



Shaftesbury Town Council
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To: Members of Shaftesbury Town Council's Mampitts Advisory Committee (MAC), Cllr Piers Brown. Cllr Matthew Welch, Rebeka Paine, Zoe Webster, Laura Langley, Jonny Monteith, John Hart and Craig Webster. All other recipients for information only.

You are summoned to a meeting of the Mampitts Advisory Committee for the transaction of the business shown on the agenda below.

To be held at 7pm on Monday 06 September 2021 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Please note: this committee meeting is in person – no on-line facility is available

Agenda

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(End)

1 Apologies

To receive and consider for acceptance, apologies for absence

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 None

2 Declarations of Interest

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.

2.1 Declarations of Interest

- 2.1.1 The committee members have had sight of the Declaration of Interest forms and have requested a signed copy to be returned copy within 28 days.
- 2.1.2 As Advisory members are not elected to public office and are not decision makers these forms will be available to view by the officers and committee members only.
- 2.1.3 There have been no declarations received at the point of papers being issued.

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Mampitts Advisory Committee.

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 None as this is the first meeting of this committee.

4 Mampitts Advisory Committee – Terms of Reference

To consider the Terms of Reference for the Mampitts Advisory Committee

4.1 Summary/ Background

4.1.1 Scheme of Delegation - Advisory committees and working groups

An advisory Committee or Working group may be formed by resolution of Full Council or a committee at any time.

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.

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.

4.1.2 The General management Committee RESOLVED to confirm the membership of the Mampitts Advisory Committee and adopt the Terms of Reference that defines the governance at the July 2021 meeting. [Click here](#) to access the Mampitts Terms of Reference.

4.1.3 The Terms of Reference will need to be signed by each member and a signed copy to be held in the Town Hall for audit purposes.

4.2 Financial Implications

None arising from this report

4.3 Legal Implications

The membership and Terms of Reference was resolved by the GEM committee on 20th July 2021.

4.4 Risks

No risks at this stage

4.5 Recommendations to Shaftesbury Town Council:

None arising from this report

(End)

Report Author:

Brie Logan, Business Manager

5 Mampitts Advisory Committee – Phase One consultation

To consider the process for managing phase one consultation for Mampitts

5.1 Summary/ Background

- 5.1.1** The consultation plan has been drafted based on the preliminary discussions and on the indicative draft project plan which *can be [viewed here](#)*:
- 5.1.2** Narrow down the options based on initial brainstorm to include options for inclusion into the consultation paper; those that are realistic, achievable and affordable and based on S106 funding criteria.
- 5.1.3** A ‘pop-up’ event to support the initial consultation is tentatively scheduled for 31st October to coincide with Half-term and Halloween (STAGE 2 as presented below). STAGE 2 consultation will also include the A3 trifold consultation leaflet being distributed to 4,200 households across Shaftesbury.
- 5.1.4** Outline of each stage of the project plan is as follows:

- STAGE 1 Mampitts Advisory Committee Formed - (Public Information Session, interviews & inductions)
- STAGE 2 Initial Consultation with the Community - (Leaflets, Questionnaires & Pop-Up Events)
- STAGE 3 Evidence Analysed & Potential Plans Formed (Submitted to STC for approval)
- STAGE 4 Community Consultations on favoured Plans, Leaflets, Questionnaires & Pop-Up Events
- STAGE 5 Evidence Analysed & Project Plan Formed (Submitted to STC for approval)
- STAGE 6 Works to Start - Community updated with Schedule of Works

- 5.1.5** Explore the opportunity to facilitate a second ‘pop up’ event(s) in an empty shop and/ or additional events in the Tesco foyer (to be agreed with the Store Manager)

5.2 Financial Implications

The cost of the print and mail to each household in Shaftesbury is £TBC – options are being generated by the printing company for discussion at the committee meeting.

The cost of sundries – gazebo hire, pens, clipboards is expected to be £250

5.3 Legal Implications

The membership and Terms of Reference was resolved by the GEM committee on 20th July 2021.

It is expected that Dorset Council will make the decision on the Mampitts land transfer and associated Section 106 funding by mid-October. If the other applicant (Mampitts Community Land Trust - CLT) is successful, then this consultation can be passed on to support future decision making within the CLT.

5.4 Risks

No risks at this stage

5.5 Recommendations to Shaftesbury Town Council:

Shaftesbury Town Council resolves to:

- (1) approve the content and design of the phase 1 (STAGE 2) consultation
- (2) approve the expenditure for phase 1 consultation (mailing to each household) not to exceed £TBC to be drawn from line 4943 (Community infrastructure – Maltings) – this figure will be confirmed on 6th September as the option selected by the committee to be recommended to Full Council.

(End)

Report Author:

Brie Logan, Business Manager

