



Shaftesbury Town Council  
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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's General Management Committee (GEM),  
Councillors. Councillors for GEM; Brown (Chair), Cook (Vice-Chair), Chase, Lewer, Welch, Hall  
and Proctor.

You are invited to a meeting of the General Management Committee for consideration of the  
business shown on the agenda below. To be held at 7.00pm on **Tuesday 11 May 2021** [online](#)  
[at Zoom.us](#). Meeting ID: 840 5786 5230

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO

### 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 meeting will be held with a Scheme of Delegation in place to the Proper Officer of the Town  
Council. The Chairman will host the meeting in accordance with the Council's Standing Orders.  
([Local government Act, 1972 s.101](#))

### 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 (1 min)  
([Local Government Act, 1972 s.85](#))
- 2 DECLARATIONS OF INTEREST .....4**  
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](#))
- 3 MINUTES .....5**  
To receive the minutes of the previous meeting of the General Management Committee  
ahead of formally adopting the minutes at the next convened meeting of the committee. (1  
min)  
([Local Government Act, 1972 Sch 12](#))

<b>4</b>	<b>REPORTS .....</b>	<b>6</b>
	To receive and note reports pertaining to the remit of this committee. (5 mins) <i>(Shaftesbury Town Council Scheme of Delegation, 2020)</i>	
<b>5</b>	<b>A30 ALLOTMENTS .....</b>	<b>7</b>
	To consider the A30 plot layout and delegate the decision making to the Town Clerk based on recommendations from the committee. (10 mins) <i>(Local Government Act, 1972 s.111)</i>	
<b>6</b>	<b>MEMBERS MOTION – MAMPITTS SQUARE COMMUNITY ASSET .....</b>	<b>10</b>
	To consider a members motion relating to Mampitts Square Community Asset... (10 mins) <i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	
<b>7</b>	<b>PAYMENTS.....</b>	<b>14</b>
	To review payments for authorisation (5 mins) <i>(Local Government Act, 1972 s.150)</i>	
<b>8</b>	<b>PARKING PERMITS FOR PARK WALK.....</b>	<b>16</b>
	To consider the request for temporary permits for vehicles to park of Park Walk whilst work is being undertaken in the Westminster Memorial Hospital. (10 mins) <i>(Local Government Act, 1972 s.111)</i>	
<b>9</b>	<b>PLANNING APPLICATIONS .....</b>	<b>17</b>
	To consider responses to planning applications to include but not be limited to; 1-8 St Edwards Court, 32 Bell Street, 34 Salisbury Street and St James Street Telephone Kiosk and Travis Perkins (15 min) <i>(Town and Country Planning Act, 190 sch.1 para.8)</i>	

(End)

Anticipated meeting end time 8:30pm

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## 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.

### 1.2 Apologies received to date

- 1.2.1 Councillor Proctor due to personal commitments.

## 2 Declarations of Interest

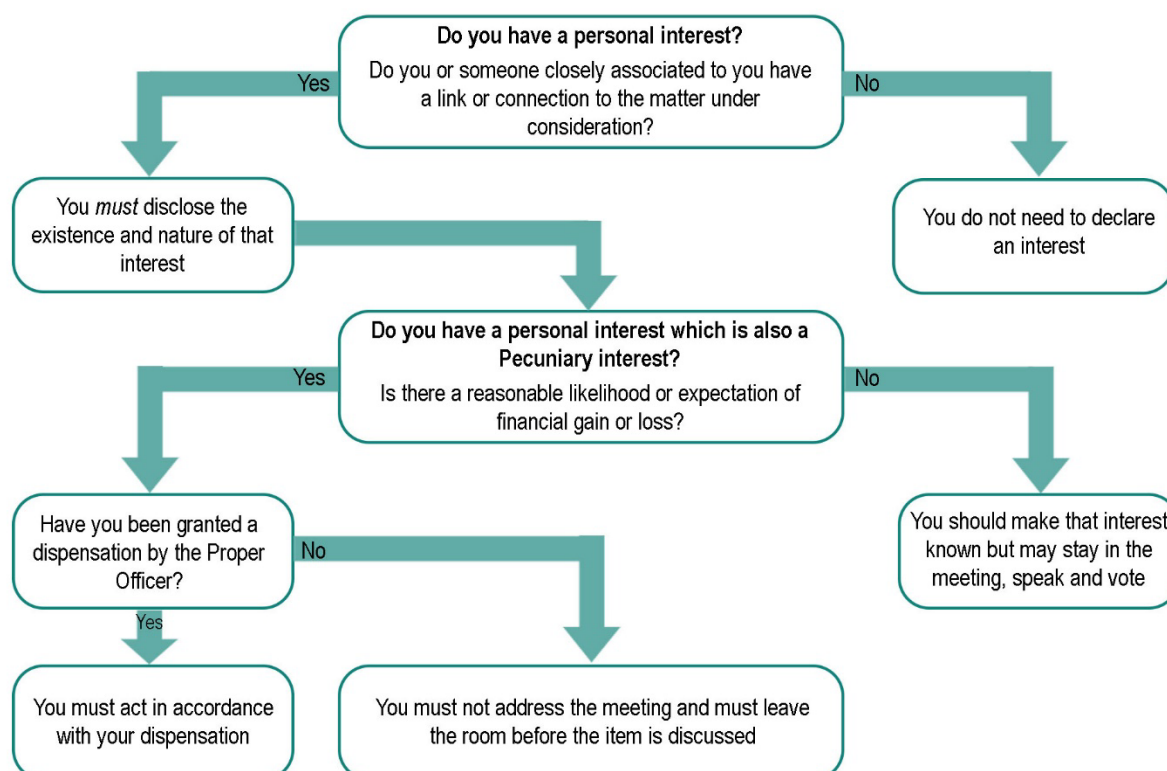
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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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, 2019)



3 **Minutes**

To receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee.  
(1 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 Shaftesbury Town Council resolved that all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.
- 3.1.3 The draft minutes cannot be resolved under the scheme of delegation.
- 3.1.4 If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.5 If inaccuracies are found in the minutes dated 30/3/2021, then the committee must resolve the amendments at the next formally convened meeting of the committee.

**3.2 Minutes to be received and noted – formal adoption of these minutes to be resolved on 10<sup>th</sup> July 2021**

- 3.2.1 [30<sup>th</sup> March 2021](#)

## **4      Reports**

To receive and note reports pertaining to the remit of this committee. (5 mins)

[\(Shaftesbury Town Council Scheme of Delegation, 2020\)](#)

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### **4.1 Summary**

- 4.1.1 Reports provided within this item are to receive and note only, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

### **4.2 Actions from 30<sup>th</sup> March 2020**

- 4.2.1 Submit planning comments for;  
P/HOU/2021/00067 - 33 Coppice Street, Shaftesbury SP7 8PD  
P/CLE/2021/00068 - Stable Cottage, Mampitts Lane, Shaftesbury SP7 8PG  
P/FUL/2020/00454 & P/LBC/2021/00815 - Location: 9 & 9A Salisbury Street, Shaftesbury SP7 8EL  
P/HOU/2021/00041- 28 Bimport, Shaftesbury SP7 8AZ – *Completed*
- 4.2.2 Approve Grant Awarding Policy and Anti-Bribery Policy and recommend to Full Council – *Completed and adopted by Full Council*

### **4.3 Other matters to receive and note**

- 4.3.1 [Dorset Council. \(Footpath 32 Shaftesbury\) Public Path Diversion Order 2021](#)

### **4.4 Recommendation**

- 4.4.1 That the Council receives and notes the reports.

### **4.5 Reason for Recommendation**

- 4.5.1 To ensure members are kept aware of progress on matters relating to this committee and make decisions as appropriate.

(End)

Report Author: Zoe Moxham, Office Administrator

## **5      A30 Allotments**

To consider the A30 plot layout and delegate the decision making to the Town Clerk based on recommendations from the committee. (10 mins)

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

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### **5.1 Summary**

- 5.1.1 Following a site meeting at the A30 allotments with residents, concern has been expressed in relation to potential noise and privacy.
- 5.1.2 Residents have asked that members give consideration to the number, location and orientation of the plots and also to any rules that might be applied regarding keeping chickens or lighting bonfires.
- 5.1.3 Notwithstanding privacy concerns, residents are keen for the Council to maintain an informal access for children to walk through the site on their way to and from school.
- 5.1.4 Members are strongly urged to carry out a site visit ahead of the meeting.

### **5.2 Scheme of Delegation**

- 5.2.1 Matters relating to Parks and Open Spaces are considered by the Recreation, Open Spaces and Rose Committee (ROSE) but may be considered by the Full Council or the General Management Committee where time constraints apply. (Shaftesbury Town Council Scheme of Delegation, 2020)

### **5.3 Legal Implications**

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

### **5.4 Recommendation**

- 5.4.1 That the Committee agrees to delegate the A30 allotment next steps to the Town Clerk to manage and will include the following points;
  - **Privacy/Screening**
  - **(Re)orientation of plots on land adjacent to The Cottage, Salisbury Rd (See appendix A)**
  - **Bonfires**
  - **Chickens**
  - **Leaving gap for children to allow them to walk through the site to school.**

### **5.5 Reason for Recommendation.**

- 5.5.1 The committee considers the views of its neighbours in the creation of allotments at the A30 site and recommends the next steps are delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20<sup>th</sup> April 2021.

Extract from Full Council minutes on 20/4/2021: That all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all

decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.

(End)

Report Author: Claire Commons, Town Clerk and RFO

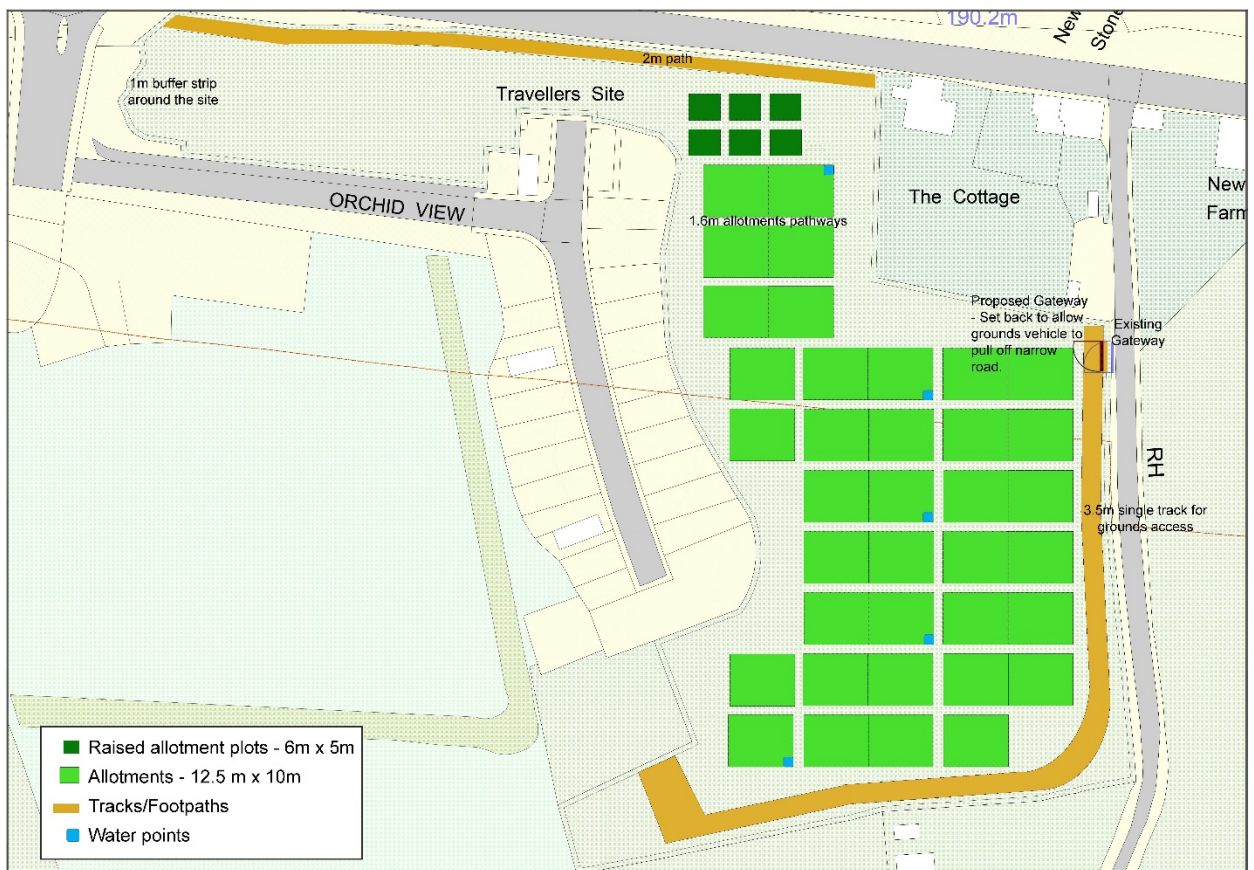


Appendix A.

Satellite view of site



Site Plan for Plots



**6      Members Motion – Mampitts Square Community Asset**

To consider a members motion relating to Mampitts Square Community Asset (10 mins)

(Town and Country Planning Act, 190 sch.1 para.8)

To be referred to Committee (if yes, specify which committee)	GEM
Title of Special Motion	'Mampitts Square Community Asset' Advisory Committee
Proposed by	Councillor Piers Brown
Seconded by	Councillor Tim Cook
Supported by (in accordance with Standing Order 26b)	Councillor Andy Hollingshead
Proposed Resolution	<ol style="list-style-type: none"> <li>1. A 'Mampitts Square Community Asset' Advisory Committee reporting to GEM is set up with 8 members with 6 members of the public, from the the Maltings Estate or the immediate surrounding area of Mampitts Square and 2 from GEM.</li> <li>2. A recruitment campaign outlining the current position and encouraging the public to put themselves forward is undertaken.</li> <li>3. All applicants are anonymously scored against a skills matrix and presented to the GEM committee for approval on the June 15th.</li> <li>4. A lead-member is selected and appointed as the Chairman on the Sub-committee.</li> <li>5. A deputy lead-member is selected.</li> <li>6. Shaftesbury Town Council delegates the management of this project to an officer in consultation with the lead member and Advisory Committee</li> </ol>

<p>Background (provided by the proposer)</p>	<p>The handover of the land at Mampitts Square for Community Infrastructure is subject of a separate challenge application by the Mampitts Lane Community Land Trust CIC. This has created a delay in the decision-making process at Dorset Council. It was assumed that the land would have smoothly transferred to Shaftesbury Town Council but, inevitably, there is now a delay in excess of 6 months.</p> <p>Dorset Council is currently reviewing their land transfer policy, that is currently to be agreed at their May Cabinet; it is then hoped that a decision of who will become the owner of that land will be made in or around June. It is the proposer of this Motions strong belief that DC will select STC as the new owner of the land due to our track record of delivering and managing public open space and community infrastructure. Furthermore, STC is a public accountable body.</p> <p>It is important that this is a community led project that is representative of the whole of the Mampitts community therefore I am suggesting we create an Advisory Committee of local experts to help facilitate the project and make recommendations to STC for approval.</p>
<p>Background (provided by the Proper Officer)</p>	<p>An advisory Committee is a committee that is required to meet under the same regulations as council and committee meetings, those being in public with proper notice of the agenda and minutes issued following the meeting. An advisory committee has no delegated authority to act on behalf of the Council and thereby requires reporting and recommendations to be given to its parent committee.</p> <p>An advisory committee has greater transparency in its work but is not able to move as quickly or flexibly as a working group which is not constrained in where, when and how it meets.</p> <p>The Community and Leisure part of the Neighbourhood Plan also provides support and information;</p> <p>Aim of Policy SFCL1 (community and Leisure policy 1)</p> <p>To improve and increase the range and availability of community facilities, sports, and leisure opportunities where these bring benefits to the community. Everyone should have easy access to such facilities – and although the number of</p>



	<p>places which are available is generally good, some facilities are lacking (the most notable being an indoor fitness centre), some could be better advertised and facilities in easy walking distance of the area to the east of Christy's Lane are extremely limited. Details:</p> <p>POLICY SFCL1 - Locally important community buildings and facilities for sports (as shown on map SFCL1) and the land associated with recreation should be retained and allowed to modernise and adapt to continue to meet the community's needs. This could be either in their current location or on a suitable alternative site in the Neighbourhood Plan area. Their loss (in whole or part) will be resisted, unless it can be shown that the current site is no longer suitable or viable to retain and that any loss is offset by equal or better improvements elsewhere. New community facilities, including recreation facilities, local shops, pubs and education and health services, will be strongly supported, particularly in the eastern area of the town, where they meet the identified needs of the community and are in line with the wider provisions of this Neighbourhood Plan.</p> <p>The related Community and Leisure Neighbourhood Plan project as resolved by STC is:</p> <p>Project CL1 – Research into community facility on eastern side of town The Shaftesbury (East) Masterplan dates back to 2004. Further consultation will establish the current needs of the community and research will be undertaken to provide a realistic and sustainable solution to any proposed community facility and/ or facilities.</p>
Financial Implication (anticipated by the proposer)	Up to £500 from the Mampitts Square Community Asset budget line + Staff time
Legal Implication	<p>A local authority may arrange for the discharge of any of their functions by a committee (Local government Act, 1972 s.101)</p> <p>A local authority may appoint a committee to advise the appointing authority (Local Government Act, 1972 s.102)</p>
Signatures	The proposer and supporting members have provided confirmation to the clerk of their support to this motion.

- 6.1.1 Section 12 of the Scheme of Delegation states that an advisory Committee or Working group may be formed by resolution of Full Council or a committee at any time.
- 6.1.2 The work of such a committee or working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the committee or group, its membership, and frequency of meetings, accountability and reporting and areas of interest. 12.3. Advisory committees and working groups will report back with recommendations to Full Council, or the committee that formed it from time to time and as appropriate.
- 6.1.3 Shaftesbury Town Council resolved that all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.
- 6.1.4 The setting up of the Advisory Committee cannot be resolved under the scheme of delegation.
- 6.1.5 The committee may opt to delegate to the Town Clerk the next steps to start the formation of the Advisory Committee and formally resolve the Committee membership at the next legally convened meeting of the GEM committee.

## **7      Payments**

To review payments for authorisation (5 mins)  
([Local Government Act, 1972 s.150](#))

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### **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 for review and authorisation

### **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 agreed 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, 2020)

### **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 reviews and approves the payments from the Town Council's current account and delegates the decision making to the Town Clerk in line with the scheme of delegation and Full Council resolution dated 20/4/2021. The minutes will be prepared to show the resulting bank balance, and these will be formally adopted at the next convened meeting of the committee.

### **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 Standing Order and Direct Debit Payments made between 26/04/2021 and 01/04/2021.**

26/04/2021	Aqua Cleaning	CL5700	£ 48.00	Town Hall Cleaning
01/04/2020	Ben Johnson	8988	£ 66.15	Strimmer repair
30/04/2021	Dorset Pension Fund		£ 3,700.55	Pension contribution April

Report 0521GEM7 to a meeting of the General Management Committee  
Tuesday 11 May 2021 **online at Zoom.us.**

06/04/2021	DWP	2800263421	£ 461.20	Refuse collection Q1
06/04/2021	GCS Agricentre	227893	£ 26.11	Gloves, Grease Gun
30/04/2021	Glasdon	815037	£ 1,414.90	4 x Litter Bins
30/04/2021	HMRC		£ 5,180.49	Tax/Ni April
27/04/2021	Proludic	3851	£ 933.22	Play equipment repairs Wincombe
30/04/2021	Rocketbox	2322	£ 3,681.00	Design & develop Shaftesbury Town brand
30/04/2021	Rocketbox	2449	£ 4,800.00	Digital marketing
20/04/2021	Shaftesbury Swift		£ 1,000.00	Ecology competition winner
29/04/2021	Spruce Pool	46923	£ 295.56	Plant room inspection pool
29/04/2021	Spruce Pool	46929	£ 122.40	Investigate filtration blockage pool
07/04/2021	Sydenhams	5920975	£ 27.25	Consumables Grounds
19/04/2021	Travis Perkins	9054AQS042	£ 76.94	Materials ref repair to reception door pool
01/04/2021	Travis Perkins	9054AQQ826	£ 4.62	Nails
			<b>£ 21,838.39</b>	

(End)

## **8      Parking Permits for Park Walk**

To consider the request for temporary permits for vehicles to park of Park Walk whilst work is being undertaken in the Westminster Memorial Hospital. (10 mins)

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

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### **8.1 Summary**

- 8.1.1 A request has been made from the Friends of Westminster Memorial Hospital for permits to park on Park Walk for staff whilst work is being undertaken in the car park. The work is estimated to start Mid May and last for one month, resulting in a loss of 10 car park spaces.

### **8.2 Scheme of Delegation**

- 8.2.1 Matters relating to Parks and Open Spaces are considered by the Recreation, Open Spaces and Rose Committee (ROSE) but may be considered by the Full Council or the General Management Committee where time constraints apply. (Shaftesbury Town Council Scheme of Delegation, 2020)

### **8.3 Legal Implications**

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

### **8.4 Recommendation**

- 8.4.1 That the committee provides a recommended response to the request for parking permits and this is managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

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(End)

Report Author: Zoe Moxham, Office Administrator



## **9      Planning Applications**

To consider responses to planning applications to include but not be limited to;  
1-8 St Edwards Court, 32 Bell Street, 34 Salisbury Street and St James Street Telephone Kiosk  
and Travis Perkins

(15 min)

[\(Town and Country Planning Act, 190 sch.1 para.8\)](#)

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### **9.1 Summary**

- 9.1.1 The planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting members are urged to view the planning applications using the link below and visit the site (with appropriate social distancing) to understand the local context.

### **9.2 Planning Applications**

- 9.2.1 [P/LBC/2021/01368](#)  
**Proposal:** Replace windows and external doors. (Part regularisation of works).  
**Location:** Flats 1 - 8 St Edwards Court, Salisbury Street, Shaftesbury, SP7 8LZ
- 9.2.2 [P/LBC/2021/00588](#)  
**Proposal:** Erection of single storey rear extension, detached single storey garden room & installation of a sliding electric gate  
**Location:** 32 Bell Street, Shaftesbury, Dorset, SP7 8AE
- 9.2.3 [P/HOU/2021/00591](#)  
**Proposal:** Excavate ground, build retaining walls & form parking bays  
**Location:** 34 Salisbury Street, Shaftesbury, Dorset, SP7 8EJ
- 9.2.4 [P/NOTP/2021/01419](#)  
**Proposal:** Notification of intention to remove 1 public payphone  
**Location:** Telephone Kiosk opposite the Two Brewers Public House (No. 52214 PCO1) St James Street, Shaftesbury, Dorset
- 9.2.5 [PL/2021/03287](#)  
**Proposal:** Proposed extension of existing builders merchant (sui generis) for the display, sale and storage of building timber and plumbing supplies, plant and tool hire, including outside display and storage along with storage racking, comprising erection of 1no. warehouse building, new 2.4m high fence along the northern and eastern boundary and 3m fence around the tool hire compound; associated access and servicing arrangements, car parking and landscaping; recladding of warehouse (1) and the demolition of warehouse (2) to facilitate access; and flexible use of site within classes e(g)(iii), b2 and b8.  
**Address:** Travis Perkins Builders Merchants and Land to the East Littledown Shaftesbury SP7 9HD

### **9.3 Scheme of Delegation**

- 9.3.1 Planning applications are delegated to the Planning and Highways Committee for consideration (Planning and Highways Committee Terms of Reference, 2019, p. 2) but may be considered by the Full Council or the General Management Committee where time constraints apply.

### **9.4 Legal Implication**

- 9.4.1 The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 190 sch.1 para.8)

## **9.5 Recommendation**

- 9.5.1 That the Council provides its recommended response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection. The responses to be managed under the Scheme of Delegation as per the Full Council resolution dated 20/4/2021.

## **9.6 Reason for Recommendation**

- 9.6.1 To fulfil the Council's responsibility and exercise its views as a Statutory Consultee.

### **Additional Information**

As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Biodiversity	Design
Economic Benefits	Effect on the Appearance of Area
Flooding Issues	Height
Heritage	Impact on Access
Impact on Light	Landscape
Local or Government Policy	Noise/Disturbance
Other	Overlooking/Loss of Privacy
Parking	Residential Amenity
Road Safety	Traffic or Highways
Trees	Financial Implication

To assist here are a few examples as to how you might word something to give a material planning reason for your thoughts;

- House Extension – no objection as limited impact on amenity of neighbouring property/ object – will have detrimental impact on neighbouring property
- New dwelling – support, design is in keeping with locality/ object – design not in keeping with local area
- Vehicular access – support, will have no impact on road safety given proposed visibility splays/ object – visibility is poor in this location and traffic speeds are high.

(End)

Report Author: Zoe Moxham, Officer Administrator