



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

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

You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 19 October 2021 in **the Council Chamber, Shaftesbury Town Hall.**

Members are reminded of their duty under the Code of Conduct

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO  
13 October 2021

## Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes. The meeting will also be hosted online. **Public, press and non-committee members, join on your computer or mobile app** [Click here to join the meeting](#)

## The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

*(Committee on Standards in Public Life, 1995)*

## Agenda

- 1 APOLOGIES .....3**  
To receive and consider for acceptance, apologies for absence .....(1 min)  
*(Local Government Act, 1972 s.85)*
- 2 DECLARATIONS OF INTEREST .....3**  
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 .....4**  
To receive the minutes of the previous meeting of the General Management Committee. .  
.....(1 min)  
*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*
- 4 OFFICER REPORT TO THE COMMITTEE .....5**  
To receive reports pertaining to the General Management Committee .....(5 min)  
*(Local Government Act, 1972 Sch 12)*

<b>5</b>	<b>PLANNING APPLICATIONS .....</b>	<b>6</b>
	To consider responses to planning applications to include but not be limited to; 5, St James Street, 25 Breach Lane, Manor Close, St James Street. .... (20 mins)	
	<i>(Town and Country Planning Act, 1990 sch.1 para.8)</i>	
<b>6</b>	<b>RIGHTS OF WAY CONSULTATION .....</b>	<b>9</b>
	To consider response to Dorset Council's Rights of Way Consultation ..... (20 mins)	
	<i>(Local Government Act, 1972 s.111)</i>	
<b>7</b>	<b>FINANCES – QUARTER 2.....</b>	<b>10</b>
	To receive the Town Council's Accounts for the second quarter ..... (20 mins)	
	<i>(Local Government Act, 1972 s.151)</i>	
<b>8</b>	<b>GRANTS AWARDING POLICY REVIEW .....</b>	<b>11</b>
	To review the Grant Awarding Policy incorporating free use of the Town Hall following the completion of this year's application ..... (20 mins)	
	<i>(Local Government Act, 1972 s.151)</i>	

Anticipated meeting end time 8:30pm

## 1 Apologies

### Report 1021GEM1

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.

## 2 Declarations of Interest

### Report 1021GEM2

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

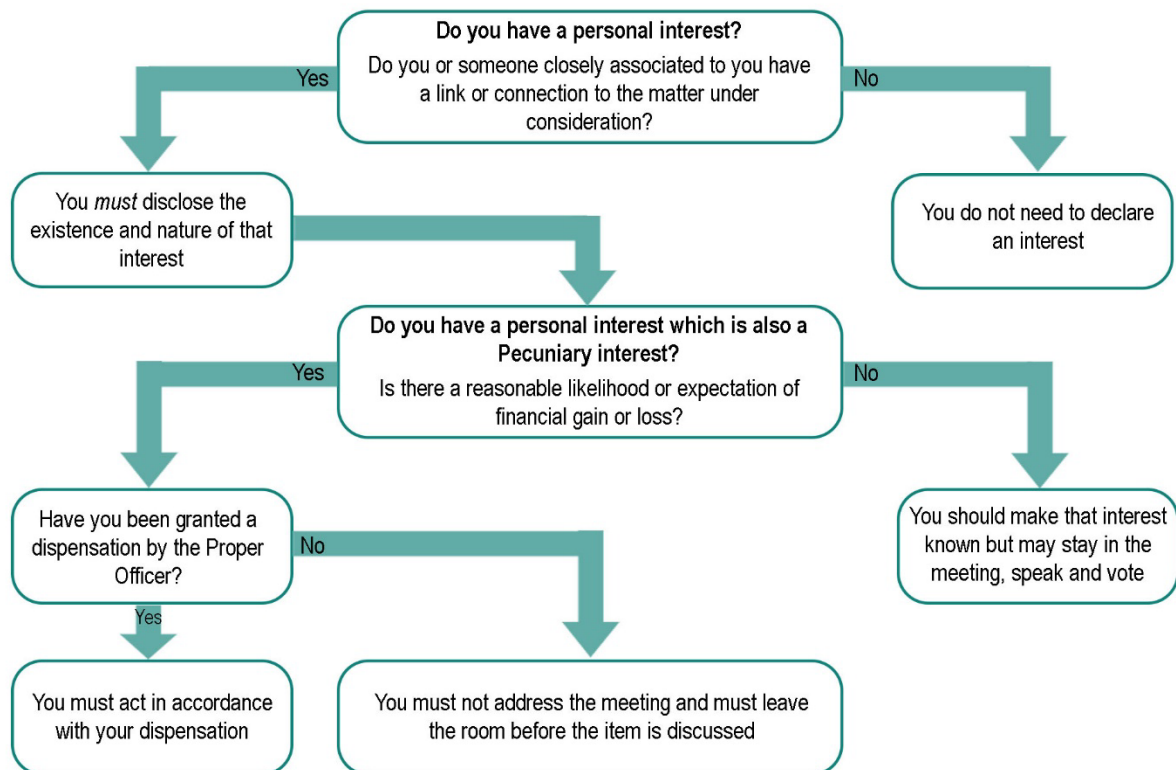
(1 min)

*(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 Code of Conduct, 2019)



### **3      Minutes**

Report 1021GEM3

To receive the minutes of the previous meeting of the General Management Committee. (1 min)

*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*

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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      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).
- 3.1.3      Minutes to be adopted: 21<sup>st</sup> September 2021

(End)

**4      Officer Report to the Committee**

Report 1021GEM4

To receive reports pertaining to the General Management Committee

(5 min)

*(Local Government Act, 1972 Sch 12)*

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**4.1      Summary**

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

**4.2      Updates and Actions from 21/09/2021**

- 4.2.1      Year 2 Tree Plan – underway
- 4.2.2      Wildflower Policy – adopted
- 4.2.3      Payments – authorised
- 4.2.4      Budget – deferred
- 4.2.5      Financial Regulations – adopted
- 4.2.6      Internal Auditor – appointed
- 4.2.7      Mampitts Advisory Committee – Mampitts Consultation leaflet distribution commences on 25<sup>th</sup> October. Pop up event planned for 6<sup>th</sup> November between 10 and 2 at Mampitts Square. Permission has been granted by Persimmon.
- 4.2.8      St James' Slide – underway
- 4.2.9      Planning Applications - submitted

**4.3      Recommendation**

- 4.3.1      That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

**4.4      Reason for Recommendation**

- 4.4.1      To keep members updated on committee actions and information.

(End)

## 5 Planning Applications

Report 1021GEM5

To consider responses to planning applications to include but not be limited to; 5, St James Street, 25 Breach Lane, Manor Close, St James Street. (20 mins)

*(Town and Country Planning Act, 1990 sch.1 para.8)*

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### 5.1 Summary

5.1.1 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 links below and visit the site to understand the local context.

5.1.2 [P/LBC/2021/02353](#)

**Proposal:** Carry out internal & external alterations associated with the relocation of the ground floor bathroom to the first floor, and install 1 No. replacement window.

**Location:** 29, St James Street, Shaftesbury, SP7 8HF

**Consultation Ends:** 22/10/2021

5.1.3 [P/HOU/2021/03592](#)

**Proposal:** Erect first floor extension.

**Location:** 25, Breach Lane, Shaftesbury, SP7 8LE

**Consultation Ends:** 27/10/2021

[P/HOU/2021/02435](#)

**Proposal:** Extension of garage to form new garden studio, form door opening in outbuilding, reduce garden levels remove part existing retaining walls & erect new retaining walls to accommodate raised platform for hot tub. Install electric vehicle charging point.

**Location:** Manor Close St James Street, Shaftesbury, SP7 8HQ

**Consultation Ends:** 27/10/2021

5.1.4 [P/LBC/2021/02436](#)

**Proposal:** Alterations including extension of garage to form new garden studio, form door opening in outbuilding, reduce garden levels remove part existing retaining walls & erect new retaining walls to accommodate raised platform for hot tub. Install electric vehicle charging point.

**Location:** Manor Close, St James Street, Shaftesbury SP7 8HQ

**Consultation Ends:** 27/10/2021

### **5.3 Material Planning Reasons**

- 5.3.1 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

- 5.3.2 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.

### **5.4 Scheme of Delegation**

- 5.4.1 Planning applications are delegated to the Planning and Highways Committee for consideration but may be considered by the Full Council or General Management Committee where time constraints apply. (Shaftesbury Town Council Scheme of Delegation, 2021)

### **5.5 Legal Authority and Implication**

- 5.5.1 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, 1990 sch.1 para.8)

### **5.6 Legal Implication**

- 5.6.1 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, 1990 sch.1 para.8)

### **5.7 Recommendation**

- 5.7.1 That the Council provides a response on the listed planning applications and considers responses to applications received without notice, in the form of Support, No Objection or Objection. .

**5.8 Reason for Recommendation**

5.8.1 To fulfil the Council's responsibility and exercise its views as a consultee.

(End)



## **6      Rights of Way Consultation**

Report 1021GEM6

To consider response to Dorset Council's Rights of Way Consultation

(20 mins)

*(Local Government Act, 1972 s.111)*

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### **6.1      Summary**

- 6.1.1 Dorset Council is carrying out a survey to help improve the path network for walking, cycling and horse-riding
- 6.1.2 The [Dorset Rights of Way Improvement Plan](#) is the prime means for Dorset council, as the Local Highway Authority, to identify and prioritise actions to develop and improve the network of Dorset's footpaths, bridleways, byways, and wider access routes.
- 6.1.3 Everyone is invited to [fill in the questionnaire and online maps here](#) by midnight 31 October. The Committee is asked to consider whether it wishes to provide a corporate response from Shaftesbury Town Council.

### **6.2      Recommendation**

- 6.2.1 That the Committee provides a response from the corporate body to the Dorset Rights of Way Improvement Plan. Delegate to the Town Clerk all details in discharging this decision.

### **6.3      Reason for Recommendation**

- 6.3.1 To represent the community on this Dorset Council initiative.

(End)

**7      Finances – Quarter 2**

Report 1021GEM7

To receive the Town Council's Accounts for the second quarter

(20 mins)

*(Local Government Act, 1972 s.151)*

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**7.1      Summary**

- 7.1.1      The Committee should have a clear understanding of the Council's financial position throughout the year.
- 7.1.2      The [Balance Sheet](#) is provided for your information.
- 7.1.3      The [Summary Income and Expenditure](#) shown here identifies that the grounds expenditure is high for this time of year. This is due to additional expenditure being resolved for clearing Gold Hill and for painting lines outside St James' play area.
- 7.1.4      The [Bank Reconciliation](#) has been checked by a councillor and is provided for your information.
- 7.1.5      If councillors would like to see any additional information, please let the office know and this will be arranged.

**7.2      Scheme of Delegation**

- 7.2.1      The General Management Committee is delegated to consider and determine all matters relating to finance

**7.3      Recommendation**

- 7.3.1      To receive and note the report.

**7.4      Reason for Recommendation**

- 7.4.1      To provide councillor oversight of the financial position of the Council

(End)

## 8 Grants Awarding Policy Review

Report 1021GEM8

To review the Grant Awarding Policy incorporating free use of the Town Hall following the completion of this year's application (20 mins)

*(Local Government Act, 1972 s.151)*

### 8.1 Summary.

- 8.1.1 The Council requested to look at the effectiveness of the policy and adjust it ready for next year.
- 8.1.2 The application form is currently emailed to previous applicants and advertised on the Town Council website and Facebook page. This results in the same groups applying each year.
- 8.1.3 The Committee is asked to consider whether this current system is effective in providing support where it is needed or just encouraging groups to reapply each year.
- 8.1.4 For future years, the committee may consider advertising the grant period inviting people to apply rather than a direct approach.
- 8.1.5 Grants could be awarded and /or announced at the Annual Town Meeting or at a Civic Awards Evening, to raise the profile of the Council and encourage groups to show their support.
- 8.1.6 The following list of local groups(non-profit) have historically received free use of the hall to hold meetings or town events, the Committee is asked to consider how this is provided for in future years.

Organisation/Group	Occasion
Shaftesbury In Bloom	Monthly meetings and Annual Award Presentation
Shaftesbury Carnival	Council Chamber and Guildhall Saturday before Carnival and the weekend of Carnival
Shaftesbury Town Twinning	AGM
Wrightsons Allotments	AGM
Shaftesbury & District Transport Forum	Council Chamber Quarterly Meetings
Friends of Westminster Hospital	AGM
Gold Hill Fair	Guildhall
Shaftesbury Chamber of Trade	Mayors Parlour and Guildhall Christmas Lights Switch On
Fringe Festival	Council Chamber and Guildhall Friday – Sunday during Festival
Swans Trust	AGM
Christian Aid	Guildhall for Lent Lunches
Shaftesbury Open Spaces	Monthly Meetings
Shaftesbury Snowdrop Festival	Guildhall

To agree continued free use of the Town Hall for the above organisations

**8.2 Scheme of Delegation**

- 8.2.1 The General Management Committee is delegate to determine all matters relating to grants and donations.
- 8.2.2 Full Council is responsible for matters of principle or policy.

**8.3 Legal Authority and Implication**

- 8.3.1 The legal authority for grant donations is determined by the purpose for which each grant is given.

**8.4 Financial Implication**

- 8.4.1 None

**8.5 Recommendation**

- 8.5.1 That the Committee reviews the grant application policy and process and recommends to Full Council any policy amendments. Delegate to the Town Clerk all details in discharging this decision.

**8.6 Reason for Recommendation**

- 8.6.1 To fine-tune the grants awarding process.

(End)