



To: All members of Shaftesbury Town Council's General Management Committee

Councillors: P Proctor (Chair), A Perkins (Vice-Chairman), Austin, Francis, Lewer, Taylor and K Tippins

All other recipients for information only

You are required to attend a meeting of the Committee to be held at **7.00pm on Tuesday 1st March 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Stephen Holley

Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item	
01. Apologies	To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Minutes	To confirm as a correct record, the Minutes of the General Management Committee meeting held on 19 th January 2016 and the Special meeting of the General Management Committee meeting held on 16 th February 2016.
04. Payments	To receive a list of payments for authorisation. Report 0316GEM04 to follow if required

Agenda Item	
05. Budget-Setting 2016/17	p3
<p>To receive and consider information as part of the Budget-Setting process and to make recommendations for consideration by the Council at its meeting on 15th March 2016.</p> <p style="text-align: right;">Report 0316GEM05 to follow</p>	
06. Planning Application	p3
<p>In view of impending deadlines, to consider responses to the Planning Applications listed below, for return to the Planning Authority.</p> <ol style="list-style-type: none"> 1. 2/2016/0018/FUL - Toby's 1 Bimport, Shaftesbury Dorset SP7 8NA 2. 2/2016/0019/LBC - Toby's 1 Bimport, Shaftesbury Dorset SP7 8NA 3. 2/2016/0075/FUL - Ivy Cross Stores, Grosvenor Road, Shaftesbury Dorset SP7 8DS 4. 2/2015/1839/HOUSE - Jasmine Cottage Sherborne Causeway Shaftesbury SP7 9PX <p style="text-align: right;">Report 0316GEM06 attached</p>	
07. Draft Schedule of Meetings for 2016/17	p7
<p>To consider a draft schedule of meetings for 2016/17</p> <p style="text-align: right;">Report 0316GEM07 attached</p>	
08. Website Working Group	p11
<p>To receive the final amendments to the re-style and design of the Council's website Home Page.</p> <p style="text-align: right;">Report 0316GEM08 attached</p>	
09. Officer Report	p12
<p>To receive any correspondence and updates relating to the work of the Council, including but not limited to;</p> <p>Grants and Service Level Agreements</p> <p>Verges Service Level Agreement with Dorset Countryside Rangers</p> <p style="text-align: right;">Report 0316GEM09 attached</p>	
10. Next meeting of the Committee	p13
<ol style="list-style-type: none"> 1. To confirm 5th April 2016 as the date of the next meeting of the Committee. 2. To identify matters for inclusion on the agenda for the next meeting. <p style="text-align: right;">Report 0316GEM10 attached</p>	

(End)

**Report to the Meeting of Shaftesbury Town Council's
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PLANNING APPLICATIONS

1. Purpose of Report

To consider responses to the planning applications identified in the schedule below for return to the Local Planning Authority, North Dorset District Council.

2. Recommendation

That the Committee provides its observations on the below mentioned applications and any further applications received before the date of the meeting.

3. Background

- 3.1. Shaftesbury Town Council is a statutory consultee which is provided the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the application.
- 3.2. The General Management Committee's Terms of Reference (15) allow the Committee "To exercise all the powers, duties and functions of the Council and its Committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another Committee of the Council for determination." The deadline for providing observations on these applications is 4th March 2016 therefore this application needs to either be considered by this Committee under ToR 15 as quoted above or an extraordinary meeting of the Planning and Highways Committee needs to be convened.
- 3.3. The Committee may request that an application be considered by the planning authority's Development Management Committee if there are matters of particular concern or which would be better considered during debate.
- 3.4. Planning applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/> or at the Town Hall offices.
- 3.5. Members are asked to consider for each application, whether they support the application or object to it. Consideration should be given to matters relating to planning law and also to local knowledge. More guidance on how to comment on planning applications can be found at <http://www.planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. The table below gives some matters to bear in mind when considering the Committee's observations.

Material Planning Considerations	Not Material Planning Considerations	Not Material Planning Considerations but there <i>may</i> be exceptions
Residential amenity – living conditions	Property values	Views
Traffic and parking issues	Land ownership	Preferred alternative land uses
Noise, Vibration, Soundproofing,	Boundary disputes	Personal circumstances

Contamination, Land Stability and Flood Risk		
Hours of Operation – Restrictions	Party Wall and Joining on	Economic viability
Design, Materials, Windows etc	Private views	
Harm to the environment	‘there are too many already’	

3.6. If the Committee resolves to object to an application, reasons supporting that objection should be provided.

3.7. Members are reminded that although the history of planning applications on a particular site may provide them with a ‘bigger picture’, they are to provide observations on the details of the current application only. Members are therefore not automatically provided with the history of a site but may ask for it from the office if they feel it is pertinent to their observations on the current application.

4. Applications

The applications to be considered are details at **Appendix A**. Members may wish to use the following key to mark the applications listed with their reasons for comment;

1	Biodiversity	11	Local or Government Policy
2	Design	12	Noise/Disturbance
3	Economic Benefits	13	Other
4	Effect on the Appearance of Area	14	Overlooking/Loss of Privacy
5	Flooding Issues	15	Parking
6	Height	16	Residential Amenity
7	Heritage	17	Road Safety
8	Impact on Access	18	Traffic or Highways
9	Impact on Light	19	Trees
10	Landscape		

This list is taken from the online comments form on the Planning Portal. Additional comments may be made and other considerations may be taken into account.

5. Financial Implications

None arising directly from this report.

6. Legal Implications

6.1. The Council is a statutory consultee on planning applications and is thereby invited to provide observations but does not hold any power to determine the applications.

6.2. The observations made will be those of the corporate body as determined through the democratic process.

End.

Report Author:

Claire Commons

Committee Services Officer

06 . 4 2/2016/0075/FUL

Plot Ref :-

Type Full

Applicant Name :- SMK Properties

Date Received :- 16/02/2016

Parish :- West

Date Returned :-

Location :- Ivy Cross Stores
Grosvenor Road
Shaftesbury

Agent Academy Design

Proposals :- Create additional retail area by relocating cycle rack and bin area. Relocated 9 No. parking spaces, form new cycle rack and and relocate waste bin area.

Observations :-

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DRAFT SCHEDULE OF MEETINGS FOR 2016/17

1. Purpose of Report

To consider a draft schedule of meetings for 2016/17.

2. Recommendation

That the Committee recommends to Council a draft schedule of meetings for the municipal year 2016/17.

3. Background

- 3.1. Every year, before the start of the new municipal year, the Council is asked to adopt a schedule of meetings. Adoption of the schedule does not prohibit adjustments being made during the year, but where possible these deviations should be avoided.
- 3.2. The Council has recess in August and December, with the exception that the Planning and Highways Committee will still meet in order to respond to Planning Applications within the required consultation period. The August recess allows Officers time to evaluate the first four months of the Financial Year and to prepare for the budget setting process from September. December is already a 'short month' due to the Christmas holiday and time is taken to make final adjustments to the draft Budget prior to setting the Precept. Archiving and general housekeeping work is most effectively carried out during these two periods.
- 3.3. Two options are provided:

Option 1 - at **Appendix A** the meetings have been arranged on a cyclical basis in the same manner currently in operation. Each week one of the Committees will meet, then a week is kept free to ensure all recommendations from Committees and required research is carried out, then Council will meet.

Option 2 - at **Appendix B** the meetings are shown as a calendar facing basis;

<u>Week</u>	<u>Month</u>	<u>Meeting</u>
1 st Tuesday	Every Month	Planning and Highways Committee
2 nd Tuesday	Alternate months	Council
3 rd Tuesday	Every month	No meeting
4 th Tuesday	Alternate months	Recreation, Open Spaces & Environment Committee
4 th Tuesday	Alternate months	General Management Committee
5 th Tuesday	Where applicable	No meeting

- 3.4. At the meeting of the Council held on 26th January 2016, some members expressed a desire to reduce the number of meetings. The table below provides a quick comparison against the current year's meetings. The Cyclical calendar is roughly comparable with the previous year, having only one less Council meeting and one extra Planning and Highways Committee and ROSE Committee meeting each. The

Calendar facing meeting however provides a reduction in the number of meetings. Officers are confident that the reduced number of meetings will not have an impact on the ability to deliver the Council's instructions as time will be available for improved planning for and implementation of delivery of projects.

	<u>Current year</u>	<u>Cyclical (Appendix A)</u>		<u>Calendar facing (Appendix B)</u>	
Full Council	8	7	88%	5	71%
Extraordinary	5				
Planning	11	12	109%	12	100%
ROSE	8	9	113%	5	56%
GEM	8	8	100%	5	63%

4. Financial Implications

None directly arising from this report.

5. Legal Implications

The Council is required to hold an Annual Meeting and to have at least three other ordinary meetings each year.

End.

Claire Commons

Committee Services Officer

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WEBSITE WORKING GROUP

1. Purpose of Report

To receive the final amendments to the re-style and design of the Council's website Home Page.

2. Recommendation

That the amended Home Page go live as soon as testing of the newsletter subscription facility has been successfully completed.

3. Background

- 3.1. The Website Working Group was authorised to make amendments to the content, style and design of the website, with only significant changes being referred back to the General Management Committee.
- 3.2. The amended Home Page now includes the addition of a subscription to the Council's Newsletter. Councillors and the Working Group were asked to subscribe in order to test the facility before the page goes live.
- 3.3. The testing has been successfully completed and the new page will go live during the next week.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

None arising directly from this report.

End.
Barbara Carter
Compliance and Information Officer

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OFFICER REPORT

1. Purpose of Report

To update the Committee on matters within its remit.

2. Recommendations

That the report be received and noted

3. Background

- 3.1 Grants and SLAs – Cllrs K Tippins and Taylor have started reviewing the Council's procedures in accordance with the Council's Resolution passed in December 2015 (Minute FC 111). The Internal Auditor has indicated that she intends to give attention to this area of the Council's systems during her next scheduled visit, on 15th March. Her findings should feed into the review. Consequently, while the Council is expected to approve a total 'pot' for Grants and SLA's when it confirms the Budget on 15th March, formal discussion on the Grant and SLA forms and associated processes is not expected until the meeting of this Committee on 5th April, for onward recommendation to the Council.
- 3.2 Verges Service Level Agreement with Dorset Countryside Rangers - Presently, the Rangers cut the highway verges in Shaftesbury on behalf of the County Council, the Highways Authority. Discussions commenced in October 2015 on this Council taking on that work under a Service Level Agreement, but the Rangers were not able to meet our Head Groundsman until January. The proposed additional work has led the Head Groundsman to recommend that the Council obtain a larger ride-on mower, if the Council is to provide the extra service required (up to 13 cuts per year, against less than five per year by the Rangers). Other implications are still being investigated. A larger mower (e.g. Ransomes 'Batwing') would come at greater cost than the (planned) replacement of the existing ride-on mower in 2016/17.

4. Financial Implications

None directly arising from this report.

5. Legal Implications

None directly arising from this report.

End.

Stephen Holley
Town Clerk

Claire Commons
Committee Services Officer

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NEXT MEETING OF THE COMMITTEE

1. Purpose of Report

- 1.1. To confirm the date of the next meeting of the Committee
- 1.2. To identify matters for inclusion on the agenda for the next meeting.

2. Recommendation

That the Committee notes the date of the next meeting of the Committee and identifies matters for inclusion on its agenda.

3. Date of next meeting

The next scheduled meeting of the Committee is 5th April 2016, this will be the final meeting of the Committee in this municipal year.

4. Items for next meeting

- 4.1. In her report of 29th January 2016, the Internal Auditor recommended adding "Items for next meeting" into the agenda so that matters which were not clear in good time for one meeting are properly addressed at the next.
- 4.2. In accordance with this recommendation, the Committee is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

5. Financial Implications

There are no financial implications arising from this report

6. Legal Implications

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer