

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's Full Council (FC), Councillors Austin, Brown (Chair), Cook, Hall, Jackson, Kirton, Lewer, Loader, Perkins, Proctor, Taylor (Vice-Chair), Todd..

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 02 April 2019 in the Council Chamber, Shaftesbury Town Hall

All other recipients for information only

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	(1 min)
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.....	(1 min)
3 MINUTES	3
To confirm as a correct record, the minutes of the previous meeting of the Full Council..	(1 min)
SHAFTESBURY TOWN COUNCIL.....	4
4 REPORTS	6
To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations.....	(5 mins)
5 PAYMENTS	8
To consider payments for authorisation.....	(5 mins)
6 PARKING STUDY REPORT	9

To receive update on the Parking Study, specifically the need to review the summary and recommendations.....	(20 mins)
7 NEIGHBOURHOOD PLAN CONSULTATION FEEDBACK.....	10
To receive update on the first phase Neighbourhood Plan Community Consultation	(15 mins)
8 YOUTH CLUB AND WESSEX WATER VOLUNTEER PROJECT.....	23
To receive report on the Youth Club and Wessex Water Volunteer Project and consider any actions arising	(10 mins)
9 TEMPORARY CLOSURE OF FOOTPATH N1/32 SHAFTESBURY	24
To consider response to the temporary closure of footpath n1/32 Shaftesbury	(10 mins)

Bibliography

- Cleyden, P., 2016. *Arnold-Baker on Local Council Administration*. 10th ed. s.l.:LexisNexis.
- Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]
- Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf
- Shaftesbury Town Council, 2017. *Financial Regulations*. [Online]
- Available at: <https://www.shaftesbury-tc.gov.uk/policies/>
- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
- the Accounts and Audit Regulations, 2015. [Online]
- Available at: <http://www.legislation.gov.uk/ksi/2015/234/contents/made>
- [Accessed 18 July 2018].

(End)

Report 0419FC4 to a meeting of the Full Council
Tuesday 02 April 2019 in the Council Chamber, Shaftesbury Town Hall

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

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. (1 min)

2.1 Background

- 2.1.1 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 26th February 2019

Appendix A. Minutes to be adopted

SHAFTESBURY TOWN COUNCIL

Extra Ordinary Full Council

Minutes of the Extra Ordinary Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on 26th February 2019 commencing at 6:00pm.

Members Present

Councillor Brown (Chair)	Councillor Taylor (Vice-Chair)
Councillor Cook	Councillor Lewer
Councillor Perkins	Councillor Todd

Absent:

Councillors Austin, Hall, Jackson, Kirton, Loader, Proctor

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager

In Attendance:

2 members of the public, 2 members of the press

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. There were no matters raised

F130 Apologies

Apologies were received from councillors Austin, Kirton, Loader and Proctor for personal reasons and from councillors Hall and Jackson for work commitments.

F131 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, the clerk declared an interest in the ecology competition as it may be something that she would look to put the 1st Shaftesbury Rainbows forward for, of which she is a leader.

F132 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 05 February 2019 and the minutes were duly signed.

F133 Standing Orders

Officer report 0219FC4 was received and it was **RESOLVED** that the Standing Order 4d(v) is amended to read "*appoints all councillors as substitute members to a committee, their role to be to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 48 hours before the meeting that they are unable to attend*".

ACTION: TOWN CLERK

F134 Shaftesbury Community Ecology Competition

Officer report 0219FC5 was received and **RESOLVED**

- F134a that a working group is formed to manage the details of the 'Wild ABOUT' Shaftesbury' competition to be made up of Cllrs Perkins and Hall and specialists from the community.
- F134b that the Clerk is delegated to manage the implementation of the competition within a defined budget and in consultation with the chairman of the ROSE Committee, Councillor Perkins as the Proposer of the competition and the working group.
- F134c that up to £1,500 is allocated for advertising the competition and £3,000 earmarked for category winners to professionally plan out their proposals (*Financial Implications £4,500 Reserves and Projects*)

ACTION: TOWN CLERK

F135 Parking on Park Walk

Officer report 0219FC6 was received and it was **RESOLVED**;

- F135a that 6 passes are provided for 27th February to 6th March for works vehicles for the Westminster Memorial Hospital to park on Park Walk according to the placement indicated on the plan provided. That these passes are managed on a daily basis by the hospital team to ensure compliance with the requirements set out.
- F135b That 4 passes are provided for 7th to 31st March for works vehicles for the Westminster Memorial Hospital to park on Park Walk according to the placement indicated on the plan provided. That these passes are managed on a daily basis by the hospital team to ensure compliance with the requirements set out.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 6.35pm.

Signed

Date

4 Reports

To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations. (5 mins)

4.1 **Recommendation**

- 4.1.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

4.2 **Summary**

- 4.2.1 The Council receives 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.
- 4.2.2 These reports are to inform and give the opportunity for topics of note to be addressed later by the Council or its committees.
- 4.2.3 Reports and minutes provided in advance are taken as 'read'.

4.3 **Financial, Legal and Risk Implications**

- 4.3.1 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.
- 4.3.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.
- 4.3.3 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.
-

STRATEGIC PLAN AREAS: ENGAGEMENT POLICIES, PROCEDURES AND GOVERNANCE

4.4 **Progress Reports**

- 4.4.1 Football Club GEM 2018 05. resolved to allocate 2 hour per month of the Business Managers time to support the Football Club at the monthly Director meetings. An average of 2 months has been spent since May at Director meetings and other lease related meetings with one of the support/ honorary consultants recruited to support the club. The governance processes are now improved and the action plan at the start of this process was 52 points. There are still some areas to tie up however the majority of the work is complete. It is important to keep the measures on track therefore a quarterly health check is a standard way of managing the changes also ensuring the approach is consistently applied. Therefore, time impact reduced down to 2 hours per quarter for 2019

4.5 **Civic Report**

- 4.5.1 This report will be presented by the Mayor

4.6 **Other Reports**

- 4.6.1 Shaftesbury Abbey and Museum. A verbal report may be given on this item following the opening of the Abbey on Saturday 30th March 2019.

(End)

Report Author:

Claire Commons, Town Clerk

5 Payments

To consider payments for authorisation

(5 mins)

5.1 **Recommendation**

- 5.1.1 That the Council approves the payments from the Town Council's current account and notes the bank balances.

5.2 **Summary**

- 5.2.1 A list of payments will follow this report, an updated list may be provided to the committee prior to or at the meeting
- 5.2.2 A bank, cash and investment reconciliation will follow this report detailing the current position following payments identified.

5.3 **Financial Implication**

- 5.3.1 The RFO is required 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. (Shaftesbury Town Council, 2017)

5.4 **Legal Implication**

- 5.4.1 Every local council and parish meeting must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives. The council must likewise ensure that its financial, operational and risk management is effective. (Cleyden, 2016, p. 178) (the Accounts and Audit Regulations, 2015)

5.5 **Risk**

- 5.5.1 Risk of improper expenditure is mitigated through the Council's adopted financial regulations and oversight of financial management by the Council as a corporate body.
-

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:
Claire Commons, Town Clerk

6 Parking Study Report

To receive update on the Parking Study, specifically the need to review the summary and recommendations (20 mins)

6.1 Recommendation

- 6.1.1 That the report is received and noted
- 6.1.2 That the Planning and Highways Committee engage with the Local Planning Authority and Lidl in relation to parking provision as part of the redevelopment at Christy's Lane.

6.2 Summary

- 6.2.1 Report 1018PH7 was presented to a meeting of the Planning and Highways and the committee approved to spend up to £5,000 on a Shaftesbury parking study.
- 6.2.2 The Shaftesbury Neighbourhood Plan Advisory committee identified from community consultation and feedback that parking continues to be a risk within the town centre. 73% of respondents were concerned that they were frequently unable to park within reach of their destination.
- 6.2.3 The parking study brief included analysis of the car parks and off-road parking spaces and the study area will include up to the boundary line of the town centre. The study brief included the capacity versus usage, % of spaces used by permit holders and average length of stay. The current position has been analysed and the consultant parking expert has made recommendations based on outcome of the formal study.
- 6.2.4 The Neighbourhood Plan Advisory Committee – Town Centre workstream have identified that parking will be the topic of an emerging project to be conducted in 2019
- 6.2.5 The Parking Study is available to view online <http://www.shaftesbury-tc.gov.uk/full-council-fc/>

6.3 Financial Implication

- 6.3.1 None arising directly from this report

6.4 Legal Implication

- 6.4.1 The Council has the General Power of Competence

6.5 Risk

- 6.5.1 None arising directly from this report

STRATEGIC PLAN AREA: TOWN LANDSCAPE AND AESTHETIC

(End)

Report Author:
Brie Logan, Business Manager

7 Neighbourhood Plan Consultation Feedback

To receive update on the first phase Neighbourhood Plan Community Consultation (15 mins)

7.1 Recommendation

7.1.1 That the report is received and noted

7.2 Summary

- 7.2.1 Report 0219FC4 was presented to Full Council and the council resolved to adopt the consultation plan.
- 7.2.2 Each question has been analysed and a high-level summary of responses have been produced and appended to this report.
- 7.2.3 The Advisory Committee are reviewing the responses including free form community to shape the draft policies. The draft Neighbourhood Plan is under development. It is expected the draft policies will be presented to the P&H committee on 21st May 2019
- 7.2.4 The following shows the responses for each theme:

Neighbourhood Plan theme	Paper responses	Online responses	Total responses
Town Centre	125	59	184
Green Infrastructure	101	63	164
Housing and Employment	134	105	239
Community and Leisure	113	25	138
Design and Heritage	122	33	155
Totals	595	285	880

7.3 Financial Implication

7.3.1 None arising directly from this report

7.4 Legal Implication

7.4.1 The Council has the General Power of Competence

7.5 Risk

7.5.1 None arising from this report

STRATEGIC PLAN AREA: NEIGHBOURHOOD PLAN

(End)

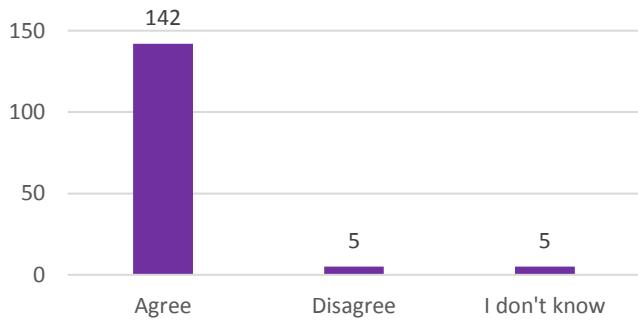
Report Author:
Brie Logan, Business Manager

Appendix B. Neighbourhood Plan Analysis of Responses

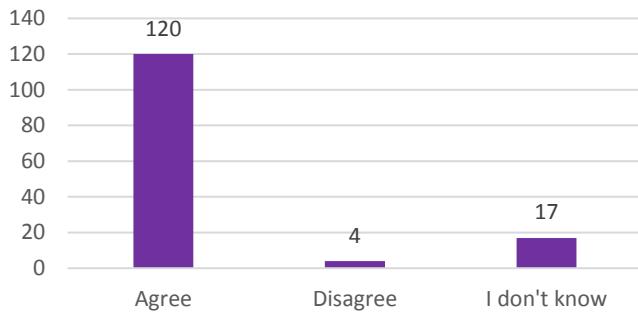
**Phase 1 consultation – summary of feedback
18th February to 8th March 2019**

Design and Heritage

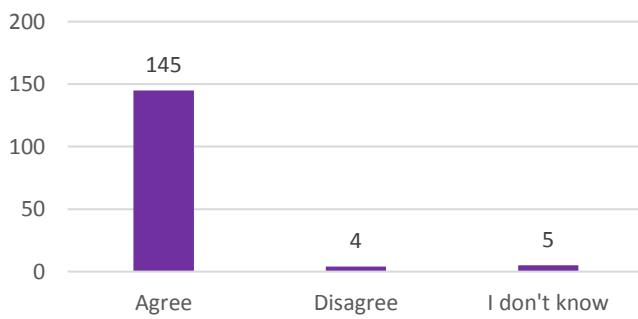
Do you think that we need to set clear design guidelines to preserve and enhance the different characters found in different parts of the town?



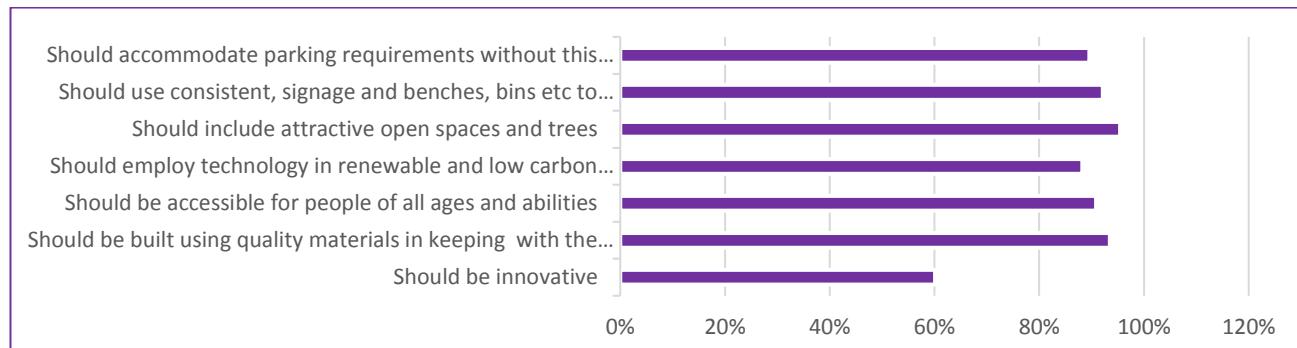
Have we identified the buildings that are locally important and should we protect them? (Those that are not on the Grade 1 or Grade 2 listed register) Please see table below.



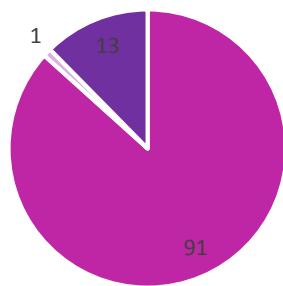
Should we seek to ensure that archaeological assessments are made for developments on sites of potential historic interest so we can preserve and learn more about Shaftesbury's history?



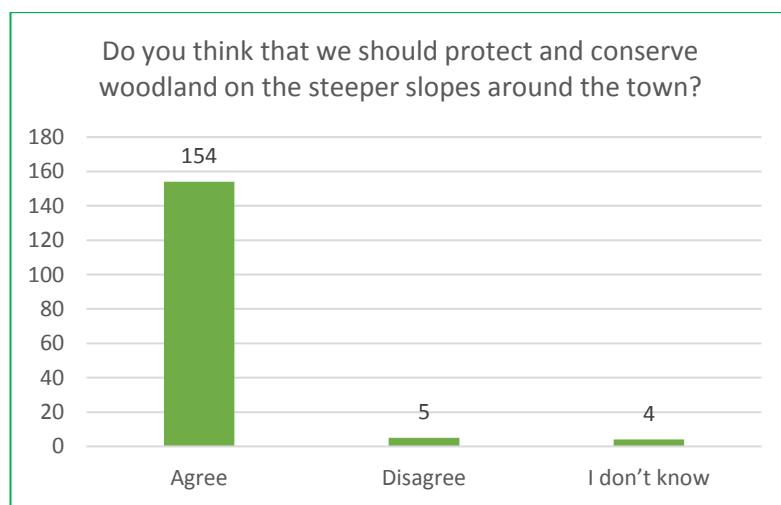
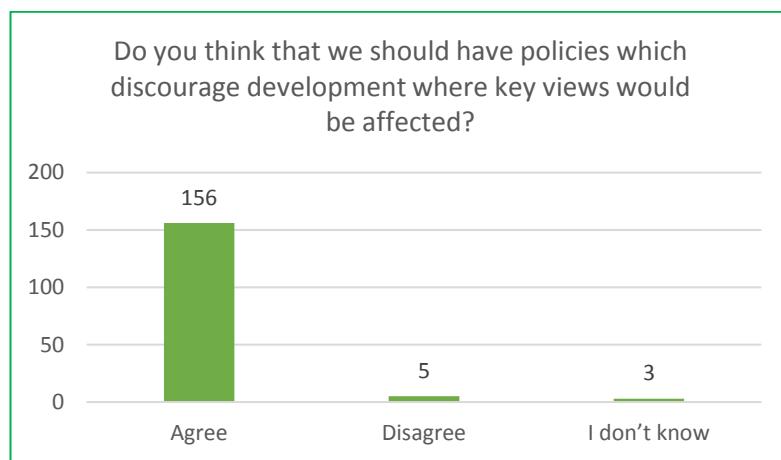
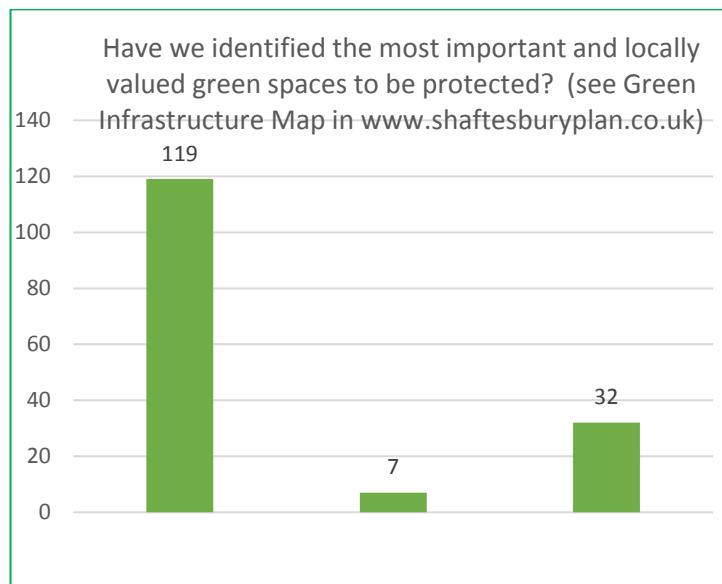
New Developments...



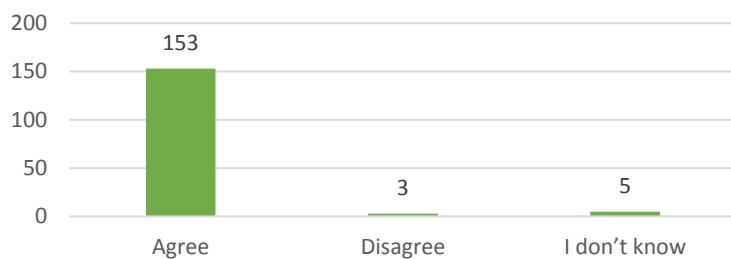
Overall, do you broadly agree with the design
and heritage policy intentions?



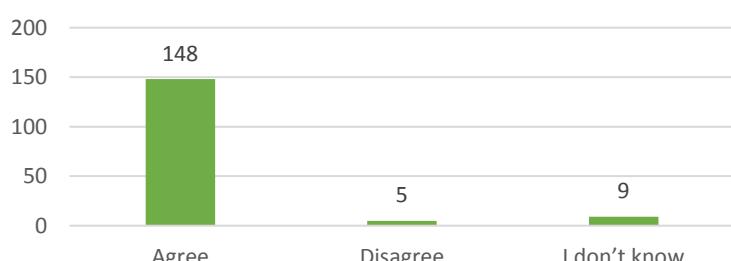
■ Agree ■ Disagree ■ I don't know

Green Infrastructure

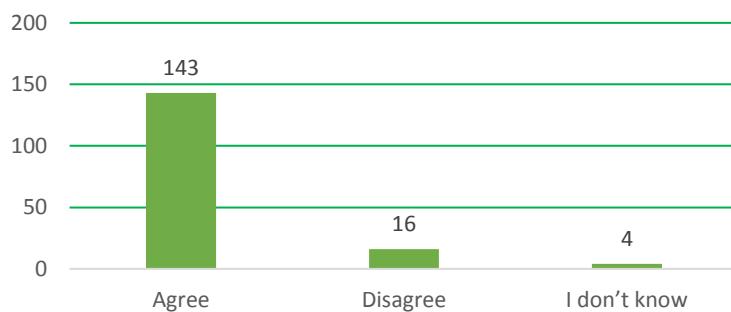
Do you think that development on the edge of town should be landscaped with additional tree and hedgerow planting?



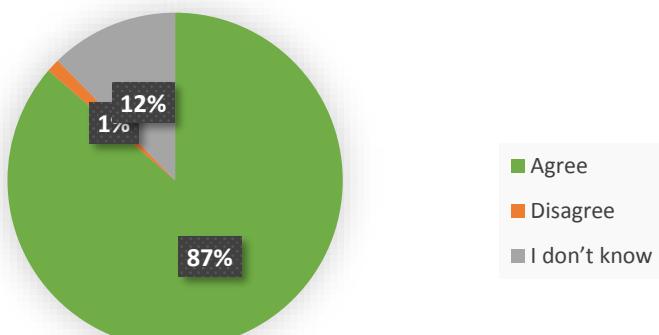
Do you think that development on the edge of town should connect with the wider network of country side footpaths, cycle ways and bridle paths?



Do you think we should keep lighting schemes to a minimum needed for safety and security, to reduce light pollution?

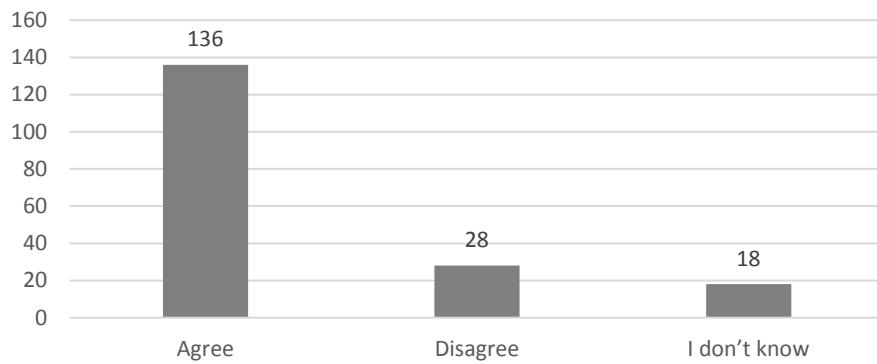


Overall, do you broadly agree with the green spaces policy intentions?

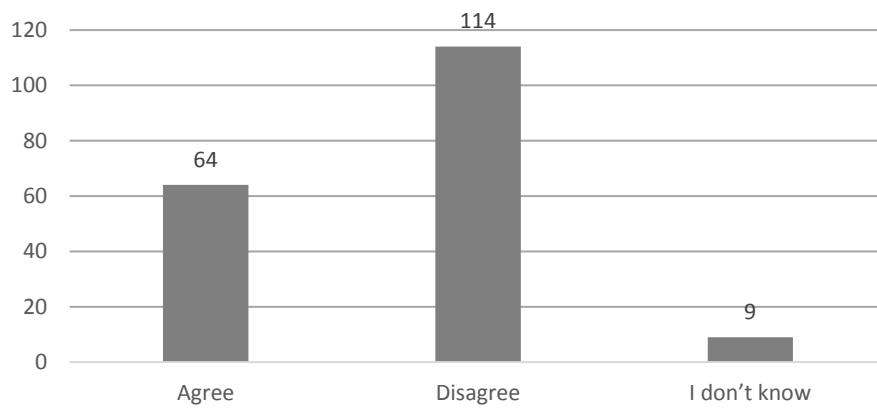


Housing and Employment

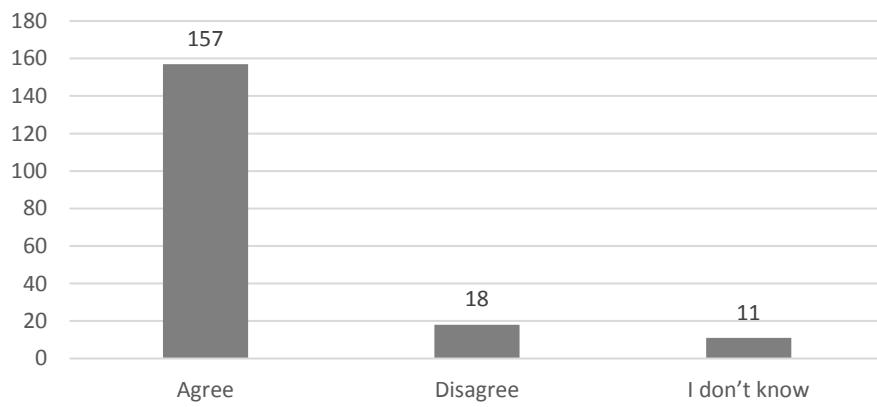
Do you believe that there should be more affordable accommodation built for local people and essential key workers in Shaftesbury?



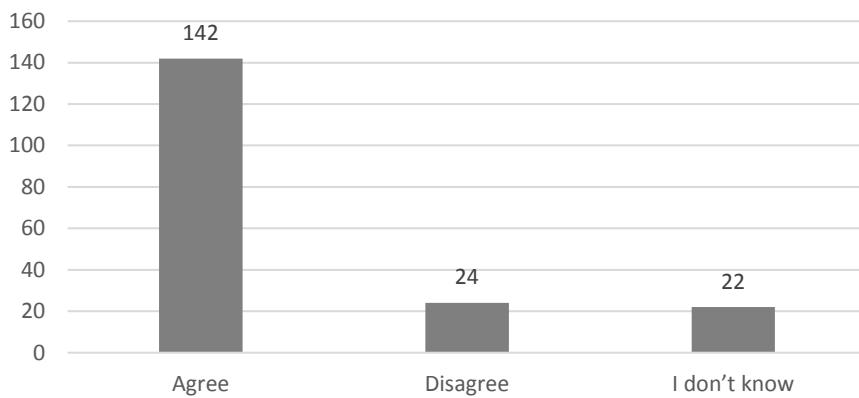
The Neighbourhood Plan does not support building outside of the settlement boundary. Do you feel that we should change our position and accept that there could be small scale affordable housing developments outside of the settlement boundary?



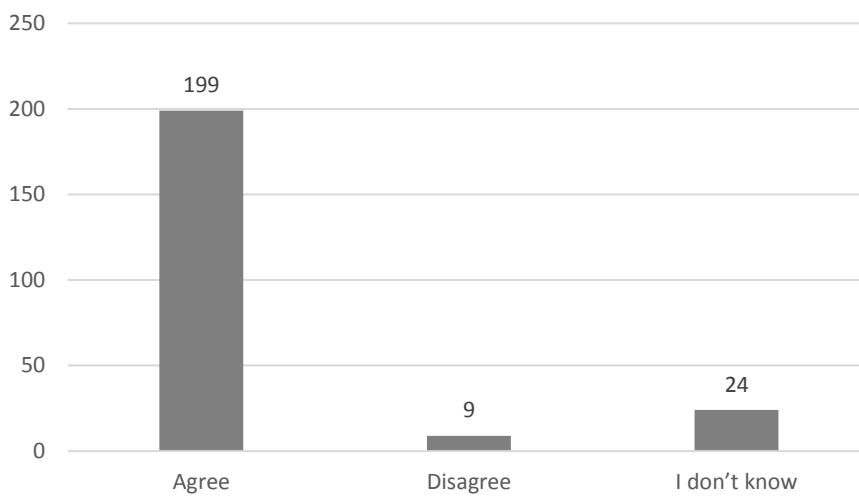
Do you think that in the long term, we should encourage more small sites rather than larger scale developments to meet future needs?



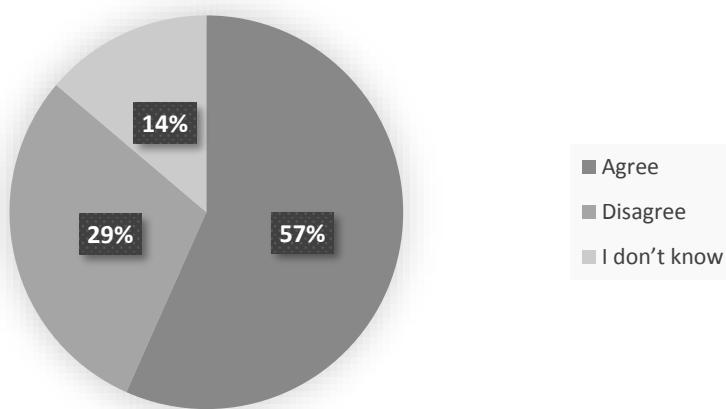
Do you think we need to protect land which is used or earmarked for employment uses (i.e. including the land to the South of the A30)?



Should we preserve the bypass corridor to the eastern side of the town ?

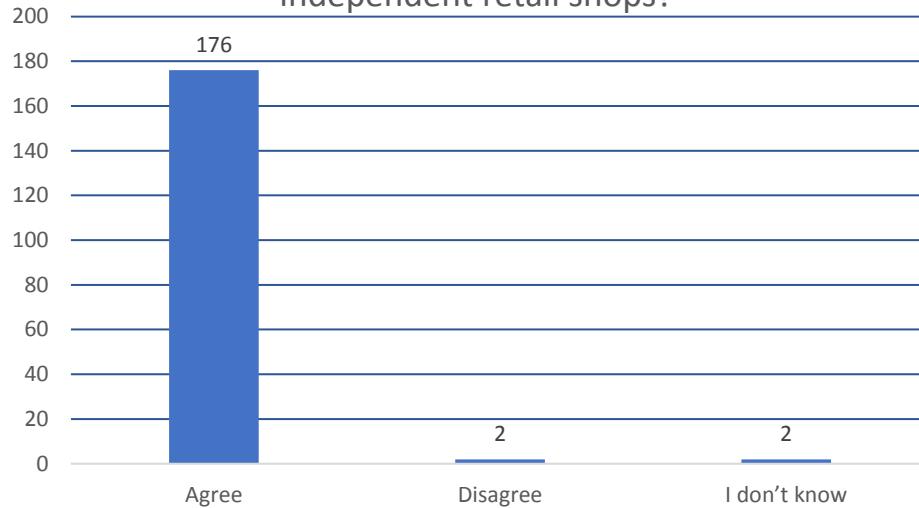


Overall, do you broadly agree with the housing and employment policy intentions?

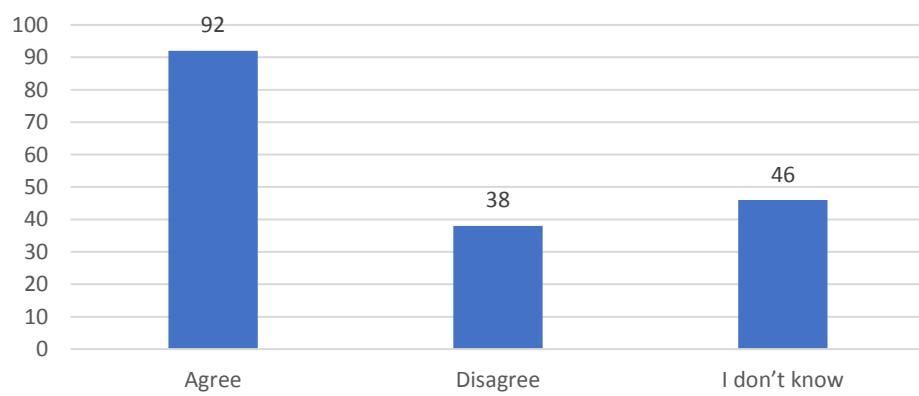


Town Centre

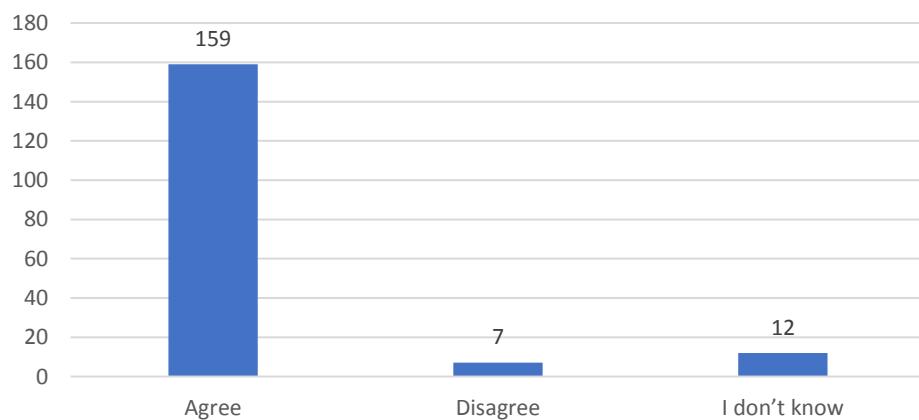
Do you think that we need to encourage/support independent retail shops?



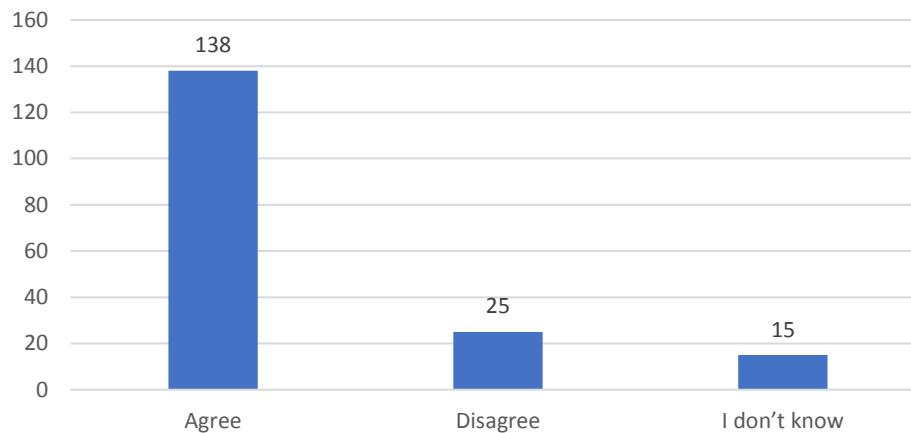
Do you think that we need to encourage more space for office-based employment as part of the general mix?



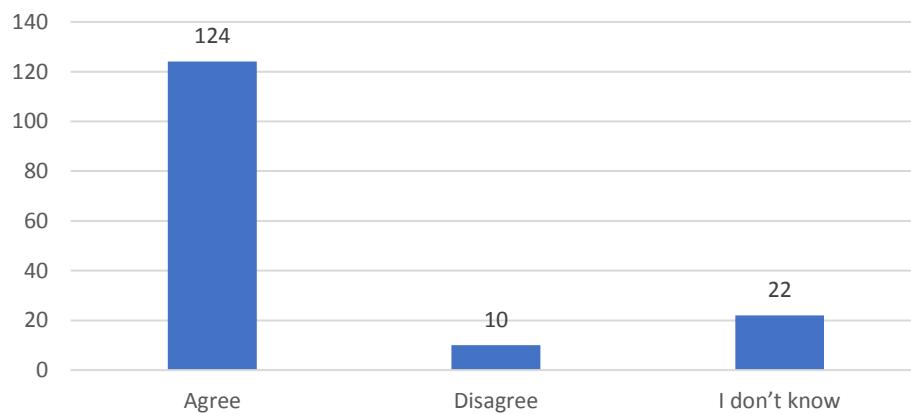
Do you think that upper floors of buildings in the Town Centre should be used for housing when they are not used for business purposes?



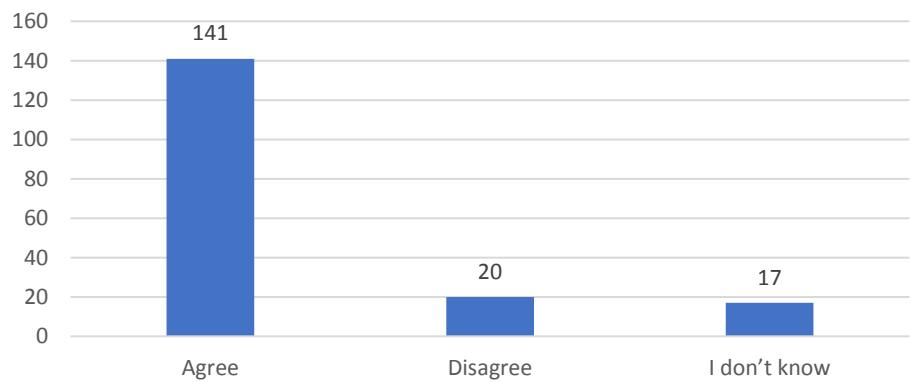
Do you think that there needs to be more parking provision in town?



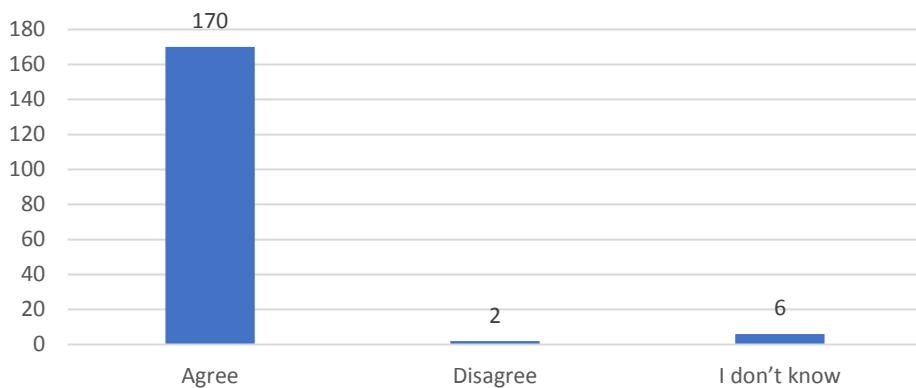
Do you think the parking provision in Town needs to be better managed so it is more efficiently used?



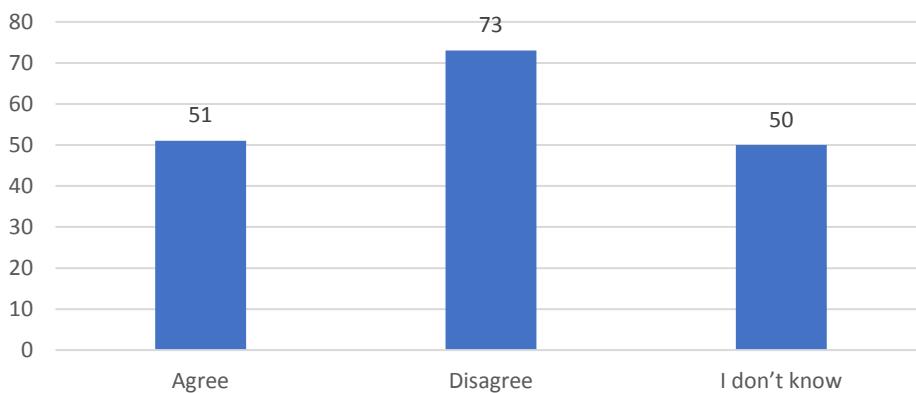
Do you think we need to encourage more tourism and leisure-based activities in the town centre as part of the general mix?



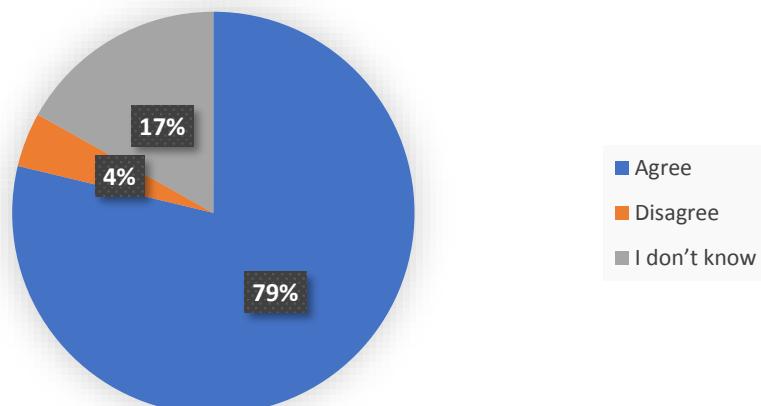
Do you think that we need to set clear design guidelines to preserve and enhance the character and design of our historic town centre?



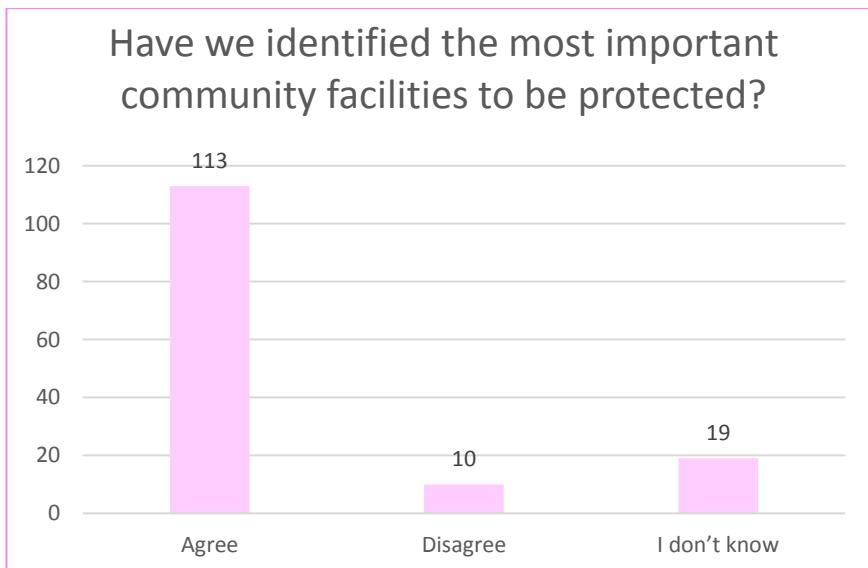
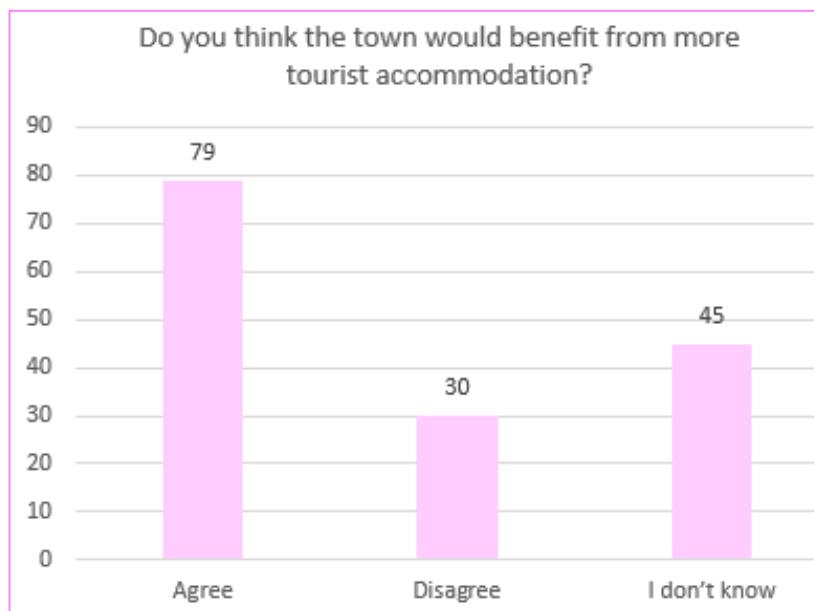
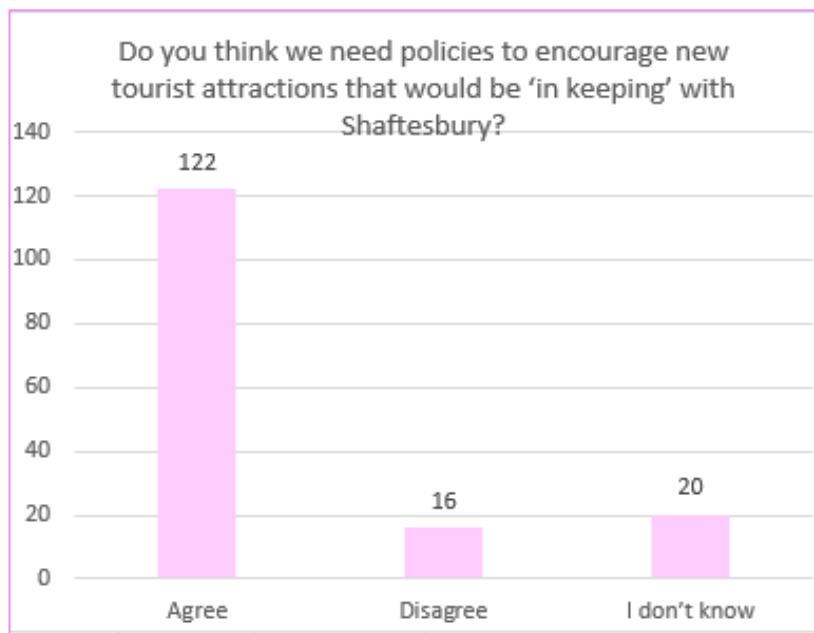
Do you think the upward extension of single storey buildings in the centre should be encouraged?



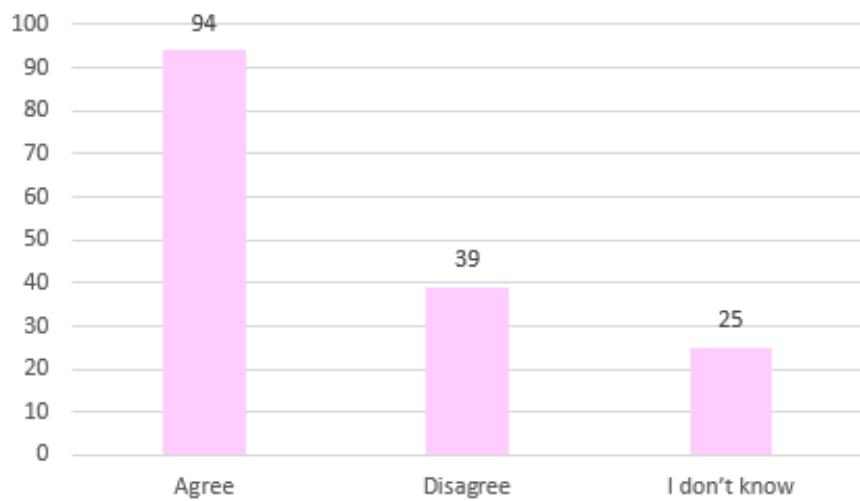
Overall, do you broadly agree with the town centre policy intentions?



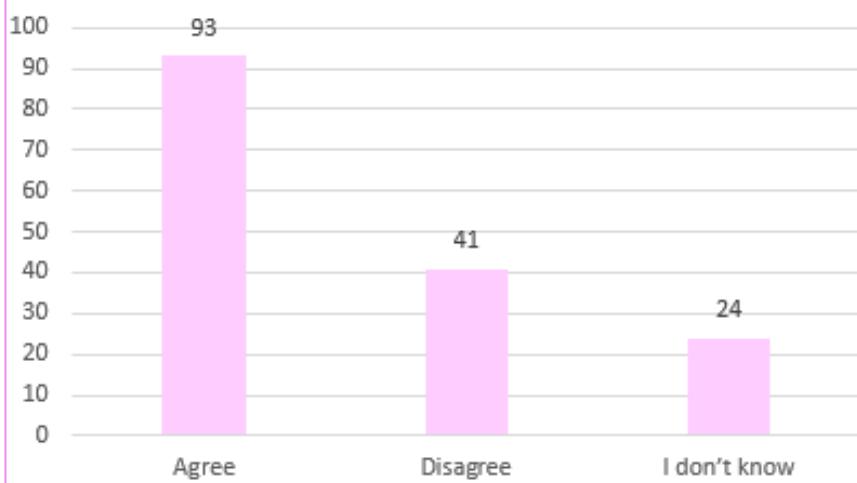
COMMUNITY AND LEISURE



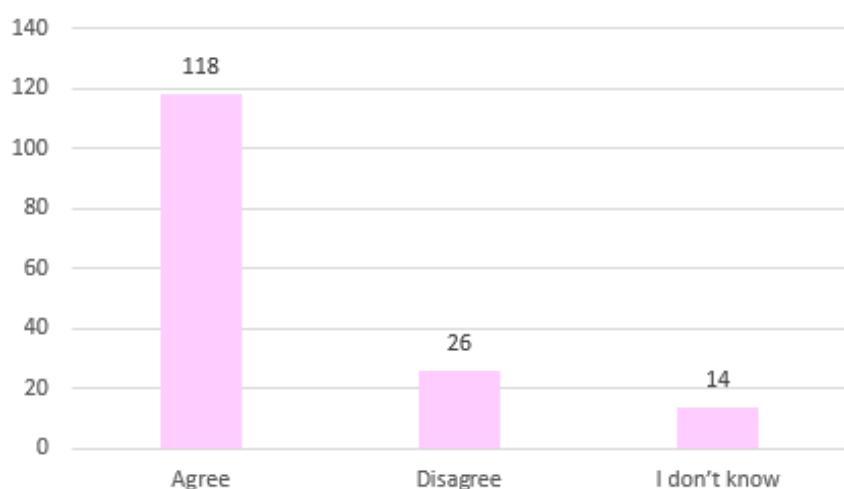
Do you think that a new indoor fitness centre should be a priority for the town's sports provision?



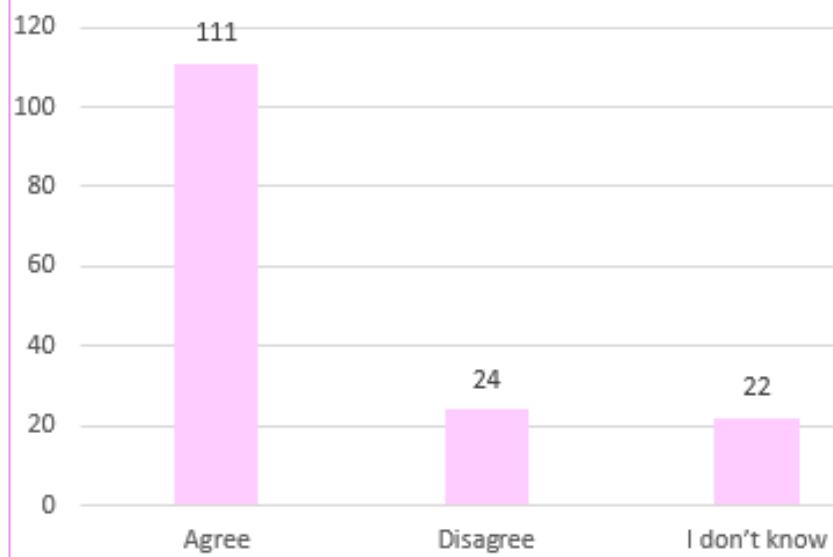
Do you think that improving the existing community halls in Shaftesbury should be prioritised over providing a new venue?



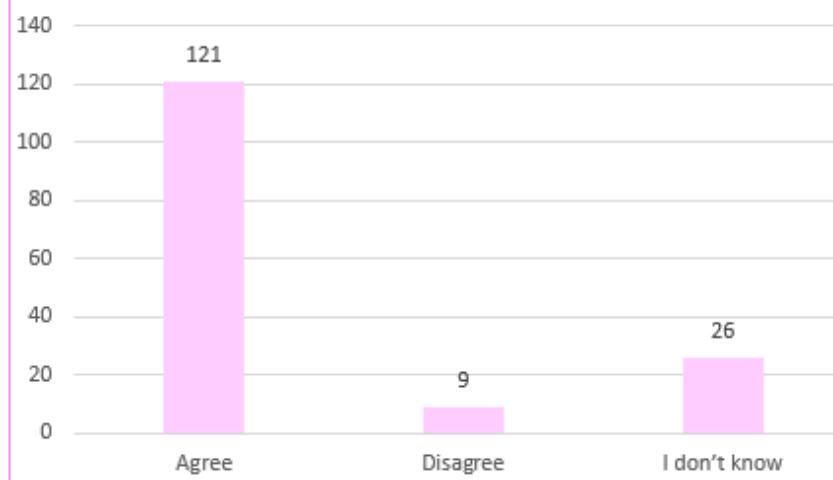
Do you think we need more safe walking and cycling routes through the town?



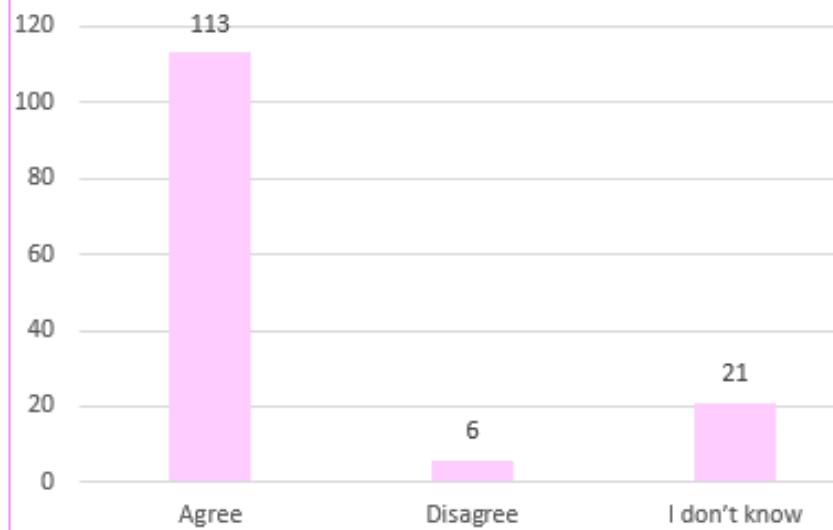
Do you think we need to improve cycle and footpath networks which link to other towns and villages?



Do you think we should support more community facilities being provided in the eastern part of the town?



Overall, do you broadly agree with the community and leisure policy intentions?



8 Youth Club and Wessex Water Volunteer Project

To receive report on the Youth Club and Wessex Water Volunteer Project and consider any actions arising (10 mins)

8.1 Recommendation

- 8.1.1 That the Council resolves its support of the Youth Club and Wessex Water Volunteer Project
- 8.1.2 That the Council supports the project and covers the cost of materials for improvement of the carpark.
- 8.1.3 That the Council releases the grounds team for one day to support the project.

8.2 Summary

- 8.2.1 A new member of the Youth Club committee is also an employee at Wessex Water. Wessex Water allocate every member of their staff a day to support a project within the community as part of the CSR (Corporate Social Responsibility) strategy.
- 8.2.2 The Youth Club is a Shaftesbury Town Council asset.
- 8.2.3 The car park entrance is in a poor state of repair and is in need of attention

8.3 Financial Implication

- 8.3.1 The cost of the materials to enhance the car park area is awaited
- 8.3.2 The cost of the external labour is zero as this is a volunteering activity
- 8.3.3 The cost to provide 2 members of the Grounds Team to support this project for 1 day is £224.
- 8.3.4 Activity unbudgeted. Council should be aware of the possible risk to the repairs and maintenance budget if expenditure is resolved.

8.4 Legal Implication

- 8.4.1 The Council has the General Power of Competence

8.5 Risk

- 8.5.1 The Council's insurance will cover volunteering activity if staff members are on site.
- 8.5.2 Wessex Water's insurance is likely to cover volunteering activity, officers will report back once confirmation is obtained.

STRATEGIC PLAN AREA: ENGAGEMENT / ASSET MANAGEMENT

(End)

Report Author:
Brie Logan, Business Manager

9 Temporary Closure of Footpath N1/32 Shaftesbury

To consider response to the temporary closure of footpath n1/32 Shaftesbury (10 mins)

9.1 Recommendation

- 9.1.1 That the Council provides a response to the temporary closure of the footpath and associated diversion.

9.2 Summary

- 9.2.1 The County Council has written for the Council's comments on the proposed temporary closure of N1/32 in Shaftesbury to allow for the residential development to take place on Littledown by Redrow Homes.
 - 9.2.2 Please see the attached plan which shows the current definitive line in pink and the proposed temporary diversion route in dashed blue which would be in place.
 - 9.2.3 The initial closure would come into effect on June 17th 2019 and be for 6 months. Another temporary closure would then need to be applied for as beyond 6 months a request for extension needs to go to the Secretary of State.
 - 9.2.4 Any comments or concerns about the temporary closure need to be provided to the Countryside Rangers by April 3rd 2019.
 - 9.2.5 It is anticipated that the temporary path will be enclosed for site safety and will be at least 2m wide. The Rangers will ensure that this is cut at least twice at suitable intervals during the summer.

9.3 Financial Implication

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

9.4 Legal Implication

- 9.4.1 There are no legal implications for the Town Council arising from this report.

9.5 Risk

- #### 9.5.1 There are no identified risks in this report.

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

Report Author:
Claire Commons, Town Clerk

Appendix C. Footpath Closure Plan

