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

**24 May 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, 30 May 2023** in the Committee Room, Somerset Council Offices, BA4 5BT. Members of the public and non-committee members may join via computer, mobile app or room device. [Click here to join the meeting](#). Meeting ID: 362 541 574 389

Passcode: NR7V3F

### 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

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Claire Commons BA Hons, Fellow SLCC, Town Clerk

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Agenda

TDP2.1	APOLOGIES .....	3
	To receive and consider for acceptance, apologies for absence .....	(1 min)
	<i>(Local Government Act, 1972 s.85)</i>	
TDP2.2	DECLARATIONS OF INTEREST.....	4
	To declare interests relating to the business of the meeting and receive dispensation requests.....	(1 min)
	<i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
TDP2.3	MINUTES.....	5
	To receive the minutes of the previous meeting of the Town Development & Planning Committee .....	(1 min)
	<i>(Local Government Act 1972 Sch 12)</i>	
TDP2.4	OFFICER REPORT TO THE COMMITTEE .....	6
	To receive reports pertaining to the Town Development & Planning Committee.....	(5 min)
	<i>(Local Government Act 1972 Sch 12)</i>	
TDP2.5	PLANNING APPLICATIONS FOR CONSIDERATION .....	7
	To consider responses to (but not limited to) the following planning applications: .....	(15 mins)
	<i>(Local Government Act 1972 Sch 12)</i>	
	2 Forum Terrace, Forum Lane, Shepton Mallet, BA4 5JN	
	2 Forum Terrace, Forum Lane, Shepton Mallet, BA4 5JN	
	4A Townsend Shopping Park, Townsend, Shepton Mallet, BA4 5EG	
	57 Compton Road, Shepton Mallet, BA4 5QT	
	Mill Meadow Cottage, 25 Back Lane, Darshill, Shepton Mallet	
	The Old Chapel, Townsend, Shepton Mallet, BA4 5SB	
	Wessex Filling Station, Whitstone Hill to Fosse Lane, Shepton Mallet, BA4 4LY	

Anticipated meeting end time 7.30pm

Date of next meeting: 27 June 2023

## 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 T Makin owing to a personal commitment.
- b Cllr G Kennedy owing to a business 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.

(1 min)

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

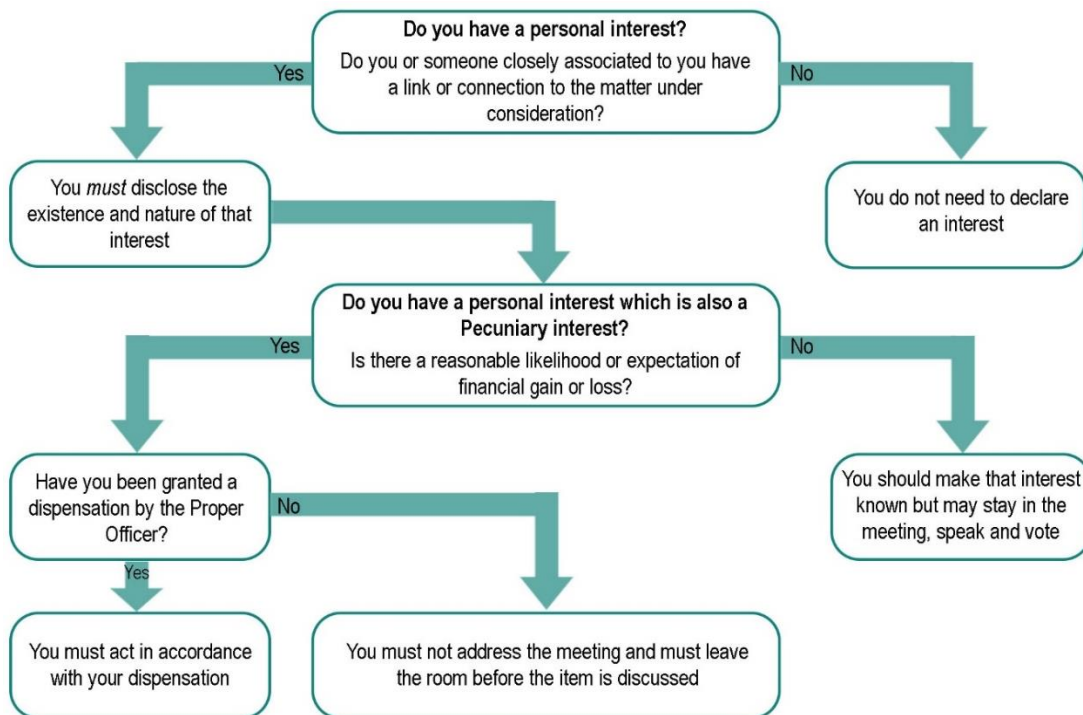
Report Author: Assistant Town Clerk (Planning and Amenities)

**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 & 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 [09/05/2023](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday 20 June 2023. A press release is not required for this decision.

(End)

## TDP2.4 Officer Report to the Committee

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

(5 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>Somerset Council Decision</b>
2023/0531/TCA	Church View, Princes Road, Shepton Mallet, BA4 5HL	Supported	Approved 12/05/2023
2023/0651/TCA	5A Commercial Road, Shepton Mallet, BA4 5BU	Supported	Approved 24/05/2023
2023/0740/TCA	Judges Court, 3A Waterloo Road, Shepton Mallet, BA4 5HG	Supported	Approved 24/05/2023
2023/0678/TPO	1 Mendip Avenue, Shepton Mallet, BA4 4PE	Supported	Approved 24/05/2023

### TDP2.4.3 Recommendation

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

### TDP2.4.4 Reason for Recommendation

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

(End)

**TDP2.5 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)

**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.

<a href="#">2023/0554/HSE</a> Jane Thomas	<p>To move a retaining wall.</p> <p>2 Forum Terrace, Forum Lane, Shepton Mallet, BA4 5JN</p>	09/05/2023
<a href="#">2023/0557/LBC</a> Jane Thomas	<p>Repair collapsed floor structure over cellar window in brickwork (completed for structural reasons)</p> <p>Supply and fit new cellar window (WG2)</p> <p>Provide and hang new half glazed front door (WD1)</p> <p>Form new 1 hr fr separation (with adjacent cottage) to rear of fireplace in proposed kitchen (completed for fire safety reasons)</p> <p>Take down and replace plasterboard ceiling in proposed kitchen area and replace with lath and (lime) plaster.</p> <p>Open up blocked window to rear elevation and inset salvaged two light stone mullioned window WG3 with diamond pattern leaded lights.</p> <p>Provide and fit new window seats to WG1 and WG2 where missing and repair associated panelling and shutters.</p> <p>Remove an unregistered flying freehold to the first floor and wall up resulting communicating door with adjacent property 1 hr fr in brickwork.</p> <p>Remove modern concrete block lining from window opening WF5 and provide and build-in new bathroom casement window.</p> <p>Provide and fit new casement wind WS3.</p> <p>Relocate rear (garden) retaining wall (completed 2021 in the interest of the Listed Building and for structural reasons)(subject to separate retrospective Planning Approval)</p> <p>2 Forum Terrace, Forum Lane, Shepton Mallet, BA4 5JN</p>	09/05/2023
<a href="#">2023/0788/FUL</a> Jane Thomas	<p>Installation of a shop front window and associated works.</p> <p>4A Townsend Shopping Park, Townsend, Shepton Mallet, BA4 5EG</p>	10/05/2023
<a href="#">2023/0758/HSE</a> Kirsty Black	<p>Erection of rear conservatory (amendment to planning permission 2022/2032/HSE).</p> <p>57 Compton Road, Shepton Mallet, BA4 5QT</p>	12/05/2023
<a href="#">2023/0826/HSE</a> Jane Thomas	<p>Proposed enclosure of front entrance space.</p> <p>Mill Meadow Cottage, 25 Back Lane, Darshill, Shepton Mallet</p>	15/05/2023



<p><a href="#">2023/0785/FUL</a>  <a href="#">2023/0786/LBC</a>                      Jennifer Alvis</p>	<p>Change of use from former workshop and store to form an annexe.</p> <p>The Old Chapel, Townsend, Shepton Mallet, BA4 5SB</p>	<p>15/05/2023</p>
<p><a href="#">2023/0697/VRC</a>                      Nikki White</p>	<p>Variation of condition 1 (Plans List) to alter building location, EV chargers, jet washes and petrol canopy location on consent 2021/1697/FUL (Development of a replacement four pump (filling position) petrol filling station &amp; associated works including jet wash, electric vehicle charging bays, air/water services &amp; vacuum equipment. (Additional information received 18/11/2021).</p> <p>Wessex Filling Station, Whitstone Hill to Fosse Lane, Shepton Mallet, BA4 4LY</p>	<p>23/05/2023</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, 31 May 2023. 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)