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

06 September 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, 12 September 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: 322 196 811 730, Passcode: TiAswB

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 BA Hons, Fellow SLCC, Town Clerk

TOWN DEVELOPMENT & PLANNING COMMITTEE

Agenda

TDP6.1	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence	(1 min)
	<i>(Local Government Act, 1972 s.85)</i>	
TDP6.2	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>	
TDP6.3	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>	
TDP6.4	OFFICER REPORT TO THE COMMITTEE	6
	To receive reports pertaining to the Town Development & Planning Committee.....	(7 min)
	<i>(Local Government Act 1972 Sch 12)</i>	
TDP6.5	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>	
	Badgers Holt, Forum Lane, Shepton Mallet, BA4 5JL	
	29 Little Brooks Lane, Shepton Mallet, BA4 4BW	
	Woodlands Farmhouse, Brewery Lane, Shepton Mallet, BA4 5QD	
	9 Garston Street, Shepton Mallet, BA4 5NW	
	Church of St Michael, Park Road, Shepton Mallet, BA4 5BP	
	Mendip Distribution Centre, Frampton Road, Shepton Mallet, BA4 4NH	
	22 Westfield, Shepton Mallet, BA4 5TY	
	Lloyds TSB Bank plc, 5 High Street, Shepton Mallet, BA4 5AB	
TDP6.6	COMMUNITIES HIGHWAY REQUEST POLICY	11
	To consider the revised wording on the Communities Highway Request Policy adopted on 4 th October 2022.....	(10 mins)
	<i>(Local Government Act 1972 Sch 12)</i>	
TDP6.7	SOMERSET COUNCIL – CREATING PLACES FOR PEOPLE.....	12
	To consider whether the committee wishes to submit a formal response to the Somerset Council survey – Creating Places for People	(10 mins)
	<i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 7.45pm

Date of next meeting: 3 October 2023

TDP6.1 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)

TDP6.1.1 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.

TDP6.1.2 Apologies received and reason

- a Cllr G Kennedy owing to a personal commitment.
- b Apologies had been received from Cllr Stokes-Stephens for the meeting on 15th August 2023 and the Clerk notified. This was omitted from the meeting.

TDP6.1.3 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 18th July 2023.

TDP6.1.4 Reason for Recommendation

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

(End)

TDP6.2 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)

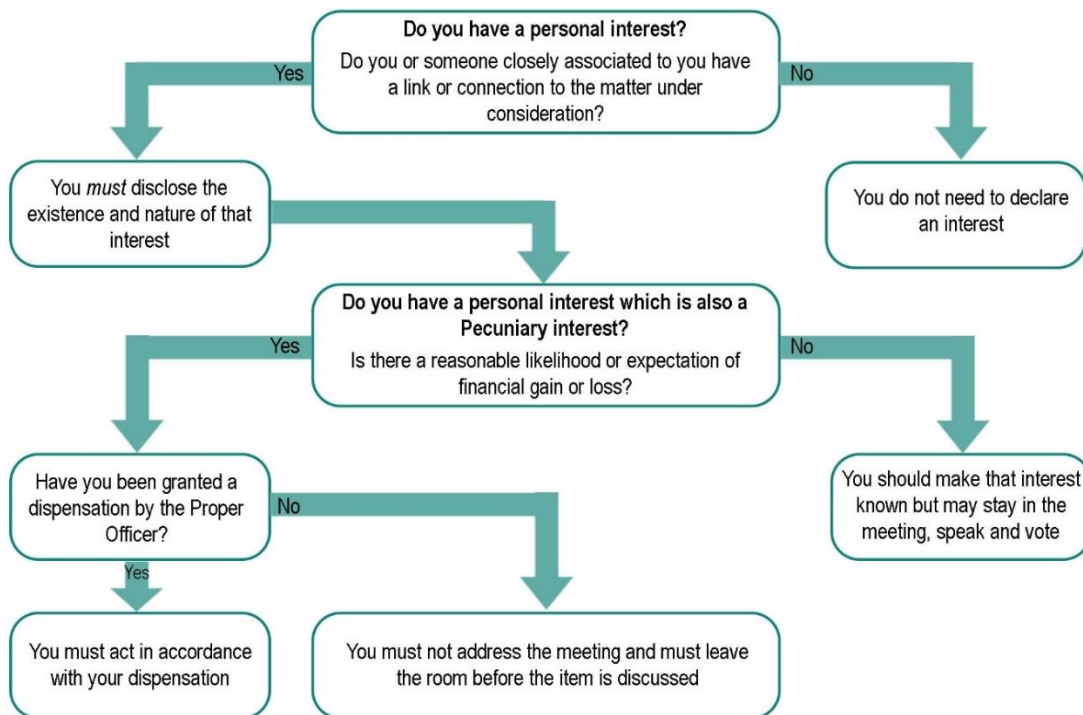
Report Author: Assistant Town Clerk (Planning and Amenities)

TDP6.2.1 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)

TDP6.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

TDP6.3 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)

TDP6.3.1 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).*

TDP6.3.2 Recommendation

- a That the minutes of [15/08/2023](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday 12th September 2023. A press release is not required for this decision.

(End)

TDP6.4 Officer Report to the Committee

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

(7 min)

*(Local Government Act 1972 Sch 12)***Report Author:** Assistant Town Clerk (Planning and Amenities)**TDP6.4.1 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).

TDP6.4.2 Planning Applications Decided since last meeting.

Application No.	Address	Town Council Response	Somerset Council Decision
2023/0589/ADV	Public Open Space South of 1 Chi Rho Close/Amulet Way, Shepton Mallet	Supported	Approved 04/08/2023
2023/0590/ADV	Draycott Road Play Area, Draycott Road, Shepton Mallet	Supported	Approved 04/08/2023
2023/0591/ADV	Land at 362304 142787 Little Brooks Lane, Shepton Mallet	Supported	Approved 04/08/2023
2023/0592/ADV	Runaway Hill Recreation Area, Barrington Place, Shepton Mallet, BA4 5GH	Supported	Approved 04/08/2023
2023/0593/ADV	Queens Road Play Area, Queens Road, Shepton Mallet, BA4 5TF	Supported	Approved 04/08/2023
2023/0594/ADV	Skateboard Park, West Shepton Recreation Ground, Old Wells Road, Shepton Mallet	Supported	Approved 04/08/2023
2021/2695/FUL	Cannards Grave Farmhouse, Whitstone Hill to Fosse Way, Shepton Mallet	Supported	Approved 05/08/2023
2023/1122/HSE	27 Henley Rise, Shepton Mallet, BA4 4AW	Supported	Approved 16/08/2023
2023/1216/ADV	The Market Cross, Market Place, Shepton Mallet	Supported	Approved 22/08/2023

2023/0930/FUL	Land at 361757 143185 Station Road, Shepton Mallet	Supported	Approved 05/09/2023
2023/0931/ADV	Land at 361757 143185 Station Road, Shepton Mallet	Supported	Approved 05/09/2023
2023/1345/HSE	Longhours, 9 Hitchen Lane, Shepton Mallet, BA4 5TZ	Supported	Approved 06/09/2023
2023/1329/TPO	Sycamore Cottage, Windsor Hill Lane, Downside, Shepton Mallet	Supported	TPO Approval 06/09/2023

TDP6.4.3 Recommendation

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

TDP6.4.4 Reason for Recommendation

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

TDP6.4.5 Recommendation

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

TDP6.4.6 Reason for Recommendation

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

(End)

TDP6.5 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)

TDP6.5.1 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
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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.

2023/1537/TCA Bo Walsh	T1 – Euonymus Japonicus - Fell Badgers Holt, Forum Lane, Shepton Mallet, BA4 5JL	11/08/2023
2023/1564/HSE Jane Thomas	Erection of front porch and single storey rear extension. 29 Little Brooks Lane, Shepton Mallet, BA4 4BW	16/08/2023
2023/1583/TCA Bo Walsh	T2 – Oak – 30% crown reduction and crown lift. Woodlands Farmhouse, Brewery Lane, Shepton Mallet, BA4 5QD	17/08/2023
2023/1519/TCA Bo Walsh	T1 (Hazel) – Fell T2 (Elder) – Fell T3 (Holly) – Fell T4 (Sycamore) – Fell T5 (Pyracantha) – Fell T6 (Conifer) – Fell 9 Garston Street, Shepton Mallet, BA4 5NW	21/08/2023
2023/1556/FUL Jennifer Alvis	Renewal of hardwood glazed screen wall and church entrance doors to porch, replacement of fully glazed rear wall of porch with rendered blockwork/high level windows, plus insertion of a new external door in west wall of the baptistry. Church of St Michael, Park Road, Shepton Mallet, BA4 5BP	18/08/2023
2023/1185/FUL Anna Clark	Installation of external cladding and 4no. condensor units (add. Info. Received 07/07/2023 and 23/08/2023). Mendip Distribution Centre, Frampton Road, Shepton Mallet, BA4 4NH	23/08/2023
2023/1667/HSE Jane Thomas	Single storey front extension, single storey side extension and conversion of attached garage. 22 Westfield, Shepton Mallet, BA4 5TY	05/09/2023

<p>2023/0899/LBC Anna Jotcham</p>	<p>Removal of all internal fixtures and fittings, removal of all external signage such as projecting swing sign, branch name plate and individual fascia signage lettering.</p> <p>Lloyds TSB Bank plc, 5 High Street, Shepton Mallet, BA4 5AB</p>	<p>05/09/2023</p>
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TDP6.5.2 Scheme of Delegation

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

TDP6.5.3 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)

TDP6.5.4 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.

TDP6.5.5 Reason for Recommendation

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

(End)

TDP6.6 Communities Highway Request Policy

To consider the revised wording on the Communities Highway Request Policy adopted on 4th October 2022.(10 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP6.6.1 Summary and Background information

- a The Communities Highway Request Policy was adopted by the TD&P Committee on 4th October 2022.
- b The Council has been contacted by a group of residents who wish to propose a scheme to Somerset Council, via SMTC, but consider the wording on the policy to be too specific for their proposal.
- c Cllr Nicklin has worked with officers to amend the wording to allow for an easier submission.
- d The committee was emailed with the revisions on 20th July 2023.

TDP6.6.2 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.

TDP6.6.3 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)*

TDP6.6.4 Financial Implication

- a None.

TDP6.6.5 Recommendation

- a For the committee to consider the revised wording to the Communities Highway Request Policy.

TDP6.6.6 Reason for Recommendation

- a For the community to be able to gather evidence to submit a proposal to the town council with as much information as possible.

(End)

TDP6.7 Somerset Council – Creating Places for People

To consider whether the committee wishes to submit a formal response to the Somerset Council survey – Creating Places for People (10 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Planning and Amenities)

TDP6.7.1 Summary and Background information

- a Residents and businesses in Somerset are being urged to help shape the future of their county and have their say on how best to create places that put people at the heart of their design.

Somerset Council is launching a public consultation to seek opinions on a set of outline “principles” that are designed to steer new development in Somerset. These should guide developers towards creating attractive and high-quality environments, but also inclusive and accessible places for all, regardless of age, gender, mobility, or background, where people enjoy living.

The principles should lead to high quality development and offer substantial benefit to people in Somerset by improving air quality; reducing carbon footprints; creating safe and easy access to schools; and places that are more resilient to the impacts of climate change while protecting and enhancing nature and wildlife. Creating connected, safe and healthy places will also help to improve quality of life and wellbeing.

These principles will look to ensure the above benefits can be realised through new development. They will inform the development of our new Local Transport Plan, new Local Plan, and our overall approach to transport planning, development management (consideration of planning proposals) and other relevant policies and plans. These principles respond to the following vision:

Streets and spaces will be designed to be attractive, pleasant and inclusive places that accommodate all users and feel safe for use by all walking and wheeling users. They should prioritise active travel and public transport, maximising connectivity, and permeability not only within development sites, but also providing wider connectivity. Crossings and junctions should always prioritise pedestrians in residential areas. Streets and spaces should also be designed to reflect a hierarchy where movement is related to land use and character.

- c The consultation is open from 4th September to 16th October 2023.

TDP6.7.2 Recommendation

- a That the committee formally responds to this consultation on behalf of the town council, or
b That all members of the town council respond individually.

(End)