



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
e-mail: enquiries@shaftesbury-tc.gov.uk

Website: www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Mampitts Advisory Committee, MAC Cllr Piers Brown. Cllr Matthew Welch, Rebekah Paine, Zoe Webster, Laura Langley, Jonny Monteith, 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 01 November 2021 in the Council Chamber, Shaftesbury Town Hall

ClaireCommons@shaftesbury-tc.gov.uk

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

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 APOLOGIES3**
To receive and consider for acceptance, apologies for absence(1 min)
(Local Government Act, 1972 s.85)
- 2 DECLARATIONS OF INTEREST3**
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 MINUTES4**
Report 1121MAC 03
Mampitts Advisory Committee to confirm as a correct record, the minutes of the previous
meeting of the Mampitts Advisory Committee (3 mins)
(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)
- 4 OFFICER REPORT5**
To receive reports pertaining to the Mampitts Advisory Committee.....(5 min)
(Local Government Act, 1972 Sch 12)
- 5 MAMPITTS ADVISORY COMMITTEE – POP UP EVENT6**
To review the action plan and agree next steps in preparation for the pop-up event.....(30
mins)
Insert Citation reference to the legal authority
- 6 MAMPITTS ADVISORY COMMITTEE – PHASE ONE CONSULTATION8**
To consider the process for managing the outcome of the phase one consultation for
Mampitts (20 mins)
Insert Citation reference to the legal authority

Anticipated meeting end time 8:00pm

1 Apologies

Report 1121MAC01

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

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.

1.1.2 No apologies received

2 Declarations of Interest

Report 1121MAC 02

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

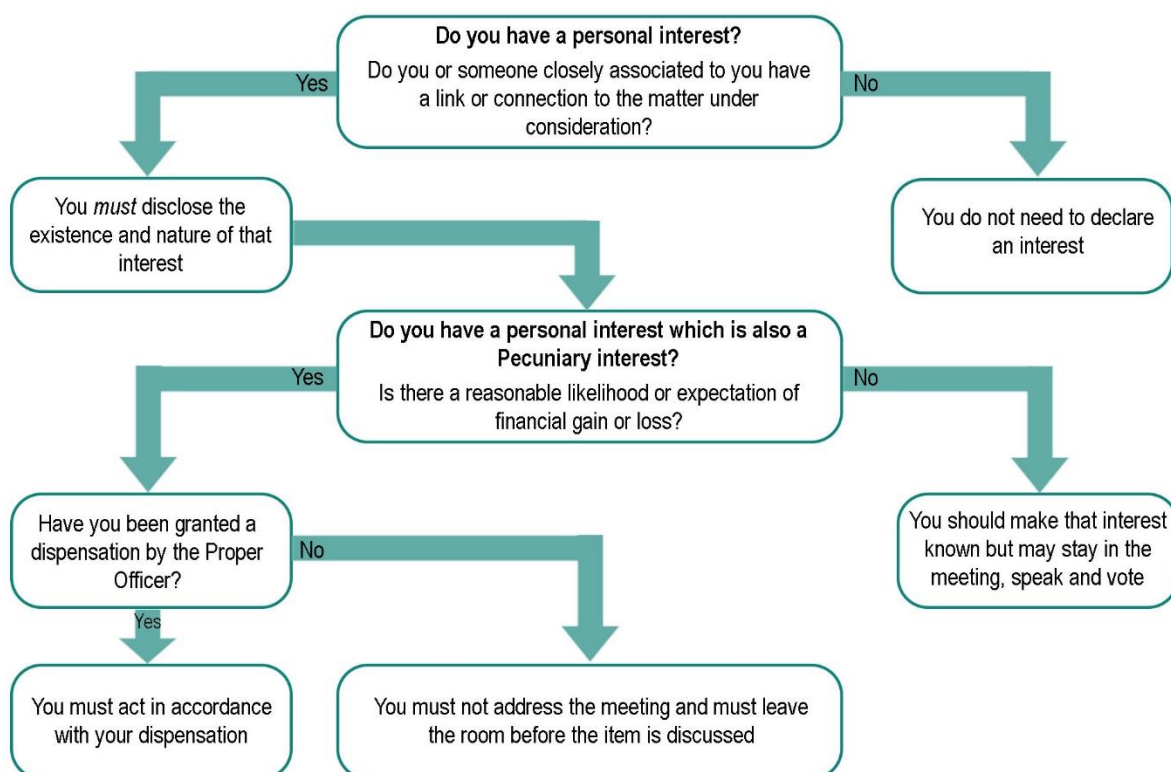
(1 min)

(Shaftesbury Town Council Code of Conduct, 2019)

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 1121MAC 03

Mampitts Advisory Committee to confirm as a correct record, the minutes of the previous meeting of the Mampitts Advisory Committee (3 mins)

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

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 - [Link to the minutes](#): 06 September 2021

(End)

Report Author: Brie Logan, Business Manager

4 Officer Report

Report 1121MAC 04

To receive reports pertaining to the Mampitts Advisory Committee

(5 min)

(Local Government Act, 1972 Sch 12)

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 04/10/2021

- 4.2.1 A report to the General Management committee was presented on 19th October outlining the pop-up event – this was received and noted.

4.3 Updates and Actions from previous meetings

Officer report 0921GEM12 was received and it was RESOLVED to approve the design and content of the phase 1 consultation material, approve the expenditure for phase 1 consultation (including mailing to each household) not to exceed £1,500. To delegate to the Town Clerk to make minor changes to text and images (Financial provision - £1,500 Community Infrastructure – Maltings)

4.4 Recommendation

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

4.5 Reason for Recommendation

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

(End)

Report Author: Brie Logan, Business Manager

5 Mampitts Advisory Committee – Pop up event

Report 1121MAC05

To review the action plan and agree next steps in preparation for the pop-up event (30 mins)

Localism Act 2011, ss.1-8

5.1 Summary

- 5.1.1 The following update was presented to the General Management Committee on 19th October – *Mampitts Consultation leaflet distribution commences on 25th October. Pop up event planned for 6th November between 10 and 2 at Mampitts Square. Permission has been granted by Persimmon*
- 5.1.2 The leaflet drop is underway, and delivery is being managed by Royal Mail over a 2-week period starting from 25th October.
- 5.1.3 The [action plan](#) as agreed at the informal meeting on 4th October needs to be formally reviewed to ensure all actions are on track for the pop-up event scheduled to take place on 6th November between 10 and 2 at Mampitts Square.

5.2 Scheme of Delegation

- 5.2.1 *Excerpt from Scheme of Delegation Section 12:*

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

12.2. 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

5.3 Legal Authority and Implication

- 5.3.1 All recommendations from Mampitts Advisory Committee to be presented to the General Management Committee for consideration

5.4 Financial Implication

- 5.4.1 The budget allocated to the consultation activity is £1,500. – to date the spend is £804.47.
- 5.4.2 A marquee, tables and chairs has been sourced at zero cost.
- 5.4.3 The cost of providing children's activities is expected to be no more than £100
- 5.4.4 The cost of providing refreshments to the general public is expected to be no more than £50
- 5.4.5 The cost of stationery and printing is expected to be no more than £100 – this includes the cost of the banner for the marquee

5.5 Impact Assessment

- 5.5.1 Equalities – None
- 5.5.2 Environmental – It is expected that the majority of responses will be online this reducing the need for additional paper copies
- 5.5.3 Crime and Disorder – None

5.5.4 Resources – The pop-up event will be managed by the Mampitts Advisory Committee with support from the Business Manager as the facilitator.

5.5.5 Economic – None

5.5.6 Risk Management – A risk assessment for the pop-up event will be completed prior to the 6th November

5.6 Recommendation

5.6.1 The committee reviews the action plan and provides an update to the General Management Committee (GEM) at the next meeting on 16th November 2021 . Delegate to the Town Clerk all details in discharging this decision.

5.7 Reason for Recommendation

5.7.1 It is important to update the GEM committee with feedback and evaluation from the pop-up event.

(End)

Report Author: Brie Logan, Business Manager

6 Mampitts Advisory Committee – Phase One consultation

Report 1121MAC05

To consider the process for managing the outcome of the phase one consultation for Mampitts (20 mins)

[*Localism Act 2011, ss.1-8*](#)

6.1 Summary

- 6.1.1 The consultation leaflet is being distributed to all households in the SP7 8** postcode.
- 6.1.2 The consultation starts on Monday 25th October and is scheduled to end on 28th November 2021.
- 6.1.3 If the response rates are low (as of mid-November), there may be a requirement to facilitate a second 'pop up' event(s) in the Tesco foyer (to be agreed with the Store Manager) and a reminder 'door drop' leaflet to raise the profile of the consultation.
- 6.1.4 It is expected that the evaluation of the consultation responses will be complete by 11th December at the latest
- 6.1.5 As per the Scheme of Delegation (S12.3) the committee would normally present all recommendations to the General Management committee.
- 6.1.6 Due to the timescales involved the General Management Committee is not due to meet until 18th January 2022 as the council holds no meetings in December.
- 6.1.7 Dorset Council is expecting an update on the community consultation once the results have been verified and a summary of the outcomes has been produced.
- 6.1.8 It is therefore proposed that the summary of the consultation is sent to members and Dorset Council upon completion of the evaluation which is set to be on 11th December.
- 6.1.9 A further comprehensive update will be provided to the General Management committee in January 2022

6.2 Scheme of Delegation

- 6.2.1 Excerpt from Scheme of Delegation Section 12:

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

12.2. 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

6.3 Legal Authority and Implication

- 6.3.1 All recommendations from Mampitts Advisory Committee to be presented to the General Management Committee for consideration

6.4 Financial Implication

- 6.4.1 The budget allocated to the consultation activity is £1,500. – to date the spend is £804.47

6.5 Impact Assessment

- 6.5.1 Equalities – None
- 6.5.2 Environmental – None
- 6.5.3 Crime and Disorder – None
- 6.5.4 Resources – Officer time to prepare the evaluation of all responses from the consultation
- 6.5.5 Economic – None
- 6.5.6 Risk Management – None

6.6 Recommendation

- 6.6.1 The Advisory Committee recommends that a summary of the results from the consultation is published and sent to individual members and to Dorset Council by 11th December and a further comprehensive update is provided to the General Management committee in January 2022. Delegate to the Town Clerk all details in discharging this decision.

6.7 Reason for Recommendation

- 6.7.1 Dorset Council has requested the results of the consultation as this will support the decision-making process in terms of the land transfer and associated section 106 funding.

(End)

Report Author: Brie Logan, Business Manager