SHAFTESBURY TOWN COUNCIL

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To: **Members of the Planning & Highways Committee (P&H)** – Councillors Barratt (Vice-Chair), Dibben, Edwyn-Jones, Elmendorff (Chair), Hollingshead, Smith and Yeo

For information: Town Councillors, Dorset Council Councillors, Members of the Public and Press

AGENDA

PLANNING & HIGHWAYS MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the Council for the transaction of the business shown on the agenda below. To be held at **7pm on Tuesday 3rd November 2026** 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



Matthew Harrison
Town Clerk, 28th October 2026

Public Participation: The Chair 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. Apologies – To receive and consider for acceptance
2. To receive any Declarations of Interests and Requests for Dispensation
3. To approve the minutes of the Planning & Highways meeting held on 6th October 2026
4. Clerk's Report including progress report on Planning & Highways business
5. To consider responses to Planning Applications

Agenda Item No. 1

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 have been received.

Agenda Item No. 2

To receive any Declarations of Interest and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – re-adopted in May 2026. 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.

Agenda Item No. 3

To approve the minutes of the Planning & Highways meeting held on 6th October 2026

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

To confirm the accuracy of the Minutes of the Planning & Highways meeting held on 6th October 2026.

Agenda Item No. 4

Clerk's Report including progress report on Planning & 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

4.1 Blackmore Down Redrow Development – Enforcement Case 25/00069

Progress/Comments: The last update received at Full Council on 20th October was as follows. *Barrat Redrow have agreed to comply and deliver the scheme as designed in the planning consent, however, there seems to be confusion as to which drawings were approved. There is no update in regard to Enforcement procedure. Request for DC Cllrs Jeanes, Bartlett and Ireland to fulfil their promise to follow this up.*

4.2 Request for Traffic Management in Calves Lane

At 5th May 2026 P&H meeting (PH78) – *It was **RESOLVED** to support and work with Motcombe Parish Council to pursue the matter of improving traffic management in Calves Lane before taking this to Dorset Council as the Highways Authority.*

Progress/Comments: No update at present.

4.3 Abbey Walk – No Through Road Sign

At 7th July 2026 P&H meeting (PH12) – *It was **RESOLVED** to recommend to Dorset Council Highways for a "No Through Road" sign to be provided at the junction of Bimport with Abbey Walk and to include another sign reading "No access to the Hospital".*

Progress/Comments: Officer have requested an update from Dorset Council, which will be provided verbally at the meeting.

4.4 Application P/CLP/2026/05307
Location: 37 Beaufoy Close SP7 8PT

Proposal: Convert existing garage into a bedroom and en suite.

Certificate of Lawful Use Proposed has been received. STC is being notified for information purposes only.

4.5 Application P/CLP/2026/05309

Location: 32 Layton Lane SP7 8EY

Proposal: Certificate of lawfulness to replace garage door with wall & window

Certificate of Lawful Use Proposed has been received. STC is being notified for information purposes only.

4.6 Application P/TRC/2026/05499

Location: 3 Kingsman Lane SP7 8HD

Proposal: T1 - Beech - Remove to ground level. G1 - Mixed species - Crown lift up to 5m to clear overhang to 5 Kingsman Lane as per annotated photograph.

Delegated Decisions for Information (all within the Clerk's delegated spend)

None.

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.

Agenda Item No. 5

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

5.1 Application Ref: P/LBC/2026/05172

Applicant's Name: Mrs Clews Everard

Date: 4th November 2026

Proposal: Alterations to repair & raise height of chimney

Location: Marley Cottage 6 Yeatmans Lane SP7 8LR

Neighbourhood Plan Ref/Comments:

SFDHZ Character Zone 7 – Enmore Green

SFDH1 – Conservation Area

Listed Building Grade II

5.2 Application Ref: P/HOU/2026/04426

Applicant's Name: Dr Hayden Rampadarath

Date: 4th November 2026

Proposal: Erect new front entrance

Location: 17C Victoria Street SP7 8AG

Neighbourhood Plan Ref/Comments:

SFDHZ – Character Zone 2 – Shaftesbury Town Centre

SFDH1 – Conservation Area

SFDH8 – Areas of High Archaeological Potential

Locally important building

5.3 Application Ref: P/LBC/2026/05672

Applicant's Name: Mr Paul Berry

Date: 6th November 2026

Proposal: Internal alterations including removal of kitchen partition & existing WC, replacement of kitchen floor & installation of underfloor heating, replacement of bathroom

Location: 39 St James Street SP7 8HF

Neighbourhood Plan Ref/Comments:

SFDHZ – Character Zone 3 – St James

SFDH1 – Conservation Area

SFDH8 – Areas of High Archaeological Potential

Listed Building Grade II

5.4 Application Ref: P/HOU/2026/05795

Applicant's Name: Mr Jonathan Pyke

Date: 17th November 2026

Proposal: Erect single storey extension to rear garden to create a standalone annexe

Location: 32 Castle Hill Close SP7 8LQ

Neighbourhood Plan Ref/Comments:

SFDHZ – Character Zone 7 – Enmore Green

SFDH1 – Conservation Area

5.5 Application Ref: P/HOU/2026/05901

Applicant's Name: Mr & Mrs Milligan

Date: 13th November 2026

Proposal: Erection of single storey side extension & porch. Replacement of existing pitched roof with new higher pitched roof to enable loft extension

Location: 14 Heathfields Way SP7 9JZ

Neighbourhood Plan Ref/Comments:

SFDHZ – Character Zone 8 – East of Christy's Lane

5.6 Application Ref: P/HOU/2026/05841

Applicant's Name: Will Clayton

Date: 16th November 2026

Proposal: Erect a stand-alone carport with solar panels on the roof.

Location: Galaxy House Bleke Street SP7 8AH

Neighbourhood Plan Ref/Comments:

SFDHZ – Character Zone 2 – Shaftesbury Town Centre

SFDH8 – Areas of High Archaeological Potential

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

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.