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To: TDP Cllrs; Brittain, Harrison, Lovell (Vice-Chair), Makin, Nicklin (Chair)  
All other recipients for information only.

**16 June 2022**

Dear Councillor

**Summons**

You are summoned to a meeting of the Town Development and Planning Committee (TDP) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 21 June 2022** in the Committee Room, Mendip District Council Offices, BA4 5BT

**Public Participation**

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given by noon on the day of the meeting on: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

The public question time shall not exceed 30 minutes unless by resolution to suspend standing orders or at the discretion of the chairman. If a member of public wishes to share a document with council, these documents must be submitted to [Info@sheptonmallet-tc.gov.uk](mailto:Info@sheptonmallet-tc.gov.uk) by noon on the day of the meeting.

**The 7 principles of public life**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members are reminded of their duty under the Code of Conduct.

Yours sincerely

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk

**Encs**

(document name and page number where it is referenced)

License application supporting documents ..... 11

# TOWN DEVELOPMENT AND PLANNING COMMITTEE

## Agenda

TDP2.1 APOLOGIES .....	4
To receive and consider for acceptance, apologies for absence .....	(1 min)
<i>(Local Government Act, 1972 s.85)</i>	
TDP2.2 .....	DECLARATIONS OF INTEREST 5
To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (1 min)	
<i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
TDP2.3 MINUTES .....	6
To receive the minutes of the previous meeting of the Town Development and Planning Committee.....	(1 min)
<i>(Local Government Act 1972 Sch 12)</i>	
TDP2.4 .....	OFFICER REPORT TO THE COMMITTEE 7
To receive reports pertaining to the Town Development and Planning Committee.....	(3 min)
<i>(Local Government Act 1972 Sch 12)</i>	
TDP2.5 .....	PLANNING APPLICATIONS - MENDIP DISTRICT COUNCIL 8
To consider responses to (but not limited to) the following planning applications.....	(10 mins)
<i>(Local Government Act 1972 Sch 12)</i>	
Anglo Trading Estate, Commercial Road, Shepton Mallet, BA4 5BY	
Downside House, Bath Road, Downside, Shepton Mallet	
Travis Perkins, Crown Trading Estate, Shepton Mallet, BA4 5QQ	
Willow House, Tallowood, Shepton Mallet, BA4 5QN	
TDP2.6 .....	PLANNING APPLICATION - SOMERSET COUNTY COUNCIL 10
To consider responses to (but not limited to) the following planning applications.....	(5 mins)
<i>(Local Government Act 1972 Sch 12)</i>	
Whitstone Hill Roundabout A37/745 Shepton Mallet	
TDP2.7 CONSULTATION RESPONSE .....	11
For councillors to consider if they wish to respond to the Mendip District Council consultation on Amendments to Local Validation List .....	(10 mins)
<i>(Local Government Act 1972 Sch 12)</i>	
TDP2.8 .....	PREMISES LICENSE APPLICATION 12
For the committee to consider the application for a premises licence for Aurora Kusina Ltd, 29 Town Street, Shepton Mallet, Somerset, BA4 5BE .....	(4 mins)
<i>(Local Government Act 1972 Sch 12)</i>	

Date of next meeting:

12 July 2022

### TDP2.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

*(Local Government Act, 1972 s.85)*

Report Author: Assistant Town Clerk (Planning and Amenities)

#### TDP2.1.1 Background

- a 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.
- b Councillors are holders of public office and summoned to the meetings of the Council and its committees.

#### TDP2.1.2 Apologies received and reason

- a Cllr Nicklin owing to a conflicting work commitment.

#### TDP2.1.3 Recommendation

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.

#### TDP2.1.4 Reason for Recommendation

- a Accepting apologies resets the six-month absence rule.

(End)

## TDP2.2 Declarations of Interest

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

*(Shepton Mallet Town Council Code of Conduct, 2019)*

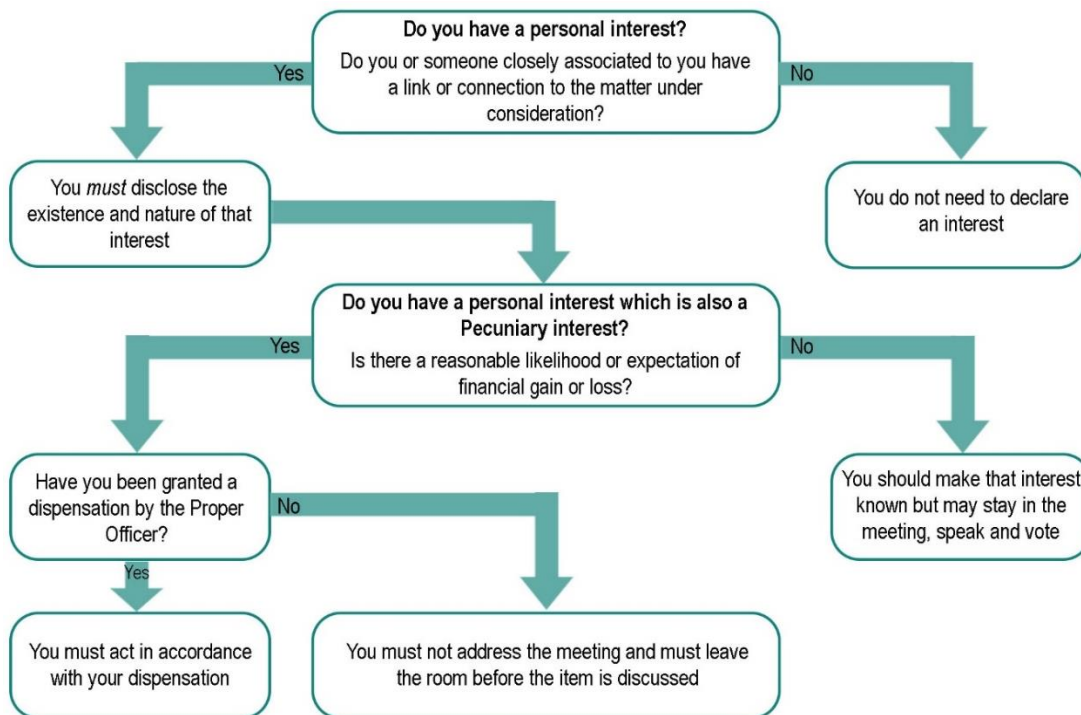
Report Author: Assistant Town Clerk (Planning and Amenities)

### TDP2.2.1 Background

- a 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.
- b 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. (Shepton Mallet Town Council Code of Conduct, 2019)

### TDP2.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

### TDP2.3 Minutes

To receive the minutes of the previous meeting of the Town Development and Planning Committee. (1 min)

*(Local Government Act 1972 Sch 12)*

Report Author: Assistant Town Clerk (Planning and Amenities)

#### TDP2.3.1 Background

- a 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.
- b 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).

#### TDP2.3.2 Recommendation

- a That the minutes of [31/05/2022](#) be approved for signing as a true record of the decisions taken.

(End)

**TDP2.4 Officer Report to the Committee**

To receive reports pertaining to the Town Development and Planning Committee.

(3 min)

*(Local Government Act 1972 Sch 12)*

**Report Author:** Assistant Town Clerk (Planning and Amenities)

**TDP2.4.1 Summary**

- a 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).

**TDP2.4.2 Planning Applications Decided since last meeting**

<b>Application No.</b>	<b>Address</b>	<b>Town Council Response</b>	<b>Mendip District Council Decision</b>
2022/0689/HSE	40 Webber Road, Shepton Mallet, BA4 4AL	Supported	Approved 31/05/2022
2020/2028/FUL	1-3 Old Wells Road, Shepton Mallet, BA4 5XN	Supported with conditions	Approved 14/06/2022
2022/0901/TCA	28-29 Back Lane, Darshill, Shepton Mallet, BA4 5JS	Supported	Approved 16/06/2022

**TDP2.4.3 Planning Applications Withdrawn**

2022/0760/FUL 2022/0761/LBC	Change of use from former workshop and store to form an annexe.  The Old Chapel, Townsend, Shepton Mallet, BA4 5SB
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**TDP2.4.4 Recommendation**

- a That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

**TDP2.4.5 Reason for Recommendation**

- a To keep members updated on committee actions and information.

(End)

**TDP2.5 Planning Applications - Mendip District Council**

To consider responses to (but not limited to) the following planning applications

(10 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Assistant Town Clerk (Planning and Amenities)

**TDP2.5.1 Summary and Background information**

- a 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.
- b As part of the town council's response to planning proposals it should provide material planning reasons for its comments, be they of support or objection. Simply stating 'no objection' is insufficient as there is a requirement to give 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

- c 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 Or Objection as will have detrimental impact on neighbouring property
New dwelling	Support, design is in keeping with locality Or 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.

<p><a href="#">2022/1015/FUL</a> <a href="#">2022/1016/LBC</a> Jennifer Alvis</p>	<p>Removal of a corrugated iron roof over outdoor space.  Anglo Trading Estate, Commercial Road, Shepton Mallet, BA4 5BY</p>	<p>06/06/2022</p>
<p><a href="#">2022/1012/LBC</a> Zoe Maclennan</p>	<p>Internal alterations including the creation of an opening between kitchen and lounge, lounge window restoration and insulation of floor, wall and ceiling.  Downside House, Bath Road, Downside, Shepton Mallet</p>	<p>07/06/2022</p>



<p><a href="#">2022/1040/FUL</a> Lorna Elstob</p>	<p>Erection of external lighting (retrospective).  Travis Perkins, Crown Trading Estate, Shepton Mallet, BA4 5QQ</p>	<p>08/06/2022</p>
<p><a href="#">2022/1134/TPO</a> Bo Walsh</p>	<p>T1 (TPO M1183) - False Acacia - Fell.  Willow House, Tallowood, Shepton Mallet, BA4 5QN</p>	<p>16/06/2022</p>

#### TDP2.5.2 Scheme of Delegation

- a The Town Development and Planning Committee has delegation to submit observations on behalf of the Council.

#### TDP2.5.3 Legal Authority and Implication

- a 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 para8)*

#### TDP2.5.4 Recommendation

- a That the committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Wednesday, 22 June 2022. A press release is not required for this decision.

#### TDP2.5.5 Reason for Recommendation

- a To fulfil the Council's responsibility and exercise its views as a statutory consultee.

(End)

**TDP2.6 Planning Application - Somerset County Council**

To consider responses to (but not limited to) the following planning applications

(5 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Assistant Town Clerk (Planning and Amenities)

**TDP2.6.1 Summary and Background information**

<a href="#">SCC/3991/2022</a>	<p>Joe Rose</p> <p>x3 roundabout advertisement/sponsorship signs. The fascia of each sign measures 500 x 1000mm with a depth of 2mm, installed at a height of 260mm from the ground to the base of the sign. The sign will be mounted onto two galvanised tubular steel posts, height: 885mm (above ground 760mm, below ground 125mm) x 60mm diameter, fixing: two clips per post. The signs are made of road traffic grade recycled material composite.</p> <p>There will be only one advertiser per roundabout and each sign will be identical, displaying their company branding above a message reading "Somerset County Council supporting local businesses". Advertising on a roundabout is taken up on a minimum one-year contract and the message will remain constant during this time. All designs will be approved by Somerset County Council prior to going into production.</p> <p>Whitstone Hill Roundabout A37/745 Shepton Mallet</p>	<p>15/06/2022</p>
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**TDP2.6.2 Scheme of Delegation**

- a 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 para8).

**TDP2.6.3 Recommendation**

- a That the committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Wednesday, 22 June 2022. A press release is not required for this decision.

**TDP2.6.4 Reason for Recommendation**

- a To fulfil the Council's responsibility and exercise its views as a statutory consultee.

(End)

### TDP2.7 Consultation Response

For councillors to consider if they wish to respond to the Mendip District Council consultation on Amendments to Local Validation List (10 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Assistant Town Clerk (Planning and Amenities)

#### TDP2.7.1 Summary and Background information

- a The council has been notified of a consultation on Amendments to Local Validation List which is open for comments between Monday 6th June and Monday 4th July.  
[www.mendip.gov.uk/Amendmentstolocalvalidationlist](http://www.mendip.gov.uk/Amendmentstolocalvalidationlist)
- b The committee should consider if it wishes to respond on behalf of the Town Council.

#### TDP2.7.2 Scheme of Delegation

- a To make observations as necessary, to the responsible authority or organisation on matters affecting the environment and public transport in the town.

#### TDP2.7.3 Town Plan Reference

- a Place Making: Improve the Built Environment by working with partners to protect it.

#### TDP2.7.4 Recommendation

- a That the committee formulates a response to the consultation.

(End)

### **TDP2.8 Premises License Application**

For the committee to consider the application for a premises licence for Aurora Kusina Ltd, 29 Town Street, Shepton Mallet, Somerset, BA4 5BE (4 mins)

*(Local Government Act 1972 Sch 12)*

**Report Author:** Assistant Town Clerk (Planning and Amenities)

#### **TDP2.8.1 Summary and Background information**

- a Shepton Mallet Town Council is a statutory consultee for licensing applications.
- b Councillors should consider whether they wish to support the application.

#### **TDP2.8.2 Scheme of Delegation**

- a To deal with consultation on request for street trading licenses and to deal with matters pertaining to Licensing Acts.

#### **TDP2.8.3 Town Plan Reference**

- a Promotion: Engage with and support businesses and commerce

#### **TDP2.8.4 Recommendation**

- a That the committee forms a response to the licensing application.

(End)