



# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Neighbourhood Plan Advisory Committee (SNPAC), Sue Allatt, Rachel Bodel, Stuart Edwards, Tim Edwyn-Jones, Virginia Edwyn-Jones, Natalie Evans, Brendon Fisher, Lee Hennessy, Mick Hicks, Keri Jones, Kris Martin, Robin Miller. All other recipients for information only.

You are required to attend a meeting of the Neighbourhood Plan Advisory Committee for the transaction of the business shown on the agenda below.

To be held at 8.00pm on Monday 19 February 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

## 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. The Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

## Agenda

Before the first item of business, each member of the Committee will be invited to introduce themselves

- 1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN ..... 2**  
To elect a chairman and Vice-Chairman for the remainder of the municipal year (1<sup>st</sup> May 2018)
- 2 APOLOGIES ..... 2**  
To receive and consider for acceptance, apologies for absence
- 3 DECLARATIONS OF INTEREST ..... 2**  
To request that all members of the Advisory Committee declare any relevant interests.
- 4 TERMS OF REFERENCE ..... 6**  
To confirm acceptance of the Advisory Committee's Terms of Reference
- 5 COPYRIGHT AND DATA PROTECTION ..... 7**  
To confirm the copyright ownership of data collected during the preparation of the Neighbourhood Plan
- 6 FREQUENCY OF MEETINGS ..... 8**  
To agree the frequency of meetings of the Advisory Committee

(End)

**Administration for a meeting of the Neighbourhood Plan Advisory  
Committee**  
**To be held at 8.00pm on Monday 19 February 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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Before the first item of business, each member of the Committee will be invited to introduce themselves

**1 Election of Chairman and Vice-Chairman**

To elect a chairman and Vice-Chairman for the remainder of the municipal year (1<sup>st</sup> May 2018)

- 1.1 The position of Chairman and Vice Chairman is held until the end of the Council's Municipal Year (1st May 2018). The Council will then formally set its committee membership for the following year and the Advisory Committee will be asked to select a Chairman and Vice Chairman for the 2018/19 year.
- 1.2 The role of Secretary to the Advisory Committee will be held jointly by the Business Manager and Town Clerk.
- 1.3 The role of treasurer for the Advisory Committee will be held by Shaftesbury Town Council

**2 Apologies**

To receive and consider for acceptance, apologies for absence

**3 Declarations of Interest**

To request that all members of the Advisory Committee declare any relevant interests.

**3.1 Recommendation**

- 3.1.1 That all Register of Interest forms are completed and returned to the Town Clerk by 19<sup>th</sup> March 2018.

**3.2 Background**

- 3.2.1 As a member of the Advisory Committee, you are asked to abide by rules that apply to the disclosure of some business or financial interests. These are called "disclosable pecuniary interests" or "DPIs". DPIs include your employment, ownership of land, and business interests in Shaftesbury. Other interests are usually non-pecuniary or personal interests.
- 3.2.2 At present, all members of the Advisory Committee are not councillors and therefore are not required to make public their declarations of interest, these will therefore be known to the Town Clerk and Business Manager and current members of the Town Council only.
- 3.2.3 A copy of the Declarations of Interest form is provided at Appendix A (page 3)

Appendix A. Register of Interests

I (full name)

A member of: Shaftesbury Town Council's Neighbourhood Plan Advisory Committee

GIVE NOTICE that I and to the best of my knowledge my spouse/civil partner, person with whom I live as husband and wife, or person with whom I live with as a civil partner (i.e. being relevant persons in accordance with the regulations) have the following pecuniary interests (*please state 'none' where appropriate*)

**PLEASE READ THE NOTES AT THE END OF THIS FORM**

- 1) Employment, office, trade, profession or vocation Any employment, office, trade, profession or vocation carried on for profit or gain.

**Members' Interest**

**Other Relevant Person's Interest**

- 2) Contracts Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council –  
(i) under which goods or services are to be provided or works are to be executed; and  
(ii) which has not been fully discharged.

**Members' Interest**

**Other Relevant Person's Interest**

- 3) Land Any beneficial interest in land which is within the area of the Shaftesbury Neighbourhood Plan designated area.

**Members' Interest**

**Other Relevant Person's Interest**

- 4) Licences Any licence (alone or jointly with others) to occupy land in the area of the Shaftesbury Neighbourhood Plan designated area for a month or longer.

**Members' Interest**

**Other Relevant Person's Interest**

- 5) Corporate Tenancies Any tenancy where, to your knowledge –  
(i) the landlord is the Council; and  
(ii) the tenant is a body in which the relevant person has a beneficial interest.

**Members' Interest**

**Other Relevant Person's Interest**

- 6) Securities Any beneficial interest in securities of a body where –  
(a) that body, to your knowledge, has a place of business of land in the area of the Shaftesbury Neighbourhood Plan designated area; and  
(b) either –  
(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  
(ii) if the share capital of that body is of more than one class, the total nominal value of the share of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**Members' Interest**

**Other Relevant Person's Interest**

Date

**Signed**

**Note**

Please check your entries in the register regularly to ensure that they are up to date. Any revisions must be notified in writing (including email) by you to the Town Clerk who will confirm receipt of your notification and that the entry will be made to your pages on the register.

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**Explanatory Notes**

For the purposes of this form –

“relevant person” means that a pecuniary interest is a ‘disclosable pecuniary interest’ in relation to you if it is your interest, or it is an interest of yourself or:

- (i) your spouse or civil partner,
- (ii) a person with whom you are living as husband and wife, or
- (iii) a person with whom you are living as civil partners, and you are aware that the other person has the interest.

“relevant period” means 12 months ending with the day on which the member gives the notification.

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee or management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; and

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money with a building society.

**Report 0218SNPAC4 to a meeting of the Neighbourhood Plan Advisory Committee  
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Shaftesbury Town Hall**

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**4 Terms of Reference**

To confirm acceptance of the Advisory Committee's Terms of Reference

**4.1 Recommendation**

4.1.1 That the Terms of Reference for the Shaftesbury Neighbourhood Plan Advisory Committee are signed by each member of the Committee and recommended to Full Council for adoption.

**4.2 Background**

4.2.1 Shaftesbury Town Council has delegated responsibility for the creation of a Neighbourhood Plan to an Advisory Committee and set out the Terms of Reference for that delegation.

4.2.2 The Council resolved the Terms of Reference for a Working Group and has since resolved to change the status of the group to an Advisory Committee so that its membership had greater flexibility to vote and make recommendations on the content of the plan and the Council had increased governance oversight during the plan's creation and implementation.

4.2.3 As a result of the amended status of the group the terms of reference have been amended slightly and provided by email on 8<sup>th</sup> February 2018. These are also available from the Town Hall on request.

**4.3 Financial Implications**

4.3.1 There are no financial implications arising from this report

**4.4 Legal Implications**

4.4.1 The Council must have terms of reference in place for each of its committees.

**4.5 Risk**

4.5.1 Inadequate governance controls may risk the work undertaken by the group.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0218SNPAC5 to a meeting of the Neighbourhood Plan Advisory Committee  
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**5 Copyright and Data Protection**

To confirm the copyright ownership of data collected during the preparation of the Neighbourhood Plan

**5.1 Recommendation**

5.1.1 That the Advisory Committee members confirm that all data collected and created in the pursuance of the production of the Neighbourhood Plan is owned by the Town Council.

**5.2 Background**

- 5.2.1 New General Data Protection Regulations come into force in May 2018. With these comes increased responsibility in the proper collection, retention, use and destruction of personal data.
- 5.2.2 The Council, as the responsible authority for the Neighbourhood Plan will be the data owners for all data collected and created in the preparation of the Neighbourhood Plan.
- 5.2.3 Members of the Advisory Committee agree that the Town Council as the Neighbourhood Plan authority will hold the copyright for the plan and its contents.

**5.3 Legal Implications**

- 5.3.1 The Council has a legal responsibility under the Data Protection Act and the incoming General Data Protection Regulations to correctly use personal data.
- 5.3.2 Legal implications relating to copyright are outlined in 'Risk' below.

**5.4 Financial Implications**

5.4.1 There are no financial implications arising from this report

**5.5 Risk**

5.5.1 There is a risk of data being withheld by individuals if copyright is not established at the outset.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0218SNPAC6 to a meeting of the Neighbourhood Plan Advisory Committee  
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**6 Frequency of Meetings**

To agree the frequency of meetings of the Advisory Committee

**6.1 Recommendation**

6.1.1 That the Advisory Committee meets monthly and reports at least quarterly to the Council.

**6.2 Background**

6.2.1 It is recommended that the Advisory Committee meets monthly to establish a routine and keep the momentum of the Neighbourhood Plan.

6.2.2 The Advisory Committee may report and make recommendations as frequently as it wishes but no less than once per quarter.

**6.3 Legal Implications**

6.3.1 Advisory Committee meetings must be open to members of the public, be attended by an officer of the council and formal agendas and minutes prepared.

**6.4 Financial Implications**

6.4.1 There is minimal financial implication to the Council for the cost of holding Committee meetings. This is met by the general running costs of the council.

**6.5 Risk**

6.5.1 There is a risk of progress slowing if the Advisory Committee waits for the next scheduled meeting. It should take care to manage its work effectively to fit with the schedule but to also call additional meetings where required.

(End)

Report Author:  
Claire Commons, Town Clerk