



# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council (FC), Councillors Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins, Welch and Yeo.  
You are summoned to an extra ordinary meeting of the Full Council for the transaction of the business shown on the agenda below. To be held at 7.00pm on **Monday 20 July 2020** [online at Zoom.us](#). Meeting ID: 818 0611 6012

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
14<sup>th</sup> July 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. Voting will be taken in turn as directed by the Chairman and should be by the response 'In Favour', 'Against', or 'Abstain'. The decision and summary of votes will be read back before moving to the next item. ([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

- |          |   |          |
|----------|---|----------|
| <b>1</b> | <b>APOLOGIES</b> .....  | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence .....   | (1 min)  |
|          | <i>(Local Government Act, 1972 s.85)</i>  |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b> .....   | <b>3</b> |
|          | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. .... | (1 min)  |
|          | <i>(Shaftesbury Town Council Code of Conduct, 2019)</i>   |          |
| <b>3</b> | <b>MINUTES</b> .....  | <b>4</b> |
|          | To confirm the minutes of the previous meeting of the Full Council. ....  | (5 min)  |
|          | <i>(Local Government Act, 1972 Sch 12)</i>  |          |
| <b>4</b> | <b>HIGH STREET PEDESTRIANISATION – PHASE 3</b> .....  | <b>5</b> |
|          | To consider phase 3 plans for the High Street in response to Covid-19 measures (40 min)                                     |          |
|          | <i>(Local Government and Rating Act, 1997 s.30)</i>   |          |

(End)

Anticipated meeting end time 8:00pm

## **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.85. *Vacation of office by failure to attend meetings*. [Online].

Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].

Local Government and Rating Act, 1997 s.30. *Traffic Calming*. [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](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

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)

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

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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.

## 2 Declarations of Interest

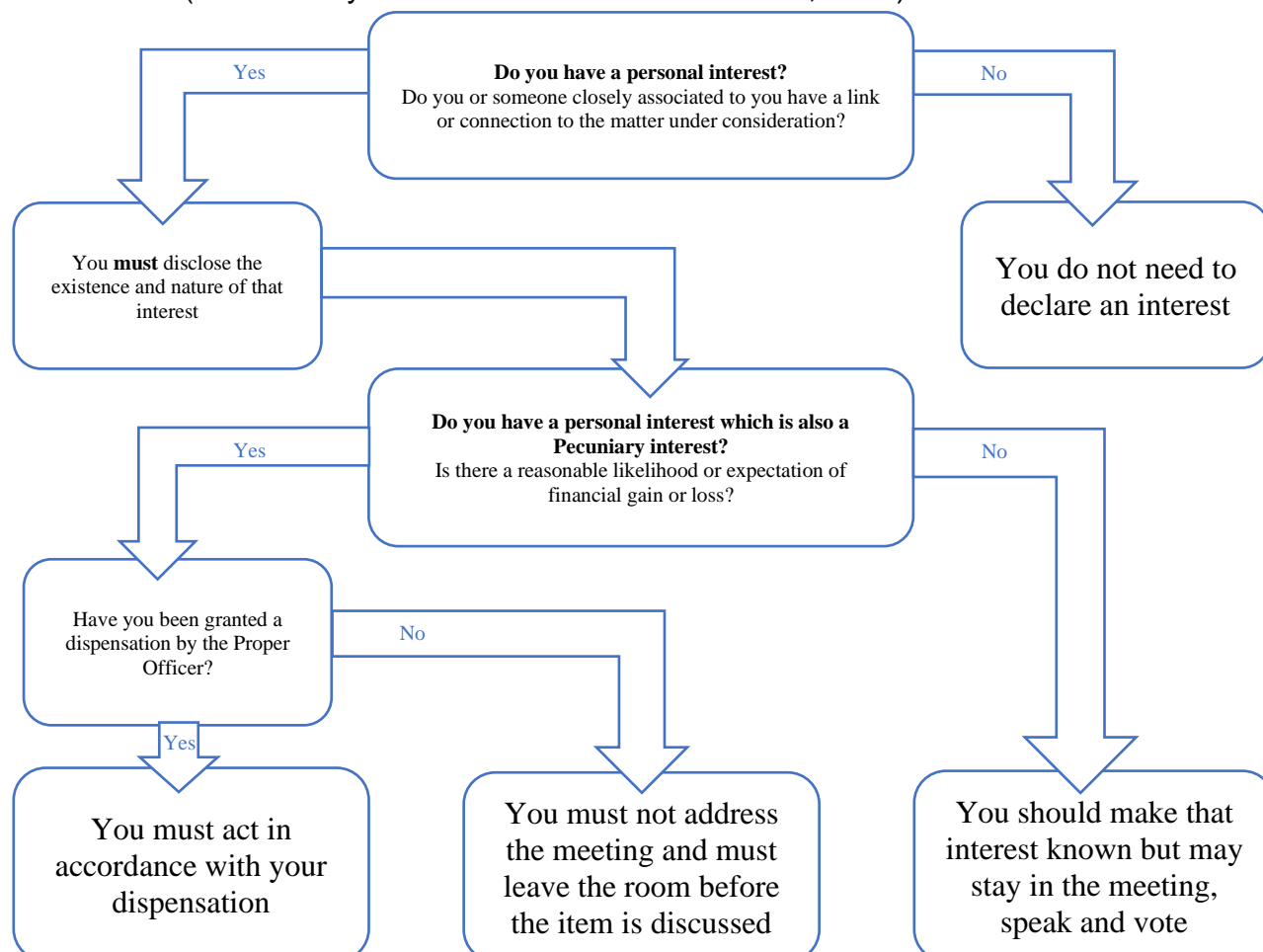
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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### 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 Minutes**

To confirm the minutes of the previous meeting of the Full Council.

(5 min)

[\(Local Government Act, 1972 Sch 12\)](#)

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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 Minutes to be adopted are provided through the hyperlinks against each of the dates below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 3.2.2 [7<sup>th</sup> July 2020 - FC](#)
- 3.2.3 [7<sup>th</sup> July 2020 - EFC](#)

#### 4 High Street Pedestrianisation – Phase 3

To consider phase 3 plans for the High Street in response to Covid-19 measures (40 min)

[\(Local Government and Rating Act, 1997 s.30\)](#)

##### 4.1 Summary

- 4.1.1 The current Temporary Traffic Regulation Order (TTRO) expires on 26th July. The TTRO is in place as an emergency measure to keep the public safe as per national guidance and as directed by Dorset Council Highways.
- 4.1.2 Current government guidance states that “where possible, you should maintain 2m between people”. The guidance should change to state that 2m or 1m+ with risk mitigation (where 2m is not viable) are acceptable.
- 4.1.3 The Town Centre with its narrow pavements means shoppers cannot socially distance. To practice social distancing with queues along pavements, one in and one out in the smaller shops creating potential queues outside shops, pedestrians would need to step into the road to keep the 2m distance. This is not safe. Even with 1m plus mitigation it would be impossible to socially distance in the narrow areas of the High Street.
- 4.1.4 The stakeholder project group made up of Dorset Council Highways and Economic Development officers; Cllr Brown (Economic Development Lead Councillor) and Cllr Proctor (Councillor representative for the Chamber of Commerce) meet via Zoom on a weekly basis. Every week feedback from businesses and shoppers is presented, topics are discussed and actions mutually agreed to look at continuous improvement of the shopper experience and business performance.
- 4.1.5 Business one to one engagement has taken place and the feedback was distributed via the weekly digest on 3rd July. Shopper feedback is still being gathered however up to and including 15th July over 600+ responses have been received.
- 4.1.6 The market stalls are reversed so the trader has his/ her back to the church wall and 3m apart. The flow of customers on the roadside enables social distancing measures to be in managed and traders and shoppers have reported an improved shopping experience resulting in additional sales.
- 4.1.7 Since 15th June to date Marshals have been in place at the top end (Grosvenor) and the exit (Cranbourne’s) to engage with drivers and manage the compliance associated with the TRO (delivery vehicles only). A trial is underway to understand the impact of no marshals at the entry and exit points. The results of the trial will be presented at the FC meeting.
- 4.1.8 The hospitality sector has started to re-open and most cafés have applied for a sitting out licence via Dorset Council. The recovery is slow as customers rebuild their confidence with eating out in enclosed spaces.

##### Financial Implications

To date the financial impact is as follows:

<b>High Street temporary pedestrianisation - budget £5,000</b>		
Marshall cost (TTRO 1)	£2,786	TBC if this cost can be cross charged to Dorset Council (TTRO 1 based on 4 weeks cover)
Mashall cost additional (TTRO 1)	£437	TBC if this cost can be cross charged to Dorset Council
Marshall cost (TTRO 2)	£1,372	TBC if this cost can be cross charged to Dorset Council (TTRO 2 based on 2 weeks cover)
Printing of Corex signs	£150	Welcome back and bus information corex signs

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Loan of highway signage from carnival	£54	Week 1 (weeks 5 and 6 free)
Loan of highway signage from carnival	£54	Week 2
Loan of highway signage from carnival	£54	Week 3
Loan of highway signage from carnival	£54	Week 4
High viz jackets	£133	15 x £8.85
Sandbags	£36	
<b>SUB TOTAL as of 02 07</b>	<b>£5,130</b>	
TTRO		Dorset Council cost centre
TTRO		Dorset Council cost centre
Highways Bollards		Dorset Council cost centre
Additional Highways signage		Dorset Council cost centre
Highways stencil kit and paint		Dorset Council cost centre
Amberon 5 days Traffic management cover		Dorset Council cost centre
White lining of temporary disabled bays		Dorset Council cost centre
Marshall Lantra training		Dorset Council cost centre

Note; the £5,000 STC resolution covered the cost of the first TTRO and the second TTRO costs combined have not exceeded the original budget.

Phase 3 – extended temporary pedestrianisation –

### 1. Marshalling costs

There are 4 options for STC to consider with control over the TRO and longer term cost management associated with marshals. The current plan which is in place until 26<sup>th</sup> July is not sustainable in the long-term as many of the marshals supplied by the Carnival club and Dorset Marshals will shortly be returning to work. The current cost is £686 for marshals is per week. There are 3 options for STC to consider:

**Option 1:** Use a Traffic management company to supply trained marshals at a cost of £400 per day and £2,400 per week (across 6 x days and excluding Sundays)

**Option 2:** Employ a part-time member of staff on a fixed term basis at a cost of £420 per week. Note this fixed-term employee would need Traffic Management training. A further risk would be evident should this person resign and the recruitment process would need to be started again plus additional training requirements to be compliant. 10 weeks (up to and including 4th October) would cost £4,200 (excluding CTE)

**Option 3:** As above however recruit one of the trained marshals to avoid further training costs

**Option 4:** No marshals at entrance and exit points. This option can be discussed at FC meeting however it is likely this will create significant issues with drivers breaching the TRO and additional vehicles entering the High Street.

### 2. Local marketing campaign to support the ‘Eat out to help out’ scheme throughout August.

a) Officer resource to plan and organise those hospitality establishments participating in the national scheme. Devising a comprehensive suite of marketing materials to maximise the support to the local businesses.

b) The sum of up to £5,000 to be allocated to support the hospitality businesses with a marketing campaign to maximise the recovery

### 3. Shaftesbury Football Club continue to support the shop workers of the town and have issued free permits to cover phase 1 and 2 of the temporary pedestrianisation (from 15<sup>th</sup> June to 26<sup>th</sup> July). The free parking permit will be extended until the end of August whilst awaiting the STC decision for the development of the Coppice Street Car Park project.

## 4.2 Legal Implications

- 4.2.1 Dorset Council Highways will provide support and guidance with the legal aspects including the management of TRO application
- 4.2.2 If a local council thinks that traffic calming works will benefit the locality, it may contribute to the highway authority's expenses in providing them but cannot provide them itself save by arrangement with the authority. (Local Government and Rating Act, 1997 s.30)
- 4.3 **Risk**
- 4.3.1 Some retailers are known to be against the temporary pedestrianisation. Research and feedback highlights that many shoppers love the pedestrian experience and some do not. It is important to continue to encourage feedback and the survey will continue until the end of July.
- 4.3.2 It is expected that social distancing measures may need to be upheld for months however, at this stage the future is ambiguous. The risk is that businesses may not see customers return to levels pre-Covid-19 for some time.
- 4.3.3 The retail landscape has changed over the past 5 years. Shaftesbury is not alone. Many High Streets are seeing changing behaviours and shopping habits therefore the risks need to be minimised by giving shoppers a pleasant and safe shopping environment where they feel confident to return to the High Street.
- 4.4 **Recommendation**
- 4.4.1 Shaftesbury Town Council resolves to support the Covid-19 Safer Public Places High Street – Temporary Pedestrianisation plan recognising it is continued work in progress due to the ambiguity associated with the recovery from the pandemic crisis.
- 4.4.2 Shaftesbury Town Council resolves to allocate further funds to support an extension to this project up to a maximum of £10,000 from its General reserves as specified in the financial section of this report.
- 4.4.3 STC resolves to delegate the management of this project to the Town Clerk and Business Manager in consultation with Cllrs Brown and Proctor (as the Lead Councillors for Economic Development and STC Representative to the Chamber of Commerce) and in consultation with the stakeholder group including the Shaftesbury Chamber of Commerce, Highways and Economic Development Dorset Council.
- 4.5 **Reason for Recommendation**
- 4.5.1 Shaftesbury Town Council has a duty to support the Highways team and to give residents and visitors the confidence to shop safely in line with national government guidance.

(End)

Report Author:

Brie Logan, Business Manager