



To: All Town Councillors

For Information: Dorset Council Councillors, Members of the Public & Press

## A G E N D A

### **EXTRAORDINARY FULL COUNCIL MEETING OF THE TOWN COUNCIL**

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

To be held **on Tuesday, 4<sup>th</sup> October 2022 following the Planning & Highways Committee meeting (approx. 7:30pm)** in the **Council Chamber, Shaftesbury Town Hall**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using [Microsoft Teams](#).

Mrs Brie Logan

Town Clerk, 28<sup>th</sup> September 2022

**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.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#). The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

### **The 7 principles of public life**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership  
(*Committee on Standards in Public Life, 1995*)

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. To sign the Civility and Respect Pledge
4. [To receive information on the tenders submitted for St James Park](#)
5. [Member's Motion – To consider taking on the responsibility for the funding and organisation of the town's Christmas lights display with effect from 2022](#)

## **Agenda Item No. 1**

### **Apologies – To receive and consider for acceptance**

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.

Apologies received from Councillor Lewer.

## **Agenda Item No. 2**

### **To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in July 2021. The Clerk will report any dispensation requests received.

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)

## **Agenda Item No. 3**

### **To sign the Civility and Respect Pledge**

**To receive information on the tenders submitted for St James Park**

**Background**

In June 2022 it was RESOLVED to approve the St James Park detailed plan and to progress with the management of the tender development and contractor appointment process. To be delegated to the Town Clerk in consultation with the panel (Cllrs Proctor, Hall, Edwyn-Jones and Tippins) already appointed to manage this process. Since then, Cllr Tippins has resigned from the panel.

The Tender Specification was live on the Contract Finder website from 1<sup>st</sup> August 2022 to 16<sup>th</sup> September 2022 and over this 6-week period had 587 views however only one application was received. Therefore, there was no requirement for the Panel to meet.

The current economic climate is having a dramatic effect on pricing of specialist jobs and the prices have increased beyond all expectation. The expectation is that prices will continue to rise over the coming weeks and months due to the vulnerability of the economic climate.

The [cost of the equipment](#) (as of July 2022) is expected to be £42,186.66 including delivery.

**Further information**

Important points to note;

This scheme is a landscape-led park improvement scheme. Based on community feedback the scheme has significantly developed from its original concept design throughout the full detailed design process and is now a bespoke scheme and one, upon completion that STC can be proud of.

The park is currently not accessible for people with limited mobility and for buggies. This scheme will address the accessibility issues and ensure the park is available for all users.

At the lower end of the park the main access for people with mobility issues is via the large maintenance gates. Improvements to the park entrance will be evident and will make accessibility much easier for all. The additional costs of improving access is £20,000.

A new accessible pathway from the entrance will enable all users of the park to access the play zones.

As a result of community feedback, works to improve the ball play experience were also considered. These improvements have been added into the scheme and this added an additional £15,000 to the cost of the project.

During the detailed design scheme, and following community engagement at the pop-up events, the plan has developed into a more sophisticated scheme. This is not just a replacement play scheme.

The necessary improvements to the landscape will address the lack of care and investment to the park over the preceding years.

## Financial Implications

SUMMARY (March 2022) – CONCEPT stage		SUMMARY (June 2022) - Detailed DESIGN stage	Tender submission
OHP	£7,000.00	£12,100.00	£42,415.40
Demolition and clearance	£8,923.00	£6,010.00	£18,105.60
Soft works	£6,000.00	£4,390.00	9,654.50
Play equipment / site furniture	£56,750.00	£65,788.00	27,525.24
Provisional Sums	£1,000.00	£3,500.00	10,650.00
Groundworks		£5,307.00	3,541.27
Hard works		£24,480.00	43,165.47
Site furnishings		£7,650.00	5,399.20
<b>TOTALS BROUGHT FORWARD</b>	<b>£79,673.00</b>	<b>£129,255.00</b>	<b>£160,456.68</b>
<b>Contingencies</b>			
Contingencies	£5,000.00	£5,000.00	£5,000.00
<b>TOTAL excluding vat</b>	<b>£84,673.00</b>	<b>£134,225.50</b>	<b>£165,456.88</b>
Play equipment (to be ordered by STC)			£42,186.66
<b>Total scheme cost</b>			<b>£207,643.54</b>
		<a href="#">Draft outline cost estimate (detailed design) can be viewed via this link</a>	<a href="#">Tender Submission document Company A</a>

The tender submission is over the value as estimated in June 2022 as part of the Detailed Design phase. The Company who submitted their proposal has been asked to undertake a detailed Value Engineering exercise to see what costs can be reduced. A further update will be provided once the Value Engineering process has been completed.

The tree works to the Poplars and Limes and the landscape management of the Slopes (clearance of scrub) will be a separate cost and will be presented to council upon receipt.

Budget available (excluding Jubilee Steps)

COMF funding	£120,000	
<b>Plus</b> , Section 106 Open Space	£41,453	As resolved by ROSE 8/3/22 (awaiting decision by DC)
<b>Plus:</b> Line 4906 – Play Equipment	£42,733	Capital Expenditure
<b>Plus:</b> Line 4930 - Southern Slopes	£2,000	Ear Marked Reserves
<b>Plus:</b> 4944 - Footpath/ Cycle network (potential)	£9,190	Ear Marked Reserves
Plus National Lottery	£9,600	Picnic tables and benches
	<b>£224,976</b>	

Other costs linked to this project

Tree works (Poplars and Limes)	£5,675	Awaiting further quotes
Landscape management of the Slopes		Pending a Management Plan for St James Park

**Recommendation:**

The council considers the appointment of Contractor A to a maximum spend of £165,456.88, approves the order of the play equipment to the value of £42,186.66 and delegates the management, including cost savings, to the Town Clerk in consultation with the Lead Councillor.

**Member's Motion – To consider taking on the responsibility for the funding and organisation of the town's Christmas lights display with effect from 2022**

**Background**

The [Members Motion](#) requests that the Town Council take on the annual installation of the town's Christmas lights.

**Further information**

The installation was previously undertaken by volunteers, with the lights purchased by the Chamber of Commerce. The lights need replacing due to their age and the volunteer resource has now been exhausted.

**Financial Implications**

There are various options available to the Town Council as outlined in the Member's Motion. A brief overview is outlined below.

Option A: The lights are purchased outright, arranges for installation, storage and looks after them. This is the most cost-effective solution but means the same lights will be displayed year on year.

Option B: The lights are hired and the installation is undertaken via a local electrician.

Option C: The installation of the lights is contracted out to a professional company.

Option D: Consider a large statement lit centrepiece x 2/3 items.

There is currently no budget line for Christmas lights. If Councillors wish to take on the installation of the lights it is recommended to create a separate Earmarked Reserves budget line for the Christmas Lights. It should also be considered how much should be included for next year's budget.

**Risk**

1. The tight timescales may pose a risk in terms of contractor and product availability.
2. The electrical infrastructure and compliance to BS 7671 is not fully understood until a site survey is undertaken.

**Recommendation**

Councillors should consider if they wish for the Town Council to take on the installation of the Christmas lights in the town centre. It should also be considered which option should be pursued, if a new budget line is created and how much should be transferred from General Reserves to the new budget line. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).