



## SHAFTESBURY TOWN COUNCIL

**General Management Committee**

Minutes of the General Management Committee held via Zoom on Tuesday 23<sup>th</sup> February 2021 commencing at 7 pm.

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**Members Present**

Councillor Brown (Chair)  
Councillor Cook  
Councillor Welch  
Councillor Hall

Councillor Lewer  
Councillor Chase  
Councillor Proctor

**Officers Present:**

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

**In Attendance:**

1 member of the press  
6 members of the public

**MINUTES****Public Participation**

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. Nothing was raised.

The meeting commenced at 7.03 pm

**G25 Apologies**

Apologies were received and accepted from Councillor Welch due to personal commitments and Councillor Hall advised that he may arrive late due to work commitments.

**G26 Declarations of Interest**

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Cook declared an interest in Item 8, Planning Applications and Item 9, Planning appeal as a member of the Planning Committee for Dorset Council and Councillor Proctor declared an interest in Item 11, Gold Hill Festival as member of the Rotary Club. Councillor Brown

declared an interest in Item 11, Gold Hill Festival as it was being organised by a close family member.

## **G27 Minutes**

G27a Minutes from the General Management meeting held on Tuesday 15<sup>th</sup> September 2020 were received, and it was **RESOLVED** that the minutes be approved and duly signed.

G27b Minutes from the General Management meeting held on Tuesday 26<sup>th</sup> January 2021 were received, and it was **RESOLVED** that the minutes be approved and duly signed.

**ACTION: OFFICE ADMINISTRATOR**

## **G28 Order of Business**

G28a It was **PROPOSED** and **RESOLVED** to change the order of business to discuss Item 8, Planning Applications to allow members of the public to leave after the items that interest them.

## **G29 Planning Applications**

Officer report 0221GEM08 was received and it was **RESOLVED** to submit the following comments;

G29a [P/FUL/2021/00026](#)

Proposal: Erect 41 No. dwellings with garages, parking, landscaping and amenity space (alternative layout & design of 32 No. dwellings previously approved, plus 9 No. additional dwellings).

Location: Land At E 386668 N 124209 Littledown, Shaftesbury, Dorset

**Object for the following reasons;**

**Lack of landscaping plan Object for the following reasons;**

**Lack of landscaping plan for this specific application**

**The size and density of the housing is not in keeping with this area.**

**The affordable housing should be distributed equally throughout the development.**

**There is a lack of parking for visitors or extra householder cars and the driveways designed with 'end to end' parking are not practical.**

**There has been an encroachment on to the open space area that was first allocated in the original planning application**

G29b [P/FUL/2020/00439](#)

Proposal: Replace windows and external porch doors to 3 No. Blocks of Flats. (Part retrospective).

Location: 1 St Edwards Court Salisbury Street, Shaftesbury, Dorset, SP7 8LZ

**No objection**

**ACTION: OFFICE ADMINISTRATOR**

## **G30 Reports**

G30a Officer report 0221GEM04 was received and the reports were noted.

**G31 Payments**

G31a Officer report 0221GEM05 was received and it was **RESOLVED** to approve the payments amounting to £56,733.33 from the Town Council's current account and minutes the resulting bank balance of £222,769.98

ACTION: FINANCE AND SERVICES OFFICER

**G32 Policy Review**

G32a Officer report 0221GEM06 was received and the following was resolved;  
**Anti-Bribery Policy** - defer pending amendments sent to the Clerk.  
**Grant Awarding Policy** - defer pending amendments sent to the Clerk.  
**Cash Handling Policy** - Approved to be recommended to Full Council for adoption.

ACTION: TOWN CLERK AND OFFICE ADMINISTRATOR

**G33 Tourism - Digital Marketing Service Level Agreement (SLA)**

Officer report 0221GEM07 was received and the following was **RESOLVED**;  
G33a To support an interim Digital Marketing plan to maximise the Visitor Experience for the 2021 season and recruit a company for a fixed term contract.  
G33b **RECOMMEND** to Full Council awarding a contract of £8,000 from the Service Level Agreement (SLA) budget line 4352 to Rocketbox  
G33c Develop the 'Shaftesbury Visitor Experience' website and present options to Full Council to consider and approve.  
G33d Delegate management of the Digital Marketing Service Level Agreement to the Town Clerk in consultation with the Visitor Experience lead Councillor George Hall, the lead Councillor for Economic Development Piers Brown, and Business Manager in consultation with Visit Dorset, Dorset Council Officers. That the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolutions

ACTION: TOWN CLERK AND BUSINESS MANAGER

**G34 Planning Appeal**

G34a Officer report 0221GEM09 was received and it was **RESOLVED** to submit the following comment;  
[Notification of Appeal, Application No: A/2/2020/0899/FUL](#)  
Location: Land Adjacent to Breach Lane Shaftesbury SP7 8LD  
Description of Development: Erect 1 No. dwelling and detached garage, form new vehicular access and 4 No. parking spaces.  
Appeal Reference: APP/N1215/W/20/3262553  
**No objection.**

**G35 3G Tender Process**

Officer report 0221GEM1- was received and the following was **RESOLVED**;

- G35a To select the top three **3** contractors to present their proposal to the Project Working group including Lead Councillors and Football Club Directors via Zoom on Tuesday 2<sup>nd</sup> March 7 pm.
- G35b That all presentations are recorded and circulated to all councillors to support with Council decision making on 9th March subject to contractors waiving anonymity.
- G35c The Project Working group (delegated councillors and officers) will update the 'Tender Control' document after the presentation process. The top three contractor proposals (anonymised) including the recommendation from the Working Group will be presented by the Lead Councillor to Full Council on 9th March.
- G35d Contractor appointed – subject to PWLB approval and Section 106 approval on 10th March 2021.

ACTION: BUSINESS MANAGER

**G36 Gold Hill Festival**

- G36a Officer report 0221GEM1- was received and it was **RESOLVED** to approve this request subject to the national and local guidelines and restrictions due to COVID-19.

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 7:57 pm

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These minutes were adopted on 30<sup>th</sup> March 2021 under minute reference G39a as a true record of the decisions taken and are duly signed below by the chair of that meeting.