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

01 March 2023

Dear Councillor

Summons

You are summoned to a meeting of the Town Development & Planning Committee (TDP) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7.00pm on **Tuesday, 07 March 2023** 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 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

TOWN DEVELOPMENT & PLANNING COMMITTEE

Agenda

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To consider responses to (but not limited to) the following planning applications:	(15 mins)
<i>(Local Government Act 1972 Sch 12)</i>	
78 Cowl Street, Shepton Mallet, BA4 5EP	
Flat 14, St Sales House, Draycott Road, Shepton Mallet	
67 Compton Road, Shepton Mallet, BA4 5QT	
3 Convent Cottages, Draycott Road, Shepton Mallet, BA4 5HR	
44 Allyn Saxon Drive, Shepton Mallet, BA4 5QH	
Land adjacent to 1 Charlton Road, Shepton Mallet	
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To consider whether to support a request from the community for a change of speed limit at Bath	
Road, Downside.	(15 mins)
<i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 7.30pm

Date of next meeting:

28 March 2023

TDP10.1 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)

TDP10.1.1 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.

TDP10.1.2 Apologies received and reason

- a No apologies received at the time of issue.

TDP10.1.3 Recommendation

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

TDP10.1.4 Reason for Recommendation

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

(End)

TDP10.2 Declarations of Interest

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

(1 min)

(Shepton Mallet Town Council Code of Conduct, 2019)

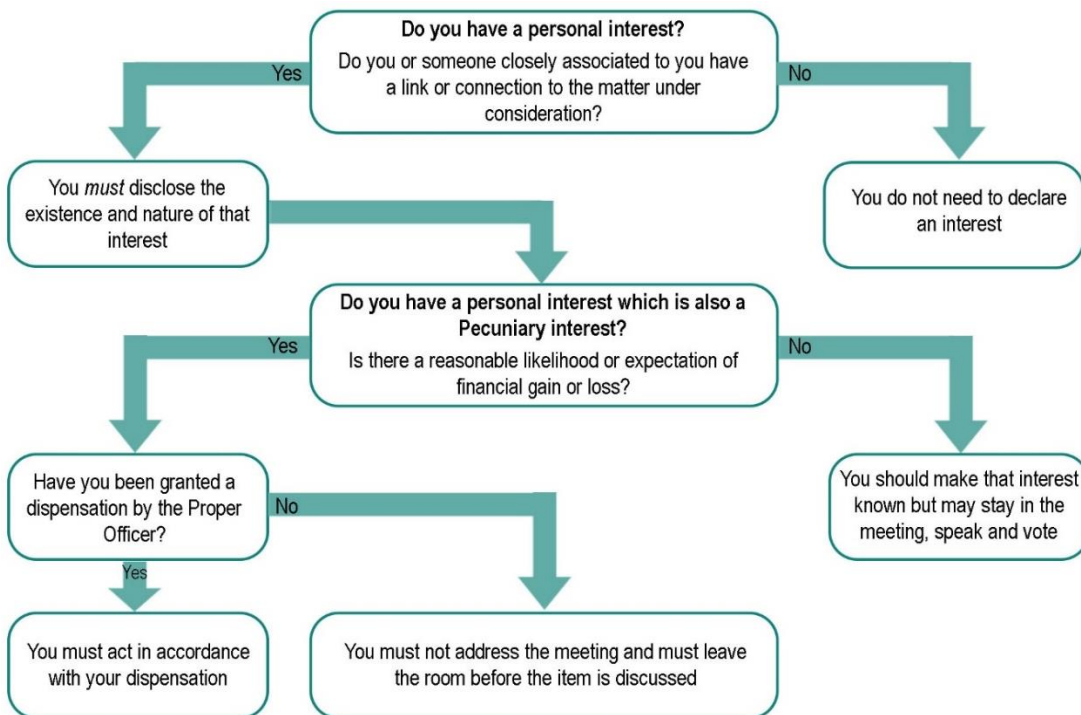
Report Author: Assistant Town Clerk (Planning and Amenities)

TDP10.2.1 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)

TDP10.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

TDP10.3 Minutes

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

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP10.3.1 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).*

TDP10.3.2 Recommendation

- a That the minutes of [14/02/23](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday 14 March 2023. A press release is not required for this decision.

(End)

TDP10.4 Officer Report to the Committee

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

(10 min)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP10.4.1 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).

TDP10.4.2 Planning Applications Decided since last meeting

Application No.	Address	Town Council Response	Mendip District Council Decision
2022/1419/LBC	Street Record, Bath Road, Downside, Shepton Mallet	Supported	Approved 18/02/23

TDP10.4.3 Economic Regeneration Working Party

- a To receive a verbal update from the Chair.

TDP10.4.4 To consider pre-application consultation letter and proposed plans in relation to the proposed upgrade to the existing telecommunications installation at CTIL 12115333 LOWER RIDGEWAY FARM, BA4 5QY and whether to submit a comment to the consultee.

TDP10.4.5 To consider whether the committee wishes to submit a formal response to the Somerset Statement of Community Involvement Consultation

- a *"The new Statement of Community Involvement (SCI) will set out how Somerset Council will involve our communities, organisations and other interested parties in the planning process. This includes when we prepare and consult on our future planning policy documents, including our Local Plan, and how we will involve people and organisations when we assess and decide on planning applications for new development. We are consulting on the draft SCI from 1st February 2023 to 16th March 2023."*
- b The committee was sent the [link](#) to the consultation for them to be prepared to formulate a response if they so wish.

TDP10.4.6 Recommendation

- a That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees
- b Committee needs to decide whether to submit a formal comment on TDP10.4.4
- c Committee needs to decide whether to submit a formal response to TDP10.4.5

TDP10.4.7 Reason for Recommendation

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

(End)

TDP10.5 Planning Applications For Consideration

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

(15 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP10.5.1 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
<hr/>	
New dwelling	Support, design is in keeping with locality
	Or
	Objection as design is not in keeping with local area
<hr/>	
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.

2023/0267/TCA Bo Walsh	Yew - Fell. 78 Cowl Street, Shepton Mallet, BA4 5EP	14/02/2023
2023/0324/TCA Bo Walsh	T1 – Lawson Cypress – Fell to ground level, remove stump and replanting of Field Maple. Flat 14, St Sales House, Draycott Road, Shepton Mallet	22/02/2023
2023/0282/VRC Kirsty Black	Variation of condition 2 (Plans List) and condition 3 (Materials) on consent 2021/2524/HSE (Demolition of existing rear two storey extension and erection of one & two storey rear extension). 67 Compton Road, Shepton Mallet, BA4 5QT	22/02/2023
2023/0305/TCA Bo Walsh	T2 – Bay – Fell. 3 Convent Cottages, Draycott Road, Shepton Mallet, BA4 5HR	23/02/2023
2023/0022/HSE Oliver Down	Erection of single storey front extension. 44 Allyn Saxon Drive, Shepton Mallet, BA4 5QH	24/02/2023
2023/0338/FUL Carlton Langford	Change of use of land from agriculture to use class F and erection of Nursery and Pre-School building and associated access and parking. Land adjacent to 1 Charlton Road, Shepton Mallet	27/02/2023

TDP10.5.2 Scheme of Delegation

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

TDP10.5.3 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)

TDP10.5.4 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.

TDP10.5.5 Reason for Recommendation

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

(End)

TDP10.6 Change of Speed Limit Request

To consider whether to support a request from the community for a change of speed limit at Bath Road, Downside.

(15 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP10.6.1 Summary and Background information

- a The council has been contacted by several residents regarding perceived speeding issues across the town.
- b In October 2022, the TD&P committee formally adopted the Community Highways Request Policy and this was sent to the residents in question.
- c In line with the policy, the council has now received a formal request for support for a change to the speed limit at Bath Road, Downside from 40mph to 20mph and the installation of speed bumps:

I would like to propose that we introduce traffic calming measures in the Lower Downside area of Shepton Mallet, on the Bath Road (B3136) as indicated on the attached map. I have attached the completed Community Highways Request form with signatures from 12 local residents who would be directly affected by the measures, and I have CCd 2 town councillors, namely Cllr Martin Lovell and Vice Chair Gavin Mayall who are in support of our proposal.

Currently, the speed limit in this area is 40mph but we would like to see this reduced to 20mph and for speed bumps or another effective traffic calming feature to be introduced. The primary reason for this is that the residents of Lower Downside - particularly numbers 5 (us), 6 & 7 - do not have designated parking on our side of the road, so we park our cars across the main road at the foot of Windsor Hill Lane. This means we regularly need to cross that stretch of road which is at best a walk up the road to a 'safer' crossing point and then a sprint across, or at worst a near-death experience! Certainly for anybody with mobility problems or with young children (2 of the residents at Lower Downside have children under 2 years), this can be extremely distressing. Furthermore this stretch of road leads directly to a public footpath which then links up with the East Mendip Way, so walkers use this route daily and must find it equally daunting.

When collecting the signatures, there was an overwhelming consensus that it is only a matter of time before the current situation leads to a serious injury or fatality. It would be so tragic if this is what it took to get safety measures put in place. We urge you to consider this matter as a top priority.

I might add that one resident suggested making the road into a 'quiet lane' which, apart from being more affordable, would likely prevent a lot of accidents on the A37/B3136 junction (of which there have been 15 over the last 20 years - shown in the attachments), as it would discourage drivers from using the B3136 as a thoroughfare between the A37 and A371.

- d Councillors can access the supporting documents on their Sharepoint.

TDP10.6.2 Scheme of Delegation

The Committee has delegated authority to deal with the following matters to conclusion:

To consider and resolve issues affecting roads, highways, development, environment or relating to planning matters upon which the Town Council is consulted or in which to the Town Council has an interest.

TDP10.6.3 Legal Authority and Implication

- a The Council has the power to do anything that will facilitate the discharge of its duties. (*Local Government Act, 1972 s.111*)

TDP10.6.4 Financial Implication

- a None.

TDP10.6.5 Recommendation

- a For the committee to decide whether to support the change in speed limit and the installation of speed bumps and for officers to advise the Highways Authority accordingly.

TDP10.6.6 Reason for Recommendation

- a The applicant has complied with the Communities Highways Request Policy adopted in October 2022.