



Shaftesbury Town Council  
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To: Members of Shaftesbury Town Council's Neighbourhood Plan Advisory Committee (SNPAC), Tim Edwyn-Jones (Chair), Stuart Edwards (Vice), Keri Jones, Rachel Bodle, Lee Hennessey, Virginia Edwyn-Jones, Mick Hicks and Robin Miller. All other recipients for information only.

You are summoned to a meeting of the Neighbourhood Plan Advisory Committee for the transaction of the business shown on the agenda below.

To be held at 5PM on Tuesday 26 November 2019 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

### **Public Participation**

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda

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(End)

## **1 Apologies**

To receive and consider for acceptance, apologies for absence

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### **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**

1.2.1 None

## **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.

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### **2.1 Declarations of Interest or dispensations received to date**

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

## **3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Neighbourhood Plan Advisory Committee.

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### **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 24<sup>th</sup> January 2019



SHAFTESBURY TOWN COUNCIL

## Neighbourhood Plan Advisory Committee group

Minutes of the Neighbourhood Plan Advisory Committee group held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Thursday, 24 January 2019 commencing at 7:08pm.

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### Members Present

Tim Edwyn-Jones (Chair)  
Virginia Edwyn-Jones  
Lee Hennessy  
Stuart Edwards

Robin Miller  
Rachel Bodle  
Mick Hicks

### Officers Present:

Claire Commons, Town Clerk  
Brie Logan, Business Manager  
Zoe Moxham, Office Administrator

### In Attendance:

Councillor Loader (from 7:00 to 8:00)

## MINUTES

### Public Participation

No members of the public or press were present at the meeting.

### N21 Apologies

Keri Jones – personal commitment

### N22 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. There were none.

### N23 Minutes

The minutes were **approved** of the formal Advisory Committee meeting held on Tuesday, 11<sup>th</sup> September 2018 and the minutes were duly signed.

### N24 To agree the policy intentions in preparation for presenting the recommendations to Full Council on 5/2/2019.

All policy intentions for each of the 5 workstreams were **agreed** (Town Centre, Green Infrastructure, Community and Leisure, Housing and Employment and Design, History and Heritage)

**N25 To agree the structure of the Neighbourhood Plan portfolio in preparation for presenting the recommendations to Full Council**

Options were considered for the portfolio presentation, logos and icons were debated. It was **agreed** that Shaftesbury School would be contacted to discuss design options for icons. It was **agreed** the preferred option for the logo was the 'wood cut' design. Note: no JPEG version is currently available. It was **agreed** to present the options to Council on 5/2/2019

ACTION: BUSINESS MANAGER

**N26 Phase 1 consultation (18<sup>th</sup> February to 2<sup>nd</sup> March 2019):**

Questions for the consultation have been drafted and need to be reviewed by each workstream before being presented to council on 5/2/2019.

ACTION: BUSINESS MANAGER

There being no further business, the meeting was closed at 9:15pm.

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Signed

Date

## **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 recommended by the Dorset Planning Consultant are incorporated into the draft plan in response to the comments received.

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### **4.1 Summary/ background**

Throughout 2018 and 2019 Neighbourhood Plan updates have been presented to Council for consideration. (refer to Appendix A – chronological record of all consultations and meetings)

4.1.1 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

4.1.2 In May 2019 the STC adopted the Draft Neighbourhood Plan policies and projects in advance of the formal public consultation in July 2019.

4.1.3 Throughout August and September, the formal Regulation 14 Neighbourhood Plan consultation took place. 4,171 information leaflets were distributed to every household in Shaftesbury. 818 people visited the pop-up shop.

4.1.4 A database has been developed to record each comment from the consultation. A total of 443 comments from the statutory consultation process have been reviewed and each comment categorised into sections (please refer to appendix B). A total of 174 comments have been classified as issues to consider and further action has been taken to progress each comment. The database will form part of the consultation statement and this forms part of the submission process.

4.1.5 The next step (post STC decision making process) is to accommodate the amendments in the draft Neighbourhood Plan document by 12<sup>th</sup> December.

4.1.6 The expectation is the plan will be submitted to Dorset Council during week commencing 16<sup>th</sup> December 2019.

4.1.7 The submission version of the plan would be accompanied by a consultation statement (draft to be finalised following the approval of the responses to the main issues)

### **4.2 Financial Implications**

4.2.1 None

### **4.3 Legal Implications**

4.3.1 None

### **4.4 Risk**

4.4.1 No risks at this stage

#### 4.5 Recommendations to Shaftesbury Town Council:

- 4.5.1 The submission plan (as updated based on the feedback from the statutory consultation process) be approved in principle for submission to Dorset Council together with the necessary supporting evidence
- 4.5.2 That agreement of the independent examiner's appointment with Dorset Council, and any responses to questions that may be made by the Examiner, be undertaken by the [Town Clerk in consultation with the Neighbourhood Plan Advisory Committee]

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*STRATEGIC PLAN AREA: NEIGHBOURHOOD PLAN, JOHN LEWER*

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(End)

Report Author:

Brie Logan, Business Manager

## Appendix A - chronological record of all consultations and meetings held

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

## Appendix B: Database Summary of regulation 14 feedback – November 2019

	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
<b>Town centre total</b>		<b>84</b>	<b>0</b>	<b>30</b>	<b>14</b>	<b>17</b>	<b>14</b>	<b>9</b>
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
<b>Housing Employment total</b>		<b>88</b>	<b>2</b>	<b>12</b>	<b>35</b>	<b>12</b>	<b>16</b>	<b>11</b>
Green Infastructure	1	32	0	10	16	0	2	4
Green Infastructure	2	27	0	3	12	0	5	7
Green Infastructure	3	25	0	4	4	9	2	6
Green Infastructure	4	13	0	0	5	0	2	6
<b>Green Infastructure total</b>		<b>97</b>	<b>0</b>	<b>17</b>	<b>37</b>	<b>9</b>	<b>11</b>	<b>23</b>
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
<b>Design Heritage total</b>		<b>83</b>	<b>2</b>	<b>10</b>	<b>46</b>	<b>14</b>	<b>4</b>	<b>7</b>
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
<b>Community Leisure total</b>		<b>67</b>	<b>4</b>	<b>13</b>	<b>26</b>	<b>10</b>	<b>6</b>	<b>8</b>
Generic whole plan feedback		24	0	1	16	0	1	6
<b>Total number of comments</b>		<b>443</b>	<b>8</b>	<b>83</b>	<b>174</b>	<b>62</b>	<b>52</b>	<b>64</b>









