



Shaftesbury Town Council

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To members of Shaftesbury Town Council, Councillors Hollingshead (Chair), Chase (Vice Chair), Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Welch and 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 7.00pm on **Tuesday 27 October 2020** [online at Zoom.us](https://www.zoom.us). Meeting ID: 843 1270 5601

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)

21st October 2020

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Chairman and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details above. ([Local Government Act, 1972 s.100](#))

Online Meeting Arrangements

The Chairman will host the meeting, attendees will be muted and councillors invited to speak in turn at each agenda item in line with Standing Orders Rules of Debate, Councillors may raise their hand to indicate that they wish to speak at other times. ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#))

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

([Committee on Standards in Public Life, 1995](#))

Agenda

- | | | |
|----------|--|----------|
| 1 | APOLOGIES | 4 |
| | To receive and consider for acceptance, apologies for absence
(Local Government Act, 1972 s.85) | (1 min) |
| 2 | DECLARATIONS OF INTEREST | 4 |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.
(Shaftesbury Town Council Code of Conduct, 2019) | (1 min) |
| 3 | PLANNING WHITE PAPER | 6 |
| | To consider response to the Planning White Paper
(Local Government Act, 1972 s.111) | (30 min) |
| 4 | LONG STAY CAR PARK PROJECT 1 AND 2 AND 3G PROPOSAL | 8 |
| | To review the car park projects 1 and 2 and 3G proposal
(Local Government Act, 1972 s.111) | (45 min) |

(End)

Anticipated meeting end time 8:30pm

References

Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]

Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].

Local Government Act, 1972 s.111. *Subsidary powers of local authorities*. [Online].

Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].

Local Government Miscellaneous Provisions Act, 1976 S.19.. *Power to loan money*. [Online].

Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]

Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 . [Online].

1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

[\(Local Government Act, 1972 s.85\)](#)

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.

2 Declarations of Interest

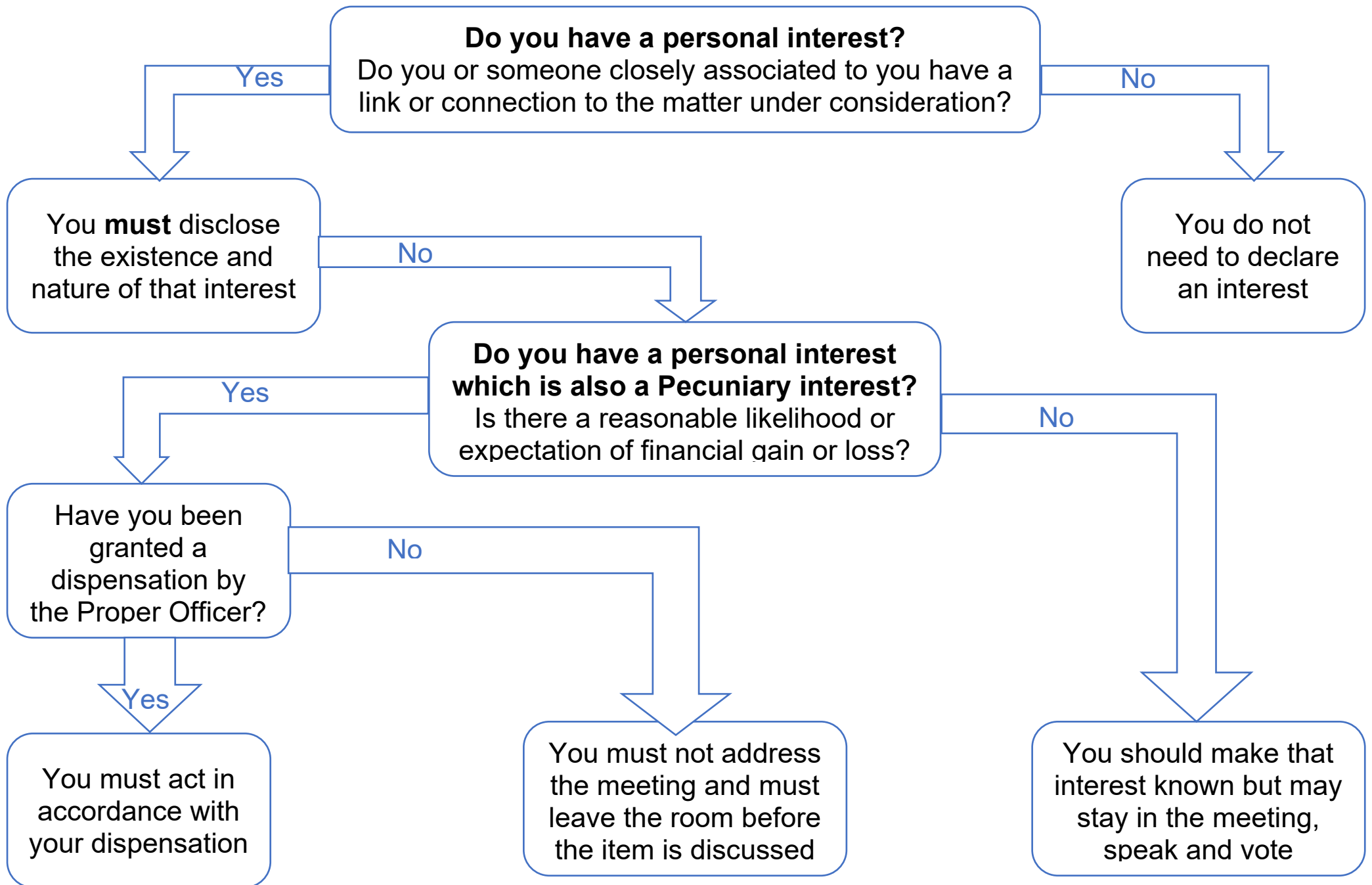
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

(1 min)

[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

2.1 Background

- 2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. 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 Code of Conduct, 2019)



3 Planning White Paper

To consider response to the Planning White Paper

(30 min)

[\(Local Government Act, 1972 s.111\)](#)

3.1 Summary

- 3.1.1 Please refer to the agenda papers for the Planning and Highways Committee meeting held on [18th August 2020](#).
- 3.1.2 Cllr Hollingshead has already forwarded to you all a draft series of answers to the twenty five questions based on the discussions that have been had requesting that you read and approve

3.2 Financial Implications

- 3.2.1 There are no financial implications identified in this report.

3.3 Legal Implications

- 3.3.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

3.4 Recommendation

- 3.4.1 That the Council responds to the Planning White Paper and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

3.5 Reason for Recommendation

- 3.5.1 To ensure that the Council discharges its opportunity to provide input into the shaping of the Planning White Paper.

(End)

Report Author:

Claire Commons, Town Clerk & RFO

4 Long Stay Car Park Project 1 and 2 and 3G proposal

To review the car park projects 1 and 2 and 3G proposal

(45 min)

[\(Local Government Act, 1972 s.111\)](#)

4.1 Summary

- 4.1.1 The vision for the project/ this proposal is to conquer the long stay car parking provision in Shaftesbury Town Centre that has been an inherent issue for decades.
- 4.1.2 The project needs to be seen in 3 parts with the ultimate outcome of increased long-stay car parking provision (76 spaces minimum) and improved outdoor sports provision for Shaftesbury.
- 4.1.3 The proposal is that Coppice Street Car Park 1 will see a minimum of 36 long-stay car parking spaces for visitors, shoppers and business representatives who want to stay 4 hours or longer in the town via a pay and display facility.
- 4.1.4 Coppice Street Car Park 2 will see a minimum of 40 long-stay parking spaces for shop workers, residents and business representatives. The proposal is this facility is managed by a virtual permit system in partnership with Dorset Council.
- 4.1.5 Both car parks will be redeveloped and in line with guidance from Dorset Council Parking Services officers. The Project In Development (PID) document details the pre-project costs, the actual project costs and forecasted income from both car parks.

- 4.1.6 The proposal for developing 3G Facility at Shaftesbury Football Club is outlined in a separate document – 3G business plan. STC is not a licensed car park operator. Both proposals rely on Dorset Council (as the Car Park Operator) managing the operation via an SLA with STC.
- 4.1.7 The business case associated with the lease of the land has been formally approved by Dorset Council and verbally approved in principle by Tesco. The content of the business case has to be at the core of STC decision making. Any amendments to the core principles would need to be reapproved thus causing delay to the process. Dorset Council are expecting the transaction to be complete within a year of the Asset board making its decision (January 2021) (albeit there may be some leniency due to Covid)^{1 2}

4.2 Financial Implications

Car Park 1 and 2

- 4.2.1 Car park 1: Line 4916 - £23,329. (Coppice Street 1 project) – funds allocated in 2019/ 2020 budget. Top up funds of £22,354 from General Reserves to meet the forecast of pre-project and actual project costs. Total investment by STC - £45,683 (awaiting final costs – to be validated with detailed project plan on 3/11)
- 4.2.2 Car park 2: Line 4929 £10,000 (managing parking and congestion) – funds allocated in 2019/20 budget. Top up funds of £46,388 from General Reserves to meet the forecast of pre-project and actual project costs. Total investment by STC - £56,388

¹ General Management resolution G56a/ G56b October 2019

² General Management resolution G87b March 2020

3G

- 4.2.3 PWLB (Public Works loan Board) 350K x 30 years (as detailed in the Shaftesbury Football Club business Plan – 2 x repayments of £8,334 per annum³ NALC briefing sheet to provide an overview of the PWLB process is available as a separate document.
- 4.2.4 support the 3G project and allocate a sum of £100,000⁴ from General Reserves; to be repaid by Shaftesbury Football Club using a low-cost loan to payback the funds (repayment plan to start after a one-year holiday to enable usage to be maximised first)
- 4.2.5 Repayment costs £5076 per annum based on 2% interest
- 4.2.6 The legal costs are expected to be £1,500 and will include the Heads of Terms to sub-lease from Tesco, Dorset Council licence preparation and revoking of SFC lease and updating the content to reflect the enhanced asset via new lease.
- 4.2.7 STC is the PWLB applicant and is the body responsible for managing the loan throughout the repayment process.
- 4.2.8 The PWLB repayment will be incorporated into the lease agreement and payments made twice per annum.
- 4.2.9 SFC will be invoiced twice per annum for the STC loan repayments

³ Correct at point of report production. Subject to change and interest rate will be based on the value on the day of the application

⁴ Subject to review pending outcome of s.106 investigation (may be lower)

- 4.2.10 The income from the virtual permit system will be managed by Dorset Council as the registered Car Park Operative. The payments will be transferred to STC via a mutually agreed SLA.

4.3 Legal Implications

- 4.3.1 The Council has the power to do anything which is calculated to facilitate, or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)
- 4.3.2 The current SFC lease will need to be revoked and a new lease drawn up to reflect the enhanced asset to include T's and C's about management of the 3G facility. The existing terms and conditions of the lease will be unchanged.
- 4.3.3 The Tesco agreement to sub lease the land to STC for 10 years and the licence to sub-lease from Dorset Council needs to be managed by the STC Solicitor.
- 4.3.4 A local council may lend money to any non-profit making organisation for the benefit of its inhabitants. (Local Government Miscellaneous Provisions Act, 1976 S.19.)

4.4 Risks

- 4.4.1 The pre-project start costs and actual project costs are greater than the 10-year income forecast (to be fully understood post tender process)
- 4.4.2 Employees/ business owners choose not to migrate from Dorset Council car parks to the long stay at SFC. Risk is that these permit holder spaces will not free up car parking spaces for shoppers and visitors in the main Town Centre car parks.
- 4.4.3 The WC block does not have any hidden costs that are not identified within the survey.

- 4.4.4 Community and potential car park users are not engaged with the project and car parks under-utilised based on forecast.
- 4.4.5 The principle of the Business case that has been agreed by Dorset Council and Tesco is not adhered to.
- 4.4.6 Legal experts do not delay the process. Any delays could see key stakeholder withdrawal.

4.5 Recommendation

- 4.5.1 Delegate the management of the project plan to the Business Manager, Lead Councillor Alex Chase, supported by Piers Brown, George Hall and the Town Clerk in consultation with Dorset Council Officers and Directors of Shaftesbury Football Club and the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolutions insofar as they are set out below.
- 4.5.2 Sign off the high-level project plan including milestone review dates (as presented in the PID)
- 4.5.3 Further investigate Section 106 funding of £75,000 or more to support the project
- 4.5.4 Support the 3G project and allocate a sum of £100,000⁵ from General Reserves; to be repaid by Shaftesbury Football Club using a low-cost loan to payback the funds. The repayment funds to be built in to the lease agreement. (repayment plan to start after a one-year holiday to enable usage to be maximised first)

⁵ Subject to review pending outcome of s.106 investigation (may be lower)

- 4.5.5 Formally apply to the Secretary of State for borrowing £350,000⁶ over 30 years
- 4.5.6 To seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan to support the redevelopment costs associated with the 3G development at Shaftesbury Football Club. The annual loan repayments to be recorded in the minutes (£16,668 over 30 years at interest rate of 2.59%)⁷

4.6 Reason for Recommendation

- 4.6.1 As outlined in the summary

(End)

Report Author:

Brie Logan, Business Manager

⁶ Correct at point of report production. Subject to change and interest rate will be based on the day of the application

⁷ Correct at point of report production. Subject to change and interest rate will be based on the day of the application

Coppice Street parking project – Long stay car parking provision (project 1)

1. Project Purpose Statement:

The purpose of the Coppice Street car-park project is to create an affordable long stay car parking for shoppers and visitors. Working in partnership with Dorset Council and Tesco to invest income generated from this project into community focused activity.

A feasibility study is included in this report to understand options that are available for the council to consider in terms of the Coppice Street project. The study includes a business case which identifies specific income and expenditure options for the council to consider.

Included in this report there is a further opportunity to further increase affordable long stay car parking provision for Town Centre workers. This is known as Coppice Street parking project **(project 2)** – Long stay car parking provision. Linked to this income stream is the Football Club 3G project **(project 3)** which is outlined in a separate document.

2. Background:

The land adjacent to Tesco on Coppice Street is owned by Dorset Council and leased to Tesco over 199 years (as of 2014 when the store was built). There has been much debate between NDDC and STC leading up to 2004 and the lease conditions and well over 1,000 documents are held on file pertaining to this area of land.

[GEM in October 2019](#) subsequently **RESOLVED** to prepare business case and formally request transfer of land to Shaftesbury Town Council, reconfirming the decision made in July 2018. In December 2019, the business case was presented to the Dorset Council Property Management Group meeting on 16th January 2019 and a licence to sub-lease the land was approved.

The Tesco Property Asset Manager - Southern England responsible for Asset & Estates has verbally approved the proposal. The Dorset Council business case has been sent to Tesco. Tesco have indicated the land is surplus to need. Tesco has verbally agreed to sub-lease the land at zero cost for an initial period of 10 years. Tesco has stated informally that they would support this project as it will directly benefit the community groups and organisations that operate within Shaftesbury

Long stay car parking has long been an issue for Shaftesbury. The parking study undertaken in November 2018 results show that both Angel Lane and Bell Street operated at or over capacity, and Barton Hill car park operated within or close to capacity. Tesco car park operated slightly over capacity for short periods on both the Thursday and Saturday surveyed. When all car parks combined, there were insufficient spaces across all car parks to cater for the recorded occupancy on both Thursday 22nd November and Saturday 24th November. On Street parking was surveyed in 2005 and found to operate over capacity at most locations at times during the survey

period. On site observations saw a similar situation in January 2019, therefore it is assumed that on street parking is still heavily used and illegal parking is still prevalent.

As part of the Neighbourhood Plan research and evidence gathering the Town Centre has a major problem with car parking availability and a longer-term sustainable approach is needed to alleviate this inherent problem. This project proposal will contribute towards a longer-term sustainable solution. Over 150 businesses operate within the Town Centre and in the region of 500 people work in the retail sector.

There are 204 car parking spaces in Dorset Council Car parks (excluding Tesco and Barton Hill). Up to 75% of these spaces are allocated to parking permit holders. This equates to up to 153 spaces at an annual cost of £240 per resident/ business representative which equates to £4.61 per week and this is income directly managed by Dorset Council.

The business case and proposal sent to Dorset Council refers to the area on the map below within the dotted line highlighted within the blue circle. This area of the land falls within the bigger car park area of Tesco and has been confirmed as surplus to need (as shown in appendix A)

Tesco opened in 2004 and the WC has not been in use since that date. The building is too small to consider for any alternative use. Tesco maintain the redundant WC block as per schedule 3 the covenant associated with the WC building. From research that has been undertaken it seems Tesco and Dorset Council would support the redundant toilet block being demolished.

The area of land since 2004 has been used for long-term car parking by town centre workers/ business owners. The day to day operation is unmanaged and not controlled and at times hap-hazard.

As part of its long-term strategic plan STC has aspirations to drive a sustainable approach to managing the precept. This proposal relates to operating this section of the car park using an affordable parking solution to drive income. 10% of the income would be reserved to manage the maintenance and operating costs associated with keeping the area safe and legal. The income generated from the issuing of permits and/ or via a ticket machine excluding the maintenance and operating costs would be invested into developing and supporting community-led projects.

Currently STC budgets an annual spend of 20K to supporting community projects excluding Service Level Agreements via the grant awarding policy. It is expected that this income associated with this proposal will help to offset that annual cost and therefore there may be an opportunity to reduce the annual precept demand in future years.

It is the expectation of STC that part of this site will be developed to incorporate an energy hub. This proposal is in line with one of the Neighbourhood Plans projects which is to explore the feasibility of setting up a Shaftesbury community renewable energy project. The

site could feature a hub with 12 vehicle charging points/ bays (this can be flexible according to future need) where electric vehicles can be charged without damaging the environment.

We want our community to charge their electric vehicle whilst at work, during their lunch break, when they are away with the family, out shopping or even when the owner is asleep.

The aspiration is to make overhead cables, petrol & diesel vehicles and air pollution from vehicles, a thing of the past. Turning part of this carpark into a 'power station' where clean solar energy for businesses and electric vehicles is generated and available all year round, 24/7.

Shaftesbury has experienced high levels of growth at 18% more residents in 2016 versus 2011 and a further 20% increase from 2017 to 2031 being the life of the draft Neighbourhood Plan. STC encourages residents to work locally and consistently seek ways to use more sustainable methods of transport including walking and cycling. Promotion of working locally with affordable parking for those not able to travel by foot or bicycle and travel in from the surrounding hinterland is of vital importance to the economic health of Shaftesbury High Street for now and in the future.

One of the key aspects of feedback from the Neighbourhood Plan formal consultation in August 2019 was the lack of parking in the town. Parking was consistently raised throughout the two months of community consultation during August and September 2019. Historic survey notably the mini survey undertaken in June 2018 and Neighbourhood Plan policy intentions consultation in February 2019 highlighted major dissatisfaction with car parking. (June 2018 - 44% were concerned and February 2019 76% respondents felt more parking provision was needed)

3. Proposal for development of the site:

STC as the sub-tenant of Tesco (and supported with a licence from Dorset Council) manage a long stay car park in a professional, safe and legal manner.

- WC block demolished
- Tree is removed (Dorset Council Tree Officer has confirmed the tree is stressed)
- 12 EV charging points – energy hub (TBC post site survey)
- 36 parking bays (TBC post site land survey) including 2w disabled parking bays

Refer to appendix E on page 16 of the PID (Project in Development) document for the pre-project costs and project costs (based on one estimate at this stage) and includes:

- Groundworks to include resurfacing and white lining
- Costs associated with change of use, planning permission, parking licence and application
- Lighting
- Drainage
- Electricity supply to pay and display ticket machine and CCTV camera
- Signage
- Insurance

4. Objectives, issues, and options to consider:

The following issues and considerations have been identified and costs are recorded in red.

Issue/ consideration	Options to consider	Indicative cost
Consider option 1 or option 2 have been debated by the project group	The options have been considered by the project group and based on information provided by the Dorset Council Parking Officer. Costs and income predictions have been revised based on issues and options discussed and these are contained within this report.	Nil
The mature tree located in the middle of the land is restrictive in terms of parking space availability. (note there is no TPO registered on this tree)	Tree Officer comments: Visually the tree is considered important, in that it softens an expanse of hard landscaping and provides canopy cover in an area nearly devoid of trees. A number of small self-seeded ash	Arboriculturist £1000

	<p>are noted to the east and a poorly planted hawthorn to the north west, but neither of these are considered to have much longevity.</p> <p>The tree, however, appears to be under some stress, which could be attributed to its restricted growing medium and root girdling. Detailed plan to be submitted to Tree Officer once agreed by STC.</p>	<p>Compensatory Planting scheme £0</p> <p>Tesco have verbally committed to the scheme</p>
The redundant WC block is specified in the lease under lease condition 3.15	<p>Tesco and Dorset Council have confirmed that demolition would be favoured. The scope of works below has been provided by one building contractor. Post the STC decision then a tender document will be written and contractors invited to tender.</p> <ul style="list-style-type: none"> • Barrier off the area to create a safe working area • Install two tower scaffoldings to enable access to the roof • Strip out all glass and plastics and remove from site • Take down the roof and remove all materials from site • Stone work taken down and removed from site • Dig area down 450mm to build up for suitable sub base for a tarmacked carpark • Lay and compact crush and run stone up to 400mm <p>Lay and compact 50mm of fine scalping's ready for tarmacking</p> <p>Bat and asbestos surveys required</p>	<p>Machinery, Materials and Labour for the car park renovation including demolition total: £8385 plus VAT (only one quote at this stage)</p> <p>Bat survey TBC £300 Asbestos survey £295 plus removal allow £1,000</p>
Full Land Survey required to establish exact size of the area and location of services		<p>Survey cost (estimated) £1000</p>
Parking Order application	<p>Dorset Council CAN enforce on behalf of STC. A PARKING ORDER needs to be in place and DC will manage this process. Application and advertising needs to be managed by DC.</p>	<p>Allow £2,000 (will be managed on a cost-neutral basis)</p>

Feasibility study into car park charges linked in to off-set community grant expenditure (objective is for income to be spent on good causes within the community)	Refer to page 15 (appendix D) of this document Car park 1 - Long Stay pay and display (visitors, shoppers) Car park 2 – Virtual Permit system (residents, commuters, business owners)	£3,000 per pay and display machine Virtual permits – DC administration costs (to be managed on cost-neutral basis)
In 2021 the Barton Hill car park lease to NDDC (now Dorset Council) expires and the land returns to STC control. Consider the expansion of the Coppice Street project to include options to consider in advance (such as EV charging points) of the Barton Hill car park transferring back to STC control	A wider project plan to be developed in the autumn of 2020	Consider the opportunity when costing up EV points and ground works
Introduce an energy hub consisting of EV charging points (volume TBC) and solar panels as part of a renewable energy project.	This aspect of the project to be scoped up in detail. <ul style="list-style-type: none"> There is an option to introduce an energy hub at a zero cost to STC – See appendix B Currently only one proposal – awaiting outcome of STC decision before this is pursued Indicative cost is £4,000 per charge point for a 7KW charge (including ground works and cabling) Ultra-charge points are in excess of £250K each 	Consider all options when further research has been undertaken (pending STC decision)
Conduct informal community consultation with the business owners and shop workers to identify options to consider in relation to permit costs and indicative number of spaces.	The business feedback on the temporary pedestrianisation highlighted that many shop workers and business owners purchase an annual Dorset Council season ticket for either the Bell Street or Angel Lane car parks. Feedback has suggested that business owners would park at the Football Club as long as the cost was comparable. This option would free up spaces in both the Dorset Council owned car parks for shoppers and visitors	First phase complete. Second phase due 17/9. 53 out of 70 businesses indicated support for an affordable parking permit scheme
Develop a unified approach with Dorset Council in terms of managing enforcement and managing offenders who do not purchase a permit/ long stay ticket.	Dorset Parking Services on board and supportive of this project. Enforcement patrols need to be covered at cost (one/ two hours per day) x 7 days	Estimate £6,000 per annum

<p>Project group has analysed the options and concluded that a Pay and Display option is best suited in visitor/ shopper car park 1 and a virtual permit scheme is more favourable in car park 2.</p>	Option1 – Permit scheme		Option 1 Permit scheme: £TBC – cost of DC administration
	Benefits	Risks	
	<p>Dorset Council have an established virtual permit system in place. This can be managed via DC or outsourced for STC to manage locally</p> <p>Virtual permits are a simple but cost-effective solution</p> <p>Easy for DC to activate and deactivate permits</p> <p>The virtual permit scheme can have 2 registration numbers assigned to a permit. This is a benefit for people who want to share a permit</p> <p>Set up costs low</p>	<p>Paper permits can be problematic and open to abuse with photocopying etc...To avoid this risk then virtual permit system would be a sensible solution</p> <p>Occupancy levels may be lower as not all permit holders may use their permits over a 5-day period</p>	
	Option 2 - Long Stay pay and display		Option2: Long Stay pay and display £3,000 per machine. Only one machine would be needed in the Coppice Street part of the car park
	Benefits:	Risks:	
	<p>More flexibility with occupancy levels</p>	<p>Each pay machine costs in the region of £3K to install + ongoing maintenance costs</p>	

Planning Application for change of use from open parking to permit parking – this will also need to include the demolition of the toilet block will need to be submitted	Complete and submit a pre application enquiry to Dorset Council pending STC resolution	Cost for planning permission £1,400 estimate
Area of demolition works will require re-surfacing – dig out/ stone scalping's/ tarmac finish	Contractor 1 estimate only at this stage. A tender process will be undertaken post STC resolution	Cost of ground works Included above
Allow for re-surfacing whole area for improvement of existing surfaces		Cost of resurfacing/ tarmacking £3,584
Parking bay white lining required		Cost of white lining £1,100
Lighting scheme under development	Electrical contractor and DC both scoping up estimate	£15,000 estimate including civil works
Drainage	Pending land and services survey	£10,000 estimate
The design can include for kerb edging around parking areas or this can be painted (as above)		Cost of kerb edging Included above

5. Key Stakeholders and Other Players:

Tesco Property and Asset Manager
Dorset Council – Estates and Assets Service Manager
Dorset Council Parking Services Manager
STC Lead Councillor – Councillor Chase
STC Support Councillors – Councillors Brown and Hall

Chamber of Commerce – Chair
Neighbourhood Plan – Town Centre representative
Dorset Council – Tree Officer
Rutter and Farnfield Solicitors
STC Business Manager

6. Organisational Requirements

1. STC Lead Councillor and support councillors to be invited to an informal workshop to review any further options to be considered within the feasibility study. Note these need to be linked to the business case that was submitted to Dorset Council. Workshop held in August 2020 and informal meeting for all councillors scheduled for 19th October 2020

2. Feasibility, business case and draft high-level project plan to be presented to Shaftesbury Town Council on 27th October 2020 for resolution.
3. 3 quotes for architect plans, surveys, specialist trades including Energy Hub to be obtained as part of the STC financial regulations and managed via an independent tender process

7. Approach

Draft high-level project plan to be presented to FC on 27th October for adoption

Post STC decision on 27th October:

1. Pre-Application Planning to be submitted to Dorset Council
2. Detailed Project plan to be circulated to all stakeholders by 20th November 2020
3. Heads of Terms to be sent to Tesco for formal approval by the board of Directors
4. Licence to sub-lease to be prepared by STC solicitor and sent to Dorset Council for formal approval
5. Commence Parking Order application process in partnership with Dorset Council
6. Commence PWLB application process (for 3G related project)
7. Incorporate project 3(3G) into the detailed project plan

8. Timeframe & Milestones

- *Feasibility options to be complete by end of September 2020.*
- *Detailed Project plan to be complete by 20th November 2020*
- *Stakeholders to be fully engaged by 7th November 2020*

8. Inclusions & Deliverables (non-negotiables)

1. Net income to be invested into community related projects (same criteria as the annual grants process)
2. Signage will need to include Tesco 'working in partnership with the Shaftesbury community'
3. Tree Officer advice will need to be complied with. Tree Group to be a part of the consultation process.

9. Exclusions

Barton Hill car park handover back to STC is not included in this proposal. Develop the approach to managing this later in 2020.

10. Critical Success Factors

- Community and potential car park users engaged with the project
- Stakeholders on board and joined up with the project plan
- Adhere to the principle of the business case that has been agreed by Dorset Council and in principle by Tesco.
- Long stay car parking provision resolved
- Legal experts do not delay the process and project is delivered on time

11. Assumptions

- The Parking Services Officer does not object to the plan and all parking related compliance is deliverable, including enforcement.
- Planning application is approved
- Tesco approve the sub-lease and DC formally grant the licence
- The WC block does not have any hidden costs that are not identified within the survey
- The accuracy of the site plan reflects the true availability of proposed car park spaces

13. Related Projects

1. 3G development of Football ground to provide an all-weather facility for the Shaftesbury community. Income from the car park permit scheme is used to offset the PWLB loan repayments.
2. The handover of Barton Hill car park back into STC management in 2021
3. Development of the Energy Hub in car park 1 (potential for car park 2 TBC)

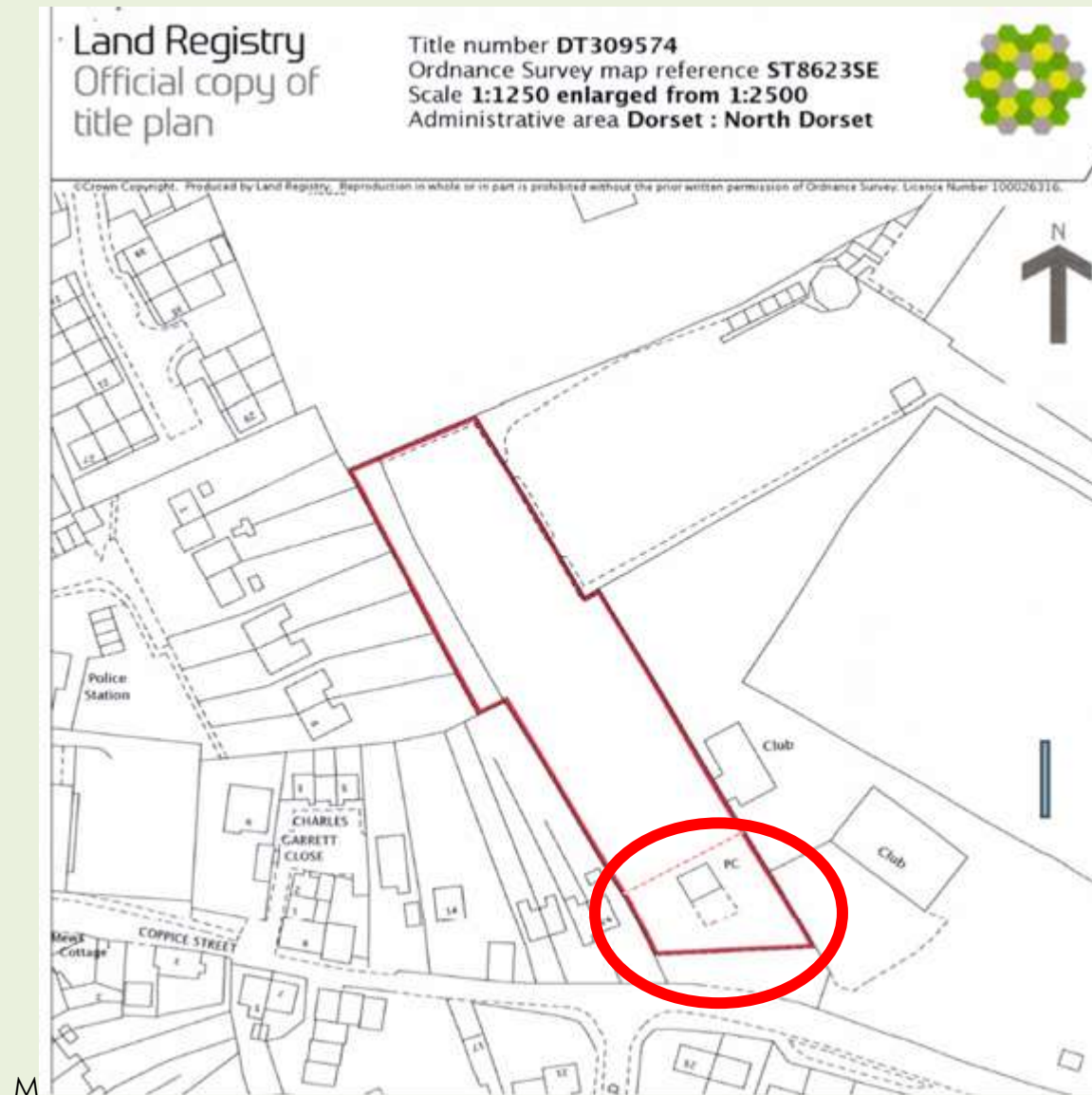
14. Risks

1. The budget allocated to project one was £23,329. The actual cost for project one including contingency is £45,683
2. The pre-project start-up costs and actual project costs for project 2 are £56,388. Note: this investment will resolve the inherent long-stay parking problem within the Town Centre and support the economic prosperity of the town.
3. Employees/ business owners choose not to migrate from Dorset Council car parks to the long stay at SFC. Risk is that these permit holder spaces will not free up car parking spaces in the town centre for shoppers and visitors.

15. Sign Offs

STC to be informed of each milestone within the detailed project plan. The management of the project plan to be delegated to the Lead Councillor and support councillors supported by the Town Clerk and Business Manager

Appendix A – Car park 1





Appendix C

Summary of meeting with Parking Officer at Dorset Council

Set up considerations/ costs:

Tree removal (cars and trees are not a good mix) – allow £1,000

Demolition costs TBC and groundwork to make surface good. Replacement fence consideration

Terms and conditions need be simple and clear. Include penalty for abuse (the permit will be withdrawn and no refund given)

Determine/ agree pricing structure – link in to permit or pay machine scheme:

Other considerations:

Demarcate the parking bays – option to number the bays and link to permits however challenging to manage if someone parks in the wrong bay. Easier to have unmarked bays

Parking eye (or equivalent) needs to be ruled out due to legislation restrictions. This enforcement can only take place on private land by a private company. Whilst STC could use this type of system there is no way to enforce.

Tree compensatory planting scheme – determine location (Tesco have agreed to pay the costs)

Parking signs and Tesco 'working with the community' signage will need to be agreed with DC as part of the parking order requirements.

Annual considerations/ costs:

SLA can be drafted between DC and STC for managing daily (x2) patrols. This will be managed on a cost-neutral basis. Indicative cost 1-hour x 6 days x 52 weeks x hourly rate – allow £6,000 per annum. A further option is for Dorset Council to keep income from penalty notices thus reducing day to day enforcement expenditure. Further options to be discussed pending outcome of STC decision on 27th October

Appendix D

Options to consider for pricing structure:

Option 1: both car park 1 and car park 2 operating on a permit system @ £10 per week = annual cost of £520

	Number of spaces	Cost of permit	Full Occupancy – income potential
Coppice Street land	36	£10 x 6 days	£18,720 (STC)
SFC land	40	£10 x 6 days	£20,800 (SFC)
TOTAL			£39,520

Option 2: both car park 1 and car park 2 operating on a permit system @ £4.81 per week = annual cost of £250.

Based on business feedback from the temporary pedestrianisation individuals would be prepared to pay the current Dorset Council rate and keep the income local to Shaftesbury to benefit Shaftesbury based community development.

	Number of spaces	Cost of permit	Full Occupancy – income potential
Coppice Street land	36	£4.81 x 6 days	£9,004 (STC)
SFC land	40	£4.81 x 6 days	£9,984 (SFC)
TOTAL			£18,988

Option 3: Car park 1 operating on pay machine @ £2.40 for up to 4 hours and over 4 hours £5 and car park 2 operating on a permit system

	Number of spaces	Cost for long term	Full Occupancy – income potential
Coppice Street land**	18	£2.40 up to 4 hours x 6 days	£13,748 (STC)
Coppice Street land**	18	£5 over 4 hours x 6 days	£28,080 (STC)
SFC land	40	£4.81 x 6 days (permit)	£9,984 (SFC)
			£51,812

**based on an assumption of half the cars paying for 4 x hours and the other half paying for over 4 hours

The benefit of option 3 is that there is the potential to free up 40 car park spaces in Dorset Council owned car parks [for shoppers] with existing permit holders transferring to the Football Club. Car park 1 would provide flexible payment options for shoppers and visitors via pay and display.

OPTION 3 WAS AGREED BY THE PROJECT GROUP TO BE THE MOST FAVOURABLE OPTION – refer to appendix D to understand the occupancy variances which outline the risks and return on investment

Appendix E

Predicted income and project costs including set-up costs for project 1 – Coppice Street Car Park (based on maximum occupancy)

CAR PARK 1 COSTS	Pre-project set-up costs	Project costs	Annual Cost	Income
Arboriculturist	£	1,000		
Machinery, material and labour + VAT	£	8,385		
Asbestos survey and removal	£ 1,000			
Bat Survey (TBC)	£ 300			
Land survey	£ 1,000			
Planning Permission (pre app and full app) - up to the value of:	£ 700			
Parking Order		£ 2,000		
Ticket pay machine x 1 (based on option C)		£ 3,000		
Energy hub - zero cost	£ -	£ -		
DC Enforcement costs (TBC)			£ 6,000	
Resurfacing/ tarmac		£ 3,584		
White lining		£ 1,100		
Lighting (estimate)		£ 7,000		
Drainage - <i>TBC when Land survey undertaken</i>		£ 5,000		
Signage (estimate)		£ 1,000		
Insurance (for car park once up and running)		£ -		
CCTV - no legal requirement however this could be an optional cost		£ -		
Replacement fencing estimate		£ 3,000		
SUB TOTAL	£ 3,000	£ 35,069		
Contingency (based on 20%)	£ 600	£ 7,014		
20% of income ringfenced for maintenance			£ 8,365	
SUB TOTAL	£ 3,600	£ 42,083	£ 14,365	
INCOME (potential) -				
Car park ticket revenue based on option 3 (50% of spaces x18 @ £2.40)				£ 13,748.00
Car park ticket revenue based on option 3 (50% of spaces x18 @ £2.40)				£ 28,080.00
Sub total				£ 41,828.00

Appendix F

Predicted income and project costs including set-up costs for project 1 – Coppice Street Car Park
(based on **variable** occupancy/ utilisation)

COSTS	Pre-project set-up costs	Project costs	Annual Cost	Income	Income	Income
INCOME and EXPENDITURE forecast				100% utilisation	75% utilisation	50% utilisation
Arboriculturist		£ 1,000				
Machinery, material and labour + VAT		£ 8,385				
Asbestos survey and removal	£ 1,000					
Bat Survey (TBC)	£ 300					
Planning Permission (pre app and full app): up to the value of:	£ 700					
Land survey	£ 1,000					
Parking Order		£ 2,000				
Ticket pay machine x 1 (based on option C)		£ 3,000				
Energy hub - zero cost	£ -	£ -				
Resurfacing/ tarmac		£ 3,584				
White lining		£ 1,100				
Lighting (estimate)		£ 7,000				
Drainage <i>TBC when Land survey undertaken</i>		£ 5,000				
Signage		£ 1,000				
Replacement fencing estimate		£ 3,000				
SUB TOTAL	£ 3,000	£ 35,069				
Contingency (based on 20%)	£ 600	£ 7,014				
SUB TOTAL	£ 3,600	£ 42,083				
INCOME (potential)						
Car park ticket revenue based on option 3 (50% of spaces x18 @ £2.40)				£ 13,748	£ 10,311	£ 6,874
Car park ticket revenue based on option 3 (50% of spaces x18 @ £5.00)				£ 28,080	£ 21,060	£ 14,040
Sub total				£ 41,828	£ 31,371	£ 20,914
10% of income ringfenced for maintenance				£ 4,183	£ 3,137	£ 2,091
DC Enforcement costs (TBC)			£ 6,000	£ 6,000	£ 6,000	£ 6,000
POTENTIAL INCOME (based on occupancy options)				£ 31,645	£ 22,234	£ 12,823

Appendix G

Predicted income and costs for project 2 – Coppice Street Car Park

COSTS - CAR PARK 2	Pre-project set-up costs	Project costs	Annual Cost	Income	Income	Income
				100% utilisation	75% utilisation	50% utilisation
Machinery, material and labour + VAT		£ 13,150				
Land survey	£ 1,000					
Parking Order - TBC		£ 2,000				
Planning Permission (pre app and full app) - up to the value of	£ 700					
Resurfacing/ tarmac		£ 15,040				
White lining		£ 1,100				
Lighting		£ 8,000				
Drainage		£ 5,000				
Signage		£ 1,000				
SUB TOTAL	£ 1,700	£ 45,290				
Contingency (based on 25%)	£ 340	£ 9,058				
SUB TOTAL	£ 2,040	£ 54,348				
INCOME (potential)						
Permit income (based on full occupancy) - 40 spaces @ £240pa				£ 9,984	£ 7,488	£ 4,992
Sub total						
10% of income ringfenced for maintenance				£ 998	£ 748	£ 499
DC Enforcement costs (TBC) - covered in car park 1				£ -		£ -
POTENTIAL INCOME (based on occupancy options)				£ 8,986	£ 6,740	£ 4,493

Appendix H

10 year payback forecast

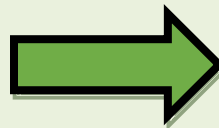
	Pre-project set-up costs	Project costs	Annual Cost	Income	Income	Income
CAR PARK 1				Based on 100%	Based on 75%	Based on 50%
CAR PARK 1						
INCOME (GROSS) (potential)						
Car park ticket revenue based on option 3				£ 13,748	£ 10,311	£ 6,874
Car park ticket revenue based on option 3				£ 28,080	£ 21,060	£ 14,040
Sub total				£ 41,828	£ 31,371	£ 20,914
10% of income ringfenced for maintenance				£ 4,183	£ 3,137	£ 2,091
DC Enforcement costs (TBC)			£ 6,000	£ 6,000	£ 6,000	£ 6,000
POTENTIAL NET INCOME (based on occupancy options)				£ 31,645	£ 22,234	£ 12,823
10 year pay back (car park 1 only) Based on 10 year sub-lease						
INCOME (GROSS)				£ 418,280	£ 313,710	£ 209,140
Pre project start up costs	£ 3,600	£ 42,083				
Enforcement costs			£ 60,000			
Maintenance @ 10% of income				£ 41,828	£ 31,371	£ 20,914
Projected NET income based on 10 year forecast				£ 270,769	£ 176,656	£ 82,543
CAR PARK 2						
INCOME (potential)						
Permit income based on 40 spaces @ £240pa				£ 9,984	£ 7,488	£ 4,992
Sub total						
10% of income ringfenced for maintenance				£ 998	£ 748	£ 499
DC Enforcement costs (TBC) - covered in car park 1				£ -		£ -
POTENTIAL INCOME (based on occupancy options)				£ 8,986	£ 6,740	£ 4,493
10 year pay back (car park 2 only) Based on 10 year sub-lease						
INCOME (GROSS)				£ 99,840	£ 74,880	£ 49,920
Pre project start up costs	£ 2,040	£ 54,348				
Enforcement costs						
Maintenance @ 10% of income				£ 9,984	£ 7,480	£ 4,992
Projected NET income based on 10 year forecast				£ 33,468	£ 11,012	-£ 11,460

Appendix H – indicative high-level project plan

	October	November	December	January	February/ March	April/ May	June/ July
STC to resolve to adopt the feasibility plan/ business plan in principal – detailed project plan to follow							
Land survey to be undertaken for project 1 and project 2		1 st week					
Submit Pre-app plan to the LPA for car park 1, car park 2 and 3G							
Re-engage all stakeholders with the plan							
Submit formal Heads of terms to Tesco for approval by the Asset Board of Directors							
Submit full planning application							
Develop the detailed project plan							
Tender pack to be developed by Lead Councillor and contractors application process commences. Consider out-sourcing tender process to Dorset Council							
Recommendations re contractor to be presented to STC							
Work with Shaftesbury Tree Group and Tree officer to agree next steps with the stressed tree							
Engage with Tesco to confirm compensatory planting programme and working in partnership signage							
Appoint contractors							
Programme of works to include car park 1 managed first and use car park 2 whilst work is being undertaken							
Business engagement and commitment sign up of permits							
3G project plan to be incorporated into project 1 and 2 plan to understand full scope of activity and sequencing on project plan							
Car park 1 works complete (April)? And car park 2 May?							
Tender pack for energy hub to be developed and contractor application process commences							
Energy hub – project plan development and incorporate into the project plan.							
Understand lead times for virtual permit process and pay and display equipment							
PWLB application process and engagement with DAPTC							

Shaftesbury Football Club 3G proposition

Transformation from pitch



All-weather 365 day a year enhanced outdoor sports facility for the Shaftesbury and wider community to benefit



Shaftesbury Football Club 3G proposition (project 3 and linked to project 2 long stay car parking provision)

1. Project Purpose Statement:

- The purpose of the 3G proposition is to enlist the support of Shaftesbury Town Council to improve the outdoor sports provision for Shaftesbury, reduce the number of match/training cancellations due to weather and increase participation levels from all ages, leading to further football development for all. This would also resolve a long-term inherent problem with long stay car parking availability in the town.
- The aim of project 2 is to create an affordable long stay car parking provision for business owners/ High Street shop and business workers. The plan is made based on the income generated from the long stay parking to offset the costs of a loan to develop the pitch into a 3G all-weather facility.
- A feasibility study is included in this report and the study includes a business case which identifies specific income and expenditure options for the council to consider.

2. Background

Shaftesbury Town Football Club

Shaftesbury Town Football Club (SFTFC) was formed in 1888 and have been playing at the Cockrams Stadium, since 1950, currently the First team play in the Wessex Premier League, the 9th tier of English football. As well as the Men's first team the club has a:

- Reserve team
- Third Team
- Ladies First Team
- Ladies Rec Team
- U18s Team

Shaftesbury Town FC has a democratic structure – all teams within the club are given the chance to elect a committee based on a one team one vote system. The committee is elected at the AGM and sits for one year. Any person can be nominated for a position as long as they are a member of the club in some capacity.

The club is a not for profit organisation, where any surplus that the club makes above the normal costs of providing football is re-invested and helps it meet its community benefit obligations.

The Club currently has a Ladies team, which play in the Division 1 Dorset Sunday League. The demand and popularity of Women's Football has increased in Shaftesbury due to participation in the FA's Wildcats initiative which was hosted by Shaftesbury FC in 2017. ([click here to read more about Wildcats](#)). We now have over 35 Ladies signed on, which means we now have enough for two Ladies teams that also need somewhere to train and play matches.

Shaftesbury Town Youth Football Club

The youth section first started in 1990, then known as Shaftesbury Rockies FC, it has now been bought back under the same umbrella as of 2020, under the new name of Shaftesbury Town Youth FC.

The club has seen a steady increase in teams, and today has 150 youth players signed on across 10 teams of boys and girls ranging from 7yrs to 16yrs old. Our youth set up is currently at maximum capacity, with several teams having to train on a Saturday morning (due to lack of evening training facility availability) and play on a Sunday. Several teams have more youngsters training than can get a game.

Girl's football forms a very important part of STYFC and we have girls playing in the mixed age groups.

With the right infrastructure the potential for growth in girl's football in Shaftesbury is enormous, with the aim of having girls-only teams at Shaftesbury Town Youth.

Our youth teams train at Guys Marsh in summer months and play matches also at Guys Marsh on Sunday's. The facilities at Guys Marsh are basic with no toilets, no changing rooms or running water, however all pitches and car park are fully maintained by volunteers which are parents of the youth players. The youth section draws in players from the town and many surrounding villages.

There has been much interest in the past to hold an annual youth tournament in Shaftesbury however the facilities at Guys Marsh would not be able to support this type of event. The tournament could attract up to seventy teams from all over England and Wales over a course of a weekend.

The Cockrams Stadium.

The current grass pitch supports 6 hours of match football for 40 weeks a year (weather permitting) This is sufficient for the needs of Shaftesbury Town Football Club. We receive regular requests for county matches and charity matches to be held at the stadium however the grass pitch limits these to two or three per season.

A properly maintained 3rd generation turf system pitch meeting FIFA Pro standards can be used for 60+ hours a week, 52 weeks a year.

Training issues

St Mary's school was used as an off-site facility (at a cost to the teams) for weekly training sessions as the SFC ground is unsuitable for training, especially during winter months. Over-use on the grass pitch damages the pitch over time which will cause more games to be postponed. The number of sessions which were held at St Marys prior to this site going into receivership in August 2020 was at least 5 sessions per week.

The Youth currently use Guys Marsh for both training and matches. During the winter months more games and training sessions are cancelled than played due to pitches being unplayable. Guys Marsh has two grass 11 a side pitches, one 9 v 9 and one 7 v 7 pitch, with almost no additional facilities. Guys Marsh is out of the town meaning ALL children are reliant on their parents traveling by car to take them there.

Long-term there is a risk that the ministry of Justice could develop the land around Guys Marsh, therefore the club would be in a position where we lose all training and match facilities for Shaftesbury youth with no notice period.

There is now a critical need to look at the long-term solution for Shaftesbury Football hence the development of the 3G project.

3. Proposal for development of the site:

To replace the current grass pitch with a FIFA Quality pitch for a cost of circa £465,000

Direct Community & Education Users

The key beneficiary will be the 10 Youth teams of Shaftesbury Town Youth Football Club. All 150+ youngsters, will be able to train on the pitch and over 70% of weekend matches will be played at The Cockrams. Unfortunately, the number of games required to be played during mornings and afternoons is so great we will still need to make alternative arrangements for some matches, either at Guys Marsh or Shaftesbury School. We are also very conscious of how much potential there still is to grow from this already incredibly strong base, particularly for girls and ladies' football in the area, and expect overall numbers to grow quickly to 250+. The opportunity to create a true club atmosphere with first class facilities for these young people is the main driver behind our scheme.

Our ladies' team would also play their matches at the stadium on the 3G on a Sunday afternoon, which would also generate further interest in the ladies' game.

The club have been in discussions with sports education providers (who offer diplomas for children aged 16-18) to use the pitch facilities on weekday mornings, plus onsite meeting room facilities for lessons in the afternoon. Our community members can benefit from this exciting collaboration with these providers.

We would like to introduce a Walking Football initiative focused on the 35 – 60+ age group, and a non-profit organisation to support players with learning difficulties. We want to encourage people of all ages and abilities to undertake sporting activity and adopt a healthier lifestyle and foster teamwork. The health and social benefits of being involved in these groups can be life-changing for some and have positive benefits for all. Some of the unallocated afternoon capacity will be used to develop our community offer in this area.

Other Users

There is a real need for a 3G facility that will not only support the residents of Shaftesbury, but also for those Towns/Villages in the surrounding areas of Shaftesbury. There are many Youth Teams from Donhead, Tisbury, Sturminster Newton, Mere, Stalbridge and Gillingham that would use this facility as a training venue all year round. We predict approx. 480+ youth players in addition to the 150 of Shaftesbury Town Youth.

There has been a noticeable shift in the way football is played in urban areas over the last decade. As lifestyle and social circumstances have changed, putting a team of 11 together for a weekend match has proved increasingly difficult and players have adapted in favour of 5-a-side football.

Summary:

There is a very clear need for this facility in the town. All the approaches made by outside commercial operators, football organisations and village clubs have stressed the difficulty of accessing playing facilities where they can train on an evening or Saturday Morning come winter months.

Shaftesbury Town Football Club continues to deliver a high standard of semi-professional football. It is debt-free, financially stable, and enjoys the benefit of a facility which is not at risk of redevelopment because the landlord understands its role in the community.

Shaftesbury Town Youth Football Club is one of the unsung heroes of the town. A strong network of coaching and support volunteers provide a valuable experience to over 150 young people at next to no cost, despite not having a proper youth base to operate from.

Throughout this process we have held discussions with many groups and organisations, Shaftesbury Town Council, Sport England, Dorset FA, Dorset Mental Health Forum and Professional Football clubs. All have shared in our excitement at the potential this pitch has and the difference it would make for the area.

The Cockrams Stadium is an excellent facility, but severely limited by its key feature, the grass pitch. With a 3G pitch the stadium has the potential to move from being the home of two teams to being the hub of youth and community football in the town and the local area. With a relatively modest investment, the facility created will be ten times more useable, with 20 times more uses per week. The Club will be much more sustainable in the future and able to support the development and enjoyment of "the Beautiful Game" in the town at all levels for many years.

Site Plan to show the Car Park area (3) showing 40 spaces. Income generated to offset the cost of the loan to develop the 3G facility

Car Park area 2 is not included in this project

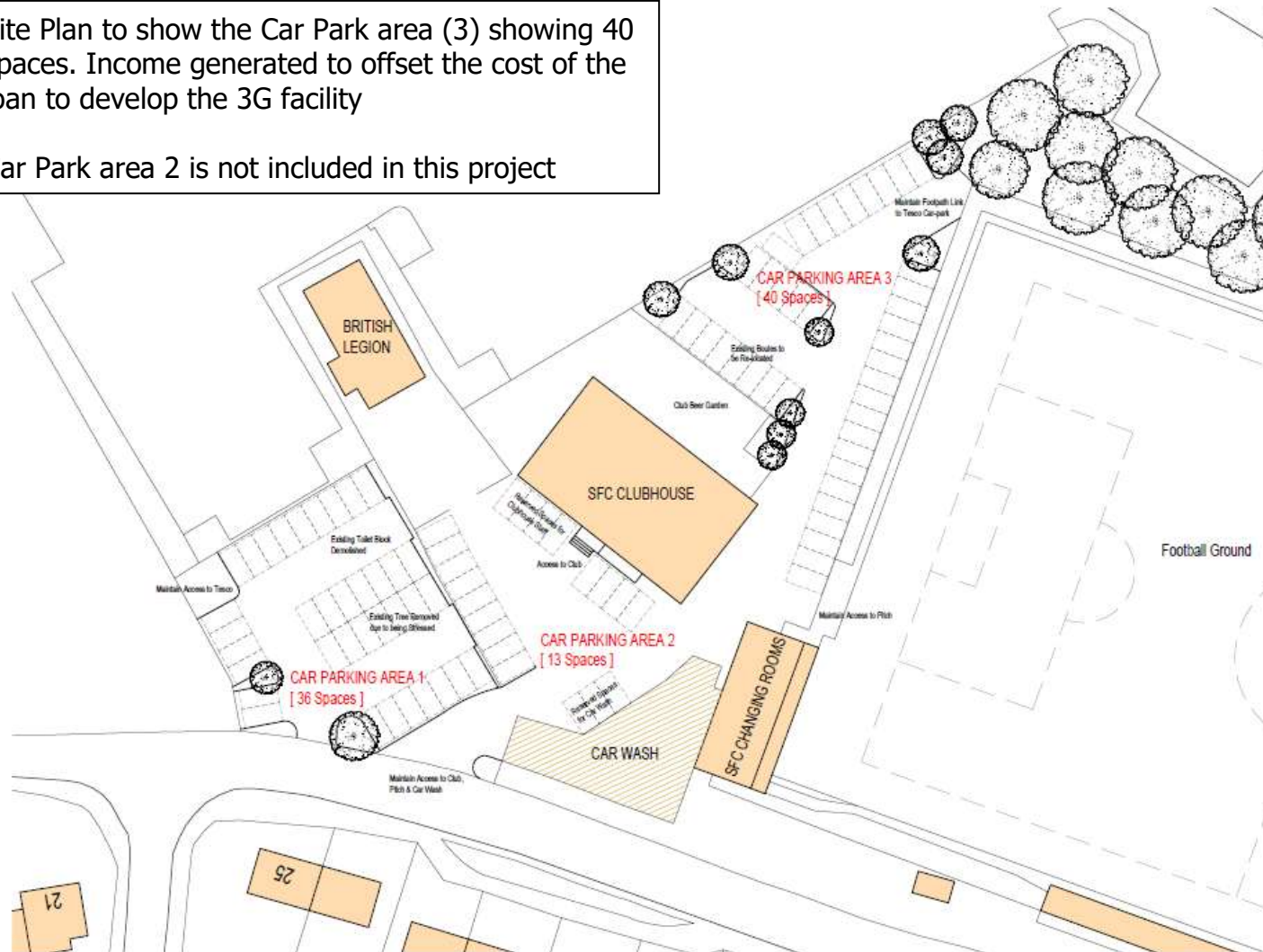
CAR PARKING NUMBERS

Car Park 1 = 36 Spaces

Car Park 2 = 13 Spaces

Car Park 3 = 40 Spaces

TOTAL SPACES = 89 Spaces



SITE PLAN [1:500]



SCALE IN METRES [1:500 @ A3]
0 1 2 3 4 5 10 15 20

PROPOSALS ARE SUBJECT TO FULL LAND SURVEY

WAYNE CARD

ARCHITECTURAL SERVICES
The Studio, 16 Crookhays,
Shaftesbury, Dorset. SP7 8DX
Tel:- (01747) 851771
Mobile - 07970 984586
email - wayne.card@connect.com

JOB TITLE
Proposed Alterations @
SFC & Adjacent Land off
Coppice Street, Shaftesbury SP7 8PD

DRAWING TITLE
PROPOSED SITE PLAN
CAR PARKING

DRAWING No:	SCALE 1:500
WAC/SFC/MP01	DATE: on A3
REV:-	DATE: Oct 2020
THE DRAWING IS COPYRIGHT	DRAWN: WAC

The site plan shows a large rectangular area labeled "EXISTING GRASS PITCH TO BE REPLACED WITH NEW 3G FA / FIFA QUALITY PITCH SURFACE FOR ALL-WEATHER USE". This central area is surrounded by various facilities and boundaries. To the north is the "Tesco Car Park" and a "Main Road Footpath Link to Tesco Car-park". To the west are the "SFC CLUBHOUSE", "Club Beer Garden", "SFC CHANGING ROOMS", and "CAR WASH". To the south is the "SFC SEATING STAND" and a "ROLLING GOAL STORAGE AREA". The eastern boundary is marked as "EXISTING BARRIER PITCH FENCING TO BE RETAINED". Internal markings include "Dug-Out", "Existing Pitch Floodlighting will be retained with possible replacement of lamps to LED", and "Pitch will be marked out mainly for 11 A-SIDE ADULT MATCH GAMES, ADDITIONAL MARKINGS WILL INCLUDE FOR 5 A-SIDE HALF PITCH, WALKING FOOTBALL etc".

SITE PLAN [1:500]

PROPOSALS ARE SUBJECT TO FULL LAND SURVEY

Wayne Card Architectural Services
The Studio, 36 Crookhorn,
Sharnbrook, Donst. SP7 8DX
Tel:- (01747) 851771
Mobile - 07970 984586
email - wj@wayne-card.co.uk

JOB TITLE: Proposed Alterations @
SFC & Adjacent Land off
Coppice Street, Sharnbrook SP7 8PD

DRAWING TITLE:
PROPOSED SITE PLAN
PITCH TO 3G SURFACE

DRAWING No:	SCALE: 1:500
WAC/SFC/MP02	H/Wr: on A3
DATE: Oct 2020	DESIGNER: WAC

3. Objectives, issues, and options to consider:

The following issues and considerations have been identified and costs are recorded in red

Issue/ consideration	Options to consider/ considered	Indicative cost
FA and Football federation grant	Costs considerably higher and a grant can only be sought up to 50% of the project cost value	£750K - £900k
Scope of work explanation	Pending the outcome of the STC decision each aspect of the project plan will be scoped up and tender documents created	
Funding options are:	Government Works Loan to the value of £350,000 STC low interest loan £100,000 Section 106 Sports, Health and Well-being grants – under review	

4. Key Stakeholders and Other Players:

Lead Councillor – Alex Chase
Support Councillors – Piers Brown and George Hall
Town Clerk/ Responsible Finance officer
Business Manager
Chamber of Commerce – Chair (business parking permits)
SFC Directors
Dorset Football Association
Football Foundation
Dorset Council – Parking Services Officer
Dorset Council – Section 106 officer
SFC Solicitor - Farnfields
STC Solicitor - Rutters

5. Organisational Requirements

- a) Feasibility options, business case and draft project plan to be presented to Shaftesbury Town Council on 27th October. Informal meeting held on 19th October 2020.
- b) 3 x quotes for 3G contractors are to be obtained and selected, by a process managed by the project group as part of the STC financial regulations. This group is made up of two councillors, business manager and the directors of SFC.
- c) Terms and conditions of the PWLB (Public Works Loan Board) to be understood – refer to separate document.

6. Approach

- a) Pre-Application Planning to be submitted once resolved by STC on 27th October 2020
- b) High level plan to be developed once resolved by STC on 27th October 2020 for adoption
- c) Project plan to be circulated to all stakeholders based on outcome of STC resolution on 27th October 2020
- d) Legal process – SFC lease will be revoked (original T's and C's will remain) and the content to reflect the enhanced asset via new lease.
- e) Section 106 funding to be investigated - awaiting updated from S106 officer
- f) Terms and conditions of interest free/ low interest loan (including repayment holiday) to be agreed
- g) The repayment of the PWLB to be linked to the lease and payments made twice a year to the value of £8,334 therefore the annual total equates to £16,668 (interest rate will be based on the value on the day of application. Rates are subject to change.

7. Timeframe & Milestones

Feasibility options to be complete by end of September 2020.

Detailed Project plan to be complete by 14th November 2020 (Post STC decision)

8. Inclusions & Deliverables (non-negotiables)

- Net income from income from parking permits be used to off-set the PWLB repayment (Dorset Council as the car park operator will manage the payment and enforcement process - refer to project 2 PID document.)
- PWLB to be linked to the lease and payments made by STC to PWLB as outlined in the Terms and Conditions
- CIO/ CIC to be set up to manage and protect the STC asset for the duration of the PWLB (30 years). Best option needs to be explored further.
- On site Manager/ Supervisor to manage booking process and maximise occupancy levels and maximise income once the 3G facility becomes operational
- Nominated Councillor Representative for the Football Club and Business Manager to sit on Quarterly Football Club directors meeting. Performance reports will be presented to STC to inform the council of the actual usage versus planned usage

9. Exclusions

None

10. Critical Success Factors

- Community and potential car park users engaged with the project and maximum occupancy is evident
- Stakeholders on board and joined up with the project plan
- Legal experts do not delay the process and project is delivered on time
- 3G pitch is in place for the start of 2021 season
- Pitch usage is maximised and predicted to be 60% full in year one and year 2 is 75%
- The interest free/ low interest loan from STC is paid off ahead of the term of the loan

11. Assumptions

- The Parking Services Officer does not object to the plan and all parking related compliance is deliverable, including enforcement.
- The accuracy of the site plan reflects the true availability of proposed car park spaces therefore predicted income will cover the majority of the cost of the GWL
- The Town Centre workers will choose to park at the Football Club using the virtual permit facility as an affordable long stay parking provision
- The parking licence will be granted

12. Related Projects

Coppice Street parking project – Long stay car parking provision (**phase 2**) at Shaftesbury Football Club

Appendix A

Predicted income and for project 3 – 3G

Income	Year 1	Year 2	Year 3	Year 4	Year 5
Hire Income (48 weeks)	£83,680	£83,680	£83,680	£83,680	£83,680
Car Parking Permits (40)	£8,986	£8,986	£8,986	£8,986	£8,986
Total Income	£92,666	£92,666	£92,666	£92,666	£92,666

Appendix B

Predicted expenditure for project 3 – 3G

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Ptich & General Maintenance	£7,000	£7,350	£7,718	£8,103	£8,509
Pitch testing / Inspection	£2,700	£2,700	£2,700	£2,700	£2,700
Staff	£18,000	£18,900	£19,845	£20,837	£21,879
Sinking Fund/ contingency	£20,000	£20,000	£20,000	£20,000	£20,000
Lamp replacement/Maintenance	£500	£500	£500	£500	£500
Utilities	£3,500	£3,605	£3,713	£3,825	£3,939
£350,000 PWLB > STC 30 Years	£16,668	£16,668	£16,668	£16,668	£16,668
£100,000 Loan Repayment > STC 30 Years	£5,076	£5,076	£5,076	£5,076	£5,076
Accountancy	£2,000	£2,060	£2,122	£2,185	£2,251
Insurance	£1,000	£1,030	£1,061	£1,093	£1,126
Legal	£2,000	£0	£0	£0	£0
Other	£500	£515	£530	£546	£563
Total Expenditure	£78,944	£78,404	£79,933	£81,534	£83,210

Appendix C

Summary of Income and Expenditure

SUMMARY	Year 1	Year 2	Year 3	Year 4	Year 5
Income	£92,666	£92,666	£92,666	£92,666	£92,666
Expenditure	£78,944	£78,404	£79,933	£81,534	£83,210
Surplus funds	£13,722	£14,262	£12,733	£11,132	£9,456

Usage Plan

Key:-

Shaftesbury FC	£	40	Per Hour
Education	£	40	Per Day
Other Uses	£	50	Per Hour

Weekday Activities (Based on 48 weeks)	Hours	Total WEEKLY income	Total ANNUAL income
STFC (Reduced)	6	£ 240	£ 11,520
Youth (Reduced)	4	£ 160	£ 7,680
Ability Counts	1	£ 50	£ 2,400
Walking	2	£ 100	£ 4,800
Other Groups	6	£ 300	£ 14,400
Commercial	2	£ 100	£ 4,800
Educational Center	20	£ 200	£ 6,000
Total (During Week Hours)	41	£ 1,150	£ 51,600
Fundraisers Using the Facility		Total WEEKLY income	Total ANNUAL income
Holiday Clubs		£ -	£ 7,500
Tournaments		£ -	£ 2,500
Total Summer period			£ 10,000
Weekend Activities (Based on 48 Weeks)	Hours	Total WEEKLY income	Total ANNUAL income
Matches STFC	5	£ -	£ -
Matches STYFC	8	£ -	£ -
JPL	4	£ 160	£ 7,680
Ladies	2	£ -	£ -
Walking Football	2	£ 100	£ 4,800
Commercial	4	£ 200	£ 9,600
Annual Weekend Activities	25	£ 460	£ 22,080
Total Income			£ 83,680

Appendix E

Usage Plan - weekdays

Income From Use													
	9am - 10am	10am - 11am	11am - 12pm	12pm - 1pm	1pm - 2pm	2pm - 3pm	3pm - 4pm	4pm - 5pm	5pm - 6pm	6pm - 7pm	7pm - 8pm	8pm - 9pm	9pm - 10pm
MONDAY	Education Centre									Ability Count	Other Teams		
TUESDAY	Education Centre				Walking					Other Teams	STFC Match/ training		
WEDNESDAY	Education Centre				Education Centre					STYFC	Commercial League	Other Teams	
THURSDAY	Education Centre									STYFC	STFC Match/ training		
FRIDAY	Education Centre						Walking			STYFC	Other Teams		

Usage Plan – weekends

	9am - 10am	10am - 11am	11am - 12pm	12pm - 1pm	1pm - 2pm	2pm - 3pm	3pm - 4pm	4pm - 5pm	5pm - 6pm	6pm - 7pm	7pm - 8pm	8pm - 9pm	9pm - 10pm
SATURDAY	STYFC				STFC match								
SUNDAY	Walking	STYFC					STFC Ladies			Commercial League			

Red - available to hire

Appendix F: Indicative high-level project plan (to be developed post STC decision on 27/10/20)

Actions and Milestones	2020		2021				
	October	November/ December	January/ February	March/ April	May	June	July
STC adopt the project plan in principle for project 1, project 2 and 3							
STC to submit GWL – application to be developed by Lead Councillor and project group assisted by the Town Clerk and Business manager in partnership with the SFC Directors							
Submit pre-app to LPA for car park change of use and for the 3G facility							
Submit full planning application							
Instruct Rutters/ Farnfields to manage the legal process							
Tender pack for 3G to be developed by working group.							
Land survey to be undertaken							
Recommendations re contractor to be presented for selection by working group							
Appoint 3G contractors							
Groundworks commence							

Appendix: Overview of PWLB process:

Councils wishing to borrow will have to get in touch with the County Association, whether a member or not, to submit the Application Form. Where a borrowing approval is required the purpose must be detailed on the application and in a report to Council. Approvals should only be sought for capital expenditure. Please complete the borrowing application form and provide the following supporting information:

1. Copy of full minute of the Full Council Meeting with the resolution to seek the Secretary of State's approval for the proposed borrowing.
2. Copy of the Council's budget for the current year, and next year (if available), showing the provision made to meet the loan costs.
3. Full report to the Council or business case. This should include a breakdown of the proposed works, estimated costs, financial planning to fund the loan repayments and the steps/options the Council/has in place to mitigate the risk for not being able to afford the loan repayments.
4. Please provide information on how the Council will afford the loan repayments, breakdown of funding resources, amounts to be used from reserves, and any increase of precept to fund the borrowing.
5. If the Council precept is to be increased to cover the loan repayment, please confirm the amount and percentage of the planned increase related to the loan only (if possible how much increase for house holders at Band D);
6. If applicable, please provide evidence of public support to increase the precept to cover the loan repayment (e.g. the result of any consultation).
7. You still need to provide details how local residents were consulted on the project and associated borrowing even if you are not increasing precept to fund the loan (e.g. newsletter/website/in the agenda of public meeting).