



Shaftesbury Town Council

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

You are summoned to 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 03 July 2018 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

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- 2 DECLARATIONS OF INTEREST 3**
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	To receive and note reports from the District and County Councillors, Mayor, Committee Chairmen and Local Organisations.	

(End)

Administration for a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

1 Apologies

To receive and consider for acceptance, apologies for absence

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.1 Apologies received to date

1.1.1 County Councillor Derek Beer due to a conflicting engagement as Judge of In Bloom

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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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 meeting of the Full Council.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3.1 Minutes to be adopted

3.1.1 29th May 2018

Report 0718FC4 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

4 Asset Acquisition

To consider making requests of the District Council for public owned assets

4.1 Summary

- 4.1.1 The Clerk, Cllr Taylor and North Dorset have met to discuss the potential transfer or sale of assets from North Dorset District Council to Shaftesbury Town Council.
- 4.1.2 The assets to be debated are;
 - 4.1.2.1 Angel Lane Carpark
 - 4.1.2.2 Armoury Yard
 - 4.1.2.3 Bell Street Car Park
 - 4.1.2.4 Coppice Street land adjacent to Tesco
 - 4.1.2.5 Eastern Development Open Spaces and SUDS
 - 4.1.2.6 Longmead carpark and depot
 - 4.1.2.7 St James Allotments
 - 4.1.2.8 Tourist Information Centre
- 4.1.3 For each asset, the Council should consider the community value of the asset, any financial value of the asset and asset liability to determine whether there is an inclination to make a request for each one.
- 4.1.4 The Clerk will then make representation to the District Council for each asset which will then be considered by the relevant officers and Asset Management Board.

4.2 Financial Implication

- 4.2.1 There is no expenditure identified within this report. Financial implications of transfers are identified in 'detail' below.

4.3 Legal Implication

- 4.3.1 Local Government Act 1972 s124 provides for acquisition of land by agreement by parish councils for the purpose of any of their functions or the benefit, improvement or development of their area.

4.4 Risk



- 4.4.1 There are risks associated with all assets, that the cost to maintain and the burden on the public purse outweighs the financial or community value attained by their acquisition.


4.5 Recommendation



- 4.5.1 That the Council writes to the District Council registering interest in the below listed assets and that delegated authority is given to the Clerk for transfer of requested assets for peppercorn value.

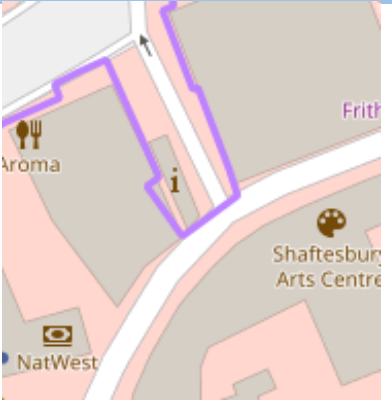
STRATEGIC PLAN AREA: ASSET ACQUISITION, LESTER TAYLOR

4.6 Detail

Asset	Attributes	Liabilities and Risk	Legal implications	Financial implications	Comments
<p>Angel Lane Car Park</p> 	<p>Secure parking facilities for the town.</p> <p>Income revenue from chargeable parking</p>	<p>Ongoing maintenance and management.</p>	<p>A local council may by purchase, order, or appropriation provide and maintain places suitable for parking. The parking must be off-street and permission must be secured from the highway authority.</p>	<p>A bid to purchase would exceed the Council's current funds</p>	<p>The Town Council has already been told that the Carparks will not be transferred.</p>
<p>Armoury Yard</p> 	<p>Garages available for rental income.</p> <p>Potential to resolve surface issue raised by residents (see also liabilities)</p>	<p>Rights of access for cadets and residents.</p> <p>Maintenance of access</p> <p>Maintenance of garages</p> <p>There is no existing clause for shared contribution for improving access therefore full cost would fall to the Town Council</p>	<p>Existing tenants may be given notice to enable vacant possession or transferred with the transfer of the asset</p>	<p>Garages are in need of renovation.</p> <p>Ongoing maintenance implication</p>	<p>It is anticipated that the District Council may consider this transfer favourably.</p>
<p>Bell Street Car Park</p>	<p>As Angel Lane Car Park</p>				

Asset	Attributes	Liabilities and Risk	Legal implications	Financial implications	Comments
<p>Coppice Street land adjacent to Tesco</p> 	<p>Opportunity to secure parking and community facility for Shaftesbury</p>	<p>Maintenance of land Maintenance of toilet block Multiple rights of access over land (to Football Club, British Legion and Tesco)</p>	<p>Legal implications for parking as Angel Lane. A local council may provide public conveniences. It may not charge for urinals nor impede access by turnstiles.</p>	<p>Refurbishing or converting toilet block Maintenance of land</p>	<p>A formally laid carpark is likely to yield less parking space than the current informal parking. This area is currently not managed, an application to acquire may be considered favourably.</p>
<p>Eastern Development Open Spaces and SUDS</p>	<p>Securing community areas for management locally</p>	<p>Maintenance and management of areas including Sustainable Urban Drainage System (SUDS) and badger corridor</p>	<p>Open Spaces Act 1906 provides for a local council to acquire open space to undertake entire or partial care, management or control.</p>	<p>Commuted sum is calculated for 20 years maintenance, ongoing maintenance thereafter will need to be met from the public purse.</p>	<p>The District Council is open to discussion about the transfer of this land following improved governance at the Town Council.</p>

Asset	Attributes	Liabilities and Risk	Legal implications	Financial implications	Comments
<p>Longmead Carpark and Depot</p> 	<p>Community value of the parking for the businesses on the estate.</p> <p>Commercial depot currently used by Dorset Waste Partnership</p>	<p>Management and maintenance of land.</p> <p>Current lease to Dorset Waste Partnership for the depot. Successor council will then take ownership for their own waste management depot</p>	<p>Legal implications for parking as Angel Lane</p>		<p>There has been interest previously in commercial use on this land. It is unlikely that the District Council will dispose of this asset to the Town Council.</p>
<p>St James' Allotments</p> 	<p>Run as statutory allotments by the Town Council</p>	<p>Cost to manage allotments exceeds rental income from plots.</p>	<p>The Small Holdings and Allotments Act 1908 provide a statutory duty to provide allotment gardens.</p>	<p>No additional cost, the town council already manages this site</p>	<p>This is a request to regularise the existing arrangements and for the freehold to be transferred to the Town Council.</p>
<p>Tourist Information Centre</p>	<p>Community facility to enhance the</p>	<p>Maintenance of building</p>	<p>Local Government Act 1972 s.124 provides for a local authority to acquire</p>	<p>Maintenance</p>	<p>There is a commercial value to this</p>

Asset	Attributes	Liabilities and Risk	Legal implications	Financial implications	Comments
	<p>Visitor Experience of the Town and to provide local services to residents</p> <p>Opportunity to secure the long-term community building</p>	<p>Currently leased on peppercorn rent to the Tourist Information Centre</p>	<p>land for the purpose of any of their functions or for the benefit improvement or development of their area</p>		<p>property therefore covenants or commercial considerations may be required if the Town Council wishes to secure this building and land.</p>

(End)

Report Author:
 Claire Commons, Town Clerk

Report 0718FC9 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

5 Planning Strategy s.106

To consider matters relating to s.106 agreements and planning conditions

5.1 Summary

- 5.1.1 The Council has gathered valuable opinions through the consultation relating to the Cattle Market. This information may be used to inform the Planning Process through s.106 agreements and recommendations for planning conditions
- 5.1.2 The General Management Committee has requested that the Council considers this as a matter of priority and puts its recommendations forward to the District Council. Please refer to your GEM papers and supplementary report for the information gathered.
- 5.1.3 The Council should consider that the consultation was limited in its scope and there was an absence of questions to gather demographics which would help provide qualitative information.
- 5.1.4 The Council should also consider that whilst the information gathered is valuable, it is gathered from people's perceptions and that there may be some requirements that need to be supported by statistical data.
- 5.1.5 The Neighbourhood Plan Advisory Committee may have valuable insight into this process.

5.2 Financial Implication

- 5.2.1 There are no financial implications arising from this report

5.3 Legal Implication

- 5.3.1 The District Council is the Planning Authority and responsible for drawing up the s.106 agreements and imposing planning conditions. The Town Council may inform this process as a consultee.

5.4 Risk

- 5.4.1 There is a risk that limited data/information provides a incorrect representation of the requirements for Shaftesbury.
- 5.4.2 There is a risk that lack of engagement with the District Council will result in the Town's requirements not necessarily being met

5.5 Recommendation

- 5.5.1 That recommendations for s.106 agreements and planning considerations are put to the District Council in particular relation to the Cattle Market and in general relating to development in Shaftesbury.

STRATEGIC PLAN AREA: TOWN LANDSCAPE & AESTHETICS, PIERS BROWN

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0718FC9 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall**

6 Payments

To consider payments for authorisation

6.1 Summary

6.1.1 A list of payments for approval is provided at Appendix A, an updated list may be provided to the committee prior to or at the meeting.

6.1.2 A bank, cash and investment reconciliation are provided following the payments list detailing the current position following payments identified.

6.2 Financial Implication

6.2.1 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.

6.3 Legal Implication

6.3.1 The council has a legal responsibility to be open and transparent in its financial transactions.

6.4 Risk

6.4.1 There are no risks identified in this report.

6.5 Recommendation

6.5.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in Appendix A

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix A. Payments list to follow

Report 0718FC7 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

7 Press

To consider a Press and Communications sub-committee of the General Management Committee

7.1 Summary

- 7.1.1 The Clerk requests that the Council consider the creation of a Press and Communications sub-committee to look at the Town Council's communications.
- 7.1.2 The Council has significantly increased the number of press releases issued, created an active online social media profile and working hard to improve communications through various means.
- 7.1.3 A Sub-Committee would be beneficial to review communications and make recommendations on topic, style, frequency and other related matters.

7.2 Financial Implication

- 7.2.1 There are no financial implications arising from this report.

7.3 Legal Implication

- 7.3.1 The Local Government Act 1972 s 102 provides for a council to create committees and sub committees to delegate certain functions.

7.4 Risk

- 7.4.1 There are no risks arising from this report.

7.5 Recommendation

- 7.5.1 That a Press and Communications Sub-Committee is created to meet as required to make recommendations on outgoing communications and external relationships with the press

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk

Report 0718FC8 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

8 Speed Indicator Device

To receive a recommendation for £2,500 from General Reserves for a Speed Indicator Device

8.1 Summary

8.1.1 At the Planning and Highways Committee meeting of 15th May the Committee recommended to the Council to draw £2,500 from General Reserves for provision of a Speed Indicator Device.

8.1.2 A meeting is being arranged with Dorset County Council Highways and the Police to identify appropriate locations.

8.1.3 Officers advise that a SID is in a single location for no longer than 6 weeks for maximum effect therefore a rotation of sites would be preferable.

8.2 Financial Implication

8.2.1 £2,500 General Reserves

8.3 Legal Implication

8.3.1 LGRA 1997 s30. A parish council or community council may contribute towards any expenses incurred or to be incurred by a highway authority in constructing, removing or maintaining (a) traffic calming works, or (b) other works (including signs or lighting) required in connection with traffic calming works, if, in the opinion of the council, the expenditure is or will be of benefit to their area

8.4 Risk

8.4.1 There is a risk that the SID may not provide effective traffic calming.

8.5 Recommendation

8.5.1 That £2,500 is released from General Reserves for the provision of a Speed Indicator Device and that the detail of device and locations are delegated to the Planning and Highways Committee.

STRATEGIC PLAN AREA: TOWN LANDSCAPE & AESTHETICS, PIERS BROWN

(End)

Report Author:
Claire Commons, Town Clerk

Report 0718FC9 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

9 Planning Applications

To consider responses to planning applications to include but not be limited to; 69 St James Street, Edwardstowe 52 Bimport

9.1 Summary

9.1.1 The Council is asked to provide its observations on the planning applications at Appendix A, returning an observation of Objection, No Objection or Support. Where possible and in particular with 'Objection' you will be asked to provide a planning reason.

9.2 Financial & Legal Implications and Risk

9.2.1 There are none identified in this report.

9.3 Recommendation

9.3.1 That the Committee provides its observations on the below mentioned applications in the form of Support, No Objection or Objection.

9.3.2 That the Committee notes any report provided on the progress of planning applications and determines any actions arising.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B. Appendix Title

[2/2018/0496/LBC 69 St James Street Shaftesbury SP7 8HQ](#)

Erect garden shed and entrance gates and carry out associated external alterations.

[2/2018/0495/HOUSE 69 St James Street Shaftesbury SP7 8HQ](#)

Erect garden shed and entrance gates.

Applicant Name Mrs Liz Hack

[2/2018/0710/HOUSE Edwardstowe 52 Bimport Shaftesbury Dorset SP7 8BA](#)

Erect 1 No. greenhouse and 1 No. Potting Shed (Demolish Existing)

Applicant Name Mr M Madgewick

Report 0718FC10 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

10 DAPTC Annual Meeting motions

To consider any motions for submission to the Dorset Association of Parish and Town Councils AGM

10.1 Summary

- 10.1.1 The Council has an opportunity to put forward matters for lobbying central government. Committees have all had the opportunity to consider motions for recommendation and these will be presented by the Chairmen of the respective Committees.
- 10.1.2 The DAPTC AGM will debate the motions and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC which will then be able to lobby central government.
- 10.1.3 Information and timetable provided by the DAPTC is provided at Appendix C
- 10.1.4 Completed forms (Appendix D) with proposals for a resolution at the AGM should be sent to the DAPTC office by 6 August 2018. Any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

10.2 Financial Implication

- 10.2.1 There are no financial implications arising from this report

10.3 Legal Implication

- 10.3.1 There are no legal implications arising from this report.

10.4 Risk

- 10.4.1 There is a risk that the Council is unable to influence change if it does not follow the process set out below.

10.5 Recommendation

- 10.5.1 To recommend that Full Council considers this committee's proposals to the DAPTC AGM.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk



29 May 2018

Dorset Association of Parish & Town Councils

Colliton Annexe, Colliton Park, Dorchester, Dorset DT1 1XJ

Tel/Fax 01305 260972 # Email daptc@dorsetcc.gov.uk # Web Site: www.dorset-aptc.gov.uk

EXTRAORDINARY CHIEF EXECUTIVE'S CIRCULAR

ANNUAL GENERAL MEETING 2018 – INFORMATION & TIMETABLE

The AGM this year will be on **Saturday 10 November 2018** and will be a morning event followed by lunch. Agenda and reports will be sent out by Friday 12 October 2018 at the latest. Please note that the Annual Report and /or Accounts may be sent out earlier.

Again as last year, it is intended to have a short business meeting (including any motions for resolution) followed by coffee and then speakers on topical issues.

Proposals and resolutions *NEW TIMETABLE*****

Please note the procedure for proposals to the AGM which complies with NALC's current guidance.

Submission of proposals – deadline 6 August 2018 – New forms

Completed forms with proposals for a resolution at the AGM should be sent to the DAPTC office by 6 August 2018. The form is attached with this circular. The questions follow the format set by NALC. Following this format will increase the chances of a proposal being accepted by NALC.

You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

Executive Committee consider submitted proposals – 22 September 2018

Any proposed motions are considered by the Executive Committee for submission to the AGM.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

Please note that representatives at the AGM may be required to make a decision after an informed debate and possible amendment. DAPTC will recognise the final decision.

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."

AGM - 10 November 2018

The AGM will debate the motions, and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

The Chief Executive asks NALC for its decisions on submitted motions and informs all members and the Executive Committee of the outcomes.

OTHER MATTERS

Notice of any motion for alteration, amendment or addition to the constitution

Notice of any motion for alteration, amendment or addition to the constitution (other than notice given pursuant to a resolution of the Executive Committee) must be received by the Chief Executive in writing by **13 October 2018**.

Copies of all notices received will be circulated at least 21 days before the AGM (by 21 October at latest).

Catering preparation

Numbers of representatives attending the AGM will be needed by **27 October** please.

Hopefully the timetable for submission of proposals will make it easier for councils that meet every two months.

Many thanks
Hilary Trevorah

29 May 2018

Appendix D. FORM FOR PROPOSALS FOR DAPTC AGM

To be submitted by 6 August 2018

NAME OF COUNCIL

Please note that NALC requests this information and careful completion of the form will increase the chances of a proposal being accepted by NALC

<p>1. Please give the motion your Council would like considered at the DAPTC AGM</p>
<p>2. Please give the reason (as thoroughly as possible) why your Council is submitting this motion.</p>
<p>3. Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.</p>
<p>4. If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.</p>
<p>5. If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).</p>

6. If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.
7. If relevant, please state what other action your Council would like NALC and its Policy Committee to take if this motion is adopted.
8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.

If you have any supporting documents to be jointly considered with your Council's motion – please e-mail them with this form to DAPTC.

DAPTC/AGM/Motions/Proposal form

Report 0718FC11 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

11 Local Government Boundary Commission Consultation

To respond to the consultation from the joint committees in relation to Local Government Reorganisation

11.1 Summary

- 11.1.1 The DAPTC has made us aware of the Local Government Boundary Commission Consultation which is scheduled to take place between 3rd July and 27th August. The consultation will be available at <https://consultation.lgbce.org.uk/>
- 11.1.2 As the date of the start of the consultation is the same as the meeting date, it is expected that the Council will want longer to consider the details and provide a response. As such, an extraordinary meeting may be requested to provide this response.
- 11.1.3 The Council should ensure that any proposal it makes to the Commission takes into account the statutory criteria. The most persuasive cases are those that are also supported by evidence. Councillors have been provided with the 'Dorset Members Pack' providing further explanation about the types of evidence the Commission usually receives under each of the criteria.

11.2 Financial Implication

- 11.2.1 There are no financial implications arising from this report

11.3 Legal Implication

- 11.3.1 There are no legal implications arising from this report

11.4 Risk

- 11.4.1 There is a risk that Shaftesbury is not represented adequately if the Town Council does not respond to the consultation.

11.5 Recommendation

- 11.5.1 That the Council agrees a date for an extraordinary meeting to form its response to the Boundary Commission consultation.

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0718FC12 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall**

12 Strategic Plan

To receive an update report on the 12 Strategic Plan workstreams and specifically the Neighbourhood Plan.

12.1 Summary

12.1.1 The appendix breaks down each of the 12 workstreams and progress to date identified with a Red Amber Green (RAG) status display.

12.2 Financial and Legal Implication

12.2.1 There are no financial or legal implications arising from this report

12.3 Risk

12.3.1 There are no risks arising from this report however the Council should note the volume of work associated with the Neighbourhood Plan and consider its priorities accordingly.

12.4 Recommendation

12.4.1 That the report is received and noted and the status of the plan at is agreed.

12.4.2 That the update on the Neighbourhood Plan is received and level of activity for the next three months is agreed.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

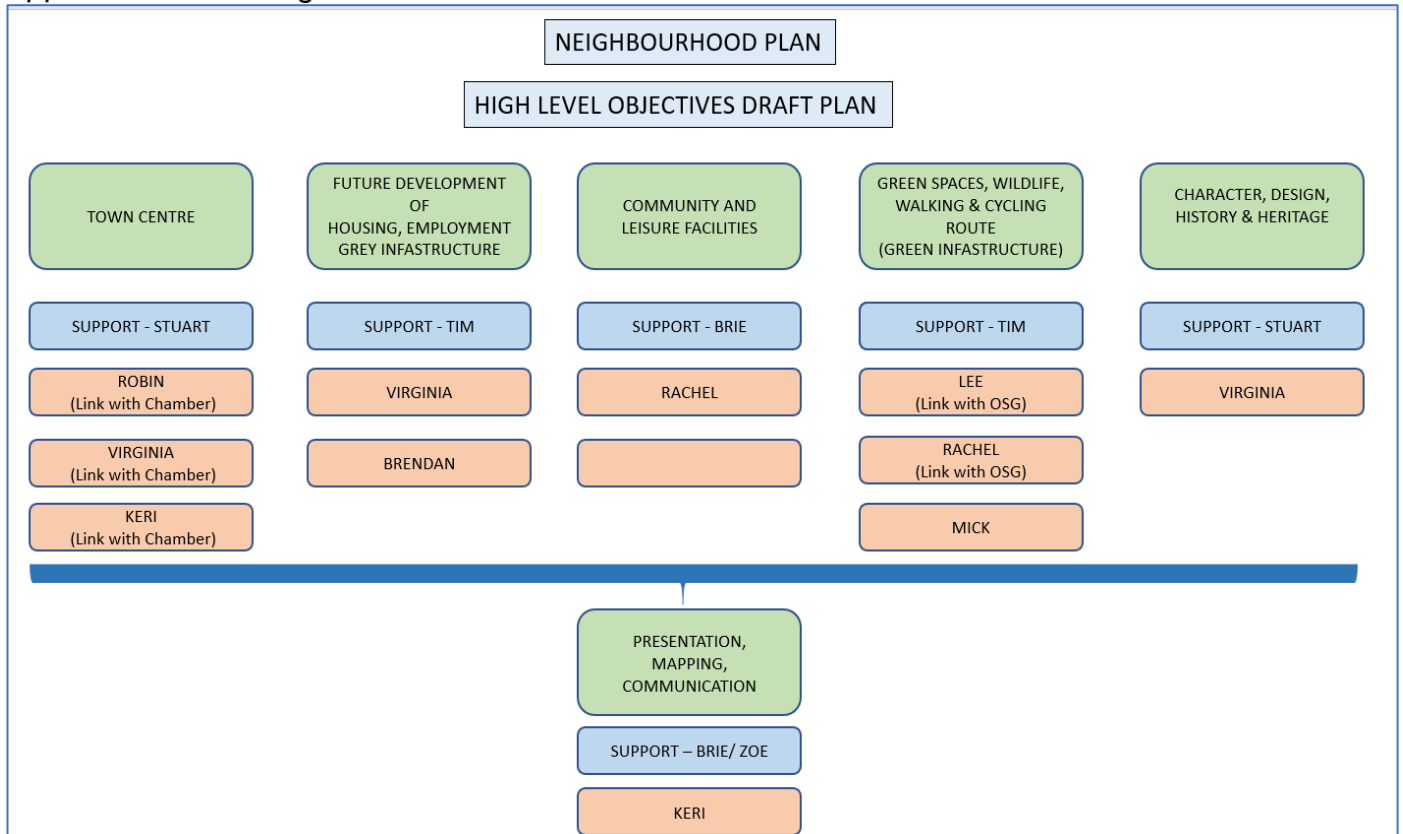
(End)

Report Author:
Claire Commons, Town Clerk

Appendix E. Strategic Plan

HIGH LEVEL OVERVIEW – REVIEW JULY 2018		RAG STATUS	
Marketing and Events including mapping	Shaftesbury Domain	Green	Mapping complete, design (FOC) underway and domain transfer complete and access to back office systems in partnership with Swans Trust. Website live mid-July
	Review facilities for elderly residents	Yellow	This is being included in the mapping exercise. Links made with DCA and POPP and BL now on VCSE Advisory Committee for Dorset Communities Forum
	Bringing the old and the new together	Yellow	This is being included in the mapping exercise. Mini NP survey reached out to those in the new development complete
The Shaftesbury Experience	Develop town tourism strategy	Green	Visitor Experience focus on Visitor survey x 3000 over peak tourist season inc hard copy and digital solution for capturing feedback Signage cleaning complete and survey underway to reposition and replace signs + new signs
	Public toilet standard	Green	Plan in place to manage short and long term objectives on the public toilets project
	Residents Lifestyle – Outdoor	Green	Links with the White Hart Link group and OSG linking in to Visitor Experience AC. Football Club plan in place and lease underway
	Residents Lifestyle – Indoor	Yellow	Links with Artisan community under way
Economic Development	Town landscape and aesthetics including Wi-Fi (x10) and includes employment/ Apprenticeships	Yellow	Town Centre workstream features in the Neighbourhood Plan as one of 5 key themes. Employment and apprenticeships currently parked until more evidence is in place to support the actions needed. Plans underway to improve the monthly ATM (market) – drive footfall and income opportunities – link to Visitor Experience
	Asset Acquisition – including A30 allotments	Yellow	A30 allotments/ Mampitts Square land handover currently in the hands of the Solicitor
	Asset Management – Town Hall related projects	Yellow	Work in progress
Stakeholder Collaboration	External Engagement - Develop relationships with businesses, estates and the community inc Youth Council and Civic Society	Green	Proactive links with most community groups; Chamber, Rotary, Youth Club, Fringe, Swans Trust, DCA, Dorset Chamber
	Internal Engagement – Develop links with adjoining towns, other authorities	Green	Links made with Town Clerks across North Dorset, Gillingham TC, NDDC Planning team and Community Engagement team and DCC including Transformation Programme Lead Director
	Internal Engagement; governance, Resolution tracker (work complete) on Council agenda's, investment on Council Funds	Yellow	Development of SOPS and policy review – work in progress
	Neighbourhood plan	Green	Advisory Committee continuing to evidence build and 5 workstreams in place; Town Centre, Green infrastructure, design/ history/ heritage, future development and community & Leisure facilities. BL attended a national event at Reading University and this provided expert insight in to the NP process. Session at NDDC attended by BL and NP Chair to share progress to date and coordinated approach to managing the plan. Next stage is to manage the emerging policies following the gathering of evidence as outlined below

Appendix F. Neighbourhood Plan



Neighbourhood plan update (including Reading University feedback and reminder of the NP process):

The Neighbourhood Plan HIVE event at Reading University provided huge insight in to the labour intensive processes of managing a NP and the ever changing further reforms at national level. The session covered inclusion and diversity, quality and robustness of the process, Innovation, aims, conflict and relations.

Neighbourhood Planning is a statutory undertaking leading to a formal land-use plan. As such there are a number of key stages with associated regulations that give shape to those stages and what needs to happen. There is an overview here but now have more detailed advice which is included below too, and in the research area there is more detailed assessment of the process and the stages:

- **Getting started**...developing the project and establishing the scope of the Plan and the key issues to be addressed. You need to prepare for a long project – the average length of time taken to produce a neighbourhood plan is 27 months – and project planning is essential. An important step here is to define and **designate** the neighbourhood area – **COMPLETE**
- **Relations with partners**...getting buy-in and the support needed, including from the relevant Local Planning Authority. This is critical to a smooth process. **IN PROGRESS**
- **Consultation**...the Plan needs to reflect the views of the wider community so they need to be kept informed and involved as the Plan is prepared. There are two formal stages of consultation and building up community support that is essential for a successful referendum as they are scrutinised. **CONSIDER A COMMUNITY CONSULTATION VISIONING EVENT AND REACHING OUT TO THOSE HARD TO REACH MEMBERS OF THE COMMUNITY**
- **Drafting and writing policies**...this is often more difficult than many think. The policies need to be written as technical planning policies that relate to the use of land. They provide the basis for the determination of planning applications. Clarity of wording is essential and the policies need to be supported by robust and appropriate evidence. **OTHER PROJECTS CAN BE CONSIDERED ie PEDESTRIAN SAFETY, EDUCATION AND HEALTH HOWEVER AS THESE ARE NOT LAND USE POLICIES THEY WILL NEED TO BE**

FEATURED AS APPENDICES AND NOT NP POLICIES. In other words Community aspirations will need to be projects within a dedicated appendix.

- **Examination**...to ensure the Plan conforms to the ‘basic conditions’ and other legislative requirements. The appointed examiner is agreed by the Neighbourhood and the Local Authority.
- **Referendum**...where the Plan goes to the neighbourhood area for vote. (50%+1 of those voting) is enough to pass the Plan. Thereafter the Plan will be ‘made’ – formally adopted by the Local Authority as a statutory planning document.
- **After**...this is a whole different story... **implementation** depends on many factors. However best practice suggests reviewing or **refreshing** our Neighbourhood Plan after about five years.

Level of NP activity – July to September 2018

<p>Managing the evidence database</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. There is no tick box of evidence required 2. Community views do NOT in themselves constitute ‘evidence’ – this provides a steer on areas and topics for which evidence should be gathered. Original questionnaire supplemented with mini-survey data however these opinions are not enough on their own. 	Robust evidence is needed including intent and rationale to support each policy. The results from the community survey will be classified as secondary evidence (as per clarity from the Reading University team)
	Review Planning aid England for sources of data and statistics
	Review LPA housing needs assessment - refer to the NDDC Neighbourhood Planning Guidance - Meeting Housing Needs
	Review Local Green space designations (as per NPPG para 76) and collect evidence. Use Fields and trusts matrix and sporting future statistics to support with evidence building
	Review basic conditions statement (para 68) – TEJ, SE and KJ to draft?
	Housing Needs Assessment Report - Some housing needs analysis has been completed to back up the policy areas and the main findings were included in the draft plan rather than a separate report. Some of this has possibly been superseded by more up-to-date information. Review the OAN revision 2016 include regulation 19
	SEA – the plan will need to be screened to know whether this is necessary. Some work on a screening request was done however was put on hold due to the changes with the group and the plan stalling. If an SEA isn’t necessary then the basic conditions report needs to be able to demonstrate how the plan will result in sustainable development
	HRA (Habitat Regulation Assessment) is not normally needed, particularly if an SEA is not required. Natural England normally confirm this as part of the SEA screening.
	EIA – is not generally required – this would only ever apply to neighbourhood development orders (not plans)
	Review of Spatial analysis data – TEJ and BE to draft?
Consider the need for an Ecological appraisal – BE to quantify?	
Consider an Oxford view cones survey (BE supporting this) – BE committed to action this	

	A statement of Community Involvement needs to be evidenced (this will help with justification of methodology) – TEJ, SE and KJ
	A critical viewpoint analysis needs to be evident
	Consider an urban vision feasibility study - TBC
Implementing wider community agenda	Non land use i.e. electric car charging points
	Community aspirations appendix

Level of NP activity – September 2018 onwards

Drafting and writing the policies (where applicable - building on what has already been achieved)

- Policy 1. The Town Centre area and Primary Shop Frontages
- Policy 2. The character of the Town Centre
- Policy 3. The future of the Cattle Market site
- Policy 4. Starter homes for younger people
- Policy 5. Housing suitable for an ageing population
- Policy 6. Creating vibrant housing areas
- Policy 7. Respecting and Reinforcing Local Character
- Policy 8. Detailed design of New Buildings
- Policy 9. Locally Listed Buildings
- Policy 10. Local Green Spaces
- Policy 11. Key Views

Evidence Base referenced in the Neighbourhood Plan (in Red is new evidence)

- a. Local Development Framework Landscape Character Area Assessment, prepared by North Dorset District Council, March 2008
https://www.dorsetforyou.gov.uk/media/147860/Landscape-Character-Area-Assessment/pdf/DFY_landscape_character_assessment_evidence_base.pdf
- b. Dorset Historic Towns Project: Shaftesbury Historic Urban Characterisation, prepared by Dorset County Council, February 2011

<https://www.dorsetforyou.gov.uk/article/396399/Shafesbury---historic-towns-survey>

Information provided by Dorset County Council

- c. The Town and Country Planning (General Permitted Development) (England) Order 2015 (SI 2015/596)
<http://www.legislation.gov.uk/ukxi/2015/596/contents/made>
- d. Joint Retail Assessment Christchurch Borough Council, East Dorset District Council and North Dorset District Council Volume 1 and Volume 2, prepared by Nathaniel Lichfield and Partners, March 2008 and
2017 Joint Retail Assessment prepared by Cater Jonas
- e. Eastern Dorset 2015 Strategic Housing Market Assessment - North Dorset District Summary, prepared by GL Hearn Limited, August 2015
https://www.dorsetforyou.gov.uk/media/131857/North-Dorset-Survey-of-Housing-Need-and-Demand/pdf/North_Dorset_HNDS.pdf

https://www.dorsetforyou.gov.uk/media/210467/North-Dorset-SHMA-Summary-2015/pdf/North_Dorset_SHMA_Summary_2015.pdf
- f. Consultation on proposed changes to national planning policy, DCLG, December 2015
- g. NHBC New Home Statistics Annual Review 2015
- h. Housing our ageing population: Positive Ideas HAPPI 3, APPG Inquiry, June 2016
https://www.housinglin.org.uk/_assets/Resources/Housing/Support_materials/Other_reports_and_guidance/HAPPI3_Report_2016.pdf
- i. **Sport--Leisure-Facilities-Needs-Assessment APRIL 2017**
https://www.dorsetforyou.gov.uk/media/225318/Sport--Leisure-Facilities-Needs-Assessment/pdf/North_Dorset_Indoor_Built_Needs_Assessment_-_Final_Report.pdf
- j. **North Dorset Brownfield register DECEMBER 2017**
- k. **North Dorset Guide to Shopfront design 2014**
https://www.dorsetforyou.gov.uk/media/225062/18C.2---North-Dorset-Guide-to-Shopfront-Design-2014/pdf/18C.2_-_North_Dorset_Guide_to_Shopfront_Design_2014.pdf
- l. **North Dorset - Infrastructure Delivery Plan**
https://www.dorsetforyou.gov.uk/media/225057/15C.2-NDDC-Infrastructure-Delivery-Plan-Nov-2014/pdf/15C.2_-_NDDC_Infrastructure_Delivery_Plan_Nov_2014_reduced.pdf
- m. **BOURNEMOUTH/ POOLE HOUSING MARKET AREA 2011 Strategic Housing Market Assessment - North Dorset - Summary Update January 2012**
https://www.dorsetforyou.gov.uk/media/225050/14C.4-2011-Strategic-Housing-Market-Assessment-Update_North-Dorset-summary-report-2012/pdf/14C.4_-_2011_Strategic_Housing_Market_Assessment_Update_North_Dorset_summary_report_Jan_2012_reduced.pdf
- n. **NDDC Annual monitoring report 2016**
https://www.dorsetforyou.gov.uk/media/225049/14C.3---NDDC-Annual-Monitoring-Report-2016/pdf/14C.3_-_NDDC_Annual_Monitoring_Report_2016_reduced.pdf
- o. **Up to date NDDC housing trajectory report (sent by email)**

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- ▲ Key Issue #5: Need for Employment (James Hughes) need to state sort of employment eg Hightech
- ▲ Key Issue #6: Public Realm - The Lack of Cycleways and Paths
- ▲ Note: locally important buildings have already been listed (refer to pages 35 and 36)

Report 0718FC13 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury
Town Hall

13 Reports

To receive and note reports from the District and County Councillors, Mayor, Committee Chairmen and Local Organisations.

- 13.1.1 The Council invites reports from external partners (District and County Councillors, local organisations and other public bodies) and internal reports from the Mayor, committee chairmen, lead councillors, representatives to organisations.
- 13.1.2 These reports are to inform and give the opportunity for topics of note to be addressed at a later date by the Council or its committees.
- 13.1.3 Reports and minutes provided in advance are taken as 'read'.
- 13.2 **Financial Implication**
 - 13.2.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.
- 13.3 **Legal Implication**
 - 13.3.1 There are no legal implications arising from this report for the reasons identified in Financial Implications.
- 13.4 **Risk**
 - 13.4.1 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.
- 13.5 **Recommendation**
 - 13.5.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its committees.
 - 13.5.2 That the reports are received and noted and any actions arising are noted for future meetings of the Council or its committees or for action by officers of the council.

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

Information from the Abbey Museum was provided in the weekly digest of week ending 15th June 2018

(End)

Report Author:
Claire Commons, Town Clerk