



To: All Town Councillors

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

## A G E N D A

### **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 at **7 pm on Tuesday, 21<sup>st</sup> March 2023** 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, 15<sup>th</sup> March 2023

**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. [Minutes of the Full Council meeting held on 21<sup>st</sup> February 2023](#)
4. [To receive a report for information to Full Council](#)
5. [Clerk's Report including correspondence and progress report on Full Council business](#)
6. [To receive and note minutes of and/or to determine recommendations by committees](#)
7. [To approve payments and receive financial reports, including a summary of all Direct Debits](#)
8. [To consider a Member's Motion – Bus Gate](#)
9. [To receive and note informal meeting notes and/or to determine recommendations by Working Groups](#)
  - 9.1 Sustainable Shaftesbury
  - 9.2 [King's Coronation](#)
  - 9.3 High Street Working Group
    - 9.3.1 [To consider a monthly artisan market event](#)
10. [To approve the Calendar of Meetings for 2023/2024 and to revise the Calendar of Meetings for 2022/2023](#)
11. [To consider Microsoft Cloud back up](#)

## **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 Proctor.

## **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**

### **Minutes of the Full Council meeting held on 21<sup>st</sup> February 2023**

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.

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).

#### **Recommendation**

Confirm the accuracy of the Minutes of the Town Council meeting held on [21<sup>st</sup> February 2023](#).

## **Agenda Item No. 4**

### **To receive a report for information to Full Council**

#### **Civic Report**

Councillors are invited to provide a report at this point.

#### **Dorset Council Reports**

Dorset Councillors are invited to provide a report at this point.

#### **Other Reports**

None

#### **Local Organisation Reports**

Local Organisation representatives invited to provide a report at this point.

#### **Recommendation**

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

**Clerks Report including correspondence and progress report on Full Council business**

**Report Content/Detail**

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

**5.1 Clerk’s Report**

Sun Dial Repair – The works are now complete and the Sun Dial is back in position on the plinth.

Park Walk – Advice re (1) short-term repairs (2) recommending a specialist contractor to develop longer-term plan and associated permissions has been requested from Historic England.

The Mound – Permission for works request has been submitted to Historic England. The contractors who quoted for the works in 2020 have been contacted by STC officers and requested to re-quote. A further update will be provided once permissions have been agreed together with the revised cost estimates.

Mampitts Green – The following works have been commissioned:

1. Ecologist (preferred contractor) to carry out the Ecology report – Darwin Ecology
2. Arborist (preferred contractor) to carry out the Tree Assessment – Nick Baxter
3. Topographical Survey – the survey will be undertaken this month by Cole and Cole.
4. Architect (see 5.3.2 below)



High Street Closure for Thursday Market – As per Full Council 13<sup>th</sup> December 2022, minute no FC117 the road closure application was submitted to DC. [This has been approved](#). An [Equality Impact Assessment](#) with key stakeholders has also been undertaken.

Heating works Lido - In February 2023, It was RESOLVED to progress with the replacement boiler works in the Lido Plant Room subject to the amendment to the Dorset Council grant being approved. The request to bring forward the funding assigned to phase 2 works has since been approved by Dorset Council and the order for the Plant Room boilers has been made (see 5.3.3. for further information).

St James Park – The handover of the park is due week ending 24<sup>th</sup> March. The [Interim-certificate St. James Park](#) final account has been processed less retention of 2.5% as per the contract.

**5.2 Delegated Decisions for Information (within the Clerk’s delegated spend)**

<b>Delegated Decision</b>	<b>Comments</b>	<b>Cost</b>	<b>Budget</b>
First Registration process with Barton Hill and Brionne Gardens	The cost estimate is £750 to £1,200 plus VAT for the three to five hours work we estimate each first registration will take. This is calculated with reference to hourly rates of £250 plus VAT (Consultant Solicitor) and £300 plus VAT (Partner). Please also budget for an additional £250 for miscellaneous disbursements payable to third parties, such as HM Land Registry fees.  Legal work involved includes: <ul style="list-style-type: none"> <li>• Investigating title to the unregistered land</li> <li>• Site visit (if appropriate)</li> <li>• Any necessary archive or legal research</li> </ul>	Max £2,400	Professional and Legal fees budget 302/ 4341 £18,000

	<ul style="list-style-type: none"> <li>Preparation and submission of application forms and plans for first registration to HM Land Registry</li> <li>Ongoing liaison with HM Land Registry, client and third parties</li> </ul>		
Great Big Green Week – application for Grant funding	<p>A <a href="#">grant request</a> was received to support activities linked to the Great Big Green Week – a national campaign runs from 10<sup>th</sup> to 18<sup>th</sup> June 2023 and the local website <a href="#">can be accessed via this link</a>.</p> 	£400	Grants budget 303/ 4350 £400
Shaftesbury Wellness 2023	<p>The planning for the 2023 event(s) is underway. The launch event is on 29<sup>th</sup> April and the event(s) will run for 14 weeks. This year's activities will be Yoga, Qi Gong, Circuits and Jazzercise. In 2022 there were 1682 participants and this year we are expecting 2,000+. The collaboration with the Blackmore Vale partnership (BVP) will continue for the 2023 season.</p> <p>Further funding has been received and this will go towards a new programme of Aquafit at the Lido. This programme will run for 14 weeks and will link in to the BVP to support those patients that may benefit from gentle water-based exercise.</p>	£4,000	EMR 902/ 4904 Shaftesbury Wellness
St James Park – restoration of gates and Kissing Gate	<p>The gates were in state of disrepair with missing spindles and poorly maintained. The gates and Kissing Gate have now been restored back to their former glory.</p> 	£1,495	EMR 902/ 4908 COMF funding – St James Park

### Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to **resolve** on any matters as referenced above

### 5.3 Other Matters to resolve

No	Subject	Description	Cost
5.3.1	Town Hall Additional Electrical works	<p>The cost of the remedials on the Electrical Condition Report (works carried out in December and January) has increased due the additional works carried out that were identified during the works.</p> <p>Following the fire risk assessment and the regulation to make the distribution lockable the consumer unit was repositioned in the cupboard under the stairs, this is also included in this cost.</p>	£3,230.18+ VAT
<p><b>Recommendation:</b> Councillors to approve the costs associated with the additional works including the relocation of the distribution panel as per the Fire Risk assessment.</p>			

5.3.2	Mampitts Architect	<p>The fee proposal for the whole project has been agreed by the same Architect as the one managing the Town Hall works . The architectural services will be delivered for an initial fee of £5K up to and including planning application stage (as resolved in Feb 2023). If the project proceeds to the next stage, then the architect would expect to recoup the balance of fees. The initial fee is considerably below what would normally be charged however the company is content to support local community projects in this way if it helps move them forward and therefore accepts the risk at this stage.</p> <p><i>Financial Regulations 11.1d</i>  <i>When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.</i></p>	<p>£5,000  EMR 4943  Mampitts Community Infrastructure</p>																						
<p><b>Recommendation:</b> Councillors are requested to approve the appointment of the architect to take the project planning application stage noting the reduced fee of £5,000 to facilitate this work as part of their commitment to support the community project.</p>																									
5.3.3	Shaftesbury Lido	<p>In December 2022 STC discussed the investment required to prepare the Lido for the 2023 season – excerpt from agenda:</p> <table border="1" data-bbox="405 813 1337 1211"> <thead> <tr> <th>Short-term Investments</th> <th>Details</th> <th>Cost + VAT</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Building refurbishment/ replacement</td> <td>+ remove potentially dangerous lean-to building, replace with decorative admission/ shop area + replace secondary pool doors + replace rotting roof support post + replace shower</td> <td>£18,000 (estimate)</td> </tr> <tr> <td>Removal of the lean-to building will create gaps in the runner flooring. Remedial works to reinstate the flooring will be needed</td> <td>£5,000 (estimate)</td> </tr> <tr> <td rowspan="2">Heating and electrical works</td> <td>+ replace old electrical control panels</td> <td>£4,400</td> </tr> <tr> <td>+ new gas boiler for showers and taps</td> <td>£6,100</td> </tr> <tr> <td>Install Electro chlorination</td> <td>+ replace chlorine with salt, potential return on investment in 12 months with better swimmer experience (Riversmeet use this)</td> <td>£12,000</td> </tr> <tr> <td>Project Manager</td> <td>10% to total value</td> <td>£4,500</td> </tr> <tr> <td colspan="2"><b>Total investment required phase 1 (2023 season)</b></td> <td><b>£50,000</b></td> </tr> </tbody> </table> <p>The consultant is no longer project managing due to other commitments. There is a requirement to raise the standards with Customer Service and a step change is required to move the user experience to a gold standard using industry best practice.</p> <p>To support the Pool Manager with compliance and governance related tasks there is a requirement to bring in external professional support. A local Community Leisure Trust will provide the required level of support using their industry expert experience to support and guide the required step change. <a href="#">The Service Level Agreement</a> references the support that will be provided. The cost of this service will be <b>£5,520</b></p> <p>The grant from Dorset Council Capital Leverage Fund has been approved and the request to secure the funds of £24,600 (as phase 1) has been agreed by the panel. These funds can be used to support the Electro-chlorination and heating works.</p> <p>The repairs to the flooring are lower than expected and the estimate is <b>£1,830 + VAT</b>.</p> <p>The pool has also been emptied for the first time in four years and whilst empty an assessment will be undertaken to see if it is feasible to install</p>	Short-term Investments	Details	Cost + VAT	Building refurbishment/ replacement	+ remove potentially dangerous lean-to building, replace with decorative admission/ shop area + replace secondary pool doors + replace rotting roof support post + replace shower	£18,000 (estimate)	Removal of the lean-to building will create gaps in the runner flooring. Remedial works to reinstate the flooring will be needed	£5,000 (estimate)	Heating and electrical works	+ replace old electrical control panels	£4,400	+ new gas boiler for showers and taps	£6,100	Install Electro chlorination	+ replace chlorine with salt, potential return on investment in 12 months with better swimmer experience (Riversmeet use this)	£12,000	Project Manager	10% to total value	£4,500	<b>Total investment required phase 1 (2023 season)</b>		<b>£50,000</b>	<p>902/ 4931 Swimming Pool</p> <p>£5,520 +  £1,830  Total £7,340</p>
Short-term Investments	Details	Cost + VAT																							
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		lane markings in the pool liner. This will enhance the user experience particularly for the lane swimmers. The Pool company is in the process of obtaining a quote and it is highly likely this cost will fall within the Clerk's delegated spend.	
<p><b>Recommendation:</b> Councillors are requested to approve the appointment of the Gillingham Community Leisure Trust and the floor repairs at a total cost of £7,340.</p>			
5.3.4	Allotment Working Group	<p>A resident has requested to place a beehive on the A30 allotment site. It is timely to review the Allotment Policy and consider amendments that may be appropriate.</p> <p>The council may want to consider setting up a Working Group, including allotment holders, to review the policy and consider amendments that link in with the Sustainable Shaftesbury aims and objectives.</p>	£0
<p><b>Recommendation:</b> Councillors are requested to set up an Allotments Working Group to review the policy and consider any amendments to present to STC for consideration at a later date.</p>			
5.3.5	Equipment service	<p>The annual servicing of the two Kabuto mowers has been carried out and whilst this is within the Scheme of Delegation this has caused a further overspend on budget line 4281 – Motor expenses and maintenance.</p> <p>£1,067.87 and £1,415.00 - Total: £2,482.87</p>	103/ 4281 Motor Expenses
<p><b>Recommendation:</b> Councillors are requested to approve the overspend on line 4250 by a further £2,482.87. The overspend on line 4281, including these works, is now £8,392.05 noting this expenditure includes the cost of the hire vehicle.</p>			
5.3.6	Strategic Plan and Work Programme	<p>The last formal review of the Strategic Plan was undertaken in July 2021. It is timely to review the plan to reflect the current and future priorities. A work programme is also under development which shows the detail breakdown of the council day-to-day activities and projects. Due to the time limitations at STC meetings the council may want to consider setting up a Working Group to review the Strategic Plan and Work Programme. The recommendations from the Working Group can then be presented to STC for consideration.</p>	£0
<p><b>Recommendation:</b> Councillors are requested to set up a Working Group to review the Strategic Plan and Work Programme and made recommendations to the council to consider.</p>			

## Agenda Item No. 6

### To receive and note minutes of and/or to determine recommendations by committees

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

Receive and note minutes of and/or to determine recommendations by committees.

When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local government Act, 1972 s.101. (NALC, 2018)

Minutes for the Planning and Highways committee are provided for information using the hyperlinks below and any recommendations for Full Council to consider are noted.

Draft minutes from the Planning and Highways committee meeting on [7<sup>th</sup> March 2023](#).

Ref	Recommendation	The Council are requested to resolve:
P&H	No recommendations arising from the March meeting that need a Full Council resolution.	
SSAC	No formal meeting this month.	

#### Recommendation

That the minutes are received and noted.

**To approve payments and receive financial reports**

**Summary**

The Council should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

The following summaries are for the committee to receive and note:

[Balance Sheet](#)

[Detailed Income and Expenditure by budget heading](#)

[List of payments](#)

If any councillor would like to see the invoices accompanying the payments list or any additional information, please let the office team know and this will be arranged.

**Legal Implications**

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. *Local Government Act 1972 s.151*

**Recommendation**

That the Council receives and notes the income and expenditure records, general reserves balance and resolves the payments list for this month and raises any queries it may have.

**Reason for Recommendation**

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.



To consider a Member’s Motion – Bus Gate

, Title of Motion	To request Dorset Council reassess the requirement for a Vehicle Restriction Gate on Mampitts Lane (Condition No 33 of 2/2002/0415 approved under appeal APP/N1215/119202, The Bus Route Scheme)
Proposed by	Councillor Virginia Edwyn-Jones
Seconded by*	Councillor Lorah Wild
Proposed Resolution 1	<p>It is proposed that Dorset Council reconsider the implementation of Condition No 33 of the decision notice and resolve on one of the following options:</p> <ol style="list-style-type: none"> <li>1. The bus gate is moved from its current proposed installation site to the end of Pound Lane, as it meets Mampitts Road, keeping Mampitts Road as an additional access route for The Maltings.</li> <li>2. The condition is rescinded and instead traffic calming measures are installed at the entrance to/ on Pound Lane.</li> <li>3. The condition is rescinded and a No Entry sign is installed at the entrance to Pound Lane facing Mampitts Road, excepting buses and cyclists.</li> </ol>
Background (provided by the proposer)	<p>The requirement for a bus route scheme was devised as part of the original planning application nearly twenty years ago in 2004. When the scheme was approved on appeal in 2007, there were several references in the Planning Inspector’s decision notice to a link from the proposed estate up to Wincombe Lane. Excerpts below:</p> <p><i>Item 21 of decision notice:</i>  <i>Of LP Local Area Policies ....., SB8 adds detail to the housing allocation east of the town, and SB9 specifies access arrangements, seeking to create a comprehensive and permeable movement network providing for pedestrian, cyclist and vehicular linkages to all areas. Access specifications include two signal-controlled junctions to the A30, a road network which links the A30, Mampitts Lane and Wincombe Lane and enhanced pedestrian and cycleway crossing facilities across Christy’s Lane to link the eastern side of the town and town centre. SB10 provides for two-phase implementation with links to certain infrastructure works. There is provision in Phase 1 for 75 dwellings north of Mampitts Lane, initially accessed via Pound Lane, although the policy also provides for a though (sic) vehicular link during Phase 1 to serve not only a single-controlled junction with Mampitts Lane but also the 75 dwellings....</i></p> <p>Below Item 101, there is an Inspector’s Note<sup>3</sup></p> <p><i>The Application A applicants estimate that a maximum of 500 car trips in a peak hour would be generated by the proposed development, with access to the majority of the sites being provided by two signal-controlled junctions on the A30 ....etc. (i.e. <u>not the entirety of the site</u>)</i></p> <p><i>Item 143.</i>  <i>...early release of the applications sites (<u>and the Hopkins land to the North of Site A</u>) for housing, ....</i></p>

Additionally, the decision notice also allowed for amendments, as below:

***Condition 34: The development will only be implemented in accordance with the Bus Route Scheme provided that the Bus Route Scheme may be amended in accordance with details expressly submitted to and approved in writing by the Local Planning Authority and***

***Condition No. 35, Once provided in accordance with the Bus Route Scheme the Vehicular Restriction Facilities shall thereafter at all times be maintained in accordance with the Bus Route Scheme, provided that the Vehicular Restriction Facilities may be amended in accordance with the details expressly submitted to and approved in writing by the Local Planning Authority for such a purpose. Submitted under Planning application Number 2/2002/0415 and approved under appeal numbers APP/N1215/119202 and APPN/N1215/1191206***

The above excerpts demonstrate that there was an expectation on the part of the Planning Inspector that there would be an alternative access route into the development from the north, with the Inspector's Note on Page 21 of the Decision Notice showing that they did not envisage Allen Road being the sole access road for all 680 dwellings.

In the meantime, the scale of the growing global climate emergency has seen both Dorset Council and Shaftesbury Town Council declare a climate emergency. Currently, residents can access the development via Mampitts Road Pound Lane and Allen Road, as well as Greenacre Way for residents living in that particular area. The implementation of the bus route scheme, as originally envisaged, would force nearly all inhabitants of this 680 housing development (excepting those residents of The Rickyard, Coles Crescent and Greenacre Way who have direct access via Greenacre Way to the A30) to enter and exit via Allen Road in order to drive anywhere other than east. Clearly, this creates additional journey time and therefore pollution, compared to the current arrangements.

It also places considerable strain on Allen Road which is already busy and congested with parked vehicles, as shown below. Unlike the houses on the other access routes, namely Mampitts Road and Pound Lane, none of the 65 houses that front onto Allen Road have front drives or front gardens, although a few have a grassed buffer area between them and the road; indeed, many houses have front doors that open directly onto the pavement.



Middy



Evening





It is also now clear that whatever understanding there may have been in 2007 that there would be an additional access route to Wincombe Lane to the north, any access route from the north of The Maltings can now no longer be possible with the completion of the Barrett Homes development at the end of Wincombe Lane, directly north of Maple Road - a development that hadn't even been submitted when this condition was written. It is obvious that Wincombe Lane cannot accommodate any further traffic, even if the Hopkins Land (referenced by the Planning Inspector) could be acquired.

The imminent implementation of this condition has been hanging over the residents of The Maltings, as well as their neighbours on the distributor roads, ever since the estate was completed and it is not clear why it has not happened. It has become a divisive issue within the town and it needs to be resolved.

Residents of Pound Lane expected a bus gate on Mampitts Lane that would reduce the volume of traffic from the estate along their road. Residents of The Maltings, meanwhile, have largely presumed that the delay in implementing the bus gate was due to the lack of another spine road to the north which they had been led to believe would happen. The idea that the bus gate might be implemented without any further access, meaning that for most of the estate their access routes reduce from three to one, is causing considerable upset and alarm.

We urge Dorset Council to reconsider this condition and request an alternative solution, as suggested above.

Background (provided by the Proper Officer)	<p>In January 2020 Shaftesbury Town Council resolved to commission the services of an independent Planning Consultant to investigate the issues and potential solutions for the completion of the Spine Road, Shaftesbury. The report including appendices was presented to the <a href="#">Planning and Highways committee in March 2021</a>(agenda item 7) page 12) and then to Full Council in April 2021.</p> <p>The STC resolution April 2021 was:</p> <p><i>Officer report 0421EFC13 was received and it was RESOLVED that an open letter be sent to the appropriate person in the DC Planning Authority, which is copied to our MP and the Secretary of State. The letter would request that DC publish urgently their plan for resolving the situation, a plan which may involve re-designation of the land as for community support rather than housing, or negotiations with the land-owner for its release, or any other way of getting the land (and therefore the road) developed quickly. All negotiations to be backed up by the unequivocal indication that if all else fails, a Compulsory Purchase Order will be sought, for sufficient land to build the Spine Road. Exact wording of letter to be delegated to the Clerk</i></p> <p>In June 2021 the <a href="#">Open Letter</a> was sent to: Dorset Council Planning Authority – Head of Planning and Simon Hoare MP Robert Jenrick, Secretary of State, Ministry of Housing, Communities and Local Government were copied.</p>
Financial implication (anticipated by the proposer)	None, other than officers’ time in submitting this motion if resolved.
Financial implications (anticipated by the Proper Officer)	None expected
Legal implications	Unknown at this stage.
Proposer’s signature	<i>Councillor Virginia Edwyn-Jones</i>
Seconder’s signature	<i>Councillor Lorah Wild</i>



**To receive and note informal meeting notes and/or to determine recommendations by Working Groups**

Working Group informal summary of meetings are presented to councillors for information.

**9.1 Sustainable Shaftesbury**

[Informal Summary of Meeting 14<sup>th</sup> March 2023](#)

**Recommendation**

That the informal summary of meeting notes for Sustainability Shaftesbury are received and noted.

**9.2 King's Coronation**

[Informal Summary of Meeting 21<sup>st</sup> February 2023](#)

**Further Information**

The Working Group has drawn up two options for a community event for consideration by Full Council. It also proposes a Crown Hunt in St James Park as well as lighting up the Town Hall.

<b>Option 1: Coronation Community event – mini festival</b>	
Event organiser – music organisation who will source bands etc...	£200
WC x 5 units £250 Heras £80 Security Staff £400 Event Licence £42	£772
Stage/ Lighting/ PA/ Marquee	£1,750
Headline band and 3 x warm up acts	£1,500
DJ/ MC	£350
Total indicative cost	£4,572
Note this option is over budget therefore additional funding will need to be allocated. Furthermore, there are constraints with the licensing application. Having a stage with live music requires a premises license. There is not sufficient time to submit this following this meeting, due to a public consultation period that would be required	
<b>Option 2: Coronation Community event – community picnic</b>	
Entertainment	£500
Union Jack bunting, tablecloths, flags	£500
BBQ organised by the Scouts	£0
<b>Crown Hunt</b>	
1000 wooden crowns	£279
250 Commemorative medals (prizes)	£636
250 Fairtrade Commemorative Chocolate Bars – sponsored by the Shaftesbury Fairtrade Association (prizes)	Zero
Total Crown Hunt cost	£915
<b>Town Hall lighting up x 3 days</b>	£350

**Recommendation**

Councillors are requested to:

1. Receive and note the informal summary of meeting notes for the King's Coronation
2. Considers resolving on the proposed community events linked to the King's coronation including Option 1 (mini festival) or Option 2 (community picnic) for the community event, the lighting of the Town Hall and the Crown Hunt and approves the associated costs.

## 9.3 High Street Working Group

### [Informal Summary of Meeting 7<sup>th</sup> March 2023](#)

#### **9.3.1 To consider a monthly artisan market event**

##### **Background**

In October 2019 the council **RESOLVED** to a £1000 investment in partnership with the Chamber of Commerce to conduct a [feasibility study](#) on the Shaftesbury's overall market offer. This project never progressed due to lockdown and the restrictions on activities throughout 2020/ 21.

In March 2019, STC was awarded £20,000 of funding towards an Economic Development project linked to developing a monthly market, in line with the Strategic Plan. In 2022 it was established the contract had never been signed and this matter was taken up with Dorset Council. As the economic landscape had changed since 2019 it was prudent to reassess the situation and in September 2022 the council was asked to consider three options. After consideration, it was **RESOLVED** that Shaftesbury Town Council move forward with Option 1, to develop a monthly market in line with the current STC Strategic Plan.

The [Grant Agreement](#) has since been updated by Dorset Council and has been signed by the Chair of STC.

One of the actions from the High Street working group included inviting the Market Manager/ Curator from Sherborne to visit Shaftesbury to seek out what is realistic and achievable for a monthly market to run from May to September. The [Sherborne Market](#) attracts in the region of 6,000 visitors per month and offers a high-quality shopping and leisure experience.

The Market Manager has submitted a [Shaftesbury Sunday Market Proposal](#) for consideration by the council. To take this proposal forward the council will need to acknowledge a conflict with one of the dates. The Food Festival is already scheduled for 9<sup>th</sup> July so the market cannot be accommodated on this date. Therefore, there are two options for the council to consider:

1. Sunday Market from May to September (excluding July) – second Sunday of each month
2. Saturday market from May to September – second Saturday of each month

##### **Further Information**

An overview of what is achievable for Shaftesbury can be viewed [via this PowerPoint](#) which outlines the key statistics relating to the Sherborne Market.

##### **Financial Impact**

Road closures	£460	Liaise with local press for monthly articles etc	£500
Set up social media Instagram and Facebook - curation of content – staff costs @ 8 hours per month	£600	Road signs and chapter 8 barriers compatible with the road closure applications to be purchased	£500
Provide Cad drawings of the streets to be used so we can create street plans for the pitch locations.	£1,000	Print and distribute letters to any local residents and shop keepers affected by the road closures.	£200
Posters and flyers to be designed printed and distributed possibly in a similar style to the Sherborne Market	£1,000	Make sure that the public toilets open at a suitable time for traders as well as public - Caretaker overtime	£375

##### **Recommendation**

Councillors are requested to:

1. Receive and note the informal summary of meeting notes for the High Street Working Group
2. Consider to resolve, on a trial for 2023, the introduction of a new monthly market festival event using EMR funds up to £5,000 (including contingency) allocated to Economic Development

## To approve the Calendar of Meetings for 2023/2024 and to revise the Calendar of Meetings for 2022/2023

### **Background**

The Council adopts a calendar of meetings for the year to help manage the business of the Council and provide ease of planning for councillors. [The draft calendar for 2023/2024 has been produced.](#)

### **Information**

The Council has traditionally always held its routine meetings on Tuesday evenings. In 2022 all committees, apart from Planning & Highways, were disbanded. It was agreed to hold Planning & Highways on the 1<sup>st</sup> Tuesday and Full Council on the 3<sup>rd</sup> Tuesday of every month. This seems to work well and therefore no change to the meeting schedule for 2023/2024 is proposed.

A second Full Council meeting has been diarised for January 2024, to agree the Budget and Precept for the coming year.

The Mayor Making date has been set for Thursday 1<sup>st</sup> June 2023.

### **Revision for 2022/2023 dates**

Annual Town Meeting to take place on Tuesday 25<sup>th</sup> April 2023 (not 23<sup>rd</sup> May).

Annual Council Meeting to take place on Tuesday 16<sup>th</sup> May 2023 (not 30<sup>th</sup> May).

### **Recommendation**

Councillors are requested to approve the Calendar of Meetings for 2023/2024 including the Mayor Making date and to amend the two dates for the Annual Town Meeting and Annual Council Meeting in 2023. The calendar for 2023/2024 will be further ratified at the Annual Meeting in May 2023 for the forthcoming municipal year.



## Microsoft Cloud back up

### **Background**

Sure PC, STC's IT provider, has noticed a sharp increase recently with clients backing up to a 3<sup>rd</sup> party. Microsoft, on their website <https://www.microsoft.com/en-gb/servicesagreement/> recommend backing up to a 3<sup>rd</sup> party and state in their terms and conditions that *We strive to keep the Services up and running; however, they are not offered with a guaranteed level of quality of service and all online services suffer occasional disruptions and outages. In the event of an outage or disruption to the Service, you may temporarily not be able to retrieve Your Content. We recommend that you regularly backup Your Content and Data that you store on the Services or store using Third-Party Apps and Services.*

Microsoft downtime is referenced on this website <https://downdetector.co.uk/status/microsoft-365/>. Just recently Microsoft experienced an issue, fortunately STC was not affected by this <https://www.bleepingcomputer.com/news/microsoft/microsoft-outlook-outage-prevents-users-from-sending-receiving-emails/>

### **Information**

Although Microsoft are the biggest provider in the world, they do not guarantee data and just because the data is in the cloud it does not guarantee it to be 100% safe.

Sure PC has advised that a lot of backup providers backup data onto more servers run by Microsoft, therefore in the event of a major issue the main data and the backups could be lost.

Conducting their own research, Sure PC found the best solution for their clients is to backup all of the data to the AWS (Amazon Web Service) datacentre located in London. Backing up data acts as an insurance for when things go wrong. There have been reports from some of their clients that insurance companies are insisting on cloud backups of data.

As an estimate Sure PC advises that over 50% of their clients have 365 Backups, within the local government this is higher, with an estimate of around 70%.

The proposed backup solutions will backup all of the Exchange Email, OneDrive, SharePoint, Groups, Teams (Will not backup private teams chats), Calendars, Contacts and Tasks.

### **Financial Implications**

Every user who has a licence/email with Microsoft will be counted towards the monthly amount of licenses that are required to backup everything.

STC has 25 total licenses with Microsoft. Every email account, OneDrive, SharePoint, Teams Contacts / Diary etc would be backed up for office staff as well as councillors. Every user in the current Microsoft 365 account will need to have an account. The pricing is charged at £2.88 per account per month plus VAT, a 5% discount if applicable if STC pays for 12 months in one go.

### **Recommendation**

Councillors are requested to consider the Back-up of all STC Microsoft licences at total cost of £820.80 pa taking funds from budget line 4414/401 IT Support. This budget line is currently projected to be overspent by £1,410.