



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 12 January 2021** [online at Zoom.us](https://www.zoom.us). Meeting ID: 829 4915 8922

All other recipients for information only

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

6th January 2021

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 | 7 |
| | To receive and consider for acceptance, apologies for absence
(Local Government Act, 1972 s.85) | (1 min) |
| 2 | DECLARATIONS OF INTEREST | 7 |
| | 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 | MINUTES | 9 |
| | To confirm the minutes of the previous meetings of the Full Council
(Local Government Act, 1972 s.111) | (3 min) |
| 4 | REPORTS FOR INFORMATION | 10 |
| | To receive reports from Dorset Councillors, Mayor, local organisations and note delegated decisions
(Shaftesbury Town Council Scheme of Delegation, 2019) | (5 min) |
| 5 | COMMITTEE REPORTS | 14 |

	To receive minutes and reports and consider recommendations from the Committees of the Council (20 min) <i>(Shaftesbury Town Council Scheme of Delegation, 2019)</i>	
6	SOUTHERN ELECTRIC WAYLEAVE To consider authorisation to take a cable underground at the Shaftesbury Cricket Club <i>(Open Spaces Act, 1906 s.10)</i>	17 (5 min)
7	PAYMENTS To consider payments for authorisation (5 min) <i>(Local Government Act, 1972 s.150)</i>	18
8	GRANT REQUEST To consider grants not yet resolved for the Financial Year 2020-2021 <i>(Local government Act, 1972 s.101)</i>	24 (10 min)
9	CLIMATE ACTION PLAN To adopt a Council Climate Action Plan and incorporate projects into the Strategic Plan <i>(Local government Act, 1972 s.101)</i>	26 (10 min)
10	ALLOTMENT TENDER SELECTION To select a company to carry out the A30 Allotments works <i>(Local government Act, 1972 s.101)</i>	28 (20 min)
11	COMMUNICATIONS AND MEDIA POLICY To review the Communications and Media Policy <i>(Local Government Act, 1972 s.111)</i>	30 (30 min)
12	SPINE ROAD To consider engaging a planning consultant to provide a report on the Spine Road, East Shaftesbury. (5 min) <i>(Town and Country Planning Act, 1990 s.106)</i>	31
13	STRATEGIC PLAN REVIEW	35

To review the Shaftesbury Town Council 5-year strategic plan and resolve to adopt the proposed amendments (10 min)

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

14 SUPPORT FOR SHAFTESBURY AND DISTRICT DEMENTIA FRIENDLY COMMUNITY

46

To consider providing support for Shaftesbury and District Dementia Friendly Community (10 min)

(End)

Anticipated meeting end time 9:00pm

Throughout this agenda there are hyperlinks provided to take you to additional information or documents. These are indicated wherever the text is in blue and underlined

References

Accounts and Audit Regulations, 2015. [Online].

Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.

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.101. *discharge of functions by local authorities..* [Online].

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

Local Government Act, 1972 s.150. *Expenses of parish and community councils*. [Online].

Local Government Act, 1972 s.151. *Financial Administration*. [Online]

Available at: <http://www.legislation.gov.uk/ukpga/1972/70/section/151>

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

NALC, 2018. *Councils Powers to Discharge Their Functions (Legal Topic Note 1)*, London: NALC.

Open Spaces Act, 1906 s.10 . *Maintenance of Open Spaces and Burial Grounds*. [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%20Code%20of%20Conduct%202012.pdf)

Shaftesbury Town Council Financial Regulations, 2019. *Financial Regulations*. [Online].

Shaftesbury Town Council Scheme of Delegation, 2019. *Scheme of Delegation*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-2019.pdf>

Shaftesbury Town Council, 2019. *Standing Orders*. [Online].

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].

Town and Country Planning Act, 1990 s.106. *Planning Obligations*. [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.
- 1.1.2 Cllr Proctor due to a conflicting personal engagement.

2 Declarations of Interest

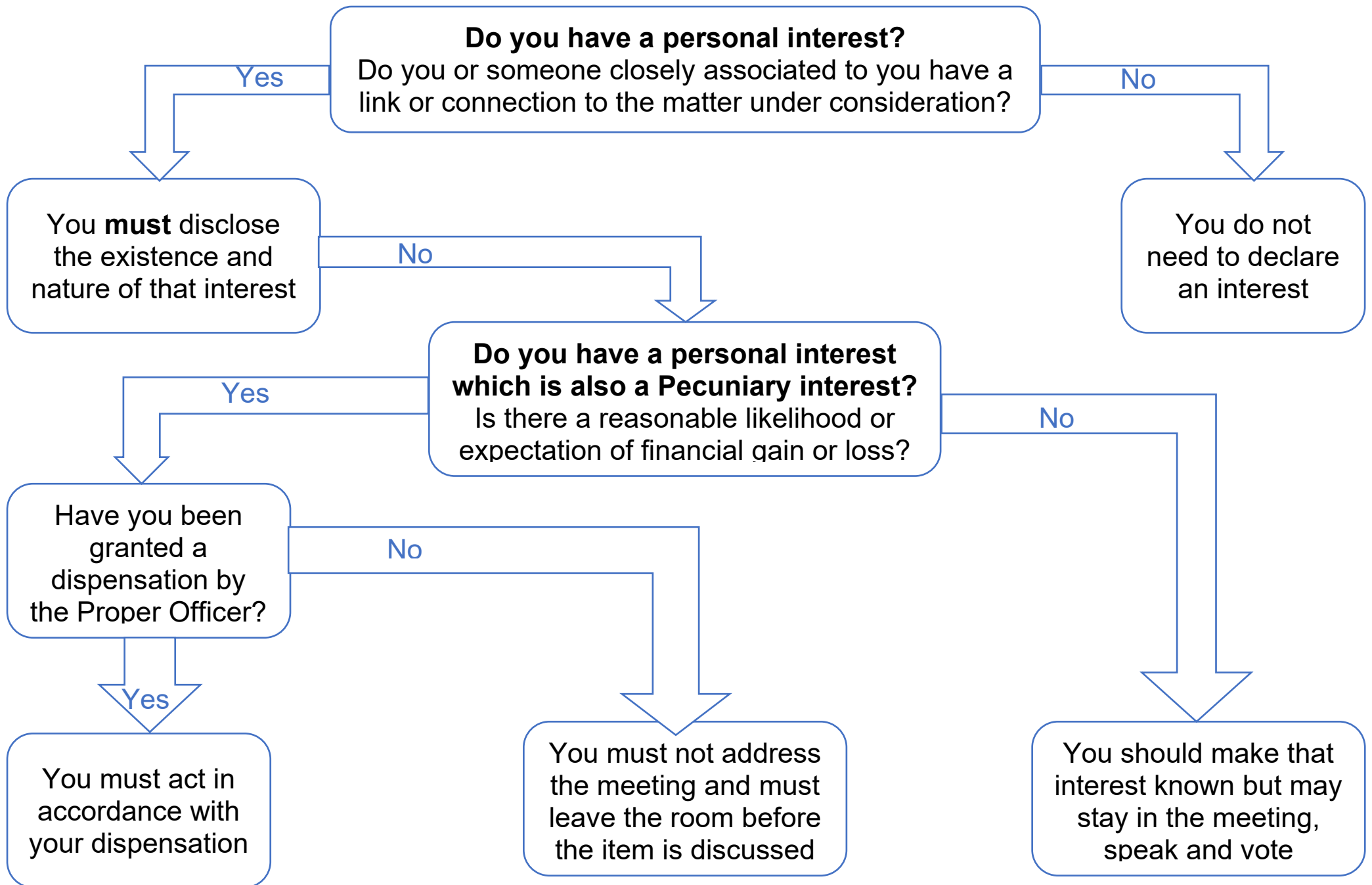
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

(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 Minutes

To confirm the minutes of the previous meetings of the Full Council

(3 min)

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

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 [Full Council 3rd November 2020](#)
- 3.2.3 [Extra Full Council 8th December 2020](#)

4 Reports for Information

To receive reports from Dorset Councillors, Mayor, local organisations and note delegated decisions(5 min)
([Shaftesbury Town Council Scheme of Delegation, 2019](#))

4.1 Summary

- 4.1.1 The Council invites reports from external partners. These reports are to inform and give the opportunity for topics of note to be addressed at a later date by the Council or its committees. This agenda item does not provide for decisions to be taken on the content as it is likely that sufficient notice of the business to be transacted will not have been given.
- 4.1.2 Reports and minutes provided in advance are taken as read.

4.2 Actions from Full Council 3rd November 2020

- Update the Planning and Highways Terms of Reference – amended and updated version available on the website.
- Amend the Scheme of Delegation – amended and updated version available on the website.
- Update the Standing Orders and Financial Regulations – amended and updated versions available on the website.
- High Street temporary Pedestrianisation – project continuing with relevant stakeholders.

- Section 106 to GEM - delegate to the General Management Committee the review the section 106 funds in conjunction with approved projects and subsequent draw down of funds to progress those projects or protect funds that would otherwise be at risk. – Scheduled for February 2021.
- Code of Conduct - petition both National Association of Local Councils, the Secretary of State and the Member of Parliament for North Dorset to increase the sanctions and penalties legally available to Principal Authorities and encourage other Councils to make similar resolutions and applications - Letter drafted for submission January 2021

4.3 Actions from Full Council 8th December 2020

- Car parks 1,2 project – project underway as resolved
- 3G Project – project underway as resolved and community engagement taking place.
- Planning Applications – consultee comments submitted as resolved.

4.4 Delegated Decisions

- 4.4.1 To agree to Wessex Water to provide a water bottle refill point outside the Town Hall (see page 13)

4.5 Correspondence

- 4.5.1 Letter from Dorset Council advising the outcome of the complaints submitted against Cllrs Tippins and Yeo.
- 4.5.2 Ongoing legal correspondence from the solicitor of Cllrs Tippins and Yeo (these are not in the public domain due to legal and professional privilege and ongoing legal discussion)

4.6 Civic Report

- 4.6.1 Due to Coronavirus restrictions, there are no civic engagements to report on. The Mayor may choose to speak to this item.

4.7 Dorset Council Reports

- 4.7.1 Dorset Councillors are invited to provide a report at this point.

4.8 Lead Councillor and Local Organisation Reports

4.9 Recommendation

- 4.9.1 That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

4.10 Reason for Recommendation

- 4.10.1 To provide a minute record of information provided to members of the Council

(End)

Report Author:

Claire Commons, Town Clerk & RFO

Committee	Council
Membership	
Date	24 November 2020
Proposal	Provide a Water Refill unit in Shaftesbury
Any interests declared	Alex Chase - Proposer of Plastic Free Shaftesbury
Decision	To accept Wessex Water's offer of a free Water Refill unit outside the Town Hall (on the previous location of the BT Phone Box)
Alternative Options Considered	Refuse permission
Reason	To help reduce use of single use plastics and encourage a more sustainable community.
Scheme of Delegation reference and wording	<p>2.8 the Town Clerk is delegated to manage all the Town Council's services and property, together with routine inspection in line with the budgets and policies approved by members.</p> <p>Consultation with Cllr Chase as the proposer of Plastic Free Shaftesbury and Cllr Hollingshead as the Chairman of the Council.</p>



Side



Front



Side



Back

5 Committee Reports

To receive minutes and reports and consider recommendations from the Committees of the Council(20 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2019\)](#)

5.1 Summary

- 5.1.1 When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local government Act, 1972 s.101. (NALC, 2018)
- 5.1.2 Minutes are provided for information using the hyperlinks below

5.2 Planning and Highways Committee [10th November 2020](#)

- 5.2.1 Policies Review Officer report 1120PH8 was received and the following was RESOLVED:
P63a To approve the Community and Highways Policy.
P63b To approve the Snow and Ice as a whole and delegate to the vice chair of Planning and Highways along with the officers to amend minor updates to the policy and any grammatical changes.

[Community Highways Request Policy 2020](#)

[Snow and Ice Policy 2020](#)

5.2.2 Planning and Highways Committee [21st December 2020](#)

- 5.2.3 P22 Policies Review: Officer report 1120PH8 was received and the following was RESOLVED:
P22a To recommend to Full Council that the Public Protocol - Planning & Licensing be approved with the minor amendments as discussed.

P22b To recommend to Full Council that the Public the Pre-application meetings with Developers Protocol be approved with the minor amendments as discussed.

[Protocol on pre-application meetings with developers](#)

[Public Protocol-Planning and Licence Applications](#)

5.3 Human Resources Committee [23rd November 2020](#)

5.3.1 Policies Review

H04c RESOLVED to RECOMMEND to Full Council for adoption the Bullying and Harassment

[Bullying and Harassment Policy 2020](#)

5.3.2 H06 Committee Terms of Reference:

Officer report 1120HR6 was received and it was RESOLVED to RECOMMEND to Full Council to adopt the Terms of Reference as shown at 6.8 of the report.

5.3.3 Staffing Budget:

H08a Confidential report 1120HR8 was received and it was RESOLVED to RECOMMEND the staffing budget as outlined in the confidential report to Full Council subject to any adjustments being required as an outcome of the staffing review. (this will be considered as part of the full budget consideration on the 28th of January)

5.4 Recreation, Open Spaces and Environment Committee [17th November 2020](#)

5.4.1 Policies Review: Officer report 1020ROSE7 was received, and it was RESOLVED: To makes some minor grammatical amendments to the Environmental Biodiversity Policy and recommend to Full Council for adoption. Officers delegated to make these changes.

[Environmental Biodiversity Policy 2020 Amends](#)

- 5.4.2 Netball and Future Sports Provision in Shaftesbury: Officer report 1020ROSE5 was received and it was RESOLVED to support the inclusion of this project in the Strategic Plan for further investigation. To be adopted for activity in 2022 and 2023. Electrical estimates being requested top reinstate lighting so the court can be used in the interim period. [13th October 2020](#)

5.5 General Management Committee [24th November 2020](#)

- 5.5.1 Policies review: Officer report 1120GEM08 was received and it was RESOLVED to approve the Community Engagement Strategy as per the amendments discussed and to bring the Anti-Bribery Policy back to this committee for discussion.

[Community Engagement Strategy 2020](#)

[Petitions Policy 2020](#)

5.6 Recommendation

- | | |
|-------|---|
| 5.6.1 | That the Council resolves the recommendations from Committees contained within this report. |
|-------|---|

5.7 Reason for Recommendation

- 5.7.1 To determine matters which fall within the committee scheme of delegation for debate but exceed the delegation for determination.

(End)

Report Author, Zoe Moxham, Office Administrator

6 Southern Electric Wayleave

~~To consider authorisation to take a cable underground at the Shaftesbury Cricket Club~~ (5 min)

~~(Open Spaces Act, 1906 s.10)~~

6.1 Summary

- 6.1.1 This item is no longer required as it has been confirmed that Southern Electric's Wayleave from 2016 remains extant.

7 Payments

To consider payments for authorisation

(5 min)

[\(Local Government Act, 1972 s.150\)](#)

7.1 Summary

- 7.1.1 Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council must likewise ensure that its financial, operational and risk management is effective. (Clayden, 2019), (Accounts and Audit Regulations, 2015)
- 7.1.2 A list of payments is provided below.

7.2 Scheme of Delegation

- 7.2.1 The Town Clerk is the Responsible Finance Officer to the Council and is responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.
- 7.2.2 The Town Clerk is delegated to authorise routine expenditure within the greed budget

7.3 Financial Implications

- 7.3.1 The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. (Shaftesbury Town Council Financial Regulations, 2019)

7.4 Legal Implications

- 7.4.1 Every parish council shall keep such accounts as may be prescribed of the receipts and payments of the council. (Local Government Act, 1972 s.150)
- 7.4.2 Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)

7.5 Recommendation

- 7.5.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance

7.6 Reason for Recommendation

- 7.6.1 Members should be satisfied with the payments being drawn on the Council's account and that there are sufficient funds to meet those commitments.

7.7 Invoices Paid 16/12/2020

Invoice	Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount due
Angel Springs Ltd [ANGEL]									
30/11/2020		5959160		Cooler Rental		30/11/2020	12.00		12.00
BACS No: ANGEL							Total of Invoices Due (ANGEL)	12.00	0.00
Aqua cleaning Services [AQUA]									
23/11/2020		CL5411		Town Hall Clean		23/12/2020	48.00		48.00
01/12/2020		CL5444		Town Hall clean		31/12/2020	48.00		48.00
07/12/2020		CL5454		Cleaning TH		31/12/2020	48.00		48.00
BACS No: AQUA							Total of Invoices Due (AQUA)	144.00	0.00

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BPI Recycled Products [BPI]						
27/11/2020	INR591280	Pallet H/D Pin Liners	27/12/2020	996.84	996.84	
BACS No: BPI		Total of Invoices Due (BPI)		996.84	0.00	996.84
Clarity Copiers Ltd [CLARITY]						
27/11/2020	120849	Printing November	27/11/2020	22.84	22.84	
BACS No: CLARITY		Total of Invoices Due (CLARITY)		22.84	0.00	22.84
GCS Agricentre [GCS]						
30/11/2020	226920	Battery terminals, cable ties	30/11/2020	16.53	16.53	
BACS No: GCS		Total of Invoices Due (GCS)		16.53	0.00	16.53
National Association of Local Councils [NALC]						
07/12/2020	11082020	Training - Building back stron	07/12/2020	38.93	38.93	
BACS No: NALC		Total of Invoices Due (NALC)		38.93	0.00	38.93
NDM Electrical [NDM]						
30/11/2020	1065	Putting up christmas lights	30/11/2020	253.20	253.20	
06/12/2020	1071	Light repairs Bell St	06/12/2020	119.64	119.64	
BACS No: NDM		Total of Invoices Due (NDM)		372.84	0.00	372.84
Nibra Signs [NIBRA]						
03/12/2020	25675	Signage for cycle route	03/12/2020	700.66	700.66	
BACS No: NIBRA		Total of Invoices Due (NIBRA)		700.66	0.00	700.66
Partnership Fire and Security [PARTNERSHI]						
18/11/2020	35553	Repair to maglock	18/11/2020	84.00	84.00	
19/11/2020	35575	Fix emergency lights	19/11/2020	495.78	495.78	
BACS No: PARTNERSHI		Total of Invoices Due (PARTNERSHI)		579.78	0.00	579.78
RBS Software Solutions [RBS]						

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30/11/2020	28410	EMR/Budget Training x 2	30/11/2020	222.00	222.00
01/12/2020	SM22745	Allotment software	01/12/2020	206.40	206.40
01/12/2020	SM22744	Bookings Software	01/12/2020	355.20	355.20
01/12/2020	SM22746	Cemetery software	01/12/2020	348.00	348.00
BACS No: RBS			Total of Invoices Due (RBS)	1,131.60	0.00
Sure PC Help Ltd [SURE]					
03/12/2020	4918	IT Support	03/12/2020	1,059.36	1,059.36
BACS No: SURE			Total of Invoices Due (SURE)	1,059.36	0.00
Travis Perkins [TRAVPERK]					
05/11/2020	9054AQG742	Fencing Pins/barrier netting	05/11/2020	148.08	148.08
11/11/2020	9054AQH143	Fencing Pins,Duck tape	11/11/2020	137.37	137.37
25/11/2020	9054AQI308	Rawbolts	25/11/2020	13.17	13.17
BACS No: TRAVPERK			Total of Invoices Due (TRAVPERK)	298.62	0.00
			Total of Invoices Due (Purchase Ledger)	5,374.00	0.00
			TOTAL OF INVOICES Paid 16/12/2020	5,374.00	0.00

7.8 Invoices Paid 30/12/2020 December 2020

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount due
Chris Berwick Ltd [BERWICK]								
16/12/2020	1987		SLA Trinity Grounds		30/12/2020	897.12		897.12
BACS No: BERWICK			Total of Invoices Due (BERWICK)			897.12	0.00	897.12
Cole & Cole [COLE]								
11/12/2020	1669		Topographical Survey FC		31/12/2020	1260.00		1260.00
BACS No: COLE			Total of Invoices Due (COLE)			1260.00	0.00	1260.00
Dicks Contracting [DICKS]								
07/12/2020	3368		Hedge Cutting		31/12/2020	480.00		480.00

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BACS No: DICKS			Total of Invoices Due (DICKS)	480.00	0.00	480.00	
Essential Pool Supplies Ltd [ESSENTIAL]							
15/12/2020	15	Pool Chemicals	31/12/2020	38.00		38.00	
BACS No: ESSENTIAL			Total of Invoices Due (ESSENTIAL)	38.00	0.00	38.00	
Pear Technology [PEAR]							
24/11/2020	128640	Pear Mapping	31/12/2020	300.00		300.00	
BACS No: PEAR			Total of Invoices Due PEAR)	300.00	0.00	300.00	
Toogoods Property Ltd [TOOGOODS]							
15/12/2020	11296	Unit 9c Lease Dec to March	31/12/2020	2271.60		2271.60	
BACS No: TOOGOODS			Total of Invoice Due(TOOGOODS)	2271.60		2271.60	
Franks Maintenance Group [FRANKS]							
11/12/2020	17448	Repair to pool roof	31/12/2020	3276.00		3276.00	
BACS No: FRANKS			Total of Invoices Due (FRANKS)	3276.00	0.00	3276.00	
				Total of Invoices Due (Purchase Ledger)	8522.72	0.00	8522.72
				TOTAL OF INVOICES PAID 30/12/2020	8522.72	0.00	8522.72

7.9 Invoices Due for Payment by 31 January 2021

7.9.1 The current account cleared balance at the date of this report is £198,379.

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount due
Aqua cleaning Services [AQUA]								
21/12/2020	CL5475		Town Hall Clean		20/01/2021	48.00		48.00
30/12/2020	CL5480		Town Hall Clean		29/01/2021	48.00		48.00
BACS No: AQUA				Total of Invoices Due (AQUA)		96.00	0.00	96.00
Aqua Supplies Ltd [AQUAS]								
05/01/2021	S30281		Cleaning supplies		30/01/2021	287.20		287.20

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BACS No: AQUAS		Total of Invoices Due (AQUAS)	287.20	0.00	287.20
Clarity Copiers Ltd [CLARITY]					
29/12/2020	121146	<i>Printing Dec</i>	29/12/2020	27.06	27.06
BACS No: CLARITY		Total of Invoices Due (CLARITY)	27.06	0.00	27.06
Hawes Arborists [HAWES]					
04/01/2021	002071	<i>Emergency Tree work St Johns</i>	04/01/2021	1,188.00	1,188.00
BACS No: HAWES		Total of Invoices Due (HAWES)	1,188.00	0.00	1,188.00
RBS Software Solutions [RBS]					
17/12/2020	28436	<i>Omega Training x 2</i>	17/12/2020	444.00	444.00
03/01/2021	SM22973	<i>VAT digital annual support</i>	03/01/2021	70.80	70.80
BACS No: RBS		Total of Invoices Due (RBS)	514.80	0.00	514.80
South West Doors Ltd [SOUTH]					
23/12/2020	12483	<i>Service Roller Shutter Unit9C</i>	23/12/2020	120.00	120.00
BACS No: SOUTH		Total of Invoices Due (SOUTH)	120.00	0.00	120.00
Sure PC Help Ltd [SURE]					
23/12/2020	4929	<i>IT Support Dec</i>	23/12/2020	150.00	150.00
BACS No: SURE		Total of Invoices Due (SURE)	150.00	0.00	150.00
Sydenhams					
18/12/2020	5845396	<i>Materials bench repairs</i>	17/01/2021	97.50	97.50
BACS No: SYDENHAMS		Total of Invoices Due (SYDENHAMS)	97.50	0.00	97.50
Total of Invoices Due (Purchase Ledger)			2,480.56	0.00	2,480.56
TOTAL OF INVOICES DUE (ALL LEDGERS)			2,480.56	0.00	2,480.56

(End)

Report Author, Zoe Moxham, Office Administrator

8 Grant Request

To consider grants not yet resolved for the Financial Year 2020-2021

(10 min)

[\(Local government Act, 1972 s.101\)](#)

8.1 Summary

8.1.1 The Council has considered grant applications for the current financial year however, it did not resolve the grant request for the Youth Club. Since consideration, the Council has received two further requests for consideration, these being for Home Start and The Abbey Museum.

8.1.2 [Youth Club Application](#) Amount Requested £3,000 (100% of required costs)

8.1.3 [Home Start Application](#) Amount Requested £1,500 (100% of required costs)

8.1.4 [Abbey Museum Application](#) Amount Requested £2,500 (50% of required costs)

8.2 Scheme of Delegation

8.2.1 This item is being considered by Full Council irrespective of the Scheme of Delegation for the promptness of resolution.

8.3 Financial Implications

8.3.1 The Performance against budget for the Grants and SLA Cost centre is shown below demonstrating £7,138 remaining from the grants budget and an underspend of £18,000 from the SLA budget due to the withdrawal of provider for Digital Marketing and the further information requested for Open House meaning that those SLA's have not yet been awarded.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>303 Grants & SLA</u>								
4350 Community Grants	26,946	12,862	20,000	7,138		7,138	64.3%	
4352 Service Level Agreements	12,000	4,000	22,000	18,000		18,000	18.2%	
Grants & SLA :- Indirect Expenditure	38,946	16,862	42,000	25,138	0	25,138	40.1%	0

8.4 Legal Implications

- 8.4.1 The legal power to provide financial support to an organisation is within the various pieces of legislation the Town and Parish Council sector works within. The Council has the General Power of Competence which is the power of first resource.

8.5 Recommendation

- 8.5.1 That the Council determines the value of grant to provide to each of the three applicants and if the value of the grant impacts on the funds earmarked for the Service Level Agreements, determines how it wishes to handle those service level agreements this financial year.

8.6 Reason for Recommendation

- 8.6.1 To provide support to local organisations

9 Climate Action Plan

To adopt a Council Climate Action Plan and incorporate projects into the Strategic Plan

(10 min)

[\(Local government Act, 1972 s.101\)](#)

9.1 Summary

9.1.1 A [Sustainable Communities Action Plan](#) has been prepared and is appended to this report.

9.1.2 The Council is asked to consider the content and adopt the plan in principle so that the action points can be incorporated into the Strategic Plan and where required, project actions are authorised to be scoped further.

9.2 Scheme of Delegation

9.2.1 The Clerk was delegated to draw up an action plan (F40, July 2019)

9.3 Financial Implications

9.3.1 There are no financial implications arising from adoption of this plan. Actions contained within the plan requiring financial commitment will be brought to Council or its committees for further detailed consideration and resolution.

9.4 Legal Implications

9.4.1 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)

9.5 Recommendation

- 9.5.1 That the Council adopts the action plan and incorporates it into the Strategic Plan, actions requiring additional research or expenditure to be brought back to the Council or Committees for decision and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.

9.6 Reason for Recommendation

- 9.6.1 To respond to the Council's declaration of a climate emergency, take positive action to mitigate its part and to provide example and opportunity for the community to do its part.

(End)

Report Author: Claire Commons, Town Clerk & RFO

10 Allotment Tender Selection

To select a company to carry out the A30 Allotments works

(20 min)

[\(Local government Act, 1972 s.101\)](#)

10.1 Summary

- 10.1.1 The tenders were original scheduled for March 2020 but delayed due to Covid-19 and the difficulties with arranging site visits under the restrictions at the time. All site visits have now been carried out and three tenders have been submitted and provided to the Clerk on 7th January 2021.
- 10.1.2 [Contractor A](#) £79,362 Proposed start date 4 weeks after acceptance, 10 weeks to complete
- 10.1.3 [Contractor B](#) £ 70,873 (no contingency for Wessex Water included)
- 10.1.4 [Contractor C](#) £ 108,210 Start March 2021 completion May 2021
- 10.1.5 The Council is not obliged to accept the lowest quote.

10.2 Scheme of Delegation

- 10.2.1 The amendment of Standing Orders and Financial Regulations is reserved for Full Council under the Scheme of Delegation at the time of writing. (Shaftesbury Town Council Scheme of Delegation, 2019)

10.3 Legal Implications

- 10.3.1 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)

- 10.3.2 The Council has the power to discharge any of its functions (with some exceptions) to a committee, subcommittee, joint committee or by one of its officers or by any other local authority. (Local government Act, 1972 s.101)

10.4 Risk

- 10.4.1 Contractor B has not provided a Risk Assessment and Insurance documents. The Council should be aware that this therefore carries a greater risk to the Town Council if the contract is awarded.

10.5 Recommendation

- 10.5.1 That the Council awards the contract for creation of carpark, footpath and allotment plots for the Allotment site on the A30 stating its reason for the chosen contractor and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.

10.6 Reason for Recommendation

- 10.6.1 To create the allotment site in readiness for operation later in 2021.

(End)

Report Author: Claire Commons, Town Clerk & RFO

11 Communications and Media Policy

To review the Communications and Media Policy

(30 min)

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

11.1 Summary

It was resolved at the general Management meeting held the 20th of October to make a review of all Shaftesbury Town Council Policies to be discussed by the appropriate committee.

- 11.1.1 The [Communications and Media Policy – Adopted 11th April 2017](#) is due for review and can be viewed using the link above.

11.2 Legal Implications

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

11.3 Recommendation

- 11.3.1 That the Committee views the policies and determines any needed amendments.

11.4 Reason for Recommendation

- 11.4.1 To ensure all policies remain relevant and active documents in support of the work of the Council and the residents of Shaftesbury

(End)

Report Author:, Zoe Moxham, Office Administrator

12 Spine Road

To consider engaging a planning consultant to provide a report on the Spine Road, East Shaftesbury. (5 min)

[\(Town and Country Planning Act, 1990 s.106\)](#)

12.1 Summary

- 12.1.1 At the Full Council meeting held on the 18th February it was RESOLVED to delegate to the Town Clerk to find an appropriate professional to seek advice on the spine road, to initially approach the two planning consultants known by Councillor Tippins, to request a schedule of works and quotes and bring back to Full Council for a decision.
- 12.1.2 The contact details for two planning consultants were provided by Cllr Tippins:
 - 1) Buttery and Watson
 - 2) Edward Dyke Symonds and Sampson
- 12.1.3 Email sent to Buttery and Watson on 19th March 2020 and the response on 25th March 2020 stated the consultant was unable to take on any further commissions
- 12.1.4 Email sent to Edward Dyke Symonds and Sampson on 19th March 2020 and response was received on 23rd October 2020. An apology was received as the correspondence slipped through the net. The consultant at Symonds and Sampson has passed the information onto a local agent at Terence O'Rourke who has since quoted for a report to present to Shaftesbury Town Council for consideration.

12.1.5 In summary the proposed report will refer to the lack of full completion of the spine road within the Eastern Development and the need to consider from a planning perspective why this has not been delivered - and what might be done.

12.1.6 Planning and Highways - Terms of reference 7.2.3:

To comment on and make recommendations regarding all highways and parking issues within the town.

12.1.7 The consultancy fee for the work falls under the delegated spend for Committees therefore Full Council may want to consider delegating the decision to the Planning and Highways Committee.

12.2 Financial Implications

12.2.1 The consultant from Terence O'Rourke has quoted a fee of £1,750 plus VAT to compile the report as outlined above. The full quote is presented in Appendix A

12.2.2 Excerpt from 10.3 financial regulations: All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

12.2.3 Financial regulations 11.1.a2: Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

- 12.2.4 The legal and professional fee budget (line 4341) has a progressive spend of £6,776 plus committed funds of £1,170. Full year budget for 2020/21 is £10,000 year to date therefore £2,054 is available

12.3 Legal Implications

- 12.3.1 Dorset Council is the Highways and Local Planning Authority and STC has no powers or duties to resolve this long-standing issue.

12.4 Recommendation

- 12.4.1 That the Council provides clear instruction on the next steps associated with this report.

12.5 Reason for Recommendation

- 12.5.1 The instruction from the Full Council meeting in February 2020 has been delivered and a consultant has been identified and a proposal is contained in this report for consideration. It is for the council to agree the next steps.

(End)

Report Author:
Brie Logan, Business Manager

Brie Logan
Business Manager
For and behalf of Shaftesbury Town Council

Sent by email

3 November 2020

Our Reference: MM/AE

Dear Brie

Shaftesbury Town Council

Town planning consultancy report: Spine Road adjoining Maple Road with Wincombe Lane within the eastern development of Shaftesbury

Thank you for inviting us to quote for the preparation of a report on planning matters associated with the completion of the above road.

A road route is currently in place through the 'eastern development' from the A30 Salisbury Road to the south, which comprises Allen Road extending northwards from a junction with the A30 up to Mampitts Lane. Maple Road has then been constructed to continue the spine road route north of Mampitts Lane but does not currently extend to fully complete a link through to Wincombe Lane to the north.

The spine road currently stops adjacent to the Wincombe recreation park and does not cross the fields south and east of the 'Great Ground' residential area. It is understood that land south of Great Ground is in the ownership of Hopkins Brothers Ltd / Hopkins Estates. Land east of Great Ground, together with land north of Wincombe Lane is part of a development proposed by Barratt Homes which would deliver part of the remaining link south of Wincombe Lane, if implemented, but would not provide all of the 'missing piece' of the road.

Further to reading the briefing material you have provided, together with further helpful background forwarded by Karen Tippins, we understand that a report should cover:

- Local planning policy requirements relating to the road
- The nature and status of planning requirements to complete the spine road link (principally encompassing a review of the planning permissions for development in and adjoining the eastern development area, any relevant approved plans, planning conditions and S106 planning obligations). Any



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other relevant current planning applications in the area would also be reviewed.

- A review of any other planning matters relevant to the completion of the road network which links Mampitts Lane and Wincombe Lane including identification of any opportunities to bring forward delivery and/or barriers that may need to be overcome.

I would prepare the report for the town council. I have attached my CV with some background on relevant experience. Wider information about our practice can be viewed at our website www.tortld.co.uk

We would provide the output in the form of a draft report for discussion with you, prior to it being finalised. I would envisage being able to provide a draft within two weeks of instruction, provided that we are able to readily access copies of all relevant planning background documentation from electronic sources such as the council's online planning register.

Our fee proposal for this work is £1,750 + VAT to produce the report, which includes a time allowance for a brief virtual meeting with representatives of the town council if required to discuss the report findings. Our approach is to invoice for work actually carried out one month in arrears, applying our hourly rates. We would not exceed the proposed fee without your prior agreement and only in the circumstance where a wider scope of work is necessary beyond that set out in this letter.

Assuming that the scope of the above fulfils your requirements, and you would like us to proceed, we would be grateful if you could complete the attached fee acceptance form to confirm an instruction. I attach our terms and conditions for your information.

Please do contact me if you need to clarify anything.



Technical Director

13 Strategic Plan Review

To review the Shaftesbury Town Council 5-year strategic plan and resolve to adopt the proposed amendments

(10 min)

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

13.1 Summary

- 13.1.1 The Council adopted the 5-year strategic plan in September 2017. A review was undertaken in October 2019 and projects reassessed as part of the budget setting process for the 2020/ 2021 financial year.
- 13.1.2 A further informal review was undertaken in November 2020 by the Mayor and Deputy Mayor seeking to review what projects were considered to be realistic and achievable to feature in the 2021/ 2022 budget setting process.
- 13.1.3 The proposal for the revised strategic plan is featured in Appendix B. The proposal shows some projects have been moved to future years to accommodate the larger scale activity and linked in to resource available to deliver the strategic plan activity for the 2021/22 period.
- 13.1.4 Rows 3 to 21 show the projects that are underway and those that the council has resolved. A link into the respective committee and the Lead Councillor assigned to each project is also shown. Columns M through to P show the link into the budget.
- 13.1.5 Rows 24 to 41 show the proposed projects that feature in the budget for future years. The projects that are not adopted will be presented to the council once the scoping process is complete.

- 13.1.6 Rows 44 to 52 show those projects that are proposed to move into 'Business as Usual'. These projects were included in the strategic plan however need to feature more as part of the day to day operation of the council.
- 13.1.7 Rows 55 to 60 show those projects that are proposed to feature within the 'Capital Expenditure' section of the plan and respective budget.
- 13.1.8 Rows 63 to 68 show those projects proposed for deletion. Further commentary can be found in columns K and T
- 13.1.9 Rows 68 to 73 show the potential additional projects that can be incorporated into the strategic plan for consideration by the council. These projects will need to be fully scoped and each proposal will be presented to the council for resolution
- 13.1.10 The review of the Strategic Plan has highlighted the need to rename the following budget lines:

Budget line	Current name	Proposal
4921	Market Experience	Economic Development
4926	Strategic tree Work	5 Year Strategic Town Tree Plan
4929	Managing Parking & Congestion	Coppice Street Car Park 2

13.2 Summary of projects completed:

Appendix B highlights the status of each of the **current** council owned projects within the 5-year plan. The Strategic Plan was adopted in 2017 and since then many projects have been delivered. The

completed projects do not feature within the Appendix however are shown in the table below. This summary will demonstrate that officers have carried out the instruction of the council.

Shaftesbury Support Group	Whilst not on the Strategic Plan the service was a key driver of activity in 2020. The group was set up in partnership with the Blackmore Vale surgery, Open House and Civic Society. Over 3,000 phone calls received from March 2020 to July 2020, 1,500 prescriptions delivered, 400+ shopping trips undertaken and over 500 befriending calls. Over 100 food parcels were delivered as part of the Food Aid service.
Public toilet refurbishment	Partnership project with HMP Guy's Marsh and Build Love social enterprise in 2019.
Oasis Pool renovation	Improving the user experience by enhancing the environment ready for the 2019 season.
Westminster Memorial Hospital	Registered as an Asset of Community Value in 2019.
Pop up shop	Making the best of empty shops. Gallery was in place throughout September 2018 with Bournemouth University students. Neighbourhood Plan pop up shop in August and September 2019.
Traffic Studies and Parking study	Building the evidence database for the Neighbourhood Plan and finding solutions to long term inherent issues.

Transfer of land/ asset acquisition	Great Ground and Little Shilling land transfers complete Business case to Dorset Council approved with Coppice Street land
SID installation	Installation in 2019
Town Centre CCTV installation	Installation in 2019
Gold Standard Council status	Awarded in 2019
Development of Neighbourhood Plan	Over 3,500 hours spent delivering plan to an exemplar standard – awaiting referendum – delayed because of Covid.
Development of VEAC committee to drive the visitor experience – raise profile of town as a visitor destination	Successful recommendation of Digital Marketing and Town Branding proposals resolved by Full Council. Visitor Experience Advisory Committee currently dormant.
Castle Green Yoga	Whilst not specifically listed on the Strategic Plan Health and Wellbeing is one of the key themes within the Strategic Plan and this project was a council resolution. Over 300 members of the community attended the

		events throughout the summer of 2020. Funding acquired from London Marathon Trust/ Fields in Trust. Event evaluation was overwhelmingly positive hence there is an opportunity to consider a 2021 event.
	Protection of land at Enmore Green, Castle Green via a Deed of Dedication through Fields in Trust	Whilst not on the strategic plan this was a council resolution. Both Deeds are in the process of being authorised by the Fields in Trust trustees.

13.3 Financial Implications

- 13.3.1 The report in appendix B shows the adopted projects and link to the budget available and S106 potential

13.4 Legal Implications

- 13.4.1 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)

13.5 Risk

- 13.5.1 There is a risk of misrepresentative of the Council's aims and objectives. There is a reputational risk of promises or assurances being made that cannot or are not upheld by the Council.

13.6 Recommendation

- 13.6.1 That the Council adopts the revised strategic plan and recommends the planned expenditure for each project to the 2021/ 2022 budget as outlined in appendix B;
- 13.6.2 deletes the 'Business as Usual' projects from the Strategic Plan;
- 13.6.3 deletes those projects as shown on rows 63 to 68 from the Strategic Plan;
- 13.6.4 incorporates the projects shown on rows 69 to 73 into the Strategic Plan; and
- 13.6.5 accepts the name change on the budget lines 4921, 4926 and 4929

13.7 Reason for recommendation

- 13.7.1 The council has to have a strategic plan that is realistic, achievable and affordable. It is important for the council to review and reschedule the activity on an annual basis to ensure the resource capacity is managed and the projects can be delivered on time and within budget.

(End)

Report Author: Brie Logan, Business Manager

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Appendix B.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	PROJECT TITLE	Adopted Yes/ No	Committee	Councillor	Officer	Year 0	Year 1	Year 2	Year 3	Year 4		Budget Line	Estimated balance year end/ rollover > 2021	Precept 2021/22	Potential S106 drawdown 2020	S106	Comments
1																	
2	2020/ 2021 (year 0) - 901 PROJECTS					* denotes proposal to move between years											Based on strategic plan review January 2020
3	Neighbourhood Plan	YES	P&H/ NP	J Lewer	BL						Complete the NP process to protect Shaftesbury's heritage and historic town for future generations to enjoy - referendum in	4932	£1,259	£0			EMR balance as at 4/1/2021 - will need funds for marketing the Referendum publicity due in May 2021
4	Marketing Strategy for tourism (Town branding and signage)	YES	ROSE	G Hall	BL					BAU SLA	Inspiring people to visit and stay longer in the town – raising the profile of the town as a visitor destination (branding and	4912	£49,000	£0			Town Branding and signage - digital marketing managed via SLA so excluded - funds for branding and navigational signage. Meeting set up with Rocketbox to discuss Digital Marketing
5	Improve footpath/ cycle network	YES	ROSE	G Hall	BL						Improve the diversity and attractiveness of existing footpaths and cycle routes and seek options	4944	£9,416	£0			Shaftesbury Loop (local cycleway) live in Autumn/ Winter 2020. Look at potential to allocate funding in 2023/24 to develop cycleway outside settlement
6	A30 Allotment site	YES	ROSE	G Hall	TM						Prepare for new allotments going live in	4933	£23,389	£0	£78,530	£78,530	Castle Hill, Cemetery and Allotments (flexible funding) (CC)
7	Mampitts Square	YES	ROSE	G Hall	BL						Consultation with public to deliver a plan on this site within East	4943	£15,000	£0			£335,024 On hold due to legal challenge
8																	£157,137 Off-Site Play Areas Contribution
9																	£1,834 LAP contribution
10	Climate Change related projects - inc wildflower verges - phase 2	YES	GEM/ ROSE	A Chase	CC					Ongoing BAU	Water fountains/ Protect our dark skies and many other projects that will evolve from the Climate	4927	£5,000	£0			Wildflower extension? Climate change versus sustainable communities/ bio diversity
11	Economic Development (renamed)	YES	GEM/ ECO DEV	P Brown	BL						Raising the profile of the weekly and development of a new monthly market (using Frome feasibility	4921	£25,000	£0			£1K spent in 2020 on feasibility study (Frome market). Proposal to be developed in partnership with the Chamber of Commerce and presented to
12	5 year tree plan	YES	ROSE	G Hall	BL/ TM						5 year tree plan adopted by STC in 2020	4926	£3,000	£0	£15,000		Year 1 tree plan expected spend £3k in November 2020 - Woodland Trust grant successful (free trees x 350) - 5 year tree
13	Coppice Street car park project 1	YES	GEM/ ECO DEV	A Chase	BL					Ongoing BAU	Development of Long stay car parking provision (visitors and shoppers	4915	£47,649	£0			Predicted costs - awaiting tender proposals
14	Coppice Street car park project 2	YES	GEM/ ECO DEV	A Chase	BL					Ongoing BAU	Development of Long stay car parking provision (residents and Town Centre workers long stay	4929	£54,112	£0			Managing parking and congestion budget line can be moved to support p2 costs (total estimate for p2 is £56,388)

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
15	3G Outdoor Sports provision project - 3G	YES	ROSE	A Chase	BL			Ongoing BAU			3G project linked to long stay car parking 2 project	TBC	£0	£0			3G all weather pitch (business case and feasibility study underway. (£350k
16																	£39,603 Off-Site Play Areas Contribution -
17																	£65,577 Any PGN projects apart from education -
18	Energy Hub/ Car charger points	YES	ROSE	A Chase	BL			Ongoing BAU			Feasibility study for installation of Electric Car Chargers - incorporated into project 1 and	TBC	£0	£0			As above plus this option is based on a North Dorset site being the trial for Company A
19	Community facilities development - await outcome of Mampitts consultation	YES	ROSE	TBC	BL						Investigate the potential for improving existing community Halls - STC owned assets (this could	TBC	£0	£0			S016 flexible funding for improvement of community buildings (STC owned). NP evidence highlights the need to improve current facilities
20	Castle Hill mound - see comments	YES	ROSE	G Hall	TM			Ongoing BAU			Review the Castle Hill 'mound at risk' with English Heritage - develop this project within the	4911	£0	£0			See row 6 - £78,530 of S106 funding (CC and TM). Awaiting guidance from Historic England
21	Southern Slopes	YES	ROSE	G Hall	CC						Separate management plan for the Slopes; incorporating Jubilee Steps, St James play area	4930	£2,000	£0	£26,453	£41,153	Open Spaces S106 - Slopes Project plan complete - action plan underway (CC) £26,453 + £15,000 (tree plan) = £41,153
22																	
23	2021/ 2022 (year 1)																
24	Skate Park improvements - Build in to Mampitts consultation (TBC)	YES	ROSE	TBC	TM						Work with the young people of Shaftesbury to develop this leisure	TBC	£0	£0			CC to speak with Louise at Ferndown - indicative costs - TM to develop a plan to present info to STC OR NEW skate park
25	Develop a Shaftesbury Youth Council	YES	GEM	A Chase	CC						Link in with the schools to inspire students to participate - Headteacher at Shaftesbury School	N/A	£0	£0			Link in a consultation to work hand in hand with STC projects - work underway with Shaftesbury School
26	Yoga in the Park	NO	ROSE	TBC	BL						Explore the opportunity and additional partnership funding to set up a future community wide event for 2021 and beyond. Look at	TBC	£0	£2,000			Set up a collaborative project - Tai Chi and Pilates/ mindfulness. Build on the success of the 2020 events re Health and Wellbeing. Y1 funded, Y2 part funded potential
27	Redevelop Wincombe Recreation ground play facilities	NO	ROSE	TBC	TM						Explore the potential to upgrade Wincombe play equipment and design a scheme that benefits the	TBC	£0	£0	£122,526		Needs STC resolution - project to be scoped up in March 2021.
28																	
29	2022/ 2023 (year 2)																
30	Explore viability of CLT 2022/2023	YES	GEM	TBC	TBC						Explore feasibility/ viability of setting up a CLT for STC owned assets	4934	£0	£0			Workshop discussion on how this project could look. BL to draft up options for STC to consider (allocate funding from
31	Barton Hill Car Park project 3 - 2022/ 2023	NO	GEM/ ECO DEV	TBC	TBC						Energy hub and parking provision for long stay car park - car park due to transfer to STC in 2021 (STC not licensed to	TBC	£0	£0			Tender Process for Energy Hub will highlight options for STC to consider. Ideal scenario is that the development of the hub is free with contractor benefiting from renewable energy

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
32	Public Realm Improvements (Street Furniture) 2022/ 2023	YES	P&H/ NP	TBC	BL						Public Realm Seating - improve our benches, bins and general appearance of Shaftesbury Town Centre - HMP Guy's	4910	£7,000	£0			Street furniture. Develop bin project - stalled with Covid and HMP restrictions and link with DWP re recycling trial
33	Outdoor Sports provision project - netball/ tennis court 2022/ 2023	NO	ROSE	TBC	BL/ TM						Potential to redevelop the area at the back of the Youth Club (currently redundant basketball	TBC	£0	£0			Possible future S106 project and/ or Sport England funding
34	Develop Shaftesbury Men's Shed 2022/2023	NO	ROSE	TBC	BL						Work in collaboration with the Sturminster Newton established men's	TBC	£0	£0			Link in with BVP and collaborative project. Apply for grant funding - potential to link in with other partner
35	BID feasibility	YES	GEM/ ECO DEV	TBC	BL/ TM						Scope up the project - evaluate the Dorset BID towns and the impact of	TBC	£0	£0			Feasibility study needs to be undertaken prior to presenting proposal to STC
36																	
37	2023/ 2024 (year 3)																
38																	
39																	
40	2024/ 2025 (year 4)																
41																	
42																	
43	BUSINESS AS USUAL EMR 901																
44	Speed Indicator Devices (SID's)	YES	P&H	J Lewer	ZM						Investigate additional locations for the speed calming measures around	N/A		£0			Delete from strategic plan - amend P&H terms of reference to add in annual review of locations (CC)
45	CCTV	YES	ROSE	G Hall	ZM						Investigate additional locations for the CCTV	4918	£5,000	£0			Potential for CCTV at Swans Yard and Barton Hill
46	STC website development inc design	YES	GEM	A Holling	CC						Improve the navigation and accessibility of the	N/A	£0	£0			Incorporate in to IT budget 4928
47	Playground Strategy (excluding Wincombe - see row 27)	YES	ROSE	G Hall	TM						Developing our Playgrounds for the young people of our town to enjoy (existing areas and	4906	£25,000	£0			£25,000 should be spent as part of the Slopes Management Plan and refurbishment and replacement for St James park. Slopes Plan Strategy
48	Process and Policy Control	YES	GEM	A Holling	CC						Policy Tracker - standard process for reviewing council policies and	N/A	£0	£0			Delete from Strategic Plan
49	Accessibility	YES	GEM	A Holling	CC						General accessibility including looking at ways to ensure Love Lane/ Park Walk are accessible to all	N/A	£0	£0			Kissing gate/ gap in wall - slope (wheelchair accessible slope) to provide access to the path (CC)
50	Litter Free Dorset	N/A	ROSE	TBC	TM							4942	£424	£0			
51	Barton Hill Trust	N/A	GEM/ ROSE	TBC	TM							TBC	£1,102	£0			
52	Memorial Stone maintenance - Eastern Development	N/A	GEM/ ROSE	TBC	TM							4941	£2,450	£0			Draw up a maintenance plan - take to ROSE to adopt then this project will be
53																	

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
54	2020/ 2021 (year 1) - 902 CAPITAL EXPENDITURE PROJECTS																
55	Swimming Pool - (CAP EX) - plant room	YES	ROSE		TM						Enhancements to plant room needed following advice from Pool contractor - identified as a	4931	£14,886	£30,384			Plant room equipment replacement programme
56	Swimming Pool - (CAP EX)	YES	ROSE		TM						Generic Cap Ex funds for	4949	£12,000	£0			General equipment replacement funds
57	Town Hall Roof/Maintenance/refurbishment (CAP EX)	YES	GEM		CC						To ensure the iconic Town Hall is energy efficient, safe, secure and well	4905	£120,000	£0			Draft projected figures needs a review (TOWN HALL > move to 902 CAP EX Specific project) A further £14,058
58	Vehicle/equipment replacement (CAP EX)	YES	ROSE		TM						Review the grounds team equipment to give the team the right tools/ equipment to maintain	4922	£4,714	£0			Draft projected figures needs a review (VEHICLE) > move to 902 CAP EX Specific project) A further £14,267 allocated in 2021/ 2022 budget? Deleted as this was
59	IT investment (CAP EX)	YES	GEM		CC						Replace IT equipment for Council Officers to work more efficiently	4928	£4,646	£0			Move to 902 CAP EX - future investment will be as part of CAP EX replacement programme. A further £4,000 allocated
60	Bus Shelter improvements (CAP EX)	YES	ROSE		TM						Review bus shelters in Shaftesbury and improve	4916	£1,000	£0			902 is replacement funds for bus stops - TM working on this (CC linking in climate
61																	
62	PROPOSED DELETIONS AND ADDITIONS : Refer to the January Full Council report																
63	Jubilee Steps - delete - need a cost effective solution/ defer	YES	ROSE		TM						Redesign and enhance this important area of the town (incorporated into the Slopes Management	N/A	£0	£0			Included in Slopes plan. Low cost improvement needed - replace broken handrails and paint to improve the aesthetics
64	Making better use of empty shops - delete and move to Economic Development (year 1)	YES	ECO DEV		BL						Potential for Project Belle mark2/ pop up shops/ BID	4945	£19,500	£0			Pantry/ community fridge/ pop up shop etc... report to FC January. The funds have been reallocated
65	Park Run - one final push and consider Kid Park Run- possibly delete	YES	ROSE		BL						Explore the opportunity to set up Shaftesbury to be part of the nationwide	N/A	£0	£5,000			Link in with BVP and collaborative project. Laura Langley/ PB and AC - progress review needed
66	Parking solutions - delete	YES	ECO DEV		BL						Develop a project to managing congestion and parking demand - linked to project 1 and 2 in year 1 (Coppice Street) - this	4949	£0	£0			See line 21 above (part of p1 and p2 Coppice Street) - delete this project and incorporate to P1 (£10K moved from this line)
67	Outdoor summer cinema - delete	YES	ROSE		TM						Explore options to create an annual event(s) x	N/A		£0			Move to Mayor's annual civic budget
68	Picnic Spaces - delete	YES	ROSE		TM						Identify suitable open green spaces to have	N/A		£0			Ask STC whether this project needs to stay on the Strategic Plan - vision? WGLL
69	Open spaces transfer to STC from Management company	NO	ROSE														
70	Apprenticeships/ work experience Y10	NO	GEM														

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
71	Discounted Oasis for 16 - 18	YES	ROSE														
72	Install digital information points	NO	GEM														
73	Silver Band Club redevelopment	NO	GEM														

14 Support for Shaftesbury and District Dementia Friendly Community

To consider providing support for Shaftesbury and District Dementia Friendly Community (10 min)

14.1 Summary

- 14.1.1 A Notice of Motion – Support for Shaftesbury and District Dementia Friendly Community (SDDFC) was received and approved at the General Management Committee meeting of 9th July 2019.
- 14.1.2 The committee approved support for SDDFC by providing administrative support and hospitality to the group for the year and has now come to an end.
- 14.1.3 The Shaftesbury and District Dementia Friendly Community has requested that the support is continued. This would include: The Office Administrator clerking meetings, managing the web page, printing and photocopying, use of the Town Hall free of charge when requested, publicity and data protection status.

14.2 Financial Implications

- 14.2.1 Small implication on staffing and printing budget. 1 x 2 hr meeting per month, 3 additional hours per month preparing for and then writing up minutes and updating the database
- 14.2.2 Cost of printing anticipated not to exceed £100 p/a
- 14.2.3 The Council hold the SDDFC data under its registration with ICO. The data would be subject to FOI and SAR data requests as it is data held by a public body.

14.3 Risk

14.3.1 Risk of impact on routine council business

14.4 Recommendation

14.4.1 That the committee decides whether to give support to the Shaftesbury and District Dementia Friendly Community group and if so, in what capacity.

14.5 Reason for Recommendation

14.5.1 As outlined in the summary.

(End)

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Sustainable Communities

Action Plan

Shaftesbury Town Council

Report Author:

Claire Commons CerTHE, PSLCC, Town Clerk & RFO

Report Date:

30th October 2020

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1 Introduction

Nothing is inevitable except that Climate Change changes everything.
(Klein, 2015, p. 37)

- 1.1 Shaftesbury Town Council declared a Climate Emergency in 2019, resolving to form a working group with members of the community to draw up a plan for action. (Shaftesbury Town Council, 2019)
- 1.2 The Council's strategic plan had already identified some projects which supported the Climate Change agenda and these are included in the action plan below to show a comprehensive plan.
- 1.3 The action plan aims for the Town Council to be carbon neutral by 2030 and provide opportunities for the community of Shaftesbury to also attain that target.
- 1.4 Plastic free shops and refill stations are growing in popularity, social media frequently promotes shop-local, renewable and green initiatives. Through community engagement, the Council will encourage these habits.

2 The Plan

- 2.1 Starting by calculating the Council's carbon footprint, the plan sets out the high-level actions for the Council to take in addressing Climate Change. Looking at community engagement and other authorities, recognising connections at local, county, national and internal levels on the changes that we all make. The plan also identifies which actions are Town Council changes and which are for the wider community as well as identifying when those changes are planned to be made by.
- 2.2 Energy – to improve energy efficiency in Council owned and let buildings leading to generation of local energy to support the community.

Action	Council benefit	Community benefit	When
Improve energy efficiency of Council operated buildings	✓		18 months
Improve energy efficiency of Council let buildings		✓	5 years
Create energy hub providing renewable energy for Shaftesbury Town Council	✓		5 years
Develop energy hub CIC to provide energy for the whole town		✓	10 years

2.3 Transport – to promote transition to greener forms of transport for the Council and the community.

Action	Council benefit	Community benefit	When
Move to electric vehicles as each requires replacement	✓		18 months and ongoing
Invest in covered cycle rack at the Town Hall and promote cycle to work scheme		✓	6 months
Encourage flexible work from home to reduce commuting	✓		6 months
Promote walking and cycling routes		✓	6 months
Invest in bus shelters and promote public transport		✓	1 year
Create carpark with electric vehicle charging points in the town		✓	5 years
Promote carshare and rent my drive		✓	1 year

2.4 Food and Drink – to reduce food miles and food waste and encourage local production and economy.

Action	Council benefit	Community benefit	When
Provide locally sourced refreshments for Council hospitality	✓		3 months
Priority market pitches to local producers		✓	3 months
Promote allotments and community farm		✓	3 months
Plant community fruit trees		✓	1 year
Introduce water butt policy for allotments to limit mains water use		✓	3 months
Set up a community fridge		✓	2 years

2.5 Waste – to eliminate dependency on plastics generated from fossil fuels, wasting resources such as water and reduce landfill.

Action	Council benefit	Community benefit	When
Eliminate single use plastics and reuse and recycle existing plastic	✓		1 year
Eliminate hard copies of meeting papers	✓		Immediate
Install digital noticeboards		✓	5 years

Promote plastic free Shaftesbury		✓	6 months
Priority market pitches for sustainable / plastic free providers		✓	3 months
Install recycling public waste bins		✓	1 year
Replace public toilets with composting toilets	✓		10 years or when replacement is needed

2.6 Community – to work with the community on a joint journey making changes to combat climate change

Action	Council benefit	Community benefit	When
Regular meetings with Planet Shaftesbury	✓		6 months
Annual ‘Sustainable Communities’ meeting to update on progress and seek community feedback and ideas	✓		6 months
Organise ‘open house’ events to demonstrate sustainable energy homes		✓	18 months
Community Grant focus on sustainable / climate projects		✓	1 year

2.7 Biodiversity – to improve biodiversity of flora and fauna thereby decreasing intervention in green areas and increase carbon absorption

Action	Council benefit	Community benefit	When
Increase wildflower areas¹	✓		3 years
Increase tree planting		✓	6 months

3 Engagement and the wider context

3.1 This plan above distinguishes between those actions which provide a direct benefit to the Town Council and those with a direct benefit to the community. Any action addressing climate change has global benefit through a ripple effect, by displaying the table in this format, the community can see what direct benefit they will receive for their money (council tax).

3.2 The Council has a working group made up from the community to help shape the development of the climate action plan. Also, through a thorough neighbourhood plan

¹ Strimmers release small particles of plastic into the ground as they are used. Since the cessation of glyphosate use by the Council, the use of strimmers has increased. Strimmers are currently petrol powered adding to the carbon footprint of the Council.

consultation process, many climate change objectives were identified and reflected in some of the projects above.

- 3.3 Some of the actions will require support and collaboration with the Unitary Authority (electric car charging) to implement. There will also be a need to draw on national and international companies as they develop technologies in order for some of the more ambitious projects to be implemented (energy hub).
- 3.4 Engagement is key to managing expectations of the community, particularly in a period of financial instability heightened by the effects of Coronavirus.

4 Tensions

We are stuck because the actions that would benefit the vast majority are extremely threatening to an elite minority that has a stranglehold over our economy. (Klein, 2015, p. 22)

- 4.1 Discussions around climate change can often challenge people and bring their defences up. 'It's too expensive', 'What can I do?', 'It's a political bandwagon', 'the world goes through natural cycles'. Anything which requires someone to change their way of life will naturally also bring resistance. Conservative governments tend to look back at what has worked in the past rather than take risks.
- 4.2 Community engagement and awareness will help to address that. Bringing about changes which make people's lives easier and more enjoyable will bring people on board. They can embrace the changes because they can see a direct benefit, the global benefit is almost a side effect.
- 4.3 The cost to implement some of these projects is daunting however, options like the energy hub will, after initial investment, generate their own income. It is anticipated that within 5 years the new carpark will generate enough income to fund the community grant scheme which, if focussed on climate change actions, will become a self-funding climate change action.

5 Conclusion

...we need to see less consumption (except among the poor), less trade (as we relocalize our economies), and less private investment in producing for excessive consumption. These reductions would be offset by increased government spending, and increased public and private investment in the infrastructure and alternatives needed to reduce our emissions to zero. (Klein, 2015, p. 110)

- 5.1 The Council has already taken many steps to improve and minimise its climate impact. It is important to acknowledge these and see the action plan as a continuation of a journey which is already well underway.
- 5.2 The community is waking up to the need to change and showing a strong desire to be involved in that change and amend their habits and routines.

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