



# Shaftesbury Town Council

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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 council for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 19<sup>th</sup> September 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, 13<sup>th</sup> September 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](#) (1 min)
2. [To receive any Declarations of Interests and Requests for Dispensation](#) (1 min)
3. [Minutes of the Full Council meeting held on 15<sup>th</sup> August 2023](#) (3 min)
4. [To consider the S106 application and Planning Application for the Mampitts Green Hub](#) (40 min)
5. [To approve payments and receive financial reports](#) (5 min)
6. [To consider the tender documentation for the Jubilee Steps handrail and agree on a contractor](#) (30 min)
7. [To receive and note minutes of and/or to determine recommendations by committees](#) (5 min)
8. [To receive a report for information to Full Council](#) (5 min)
9. [Clerk's Report including correspondence and progress report on Full Council business](#) (20 min)
10. [To receive an update on the Complaints Policy Review](#) (10 mins)

**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.

No apologies were received.

**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)

**Minutes of the Full Council meeting held on 15<sup>th</sup> August 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 [15<sup>th</sup> August 2023](#).

**To consider the S106 application and Planning Application for the Mampitts Green Hub**

**Background**

In January 2022 the General Management committee resolved to approve the content of the S106 application relating to Mampitts Green project and as such submitted the information to Dorset Council in May 2022.

In July 2022 STC was advised that the (original) [Application for s106 funds Mampitts Green](#) was unsuccessful as confirmed in the letter from Dorset Council.

**Further Information**

To avoid any further delays with providing social infrastructure for this area of Shaftesbury, in February 2023 STC resolved the following:

- Progress the Mampitts Green Project to the detailed design stage by hiring an architect and landscape architect and all other relevant professionals.
- Submit a revised application to Dorset Council to become the nominated body to manage the development of Mampitts Green, community land project.
- Delegate the management of the project to the Town Clerk in consultation with the lead members (Cllr's Wild & Brown) and the working group with a budget up to £20,000 from Budget Line 4943 to facilitate the work.

In March 2023 STC resolved to approve the appointment of the architect (PWCR) to take the project to planning application stage noting the reduced fee of £5,000 to facilitate this work as part of their commitment to support the community project, using budget line EMR 4943 Mampitts Community Infrastructure.

Having taken on board the constructive feedback from Dorset Council, as advised in July 2022, the detail of key assessment parameters, such as evidence of costing together with architect plans, has now been undertaken hence the revised submission. The timeframe for project delivery has since been considered and whilst ambitious it is now deemed realistic and achievable. The Planning application for the HUB is ready to submit with the more detailed landscape plans due for submission in the near future.

Whilst STC has resolved on the S106 and planning permission, due to the importance of this project, it is appropriate that the following update is presented for consideration before the application is submitted to Dorset Council.

1. The architect CAD plans and other visuals to provide further insight into the project and its development to date

The HUB - plans

[Site Plan-1.500 A3](#)

[Proposed Renders-1a](#)

[Proposed Renders-2a](#)

[Proposed Views-1](#)

[Proposed Views-2](#)

[Ground Floor Plans](#)

[First-Floor Plan](#)

[Roof Plans](#)

[W-N Elevations](#)

[Elevations-Section A](#)

[The landscape/ play/ open space plans](#)

[Meadow Site Plan](#)

[Mampitts sketch plan with annotations](#)

[Mampitts Image Sheet-Family-friendly space](#)

[Mampitts Image Sheet -Site furniture](#)

[Mampitts Image Sheet-Teen Social Space or Shelter](#)

[Mampitts Image Sheet-Vegetation](#)

2. Feedback from the public pop-up consultation events

[Mampitts Consultation Statement](#) – December 2021

[September 2023 pop-up consultation responses](#)

[Mampitts Consultation Statement August 2023](#)

3. The draft [S106 application](#) for submission to DC provides all the project information which includes indicative costings, source of funding, delivering the project, viability and management of the project, monitoring and evaluation, consultation and sustainability.

4. STC needs to consider the appointment of a Project Support Consultant to advise on the building spec/detailed plans/fit out requirements/site strategic plan as follows:

- The CEO who managed the Poundbury Project is available to support at a monthly cost of £850 – based on half day per week plus mileage at 50p a mile.
- The scope of this support role would enlist the support services to guide STC through the detailed plans, fit out requirements and development of the site strategic plan.
- There are three options that STC will need to consider relating to the operation within the HUB. Feasibility options will be worked up by the Project Support Consultant (pending STC decision) as follows:

a) Volunteer run HUB

b) Outsource the running of the facility to a Hospitality/ Leisure operator via a Service Level Agreement.

This approach would enable experts to run the facility and maximise the utilisation of the community space.

c) Lease to Social Enterprise Café

Each option is achievable however due to the complexity and commercial factors that will need to be considered the services of a professional consultant will need to be employed to support STC through the process.

**Recommendation**

Councillors are requested to consider the following:

1. Approve the content of the S106 application and endorse the Planning Application (building on the February 2023 resolution)
2. Approve costs for the Project Consultant to a maximum value of £5,000 taking funds from EMR 4943 Mampitts

**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](#)

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

[List of payments](#)

If any councillor would like to see 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 on 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 the tender documentation for the Jubilee Steps handrail and agree on a contractor

### Background

The replacement Jubilee Steps handrail has been an aspirational project for 10+ years.

In January 2022 the ROSE committee RESOLVED *that the Masterplan concept design plan for St James's Park and Jubilee steps was awarded to the preferred 'play Landscape' contractor B (Aileen Shackell Design – A-S-A Landscape).*

Following a resolution in July 2022 *(to engage a Civil Engineer to look at the steps)*, in April 2023 it was RESOLVED to *(1) postpone the work to develop the Steps scheme to stage C (2) to start immediately on replacement of the railings by agreeing a suitable design and (3) to discuss, at the next Full Council, the creation of a plan to improve the ski-slope path and commit funds of £4,055 from budget line 302/ 4342 – Legal and Professional fees for the design work.*

In June 2023 it was RESOLVED *to approve Handrail Option 3 – Blacksmith – made: hand forged single rail and posts at an indicative cost at £21,300 using funds from EMR budget line 4911.*

Note: in June 2023 it was also RESOLVED *that the proposals for the Jubilee Steps, including a 4th option to remove the path (ski-slope) entirely, will be assessed via a public consultation.* This has been scheduled for autumn 2023 and a further update will be presented to STC for consideration

### Further Information

The [tender documentation](#) was published on Contracts Finder for four weeks running from 26<sup>th</sup> June to 25<sup>th</sup> August. STC officers attended two site visits with various companies and following the closing date STC offices received nine tenders.

The tenders have been evaluated and scored on this [matrix](#) (redacted) using the specifications in the tender documentation. It was also considered if the contractor is a blacksmith or engineering company.

The three contractors who scored the highest are being presented for consideration. Each submission has been redacted and councillors are asked to review the content of each submission as some proposals refer to more substantial options that STC may want to consider.

[Contractor C Information](#) and [Quote](#)

[Contractor D](#)

[Contractor E](#)

Once a contractor has been chosen the detailed design and most suitable option of the handrail will be developed further.

### Financial Information

The EMR budget line for Jubilee Steps (4911) has funds of £27,715 and the YTD spend is zero. The Landscape Architect costs are expected to be £3,855 plus £200 disbursements.

There will also be additional costs in connection with the Jubilee Steps as follows:

- minor cosmetic repairs by a building contractor on the corners that are in greatest need (where feasible)

- on completion of these repairs, supply and lay erosion control matting to the steepest sloping areas which would then be seeded with a grass / wildflower mix

The council may want to consider using EMR funds from budget line 4944 Footpaths for the cosmetic works.

The total handrail replacement scheme project costs would be (based on the contractor selection) as follows:

Contractor C – 4 options presented for consideration

Option 1 - £25,000 + £4,055 = £29,055

Option 2 - £26,200 + £4,055 = £30,255

Option 3 - £27,700 + £4,055 = £31,755 (the blacksmith is recommending this option)

Option 4 - £31,000 + £4,055 = £35,055

Contractor D - £24,918.32 + £4,055 = £28,973.32

Contractor E - £20,073.90 + £4,055 = £24,128.90

### **Recommendation**

Councillors are requested to consider the tenders received and:

1. select a contractor for the Jubilee Steps handrail replacement scheme
2. delegate the final design of the handrail to the town clerk in collaboration with the lead councillor/ mayor, deputy mayor and landscape architect.
3. agree that the additional funds (if Contractor C or D is selected) are taken from EMR 4911, noting the overspend and impact on General Reserves.
4. agree the cosmetic works to be taken from budget line EMR 4944 Footpaths to a value of up to £5,000.

**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 and resolved upon.

Draft minutes from the Planning and Highways committee meeting on [5<sup>th</sup> September 2023](#).

<b>Ref</b>	<b>Recommendation</b>	<b>The Council are requested to resolve:</b>
P&H min ref 25.3	The Planning and Highways committee resolved the <a href="#">Neighbourhood Plan review quote</a> is accepted at a cost of £9,117 +VAT noting a funding application for £5,000 to Locality is underway. EMR budget Line 4932 has funds of £6,259 available.  The spending limit under the Scheme of Delegation for P&H is £5,000 hence this item is being presented to STC for ratification.	
P&H min ref 27	The Planning and Highways committee resolved to recommend purchasing a sign from Sign of the Times for Lyon’s Walk at a cost of £158.76. Expenditure would be posted against budget line 105 (Local Delivery Services) 4250 - Repairs and Maintenance - budget £2,500 YTD spend £2,698.  This budget line is overspent hence the ratification from Full Council. (note; if resolved the overspend would be against line 105/4250 with funds drawn from General Reserves)	
SSAC	Informal meeting this month.	

**Recommendation**

That the minutes are received and noted and

(1) the Neighbourhood Plan review and associated costs is ratified by Full Council

(2) the sign for Lyon’s Walk is ratified by Full Council.



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

**Civic Report**

Councillors are invited to provide a report at this point.

[Mayoral diary](#)

**Dorset Council Reports**

Dorset Councillors are invited to provide a report at this point. [Cllr Beer has provided a report](#) in advance of this meeting.

**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.

### 9.1 Clerk's Report

**Play Spaces Upgrade** – The tender notice for the short-term improvement works to Ash Close, Barton Hill, Enmore Green and Gower Road is live on Contracts Finder, with a closing date of 18<sup>th</sup> September.

**Wincombe Play Masterplan** – At August Full Council the condition of Wincombe Recreation play equipment was raised as a concern. It was agreed that the latest Play Equipment Inspection Report be circulated to councillors (sent to all on 17<sup>th</sup> August). Councillors will recall from the FC meeting that the Playground contractor has identified medium risks findings with the gates and these spare parts have been ordered and the works will be scheduled in upon receipt. The other two medium risk findings are in the process of being resolved. Councillors were asked to submit any recommendations they may have to enhance the play experience at Wincombe noting the Wincombe Masterplan is in the process of being drafted, as resolved by STC in April 2023. Please submit any recommendations to the office by 6<sup>th</sup> September. To date no recommendations have been received.

**Town Hall - Ecological Impact Assessment** is complete and this has accompanied the Listed Building Consent application submitted to Dorset Council. The project is being managed as per resolution FC59. The enabling works are underway and it is expected the scaffolding will be erected week commencing 23<sup>rd</sup> October.

**Lion's Mouth** – Following a meeting with Dorset Council (DC) STC officers will arrange a quote for a Stonemason (specialist in heritage repairs) to renovate the Lion's Mouth. Once renovated, costs will be covered by DC, then DC may consider transferring this to STC as a community asset.

**Former TIC building** – This is owned by Dorset Council (DC) and it for them to manage. It is not for STC to agree the potential future use of the building.

Following a recent site visit, it was confirmed that there is a significant amount of improvement required to the building before Dorset Council can consider installing a new tenant.

Dorset Council is commissioning a full condition/compliance survey and a programme of refurbishment. The removal of signage relating to the former TIC will also be undertaken as part of the refurbishment works. Whilst the works are going on, DC will be undertaking an options appraisal for the site to establish the best use for the community. All costs associated with the renovations will be covered by Dorset Council.

Once DC has undertaken an options analysis then as part of this process and at an appropriate time STC will be updated accordingly. All relevant information will be presented to STC for consideration upon completion of the options analysis.

**Park Walk Pothole Repairs** - The surfacing works to rectify the potholes across Park Walk is scheduled for 6<sup>th</sup> November and is expected to take 3 days. The contract has been awarded to C&G Tarmac at a value of £4,870 as per resolution FC148.

**Bury Litton Scheduled Monument Consent** – Historic England and the Secretary of State have granted permission for three new oak benches with The High Point of Shaftesbury branding to be installed at this site (Full Council April 2023, minute no FC166b).

**Employer Recognition Scheme (ERS) Bronze Award Certificate** – Following the receipt of the Armed Forces Covenant officers applied for the [ERS certificate](#). STC provided a statement of intent to support defence personnel. The ERS recognises commitment and support from UK employers for defence personnel. The scheme comprises bronze, silver and gold awards for employers who support those who serve or have served in the Armed Forces, and their families.

**Recommendation**

Members are requested to note the update.

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

<b>Delegated Decision</b>	<b>Comments</b>	<b>Cost</b>	<b>Budget</b>
<b>Eviction of Caravan and Trespasser at Barton Hill</b>	Final invoice awaited – this cost includes the serving of the Eviction Notice and the eviction process itself.	£1,496.17 plus VAT	Professional and Legal fees  YTD spend incl committed funds £15,813.14 versus budget £18,000
<b>Drainage issue – broken pipe at the Lido</b>	The outside part requires digging out the section of ground around the collar and some drainage Fittings being fitted and reconnection to pipework above ground, this is a bigger job than it looks The hole would need be about 500mm/700mm around the broken pipe	£1,600 Estimated cost plus VAT, this includes reinstatement of hole and new tarmac.	305/ 4250 Repairs and Maintenance Lido  YTD spend incl committed funds £9,240.63 versus budget £8,000
<b>Christmas Lights – pull testing for eyebolts</b>	We are required to test the eyebolts to which the light strings are tied (a total of 36) to ensure they can carry sufficient weight. Price is for testing all 36. Any that fail will be replaced at a cost of £40 or £75 (depending on the type of fixing required). Replacement cost includes retesting.	£1,500 plus VAT plus £40/£75 for any replacement eyebolts	105/ 4175 Christmas Lights  YTD spend £0 versus budget £20,000
<b>Replacement electrical boxes</b>	The electrical boxes for the Christmas lights are very old and no longer comply with regulations. They need to be replaced with current models. This affects 10 of the 11 units. Permission has been sought from the freeholders and received from 8 of them; 2 outstanding. Price is for supply and fit of all 10.	£3,204 plus VAT	105/ 4175 Christmas Lights  YTD spend £0 versus budget £20,000

**9.3 Delegated Decisions for Information (as per Financial Regulation 4.1 – authorisation by Chair as item over £2,500 and less than £5,000)**

9.3.1	<b>Felling of Beech Tree to a safe height at Pine Walk</b>	A beech tree on pine walk with notable structural problems at its base has been diagnosed as unsafe and an emergency notice	£4,920 plus VAT	Treework line 4256
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		was submitted to DC for urgent felling.		YTD spend £4,180 versus budget £12,000
9.3.2	<b>Tree works to remove saplings to St James Park slopes</b>	Associated works – from Mark Hawes (STC Arborist contractor) <a href="#">Removal of sycamore saplings</a>	£2,360 plus VAT	Treework line 4256 YTD spend £4,180 versus budget £12,000

**Recommendation:** That each delegated decision (9.3a and 9.3b) is received and the Council resolves on the items as detailed above.

#### 9.4 Other Matters to resolve

No	Subject	Description	Cost
9.4.1	<b>Tree works following Tree Risk Assessment 2023</b>	Every year a <a href="#">Tree Risk Assessment July 2023</a> is undertaken. To accompany the report the assessor, compiles a <a href="#">Tree Works Specification</a> report which details the structural condition and the management recommendations. The recommendations are then passed to the TC Arborist who has provided a <a href="#">quote</a> for the works.  note: line 4256 spend YTD is £4,180 plus committed spend (as per 9.3.1 and 9.3.2 is £7,280) = YTD is £11,460. Works associated with this Risk Assessment would create a YTD spend of £22,809 versus budget of £12,000.	Treework line 4256  £11,349

**Recommendation:** the works as outlined in the quote, with the exception of the Limes @ Trinity are undertaken at a cost of £11,349, noting STC has a local arrangement with the Trinity Centre for the management of the Lime trees.

Councillors note the overspend on budget line Tree works 4256 of £10,809 note; if resolved the overspend would be drawn from General Reserves

9.4.2	<b>Staff changes to acknowledge</b>	The following staffing changes have been processed and the payroll database adjusted accordingly:  Leavers: Caretaker (30 hours per week) and Pool Manager (14.75 hours per week) New starter (25/9): Kevin Jones (Caretaker) – 30 hours weekly	N/A
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**Recommendation:** Councillors are requested to note the staffing update and resolve on the amendments to the payroll database.

9.4.3	<b>Shaftesbury Business Awards 2023</b>	Shaftesbury Town Council sponsored the very popular Independent Business of the Year category at the '22/23 awards, and the policy is to give sponsors the first option to renew before the category is released.	£350 + VAT
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**Recommendation:** Councillors are requested to sponsor the Independent Business of the Year category at a cost of £350+ VAT.

9.4.4	<b>Dorset Council Free Parking days for 2024</b>	The Chamber of Commerce has endorsed the proposed free parking dates as detailed below.	
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1	Sunday 11 <sup>th</sup> February 2024	Snowdrop Festival	Requested by the Snowdrop group and a new consideration for 2024
2	Sunday 5 <sup>th</sup> May 2024	Food and Drink Festival	This is a usual commitment
3	Saturday 27 <sup>th</sup> July 2024	Fringe	Dates confirmed for 2024 - this is a usual commitment
4	Saturday 28 <sup>th</sup> September 2024	Shaftesbury Carnival	A new consideration for 2024
	Saturday 2 <sup>nd</sup> December	Small Business Saturday	As per DC policy
	Friday 22 <sup>nd</sup> December	Last minute shopping day	As per DC policy - one weekday in December – flexibility with this date however it cannot be a Saturday.

Dorset Council Free Car Parking dates policy: *To support local economy, Dorset Council will give a total of 6 free parking days in Dorset Council car parks each year. This is made up of the following:*

*At the request of the Town or Parish Council free parking in all Dorset Council car parks for four days each year, for events which generate valuable footfall for that town. These four days cannot be used in December. As per the table above there are currently 6 potential events that could be supported.*

*At the request of the Town or Parish Council free parking in all Dorset Council Town Centre car parks for that town on one weekday in December*

*Free parking in all Dorset Council Town Centre car parks on Small Business Saturday in December*

**Recommendation:** Councillors are requested to approve the Dorset Council Free Parking Days for 2024.

<b>9.4.5</b>	<b>Replacement barrier at Barton Hill Car Park</b>	The barrier has not been in use for several years. To prevent further expenditure relating to evictions at the car park an attempt was made to put the barrier back in to position. Unfortunately, the barrier is bent and it has been deemed unrepairable hence a new barrier needs to be considered.	£3,805 + VAT
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**Recommendation:** Councillors are requested to consider the cost of the replacement height restriction barrier at Barton Hill Car Park at the cost of £3,805 noting the 105/ 4950 Local Delivery Services - repairs and Maintenance is overspent at £2,698 versus budget of £2,500 (note: if resolved the overspend would be drawn from General Reserves).

The council may want to consider this expenditure as part of the 2024/ 2025 budget setting process.

## To receive an update on the Complaints Policy Review

### **Background**

At the August Full Council meeting, minute no FC61b it was agreed that *the Town Council will look at its complaint procedures and compare it with other council's policies. Cllrs Edwyn-Jones, Cook and Tippins will look at the policies and make recommendations to Full Council.*

### **Further Information**

[The attached comparison has been produced](#), comparing STC's complaints procedure to Gillingham, Blandford, Sherborne and Wimborne.

### **Recommendation**

Councillors are requested to consider the information presented and advise of the next steps.