



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
e-mail: enquiries@shaftesbury-tc.gov.uk
Website: www.shaftesbury-tc.gov.uk
VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council (FC), Councillors for Council; Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Prichard, Proctor, Welch, Yeo.
You are summoned to an extra ordinary meeting of the Full Council for the transaction of the business shown on the agenda below. To be held at 7.30pm on

Tuesday 26 November 2019 in the Council Chamber, Shaftesbury Town Hall

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and RFO
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. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

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 APOLOGIES2**
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST2**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
- 3 MINUTES2**
To confirm as a correct record, the minutes of the previous meeting of the Full Council. (1 min)
- 4 NEIGHBOURHOOD PLAN – PRE-SUBMISSION DRAFT9**
To consider the main issues raised from the formal consultation on the pre-submission draft, the suggested responses to those issues as outlined in the database and noted that appropriate changes as recommend by the Dorset Planning Consultant are incorporated into the draft plan in response to the comments received.
- 5 COMMITTEE VACANCIES13**
To fill vacancies on the ROSE, HR and GEM Committees and select Vice Chairmen for ROSE and HR (15 mins)

(End)

1 Apologies

To receive and consider for acceptance, apologies for absence (1 min)

1.1 Background

- 1.1.1 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.

1.2 Apologies received to date

2 Declarations of Interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

2.1 Background

- 2.1.1 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
- 2.1.2 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

2.2 Declarations of Interest or dispensations received to date

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Full Council.(1 min)

3.1 Background

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

- 3.2.1 See following pages

STRATEGIC PLAN AREA: CHOOSE AN ITEM.

Full Council

01/10/2019



SHAFTESBURY TOWN COUNCIL

Full Council

Minutes of the Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 01 October 2019 commencing at 7:30pm.

Members Present

Councillor Cook (Chair)
Councillor Chase
Councillor Hollingshead
Councillor Proctor
Councillor Welch

Councillor Brown (Vice-Chair)
Councillor Hall (for part of meeting)
Councillor Prichard
Councillor Yeo

Absent:

Councillors Lewer, Loader and Pritchard

Officers Present:

Brie Logan, Business Manager
Zoe Moxham, Office Administrator.

In Attendance:

7 members of the public

1 member of the press

Meeting Commenced: 7.30 pm

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

7.37 pm Councillor Brown arrived at this point.

- Concerns were expressed regarding the eastern part of Shaftesbury being cut off from the rest of Shaftesbury. *Councillor Cook agreed to speak with Dorset Highways regarding the plan for the Mampitts Bus Gate and will add this as an Agenda item on the Planning and Highways meeting to be held on the 8th of October.*

ACTION: TOWN CLERK

7.46 pm Councillor Hall arrived at this point.

Full Council

01/10/2019

- Concern was expressed regarding planning applications submitted and the weight that Shaftesbury Town Council has as a consultee. A request was made for Shaftesbury Town Council to contact Dorset Council to apply pressure regarding the Objections and subsequent appeal made for the Enmore Court planning application Ref. No: 2/2018/0696/OUT. *Councillor Cook agreed to contact Dorset Council planners and request insight into the Officer report and make further challenge in advance of final decision being made.*

ACTION: COUNCILLOR COOK

- A complaint was made that Councillors were making hot drinks during the beginning of the meeting.
- It was asked whether apologies had been received from Councillor Prichard. *It was noted that this will be covered during Item 1, Apologies.*
- It was asked whether a response from PKF Auditors had been received. *An affirmative answer was given, and it will be received during Item 4, Reports.*
- A request was made that the Neighbourhood Plan include a policy regarding Climate Change. *The Business manager responded that the plan is in draft format. The consultation feedback will be incorporated into the plan where appropriate to do so.*

F50 Apologies

Apologies were received and accepted from Councillor Lewer and Loader due to personal commitments. It was noted Councillor Hall and Brown would be late arriving due to other commitments.

F51 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Cook declared an interest in Item 8, Service Level Agreement BVTDC as a Dorset Councillor representative for tourism and Item 9, S106 Funds Allocation as a trustee for Shaftesbury Almshouses. It was decided that his interests would not affect his ability to remain in the meeting for Item 9 as it was a receive and note report.

F52 Minutes

- F52a It was **RESOLVED** to approve the minutes from the Full Council meeting held on July 23rd 2019 and the minutes were duly signed.

F53 Reports

- F53a Officer Report 1019FC4 was received and noted.

F53b A verbal update on the PKF Littlejohn external audit was provided by the Business Manager. [The 2017/18 challenge is still open and preventing the auditors from certifying the 2017/18 and 2018/19 work as complete. It is expected the officer at PKF will complete the 2017/18 challenge as soon as possible. A further update will be presented to council upon receipt.

Full Council

01/10/2019

- F53c Councillor Cook reported that he had attended Shaftesbury Carnival and was proud of the support and turn out.
- F53d Councillor Cook reported that in his role as Dorset Councillor he had attended a meeting with Dorset highways to discuss the adoption of the roads on the eastern development in Shaftesbury.
- F53e Councillor Welch reported that he had been in contact with Simon Hoare MP regarding the adoption of the roads on the eastern development in Shaftesbury and that a letter had been written to the developers applying pressure to complete the work needed on the roads before adoption by Dorset Highways.
- F53f Councillor Proctor reported that he had attended an Abbey Trust meeting and the organisation has had a successful year and has plans to expand and improve.

F54 Actions from last Full Council Meeting

Officer report 1019FC5 was received and the following was reported;

- F54a F40 – Member Motion – Climate Emergency, Councillor Chase reported that much research had been carried out on this motion by himself and the Town Clerk. He commented that currently it would be worse for the environment to replace the current grounds vehicles with electric vehicles because the manufacturing of these vehicles creates a huge carbon footprint. He reported that work will be carried out to ensure Shaftesbury Town Council is as environmentally friendly as possible and a report will follow in the summer of 2020.
- F54b F47 – DAPTC AGM Proposals, Councillor Brown reported that this proposal was amended at the Planning and Highways meeting held on the 13th of August and was delegated to the Town Clerk to submit to DAPTC.

ACTION: TOWN CLERK AND CLLR CHASE

F55 VE Day Celebrations

- F55a Officer report 1019FC6 was received and it was **RESOLVED** that £6000 is allocated from reserves to support the VE and VJ day celebration events. The project group need to secure sponsorship and generate income from other sources to support the event and review the cost plan to reduce expenditure. The project group want to ensure that the town and its citizens can celebrate these important national events in a fitting manner on their 75th anniversary.

ACTION: COUNCILLOR YEO

F56 Market

- F56a Officer report 1019FC7 was received and it was **RESOLVED** that the Council commits to a £1000 investment in partnership with the Chamber of Commerce to conduct a feasibility study on the Shaftesbury's overall market offer.

ACTION: BUSINESS MANAGER

Full Council

01/10/2019

9.02 pm – Councillor Cook left the room at this point and Councillor Brown chaired the Item.

F57 Service Level Agreement – BVTDC

Officer report 1019FC8 was received and it was **RESOLVED**;

F57a that Shaftesbury Town Council supports the Service Level agreement request for funding for BVTDC for the 2019/20 financial year.

F57b that Shaftesbury Town Council approves the approach to manage the Service Level Agreement for tourism marketing for future years via a tender process.

ACTION: BUSINESS MANAGER

9.02 pm – Councillor Cook returned to the room at this point and resumed as chair.

F58 S106 Funds Allocation

F58a Officer report 1019FC9 was received and noted.

F58b It was **AGREED** to write to the Housing Enabling Team Leader at Dorset Council to request an explanation as to why Shaftesbury Town Council was not consulted before it was agreed by North Dorset District Council to allocate £200,000 of S106 funds to the Shaftesbury Almshouses.

ACTION: BUSINESS MANAGER

9.26 pm – Councillor Proctor left the meeting at this point.

F59 Football Club Sub-Lease

F59a Officer report 1019FC10 was received and noted.

F60 Project Belle

F60a Officer report 1019FC10 was received and it was **RESOLVED** that the Council provides a report to the managing agents to maintain the status of the bid until October 31st, 2019. Post this date the bid will be withdrawn. It was **AGREED** to write a letter to the Officer at Dorset Council regarding the grant of £70,000 allocated by North Dorset Council to Project Belle and confirming the application deadline for the funds to be released. Should the Project Belle bid be withdrawn then the letter will reflect the secondary project: tourism navigational signage and the allocation of £50,000 of funds.

ACTION: BUSINESS MANAGER

F61 Payments

F61a Officer report 1019FC11 was received and it was **RESOLVED** that the Council approves the payments totalling £33,847.31 from the Town Council's current account and note the bank balances as appended in these minutes. Appendix B.

ACTION: FINANCE AND SERVICES OFFICER

Full Council

01/10/2019

F61b Thanks, was expressed to the office team for their work in the Town Clerks absence.

There being no further business the meeting was closed at 9.54 pm

Signed

Date

Full Council

01/10/2019

Appendix A

Date: 01/10/2019

Shaftesbury Town Council

Page 1

Time: 14:59

NatWest Current A/c

List of Payments made between 20/09/2019 and 02/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/09/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
24/09/2019	Essential Pool Supplies	o1322	260.00		Purchase Ledger Payment
24/09/2019	Essential Pool Supplies	canc dupli	-260.00		Purchase Ledger Payment
25/09/2019	NDDC	Std Ord	323.00		Rates Swimming Pool
30/09/2019	September Salaries	ONLINE	19,896.39		September Salaries
02/10/2019	Aqua cleaning Services	o1317	129.60		Toilet roll, blue rolls
02/10/2019	British Gas	o1319	96.43		Electric Belf Street Toilets
02/10/2019	EG. Coles	o1320	151.36		Light unit, wiper
02/10/2019	Clare Davis	o1321	90.00		Aqua Fit Classes
02/10/2019	Essential Pool Supplies	o1323	280.00		Chemicals less £200 for Locker
02/10/2019	Thorn Grove Garden Centre	o1324	771.34		Plants
02/10/2019	C E Plumbing & Heating	o1325	197.75		Supply & fit new taps
02/10/2019	Octopus Personnel	o1326	1,100.48		Temp Grounds & Office Staff
02/10/2019	Workplace Products	o1327	6,500.00		Credit against lockers
02/10/2019	Sydenhams	o1328	18.00		Fixings
02/10/2019	Ryan Baker	o1329	74.50		Final Facebook advert
02/10/2019	Tincknell Fuels	o1330	408.98		Purchase Ledger Payment
02/10/2019	J & T Window Cleaning	o1331	50.00		Cleaning Town Hall Windows
02/10/2019	Octopus Personnel	o1332	1,471.86		Temporary Office Staff
02/10/2019	EG. Coles	o1333	25.70		Filter
02/10/2019	Toogoods Property Co Ltd	o1334	2,271.80		Lease Unit 9c 29/9 to 28/12
Total Payments			33,847.31		

4 Neighbourhood Plan – Pre-submission draft

To consider the main issues raised from the formal consultation on the pre-submission draft, the suggested responses to those issues as outlined in the database and noted that appropriate changes as recommend by the Dorset Planning Consultant are incorporated into the draft plan in response to the comments received.

4.1 Summary

- 4.1.1 Throughout 2018 and 2019 Neighbourhood Plan updates have been presented to Council for consideration.
- 4.1.2 At Full Council in February 2019 it was **RESOLVED** to adopt the Shaftesbury Neighbourhood Plan Advisory Committee Policy intentions for the following themes;
 - Town Centre
 - Community and Leisure
 - Green Infrastructure
 - Design and Heritage
 - Housing and Employment
- 4.1.3 Officer report 0519PH7 was received and the following was **RESOLVED**;
To adopt the Draft Neighbourhood Plan policies and projects as presented to the Committee (subject to any minor points over coming weeks) in readiness of the formal public consultation in July 2019.
- 4.1.4 Appendix B highlights the meetings held to date and shows a chronology of dates and description of each meeting.
- 4.1.5
- 4.1.6 Officer report 0719FC9 was received and noted (regulation 14 consultation)
- 4.1.7 Throughout August and September (up to and including 26th) the Formal Regulation 14
- 4.1.8 Neighbourhood Plan consultation took place. 4,171 information leaflets were distributed to every household in Shaftesbury. 818 people visited the pop-up shop.
- 4.1.9 A database has been developed to record each comment from the consultation.
- 4.1.10 A total of 443 comments from the statutory consultation process have been reviewed and each comment categorised into sections (please refer to appendix A).
- 4.1.11 A total of 174 comments have been classified as issues to consider and further action has been taken to progress each comment.
- 4.1.12 The database will form part of the consultation statement.
- 4.1.13 A summary of the major changes will be presented during the council meeting by the Advisory Committee and Dorset Planning Consultant.
- 4.1.14 The next step (post STC decision making process) is to accommodate the amendments in the draft Neighbourhood Plan by 12th December.
- 4.1.15 The expectation is the plan will be submitted to Dorset Council during week commencing 16th December 2019.

4.2 Financial Implications

- 4.2.1 None

4.3 Legal Implications

- 4.3.1 Dorset Council is the Local Planning Authority

4.4 Risk

4.4.1 No risks have been identified in this report

4.5 **Recommendations**

4.5.1 That the Council resolves to delegate to the Town Clerk to update the Neighbourhood Plan Submission based on the feedback from the statutory consultation process and submit to Dorset Council with the required supporting evidence

and

4.5.2 That the Council resolves to appoint an examiner in consultation with Dorset Council. *(delegated to the Town Clerk in consultation with the Dorset Planning Consultant and members of the Shaftesbury Neighbourhood Plan Advisory Committee all aspects in discharging this decision and managing the examination process including all questions raised by the examiner relating to the draft plan)*

NEIGHBOURHOOD PLAN, JOHN LEWER

(End)

Report Author:

Brie Logan, Business Manager

Report 1119FC4 to a meeting of the Full Council
Tuesday 26 November 2019 in the Council Chamber, Shaftesbury Town Hall

Appendix A

	Policy number	Number of comments	Comment not understood	Covered elsewhere	Issues to consider	Largely covered by policy	Not possible to address via the NP	Supportive comment
Town Centre	1	27	0	10	3	7	5	2
Town Centre	2	14	0	6	3	2	2	1
Town Centre	3	13	0	7	1	3	1	1
Town Centre	4	30	0	7	7	5	6	5
Town centre total		84	0	30	14	17	14	9
Housing Employment	1	28	0	6	13	3	4	2
Housing Employment	2	21	1	3	6	6	2	3
Housing Employment	3	23	0	2	12	3	2	4
Housing Employment	4	16	1	1	4	0	8	2
Housing Employment total		88	2	12	35	12	16	11
Green Infrastructure	1	32	0	10	16	0	2	4
Green Infrastructure	2	27	0	3	12	0	5	7
Green Infrastructure	3	25	0	4	4	9	2	6
Green Infrastructure	4	13	0	0	5	0	2	6
Green Infrastructure total		97	0	17	37	9	11	23
Design Heritage	1 to 7	70	1	10	41	9	3	6
Design Heritage	8	8	1	0	3	2	1	1
Design Heritage	9	5	0	0	2	3	0	0
Design Heritage total		83	2	10	46	14	4	7
Community Leisure	1	23	1	0	15	4	3	0
Community Leisure	2	17	1	8	2	5	1	0
Community Leisure	3	27	2	5	9	1	2	8
Community Leisure total		67	4	13	26	10	6	8
Generic whole plan feedback		24	0	1	16	0	1	6
Total number of comments		443	8	83	174	62	52	64

Appendix B - chronological record of all the consultations and meetings held

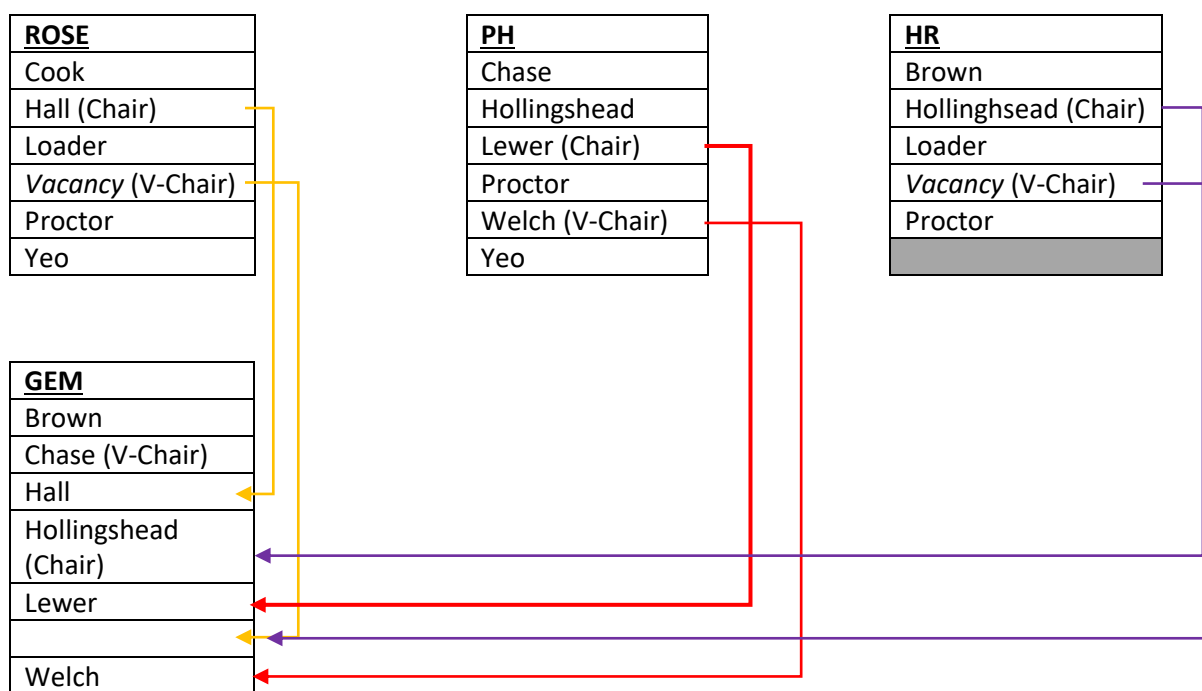
23 rd	January	2018	Public consultation event – launch of Shaftesbury Neighbourhood Plan
6 th	February	2018	Planning and Highways committee STC – NP membership agreed
15 th	March	2018	SNPAC meeting 1 – setting up the group – project plan template
19 th	April	2018	SNPAC meeting 2 – Review of Shaftesbury, Melbury Abbas and Cann plan – high level framework agreed (identification of key work themes)
10 th	April	2018	Full Council – Neighbourhood Plan update
8 th	May	2018	Formal public meeting – freeform comments analysis – mini survey questions agreed
17 th	May	2018	SNPAC meeting 3 – general update – key focus Town Centre
31 st	May	2018	Initial engagement with NDDC (LPA) and the Shaftesbury Plan
20 th	June	2018	SNPAC meeting 4 – presentation by traffic consultant (ex-Dorset Council)
	June	2018	Mini survey conducted (objective: sense check the 2014/2015 survey)
3 rd	July	2018	Full Council – Neighbourhood Plan update
19 th	July	2018	SNPAC meeting 5 – Workstream themes agreed
17 th	August	2018	SNPAC meeting 6 – ACV and general update from each workstream
21 st	August	2018	Full Council – Neighbourhood Plan update
11 th	September	2018	Formal public meeting – budget and high-level objectives of the plan
17 th	September	2018	Engagement, Q and A session with NDDC LPA and SCS
20 th	September	2018	SNPAC meeting 7 – NDDC Q and A update and general progress update
18 th	October	2018	SNPAC meeting 8 – General update including website discussion
15 th	November	2018	SNPAC meeting 9 – DPC feedback on emerging policies and AECOM
12 th	December	2018	Formal meeting with NDDC LPA and Dorset Planning Consultant
13 th	December	2018	SNPAC meeting 10 – Policy justification and writing the plan
8 th	January	2019	Full Council – Neighbourhood Plan update
17 th	January	2019	SNPAC meeting 11 – Policy wording, parking survey, consultation plan
5 th	February	2019	Full Council – Neighbourhood Plan update – policy intentions agreed
6 th	February	2019	Policy intentions engagement with NDDC/ LPA
	February	2019	Policy intentions – informal public consultation
13 th	March	2019	SNPAC meeting 12 – Policy aims and intentions - feedback from NDDC Analysis of feedback from initial consultation Writing the draft plan and next steps
2 nd	April	2019	Full Council – Neighbourhood Plan update
10 th	April	2019	SNPAC meeting 13 - Progress report. Next steps agreed with writing the draft plan. Agree the approach for consultation
23 rd	July	2019	Full Council – Neighbourhood Plan update
29 th	July	2019	New Councillor Neighbourhood Plan engagement session
1 st 26 th	August September	2019	Regulation 14 formal consultation
22 nd	October	2019	Workstream meetings (Town Centre, Housing/ Employment, Design/ Heritage and Community/ Leisure) with DPC consultant to agree amendments based on Regulation 14 feedback
7 th	November	2019	Workstream meetings (Green Infrastructure and Design/ Heritage) with DPC consultant to agree amendments based on Regulation 14 feedback
18 th	November	2019	Surgery session with DPC consultant with each workstream to address any technical or practical support that may be needed to process all the amendments from Regulation 14 feedback.
26 th	November	2019	SNPAC meeting 14 – Agree the recommendations in a formal environment to present the amendments to council
26 th	November	2019	Extraordinary Full Council meeting dedicated to the Neighbourhood Plan to resolve the agree the changes to policy and amended / new projects
4 th	December	2019	Final meeting with the graphic designer to amend the draft plan based on the resolved changes adopted by council

5 Committee Vacancies

To fill vacancies on the ROSE, HR and GEM Committees and select Vice Chairmen for ROSE and HR (15 mins)

5.1 Summary

- 5.1.1 The Council currently has vacancies on HR, ROSE and GEM following Mr Pritchard's resignation from the Council. In creating these vacancies, this has also formed vacancies for the position of Vice Chairman on both ROSE and HR.
- 5.1.2 The Council's standing orders require that the Council shall appoint members of standing committees and should, after appointing those members, appoint the chairman, it is reasonable to extend this responsibility to the appointment of vice-chairmen.
- 5.1.3 The current membership of committees is;



- 5.1.4 You will see from the diagram above that because Mr Pritchard held 2 positions of chair or vice chair, this led to 2 independent members sitting on GEM.
- 5.1.5 In the first instance, the Council should consider the best members for appointment to ROSE and HR for the effectiveness of those committees. It should then consider which members should be appointed to the position of vice chairman thereby providing a place on the General Management Committee.
- 5.1.6 In the event that two different Councillors are appointed to the two vacant roles on HR and ROSE, the Council may consider amending the General Management Committee terms of reference to extend the membership to 8 or, as more than 6 months has elapsed since the appointment to committees, may consider re-appointing the independent member(s) of the General Management Committee.

5.2 Financial Implication

- 5.2.1 There are no financial implications arising from this report

5.3 Legal Implication

5.3.1 Appointment of standing committees is at the discretion of the Council.

5.4 Risk

5.4.1 There is a risk to the effective working of the committees if the vacancies are not filled.

5.5 Recommendations

5.5.1 That the Council resolves to appoint Councillor [name] to the Recreation, Open Spaces and Environment Committee and Councillor [name] to the Human Resources Committee.

and

5.5.2 That the Council resolves to appoint Councillor [name] as the Vice Chairman of the Recreation, Open Spaces and Environment Committee and Councillor [name] as the Vice Chairman of the Human Resources Committee

and

5.5.3 That the Council resolves to confirm the membership of the General Management Committee for the remainder of the municipal year as Councillors Brown, Chase, Hall, Hollingshead, Lower, Welch and [Name]

or

5.5.4 That the Council resolves to amend the Terms of Reference for the General Management Committee to extend the membership to 8 councillors, those Councillors to be Brown, Chase, Hall, Hollingshead, Lower, Welch, [name] and [name] for the remainder of the municipal year

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO