



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Full Council (FC). All other recipients for information only.

You are required to attend a meeting of the Full Council for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 05 September 2017 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, 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

- 1 APOLOGIES ..... 3**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST ..... 3**  
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.
- 3 MINUTES ..... 3**  
To confirm as a correct record, the minutes of the previous meetings of the Full Council.
- 4 REPORTS ..... 4**  
To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meeting held with key partners or organisations and to receive the minutes of Committee meetings (for information) and any associated reports from the Committee Chairmen.
- 5 CCTV ..... 7**  
To consider commissioning a condition report of the existing town centre CCTV system.

<b>6</b>	<b>PRINCIPLES OF BELIEF .....</b>	<b>9</b>
	To consider a 'Principles of Belief' charter for Shaftesbury Town Council	
<b>7</b>	<b>PAYMENTS .....</b>	<b>11</b>
	To consider payments for authorisation	
<b>8</b>	<b>LOCAL LAND SUPPLY .....</b>	<b>14</b>
	To consider a formal response to the North Dorset District Council press release in relation to land supply	
<b>9</b>	<b>NEIGHBOURHOOD PLAN .....</b>	<b>15</b>
	To agree the next steps for producing the neighbourhood plan and to resolve the steering group membership/stakeholders	
<b>10</b>	<b>PLANNING APPLICATIONS .....</b>	<b>16</b>
	To consider responses to the Planning Applications identified for return to the Planning Authority	
<b>11</b>	<b>WAYLEAVE .....</b>	<b>17</b>
	To consider requesting that SSE run an underground cable at Park Walk in place of an overhead cable.	
<b>12</b>	<b>STRATEGIC PLAN .....</b>	<b>18</b>
	To adopt the Council's five year strategic plan	
<b>13</b>	<b>OFFICER REPORT AND FUTURE MEETINGS .....</b>	<b>19</b>
	To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	

(End)

**Administration for a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

**1.1 Apologies received to date**

1.1.1 Councillor Austin due to ill health.

**2 Declarations of Interest**

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.

**2.1 Declarations of Interest received to date**

2.1.1 There have been no declarations received at the point of papers being issued.

**3 Minutes**

To confirm as a correct record, the minutes of the previous meetings of the Full Council.

**3.1 Minutes to be adopted**

3.1.1 Full Council, Tuesday 27<sup>th</sup> June 2017

3.1.2 Extraordinary Full Council, Tuesday 18<sup>th</sup> July 2017

**Report 0917FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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## **4 Reports**

To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meeting held with key partners or organisations and to receive the minutes of Committee meetings (for information) and any associated reports from the Committee Chairmen.

### **4.1 Recommendation**

- 4.1.1 That the reports be received and noted

### **4.2 Civic Report**

- 4.2.1 The Mayor will provide a report on recent events attended by the Mayor and Councillors and details of forthcoming events.

### **4.3 County and District Councillor Reports**

- 4.3.1 County and District Councillors have been invited to provide a report or attend to give a verbal report.
- 4.3.2 District and County Councillor Beer will attend to provide a verbal report and answer questions.

### **4.4 Representatives to Local Organisations**

- 4.4.1 Representatives of the Town Council to local organisations have been invited to provide reports. Verbal reports may be given at the meeting.
- 4.4.2 The Chamber of Commerce have provided a report at **Appendix A**

### **4.5 Committee Reports**

- 4.5.1 To note the committee minutes as listed below and receive any verbal reports from the Committee Chairmen.
- 4.5.2 Human Resources Committee meetings held on 4<sup>th</sup> July and 3<sup>rd</sup> August 2017
- 4.5.3 Planning and Highways Committee meetings held on 4<sup>th</sup> July and 15<sup>th</sup> August 2017
- 4.5.4 Recreation, Environment and Open Spaces Committee meeting held on 11<sup>th</sup> July 2017

(End)

Report Author:  
Claire Commons, Town Clerk



### Current activities and issues

In no particular order

- **Defibrillators**

The Chamber recently contributed to the defibrillator at Wincome and are looking at how we can do something similar on Longmead.

- **Dementia Friendly Town**

This is something that started and then went quiet. We are keen to re-boot it and recognise that it is now the Mayor's charity so we look forward to working together on this.

- **Flags**

When we initially put up the Xmas tree holders the idea was to use them as flag holders on other occasions. We were unable to agree on suitable flags for the Snowdrop season (They wanted VERY expensive ones) and the project faltered.

To kick-start this we recently produced 60 Dorset and Wessex flags (only ½ are up so far) to see how it may work.

The idea is to have different themed flags for: Snowdrops, Gold Hill fair, Carnival, The Fringe etc. as well as trees at Xmas.

- **Toilets**

On-going concern about availability, suitability and cleanliness. A long term solution is required.

- **Parking**

On-going concern about availability of parking.

- Need to retain cattle market for tourist and town business parking
- Concern over Churchill development expansion without suitable parking
- Concern about plant stall on Thursday market extending into on-street parking

- **Budgen's Site**

The Chamber's position is that we would like to see it continue to be used as a retail shop.

We would support a developer splitting it into a smaller food store and 8 smaller units facing Bell St.

- **Neighbourhood plan and current development**

- The Chamber has set out its position for business which should be included (James Hughes has the report)
- The Chamber supports the proposed playing fields and the facilitating development
- The Chamber strongly opposes any alternative use of the land designated for employment and recognises the need for infrastructure delivery prior to further development.

- **Christmas**

We are working towards delivering another Late Night Spectacular which will be moved back to the Monday 4<sup>th</sup> Dec. to avoid clashes with Gillingham and many other local towns.

The Xmas market will be on Sunday 17<sup>th</sup> Dec.

For both events the free use of the Town Hall would be appreciated.

- **3rd Sunday Market**

We support the Sunday Market. The operation has changed and is now run by the new owner of the ATM. The past couple of years have not seen it grow but there is still hope that it may get near to Frome's Monthly Sunday markets which has re-invigorated their town.

- **Coach Parking**

The Chamber contributes £500 towards using space in Bell St car park for tourist coaches. (I believe the money goes to County)

**Report 0917FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**5 CCTV**

To consider commissioning a condition report of the existing town centre CCTV system.

**5.1 Recommendation**

- 5.1.1 That the Council commissions a condition report of the existing town centre CCTV to provide recommendations for repair and/or (phased) upgrade to of the existing system.

**5.2 Background**

- 5.2.1 Following several incidents of vandalism and criminal activity in the town centre during the spring/summer 2017 it became apparent that a fully working CCTV system could have been helpful to the police for information gathering and evidential purposes. The local police confirmed that the current system was no longer fit for purpose.
- 5.2.2 Members of the public and local businesses approach the Council and the Police seeking footage for evidential purposes which the system is no longer able to provide.
- 5.2.3 At its meeting on 13<sup>th</sup> June 2017 the General Management Committee noted that the Town Clerk would seek further information and quotations regarding the implementation of CCTV within the town.

**5.2.4 CCTV Timeline:**

2003	CCTV installed in 7 locations in Shaftesbury
2011	Council made aware that the system was beginning to fail and fall into disrepair, quotes received in the region of £3,500 but not resolved as a Pan Dorset scheme was pending
November 2014	GEM resolved to improve the existing system and delegated to the Town Clerk
2015	Survey of existing CCTV undertaken reporting that the current analogue system was far below that of new IP and high definition systems
2016	Quotations sought to upgrade in the region of £27,500. Pan Dorset scheme still being mooted but unlikely to be realised in the foreseeable future as funding was not available
Spring/Summer 2017	Increased activity in Shaftesbury for which the Police would have benefited from CCTV footage
June 2017	GEM Agree to seek further information regarding CCTV
July 2017	Review of current camera locations carried out and consultation with the police to confirm the current camera locations were still appropriate
July 2017	Site visit to Gillingham Town Council to review their CCTV system and take advantage of their learning points and feedback regarding the implications of the Code of Practice introduced by the Surveillance Camera Commissioner in 2012, and Gillingham Town Council's arrangement with Dorset Police regarding the operation of CCTV within the town.
July 2017	Quotations sought

5.2.5 It is acknowledged by many towns in Dorset that a well-managed CCTV system of adequate specification will assist in the prevention and detection of crime and aims to:

- Provide evidence to relevant enforcement agencies
- Maintain public order
- Prevent anti-social behaviour
- Promote economic well-being
- Reduce the fear of crime
- Improve road safety and traffic flow
- Assist in the development of traffic management systems
- Prevents and detects damage to property

5.2.6 Analysis of data provided by Dorset Police demonstrates that, just as in many towns in the UK, Shaftesbury Town Centre suffers from anti-social behaviour and criminal activity. There is significant evidence, nationally and locally, that the presence of an appropriately managed CCTV system in a town is a significant tool in the management of the prevention and management of crime and criminal behaviour.

5.2.7 In order to inform a decision regarding Shaftesbury's CCTV, a condition report is required which will provide recommendations for repair and / or (phased) upgrade of the existing system

### **5.3 Financial Implication**

5.3.1 Condition report £950, there is currently £10,000 in the CCTV budget

### **5.4 Legal Implications**

5.4.1 The Council must exercise its functions with due regard to the likely effect, if any, on crime and disorder and the need to prevent them. (Crime and Disorder Act s.17, 1998)

(End)

Report Author:  
Claire Commons, Town Clerk



**Report 0917FC6 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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## **6 Principles of Belief**

To consider a 'Principles of Belief' charter for Shaftesbury Town Council

### **6.1 Recommendation**

- 6.1.1 That all members of Shaftesbury Town Council sign a 'Principles of Belief' charter to strengthen the council's commitment to the core beliefs and values central to the effective operation of Shaftesbury Town Council for the service and benefit of the Shaftesbury Community and all the stakeholder constituted volunteer organisations.

### **6.2 Background**

- 6.2.1 At its meeting on 3rd August 2017, the Human Resources Committee recommended to the Full Council that a Principles of Belief Charter is signed by all members of the Town Council. The Charter is in addition to the code of conduct which all members are signed up to. It takes Nolan's 7 principles of public life which applies to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, education, social and care services

- 6.2.2 The principles also apply to all those in other sectors that deliver public services. They were first set out by Lord Nolan in 1995 and they are included in the Ministerial code.

- 6.2.3 The 7 Principles of Public Life are available at [www.gov.uk](http://www.gov.uk)

- 6.2.4 The Principles of Belief is provided at **Appendix B**

### **6.3 Financial Implication**

- 6.3.1 There are no financial implications relating to this report.

### **6.4 Legal Implications**

- 6.4.1 There are no legal implications to adopting The Principles of Belief.

(End)

Report Author:  
Claire Commons, Town Clerk

## Shaftesbury Town Council

### Principles of Belief

As a council of 12 individual volunteers we have stated below the core beliefs and values that we believe are central to the effective operation of Shaftesbury Town Council for the service and benefit of the Shaftesbury community and all the stakeholder constituted volunteer organisations

**Community** – we will listen and consult with the SHAFTESBURY community in all that we do. We will actively encourage honest and objective feedback from the community regularly during the municipal year and all monthly council meetings;

**Integrity** – We will act honestly and fairly in all that we do collectively and individually in matters pertaining to the council governance and business and to the SHAFTESBURY community; We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

**Respect** – we will respect each other, the council staff, all parts of the SHAFTESBURY community and all governance stakeholders, constantly and consistently in words, in writing and in deeds;

**Leadership and Stewardship** – We will exhibit all principles in our behaviour, actively promoting and supporting the principles and being willing to challenge poor behaviour when it occurs. We will listen to the SHAFTESBURY community and work toward building a better Shaftesbury that we, and the community which we serve, will be proud of and will last beyond our time in office;

**Honesty and Openness** – we will communicate with the community of SHAFTESBURY regularly, honestly, and objectively, we shall be truthful;

**Excellence** – we will strive to deliver excellent services to SHAFTESBURY at all times within the remit that we agree each year within the frame work of a five year plan;

**Selflessness** – we will always put the interests of the council and SHAFTESBURY community above our personal ambitions;

**Collaboration** – we will always collaborate with each other, with the SHAFTESBURY community, constituted voluntary organisations and all our governing stakeholders to deliver the very best services for Shaftesbury;

**Objectivity and Prudence** – we will discharge our responsibilities to the community of Shaftesbury and all our governance stakeholders with the greatest care and caution at all times, taking decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;

**Accountability and Access** – we will be accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this. we will make themselves available by writing and email, by telephone or in person to community of SHAFTESBURY or any fellow organisations that are constituted to serve the community.

If any individual member of the council is alleged to be in breach of any of these principles by three or more individuals from the council or from the SHAFTESBURY community - they will be subject to a formal investigation by a panel of three fellow councillors nominated by a formal resolution and subject to public censure should the allegation/s be proven.

Signed by all councillors

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**Report 0917FC6 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**7 Payments**

To consider payments for authorisation

**7.1 Recommendation**

7.1.1 That the Council approves the payments totalling £??? from the Town Council's current account and minutes the resulting bank balance as detailed in **Appendix C**.

**7.2 Background**

7.2.1 A detailed list of payments is provided at **Appendix C**. An updated list may be provided to the Council prior to or at the meeting.

**7.3 Financial Implications**

7.3.1 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.

**7.4 Legal Implications**

7.4.1 There are no legal implications arising from this report.

**7.5 Risks**

7.5.1 There are no risks identified in this report.

(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix C. Payments for Ratification

Printed on : 24/08/2017		Shaftesbury Town Council		Page No 1	
At : 10:04		NatWest Current A/c			
List of Payments made between 19/07/2017 and 24/08/2017					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/07/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
31/07/2017	British Telecommunications	DD	54.00		Line Rental
31/07/2017	Plusnet Ltd	dd	31.43		Purchase Ledger Payment
31/07/2017	Corona Energy	ddirect	149.95		Gas June
31/07/2017	British Telecommunications	Direct Deb	47.52		Line Rental 852790 Alarm Line
31/07/2017	Tim Griffith	online	60.00		TA Mentoring for course
31/07/2017	Nat West Credit Card	DirectDebi	242.50		Credit Card Payment
31/07/2017	July Salaries	ONLINE	14,227.73		July Salaries
31/07/2017	Harry Browne	online	100.00		RLSS NPLQ Assesor
31/07/2017	Scott Pearsall	Online	100.00		RLSS NPLQ Assessor
01/08/2017	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/08/2017	NDDC	Std Ord	676.00		Rates Town Hall
01/08/2017	NDDC	Std Ord	251.00		Rates Unit 9C
01/08/2017	NDDC	Std Ord	41.00		Rates Cemetery
01/08/2017	Telefonica Uk Ltd	dd	70.16		Grounds Mobiles April
01/08/2017	Ryan Baker	online	505.00		Running NPLQ Lifeguard Course
08/08/2017	DAPTC	otr	1,076.94		Annual Subs 2017/18 DAPTC
08/08/2017	DCC PensionFund	OTR	3,514.22		Pension Contrib. July Salaries
08/08/2017	James Ryan Thornhill Ltd	olt	350.00		Preparing Invest. Report CCLA
08/08/2017	HMRC	OLT	4,353.49		Tax & NI July Salaries
08/08/2017	Steel Raymond	OLT	600.00		Cont towards lease cost 9C
08/08/2017	British Telecommunications	dd	91.80		Broadband for server
10/08/2017	Eon	DD	162.72		Electricity Pool
11/08/2017	Hitachi Capital	Std Ord	849.20		Hitachi Capital
15/08/2017	Fuel Genie	dd	226.20		Fuel april
16/08/2017	Sage Uk Ltd	dd	67.20		Monthly Payroll Sub
22/08/2017	Angel Springs Ltd	013117	11.60		Water for Water Cooler
22/08/2017	Aqua cleaning Services	013118	174.28		Toilet Rolls
22/08/2017	Chris Berwick Ltd	013119	432.00		2nd of 3 cuts Jubille steps
22/08/2017	EG. Coles	013120	106.56		Purchase Ledger Payment
22/08/2017	EC Electricals	013121	2,036.76		Instal handdriers/soundsystem
22/08/2017	Local World	013122	115.56		Hospital Con. Meeting
22/08/2017	The National Allotment Society	013123	66.00		Allotment Soc Membership
22/08/2017	RLSS Direct (IQL UK Ltd)	013124	615.40		Manikin wipes
22/08/2017	Spruce Pools	013125	637.68		Chlorine, ph test tablets
22/08/2017	RLSS Direct (IQL UK Ltd)	013126	402.00		Manikin Family
22/08/2017	Whitebridge Hire Services Ltd	013127	96.35		Steam Cleaning toilets
22/08/2017	Lyreco	013128	247.98		Dishwasher Tablets
23/08/2017	LGRC Associates Ltd	otr	382.01		Project development assistance
23/08/2017	The Gillingham C & L Trust Ltd	O/Line	66.67		3 x Training Sessions RB
23/08/2017	Wessex Water	O/line	105.83		Mampitts Allotment
23/08/2017	Cllr John Lewer	O/lineT	198.55		Travel to attend civic events
23/08/2017	Clarity Copiers Ltd	OLP	95.62		Photocopying July
23/08/2017	British Gas	olp	49.25		Electric Barton Hill (Fair)
23/08/2017	Octopus Personnel	Olr	4,858.78		Temporary Staff w/e 16/07
23/08/2017	Julie Hawkins	olt	46.04		Clerking Planning Meeting
23/08/2017	Andy Dodd	online	11.70		Travel to attend ROSE

Continued on Page 2

Continued on Page 2

## List of Payments made between 19/07/2017 and 24/08/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
23/08/2017	DSGraphic-Design	OnLine	50.00		Website design
23/08/2017	Wessex Water	Online	977.03		Water Rates Jan to July
23/08/2017	British Gas	Onlinepay	37.31		Electric June/July
23/08/2017	British Gas	onlinepay	90.42		18 June to 17 July
23/08/2017	British Gas	OnlinePay	56.92		Electric Unit 9c
23/08/2017	Wessex Water	onlinePay	13.42		Standpipe Park Walk
23/08/2017	The IT Department Solutions Lt	OnlinePaym	124.56		Monthly Support
23/08/2017	Ben Johnson (Shaftesbury) Ltd	onlinePaym	36.17		Spares for strimmers
23/08/2017	Wessex Water	onlinepaym	751.41		Barton Hill
23/08/2017	Tracy Moxham	OTR	27.30		Travel Memorial and Finance Me
24/08/2017	Local Authorities PropertyFund	013129	50,000.00		T/fer funds to LAPF
24/08/2017	Public Sector Deposit A/c	013130	39,502.00		T/fer funds to PSDF
Total Payments			130,737.22		

## Payments for Authorisation

The following payments are scheduled for online payment on 6<sup>th</sup> September. Cheque signatories are asked to sign the bank's payment list in the same manner as traditional cheques to verify that the payments match the invoices.

## List of Payments made between 25/08/2017 and 06/09/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
25/08/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
31/08/2017	Corona Energy	DD	146.40		Gas July
31/08/2017	Telefonica Uk Ltd	dd	70.16		Grounds Mobiles
31/08/2017	Three County Carpets	online	273.80		Carpet Tiles for office
31/08/2017	F Hutchison	ONLINE	25.00		DBS Re-imbursements
31/08/2017	Fin McMillan	ONLINE	25.00		DBS Re-imbursement
31/08/2017	Anna Ibbotson	ONLINE	25.00		DBS Reimbursement
31/08/2017	August Salaries	ONLINE	15,483.85		August Salaries
06/09/2017	Firmsites Ltd	Online1	165.00		Quarterley Hosting
06/09/2017	Piers Brown	online2	98.20		Travel for training/planning m
06/09/2017	British Gas	Online3	49.59		Bell Street toilets July/Aug
06/09/2017	Aqua cleaning Services	online4	63.12		Bleach, Disinfectant, floor cl
06/09/2017	Wessex Water	Online5	290.43		St James Allotment
06/09/2017	Spruce Pools	Online7	683.95		Chlorine, Swimfresh
06/09/2017	Society of Local Council Clerk	online8	210.00		Business Manager Vacancy
06/09/2017	Tincknell Fuels	online9	365.92		Red Diesel
Total Payments			18,234.42		

**Report 0917FC8 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**8    Local Land Supply**

To consider a formal response to the North Dorset District Council press release in relation to land supply

**8.1   Recommendation**

- 8.1.1   That a press release and statement is issued in response to the North Dorset District Council press release regarding the 5 year land supply.

**8.2   Background**

- 8.2.1   At its meeting on 15<sup>th</sup> August 2017 the Planning and Highways Committee received a press release from North Dorset District Council on Development Pressure in North Dorset.
- 8.2.2   The Committee resolved to that Shaftesbury Town Council work with Gillingham Town Council to ensure that adequate planning training is provided for all councillors. It also recommended to Full Council that consideration is given to a written response from Shaftesbury Town Council expressing concerns regarding the implications of applying the 'presumption in favour of sustainable development.

**8.3   Financial Implication**

- 8.3.1   There are no financial implications arising from this report

**8.4   Legal Implications**

- 8.4.1   There are no legal implications arising from this report

(End)

Report Author:  
Claire Commons, Town Clerk



**Report 0917FC9 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**9 Neighbourhood Plan**

To agree the next steps for producing the neighbourhood plan and to resolve the steering group membership/stakeholders

**9.1 Recommendation**

- 9.1.1 That the Council hosts a meeting of some of the key stakeholders in the Neighbourhood Plan to form the Shaftesbury Neighbourhood Plan Steering Group and make recommendations back to the Council.
- 9.1.2 That the Council creates a Neighbourhood Plan page on its website to provide clear delineation from the previous joint neighbourhood plan.

**9.2 Background**

- 9.2.1 At its meeting on 18<sup>th</sup> July, Shaftesbury Town Council resolved to proceed with a Shaftesbury Neighbourhood Plan and disband the previously existing joint neighbourhood planning group.
- 9.2.2 The application for a new Neighbourhood Plan area has been submitted to North Dorset District Council and is currently progressing through the consultation process. It is anticipated that confirmation of the new area will be received in October 2017.
- 9.2.3 The Council is asked to consider identifying a core group of stakeholders to begin to form the new neighbourhood plan steering group, to meet and make recommendations on membership and terms of reference to Full Council. It is recommended that the following are invited to the first meeting;
- The Mayor
  - The Chair of Planning and Highways
  - A representative of the Chamber of Commerce
  - A representative of the Civic Society
  - A representative of Shaftesbury Open Spaces or Tree Group
  - A representative for the Longmead Industrial Estate
  - The Chairman of the Gillingham Neighbourhood Plan

**9.3 Financial Implication**

- 9.3.1 There are no financial implications arising from this report

**9.4 Legal Implications**

- 9.4.1 There are no legal implications arising from this report

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0917FC10 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**10 Planning Applications**

To consider responses to the Planning Applications identified for return to the Planning Authority

**10.1 Recommendation**

10.1.1 That the Council provides its observations on the below mentioned applications.

**10.2 Planning Applications**

10.2.1 2/2017/0896/FUL - 26 High Street Shaftesbury SP7 8JG

10.2.2 2/2017/1119/CPE - La Fleur De Lys Bleke Street Shaftesbury Dorset SP7 8AW

**10.3 Background**

10.3.1 Notification of application 0896 was received the day before the planning and highways committee meeting of 15<sup>th</sup> August and therefore an extension was requested and granted to allow consideration at the meeting of the Council on 5<sup>th</sup> September.

10.3.2 Members are asked to consider responses to these two applications only, details of the applications can be found at <http://planning.north-dorset.gov.uk/online-applications/>

**10.4 Financial Implications**

10.4.1 There are no financial implications arising from this report

**10.5 Legal Implications**

10.5.1 There are no legal implications arising from this report

(End)

Report Author:  
Claire Commons, Town Clerk



**Report 0917FC11 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**11 Wayleave**

To consider requesting that SSE run an underground cable at Park Walk in place of an overhead cable.

**11.1 Recommendation**

11.1.1 That the Council considers its position regarding overhead cables.

**11.2 Background**

11.2.1 At its meeting on 15<sup>th</sup> August, the Planning and Highways Committee considered the request for a wayleave at Park Walk. It was noted that the consent shall remain in force until determined by either party giving to the other party at any time twelve months' previous notice in writing. The Committee agreed to grant consent but wished to consider the option of giving SSE 12 months notice and asking SSE to run the cable underground.

11.2.2 The reason for the request for the wayleave was that the property has been being rebuilt and in the process the cable from the pole on Park Walk was removed. The wayleave provided permission for the cable to be returned to its original position.

11.2.3 The Council may wish to consider its approach to overhead cables or may choose to delegate this decision to the Neighbourhood Plan group or Planning and Highways Committee.

**11.3 Financial Implication**

11.3.1 There are no financial implications arising from this report

**11.4 Legal Implications**

11.4.1 There are no legal implications arising from this report.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917FC12 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**12 Strategic Plan**

To adopt the Council's five year strategic plan

**12.1 Recommendation**

12.1.1 That the Council adopts its five year Strategic Plan

**12.2 Background**

12.2.1 The Council has been working on its five year Strategic Plan and after a period of reflection is now in a position to adopt and publish the document. Due to its size this has been sent to members under separate cover.

12.2.2 The Council should note that this document is a living document and should and will evolve with the Council and reflect the needs and wishes of the community.

12.2.3 The document will inform the budget setting process and policies of the Council, provide a base for discussion with tier authorities and local groups to bring cohesive working within and for the town.

12.2.4 It is recommended that, if the Council adopts the Strategic Plan at this point, it is published and a press release issued inviting comment and feedback which will feed into the budget setting process and provide a feedback opportunity at the public budget and mid-year meeting on 3<sup>rd</sup> October 2017.

**12.3 Financial Implication**

12.3.1 There is no financial implication to this report

**12.4 Legal Implications**

12.4.1 There are no legal implications arising from this report

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917FC13 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 05 September 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**13 Officer Report and Future Meetings**

To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.

**13.1 Recommendation**

13.1.1 That the Council notes the report and the date of its next meeting as 10<sup>th</sup> October 2017 and identifies matters for inclusion on its next agenda(s).

**13.2 Updates**

13.2.1 Staff Structure. Applications for the role of Office Administrator and Business Manager have been received, interviews for the Office Administrator are scheduled for 6<sup>th</sup> and 7<sup>th</sup> September and the Business Manager for the following week.

13.2.2 Investments. The paperwork has been submitted to transfer the money held in the reserve account to a deposit fund and a property fund, for the coming year the interest earned on this will be received into the Town Council's current account. The Council will be asked to review the investment next year at which point it may decide to reinvest the interest into the property fund or continue to receive it into its current account.

13.2.3 Online payments. The Council is now set up to make online payments instead of cheques where appropriate, with payments scheduled for 15<sup>th</sup> and 30<sup>th</sup> of every month. Cheque signatories are still required to come in to the office to sign the payment list to verify that it corresponds to the invoices, authorisation for the payments to be made will still be carried out at Full Council or GEM.

13.2.4 Community Engagement. The Clerk has had meetings with the Snowdrop Project and the Chamber of Commerce to talk about ways to work together, the Chamber report has been provided within this agenda set and an update on the Snowdrop Project will be reported to the ROSE Committee.

13.2.5 The following projects will be updated at their respective committees:

13.2.5.1 Cycle Speedway (Rotary project) – Report to the ROSE Committee

13.2.5.2 Community Hall – Report to the General Management Committee

13.2.5.3 Bins – Report to the Planning and Highways Committee

13.2.5.4 Play Areas – Report to the ROSE Committee

**13.3 Correspondence**

13.3.1 A letter has been received from Mr Sherriff advising the work he is doing to keep the Budgens store exterior tidy.

**13.4 Items for next meeting**

- 13.4.1 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.
- 13.4.2 Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the items will help to focus the report and subsequent debate and avoid general discussion.
- 13.4.3 Items already noted for consideration are;
- Appointment of Business Manager
  - Strategic Plan (feedback received)
  - Policies and Constitution
  - Budget
  - Neighbourhood Plan

(End)

Report Author:  
Claire Commons, Town Clerk