



To: Members of Shaftesbury Town Council’s Full Council (FC), Councillors for Council; Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Prichard, Pritchard, Proctor, Welch, Yeo..

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 7.30pm on

Tuesday 23 July 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members and may be summoned to attend according to notice given by the Town Clerk.

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	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence (1 min)	
2	DECLARATIONS OF INTEREST	3
	To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)	
3	MINUTES	3
	To confirm as a correct record, the minutes of the previous meeting of the Full Council and consider amendment to the minutes of the Annual Meeting of 14 th May 2019(1 min)	
4	REPORTS	10
	To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations. (1 min)	
5	MEMBER MOTION – CLIMATE EMERGENCY	12
	To consider a member motion to declare a climate emergency (10 mins)	
6	MEMBER MOTION – PLASTIC FREE SHAFTESBURY	14

	To consider a member motion to support Shaftesbury becoming Plastic Free (10 mins)	
7	PAYMENTS	16
	To receive payments for authorisation (5 mins)	
8	FOOTBALL CLUB	17
	To update the Council on the Football Club lease (5 mins)	
9	NEIGHBOURHOOD PLAN CONSULTATION.....	18
	To update the Council on the Statutory Regulation 14 consultation activity (10 mins)	
10	PROJECT BELLE.....	19
	To consider the current status of the bid relating to Project Belle (15 mins)	
11	SLA – BLACKMORE VALE TOURISM DEVELOPMENT COMPANY.....	23
	To consider a long term SLA 5 year commitment to enable the BVTDC to plan for the future (10 mins)	
12	PLANNING APPLICATION – REAR OF 25 HIGH STREET	27
	To consider response to a planning application for the Rear of 25 High Street(10 mins)	
13	DAPTC AGM PROPOSALS	29
	To consider proposals to the Dorset Association of Parish and Town Councils AGM (10 mins)	
14	COMMITTEE TERMS OF REFERENCE	30
	To adopt the Committee Terms of Reference (5 mins)	
15	STRATEGIC PLAN	31
	To summary of the Strategic Plan Workshop and consider any actions arising (5 mins)	

(End)

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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, 2019)

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 and consider amendment to the minutes of the Annual Meeting of 14th May 2019 (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)

3.1.3 The Council is asked to consider amendment to the minutes of the Annual Meeting to include Councillor Hall in the attendees list who arrived part way through the meeting.

3.2 Minutes to be adopted

3.2.1 18th June 2019. See following pages



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 18th June 2019 commencing at 7:32pm.

Members Present

Councillor Cook (Chair)	Councillor Chase
Councillor Brown (Vice Chair)	Councillor Yeo
Councillor Hall (Part Meeting only)	Councillor Hollingshead
Councillor Loader	Councillor Welch

Absent:

Councillors Lewer, Proctor, Pritchard and Prichard

Officers Present:

Claire Commons CertHE PSLCC, Town Clerk and RFO
Julie Curtis, Office Administrator

In Attendance:

10 members of the public
2 member 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.

Redrow Development: concerns expressed regarding the Redrow Development which was felt to have changed significantly since the Council considered the original application on which they made their decision. The Council was asked to reconsider their earlier decision of 'not to object'.

ACTION: TOWN CLERK

Councillor Brown arrived at 7.35pm

Civic Society: asked for an update on the funding to fight appeals.

ACTION: MAYOR

Concern expressed regarding information missing from Shaftesbury Town Council Web Site.

ACTION: TOWN CLERK

Anti-social Behaviour: Concern expressed regarding anti-social behaviour at Shaftesbury Bowls Club.

ACTION: TOWN CLERK

Clerk announcements: Business Manager had recently achieved her CiLCA Award and the Town Council its Quality Gold Award. The Members formally thanked the Clerk for her hard work and expertise, which was instrumental in the Councils' achievement of this prestigious award.

Meeting Commenced: 7:50pm

F19 Declaration of Acceptance of Office of Deputy Mayor

Councillor Brown read and signed the Declaration as Deputy Mayor.

F20 Apologies

Apologies were received and accepted from Councillors Lewer, Proctor and Prichard due to personal commitments and from Councillor Pritchard due to work commitments. It was noted that Councillor Hall would be late.

F21 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 Snowdrops, Alms House and Tourist Information, Councillor Welch declared an interest in Shaftesbury Bowls Club.

F22 Minutes

It was **RESOLVED** to amend the Minutes of the Meeting of 14th May 2019 to remove Councillor Yeo's name from the Planning & Highways Committee Membership. The Minutes were then adopted and duly signed.

F23 Reports

Officer Report 0619FC5 was received and noted.

ACTION: TOWN CLERK

F24 Shaftesbury Municipal Almshouse (Chubbs House)

Councillor Cook declared a pecuniary interest in Chubbs House as a Trustee.

Councillor Cook left the room at 8pm.

Officer report 0619FC6 was received. The Clerk and a Trustee of Chubbs House were invited to the table to discuss their request to the Council for a loan of £250,000 to continue development of current bedsits into 24 flats.

Cllr Hall joined the Meeting at 8:10pm.

Following robust debate it was **PROPOSED** and **SECONDED** to provide a smaller than requested load. This Motion fell and no further proposals were put.

Councillor Cook returned to the room at 8:15pm.

F25 Community Grants

F25a Officer report 0619FC7 was received and following robust debate it was **RESOLVED** to issue the following grants:

1st Shaftesbury Scout Group	Purchase of tea urn and catering tea pots	£190.00
Friends of the Donkey Field Community Orchard	Annual Public Liability Insurance	£87.50
Home Start North Dorset	Cost of training a local volunteer	£1,500.00
Kipling Carnival Club	To help subsidise cost of public liability Insurance	£400.00
North Dorset Club Visually Impaired	Contribution to summer outing	£300.00
North Dorset Rugby Club	Machinery and storage building	£1,000.00
Open House	Cost towards running Open House, providing support and aid in the community to those facing poverty.	£1,000.00
Read Easy Gillingham and Shaftesbury	Contribution towards running costs e.g. Affiliation fee, training, reading resources, travel, publicity and photocopying	£660.00
Rolt Millennium Green Trust	Annual Public Liability Insurance	£200.00
Shaftesbury & District Carers Association	Running costs towards HOPE2Bake, HOPE2Grow and HOPE2Cycle	£1,000.00
Shaftesbury Arts Centre	Purchase of a lift giving access to all floors	£5,000.00
Shaftesbury Bowling Club	CCTV security system	£500.00
Shaftesbury Car Link	Training for new drivers, self guarding, First Aid, MVP etc	£800.00
Shaftesbury Carnival	Replacement of road closure and diversion signs	£500.00
Shaftesbury Cricket Club	Complete surfacing of car park area	£750.00
Shaftesbury District Guides	To complete the inside of the new hall	£1,000.00
Shaftesbury Football Club	Heavy duty grass roller, under 18's kit & training equipment and alterations to changing rooms	£500.00

Shaftesbury Fringe	Production of Fringe programme	£3,000.00
Shaftesbury Municipal Almshouse Charity	Contribution to phase 2 of modernising Chubbs Houses, converting from 20 bedsits into 23 one bedroom flats	£1,000.00
Shaftesbury Primary School PTA	Contribution towards annual firework display	£500.00
Shaftesbury Rotary	Support for providing music in the Abbey grounds during Gold Hill Fair	£500.00
Shaftesbury TIC	Contribution toward utility bills	£1,000.00
Shaftesbury Town Silver Band	Ongoing replacement of instruments, uniforms and music	£500.00
Shaftesbury Town Twinning	Purchase of Gazebo, PR leaflets and fliers, cost of visit by Brionne to Shaftesbury, transport and arrangements to visit Lindlar	£1,000.00
Shaftesbury Tree Group	Cost towards producing a new Tree Walk Leaflet	£260.00
Shaftesbury Youth Club & Little Giants	Wheelchair swing and sports equipment for hall	£950.00
Steps in Time	Coach travel whilst attending Europe's' largest folk festival in Frankenber, plus free use of the Guild Hall in September	£500.00
The League of Friends of Westminster Hospital	Funding towards a wheelchair accessible electric vehicle for the Community Rehabilitation Team	£1,948.60
Total		£26,546.10
Planet Shaftesbury	Grant in kind – monthly hire of the Guildhall	Free use
Shaftesbury Community Choir	Contribution towards running costs	Free use

F25b It was **AGREED** to consider the addition of a CCTV camera at Swans Yard in lieu of a grant.

ACTION: FINANCE AND SERVICES OFFICER

F26 Cycle Speedway

Officer report 0619FC8 was received and it was **RESOLVED** that the Council continues with the heads of terms with the Cycle Speedway as resolved on 30th January 2018 amending reference to a Charitable Trust to a Not for Profit Company Limited by Guarantee and that this be clearly stated on the Heads of Terms.

ACTION: TOWN CLERK

F27 Committee Membership

Officer report 0619FC9 was received and it was **RESOLVED** that:

F27a Councillor Yeo be appointed as member on the Planning & Highways Committee.

- F27b Councillor Welch serve a Vice Chairman on the Planning & Highways Committee.
F27c Councillors Brown and Chase be appointed to the General Management Committee.

ACTION: OFFICE ADMINISTRATOR

F28 Lead Councillors

Officer report 0619FC10 was received and it was **RESOLVED** that:

- F28a Councillor Pritchard undertake the Lead Councillor Role for Lifestyle Outdoors.
F28b Councillor Welch undertake the Lead Councillor Role for Marketing & Events.

ACTION: TOWN CLERK

F29 Code of Conduct and Principles of Belief

Officer report 0619FC11 was received and it was **RESOLVED** to adopt Dorset Council's Code of Conduct and adopt and sign the Principles of Belief to be displayed during the current term (2019-2024)

ACTION: TOWN CLERK

F30 DAPTC AGM Proposals

Officer report 0619FC12 was received and it was **RESOLVED** to **DEFER** to the next meeting of the Council.

ACTION: TOWN CLERK

F31 Saved Land Permission

Officer report 0619FC13 was received and it was **RESOLVED** that the Council grants permission for trial excavations in the Abbey Gardens as the landowner of part of the area designated as a Scheduled Ancient Monument.

ACTION: TOWN CLERK

F32 2-Minute Litter-Pick

Officer report 0619FC14 was received and it was **RESOLVED** that the Council launches a 2-minute litter-pick initiative on Tuesday 25th June 2019.

ACTION: TOWN CLERK

F33 High Street Heritage Action Zone (HSHAZ)

Officer report 0619FC15 was received and it was **RESOLVED** to delegate authority to the Town Clerk in consultation with the Shaftesbury Chamber of Commerce, Shaftesbury Civic Society and EDAC Group to submit an application to the Future High Streets Fund for regenerating the historic High Street of Shaftesbury by 12 noon 12th July 2019.

ACTION: TOWN CLERK

F34 VE Day – 75th Anniversary and Silhouette Soldier

Officer report 0619FC16 was received and it was **RESOLVED**:

- F34a To establish a working group to draw up plans for commemorating the 75th Anniversary of VE Day to include:
- F34b Councillors Yeo, Welch, Chase, Pritchard and Loader.
- F34c That the working group considers either a permanent home for the Soldier Silhouette or establishes a schedule and location(s) for placement each year.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 9:32pm.

Signed Date

4 Reports

To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations. (1 min)

4.1 **Delegated Decisions**

4.1.1 There are none to report

4.2 **Updates**

- Community Grants – all issued, recipients invited to have a presentation of grants with large presentation cheque for publicity purposes.
- Cycle Speedway – Instruction issued to solicitor
- Committee Membership – website updated
- Lead Councillors – Website updated
- Code of Conduct and Principles of Belief – Website updated, Principles of Believe printed awaiting signatures
- DAPTC AGM Proposals – re-presented on current agenda
- Saved Land Permission – Permission granted and issued to Historic England
- 2-Minute Litter-Pick – boards launched and press release issued.
- High Street Heritage Action Zone (HSHAZ) – Expression of Interest submitted, project title 'Aethelgifu's Legacy'
- VE Day – 75th Anniversary and Silhouette Soldier – email sent to working group members 24 June, RBL confirmed wish to be involved. Councillors to advise if any further actions have been taken.

4.3 **County Councillor Reports**

4.3.1 None received

4.4 **Civic Report**

Engagements attended by the Mayor
May to August 2019

Date	Event	Attended By
22/06/19	Shaftesbury Read Easy Presentation	The Mayor and Mayoress
24/06/19	Mayor of Sherborne Mayor's Reception	The Mayor and Mayoress
07/07/19	Shaftesbury Rotary Leading Gold Hill Fair Parade	The Mayor
07/07/19	Fovant Badges Annual Drumhead Service	The Mayor and Mayoress

Forthcoming Events

Date	Event	Being attended by
27/07/19	Abbeyfield Garden Party	The Mayor and Mayoress
14/08/19	Shaftesbury & Gillingham Show judging stands in the Wessex Arcade	The Mayor and Mayoress

4.5 Recommendation

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

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

5 Member Motion – Climate Emergency

To consider a member motion to declare a climate emergency

(10 mins)

NOTICE OF MOTION TO COUNCIL ___NoM0025_____

To be referred to Committee (if yes, specify which committee)	Yes/No (Full Council)
Title of Motion	Climate Emergency
Proposed by	Councillor Chase
Seconded by	Councillor Cook
Proposed Resolution (the wording of the decision you wish the Council to make)	That Shaftesbury Town Council declares a Climate Emergency recognising the need for urgent action and draws up a plan for action by October 2019.
Background (provided by the proposer)	It is widely accepted that current Co2 levels are unsustainable and are causing widespread and catastrophic damage both locally and globally. In light of this, STC recognises that our own emissions should be curbed and that its actions should combat or minimise this impact.
Background (provided by the Proper Officer)	Members should identify who will be responsible for drawing up a plan for action.
Financial implication (anticipated by the proposer) Include cost and suggested budget line	No implication arising from this statement
Financial implications (anticipated by the Proper Officer)	No implications if plan is drawn up by members or volunteers. Time implication if drawn up by Council Officers.
Legal implications (completed by the Proper Officer)	None arising directly from this motion
Risk (anticipated by the proposer)	No identified risk
Risk (identified by the Proper Officer)	Reputational risk if the public do not support the motion or if the actions arising are inappropriate.

Report 0719FC5

Proposers signature (may be digital)	Digitally signed by Cllr Chase
Seconders signature (may be digital)	Digitally signed by Cllr Cook

6 Member Motion – Plastic Free Shaftesbury

To consider a member motion to support Shaftesbury becoming Plastic Free (10 mins)

NOTICE OF MOTION TO COUNCIL _____NoM0026_____

To be referred to Committee (if yes, specify which committee)	No
Title of Motion	Plastic Free Shaftesbury
Proposed by	Alexander Chase
Seconded by	Tim Cook
Proposed Resolution (the wording of the decision you wish the Council to make)	This council resolves to support the process of Shaftesbury becoming a plastic free community, including (but not limited to) the removal of single use plastics from council premises.
Background (provided by the proposer)	<p>The UK is estimated to generate around 5 million tonnes of plastic waste every year, or around 295 billion individual items. Of this, around 70% is single use plastic. While much of this ends up in landfills (in itself not ideal) it is evident that a significant proportion ends up on UK beaches and in the ocean, to the extent that there are an estimated 5000 items of plastic waste per mile of beach in the UK.</p> <p>Plastic Free Communities is an initiative by the charity Surfers Against Sewage to encourage local communities across the UK to reduce the prevalence of single use plastics across the country. If the town were to be awarded Plastic Free Community status, it would not only demonstrate our commitment to environmentally sound policies but would be a valuable addition to the marketing of the town as a location to visit or live in for the growing number of people who are sensitive to environmental needs.</p> <p>While Shaftesbury does not have beaches, encouraging businesses in our high street to remove single use plastics would potentially reduce the amount of litter across town and would certainly cut its impact on the natural world. With the support of the Town Council and the Chamber Of Commerce, this initiative could be a true success story for the town.</p>
Background (provided by the Proper Officer)	An audit of current single use plastics on Council premises will need to be carried out. Council should identify a suitable person for this.

Report 0719FC6

Financial implication (anticipated by the proposer) Include cost and suggested budget line	Low, cost to the town council would depend on quantity of current single use plastics being used however this is estimated to be a comparatively small amount.
Financial implications (anticipated by the Proper Officer)	Unknown until audit is carried out. Potential cost of audit if not carried out by knowledgeable volunteer.
Legal implications (completed by the Proper Officer)	None identified in this report
Risk (anticipated by the proposer)	None, there is arguably more risk in allowing use of these materials to go unchallenged
Risk (identified by the Proper Officer)	None identified
Proposers signature (may be digital)	Alexander Chase
Seconders signature (may be digital)	Tim Cook

7 Payments

To receive payments for authorisation

(5 mins)

7.1 Summary

7.1.1 Due to an upgrade in the accounting software, the payments list will follow.

7.2 Financial Implication

7.2.1 The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council of 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, 2019)

7.3 Legal Implication

7.3.1 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) (Accounts and Audit Regulations, 2015)

7.4 Risk

7.4.1 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.

7.5 Recommendation

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

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

8 Football Club

To update the Council on the Football Club lease

(5 mins)

8.1 Summary

8.1.1 In April 2019 it was resolved to sign the Football Club lease subject to no further alternations requested by the Football Club's solicitor.

8.1.2 As per clause 17 in the lease Underlettings (excerpt below):

The Tenant shall not underlet the whole of the Property.

The Tenant shall not underlet part only of the Property except by way of short-term lease or licence only and in accordance with this clause nor without the consent of the Landlord, such consent not to be unreasonably withheld.

The Tenant shall not underlet the Property:

- a) together with any property or any right over property that is not included within this lease;
- b) other than on commercially acceptable terms for a lease or licence for the type and duration agreed.

8.1.3 In March 2019 a car wash proposal was sent in for consideration und. Under the delegated authority a number of questions by STC Officers were asked and responses were provided by the Football Club Directors – see document provided separately. It was expected that the car wash operators would provide a similar service to that was in operation on the Cattle Market site. It has since come to light that planning permission is needed. As a result of this new information coming to light the Football Club Directors have been informed that preparatory works must be halted until planning permission is approved.

8.1.4 The Council has received notification that Planning Permission has been applied for, details of this will be provided separately.

8.2 Financial Implication

8.2.1 There are no financial implications for the Town Council

8.3 Legal Implication

8.3.1 This falls within the legal parameters of the current lease.

8.4 Recommendation

8.4.1 That the report be received and noted

STRATEGIC PLAN AREA: ASSET MANAGEMENT

(End)

Report Author:
Brie Logan, Business Manager

9 Neighbourhood Plan Consultation

To update the Council on the Statutory Regulation 14 consultation activity (10 mins)

9.1 Summary

- 9.1.1 This report will update the Council on the statutory regulation 14 consultation activity including documents and the Council will receive a final draft version of the Neighbourhood Plan.
- 9.1.2 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
- 9.1.3 The minor points where appropriate and validated by the Dorset Planning Consultant have been accommodated within the plan.
- 9.1.4 The consultation start date has moved from 1st July and the expected revised date is scheduled for 1st August and will run for 9 weeks and will end on 26th September.
- 9.1.5 A consultation schedule has been produced (see appendix a) and this will be advertised online and via a press release.
- 9.1.6 A trifold leaflet to explain the consultation process and outline of the Neighbourhood Plan policies will be distributed to households in the SP7 area during August.

9.2 Financial Implication

- 9.2.1 The cost of the production and distribution of the leaflet will be £1,340 and falls within the Town Clerk's delegated authority to spend.

9.3 Legal Implication

- 9.3.1 The Council has the General Power of Competence.

9.4 Recommendation

- 9.4.1 That the report is received and noted

STRATEGIC PLAN AREA: NEIGHBOURHOOD PLAN

(End)

Report Author:
Brie Logan, Business Manager

10 Project Belle

To consider the current status of the bid relating to Project Belle

(15 mins)

10.1 Summary

- 10.1.1 Officer report 1118FC6 was received and the Council **RESOLVED** to create a bid to purchase the ex-supermarket in Bell Street.
- 10.1.2 The bid was presented to the managing agents on 5th December 2018.
- 10.1.3 A number of email exchnages and phone conversations took part between the Business Manager and the managing agents throughout January to Mark 2019.
- 10.1.4 Purdah restricted this item being presented to Council in March to May 2019
- 10.1.5 Over 6 months have passed since the bid was presented and it is timely to review progress.

10.2 Financial Implication

- 10.2.1 The Council resolved to ringfence £100k from reserves of support in line with the cash flow 5-year forecast as a 2-year investment to be repaid in 2021.
- 10.2.2 North Dorset District Council approved £70k of financial support as a contribution to the project
- 10.2.3 No formal Government Works Loan application was submitted albeit the project satisfied the criteria.

10.3 Legal Implication

- 10.3.1 There are no legal implications identified in this report.

10.4 Risk

- 10.4.1 The Council may want to raise the value of the bid however the cash flow forecast demonstrates that the project would not be financially viable or sustainable if the bid was increased.

10.5 Recommendation

- 10.5.1 That the Council provides a report to the managing agents to (1) withdraw the bid or (2) maintain the status of the bid.

STRATEGIC PLAN AREA: ASSET ACQUISITION

(End)

Report Author:
Brie Logan, Business Manager

Appendix A.

RE: Bell Street supermarket bid



Capes, Andrew (Avison Young - UK) <Andrew.Capes@avisonyoung.com>
To: Brie Logan

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Thu 14/03/2019 16:22

Follow up. Completed on 14 March 2019.
You forwarded this message on 14/03/2019 16:53.

Hi Brie

The situation on Shaftesbury has not really changed; essentially it is all still with the lender. I am being asked to do some work in the background but fundamentally there has been no decision made yet to go with any party.

There is very little more I can say over and above what I have already told you. When we last spoke, I was trying to be as upfront as I could in respect of a likely outcome of the bidding given the other offers that were on the table.

Equally, it is not impossible that the lender may wish to ask the Receivers to hold the property for a number of months and go back to the market when the economy has settled. There is little doubt that there is an unquantifiable level of uncertainty caused by the current lack of direction with Europe.

In closing, I wish I could inform you that a bidder had been selected so you could perhaps close your file. It is obviously your prerogative as to whether you keep it open but as I cannot say with any certainty how the marketing of the property will unfold, now or in the future, you may wish to do so.

Please drop me a line if you want to discuss further.

I look forward to hearing from you

Many thanks

Kind regards

Andrew Capes FRICS
Restructuring Solutions
andrew.capes@avisonyoung.com

The Lead Councillor for (name the relevant workstream Lead Councillor) to be periodically invited to the Trustee meetings

5. FINANCE

In furtherance of this agreement, the Council will provide funding to ORGANISATION X as follows:

2018/ 19 Ex contribution per annum and this will be reviewed annually

- The funding will be paid in June each financial year upon receipt of the appropriate invoice from ORGANISATION X and on receipt of annual accounts
- Funding from the Council will be targeted to specific Shaftesbury related activity as detailed within the annual impact report (this document will need to feature the annual objectives and expected KPI outcomes)
- Under the Local Government Act 2003, ORGANISATION X must ensure that all areas of work and activity are regulated by good governance and comply with Best practice procedures.

5a Internal External Audit

- ORGANISATION X will ensure that Shaftesbury Town Council's internal auditor has a right of access to key records in its organisation and, if appropriate, its accounts and financial arrangements so that the Council's external auditor may follow the trail of public money from the Council through ORGANISATION X to its destination.
- ORGANISATION X will ensure that Shaftesbury Town Council's internal auditor is able to seek, through the Council, any explanations which he/she considers necessary from representatives of ORGANISATION X
- CAB North Dorset will ensure all legal responsibilities regarding the provision of service are adhered to.

6. PERFORMANCE AND ANNUAL MONITORING REPORTS

- ORGANISATION X will provide to the Lead Councillor for Residents Lifestyle Indoor, Town Clerk and relevant Officer a formal update twice per annum indicating progress against key performance indicators.
- ORGANISATION X will provide predictions on estimates for financial support required on an annual basis – this will include KPI expectations
- ORGANISATION X will operate effective complaints procedures acceptable to the Council
- ORGANISATION X will maintain appropriate administrative, management and staff records from which performance indicators can be measured and reported.

7. VARIATION OF AGREEMENT/ TERMINATION

- The terms and conditions of this Agreement can only be varied following full consultation and mutual agreement between the parties. ORGANISATION X will notify the Council in writing if for any reason it is unable to maintain the services as specified in this Agreement and will return such parts of any grant that relates specifically to services not provided, proportionate to the contract period remaining.
- In the event of a breach of contract by either party, the party alleging the breach will give written notice of the alleged breach, and what it proposes needs to be done to remedy it, so long as the proposed remedies fall within the scope and intent of this contract, to the other. A reasonable time will be allowed to enable the remedial action to be taken, not exceeding one calendar month unless by mutual agreement a period exceeding one month but less than three months is agreed. If the breach is not remedied within the specified or agreed period, the party who alleged the breach may terminate the contract but will not be obliged to do so. Termination will be by written notice of intention to terminate. The period of notice will be such as to cause minimal effect on the wellbeing of the users of the service provided hereunder but will not exceed a period of three months from the date of the notice of termination
- An annual review will take place at such time and in such a way as to enable either party the opportunity of giving three months' notice in writing of non-renewal of the Agreement.

- Termination of this Agreement shall have no effect on the liability of either party to the payment of sums arising under this Agreement prior to the date upon which termination takes place.

8. DISPUTES

If one party complains that the other has broken this Service Agreement it will give the other written notice, stating details of the breach (a Default Notice). If the breach is capable of remedial action, the Default Notice shall give written details of the remedial action the other should take and shall state an agreed period within which remedial action shall be taken. The agreed period will be a minimum of 3 months and a maximum of 6 months.

9. INDEMNITY

Shaftesbury Town Council will not be liable to **ORGANISATION X** or to any third party for any loss, cost, expense, penalty or damage incurred or suffered in consequence of or in connection with the delivery of activity under this Agreement.

SERVICE AGREEMENT between Shaftesbury Town Council

And

ORGANISATION X

SIGNED ON BEHALF OF **ORGANISATION X**

Signature:

Name of

Signatory:

(Block Capitals)

SIGNED ON BEHALF OF SHAFTESBURY TOWN COUNCIL:

Signature:

Name of

Signatory:

(Block Capitals)

DATE

End.....

11 SLA – Blackmore Vale Tourism Development Company

To consider a long term SLA 5 year commitment to enable the BVDTC to plan for the future(10 mins)

11.1 Summary

11.1.1 In May 2018 the General Management Committee recommended to the Council that Service Level Agreements be awarded to the Citizen's Advice Bureau (CAB) and Shaftesbury and District Tourism Association (SDTA).

11.1.2 Historically SLA's were in place to manage specialised services on behalf of STC. In April 2016 grants and SLA's were combined in to one budget line known as 'Community Grants'

11.1.3 In 2018 the allocation of grants and SLA's reverted back into 2 separate budget lines as the two areas of funding are fundamentally different.

11.1.4 The Council is asked to approve the release of funds for BVDTC to cover the cost of marketing service to attract visitors to Shaftesbury and the objectives are as follows:

STRATEGIC OBJECTIVES

- To help attract visitors by building a successful tourism brand
- Both parties agree that tourism is an essential element in the economic development strategy for the town and a key driver for growth in the local economy.
- Promoting festivals and Events for the Visitor & residents, creating tourism related employment and use of natural environment for walking/ cycling/ fishing and other recreational activities, including food and cultural events and health benefits
- Both parties agree to work together to develop tourism in the area, with the joint aim of making a significant contribution towards the growth agenda for the value of tourism in Shaftesbury

11.1.5 A separate report is also available to review website performance and social media impact

11.2 Financial Implication

11.2.1 The BVDTC have applied for a SLA of £8,000

11.2.2 The SDTA/BVDTC have been awarded SLA / grants for a number of years (at least since 2013)

11.2.3 Appendix A details the breakdown of income and expenditure in 2018/19 in terms of tourism related marketing

11.2.4 Appendix B details the breakdown of the proposed spend for 2020

11.2.5 The BVDTC has also requested a long-term SLA Commitment over a 5 year period

11.3 Legal Implication

11.3.1 Local Councils, alone or jointly with others, may encourage visitors (Local Government Act, 1972 s144)

11.4 Risk

11.4.1 There is a risk of inappropriate use of council funds, mitigated through a robust service level agreement and appropriate review process.

11.5 Recommendation

11.5.1 That the Council enters into a Service Level Agreement to the BVDTC to promote tourism in the Blackmore Vale.

STRATEGIC PLAN AREA: VISITOR EXPERIENCE

(End)

Report Author:
Brie Logan, Business Manager

Appendix B.



The Blackmore Vale Tourism & Development Company

A Company Set Up Voluntary Between Local Businesses & Town Councils,
to Promote Tourism in the Blackmore Vale.



SHAFTESBURY TOWN COUNCIL

TOURISM MARKETING BUDGET 2019 Money given by council in 2018 for 2019 spend

Expenditure	INCOME	Budgeted Costs	Spent & Committed	Activity
Shaftesbury Town Council	£8000			
Grant From Gillingham Town Council	£3000			
B/Forward not spent 2018	£700			
Steve Keenan		£4250	£1800 £2000 £450	Social media monthly <u>updates</u> <u>Blogs</u> – monthly & promoting Website updates and re-design
Printed Promotions		£5000	£192 £630 £2705 £1400	Coach Drivers Guide What on in Dorset Print & Distribution Welcome to Shaftesbury & Gillingham Leaflet in 2019. 80k leaflets
Web Site running Costs		£300	£300	www.shaftesburytourism.co.uk
<u>Tic</u> send out info costs		£1000	£1000	Help with overall information costs for TIC
Web site revamp		£1000	£1000 TBC	Refresh Web site image
TOTAL Budgeted costs for 2019	£11,700	£11,550	£11,477	

Chairman of Directors
David Shepherd
Shaftesbury Tourism office,
8 Bell Street
Shaftesbury
Dorset
SP7 8AE



The Blackmore Vale Tourism & Development Company

A Company Set Up Voluntary Between Local Businesses & Town Councils,
to Promote Tourism in the Blackmore Vale.



SHAFTESBURY TOWN COUNCIL

TOURISM MARKETING BUDGET 2020

Money to be spent in 2020 (given in 2019)

Expenditure	INCOME	Budgeted Costs	Activity
Shaftesbury Town Council	£8000		
Grant From Gillingham Town Council	£3000		
			For
Steve Keenan		£4000	Blogs web site promos Face Book Intsagram Promoting the area
Printed Promotions		£5000	Coach Drivers Guide Information Reprint & Distribution of the Welcome to Shaftesbury Leaflet in 2019.
Web Site running Costs		£500	www.shaftesburytourism.co.uk
Tic send out info costs		£500	Help with overall information costs for TIC
Updates & promotions		£1000	
TOTAL Budgeted costs for 2019	£11,000	£11,000	

From Chairman of Directors
David Shepherd
C/o Shaftesbury Tourism office,
8 Bell Street
Shaftesbury
Dorset
SP7 8AE

12 Planning Application – Rear of 25 High Street

To consider response to a planning application for the Rear of 25 High Street (10 mins)

12.1 Summary

12.1.1 A planning application for Store Rear Of 25 High Street has been received and requires comments before the next meeting of the Planning and Highways Committee on 13th August.

12.1.2 Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context.

12.1.3 As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Biodiversity	Design
Economic Benefits	Effect on the Appearance of Area
Flooding Issues	Height
Heritage	Impact on Access
Impact on Light	Landscape
Local or Government Policy	Noise/Disturbance
Other	Overlooking/Loss of Privacy
Parking	Residential Amenity
Road Safety	Traffic or Highways
Trees	Financial Implication

12.2 Legal Implication

12.2.1 The Town Council is a consultee but does not have the authority to determine planning applications

12.3 Recommendation

12.3.1 That the Council provides its response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection.

STRATEGIC PLAN AREA: CHOOSE AN ITEM.

12.4 Detail

12.4.1 To assist here are a few examples as to how you might word something to give a material planning reason for your thoughts;

- House Extension – no objection as limited impact on amenity of neighbouring property/ object – will have detrimental impact on neighbouring property
- New dwelling – support, design is in keeping with locality/ object – design not in keeping with local area
- Vehicular access – support, will have no impact on road safety given proposed visibility splays/ object – visibility is poor in this location and traffic speeds are high.
- Planning Applications

Partially demolish, rebuild and convert outbuilding to form 1 No. dwelling.

Planning Application

Store Rear Of 25 High Street Shaftesbury Dorset

Ref. No: 2/2019/0342/FUL | Received: Mon 11 Mar 2019 | Validated: Mon 11 Mar 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Fri 05 Jul 2019	Mon 29 Jul 2019	6

Partially demolish, rebuild and carry out internal and external alterations associated with the conversion of outbuilding to 1 No. dwelling.

Planning Application

Store Rear Of 25 High Street Shaftesbury Dorset

Ref. No: 2/2019/0343/LBC | Received: Mon 11 Mar 2019 | Validated: Mon 11 Mar 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Fri 05 Jul 2019	Mon 29 Jul 2019	6

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

13 DAPTC AGM Proposals

To consider proposals to the Dorset Association of Parish and Town Councils AGM (10 mins)

13.1 Summary

13.1.1 This item was deferred from a meeting of the Council on 18th June 2018. Please refer to the agenda and minutes from that meeting for more information.

[Agenda \(click here\)](#)

Minutes (as incorporated into this agenda set at item 3)

14 Committee Terms of Reference

To adopt the Committee Terms of Reference

(5 mins)

14.1 Summary

14.1.1 At the Annual Meeting the Clerk's report requested that the membership of the committees was selected and the terms of reference was adopted.

14.1.2 Due to the item being taken in a different manner to the established procedure and as set out in the papers, the committee terms of reference were not adopted. As such, they now need to be reviewed and adopted.

14.1.3 Members should refer to the Annual Meeting agenda set for the relevant papers. [Click here.](#)

15 Strategic Plan

To summary of the Strategic Plan Workshop and consider any actions arising (5 mins)

The Clerk and Business Manager will speak to this item.