllr Hall also resigned from the committee);

Cllr Edwyn-Jones	Cllr Hollingshead	Cllr Loader	Cllr Lewer
Cllr Proctor	Cllr Wild	Cllr Yeo	

Recommendation

To elect the Chairman and Vice Chairman for the Planning and Highways committee and resolve on the committee membership for the mayoral year 2023/24.

To receive a presentation from Persimmon in relation to a Reserved Matters Application for site south of the A30

Information

Persimmon Homes is preparing its application for the first part of its reserved matters application at its site south of the A30, won at appeal in 2022.

Persimmon would like to engage with the Town Council and share the proposed layout prior to submission and would gratefully receive any comments on the detail of the proposals it may have.

[Site Layout](#)

[Shaftesbury EL RM Hybrid Plan - no text](#)

[Shaftesbury EL RM Hybrid Plan - with text](#)

[Consultation statement](#)

[STC Appeal Letter 17th March 2021](#)

Apologies – To receive and consider for acceptance

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.

No apologies were received.

Agenda Item No. 4

To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in July 2021. The Clerk will report any dispensation requests received.

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)

Agenda Item No. 5

Minutes of the Planning and Highways meeting held on 2nd May 2023

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.

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).

Recommendation

Confirm the accuracy of the Minutes of the Planning & Highways meeting held on [2nd May 2023](#).


Clerk’s Report including progress report on Planning and Highways business

Report Content/Detail

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

Planning information to receive and note

Subject	Description	Progress / comments
Shooters Lane		No further progress to report on
Bus Gate Full Council meeting 21 st March 2023	Following resolution FC158 a letter was sent to DC.	Response letter received.
Enmore Court	The Chair of P&H met with representatives from Hampshire Homes on site on 18 th May 2023.	A verbal update will be provided at the meeting.
P/PALH/2023/02451 Mr & Mrs J & T Askin	6 Pix Mead Gardens, SP7 8BZ Erect rear an extension: To extend 4.0 metres beyond the rear wall of the original dwelling house: maximum height 3.2 metres : height to eaves 2.9 metres	For information purposes only.
P/NMA/2022/08022 Mr Gregg Allison	Land At E 387470 N 122346 Higher Blandford Road Cann Adjustments to turning heads and visitor parking, removal of sub-station and POS hatch, re-alignment of garden wall, swale added, changes to number and position of new trees; to Reserved Matters Approval No. P/RES/2021/01690 (Erect 55 No. dwellings with associated open space and infrastructure).	For information purposes only.
Rights of Way Consultation	Proposed Public Path Diversion Order Part of Footpath 3 Shaftesbury Map	Comments to be submitted by 16 th June 2023
Bus Service Improvement Plan (‘BSIP’)	Letter to all Local Transport Authorities in England, outside of London Final BSIP allocations	
Temporary Closure of High Street, Shaftesbury for monthly market	On Saturday 10 th June 2023, Saturday 8 th July 2023, Sunday 13 th August 2023, Sunday 10 th September 2023 and Sunday 26 th November 2023 between 07:30 - 16:00. High Street - closure from The Commons to Angel Lane The alternative route for diverted traffic will be via: Bleke Street - Little Content Lane - Christys Lane - Salisbury Road - Salisbury Street and vice versa	For information purposes only.

Temporary Traffic Regulation Order for Ratcliff's Garden	To carry out maintenance work, Ratcliff's Garden will be closed between 20 th and 24 th July 2023. The road will be closed daily between the hours of 09:00 and 16:00 but it will be open overnight and at weekends.	For information purposes only.
Temporary Traffic Regulation Order for Gold Hill	To carry out maintenance work, Gold Hill will be closed between 19 th and 21 st July 2023. The road will be closed daily between the hours of 09:00 and 16:00 but it will be open overnight and at weekends	For information purposes only.
Temporary Traffic Regulation Order for The Venn	To carry out maintenance work, The Venn will be closed between 24 th and 26 th July 2023. The road will be closed daily between the hours of 09:00 and 16:00 but it will be open overnight and at weekends.	For information purposes only.
Temporary Traffic Regulation Order for Umbers Hill	To carry out maintenance work, Umbers Hill will be closed between 21 st and 25 th July 2023. The road will be closed daily between the hours of 09:00 and 16:00 but it will be open overnight and at weekends.	For information purposes only.
P&H meeting 2 nd May 2023 Minute No PH69.1	The Town Clerk to complete the Dorset Council Leisure Strategy Consultation.	Response submitted 23 rd May 2023
P/FUL/2021/00026 - fence issue	Resident raised concerns about a fence that was built on the edge of the Redrow Estate, at the entrance towards their drive, with the issue being that the fence makes it impossible for larger vehicles to enter the lane. Resident is also querying if the fence is built on DC or Redrow land. 	DC enforcement team response: Permitted development rights state that fencing can be erected without the need for planning permission. Land owners have the ability to secure land lawfully.
P/TRC/2023/03080 Mrs Kerr 20.06.2023	25 Well Lane SP7 8LW T1 - Blue Cedar - Fell.	For Information purposes only.
Public Space Protection Order	The Town Clerk contacted the Dog Warden to establish if there have been any reported incidents made to Dorset Council.	A verbal update will be provided at the meeting.

Delegated Decisions for Information (all within the Clerks delegated spend)

N/A

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to resolve on any matters.

To consider responses to Planning Applications

Reason for Recommendation

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

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

Summary

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](#).

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

Planning Applications

Planning App Ref	Proposal	Neighbourhood Plan Ref / Comments
P/FUL/2023/02330 Ship & Sherry Ltd 03.06.2023	2 HSBC The Commons SP7 8JX External alterations to existing frontage	SFTC1, SFTC2, SFTC3, SFTC4 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre SFDH1 to SFDH7
P/LBC/2023/02331 Ship & Sherry Ltd 03.06.2023	2 HSBC The Commons SP7 8JX Carry out internal alterations to ground floor and external alterations to existing frontage	SFTC1, SFTC2, SFTC3, SFTC4 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre SFDH1, SFDH2, SFDH6, SFDH7, SFDH9
P/LBC/2023/01206 The Shaftesbury & District Historical Society 07.06.2023 Delegated	1 Sun And Moon Gold Hill SP7 8JW Replace the existing fascia board on the garden room with UPVC.	SFTC3 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre SFDH1, SFDH2, SFDH7, SFDH9
P/FUL/2023/02016 Finlay Investments Ltd Trading As Wilverley Homes 10.06.2023	Southcombe Glove Factory Wincombe Lane SP7 8PJ Erection of 5 No. dwellings with associated vehicular access	SFHE1 5.2 Shaftesbury Character Zone 8. East of Christy’s Lane SFDH1 to SFDH7
P/LBC/2023/02583 Mr Richard Shean 10.06.2023	45 High House High Street SP7 8JE Change of use from commercial to residential flat	SFTC1, SFTC2.SFTC3 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre Conservation Area
P/FUL/2023/02582 Mr Richard Shean 10.06.2023	45 High House High Street SP7 8JE Change of use from commercial to residential flat	SFTC1, SFTC2.SFTC3 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre Conservation Area
P/LBC/2023/02305 Ship & Sherry Ltd 10.06.2023	2 HSBC The Commons SP7 8JX Convert 1st and 2nd floors into 2 no. flats. Remove external brick chimney	SFTC1, SFTC2, SFTC3, SFTC4 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre SFDH1 to SFDH7
P/FUL/2023/02304 Ship & Sherry Ltd 10.06.2023	2 HSBC The Commons SP7 8JX Convert 1st and 2nd floors into 2 no. flats and remove external brick chimney.	SFTC1, SFTC2, SFTC3, SFTC4 5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre SFDH1 to SFDH7
P/HOU/2023/02596 Mr and Mrs D Luck 10.06.2023	3 French Mill Rise SP7 8HS Erect single storey extensions, replace interlocking concrete tiles with natural slate (demolish existing conservatory)	5.2 Shaftesbury Character Zone 5. Layton Lane Conservation Area SFDH1 to SFDH7

P/HOU/2023/02669 Mr Daniel Roberts 09.06.2023	14 Old Boundary Road SP7 8ND Erection of Single Storey Rear Extension, Two Storey Rear Extension and Single Storey Front Porch	5.2 Shaftesbury Character Zone 4. Barton Hill and Cockram's field
P/LBC/2023/01752 Mr & Mrs Huntley-Hawkins 21.06.2023 Delegated	21 Coppice Street SP7 8PD Erect timber framed porch to front entrance door	5.2 Shaftesbury Character Zone 2. Shaftesbury Town Centre

Scheme of Delegation

The Committee has delegation to comment on planning applications received from the local planning authority. Delegated powers are to be given to the Clerk to comment on planning applications after consultation with members of the Highways and Planning Committee.

Legal Authority and Implication

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)

Recommendation

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 Town Clerk all details in discharging this decision.

Additional Information

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	Impact on Access
Local or Government Policy	Traffic or Highways
Noise/Disturbance	Road Safety
Parking	Residential Amenity
Overlooking/Loss of Privacy	Heritage
Landscape	Height
Impact on Light	Flooding Issues
Design	Economic Benefits
Effect on the Appearance of the Area	

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 or Objection as visibility is poor in this location and traffic speeds are high.

To consider a response to the DC Climate Change consultation

Background

Dorset Council has prepared three draft guidance documents to assist in addressing climate change through planning. The documents provide guidance on considering climate change when planning applications are being prepared and decided. The documents are:

- a) Planning for climate change: **Interim Guidance and Position Statement** - provides commentary on the weight that can be given to climate change in decision making and sets out considerations for new buildings and stand-alone renewable energy schemes in relation to climate change, given current planning policy.
- b) **Sustainability Checklist** - to be completed by applicants in support of planning applications. The checklist covers sustainable design and construction measures for new development, and provides best practice guidance on what can be done to achieve net zero carbon development. Please see the associated questions in relation to changes to paragraph 39 of the Council's Local List of planning application requirement: Sustainability checklist and statement.
- c) **Listed buildings: what you can do for climate change** – a guidance note outlining measures to consider when looking at energy efficiency in Listed Buildings.

[Link to the Dorset Council planning for climate change consultation](#)

Further information

The Sustainable Shaftesbury Working group discussed the consultation questions and [compiled this draft response](#).

Recommendation

The committee should consider if they accept this draft response and approve for it to be submitted to Dorset Council on behalf of Shaftesbury Town Council.

To consider installing a street sign for Lyons Walk

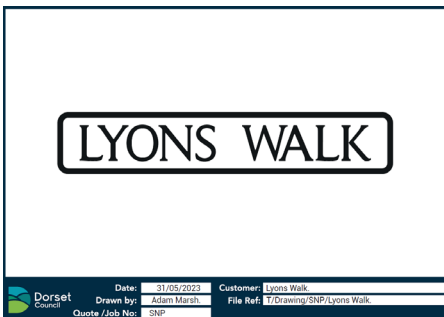
Background

The Town Council has received enquiries from residents of Lyons Walk to install a street sign, as currently there isn't one in place. Residents continually experience problems with deliveries and people finding their road. The enquiries have been passed over to Dorset Council as the Highways authority.

Further Information

Dorset Council Highways have provided the following information: *As there has never been a street name plate as this location we would not place a new one there. The reasoning behind there never being one there is probably because it would encourage people to use it as a through road when it is entirely not suitable for that purpose. However, if the Town Council would like to have one made at our sign shop and get in put in place, I would not stand in your way, but if it were to come to light that it did encourage unwanted vehicles using the narrow lane, I would reserve the right to take it down.*

The Town Council would have to seek permission for the sign to be attached to the building or church wall in Lyons Walk. STC would also have to advise DC how high/low on the building the sign would have to be attached.



Financial Information

For Dorset Council to manufacture and install 1 x flat plate street name sign (Lyons Walk) would be £887.00.

Recommendation

The committee are requested to consider if a street sign should be installed at Lyons Walk for a cost of £887.00.