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

**09 August 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, 15 August 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: 323 401 961 077, Passcode: xPcgqv

### 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

TDP5.1	APOLOGIES .....	3
	To receive and consider for acceptance, apologies for absence .....	(1 min)
	<i>(Local Government Act, 1972 s.85)</i>	
TDP5.2	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>	
TDP5.3	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>	
TDP5.4	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>	
TDP5.5	PLANNING APPLICATIONS FOR CONSIDERATION .....	8
	To consider responses to (but not limited to) the following planning applications: .....	(15 mins)
	<i>(Local Government Act 1972 Sch 12)</i>	
	16 Charlton Road, Shepton Mallet, BA4 5NY	
	Sycamore Cottage, Windsor Hill Lane, Downside, Shepton Mallet	
	Longhours, 9 Hitchen Lane, Shepton Mallet, BA4 5TZ	
	Flat 4, Tipcote House, Tipcote Lane, Shepton Mallet	
	1 Forum Terrace, Shepton Mallet, BA4 5JN	
	59 Beech Avenue, Shepton Mallet, BA4 5XW	
	9 Beech Avenue, Shepton Mallet, BA4 5XW	
	Cedar House, 7 Princes Road, Shepton Mallet, BA4 5HL	
	Public convenience Collett Park Road, Shepton Mallet, Somerset	
	Millstones, Back Lane, Darshill, Shepton Mallet, Somerset	
	30B Old Wells Road, Shepton Mallet, Somerset BA4 5XL	
	Land South West of Westway Lane, Shepton Mallet, Somerset	
	Lloyds TSB Bank Plc, 5 High Street, Shepton Mallet, Somerset, BA4 5AB	
TDP5.6	COMMUNITY FUNDED 20MPH SPEED LIMITS.....	12
	To consider entering an expression of interest into Somerset Council’s initiative to support communities who wish to fund the design and implementation of a 20mph speed limit .....	(10 mins)
	<i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 7.40pm

Date of next meeting: 12 September 2023

### TDP5.1 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)

#### TDP5.1.1 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.

#### TDP5.1.2 Apologies received and reason

- a Cllr G Kennedy owing to a personal commitment.
- b Cllr T Makin owing to a personal commitment.
- c Apologies had been received from Cllr Stokes-Stephens for the meeting on 18<sup>th</sup> July 2023 and the Clerk notified. This was omitted from the meeting.

#### TDP5.1.3 Recommendation

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.
- b That the meeting accepts or rejects the apology from Cllr Stokes-Stephens for 18<sup>th</sup> July 2023.

#### TDP5.1.4 Reason for Recommendation

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

(End)

**TDP5.2** 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)*

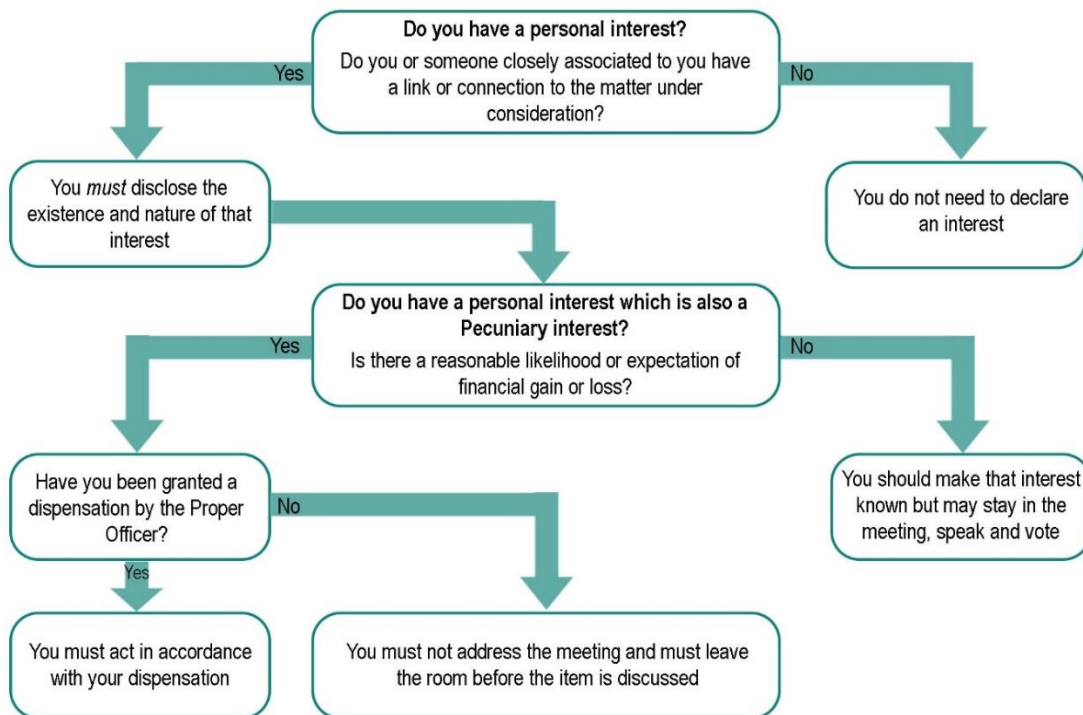
Report Author: Assistant Town Clerk (Planning and Amenities)

**TDP5.2.1** 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)

**TDP5.2.2** Recommendation

- a To note the declarations made during the meeting.



(End)

### TDP5.3 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)

#### TDP5.3.1 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)*.

#### TDP5.3.2 Recommendation

- a That the minutes of 18/07/2023 be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday 15 August 2023. A press release is not required for this decision.

(End)

**TDP5.4 Officer Report to the Committee**

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

(5 min)

*(Local Government Act 1972 Sch 12)***Report Author:** Assistant Town Clerk (Planning and Amenities)**TDP5.4.1 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).

**TDP5.4.2 Planning Applications Decided since last meeting.**

<b>Application No.</b>	<b>Address</b>	<b>Town Council Response</b>	<b>Somerset Council Decision</b>
2023/0697/VRC	Wessex Filling Station, Whitstone Hill to Fosse Lane, Shepton Mallet, BA4 4LY	Supported	Approved 19/07/2023
2023/0955/HSE	29 Elm Way, Shepton Mallet, BA4 5JX	Supported	Approved 20/07/2023
2023/1235/TCA	Millenium Footpath, Shepton Mallet, BA4 5PZ	Supported	TCA Approval 28/07/2023
2023/0717/TCA	The Old Surgery, Leg Square, Shepton Mallet, BA4 5LL	Supported	TCA Approval 02/08/2023
2023/0718/TCA	The Old Surgery, Leg Square, Shepton Mallet, BA4 5LL	Supported	TCA Approval 02/08/2023
2022/1387/TCA	Shepton Mallet Bowls & Tennis Club, 3 Frithfield Walk, Shepton Mallet, BA4 5LY	Supported	TCA Approval 02/08/2023
2023/0688/VRC	12 Kings Close, Shepton Mallet, BA4 5DU	Supported	Approved 03/08/2023
2023/1198/TCA	The Coach House, Peter Street, Shepton Mallet, BA4 5LW	Supported	TCA Approval 03/08/2023

**TDP5.4.3 Planning Application Withdrawn**

2021/2560/FUL	Dobbies Garden Centre, Mendip Avenue, Shepton Mallet, BA4 4PE	Not Supported
2023/0003/LBC	6 High Street, Shepton Mallet, BA4 5AN	Supported

TDP5.4.4 Economic Regeneration Working Party

- a To receive a verbal update from the Chair.

TDP5.4.5 Recommendation

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

TDP5.4.6 Reason for Recommendation

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

TDP5.4.7 Recommendation

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

TDP5.4.8 Reason for Recommendation

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

(End)

**TDP5.5 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)

**TDP5.5.1 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

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New dwelling Support, design is in keeping with locality  
 Or  
 Objection as design is not in keeping with local area

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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.



2023/1307/HSE Jane Thomas	New 3 bays car port for 2 parking spaces and a garden shed, and store above.  16 Charlton Road, Shepton Mallet, BA4 5NY	18/07/2023
2023/1329/TPO Bo Walsh	TPO M1108 – Sycamore – Prune back lower laterals x 3m to previous pruning points.  Sycamore Cottage, Windsor Hill Lane, Downside, Shepton Mallet	20/07/2023
2023/1345/HSE Jane Thomas	Erection of timber garden room/garden store building.  Longhours, 9 Hitchen Lane, Shepton Mallet, BA4 5TZ	21/07/2023
2023/1213/FUL 2023/1214/LBC Kirsty Black	Replacement of 3no. timber casement windows.  Flat 4, Tipcote House, Tipcote Lane, Shepton Mallet	25/07/2023
2023/0212/HSE 2023/0213/LBC Anna Jotcham	Alteration works to fenestration to rear West Elevation and garden landscape works. (Amended plans received 20/07/2023)  1 Forum Terrace, Shepton Mallet, BA4 5JN	25/07/2023
2023/1355/HSE Kirsty Black	Demolition of existing conservatory and erection of single storey rear extension.  59 Beech Avenue, Shepton Mallet, BA4 5XW	26/07/2023
2023/1413/HSE Oliver Down	Demolition of existing conservatory and erection of single storey rear and side extension.  9 Beech Avenue, Shepton Mallet, BA4 5XW	31/07/2023
2023/1480/TCA Bo Walsh	T1 – Mature Box Elder – Tip weight reduction all around to prevent any stem failure. Remove a substantial amount of dead wood. T2 – Easter White Cedar – Dismantle to ground level.  Cedar House, 7 Princes Road, Shepton Mallet, BA4 5HL	04/08/2023

2023/1426/ADV Jane Thomas	Digital Noticeboard  Public convenience Collett Park Road, Shepton Mallet, Somerset	04/08/2023
2023/1432/TCA Bo Walsh	T1-T3 (Goad Willow) – Branches will be pruned at heights of between 3-5M.  Millstones, Back Lane, Darshill, Shepton Mallet, Somerset	07/08/2023
2023/1503/TPO Bo Walsh	T1 (Alder) – Section fell – replant with Cherry G1 (Willow) – Cut by 4m  30B Old Wells Road, Shepton Mallet, Somerset BA4 5XL	08/08/2023
2023/1468/OUT Nikki White	Application for outline Planning Permission with some matters reserved for demolition of existing buildings and erection of up to 18 no dwellings, public open space and associated infrastructure with details of access.  Land South West of Westway Lane, Shepton Mallet, Somerset	04/08/2023
2023/0898/FUL Anna Jotcham	Removal of all internal fixtures and fittings, removal of all external signage:- projecting swing sign, branch name place and individual signage lettering  Lloyds TSB Bank Plc, 5 High Street, Shepton Mallet, Somerset, BA4 5AB	09/08/2023

#### TDP5.5.2 Scheme of Delegation

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

#### TDP5.5.3 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)*

#### TDP5.5.4 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, 19 July 2023. A press release is not required for this decision.

#### TDP5.5.5 Reason for Recommendation

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

(End)



## **TDP5.6 Community Funded 20mph Speed Limits**

To consider entering an expression of interest into Somerset Council's initiative to support communities who wish to fund the design and implementation of a 20mph speed limit (10 mins)

*(Local Government Act 1972 Sch 12)*

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

### **TDP5.6.1 Summary and Background information**

a The council has been contacted by Somerset Council's Traffic Management Team:

*Dear Clerk*

#### ***Community Funded 20mph Speed Limits***

*As you may have been made aware, Councillors were recently invited to attend a briefing outlining Somerset Councils position on 20mph speed limits, aligning to the manifesto commitment to 'work with communities to make 20mph speed limits the norm outside schools, in residential areas, our city, town and village centres'.*

*As an authority we want to support communities who wish to fund the design and implementation of a 20mph speed limit. It is estimated that the cost would be in the region of £15,000. You will be required to pay a £500 non-refundable application fee which will cover an initial assessment including up to 2no week-long speed data readings. Note, at our discretion we may be required to collect data from more than 2no locations to determine the suitability. These will be charged at £200 per location and will be included in the final cost of the scheme.*

*For information, the Department for Transport guidance on the setting of local speed limits are clear in that speed limits should be evidence led, self-explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance and should be seen by drivers as a maximum rather than a target speed.*

*Research has shown that a change in speed limit signs alone has very little effect on actual vehicle speeds and that the speed of vehicles is moderated by the surrounding environment rather than the posted speed limit. Where motorists do not understand the reasoning behind the implementation of a speed limit, a high level of non-compliance is likely to occur, and indeed this may lead to disrespect of speed limits elsewhere.*

*The key factors that need to be considered when reviewing a speed limit is history of collisions; road geometry and engineering; road function; compositions of road users; existing traffic speeds; and road environment.*

*In specific reference to 20mph speed limits, the minimum length of speed limit is 600m (300m in exceptional circumstances) and **mean speeds must be below 24mph**. If mean speeds are higher than the intervention level, traffic calming measures will be required to reduce speeds to this level. Note, in larger communities it may be that only smaller areas are feasible, for example a housing estate or ward whereby it wouldn't impact on the strategic network.*

*It is also worth considering the environmental impact on the 'street scene', having the necessary highway signage, such as terminal and repeater signs, and road markings installed within the village.*

*We are currently welcoming expressions of interest so please complete the accompanying application form by the end of August 2023 and return to this email account along with confirmation that the application fee has been paid. We will then carry out the initial assessment and advise you as to whether you will to be added to the register for progression, with the expectation that these schemes will be delivered in 2024. If your community is not ready to submit an application this year we will look to open the window for expressions of interest again this time next year.*

#### TDP5.6.2 Scheme of Delegation

- a 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.

#### TDP5.6.3 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*)

#### TDP5.6.4 Financial Implication

- a There is a non-refundable fee of £500 but as this committee does not have a budget, all councillors will need to be consulted on which budget this can come from. As there is a short timescale, the clerk will email all councillors for their decision.

#### TDP5.6.5 Recommendation

- a For the committee to decide whether to enter an expression of interest into Somerset Council's initiative to support communities who wish to fund the design and implementation of a 20mph speed limit.

#### TDP5.6.6 Reason for Recommendation

- a This committee has already expressed a desire to improve road safety to Somerset Highways for a 20mph speed limit from Rectory Road/Commercial Road roundabout to the junction with the A37 at Downside.

(End)