



SHAFTESBURY TOWN COUNCIL

General Management Committee

Informal Meeting to discuss decisions to be made under the Scheme of Delegation

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.

Even within the scheme of delegation, not all decisions may be taken by officers. Action points within these minutes are marked to show whether they will be carried out under delegation (D) or referred (R) to a formally convened meeting for either ratification (agreeing the decision after it has been taken) or resolution (waiting on action until the decision has formally been made).

Minutes of the Informal meeting of the General Management Committee held via Zoom on Tuesday 11th May 2021 commencing at 7 pm.

[Link to Agenda for this meeting here.](#)

Members Present

Councillor Brown (Chair)
Councillor Cook
Councillor Hall
Councillor Welch

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
7 members of the public
Councillor Yeo
Councillor Tippins
Councillor Edwyn-Jones

MINUTES

The Chairman clarified the meeting was an informal meeting of the committee members which the Clerk would observe in order to make decisions using the temporary scheme of delegation and that the meeting would be run according to the Council's Standing Orders. This is a temporary arrangement due to the removal of legislation permitting meeting virtually and before the government roadmap allows meeting in person.

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. The following matters was raised;

Parking Permits on Park Walk – Background was provided for the need of permits for Staff working at the Westminster Memorial Hospital whilst work is being undertaken.

Mampitts Square – Concerns were raised regarding item 6, Members Motion – Mampitts Square Community Asset.

The meeting commenced at 7.16 pm

SODG1 Apologies

No apologies were received.

SODG2 Standing Order

Point of order raised that Councillor Yeo be excluded from the meeting under Standing Order 2B.

Councillor Yeo left the meeting at this point 7.21 pm

SODG3 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 9 as a member of the Planning Committee for Dorset Council.

Councillors Brown and Welch declared an interest in item 8 as members of The Friends of Westminster Memorial Hospital.

SODG4 Minutes

(R) Minutes from the General Management meeting held on Tuesday 30th March 2021 were received and noted. (*Formal adoption of these minutes to be resolved on 10th July 2021*)

ACTION: OFFICE ADMINISTRATOR

SODG5 Reports

Officer report 0321GEM04 was received and noted.

SODG6 A30 Allotments

Officer report 0321GEM05 was received and the following was **AGREED**;
(D) To plant additional screening to assist with privacy for nearby houses, this is to be discussed and agreed between officers and the residents.
(D) To investigate the option of linking up the northern footpath to the gate on the East of the site and formalise the footpath.
(D) To allocate the allotment plots closest to the houses last.
(Delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

ACTION: FINANCE AND SERVICES OFFICER

SODG7 Members Motion – Mampitts Square Community Asset

Officer report 0321GEM06 was received and the following was **AGREED**;
(R) A 'Mampitts Square Community Asset' Advisory Committee reporting to GEM is set up with 8 members with 6 members of the public, from the Maltings Estate or the immediate surrounding area of Mampitts Square and 2 from GEM.
(D) A recruitment campaign outlining the current position and encouraging the public to put themselves forward is undertaken.
(R) All applicants are anonymously scored against a skills matrix and presented to the GEM committee for approval on the June 15th.
(R) A lead-member is selected and appointed as the Chairman, Councillor Brown on the Sub-committee and a deputy lead-member is selected, Councillor Welch.
(R) Shaftesbury Town Council delegates the management of this project to an officer in consultation with the lead member and Advisory Committee
(Delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

ACTION: TOWN CLERK

SODG8 Payments

(D) Officer report 0321GEM07 was received and it was **AGREED** that the Council 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 of £400,845.98 and these will be formally adopted at the next convened meeting of the committee.

SODG9 Parking Permits for Park Walk

(D) Officer report 0321GEM07 was received and it was **AGREED** to issue 8 permits for park walk to be used by the West Minster Memorial Hospital key staff for an initial period of 1 month. This will be reviewed by officers after 1 month and extended if appropriate.
(Delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

ACTION: TOWN CLERK AND OFFICE ADMINISTRATOR

SODG10 Planning Applications

(D) Officer report 0321GEM08 was received and it was **AGREED** to submit the following comments under the Scheme of Delegation;

[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

Support for this application as it encourages local business, helps reduce negative impacts on the carriageway and does not conflict with the protect bypass corridor.

[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

No objection

[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

No objection

[P/HOU/2021/00591](#)

Proposal: Excavate ground, build retaining walls & form parking bays

Location: 34 Salisbury Street, Shaftesbury, Dorset, SP7 8EJ

No objection

[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

No objection

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 8:43 Pm

These minutes were adopted on 20th July 2021 under minute reference G04b as a true record of the decisions taken and are duly signed below by the chair of that meeting.
