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

06 July 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, 12 July 2022** in the Council Chamber, 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 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 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

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	<i>(Local Government Act, 1972 s.85)</i>	
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	<i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
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	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>	
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	To receive reports pertaining to the Town Development and Planning Committee.....	(3 min)
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	Mendip Distribution Centre, Frampton Road, Shepton Mallet, BA4 4NH	
	Downside House, Bath Road, Downside, Shepton Mallet	
	Woodbourne House, West Shepton, Shepton Mallet, BA4 5UN	
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Anticipated meeting end time 7.35pm

Date of next meeting:

2 August 2022

TDP3.1 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)

TDP3.1.1 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.

TDP3.1.2 Apologies received and reason

- a None received at point of issue.

TDP3.1.3 Recommendation

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

TDP3.1.4 Reason for Recommendation

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

(End)

TDP3.2 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)

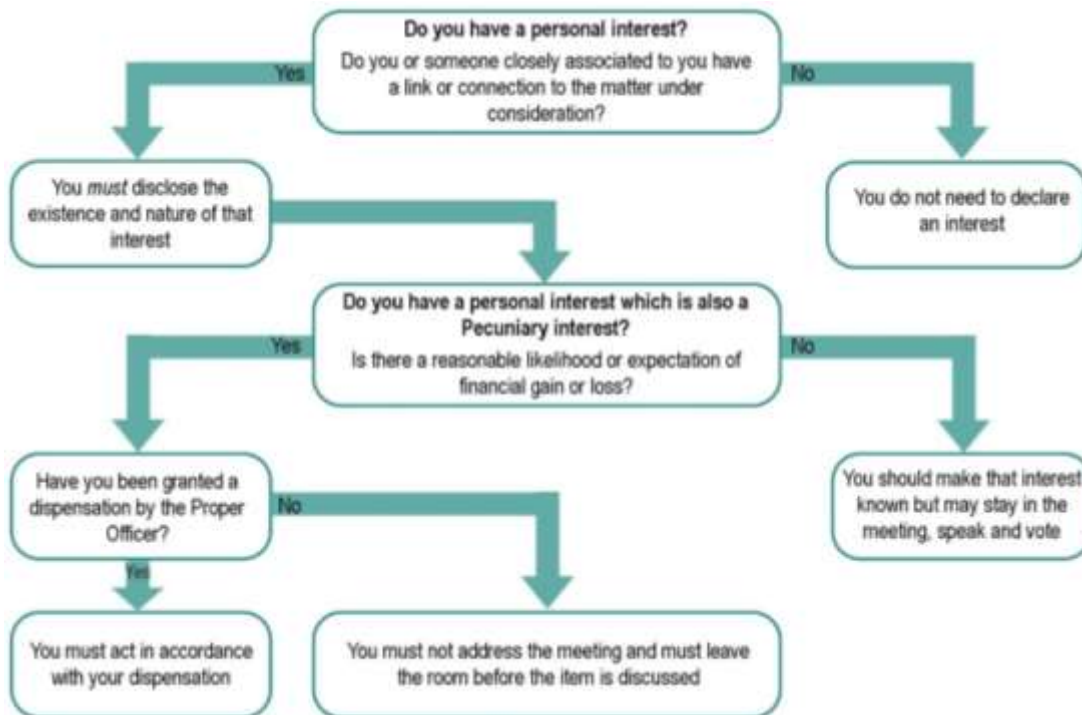
Report Author: Assistant Town Clerk (Planning and Amenities)

TDP3.2.1 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)

TDP3.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

TDP3.3 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)

TDP3.3.1 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).

TDP3.3.2 Recommendation

- a That the minutes of 21/06/2022 be approved for signing as a true record of the decisions taken.

(End)

TDP3.4 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)

TDP3.4.1 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).

TDP3.4.2 Planning Applications Decided since last meeting

Application No.	Address	Town Council Response	Mendip District Council Decision
2022/1094/TCA	1 Coombe Lane, Shepton Mallet, BA4 5UX	Supported	Approved 17/06/2022
2022/1018/TCA	Judges Court, 3A Waterloo Road, Shepton Mallet, BA4 5HG	Supported	Approved 17/06/2022
2021/2475/TPO	Distribution Centre, Mendip Avenue, Shepton Mallet, BA4 4PE	Supported	Approved 18/06/2022
2022/0967/TCA	1 Western Court, Shepton Mallet, BA4 5DQ	Supported	Approved 23/06/2022
2022/0851/TPO	55 Barrington Place, Shepton Mallet, BA4 5GH	Supported	TPO Approval 28/06/2022
2022/0215/HSE	3 Middleton Lane, Shepton Mallet, BA4 5QY	Supported	Approved 28/06/2022

TDP3.4.3 Recommendation

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

TDP3.4.4 Reason for Recommendation

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

(End)

TDP3.5 Planning Applications For Consideration - 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)

TDP3.5.1 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>2022/132/FUL Anna Clark</p>	<p>Proposed single storey extension(s) to provide additional warehouse space. Mendip Distribution Centre, Frampton Road, Shepton Mallet, BA4 4NH</p>	<p>21/06/2022</p>
<p>2022/135/FUL 2022/136/LBC</p>	<p>Conversion of the detached garage to residential accommodation with roof lights. Downside House, Bath Road, Downside, Shepton Mallet</p>	<p>23/06/2022</p>

2022/1302/HSE 2022/1303/LBC Oliver Down	Replacement rear porch, create a ground floor WC, an en-suite to master bedroom, roof insulation and replacement rooflight. Woodbourne House, West Shepton, Shepton Mallet, BA4 5UN	29/06/2022
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TDP3.5.2 Scheme of Delegation

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

TDP3.5.3 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)

TDP3.5.4 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, 13 July 2022. A press release is not required for this decision.

TDP3.5.5 Reason for Recommendation

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

(End)

TDP3.6 Planning Applications for Consideration - Somerset County Council

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

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP3.6.1 Summary and Background information

<p>SCC/362/2022 Joe Rose</p>	<p>x3 roundabout advertisement/sponsorship signs. The facia 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. 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>High Street Roundabout A371/325 Shepton Mallet</p>	<p>23/06/2022</p>
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TDP3.6.2 Scheme of Delegation

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

TDP3.6.3 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)

TDP3.6.4 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, 13 July 2022. A press release is not required for this decision.

TDP3.6.5 Reason for Recommendation

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

(End)

TDP3.7 Planning Application Outside the Parish Boundary

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

(4 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP3.7.1 Summary and Background information

- a On 1st July 2021, the Town Council was advised that the change of conditions to planning application SCC/3795/2021 would have a detrimental impact on Shepton Mallet. The traffic from Westdown Quarry will come through Shepton Mallet on the A361 to access the A37 instead of through the traditional route via Bulls Green Link. The Town Council wrote a response to SCC expressing concerns over this proposal.
- b SMTC has been advised that there is now a re-consultation due to new information being provided:

SCC/3795/2021 SCC/3836/2021/IDO SCC/3837/2021/IDO SCC/3838/2021/ROMP	Westdown Quarry, Whatley, Frome	28/06/2022
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TDP3.7.2 Scheme of Delegation

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

TDP3.7.3 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)

TDP3.7.4 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, 13 July 2022. A press release is not required for this decision.

TDP3.7.5 Reason for Recommendation

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

(End)

TDP3.8 Notice of Motion 22-002- amendments to the terms of reference

To consider amendments to the terms of reference to encompass economic development

(10 mins)

Proposer: Cllr Jane Nicklin

Seconder: Cllr Matt Harrison

TDP3.8.1 Summary and Background information provided by the proposer

- a Shepton Town Council has always had a robust Town Development and Planning committee but its remit was essentially confined to planning issues, related to the built environment. Development reaches far beyond just the built environment and includes the economic activity that occurs in these buildings.
- b This proposal aims to strengthen the terms of reference to make clear this relationship and the responsibilities of this committee.

TDP3.8.2 Summary and Background Information provided by the Proper Officer

- a Economic Development has traditionally been the remit of the District Councils. The introduction of the Localism Act 2011 has provided greater flexibility for town and parish councils to provide positive input into the economic development and health of it's area

TDP3.8.3 Scheme of Delegation

- a Currently this is not specified in the terms of reference

TDP3.8.4 Legal Authority and Implication provided by the proposer

- a None

TDP3.8.5 Legal Authority and Implication provided by the Proper Officer

- a The Localism Act provides for town and parish councils to play a part in neighbourhood development through its neighbourhood plan and also provides the General Power of Competence to allow a council to do anything an individual might do provided there is not a law to prevent it.

TDP3.8.6 Town Plan Reference

- a 2. Place making –Improve the built environment by working with partners to protect it
- b 5. Promotion – engage with and support business and commerce, encourage future investment
 - protect services

TDP3.8.7 Financial Implication provided by the proposer

- a The committee currently does not have a budget. Any financial requirements will need to be met from the Town's existing budget.

TDP3.8.8 Financial Implication provided by the Proper Officer

- a There are no identified financial implications arising from this. The Council may wish to consider a budget line for the committee to use. If there is to be anticipated spend during the current financial year, this will need to be a recommendation to Full Council for funds to be vired from another budget line or taken from General Reserves. Alternatively, the Committee can include this in its budget setting during the autumn of 2022.

TDP3.8.9 Impact Assessment provided by the proposer

- a Equalities – none
- b Environmental – enhancement of the built environment
- c Crime and Disorder – potential to reduce criminal activity
- d Resources – some activities will be managed by officers under delegated responsibilities
- e Economic – there is potential to enhance economic activity by facilitating discussion, and working with, key businesses and individuals
- f Risk Management – none

TDP3.8.10 Recommendation by the proposer

- a The committee is asked to:
- b 1- Agree the amendment of the terms of reference to include under delegated responsibilities 'To determine matters related to economic development of the town and make recommendations to the Town Council and principle authorities'
- c 2 - Recommend to Town Council that the terms of reference are modified in line with above and that a small budget is made available to the committee to use as required. .
- d Delegate to the Town Clerk all details in discharging this decision.

TDP3.8.11 Recommendation by the Proper Officer

- a There are no alternative recommendations from the Proper Officer.

TDP3.8.12 Reason for Recommendation by the proposer

- a The modification to the terms of reference proposed allow economic development in the Town to have a place where it can be debated and taken forward. Currently there is no specific committee where this is addressed

(End)