



# Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

**to be held at 7.00pm on Tuesday 11<sup>th</sup> October 2016 in the Guildhall, Shaftesbury Town Hall**

For the transaction of the business shown on the agenda below.

**Claire Commons**

**Interim Deputy 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	
<b>01. Apologies</b>	To receive and consider for acceptance, apologies for absence
<b>02. Declarations of Interest and Dispensations</b>	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.
<b>03. Minutes</b>	To confirm as a correct record, the minutes of the previous meeting of the Committee held on Tuesday 6 <sup>th</sup> September 2016.
<b>04. Presentation from the Community Hall</b>	To receive a presentation to bring the Council up to date and show the latest proposals for the Community Hall project.

Agenda Item		
<b>05.</b>	<b>Shaftesbury Hospital</b> To establish the Council's position regarding the Dorset CCG reorganisation proposals	<b>p4</b> Report 1016FC05
<b>06.</b>	<b>Reports</b> 1. To receive report from the Mayor 2. To receive reports from District and County Councillors 3. To receive reports from representatives to Local Organisations 4. To receive reports from other meetings held with key partners or organisations.	
<b>07.</b>	<b>Reports from Committees</b> To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen: Human Resources Committee – Monday 12 <sup>th</sup> September 2016 Planning and Highways Committee – Tuesday 13 <sup>th</sup> September 2016 Recreation, Open Spaces and Environment Committee – Tuesday 20 <sup>th</sup> September 2016 General Management Committee – Tuesday 27 <sup>th</sup> September 2016	
<b>08.</b>	<b>Audit Report</b> To approve and accept the External Audit Report for year ending 31st March 2016.	<b>p5</b> Report 1016FC08
<b>09.</b>	<b>Payments</b> To consider payments for authorisation	<b>p22</b> Report 1016FC09
<b>10.</b>	<b>Recommendations from the Human Resources Committee</b> To receive recommendations from the Human Resources Committee.	<b>p24</b> Report 1016FC10
<b>11.</b>	<b>Ash Close – Slide</b> To consider recommendation from the ROSE Committee to purchase a slide for Ash Close Play Area.	<b>p28</b> Report 1016FC11
<b>12.</b>	<b>Employment Law Services 3-year contract</b> To receive recommendation from the General Management Committee to appoint Employment Law Services for a 3-year term.	<b>p29</b> Report 1016FC12
<b>13.</b>	<b>Neighbourhood Plan</b> To receive terms of reference and report from the Neighbourhood Planning group for adoption.	<b>p30</b> Report 1016FC13

Agenda Item		
<b>14.</b>	<b>Officer Report</b> To receive any correspondence and updates relating to the work of the Committee. Report 1016FC14	<b>p57</b>
<b>15.</b>	<b>Future Meetings of the Council</b> To confirm the date of the next meeting of the Council and identify matters for inclusion on the agenda. Report 1016FC15	<b>p67</b>
<b>16.</b>	<b>Confidential Session</b> Certain items are expected to include the consideration of exempt information and the Council is, therefore, recommended to resolve “That, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information”.	
<b>17.</b>	<b>Recommendations from the Human Resources Committee</b> To receive recommendations from the Human Resources Committee. Report 1016FC17	<b>p68</b>

(End)

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Shaftesbury Hospital**

**1. Purpose of Report**

To establish the Council's position regarding the Dorset CCG reorganisation proposals.

**2. Recommendation**

That the Council prepares a policy statement in regard to the Dorset CCG reorganisation proposals.

**3. Background**

- 3.1. The Town Council has hosted two extremely well attended public meetings to hear the proposals by Dorset CCG for reorganisation of healthcare in Dorset.
- 3.2. There is naturally high public interest in protecting the services in North Dorset and in particular in Shaftesbury which was expressed through the Question and Answer sessions at both meetings
- 3.3. Gillingham and Mere have expressed particular interest in the options being proposed for Shaftesbury as the proposals also affect their electorate.
- 3.4. The Council should consider the views and needs of the electorate in the short and long term regarding health care provision in Shaftesbury. Consideration should also be given to surrounding towns and villages which use Shaftesbury for their healthcare needs.
- 3.5. The Council is asked to formally establish its position regarding the Dorset CCG's reorganisation proposals.

**4. Financial Implications**

There are no financial implications arising from this report

**5. Legal Implications**

Shaftesbury Town Council has no legal responsibility for healthcare provision however it may formally declare its position regarding the proposals put by the Dorset CCG to best represent its electorate.

**6. Risks**

There are no identified risks arising from this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk



**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Audit Report**

**1. Purpose of Report**

To approve and accept the External Audit Report for year ending 31<sup>st</sup> March 2016.

**2. Recommendation**

- 2.1. That the Council approves and accepts the External Audit report and the Issues Arising report.
- 2.2. That the Council agrees an action plan to address the issues raised.
- 2.3. That the Council resolves the payment of the External Audit invoice

**3. Background**

- 3.1. The external audit for the year ending 31st March 2016 has been completed. Attached at **Appendix A** is the Annual Return and the issues arising report.
- 3.2. The accounts have not been qualified however the external auditor has provided a report of issues arising. The external auditor has confirmed that there was no requirement to qualify the accounts as the issues relating to the Swimming Pool were when it was run externally and the risks are no longer applicable now that it is being run in-house.
- 3.3. Attached at **Appendix B** is the final internal audit report for 2015/16 for reference when considering the external auditor's Issues Arising report.
- 3.4. Attached at **Appendix C** is a proposed action plan to ensure against such issues arising again in the future.
- 3.5. The invoice received from the External Auditor shows a cost of £1,300 for the audit and a further £614.25 for 5 ¼ hours of time taken in respect of electors' questions. The Council may not refuse this payment, however, it is brought to your attention as the second concurrent year which has incurred additional costs.
- 3.6. The additional costs incurred were from two individual electors who had already contacted the Council with a number of queries and wanted to bring to the external auditor's attention the concerns they had over the running of the swimming pool.
- 3.7. The two electors, who cannot be identified, sent in numerous pieces of information concerning the pool. The external auditor spent two hours reviewing all the information they sent plus summarising their concerns. They then spent an hour writing to the council to obtain information they needed and another hour and half reviewing that information and writing the special issue relating to the swimming pool. The rest of the time taken was writing to the electors informing them of the outcome of their enquiries.

**4. Financial Implications**

- 4.1. Budget allocation for current year..... £1,300.00  
Expenditure outlined above ..... - £1,914.25  
**Budget remaining \*overspend\*** ..... - **£614.25**

- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items exceeding £500 be authorised by a duly delegated committee or the Council.

## **5. Legal Implications**

- 5.1. The Accounts and Audit Regulations 2011 s.16 requires the Town Council to publish the notice of conclusion of audit in a conspicuous place for at least 14 days and the relevant accounting statements are available for inspection by local government electors.

## **6. Risks**

- 6.1. There are no risks arising directly from this report however there is a risk of qualified accounts in future years if issues raised are not addressed.
- 6.2. There is a risk to the budget for unexpected expenditure if future years incur additional elector questions. Appropriate budgeting will address this risk however additional questions should not be expected as the accounts are made available for inspection by the public prior to submission to the external auditor and therefore any questions may be addressed at that point.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

SHAFTESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

FC08  
dated 31<sup>st</sup> May 2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for


Enter name of  
smaller authority here:

SHAFTESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	186,494	260,723	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
2. (+) Precept or Rates and Levies	379,000	443,791	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
3. (+) Total other receipts	140,294	122,114	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	217,631	226,185	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
6. (-) All other payments	227,434	263,585	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
7. (=) Balances carried forward	260,723	336,858	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	252,879	309,260	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
9. Total fixed assets, plus long term investments and assets	2,597,339	2,647,018	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
10. Total borrowings	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

  
Date 31<sup>st</sup> May 2016


I confirm that these accounting statements were approved by this smaller authority on this date:

31<sup>st</sup> May 2016

and recorded as minute reference:

FC08

Signed by Chair of the meeting approving these accounting statements.

  
Date 31 May 2016

## Section 3 – External auditor certificate and report

### 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

SHAFTESBURY TOWN COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

BDO LLP Southampton  
United Kingdom

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton  
United Kingdom

Date

27/2/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

SHAFTESBURY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	/		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	/		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	/		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	/		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	/		
I. Periodic and year-end bank account reconciliations were properly carried out.	/		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	/		
K. (For local councils only) Trust funds (including charitable) -- The council met its responsibilities as a trustee.			/

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

ELIJAH S. GROVE

Signature of person who carried out the internal audit

*[Signature]*

Date

3/5/16

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed)

## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓
*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a> or <a href="http://www.slcc.co.uk">www.slcc.co.uk</a> or <a href="http://www.ada.org.uk">www.ada.org.uk</a>		

**ISSUES ARISING REPORT FOR  
Shaftesbury Town Council  
Audit for the year ended 31 March 2016**

30 SEP 2016

**BDO**



## Introduction

The following matters have been raised to draw items to the attention of Shaftesbury Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations
- Swimming Pool

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

#### **Internal Auditor's recommendations**

##### *What is the issue?*

The internal auditor has made a few recommendations in respect to the financial systems of the smaller authority.

##### *Why has this issue been raised?*

The smaller authority is exposed to the risks associated with these weaknesses.

##### *What do we recommend you do?*

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

#### **Swimming Pool**

##### *What is the issue?*

During the year the Council took over ownership of the swimming pool.

The Council decided to put the running of the swimming pool into the hands of an unrelated company, Shaftesbury Community Swimming Pool Limited (SCSPL).

SCSPL was being run by councillors of the Town Council. Their register of interests which were completed in May 2015 were not updated to include reference to SCSPL. Oral updates were given by directors of SCSPL during meetings.

Payments were made by the town council to support the running of the swimming pool, under Section 19 of the Local Government (miscellaneous provisions) Act 1976. However, councillors present at those meetings who were also directors of SCSPL did not declare any interests during those meetings, apart from September 2015 when it was stated that the councillors present were directors of SCSPL, thereby implying that all councillors were directors of SCSPL.

The license to occupy the pool was drafted by the former town clerk and sent by email on the 17 July 2015. The License gave over the running of the pool to SCSPL but it was not signed by the SCSPL. The license was also minimal and did not include any detailed terms relating to the license.

##### *Why has this issue been raised?*

During the year all payments given to the SCSPL were approved by the council, although declarations

of interest were not always disclosed by those present and they remained to discuss and approve the payments. Therefore, as the correct procedures were not followed, there could be a perceived conflict of interest in approving payments to support the running of the pool.

Only documents included with an agenda can be discussed and acted on by a council. Oral updates do not allow this to happen and should be stopped as soon as possible.

*What do we recommend you do?*

The council should ensure that in the future if it transacts with a councillor controlled company that due process is documented and followed.

The SCSPL has now been dissolved.

The running of the pool was undertaken by the Council during the open period during 2016/17.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 27 September 2016

**Do the Numbers Limited**  
 37 Upper Brownhill Road,  
 Southampton, SO16 5NG

**3<sup>rd</sup> May 2016**

Stephen Holley, Clerk  
 Shaftesbury Town Council,  
 Town Hall, Shaftesbury,  
 Dorset SP7 8LY

Dear Stephen,

**Subject: Matters arising from Internal Audit visits for year ended 31 March 2016**

Further to my visits to the office today and earlier in the year, please find below the list of matters arising that should be dealt with by the council over the coming year.

Overall I found the systems and controls of the council to be significantly improved from my first visit and once the reporting and web publication systems are fully in place, the Council should be heading towards a sound footing.

Control area	Issue	Recommended Action
Bank balances and reconciliation	It is good practice when approving the payments list to also minute the balance on the bank reconciliation and for each member in turn to check the reconciliation back to the statement.	This has been raised in each of my interim reports and should be implemented from the May meeting onwards.
Credit Card	The credit card should be recorded in the accounts system as a separate bank account and its reconciliation also checked.	The officers should ensure that the accounting system is updated from 1 <sup>st</sup> April and the reports included from the May meeting onwards.
Petty cash	The amount of petty cash used by the council is small but there is no evidence of member oversight.	At the half year and year end a member should carry out a spot check of the records and tin.
Budget setting	With the accounting system now stable on Omega, the officers should be able to start calculating draft budget figures from October.	The budget process should start at the half year, based on the figures in the system so that the budget can be approved by the precept deadline.
Standard Documents	Over the summer the officers should check all of the standard documents against current guidance.	All of the documents should be reviewed and approved by members to be published on the website in advance of the Transparency Code coming into force.
Bank balances	Most of the council's reserves are held in the current account earning no interest at all. This limits what little interest can be obtained and increases the risk to the council's funds.	All but two or three months costs should be transferred to the reserve account and the possibility of term deposit for longer timescale reserves investigated in advance of budget setting.
Total cost of wages	The terms and costs of employment of all staff should be minuted each year at the full council	From 2016/17 this should be done as part of the budget setting process in the autumn.

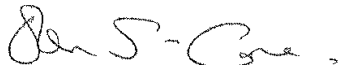
Registered in England No. 7871759  
 eleanorgreene@thedunnefamily.co.uk

Director: Eleanor S Greene

Fixed asset register	The fixed asset register document has much of the information needed to make it a key document in long term planning of capital expenditure.	The Grounds and Office staff should review the lifespan expectations of all significant assets and from that build a capex plan to feed into the budget setting process.
Income receipts	To aid cashflow and reduce potential bank charges, all customers should be encouraged to pay by electronic means.	The invoice template should be updated to include the bank details of the council.
Earmarked reserves	The council has a large number of small reserves which will likely be spent during 2016/17. Any that are not should be reviewed for compliance with the guidance.	At the start of budget setting a full review of earmarked reserves should be undertaken and again in advance of year end.
Staffing Review	A staffing review has been carried out but its implementation appears to have been deferred.	The council and officers should work together to ensure that the decision made is implemented for the benefit of the officers, members and electors.
Office hours	The office of the council is open to the public from 9am to 4pm most days.	It may be worth reducing the hours so that each officer has at least two hours of every day when they are free from telephone calls and visitors.
VAT	The council has now registered for VAT and will receive its number shortly. From that date all taxable supplies should be correctly billed, including the swimming pool.	The Finance officer should set up the VAT defaults for each of the activities and cost centres to allow transparent reporting.

Please find enclosed my invoice for the agreed fee of £1,450.  
If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

## Appendix C.

### Audit Action Plan

Control area	Issue	Recommended Action	Action taken	Date Completed
<b>Bank balances and reconciliation</b>	It is good practice when approving the payments list to also minute the balance on the bank reconciliation and for each member in turn to check the reconciliation back to the statement	This has been raised in each of my interim reports and should be implemented from the May meeting onwards	September bank statement checked.	Ongoing
<b>Credit Card</b>	The credit card should be recorded in the accounts system as a separate bank account and its reconciliation also checked		This has been done and is reported with the Council's accounts	Ongoing
<b>Petty Cash</b>	The amount of petty cash used by the council is small but there is no evidence of member oversight	At the half year and year end a member should carry out a spot check of the records and tin	Spot check carried out September 2016. Checks scheduled at the end of Q2 and Q4	Ongoing
<b>Budget Setting</b>	With the accounting system now stable on Omega, the officers should be able to start calculating the draft budget figures from October.	The budget process should start at the half year, based on the figures in the system so that the budget can be approved by the precept deadline.	Committee budget considerations commenced. TM and CC attending budgeting course with reference to Omega in October	October 2016
<b>Standard Documents</b>	Over the summer the officers should check all of the standard documents against current guidance	All of the documents should be reviewed and approved by members to be published on the website in advance of the Transparency Code coming into force.	Review currently underway	1 <sup>st</sup> November 2016
<b>Bank Balances</b>	Most of the council's reserves are held in the current account earning no interest at all.	All but two or three months costs should be transferred to the reserve account and the	Investigation into alternatives being made.	Ongoing

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>	<b>Action taken</b>	<b>Date Completed</b>
	This limits what little interest can be obtained and increases the risk to the council's funds.	possibility of term deposit for longer timescale reserves investigated in advance of budget setting.		
<b>Total cost of wages</b>	The terms and costs of employment of all staff should be minuted each year at the full council	From 2016/17 this should be done as part of the budget setting process in the autumn.	Scheduled for Full Council 15 <sup>th</sup> November 2016	15 <sup>th</sup> November 2016
<b>Fixed asset register</b>	The fixed asset register document has much of the information needed to make it a key document in long term planning of capital expenditure	The Grounds and Office staff should review the lifespan expectations of all significant assets and from that build a capex plan to feed into the budget setting process	Budget expectations to be put to council as a first draft on 15 <sup>th</sup> November 2016	15 <sup>th</sup> November 2016
<b>Income receipts</b>	To aid cashflow and reduce potential bank charges, all customers should be encouraged to pay by electronic means.	The invoice template should be updated to include the bank details of the Council.	The invoices have been updated	May 2016
<b>Earmarked reserves</b>	The Council has a large number of small reserves which will likely be spent during 2016/17. Any that are not should be reviewed for compliance with the guidance	At the start of budget setting a full review of earmarked reserves should be undertaken and again in advance of year end.	This process has started with committee reviews and will continue through the budget setting process and at year end	Ongoing

Control area	Issue	Recommended Action	Action taken	Date Completed
<b>Staffing review</b>	A staffing review has been carried out but its implementation appears to have been deferred.	The council and officers should work together to ensure that the decision made is implemented for the benefit of the officers, members and electors.	The HR Committee resolved on 4 <sup>th</sup> August 2016; Nothing to be progressed until new Town Clerk appointed. All relevant resolutions to be allowed to time lapse. New Town Clerk to be asked to make the reorganisation and associated new roles a priority.	Ongoing
<b>Office Hours</b>	The office of the council is open to the public from 9am to 4pm most days	It may be worth reducing the hours so that each officer has at least two hours of every day when they are free from telephone calls and visitors	Office hours to remain as they are until the new Clerk is in place.	Early 2017
<b>VAT</b>	The council has now registered for VAT and will receive its number very shortly. From that date all taxable supplies should be correctly billed, including the swimming pool.	The Finance officer should set up the VAT defaults for each of the activities and cost centres to allow transparent reporting.	This has been done	June 2016
<b>Swimming Pool</b>	<p>During the year the Council took over ownership of the swimming pool.</p> <p>The Council decided to put the running of the swimming pool into the hands of an unrelated company, Shaftesbury Community Swimming Pool Limited (SCSPL).</p> <p>SCSPL was being run by councillors of the Town Council. Their register of interests</p>	The council should ensure that in the future if it transacts with a councillor controlled company that due process is documented and followed.	<p>The SCSPL has now been dissolved.</p> <p>The running of the pool was undertaken by the Council during the open period during 2016/17.</p> <p>Greater attention to be drawn to the need to keep</p>	Ongoing



Control area	Issue	Recommended Action	Action taken	Date Completed
	<p>which were completed in May 2015 were not updated to include reference to SCSPL. Oral updates were given by directors of SCSPL during meetings.</p> <p>Payments were made by the town council to support the running of the swimming pool, under Section 19 of the Local Government (miscellaneous provisions) Act 1976. However, councillors present at those meetings who were also directors of SCSPL did not declare any interests during those meetings, apart from September 2015 when it was stated that the councillors present were directors of SCSPL, thereby implying that all councillors were directors of SCSPL.</p> <p>The license to occupy the pool was drafted by the former town clerk and sent by email on the 17 July 2015. The License gave over the running of the pool to SCSPL but it was not signed by the SCSPL. The license was also minimal and did not include any detailed terms relating to the license.</p>		<p>the register of interest forms up-to-date <i>and</i> declare interests appropriately at meetings</p> <p>All legal documents to be prepared correctly and appropriately robust.</p>	

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Payments**

**1. Purpose of Report**

To consider payments for authorisation

**2. Recommendation**

That the Council resolves to approve the payments from the Town Council's current account.

**3. Background**

3.1. A detailed list of payments for authorisation is provided at **Appendix D**.

3.2. An updated list may be provided to the Council prior to or at the meeting.

**4. Financial Implications**

Financial Regulation 5.2 requires the RFO to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information.

**5. Legal Implications**

There are no legal implications arising from this report.

**6. Risks**

There are no identified risks arising from this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

Printed on : 05/10/2016

Shaftesbury Town Council

Page No 1

At : 15:31

NatWest Current A/c

## List of Payments made between 28/09/2016 and 11/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/09/2016	Nat West Credit Card	Direct Deb	562.50		Credit Card Payment
03/10/2016	British Telecommunications	dd	38.82		Mobile Phones Aug/sept
03/10/2016	British Telecommunications	dd	99.00		Broadband 1/9-30/11
10/10/2016	British Telecommunications	DD	266.04		Rental charges 1/9 to 30/11
11/10/2016	Amberol Ltd	012757	1,068.24		Street light planters and brac
11/10/2016	Clarity Copiers Ltd	012758	109.84		Photocopying September
11/10/2016	British Gas	012759	21.69		Electric Unit 9c
11/10/2016	BDO Stoy Hayward	012760	2,297.10		Deal with electors questions
11/10/2016	Fencewize	012761	90.00		Repairs to fence
11/10/2016	Chris Berwick Ltd	012762	854.40		2nd payment maintainin Trinity
11/10/2016	DAPTC	012763	40.00		Clerks Seminar
11/10/2016	DCC Pension Fund	012764	4,121.40		Pension Sept and Aug
11/10/2016	HMRC	012765	4,108.63		Tax/Ni September
11/10/2016	Shatfesbury Primary School	012766	500.00		Shaftesbury Prim Sch Grant
11/10/2016	Allum & Sidaway	012767	300.00		Overhaul & repair CC Clock
11/10/2016	Ryan Baker	012768	153.21		Facebook advertising
11/10/2016	British Gas	012769	24.88		Electirc Unit 9C
11/10/2016	British Gas	012770	81.74		Electric Aug/Sept
11/10/2016	British Gas	012771	7.73		Standing Charge Barton Hill
Total Payments			14,745.22		

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
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**Recommendations from the Human Resources Committee**

**7. Purpose of Report**

To receive recommendations from the Human Resources Committee.

**8. Recommendation**

- 8.1. That the council resolves to amend the Human Resources Committee's Terms of Reference to remove paragraph 14.
- 8.2. That the Council resolves on the options for recruiting a new Town Clerk.

**9. Background**

- 9.1. At its meeting on 12<sup>th</sup> September 2016, the Human Resources Committee considered its terms of reference and recommend the removal of paragraph 14. The existing terms of reference are at **Appendix E**.
- 9.2. The Human Resources Committee have considered the applications for the position of Town Clerk and interviewed four candidates.
- 9.3. The Committee has selected a preferred candidate and a confidential paper has been provided by the Chair of HR for consideration by Council.
- 9.4. Certain items are expected to include the consideration of exempt information and the Council is, therefore, recommended to continue this discussion in confidential session at item 17 of this agenda on the grounds that they involve the likely disclosure of confidential information.

**10. Financial Implications**

There are no financial implications arising from this report.

**11. Legal Implications**

The Town Council has the Power of General Competence.

**12. Risks**

- 12.1. There are no risks identified with the removal of paragraph 14 of the Committee Terms of Reference.
- 12.2. Risks identified in relation to the appointment of the Town Clerk are identified within the confidential report.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

## **HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE**

### **Delegation**

1. Shaftesbury Town Council has agreed to adopt the Human Resources Committee Terms of Reference at its meeting held on 31<sup>st</sup> May 2016 and has recorded the decision under Minute FC13
2. Shaftesbury Town Council will consider renewing these Terms of Reference at its Annual Meeting each year.

### **Procedures**

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Committee Services Officer will provide administrative support for the Committee.

### **Meetings**

1. The Committee shall consist of FIVE Councillors.
2. Members of the Committee will be made up from the following Councillors:
  - Town Mayor
  - 4 councillors to be elected at the Annual General Meeting
3. The quorum of the Human Resources Committee will be THREE Members.
4. The Committee shall meet as and when required in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset ST7 8LY at a time to be agreed by the Chair and the Town Clerk.

### **Terms of Reference**

1. To advise the Council on all human resources matters relating to the Council and its staff team.
2. To consider the annual pay awards for all staff employed by the Council and make appropriate recommendations to the Council.
3. To consider all matters relating to the probationary periods of all new employees.
4. To carry out the Town Clerk's staff appraisal and agree annual objectives.
5. To consider, advise and agree on relevant training requirements for staff and councillors within the agreed training budget of the Council.

6. To review the Town Council's staffing structure annually to enable the Council to continue to deliver high quality services.
7. To receive and note annual appraisals of all other staff employed by Shaftesbury Town Council.
8. To review staffing requirements and job descriptions and to revise as necessary.
9. Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate
10. Liaise with Council's Human Resources consultants, Ellis Whittam, where appropriate to obtain advice, guidance and information when required.
11. Recommend to Full Council the appointment of employees in accordance with agreed establishment including the appointment of the Town Clerk, the Responsible Finance Officer, and any officer of Senior Office grade and above.
12. Consider and make recommendations to Council in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
13. Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable to those employees.
14. The delegated authority and is therefore empowered to exercise on behalf of, in the name of, and without further reference to the parent committee all duties listed against 5.6, 5.7 & 5.8.
15. Empowered to consider and act on behalf of, in the name and without further reference to the Council:-
  - a) To make or amend terms and conditions of employment including Disciplinary Rules and Procedures, and Grievance Procedures of all employees, including officers of all grades, of the Council, and to, where necessary, consult with and make agreements with trade unions recognised by the Council in regard to locally agreed terms and conditions, all within the provisions of Employment Protection statutes;
  - b) Discipline and, where appropriate, dismiss any of the Council's employees as described in (a) in accordance with the Disciplinary Rules and Procedures made under the provision of (a)
  - c) Dismiss any employees described in (a) on grounds of redundancy as provided by and in compliance with Employment Protection Statutes
16. Select from its membership a person or persons to represent Shaftesbury Town Council at appropriate meetings and public enquiries to represent Shaftesbury Town Council's previously agreed views on matters that are the direct responsibility of the Human Resources Sub-Committee.

### **Disciplinary Appeals Panel**

1. The Disciplinary Appeals Panel will be empowered to consider an appeal by any employee of the Council referred to it in accordance with the appropriate Disciplinary Rules and Procedures on behalf of, in the name and without further reference back to the Council or a Committee of the Council, and to endorse, rescind or amend the original decision on disciplinary action as it sees fit.

2. The Disciplinary Appeals Panel will be made up of not less than THREE members of the Full Council.
3. Members of the Disciplinary Appeals Committee will NOT be members of the Human Resources Committee

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Ash Close – Slide**

**1. Purpose of Report**

To consider recommendation from the ROSE Committee to purchase a slide for Ash Close Play Area.

**2. Recommendation**

That that Council resolves to purchase a 2m standalone slide for Ash Close play area.

**3. Background**

- 3.1. Ash Close previously had a standalone slide which was removed due to health and safety issues.
- 3.2. At its meeting on 20<sup>th</sup> September 2016 the Recreation, Open Spaces and Environment Committee recommended to the Council the purchase of a 2m slide
- 3.3. Having considered options available from four reputable suppliers, the Committee recommends purchasing the slide and its installation from Wicksteed at a cost of £6,270.
- 3.4. The Wicksteed has provided other play equipment for Shaftesbury Town Council and officers have no concerns regarding quality or service.

**4. Financial Implications**

- 4.1. Reserves carried forward from 2015/16 for this project ..... £26,987  
Budget allocation for current year ..... + £10,000  
Current expenditure to date ..... - £25,500  
Estimated expenditure outlined above ..... - £6,270  
Budget remaining ..... £5,217
- 4.2. Financial Regulation 4.1 requires that expenditure on all items over £5,000 be determined by Full Council.

**5. Legal Implications**

- 5.1. The Town Council has the Power of General Competence.

**6. Risks**

- 6.1. Risks identified under 3.3 of this report are for consideration by Full Council.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk



**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Employment Law Services 3-year contract**

**1. Purpose of Report**

To receive recommendation from the General Management Committee to appoint Employment Law Services for a 3-year term.

**2. Recommendation**

That the Council appoints DAX as its employment law and HR Advisors for a period of three years with effect from 28<sup>th</sup> November 2016.

**3. Background**

- 3.1. At its meeting on 27<sup>th</sup> September 2016, the General Management Committee recommended that the Council appoints DAX as its employment law and HR Advisors for three years with effect from 28<sup>th</sup> November 2016. (minute G34 refers)
- 3.2. It is acknowledged that the provision will not include health and safety advice however it was considered that the council's needs were currently met through routine inspections by external bodies. It was agreed that should a gap in provision be identified, this would be brought back for consideration by council.

**4. Financial Implications**

- 4.1. Budget allocation for current year ..... £3,000  
Cost per annum based on preferred option detailed above ..... £2,000
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised in the approved budget by the Committee for any items up to £5,000. As the commitment of this contract is for three years, Council is asked to resolve the full expenditure of £6,000 over the period of the contract.

**5. Legal Implications**

The Council must comply with employment law and local government legislation and as such is recommended to have access to sector specific professional advice.

**6. Risks**

- 6.1. Advice provided must be up to date and relevant to Local Government employees and properties.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Neighbourhood Plan**

**1. Purpose of Report**

To receive terms of reference and report from the Neighbourhood Planning group for adoption.

**2. Recommendation**

- 2.1. That the Council adopts the Neighbourhood Plan Consultant report.
- 2.2. That the Council approves the Neighbourhood Plan Terms of Reference
- 2.3. That the Council delegates £6,000 to Officers for 10 days of consultant time at £500 per day and provision of required maps and diagrams for the plan.

**3. Background**

- 3.1. Shaftesbury, Melbury Abbas and Cann have a combined designated area for preparing a neighbourhood plan. Attached at **Appendix F** is a review of the Neighbourhood Plan (objectives stage) prepared by a Planning Consultant.
- 3.2. The Neighbourhood Plan will have three main sections;
  - 1) Overview of the Character of the area and the aims of the Neighbourhood Plan. Information will be included from the 2003 Enquiry by Design (Development Brief) for the Eastern Side of Shaftesbury, also from the Shaftesbury Community Plan (the View from the Hill, 2005)
  - 2) This section will have all the planning policies that Dorset Planning Consultant Ltd will help us write.
  - 3) This section will have the projects that Shaftesbury will direct some of its s.106 and CIL money towards. These are potentially;
    - a) The Community Hall / Music Centre & Youth Club Project
    - b) New options for the Employment Land south of the A30 by broadening planning use classes that may be built on this land (subject to owner consent)
    - c) New options for the Cattle Market Land (subject to owner consent)
    - d) Melbury Abbas Community Hall
- 3.3. The Neighbourhood Plan is looking to commission 10 days of consultant time to draft sections 1 and 2 which would then be received by the Neighbourhood Planning group for Comment. This would be at a cost of £500 per day, Total expenditure £5,000
- 3.4. A further £1,000 is required for provision of maps and diagrams for the plan.
- 3.5. The Terms of Reference for the Neighbourhood Plan are detailed at **Appendix G** and are presented for approval by the Council.

#### **4. Financial Implications**

4.1. Budget allocation for current year .....	£11,722
Costs as outlined above .....	- £6,000
Budget remaining .....	<u>£5,217</u>

- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised in the approved budget by the Committee for any items up to £5,000. As the commitment of this contract is for three years, Council is asked to resolve the full expenditure of £6,00 over the period of the contract.

#### **5. Legal Implications**

The Council must comply with employment law and local government legislation and as such is recommended to have access to sector specific professional advice.

#### **6. Risks**

- 6.1. Advice provided must be up to date and relevant to Local Government employees and properties.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

## Review of Shaftesbury, Melbury Abbas and Cann Neighbourhood Plan (objectives stage)

Dorset Planning Consultant Ltd – June 2016

## Introduction

Shaftesbury is a market town within North Dorset with a population of circa 7,900 people<sup>1</sup>, and is one of the major centres of population in the north of the district. The Local Plan recognises that the potential for future growth around Shaftesbury is limited due to its topography and landscape and ecological constraints. It borders Wiltshire to its east side, where the majority of current growth is planned. The rural parishes of Melbury Abbas (population circa 275) and Cann (population circa 990) lie to the south. Cann Common is the largest settlement in the rural area, straddling the two parishes. It does not have a settlement boundary and as such is subject to countryside policies where development will be strictly controlled unless required to enable essential rural needs to be met (or unless a settlement boundary is defined in the neighbourhood plan).

The Shaftesbury Town Council is working with Melbury Abbas and Cann Group Parish Council to prepare a neighbourhood plan for their area, following the designation of the three parishes as a neighbourhood plan area in September 2013.

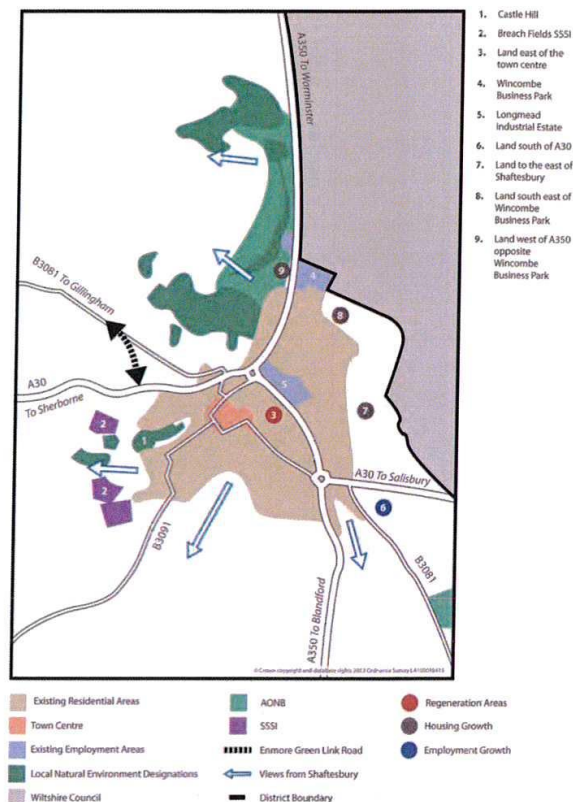
Common issues that crop up in the consideration and examination of neighbourhood plans include whether the policies are in general conformity with the strategic policies of the adopted Local Plan (which is one of the basic conditions set out in Schedule 4B of the 1990 Town and Country Planning Act), and also whether they relate to the development and use of land (which is how a neighbourhood plan is defined in section 38A of the Planning and Compulsory Purchase Act 2004). It is also important to bear in mind that policies need to be sufficiently clear (the latter part of NPPF para 154 although written for Local Plans, advises “only policies that provide a clear indication of how a decision maker should react to a development proposal should be included in the plan”)

The following report has been prepared by Jo Witherden BSc(Hons) DipTP DipUD MRTPI - Dorset Planning Consultant Limited. It provides advice in relation to the emerging vision, objectives and potential policy areas contained in the working group reports (2016).

The report outlines the finding of an initial review of the emerging ideas, followed by a suggested approach in respect of how the plan could be structured and the policy areas / projects that might be included.

<sup>1</sup> Source: 2013 Mid Year Estimates, Office for National Statistics

Figure 1: Key diagram extract for Shaftesbury from North Dorset Local Plan part 1 (January 2016)





## Review of the emerging ideas

Vision / Objectives / Policy suggestions	Supporting evidence	Local Plan context (overview)	Potential way forward
<b>VISION</b>			
<p>Shaftesbury, 'Home of Gold Hill' and famous Saxon Hilltop market town, with a rich and diverse history mapping back to 900 AD starting with Great King Alfred; has matured into a peaceful, welcoming, rural market town with strong artistic and cultural connections. We are able to capitalise on the benefit brought by the regions character, diversity of people, built environment, enhanced natural environment and open spaces.</p> <p>These assets need conservation and also to be utilised for the benefit of the whole community. We are proud of our heritage and are committed to developing a sustained and prosperous future by providing opportunities for all who live and work in the town and surrounding villages. We are committed to building with a high quality of life and access to services for our people.</p>	<p>View of the Hill Vision: In 2020 the Shaftesbury area will be thriving, centred on its Dorset market town, with a strong and distinctive character, with respect for its past and pride in its diverse built, natural and cultural heritage.</p> <p>It will be an area where the community works together, firmly committed to securing a sustained and prosperous future, with a high quality of life and access to services, providing opportunities for ALL who live and work in the town and the surrounding villages</p>	<p>Extract from Local Plan (8.99): Shaftesbury's role together with Gillingham is to serve the needs of the northern part of the District and neighbouring parts of Wiltshire and this will be maintained. Its distinctive character will be retained and enhanced in order to build on its growing reputation as a centre for arts, culture and tourism. The expansion of the town, particularly on land to the east, should enhance its scope for self-containment by bringing forward both housing and employment development.</p>	<p>Consider simplifying the language – some phrases such as "capitalise on the benefit brought by the regions character" may not be readily understood by a significant proportion of local people</p> <p>Consider whether the vision includes the rural areas sufficiently in its balance.</p>
<b>HOUSING &amp; DEVELOPMENT DESIGN</b>			
<p>1. Integrate all new housing into the community</p> <p>2. Ensure Policies on affordable housing benefit local people</p>	<p>Community survey feedback: strong support for smaller / starter homes (1-2 bed), affordable homes, and homes for rent</p>	<p>POLICY 7: DELIVERING HOMES Housing Mix</p> <p>All housing should contribute towards the creation of mixed and balanced communities. The Council will seek to</p>	<p>It is difficult to understand what is meant by 1 – however it would be possible to craft a policy to allow / encourage more mixed-use developments</p>

Vision / Objectives / Policy suggestions	Supporting evidence	Local Plan context (overview)	Potential way forward
	<p>Also supported mix use developments (ie with community facilities)</p> <p>18% of respondents work from home and a further 11% would consider this as an option (31% would not) – there was no clear demand for equipped local office space for hot-desking</p> <p>NDDC should be able to provide a breakdown of current need by household size and local connection for those on the housing register with a local connection.</p>	<p>support the delivery of about 40% of market housing as one or two bedroom properties and about 60% as three or more bedroom properties, with an emphasis on the provision of two and three bedroom properties. About 60% of affordable housing as one or two bedroom properties and about 40% as three or more bedroom properties. These proportions will be the starting point for negotiations on all sites where 10 or more dwellings, although a different mix may be permitted if it can be soundly justified by local circumstances or viability considerations. On sites of less than 10 dwellings, a mix of house sizes appropriate to each specific site will be sought</p>	<p>that include community facilities and employment opportunities (inc working from home).</p> <p>It may be useful to map community facilities (and this may also be useful evidence if this also shows how areas that are seen as more integrated tend to have such facilities).</p> <p>It should be possible to craft a policy that prioritises affordable housing for people with a local connection (and this can be defined), but it will need some flexibility to allow a cascade as the provision is also meeting wider strategic needs. You could also include starter homes in this mix if local connection criteria included.</p>
<b>3. Provide a range of housing types across all tenures. (Start-up – executive)</b>	<p>Community survey feedback: strong support for smaller / starter homes (1-2 bed), homes for rent, bungalows (2-3 bed) and retirement / sheltered homes</p> <p>The SHMA provides some</p>	<p><b>POLICY 8: AFFORDABLE HOUSING</b></p> <p>Development that delivers eleven or more net additional dwellings and which has a maximum combined gross floorspace of more than 1,000 square metres, including housing on mixed-use sites, will contribute to the provision of affordable housing</p>	<p>Include policy supporting the mix suggested by community – to include homes more suitable for older people and smaller / starter homes – it may be possible to word this more strongly if backed up by evidence of demand for this</p>



Vision / Objectives / Policy suggestions	Supporting evidence	Local Plan context (overview)	Potential way forward
<b>BUSINESS</b>			
<b>1. Support Shaftesbury high street</b> – Retain and promote independent shops. <ul style="list-style-type: none"> <li>○ Plan needs to have a clear map of the 'town centre' which includes the actual town centre including surrounding streets with retailers rather than just the highstreet.</li> <li>○ Town centre needs planning protection to prevent the change of use of any retail/office space into residential (and encourage the conversion back to commercial of currently residential properties)</li> </ul>	Household questionnaire: support for traditional styles and scale of shop fronts Generally supportive of tourism / leisure / craft / retail employment base – need for smaller retail units  View of the Hill – priority project was retail development strategy – was this ever completed?  May also be worth reviewing the District Council's evidence on the town centres (although this is somewhat out of date) eg 2008 review in <a href="https://www.dorsetforyou.co.uk/media/176117/Volume-2-Joint-Retail-Study-NORTH-DORSET/pdf/Volume%20Joint%20Retail%20Study%20NORTH%20DORSET.pdf">https://www.dorsetforyou.co.uk/media/176117/Volume-2-Joint-Retail-Study-NORTH-DORSET/pdf/Volume 2 Joint Retail Study NORTH DORSET.pdf</a> (though this may have been superseded by more recent development)	<b>POLICY 12 RETAIL, LEISURE AND OTHER COMMERCIAL DEVELOPMENTS</b> The boundaries of town centres, primary shopping areas, primary shopping frontages and secondary shopping frontages can be defined in the NP. (NB there are also 'key shopping areas' for the purpose of permitted development rights) Within the town centre, developments for retail will be supported provided their type and scale will maintain or enhance the role and function of the town and its catchment and respect its historic character. Other main town centre uses will also be supported provided this does not undermine the focus on retailing in primary shopping areas. Outdoor weekly markets are supported and development should not involve sites which would prejudice their future operation.  <b>POLICY 18: SHAFTESBURY</b> Within the town's settlement boundary, opportunities for tourist-related development that is sensitive to the landscape and historic setting of the town will be considered favourably.	Consider whether current defined town centre boundary needs changing and shop frontages defined  If there is likely to be investment in the public realm some general guidance can be given – but this may be better phrased as a project  Unclear what is meant by the cultural quarter project
<i>Projects</i> <b>2. Design a cultural quarter to replace the current co-op site should it ever be vacated</b>			
<b>1. Support Shaftesbury high street</b>	Household questionnaire:	<b>POLICY 12 RETAIL, LEISURE AND</b>	Is the shop front guidance

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<ul style="list-style-type: none"> <li>– Enhance and improve historic streetscape               <ul style="list-style-type: none"> <li>○ Clear rules on signage, usage types and materials.</li> <li>○ Prevent planning applications that compromise the historic look &amp; feel of the town centre.</li> </ul> </li> </ul>	support for <ul style="list-style-type: none"> <li>– use of traditional / quality paving &amp; material in outdoor public areas</li> <li>– signage and street furniture that respects the locality</li> </ul>	OTHER COMMERCIAL DEVELOPMENTS Working with local communities to take forward proposals for town centre enhancement and growth through neighbourhood planning or other local, community-based initiatives. Shop front design should take account of the Council's advice and guidance	<a href="https://www.dorsetforyou.gov.uk/media/148868/Guidance-to-shopfront-design/pdf/20070529_-_Revised_Shopfronts.pdf">https://www.dorsetforyou.gov.uk/media/148868/Guidance-to-shopfront-design/pdf/20070529 - _Revised_Shopfronts.pdf</a> – suitable to address the main points regarding the look and feel of the town centre? Key points specific to Shaftesbury could be embedded in a policy and good / bad examples included illustrating these points.
<b>Projects</b> <b>1. Allocate funding for examining change in road use on Shaftesbury highstreet supported by research which shows that town centre businesses are a) very supportive of one-way b) very against shared surfaces.</b>	Over 60% considered the town centre would benefit from holding more special / farmer's markets  Only about 30% felt 'chocolate box' high street fronts and heritage street lighting were important Improved traffic management considered top priority for town centre regeneration		The remainder is better phrased as a potential project (subject to funding and public consultation) re public realm and traffic management
<i>NB community theme also suggests minor improvements for traffic-free street market</i> <i>From historic environment theme:</i> <b>Town enhancement schemes and infrastructure work should contribute positively to the historic environment.</b> <ul style="list-style-type: none"> <li>– Examples [new pedestrian arcade linking streets, market stalls under awnings, etc.]</li> <li>– Attention to traffic management in the town centre should focus on the interests of pedestrians.</li> </ul> <b>Street furniture and signage should be</b>	About 50% in agreement with idea of one-way system through the town centre		



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<p>kept to a minimum, necessary, and sympathetic in scale and design to the locality; they should be of high standard.</p> <ul style="list-style-type: none"> <li>– Street clutter is to be avoided.</li> <li>– Street lights [to be discussed with reference to British Standards and Conservation Areas]</li> <li>– Road signs</li> <li>– Other Signage [to be discussed with reference to STC policy]</li> <li>– References to the area's historic iconography, such as wall plaques on historic structures and pub signs, are encouraged; their scale and design must be appropriate to the area.</li> </ul> <p><i>From transport theme:</i></p> <ul style="list-style-type: none"> <li>– Traffic in town centre</li> </ul>			
<p><b>1. Support Shaftesbury high street</b></p> <ul style="list-style-type: none"> <li>– <b>Improve parking</b> <ul style="list-style-type: none"> <li>○ Ensure any new development has adequate parking provisions</li> <li>○ Support the development of further parking</li> </ul> </li> </ul> <p><i>Projects</i></p> <ul style="list-style-type: none"> <li>– Plan for a multi-story car park on the ATS site should it ever be possible to redevelop (remove housing designation)</li> <li>– Combined</li> </ul>	<p>Household questionnaire: over 60% considered the town centre would benefit from increased parking facilities. Car park was top choice for redevelopment options of possible town centre sites. Better public toilets were also strongly supported.</p> <p>View of the Hill – priority project was comprehensive strategy for car parking – was</p>	<p><b>POLICY 23: PARKING</b></p> <p>Development will provide vehicle and cycle parking in accordance with the Council's parking standards, unless a different level of provision can be justified by local or site-specific circumstances.</p>	<p>Is there any need to vary current parking requirements? If so this could be included as a policy area</p> <p>New car parking – is there any evidence that this is needed, feasible, ie who will acquire land (potentially at residential value) to deliver and manage a public car park? If this would significantly reduce the potential supply of housing</p>

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<p>motorhome/recreational car park along with park to be constructed on the land by the Royal Chase roundabout. (currently under application for 120 homes)</p> <ul style="list-style-type: none"> <li>New car park on the current ambulance station site at Bimport (for visitor access to Castle Hill)</li> <li>Retain car parking space for long term and shopper parking at Cattle Market</li> </ul> <p><i>NB Cattle Market project is from community theme</i></p>	<p>this ever completed?</p> <p>Is there any evidence on current levels of car park use / capacity which would justify this level of increase?</p> <p>Current parking standards: <a href="https://www.dorsetforyou.gov.uk/article/397080/Car-and-cycle-parking-standards">https://www.dorsetforyou.gov.uk/article/397080/Car-and-cycle-parking-standards</a></p>		<p>land the neighbourhood plan would also potentially need to compensate for this by suggesting additional housing sites.</p>
<p><b>2. Support Shaftesbury existing business parks</b></p> <ul style="list-style-type: none"> <li>Improve signage and onsite facilities</li> </ul> <p><b>3. Provide new employment</b></p> <ul style="list-style-type: none"> <li>Designate land for business usage in the town</li> <li>Support planning applications that increase net employment</li> </ul> <p><b>4. Support and encourage business growth</b></p> <ul style="list-style-type: none"> <li>Examine main access roads and designate areas that need improvement to assist in access to business parks.</li> </ul> <p><i>From transport theme:</i></p> <ul style="list-style-type: none"> <li>improved road links to encourage economic activity, traffic in town</li> </ul>	<p>Household questionnaire – highlighted faster broadband as important for local employment opportunities.</p> <p>The Employment Land Review – Part 1 looks at existing and allocated sites <a href="https://www.dorsetforyou.com/media/147658/Employment-land-Review---Review-of-Existing-Sites/pdf/070626_elr_stage_1_with_front_cover.pdf">https://www.dorsetforyou.com/media/147658/Employment-land-Review---Review-of-Existing-Sites/pdf/070626_elr_stage_1_with_front_cover.pdf</a>.</p> <p>The Workspace Study 2012 <a href="https://www.dorsetforyou.com/media/176561/Workspace-Strategy-Final-Update-">https://www.dorsetforyou.com/media/176561/Workspace-Strategy-Final-Update-</a></p>	<p><b>POLICY 11: THE ECONOMY</b></p> <p>Key strategic sites to deliver growth in Shaftesbury:</p> <ul style="list-style-type: none"> <li>Land south of the A30 at Shaftesbury (about 7.0 hectares)</li> <li>Land between the Town Centre and Christy's Lane (mixed use)</li> </ul> <p>Economic development in the countryside will be supported by enabling rural communities to plan meet their own local needs, through neighbourhood planning, or through</p> <ul style="list-style-type: none"> <li>&gt; the re-use of existing buildings;</li> <li>&gt; the retention and small scale expansion of existing employment sites.</li> </ul> <p>Existing employment sites and sites</p>	<p>Signage and access 'improvements' would fall more within the remit of a project.</p> <p>Is more employment land required than evidenced in the Local Plan, or are the current sites undeliverable? If so – what alternatives have been identified or how realistic is the potential that windfall sites may come forward? If there is a need but no specific sites it may be possible to craft a policy that gives some flexibility outside the town boundary – if that is a solution you would want.</p>



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centre	<a href="#">2012/pdf/20120416 - Unclassified - Employment - Workspace Strategy - Final - 1v0.pdf</a> and <a href="https://www.dorsetforyou.co.uk/media/176562/Workspace-Strategy---North-Dorset-Update-2012/pdf/20120417 - Unclassified - Workspace Strategy Update - North Dorset Summary - Final - 1v0.pdf">https://www.dorsetforyou.co.uk/media/176562/Workspace-Strategy---North-Dorset-Update-2012/pdf/20120417 - Unclassified - Workspace Strategy Update - North Dorset Summary - Final - 1v0.pdf</a> adds supplemental information	<p>identified for future employment uses will be protected from other forms of development (with exceptions allowed for potential complementary uses such as education / training, healthcare, community, small scale retail ancillary to an employment use...).</p> <p>POLICY 13: GREY INFRASTRUCTURE Supporting measures to make more effective use of the existing route network including: improvements to traffic flows at 'pinch points' and key junctions; and schemes to improve environmental quality on busy routes or to improve road safety</p> <p>POLICY 18: SHAFTESBURY Grey infrastructure to support growth will include:</p> <ul style="list-style-type: none"> <li>– the provision of a new road link from the B3081 to the A30 at Enmore Green; and</li> <li>– improved walking and cycling links between the town centre and residential development to the east of the town.</li> </ul>	
<b>TRANSPORT</b>			
<b>Improved access to rail services</b> <b>Reduce traffic on Christy's Lane (A350/A30)</b> <b>Enable less dependence on car use</b> <b>Weight restrictions on vulnerable rural</b>	Household questionnaire: lack of support for idea of pedestrian bridge over A30 by Christy's Lane Just over half felt that a better	POLICY 13: GREY INFRASTRUCTURE Supporting measures to make more effective use of the existing route network including: improvements to traffic flows at 'pinch points' and key	Rail services largely fall outside the neighbourhood plan area – though the Gillingham cycle link proposals may help.

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<b>roads</b> <i>NB some overlap with Business theme – improved road links to encourage economic activity, traffic in town centre covered under that heading</i>	<p>link to Gillingham Station was needed (this was the top suggestion for transport service improvement)</p> <p>Local Transport Plan and various studies  <a href="https://www.dorsetforyou.gov.uk/article/417819/View-the-Local-Transport-Plan">https://www.dorsetforyou.gov.uk/article/417819/View-the-Local-Transport-Plan</a></p>	<p>junctions; and schemes to improve environmental quality on busy routes or to improve road safety</p> <p>POLICY 18: SHAFTESBURY</p> <p>Grey infrastructure to support growth will include:</p> <ul style="list-style-type: none"> <li>– the provision of a new road link from the B3081 to the A30 at Enmore Green; and</li> <li>– improved walking and cycling links between the town centre and residential development to the east of the town</li> </ul>	<p>Need greater clarity on solutions for the other issues - and whether they have implications for land use and planning. One solution may be to ensure local traffic concerns (as listed) are properly assessed through transport assessment at planning application stage</p>
<b>COMMUNITY AND LEISURE</b>			
<p><b>To improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs by:</b></p> <ul style="list-style-type: none"> <li>– <b>A multi-use community hall</b></li> <li>– <b>An indoor / outdoor water play and swimming facility or Leisure Centre</b></li> <li>– <b>Additional outdoor play areas for toddlers, children and adults</b></li> <li>– <b>Delivery of edge of town centre sports fields complex (multiple pitches changing rooms etc.)</b></li> <li>– <b>Expanded equipped play areas for teenagers</b></li> </ul> <p><i>Potential policies (NB have only replicated those with land use / building</i></p>	<p>Household questionnaire: Most respondents are concerned on the overall impact of the additional housing on Infrastructure. GP Facilities coming out the highest at over 90%. General consensus (60% or more) that play areas should be improved. Mixed opinion on possible options for community hall, with slightly more in favour of Cockram's option. Similarly low response regarding combined football centre proposal – most</p>	<p>POLICY 14: SOCIAL INFRASTRUCTURE</p> <p>Existing community halls, places of worship and other non-commercial community facilities are protected and new facilities provided where there is an identified need.</p> <p>POLICY 18: SHAFTESBURY</p> <p>Grey infrastructure to support growth will include:</p> <ul style="list-style-type: none"> <li>– the provision of a new community hall; and</li> <li>– a new two form of entry primary school, an extension to the secondary school and expanded further and adult education provision in the town; and</li> </ul>	<p>A policy could be included specifically identifying those community facilities that are particularly valued by local residents and therefore should be protected.</p> <p>If new provision cannot be accommodated on existing sites, it may be useful to identify and allocate sites where such provision will take place to provide greater certainty for land acquisition and potential focus of CIL funds.</p>



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<p><i>implications, the rest may be included as projects if desired)</i></p> <p><b>Existing facilities should be preserved or enhanced</b></p> <ul style="list-style-type: none"> <li>– Arts Centre</li> <li>– Small halls and churches</li> <li>– Schools</li> <li>– Football club</li> <li>– Wincombe park playing field and area</li> <li>– Bowling club</li> <li>– Swimming pool</li> <li>– Skateboard park</li> </ul> <p><b>New facilities are needed:</b></p> <ul style="list-style-type: none"> <li>– Additional and larger meeting spaces</li> <li>– Football training pitches (relocation) and informal playing fields closer to the town</li> <li>– Tennis courts</li> <li>– Cricket club (relocation)</li> <li>– Walking and cycling routes</li> <li>– Allotments</li> <li>– Equipped play areas</li> </ul> <p><i>NB provision of green spaces / outdoor recreation considered under next heading</i></p>	<p>comments were about swimming / leisure centre</p> <p>Infrastructure Delivery Plan provides information on critical / essential / required projects</p> <p><a href="https://www.dorsetforyou.gov.uk/media/214837/CIL---Infrastructure-Delivery-Plan/pdf/20160615%20Infrastructure%20Delivery%20Plan.pdf">https://www.dorsetforyou.gov.uk/media/214837/CIL---Infrastructure-Delivery-Plan/pdf/20160615 Infrastructure Delivery Plan.pdf</a></p> <p>Contact GP re future provision and capacity / possible requirements to establish if this may need to be considered</p>	<ul style="list-style-type: none"> <li>– a new doctor's surgery, or the expansion or relocation of the existing doctor's surgery.</li> </ul> <p>POLICY 27: RETENTION OF COMMUNITY FACILITIES</p> <p>Development (including the change of use of an existing premises) which involves the loss of a commercial community facility (including a local shop or a public house) will only be permitted if it can be demonstrated that the use is no longer commercially viable or cannot be made commercially viable. For all applications for development, the Council will take into account the importance of the facility to the local community and the area it serves</p>	
<b>ENVIRONMENT AND OPEN SPACES</b>			
<p><b>Maintain a distinctive landscape and urban design appropriate for a rural hilltop town. (formerly policy SB1)</b></p> <p><b>Protect all the existing green spaces with</b></p>	<p>Household questionnaire: 93% wanted to protect the countryside between neighbouring villages and to</p>	<p>POLICY 4: THE NATURAL ENVIRONMENT</p> <p>Developments should be shaped by the natural environment so that the benefits</p>	<p>Identify and include suitable sites as local green spaces if meeting the NPPF criteria in terms of suitability (77:</p>

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<p>the town (Extension of saved policies SB3 (Slopes), 4 (views) and 5 (Western End of the Spur plus views))</p> <ul style="list-style-type: none"> <li>– Landscape design to protect the views from the town's main viewing points, (Policies SB 4, 5 and 6) and views into the town from the surrounding countryside</li> <li>– Detailed design, including landscape planting and street furniture, to integrate the site to its surroundings and make a positive contribution towards the distinctive character of the town and contribute to local character by creating a sense of place appropriate to its location</li> </ul> <p><i>From historic environment theme:</i></p> <p>Any development which adversely affects the outstanding character of Gold Hill and the views beyond will not be permitted</p> <p>The distinctive slopes in Shaftesbury should be conserved and not developed further</p> <p>The visual impact of new development on views both to and from the countryside should be minimized and must not negatively affect the Neighbourhood Plan Area</p> <ul style="list-style-type: none"> <li>– Narrow views of the country</li> </ul>	<p>prevent merging of towns and villages</p> <p>And over 85% agreed that open spaces, trees and wildlife areas should be protected and enhanced.</p> <p>Support for green space and gardens, and enhancement of historic sites eg Park Walk, The Slopes, Castle Hill</p> <p>View of the Hill – priority project was to undertake a full audit of open space provision – was this ever completed?</p>	<p>it provides are enhanced and not degraded.</p> <p>The landscape character of the District will be protected through retention of the features that characterise the area. Within the areas designated as AONB and their setting, development will be managed in a way that preserves conserves and enhances the natural beauty of the area</p> <p>POLICY 15: GREEN INFRASTRUCTURE</p> <p>Neighbourhood Development Plans should consider measures that assist in delivering key green infrastructure benefits as outlined in this policy and the objectives of the Green Infrastructure Strategy, including the designation of Local Green Space, where appropriate</p> <p>Text makes clear that IOWA that were designated to protect the amenity and character of settlements from the pressure of infill development will continue to be saved until they are reviewed either: through the North Dorset Local Plan – Part 2: Site Allocations Part 2 or a neighbourhood plan</p>	<p>reasonably close proximity to the community it serves; demonstrably special to a local community and holds a particular local significance; local in character and not an extensive tract of land).</p> <p>Other areas of particular value may merit protection through a different policy approach – and under such circumstances it is important to identify the underlying reason for their protection. For example, important views can also be identified (some have been mentioned in the consultation feedback) and given policy protection. Useful to describe the quality of the view or what type of development should be avoided</p> <p>Consider whether there is any real danger the merging of settlements – and if so you can include a policy identifying and protecting important open gap/s.</p>



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<p>through side streets, alleyways and archways should be protected and maintained.</p> <ul style="list-style-type: none"> <li>– Wide, open vistas of vale, chase and downland should be maintained</li> </ul> <p><i>From rural theme:</i></p> <ul style="list-style-type: none"> <li>– Maintain unique landscape characteristics, including far-reaching and important views from Shaftesbury</li> </ul>			
<p>Enable everyone to have easy and local access to pleasant open spaces that are attractive to wild life and are designed and managed for recreation, walking, informal play and sport, linking all parts of the town and extending to the surrounding villages (Extension of saved policy SB9)</p> <ul style="list-style-type: none"> <li>– Good access to, and support for the network of landscaped pathways/ cycle routes in the town</li> <li>– Adequate areas of public open space</li> <li>– Include a multiuse open space transition corridor to, for all developments on the outskirts of the town, to blend with the surrounding countryside</li> <li>– Develop an off road cycle</li> </ul>	<p>Household questionnaire: support for pedestrian and cycle access to the Town Centre</p> <p>Nearly half of respondents walk to local amenities on a daily basis</p> <p>Safety most important factor (ie dedicated routes where possible and safe crossing points), but also landscaping / planting along routes strongly supported</p> <p>Strong support (70%) in favour of allocating land for allotments</p>	<p>POLICY 15: GREEN INFRASTRUCTURE</p> <p>Development will be required to enhance existing and provide new green infrastructure in line with the FIT standards and 1 allotment per 60 people</p> <p>POLICY 18: SHAFTESBURY</p> <p>A network of green infrastructure will be developed in and around Shaftesbury focussing on linking existing sites, such as the Slopes, and providing new sites and links to serve the residents of both the new and existing development in the town. This will include Informal recreation space associated with the development of sites to the east of the town to reduce recreational pressure on nearby high value wildlife sites.</p>	<p>Consider whether current standards (now based on FIT standards as opposed to NPFA) are appropriate or need to be revised based on evidence of need / priority.</p> <p>Identify network of landscaped pathways/ cycle routes in the town – include policy to safeguard existing routes, consider connections / access of new development, and project for delivery of missing links if applicable.</p>

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<b>route/footpath to connect Shaftesbury and Gillingham</b>  <b>Housing aligned to maximise solar gain and with space for wind sheltering tree belts and solar heating and/or photoelectric panels as standard. Well designed dual use SUDS systems for drainage</b> <i>NB Building Regulations have been increased, SUDS made a requirement for 10+ dwellings and Code for Sustainable Homes / other local standards can no longer be made a planning requirement</i>	Household questionnaire: support for high levels of energy conservation in new buildings / harnessing renewable energy (land and buildings):	POLICY 3 (CLIMATE CHANGE) Promotes sustainable (ie well served) locations, passive solar design principles (including shading and ventilation) and high energy performance standards, measures to reduce water consumption, avoid flood risk. It also states that neighbourhood plans will be required to consider local community actions that will help to mitigate and adapt to climate change.	<p>Include policy that encourages these principles in design, but cannot require specific renewable solutions as standard</p> <p>It is possible (and encouraged by Written Ministerial Statement) to include a policy identifying land suitable for larger scale renewables – however likely to require significant further research and may be controversial (20% not in favour)</p>
<b>HISTORIC ENVIRONMENT</b>			
<b>Any development must relate well to its site and surroundings, respecting the scale of the existing buildings. For example, the continuous line of facades in the Town Centre, along with the narrow lanes connecting the larger streets should not be altered. Historic streetscapes, such as the winding street of vernacular buildings in St. James, should not be altered. Enmore Green. Gold Hill should be maintained and protected.</b> <i>NB some overlap with Environment and</i>	Household questionnaire: support for housing to match existing styles of surrounding buildings, plus protecting / respecting / enhancing <ul style="list-style-type: none"> <li>– scale of the existing townscape</li> <li>– use of traditional local building materials</li> <li>– more natural solutions to control drainage</li> <li>– minimum standards for living space in</li> </ul>	POLICY 4: THE NATURAL ENVIRONMENT Developments should be shaped by the natural environment so that the benefits it provides are enhanced and not degraded. The landscape character of the District will be protected through retention of the features that characterise the area. Within the areas designated as AONB and their setting, development will be managed in a way that preserves conserves and enhances the natural	<p>Locally valued features should be clearly described (mapped where applicable) and protected through a policy.</p> <p>Need to be clearer regarding what is meant by such phrases as “repair the historic character of the area and provide infrastructure needs”</p> <p>Consider whether the above should cover the rural areas</p>



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<p><i>Open Spaces theme – views and slopes covered under that heading</i></p> <p><b>Development in historic areas should utilize traditional building styles and historically correct materials that are appropriate to the context and reflect local distinctiveness, as observed in each area's vernacular structures.</b></p> <p><b>A list of building materials and characteristics is in Appendix [later] and includes walls, railings, and gates. A list of historic buildings and other heritage assets is appended, with additional information about heritage conservation and sources of information. [Appendix later]</b></p> <ul style="list-style-type: none"> <li>– When alterations to the facades of buildings in historic areas are proposed, these should be necessary and also appropriate to the building and historic area. See Appendix listed above.</li> <li>– Alterations to town shop fronts, for example, should complement those of early design nearby. Similarly, window replacement in vernacular buildings should be wooden rather than plastic.</li> <li>– Alterations and repairs to walls, railings, gates and other built features within historic areas</li> </ul>	<p>dwellings</p> <ul style="list-style-type: none"> <li>– quality of outdoor surfaces (hard and soft) in public areas</li> </ul> <p>Other evidence on design:</p> <p>Part 2 Design Statement And Masterplan (2003</p> <p>Development Brief for land on the Eastern side of Shaftesbury) includes analysis of issues such as height, massing and materials and detailing (eg windows, chimneys, railings)</p> <p>Dorset Historic Towns Survey: Shaftesbury</p> <p><a href="https://www.dorsetforyou.gov.uk/article/396399/Shaftesbury---historic-towns-survey">https://www.dorsetforyou.gov.uk/article/396399/Shaftesbury---historic-towns-survey</a></p> <p>breaks down analysis by character area and includes information on Settlement Pattern and Streetscape, Building Type, Materials, Key Buildings (which potentially includes some non-designated heritage assets)</p>	<p>beauty of the area</p> <p>POLICY 5: THE HISTORIC ENVIRONMENT</p> <p>Any development proposal affecting a heritage asset (including its setting) will be assessed having regard to the desirability of sustaining and enhancing the significance of that asset and securing a viable use for it that is most consistent with its conservation.</p> <p>POLICY 24: DESIGN</p> <p>Development should be designed to improve the character and quality of the area within which it is located.</p>	<p>(evidence base is currently very town focused)</p>

Vision / Objectives / Policy suggestions	Supporting evidence	Local Plan context (overview)	Potential way forward
<p>should be carried out only as necessary and must conserve the original structure.</p> <ul style="list-style-type: none"> <li>In all public areas, traditional paving and materials should be used. This should include Park Walk.</li> </ul> <p>When relocation of services or redevelopment of sites is proposed, this should be seen as an opportunity to repair the historic character of the area and provide infrastructure needs. Examples could be:</p> <ul style="list-style-type: none"> <li>Cattle Market</li> <li>Ambulance station and fire department</li> <li>Police station</li> <li>NDDC/DWP site</li> <li>Coppice Street</li> <li>Entrances to Shaftesbury</li> </ul> <p><i>NB some overlap with Business theme – town centre enhancement / street furniture covered under that heading</i></p>	<p>The landscape assessment work to an extent covers the rural areas, though in less detail – see North Dorset Landscape Character Assessment Addendum</p> <p><a href="https://www.dorsetforyou.gov.uk/media/147865/Landscape-Character-Area-Assessment-Addendum/pdf/lcaa_evidence_base_addendum.pdf">https://www.dorsetforyou.gov.uk/media/147865/Landscape-Character-Area-Assessment-Addendum/pdf/lcaa_evidence_base_addendum.pdf</a></p>		
<b>RURAL THEME</b>			
<p>To ensure that, outside the designated settlement areas, the parish of Melbury Abbas and Cann remains a sustainable and viable community</p> <ul style="list-style-type: none"> <li>Maintain village viability with a flexible approach to selected development on appropriate sites</li> </ul>	<p>Household questionnaire: opinion divided on whether to include settlement boundaries / specific sites for development</p> <p>In terms of community hall,</p>	<p>POLICY 2: CORE SPATIAL STRATEGY</p> <p>States that all development proposals should be located in accordance with the spatial strategy - which identifies Stalbridge and eighteen larger villages (not including any in the NP area) as the focus for growth to meet the local needs</p>	<p>Need to consider whether it would be appropriate to define a development boundary or set clear criteria for how development sites are assessed.</p>

Vision / Objectives / Policy suggestions	Supporting evidence	Local Plan context (overview)	Potential way forward
<p>as directed by the community</p> <p>– Ensure economic viability by using redundant farm buildings and brown field sites for appropriate employment opportunities (currently in the process of identifying sites)</p> <p><i>NB some overlap with Environment and Open Spaces theme – landscape character / views covered under that heading</i></p>	<p>refurbishment of existing hall was generally supported</p>	<p>outside of the four main towns. As such countryside policies apply - where development will be strictly controlled unless it is required to enable essential rural needs to be met.</p> <p>This will allow</p> <ul style="list-style-type: none"> <li>– new affordable housing within or adjoining settlements with a population of 100+ and at least one essential facility within 1km of its physical centre</li> <li>– new rural workers dwellings where there is a full-time, functional need;</li> <li>– the redevelopment or limited expansion of existing employment sites;</li> <li>– the re-use of existing (attractive) buildings for tourist accommodation, employment or community uses (such as local shops) or as a new house (if the building is redundant and the scheme would enhance the setting)</li> <li>– the replacement or extension of existing dwellings if not more visually intrusive than the existing dwelling</li> </ul> <p>Does not permit:</p> <ul style="list-style-type: none"> <li>– New employment sites</li> </ul>	



Vision / Objectives / Policy suggestions	Supporting evidence	Local Plan context (overview)	Potential way forward
		<ul style="list-style-type: none"> <li>– New shops</li> <li>– New open market housing (unless as part of a rural exception site, or restricted to farm workers etc)</li> <li>– Substantial increases to the size of a house - either through its replacement or extension</li> <li>– Live-work extensions to allow a business / commercial enterprise to be run from the home</li> <li>– Increasing gardens in size</li> </ul>	
<b>Have a sustainable approach to flood prevention and the erosion of roads and property through the maintenance of verges, ditches, culverts and water courses to ensure adequate drainage systems and water run-off measures</b>		POLICY 3 – CLIMATE CHANGE: Development should seek to minimise the impacts of climate change overall through avoidance of areas at risk of flooding from all sources and the incorporation of measures to reduce flood risk overall	Can be included as a project
<b>Protect Dinah's Hollow and work towards a better traffic management solution that ensures safety and maintains economics for both the C13 and A350</b> <i>From historic environment theme:</i> <ul style="list-style-type: none"> <li>– Dinah's Hollow should be protected</li> </ul>	Local Transport Plan and various studies <a href="https://www.dorsetforyou.gov.uk/article/417819/View-the-Local-Transport-Plan">https://www.dorsetforyou.gov.uk/article/417819/View-the-Local-Transport-Plan</a> - the main reference is in a long-term aspiration (post 2026) for improvements to the C13	POLICY 13: GREY INFRASTRUCTURE Supporting measures to make more effective use of the existing route network including: improvements to traffic flows at 'pinch points' and key junctions; and schemes to improve environmental quality on busy routes or to improve road safety	Can be included as a project - land use implications are not currently known

## Suggested outline for Neighbourhood Plan

### FRONT COVER

To include

- Title
- Town / Parish Council (can refer to support from working group/s)
- Date – (of publication)
- Status – (eg draft for consultation)
- Plan period (timeframe plan is intended to cover)

### Summary

Key focus of the plan – easy-read 1 or 2 page summary

### Introduction

Can include a ‘forward’ if useful to have an introduction – *but can make the document more ‘official’*

Can include the following

- What a neighbourhood plan is / does
- Why the parish councils are working together
- What has happened so far (ie brief account of consultation and evidence gathering)\*
- What the timescale / stages are to adoption\*

*\*Useful to include for information in draft versions but can be removed in final draft*

### About the area

It can be useful (but not necessary) to provide a brief overview about the wider area (social / economic / environmental) and pull out from the consultations local people’s main concerns / aspirations. *What are the key messages you feel are important?*

Can also explain in brief the context of the North Dorset Local Plan

### Focus of the plan (ie what it aims to achieve)

The plan’s vision and objectives, and this may then lead into the following chapter structure

*NB note desirability of having these in sufficiently plain language that would be readily understood by most people, and to sufficiently reflect the town / countryside coverage of the plan*

From my initial overview of the type of issues you are looking to cover, I would suggest departing from your current themes and perhaps grouping the objectives / sections as follows:

- The Town Centre
- Main areas for future development – housing and employment

- Community & leisure facilities for the future
- Green spaces, views, wildlife areas and walking and cycling routes
- The character and design of new development

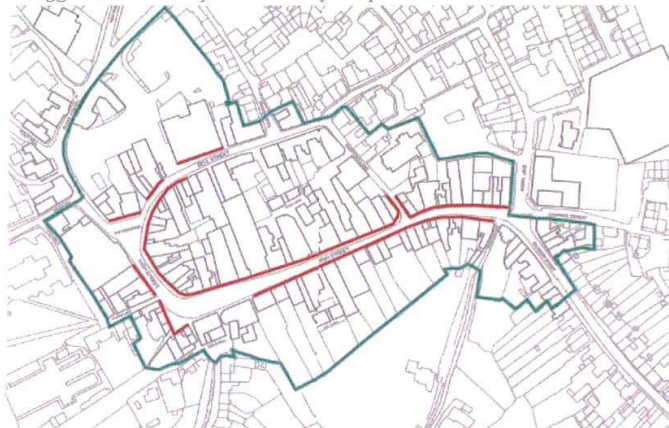
## The Town Centre

This chapter would pick up on the main issues and aspirations for the town centre.

Describe the town centre – where it has changed and how it functions, This can pick up issues such as the importance of independent, smaller shops etc and set the context for the type of shops that are likely to fit the town in terms of its wider tourist / cultural strengths.

It may be useful to explain that there are changes that can be made that do not require planning permission (as for example there were concerns about high % of charity shops), and also the need to provide flexibility as the retail sector is changing across the UK.

1Suggested Boundary and Primary shop fronts from 2008 review



Describe the importance of the historic look & feel of the town centre – many of the buildings are Listed Buildings and therefore any alterations to shop fronts etc will be carefully scrutinised, but can particularly point to good examples

Describe the importance of movement around the town – in terms of arrival (parking) and experience walking around the town centre (balance between convenience and enjoyment of the public realm). You may also want to refer to car park charges and how influential this can be – though not something that can be controlled through the neighbourhood plan.

On this basis it may of my not be appropriate to talk about the future of some of the sites that relate to the town centre – this will depend on the degree of discussion you may have had with the relevant landowners and uses you think may be appropriate

### *Planning policies to cover:*

- Definition of the town centre boundary and shop frontages (if these are different from those in the the Local Plan), and /or adjusting the criteria that would apply to changes of use in these areas
- Shop front guidance – potential picking out key elements from the NDDC guidance applicable to Shaftesbury. This can also pick up on the use of wall plaques / pub signs etc



*Project to cover:*

- Traffic management / public realm improvements – how this will be progressed and broadly what it will cover. This could include the general principles for signage, street furniture etc

*Depending on evidence / further research*

- cultural quarter project?
- parking improvements – this may be included in the traffic management project as aspirational. If strong evidence of need to allocate additional land, this is likely to require significant further work to establish who would fund and deliverability of sites (ie willin landowner)
- parking standards – do these need to deviate from the DCC requirements?
- policies on key sites where changes are anticipated – the degree to which further evidence may be needed will depend on what is proposed (and understanding of landowner intentions and current policy context)

## **Main areas for future development – housing and employment**

This chapter could include information about the main areas of growth as set out in the Local Plan, and also reflect the general feelings from the consultation, and supporting evidence, about what makes places more successful / integrated, ie:

- mixed uses within housing areas – local shops, employment, community facilities
- range of housing types – but better meeting the needs of local people in terms of size, needs (eg for less mobile) and affordability
- avoidance of large areas being developed in ‘one hit’

Explain how future growth areas / reserve sites are not proposed in this neighbourhood plan but principles established should be applied

Discuss importance of employment in providing jobs for local people, and how good access and broadband are key requirements to make these successful. However the delivery of these largely falls outside the remit of the neighbourhood plan. You can refer to concerns re impact of development on road network (within and outside the town)

Discuss importance of rural settlement remaining as sustainable and viable communities. Explain loss of settlement boundary around Cann Common (and that there was no previous boundary around Melbury Abbas) – and what the neighbourhood plan is suggesting in terms of providing a flexible approach to selected development on appropriate sites as directed by the community.

Explain permitted development rights in relation to redundant farm buildings and describe how many such buildings and other brown field sites were identified as part of the neighbourhood plan work.

*Planning policies to cover:*

- Support for mixed uses within main housing growth areas, where compatible with a residential area.
- Specify the type and size of housing should reflect the need and demand for...
- Marker that in reviewing sites / release of further land, consideration should be given to preference for smaller development that could be more easily absorbed / integrated into the existing built areas.
- Decided approach re flexibility for growth in rural areas

*Project to cover:*

- Signage improvements for main employment areas
- Dinah's Hollow?
- Flood prevention measures?

*Depending on evidence / further research*

- Support a flexible approach that would allow new employment sites outside but close to the town boundary (subject to various environmental checks) if there is evidence that the existing sites are not meeting demand
- Transport assessments when required to include consideration of cumulative impact of development on 'hotspots'

## **Community & leisure facilities for the future**

Explain importance of community facilities to health, social and cultural wellbeing. Explain planned improvements as set out in the Local Plan / Infrastructure Delivery Plan, and where these will happen (if known). Acknowledge what has already been achieved / is underway (eg swimming pool)

*Planning policies to cover:*

- Protecting (identified) community facilities that are particularly valued by local residents

*Project to cover:*

- Delivery of improvements (details if known)

*Depending on evidence / further research*

- If new provision cannot be accommodated on existing sites, consider identifying and allocating sites where such provision will take place to provide greater certainty for land acquisition and potential focus of CIL funds.

## **Green spaces, views, wildlife areas and walking and cycling routes**

Explain the importance of the areas' distinctive landscape, some of which falls within the AONB (and what this means in terms of national policy). Also the importance of existing green spaces with the town (and explain the need to review the IOWAs and other saved policies)

Explain many benefits of the wider green infrastructure networks, ie



- Recreational / access
- Enjoyment of landscape / views
- Heritage / Cultural links
- Wildlife
- Flood risk / climate change

Include map showing

- network of landscaped pathways/ cycle routes in the town
- local green spaces (where these are to be protected)
- key views / visually sensitive areas (if you can define these – otherwise you should consider clear criteria which may be used to judge whether a place has a key view or is visually sensitive)

Explain expectation that new development should include and link to this wider green infrastructure network, and provide suitable space on site (if you intend to adopt different standards / priorities this can be explained here)

*Planning policies to cover:*

- Designation of local green spaces (where these meet the NPPF criteria)
- Identification and protection of important views / visually sensitive areas
- Protection and links to the network of landscaped pathways/ cycle routes in the town

*Project to cover:*

- Upgrades / improvements to the network of landscaped pathways/ cycle routes in the town (and possible links to wider countryside)
- Off road cycle route/footpath to connect Shaftesbury and Gillingham

*Depending on evidence / further research*

- Identification and protection of important open gaps (re public concern of settlements merging)
- Revised open space provision standards

## **The character and design of new development**

Explain importance and benefits of good design of development. Character relates to making places locally distinctive and often linked to their past (what has shaped Shaftesbury in particular?). Also need to adapt to take on board innovations and improvements such as renewable energy.

May want to highlight here some good (and not so good) examples

May be useful to describe how character differs across the area, and what implications this may have in terms of design.

If possible, locally valued features should be clearly described (mapped where applicable) – eg important landmarks, character lanes – especially where these would not be protected under Conservation Area etc type designations.

Explain how building standards nationally are improving (in terms of energy efficiency etc), that some changes can be made under permitted development rights. Importance of layout in ensuring that opportunities for more environmentally friendly buildings are maximised. You can explain that it is possible for communities to identifying areas where larger scale community renewable schemes would be supported, and why / why you haven't taken this approach.

*Planning policies to cover:*

- General principles for design as they relate to the area / local character. It may be useful to differentiate clearly between different character areas (either Conservation Area / Modern Town / Countryside or a finer grain of detail), in order to provide clearer guidance as to what might be appropriate or not.
- Supporting more innovative environmentally friendly designs, and layout / design that allows future occupiers to install energy / water efficiency measures

*Depending on evidence / further research*

- Identify land in which support would be given for community / larger scale renewables

## **Implementation and review of the plan**

Section setting out how the various organisations will take forward projects (potentially referring to the use of CIL funding), partnership working, and working with landowners / developers (eg pre-application engagement etc)

# Terms of Reference

## Shaftesbury, Melbury Abbas & Cann Neighbourhood Plan Group

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### Background

The Shaftesbury, Melbury Abbas & Cann Neighbourhood Plan Group was set up with the agreement of Shaftesbury Town Council to help manage the process for and prepare a Neighbourhood Plan for the area. The Town Council is the 'responsible body' for the preparation of the Neighbourhood Plan, although ultimately the community will decide through the referendum whether the plan should be used.

### Responsibilities

The Shaftesbury, Melbury Abbas & Cann Neighbourhood Plan Group is working for the Town Council, and as such will make recommendations to the Town Council before progressing at key stages in the process – in particular.

- Agreement of vision and aims of the plan
- Agreement of pre-submission draft for consultation

The Town Council will be responsible for the consideration of consultation responses on the pre-submission draft, and the submission of the plan to the District Council for examination.

The Neighbourhood Plan Group will be cover the following functions:

- Preparation of a programme for producing the Neighbourhood Plan;
- Applications for grant funding
- Liaison with officers from North Dorset District Council and other statutory bodies likely to be involved in the Neighbourhood Plan
- Informing and consulting with the local community and other interested bodies, as necessary to progress the Neighbourhood Plan and with the aim of making sure that all members of the community are able to be involved in the process
- Gathering of evidence required to support the emerging policies
- Appointment of professional advisors as necessary to assist with preparation of the Plan
- Preparation of a draft Neighbourhood Plan with any revisions following public consultation.

Applications for grant funding may be made by the Neighbourhood Plan Group on behalf of the Town Council, with any funds to be held by the Town Council. The Neighbourhood Plan Group will not incur expenditure that is not covered by confirmed grant funding without prior authority or approved delegation as appropriate from the Town Council.

### Membership

The Neighbourhood Plan Group will include at least one member of the Town Council together with volunteers living or working in the Neighbourhood Plan area.

Members of the Neighbourhood Plan Group should live or work in the neighbourhood plan area, or otherwise clearly show that they have skills or knowledge that would be of use to the process.



The Group should normally consist of at least 4 and up to 12 Members. New members can join the group at any time, having made contact with the Chairman, although a temporary cap may need to be imposed if there would be more than 16 people active on the Neighbourhood Plan Group. Members who no longer wish to be actively involved should inform the Neighbourhood Plan Group. Members who miss 3 consecutive meetings with no reason may be assumed to have left the group. A list of people on the Group will be published and updated as appropriate.

All members of the Neighbourhood Plan Group are expected to

- > operate in a democratic, transparent and fair fashion
- > treat other Members of the Group with respect and dignity
- > allow opinions and ideas to be put forward by all
- > work constructively with all sectors of the community
- > look positively for solutions to enable development that is needed locally to come forward, whilst protecting those features that are most valued

By joining the Neighbourhood Plan Group, any person agrees to abide by these terms of reference.

### **Roles within the Neighbourhood Plan Group**

The Chair and the Secretary will be appointed by the Group.

### **Neighbourhood Plan Group meetings**

The Neighbourhood Plan Group meetings will normally be held on the second Thursday of each month at the Shaftesbury Town Hall. However these arrangements may be subject to change dependent on the work programme and availability of sufficient group members. Members of the public or representatives from relevant organisations with an interest in the Neighbourhood Plan may attend to observe the meeting (and can join in debates at the invitation of the Chairman) but are advised to contact the Chairman in advance to check that the meeting is being held and the likely agenda.

The Secretary will take notes of the meeting, record main decisions and action points. These minutes will be published on the Neighbourhood Plan website.

### **Declarations of Interest**

Neighbourhood Plan Group members should complete a register of interests form on joining the group, which will be held by the Secretary and may be made available to the Group, the Parish Council and to the public on request.

At meetings members will be expected to declare any personal or prejudicial interests where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates. They should not be involved in making any decision regarding that issue.

### **Reviewing the Terms of Reference**

The Town Council will be asked to approve the terms of reference of the Neighbourhood Plan Group and any relevant amendments to them suggested by the Group to ensure that they remain fit for purpose.

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Officer Report**

**1. Purpose of Report**

To receive any correspondence and updates relating to the work of the Committee

**2. Recommendation**

To receive and note the report

**3. Updates**

- 3.1. Town Hall. Quotes have now been received for the work required to the Town Hall and there is an initial cost of £12,291. A further summary has been provided of additional works which would be required amounting to approximately an additional £50,000. A more detailed report will be required in this respect and will be brought back to the Council for consideration in due course.

**4. Correspondence**

The following items of correspondence have been received;

- 4.1. 07/09/2016, letter of thanks relating to the Town Meeting and suggesting a letter from the Council to the NHS.
- 4.2. 22/09/2016 Reshaping your Councils (**Appendix H**).
- 4.3. 22/09/2016, letter from the Bowls Club outlining their proposals for the club and its relationship with the Silver Band hall for information. (**Appendix I**)
- 4.4. 22/09/2016, letter from Shaftesbury Football Club previously circulated by email requesting a rent review.
- 4.5. 29/09/2016, draft management plan for the Donkey Field for consideration at committee.

**5. Financial Implications**

There are no financial implications arising from this report

**6. Legal Implications**

There are no legal implications arising from this report

**7. Risks**

There are no risks identified from this report

(End)

Report Author:

Claire Commons

Interim Deputy Town Clerk



19<sup>th</sup> September 2016

The Town Clerk  
Town Hall  
Shaftesbury  
Dorset  
SP7 8JE

Online Reference Number:	QD32
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## Reshaping your Councils

To the clerk of Shaftesbury Town Council,

As you may be aware, Dorset's councils are considering reducing the number of local authorities in the county from nine to two, and want to hear the views of their town and parish councils about the changes being proposed.

You should have already received an email from us inviting you to take part, but we are also contacting town and parish councils by post to ensure that all councils are aware of the consultation and have the opportunity to participate.

**If you have already completed the questionnaire on behalf of your council then there is no need to do so again.**

The questionnaire can be completed online by visiting [www.opinionresearch.co.uk/DorsetTC](http://www.opinionresearch.co.uk/DorsetTC) and entering the online reference number printed above. Additional information about the consultation is also available via this link.

**Please liaise with your members to understand their views, and use this questionnaire to provide the feedback.**

All questionnaires should be completed by **25<sup>th</sup> October 2016** and will be processed by Opinion Research Services. ORS adhere fully to the Data Protection Act 1998. Responses from individual town and parish councils may be identified in the analysis.

If you have any queries about completing the questionnaire, or need assistance to do so, including a copy in large print, audio version or translated into another language please call ORS on **0800 3112126** or email [Dorsetcouncils@ors.org.uk](mailto:Dorsetcouncils@ors.org.uk)

Thank you in anticipation of your response and for your time and interest.

Jonathan Lee,  
Managing Director

Opinion Research Services

22 SEP 2016

IAAB01100124AEB

# **SHAFTESBURY BOWLS CLUB**

**BLEKE STREET**

**SHAFTESBURY**

**SP7 8HJ**

October 2016

*To the members of  
Shaftesbury Town Council.*

*By supporting Shaftesbury Town Silver Band in their proposed development and move to Coppice, you will be giving the Bowls Club the opportunity to build a three rink indoor bowling facility on the vacated land and remaining part of the Queen Mother Garden site adjacent to our club.\**

*The new building could also accommodate parking for an additional twenty cars.*

*Please see proposed plans and feasibility study.*

*\* Support for the Bowling Club was given by the Town Council. Reference the minutes from the G.M.C. meeting on Tuesday 4<sup>th</sup> March 2014*





Shaftesbury Outdoor Bowling Club is seeking to develop a new three rink indoor bowling green.

The Bowling Club was founded in 1914 on a site close to the existing green and moved into our existing building in 1955 when the roundabout at Ivy Cross was constructed.

The club encourages membership of all ages and abilities from the local community and is independently administered by an annually elected management committee; the present membership of the bowling club is 120. The club is at present funded by the members and their own fund raising activities.

The new indoor bowling club would also promote membership of all ages and abilities but from a larger geographical catchment area as the nearest indoor club to Shaftesbury is 22 miles away; a recent market survey suggests that we could expect a membership in excess of 260 people.



## Shaftesbury Bowling Club SP7 8QA





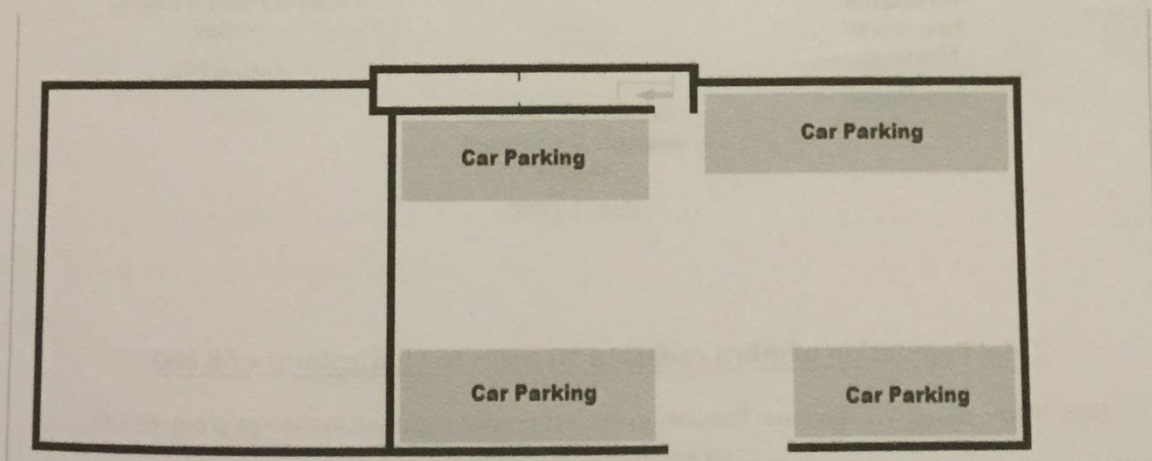
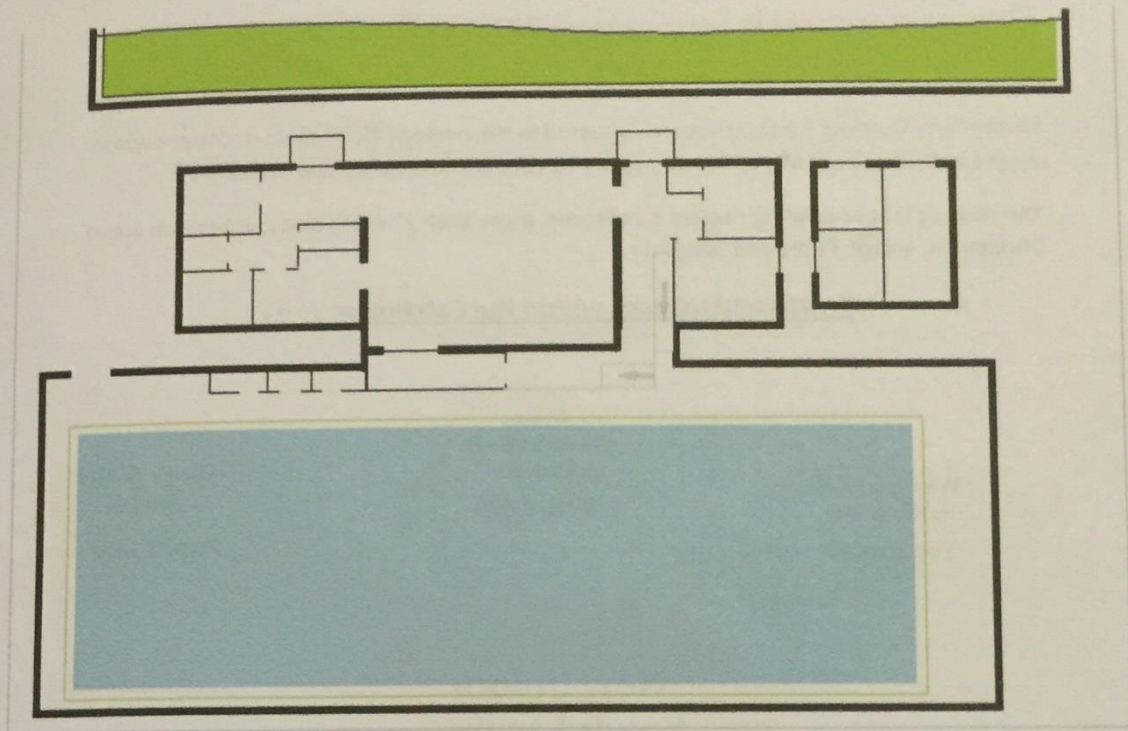
**Proposed Indoor 3-Rink Bowling Club  
with car parking space below for 20 cars**

**View from Bleke Street Car Park Entrance**

**View from Barton Hill  
Recreation Field**







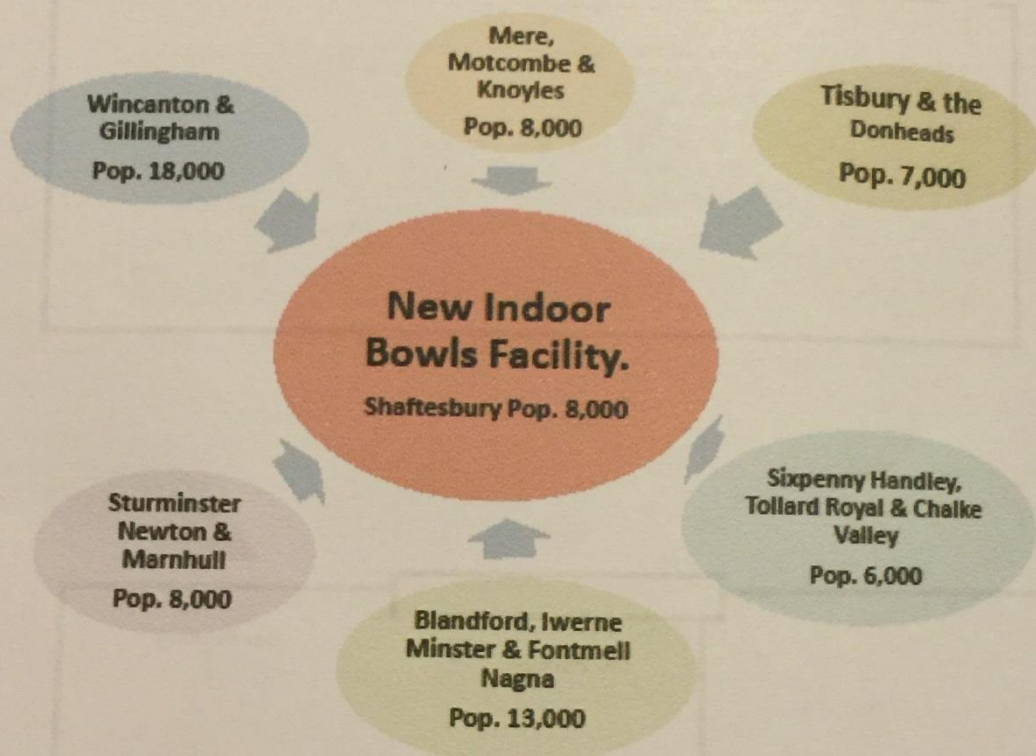
**Lower Ground Floor Parking for 20 Cars**

## Demographics and Populations

Shaftesbury Outdoor Bowling Green is situated in the heart of North Dorset. Other outdoor greens in the area are Mere, Tisbury, Sixpenny Handley, Blandford and Wincanton.

The nearest Indoor Bowling Facility is at Frome, more than 22 miles away, other club are at Dorchester, Yeovil, Poole and Salisbury.

### Towns and Villages within the Catchment Area.



Total Population within a radius of 10 miles to Shaftesbury = 68,000

ONS 2010 – Based Sub-National Population Project predict a growth in the age group 65+ of 69.6% by the year 2035



### New 3-Rink Indoor Bowling Facility - Annual Income & Expenditure

<u>Sessions Per Day</u>	<u>Rinks</u>	<u>Triples</u>	<u>Pairs</u>	<u>Singles</u>	<u>No. Players</u>	<u>Green Fee</u>	<u>Daily Income</u>	<u>No. of Days per Year</u>	<u>Annual Income</u>
0900-1100	3				24	£3.00	£72.00	200	£14,400
1130-1330		3			18	£3.00	£54.00	200	£10,800
1400-1600			3		12	£3.00	£36.00	200	£7,200
1630-1830				3	6	£3.00	£18.00	200	£3,600
1900-2100		3			18	£3.00	£54.00	200	£10,800
15600 Participants per Year					78		£234.00		£46,800

Annual Membership fee	£30.00	No. of Members	200	£6,000
Other income - Bar, Raffles, Social events, etc.				£3,000

<b>Total Income</b>	<b>£55,800</b>
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#### Expenditure

Electricity	£3,000
Heating	£4,000
Repair & Maintenance	£1,000
Annual maintenance to carpet	£1,000
Carpet replacement fund - 10 Year plan	£2,000
Annual lease	£1,000
Rates	£3,000
Honorarium	£2,000
Treasurer and Secretary	
Loan - £200,000	£25,000
Annual loan repayments	

<b>Total Expenditure</b>	<b>£42,000</b>
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<b>Balance</b>	<b>£13,800</b>
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### **Key Points**

Estimated Cost:	£400K - £500K
Funding:	Grants Members Loans & Gifts Community Loan
Repayment:	Over a period of 10-15 Years
Parking:	For an additional 20 Cars.
Membership:	200 Plus
Demographics:	60,000 Catchment area.
Benefits:	Sporting & Social Activity for all ages and abilities.
Requirements:	To work closely with Shaftesbury Town Council.

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For more information please contact  
**Roger Alford**

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**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 11th October 2016 in the  
Guildhall, Shaftesbury Town Hall**

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**Future Meetings of the Council**

**1. Purpose of Report**

To confirm the date of the next meeting of the Council and identify matters for inclusion on the agenda.

**2. Recommendation**

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

**3. Date of next meeting**

The next scheduled meeting of the Committee is 11<sup>th</sup> October 2016

**4. Items for next meeting**

- 4.1. The Council 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.
- 4.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the item will help to focus the report and subsequent debate and avoid general discussion.
- 4.3. Items already noted for consideration are;
  - Working groups – existing, terminate, review
  - Staff terms and conditions and salaries. Recommendation from the Internal Auditor that the terms and costs of employment of all staff should be minuted each year at the full council and that from 2016/17 this should be done as part of the budget setting process in the autumn.

**5. Financial Implications**

There are no financial implications arising from this report

**6. Legal Implications**

The Town Council has the Power of General Competence.

**7. Risks**

There are no risks arising from this report

(End)

Report Author:

Claire Commons

Interim Deputy Town Clerk