



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 for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 16th January 2024** 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, 10th January 2024

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 19th December 2023](#)
4. [To receive and note minutes of and/or to determine recommendations by committees](#)
5. [To approve payments and receive financial reports](#)
6. [To consider and approve the Grounds outsourcing tender documentation](#)
7. [To consider the final version of the draft budget for adoption and resolve the precept demand for the financial year 2024 – 2025](#)
8. [To receive a report for information to Full Council](#)
9. [To consider responses to Planning Applications](#)
10. [To consider an Asset of Community Value application for the Westminster Community Hospital](#)
11. [Clerk's Report including correspondence and progress report on Full Council business](#)

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 19th December 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 [19th December 2023](#).

Agenda Item No. 4

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)

Ref	Recommendation	The Council are requested to resolve:
P&H	No meeting this month.	
SSAC	No meeting this month.	

Recommendation

To note the report.

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 resolves to approve the payments and receives and notes the income and expenditure records and the information within the balance sheet 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 and approve the Grounds outsourcing tender documentation

Background

In November 2023 in a confidential meeting STC received a report outlining key changes including outsourcing all Grounds landscape related operations – Parks and Open Spaces via a Service Level Agreement for an initial 3 or 5-year period.

STC RESOLVED (Minute reference FC94.2) *to accept the recommendations presented in the report that relate to operational staffing matters. The resolution also included the preparation of tender documents to outsource the grounds operation.*

The Council is looking at appointing a local, knowledgeable contractor with a proven track record and an organisation which can demonstrate a commitment to driving up standards through investing in its staff and operation.

Further Information

A [Tender pack](#) has been produced which includes the following:

Invitation to Tender

- Appendix A Standard Condition of Contract
- Appendix B Specification of Works
- Appendix C Schedule of Works
- Appendix D Site Plans
- Appendix E Form of Tender
- Appendix F Business Qualification Questionnaire
- Appendix G Contractor Questionnaire

Project schedule

The following is the proposed timetable for the procurement and implementation of the Service which may be subject to alteration.

Issue Invitation to Tender to Contract Finder	17 th January 2024
Contractor Visits to Shaftesbury	January/ February
Tender submission closing date	11 th February 2024
Contract Award	20 th February 2024
Contract Start	1 st April 2024

Financial information

STC Financial Regulations excerpt:

11b states: *where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 (inclusive of VAT) or more, the council shall comply with the relevant requirements of the Regulations¹.*

11c states: *The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².*

Further information relating to staffing can be viewed within the Confidential report (circulated to councillors only).

The contract in relation to the budget can be viewed within the budget papers – agenda item 7

Recommendation

Councillors are requested to review the information and to approve the Tender Documentation in advance of the documentation being uploaded to Contract Finder in line with the tender process.

² 2 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² 3 Thresholds currently applicable are: a) For public supply and public service contracts (£181,302) b) For public works contracts (£4,551,413)

To consider the final version of the draft budget for adoption and resolve the precept demand for the financial year 2024 – 2025

Background

In September 2023 all councillors were invited to attend a phase 1 informal budget workshop to discuss initial points relating to the budget setting for 2024/ 2025.

On 24th October 2023 a Public Budget meeting was held in the Guildhall. A [Public Budget presentation](#) included an overview of what STC has delivered in 2023/ 2024 and what it is expecting to achieve in 2024/ 2025. The STC [Strategic Plan](#) provides more insight to the vision and all aspects of the council and its priorities.

On 9th November all councillors were invited to attend an informal Budget Working Group meeting to discuss options linked to the 2024/ 2025 financial year and budget setting process.

The draft budget has been prepared using information gleaned from the budget workshops, from within the Strategic Plan and Work Programme plus projects already resolved upon.

The draft budget ensures that funds facilitate the delivery of council services as well as providing stability against unforeseeable demands and enabling the maintenance of capital assets. The draft budget has been recently reviewed by the Working Group and the Full Council is now being asked to consider the draft budget.

The Council must set a balanced budget and comply with all statutory requirements pertaining to the setting of its budgets as set out in the Local Government Act 2003, Part 2, Section 25 and 26, which holds under clause 25 (1) that the Responsible Finance Officer (RFO) must report on the robustness of the estimates and on the adequacy of the proposed financial reserves.

The Council's budgets are financed through a combination of trading income, service fees and charges, and the precept. The former is substantially derived from income in respect of cemeteries, allotments, and rental of properties including hall hire. The parish precept is the most local element of the council tax levied by Dorset Council on properties within the parish of Shaftesbury.

Further Information

- Draft Annual Budget by Centre**
- Review [income and expenditure](#) using a [spreadsheet](#) which includes comments for each budget line. Note the end of year forecast for 2023/ 2024 has been predicted and this will be updated on a monthly basis until year end when the final figure will be fully understood.
- The 2023/ 2024 end of year forecast has been used to prepare the [Annual Budget By Centre 2024/ 2025](#).

Staffing - STC considered the staffing structure in November 2023 and as outlined in the confidential report presented at that meeting.

The staffing detailed Income and Expenditure includes the committed funds and projected year end totals by budget line for 2023/ 2024 as shown below.

22/12/2023 12:33		Shaftesbury Town Council				Page 1	
Month No: 9		Detailed Income & Expenditure by Projected Budget Heading 22/12/2023					
		Cost Centre Report					
	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	
Staffing Costs							
Miscellaneous Income	0	14,300	14,300	0			
Contribution Street Cleaning	11,500	12,949	12,949	0			
Staffing Costs :- Income	11,500	27,249	27,249	0			
Salaries	211,574	162,424	235,462	73,038		73,038	
Employers NI	20,257	17,306	24,334	7,028		7,028	
Employers Superann	35,591	28,322	41,310	12,988		12,988	
Staff Training	5,258	2,478	2,478	1		1	
Staff Travel & Subsistence	9	123	150	27		27	
Staff Recruitment	3,018	0	0	0		0	
Sub Contract Labour	9,996	57,579	86,329	28,750		28,750	
Staffing Costs :- Indirect Expenditure	285,703	268,231	390,063	121,832	0	121,832	
Net Income over Expenditure	(274,203)	(240,982)	(362,814)	(121,832)			

2023/24 salary overview*

	Salary	Hours	NI	Pension	Total cost
Town Clerk	Redacted	37			
Asst Town Clerk	Redacted	37			
Finance Officer	Redacted	33			
Admin (N/A – agency)	£0	20			
Reception	Redacted	20			
Comms	Redacted	12			
Caretaker 1	Redacted	30			
Grounds	Redacted	37			
Grounds	Redacted	37			
Grounds	Redacted	37			
Caretaker 2	£0	30			
CURRENT	£ 235,462.52		£ 24,334.00	£ 41,310.00	£ 301,106.52
Outsourcing (Grounds/Admin)					£86,329.00
Training and Travel					£2,628.00
Year-end forecast 2023/ 2024					£390,063.52

2024/ 2025 salary overview*

Town Clerk	Redacted	37			
Asst Town Clerk	Redacted	37			
Finance Officer	Redacted	33			
Admin	Redacted	20			
Reception	Redacted	20			
Comms	Redacted	16			
Caretaker 1	Redacted	30			
Grounds	£0	37			
Grounds	£0	37			
Grounds	£0	37			
Caretaker 2	Redacted	30			
	£210,374.18		£18,224	£46,282.32	274,880.96
Training, Travel & recruitment					£3,100.00
Outsourcing (grounds) - Value to be validated post tender process					£150,000.00
Draft Budget 2024/ 2025					£427,980.96

**Excluding income via SLA

Ear Marked Reserve (EMR)

- EMR are held for specific projects, where funds are allocated for a specific purpose but may not be spent in that financial year. The level of, and continued justification for EMR should be reviewed by STC on a regular basis.

The anticipated funds held under EMR at year end (2023/ 2024) is forecasted to be £161,663.56.

The table below shows a breakdown of EMR funds. The sum of funds transferred back to general reserves could be £13,638.92.

The forecasted balance of EMR to carry over into the new financial year 2024/ 2025 is expected to be £ 161,663.56.

Project Name	EMR Budget Code	Balance @ 01/04/2023	Expenditure to date	Income	Balance@ 30/11/2023	Income from Property fund	Forecast spend to Year End	Balance	Return to GR	Roll over to 24/25
Playground Equipment	4906	£ 140,065.78	£ 13,490.00	£ 747.00	£ 127,322.78		£ 87,987.78	£ 39,335.00	-£ 6,115.00	£ 33,220.00
Town Hall Building	4905	£ 144,999.92	£ 47,988.47		£ 97,011.45	£ 89,000.00	£ 253,740.00	£ -		£ -
Replacement Vehicles	4922	£ 2,889.00			£ 2,889.00			£ 2,889.00	-£ 2,889.00	£ -
Street Furniture	4910	£ 4,426.79	£ 4,426.79		£ -		£ 4,426.79	£ -	£ -	£ -
Swimming Pool	4931	£ 15,387.10	£ 15,205.09		£ 182.01		£ 15,205.09	£ 182.26		£ 182.26
Jubilee Steps	4911	£ 27,774.81	£ 12,500.00		£ 15,274.81		£ 27,774.81	£ -		£ -
Neighbourhood Planning Group	4932	£ 6,259.00	£ 1,807.60	£ 7,400.00	£ 11,851.40		£ 1,807.60	£ 11,851.40		£ 11,851.40
Town Branding/signage	4912	£ 45,856.56			£ 45,856.56			£ 45,856.56		£ 45,856.56
Coppice Street Car Park	4915	£ 46,697.00	£ 46,697.00		£ -		£ 46,697.00	£ -		£ -
Comm. Infrastructure Maltings Est	4943	£ 43,858.95	£ 14,791.68		£ 29,067.27		£ 14,791.68	£ 29,067.27		£ 29,067.27
Footpath/Cycle Path Network	4944	£ 9,066.07			£ 9,066.07		£ 5,000.00	£ 4,066.07		£ 4,066.07
Economic Development	4945	£ 20,000.00	£ 3,140.00		£ 16,860.00		£ 3,140.00	£ 16,860.00		£ 16,860.00
Car Park 2	4929	£ 20,018.00	£ 16,638.21		£ 3,379.79		£ 16,638.21	£ 3,379.79	-£ 3,379.79	£ -
Shaftesbury Wellness	4904	£ 16,000.00	£ 4,000.00		£ 12,000.00		£ 4,000.00	£ 12,000.00		£ 12,000.00
COMF Funding DC	4908	£ 5,310.88	£ 1,520.00		£ 3,790.88		£ 3,790.88	£ -		£ -
War Memorials	4923	£ 7,500.00	£ 1,290.00		£ 6,210.00		£ 1,290.00	£ 6,210.00		£ 6,210.00
Castle Hill Pond	4937	£ 8,000.00			£ 8,000.00		£ 8,000.00	£ -		£ -
Christmas Lights	4924	£ 844.63	£ 542.00		£ 302.63		£ 542.00	£ 302.63	-£ 302.63	£ -
Park Walk Improvements	4938	£ 10,000.00	£ 4,865.00		£ 5,135.00		£ 5,135.00	£ -	£ -	£ -
Kings Coronation	4935	£ 3,844.00	£ 4,034.00	£ 1,142.50	£ 952.50		£ 2,891.50	£ 952.50	-£ 952.50	£ -
Park Run and Aqua Fit	4919	£ 2,150.00			£ 2,150.00		£ -	£ 2,150.00		£ 2,150.00
Back to Nature Project QMG	4913		£ 2,689.50	£ 3,000.00	£ 310.50		£ 3,000.00			£ -
FOSS Defibrillator Fund	4933			£ 200.00	£ 200.00			£ 200.00		£ 200.00
		£ 580,948.73	£ 195,625.34	£ 9,289.50	£ 397,812.65	£ 89,000.00	£ 505,858.34	£ 175,302.48	-£ 13,638.92	£ 161,663.56

- General Reserve (GR)** - STC needs to hold an amount in reserves to meet unexpected expenditure and/ or emergencies. If the general reserve is too high, then local electors have paid a tax which is not being used for the benefit of the local community.

The general reserve figure (as of 30th November 2023) is £188,989. Any overspend on the current year budget forecast will impact on the General Reserve figure at year-end. Likewise, any underspend will add to the value of the General Reserve fund.

The generally accepted recommendation with regards to the appropriate minimum level of a Local Council's Reserve (as opposed to its Earmarked Reserves), is that this should be maintained at between 3 and 12 months Net Revenue Expenditure. For Shaftesbury Town Council it is prudent to hold four months of general reserves and this equates to approximately £180,000.

- Precept** - The precept set by the Council must enable it to continue its 'business as usual' functions at current service levels, fund service enhancements, and undertake committed asset maintenance and improvement.

The table below illustrates the historic precept levels paid by a Band D equivalent property and the indicative tax base for the 2024/2025 period.

The tax base for 2024/ 2025 has been confirmed as 51 additional eligible households.

To achieve its services (all income and expenditure), excluding projects, the net income over Expenditure is £ 574,720.18.

The expenditure linked to 'new' projects planned for 2024/ 2025, as per the Working Group meetings and public budget workshop are as follows:

Project overview

Playground equipment	£0	£33,220 rolling over from 2023/ 2024
Phase 2 St James Path	£5,000	Next steps re path (public consultation) (estimate)
Street furniture	£15,000	Bench and bin replacement programme
Lido Cap expenditure	£15,000	Heat Exchange unit for the Lido
Gold Hill Wall maintenance	£4,000	Removal of vegetation (estimate)
Height Barrier Barton Hill	£3,850	Resolved by STC in September 2023 ref FC70d (5)
Sub total	£42,850	'New funds' linked to 2024/ 2025 budget
Transfer in from General Reserves	£6,115	Residual funding from the Play Masterplan 2023 works
Total	£36,735	Net 'new funds' – precept

Therefore, the value of services (Income and Expenditure) + projects is **£611,455.18**.

Shaftesbury	Tax Base	Band D equivalent	Precept	Additional eligible households	Cost per week per household	Cost per annum
2024/ 2025	3362.6	£181.84	£611,455	51	£0.24	£12.69
2023/2024	3311	£169.15	£560,056	8% increase resolved		
2022/ 2023	3286	£156.62	£514,762	240 additional eligible households over 6 year period		
2021/ 2022	3207	£156.62	£502,311	£5.55 increase per household since 2017		
2020/ 2021	3224	£156.62	£505,052			
2019/ 2020	3198	£156.62	£500,996			
2018/ 2019	3066	£156.62	£480,183			
2017/ 2018	3046	£151.07	£460,307	No increase from 2018/19 to 2022/23		

**Town & Parish Councils
Taxbase & Precept Toolkit 2024/25**

1) Select Town or Parish Council
Shaftesbury

Taxbase Information
Band D Equivalents

2023/24	3,311.6	2024/25	3,362.7
Increase/(Decrease) Year on Year		51.1	
% Increase/(Decrease)		1.54%	

Precept Modelling
Actual Precept 23/24 & Proposed Precept 24/25

2) Enter Target Precept

2023/24	£ 560,156.45	2024/25	£ 611,455.18
Increase/(Decrease) Year on Year		£ 51,298.73	
% Increase/(Decrease)		9.16%	

Band D Equivalent Charge
Precept Divided By Taxbase

2023/24	£ 169.15	2024/25	£ 181.83
Increase/(Decrease) Year on Year		£ 12.68	
% Increase/(Decrease)		7.50%	

Based on the precept calculator and information this draft budget would equate to a 7.5% increase per household.

How the tax base is calculated:

The council tax base is an estimate of the number of council tax dwellings in a billing authority's area. This number of properties which appear in the valuation office list is adjusted for the effect of

- Discounts. [Council Tax discounts - Dorset Council](#)
- Exemptions. [Property exemptions - Dorset Council](#)
- Reliefs for disabilities. [Disabled band reduction - Dorset Council](#)
- council tax reduction (support). [Council Tax support - Dorset Council](#)
- properties being in different valuation bands.
- growth in the taxbase.
- the anticipated collection rate.

The taxbase is expressed as the number of band D equivalent dwellings and is used to determine the estimated band D council tax for the year.

As the taxbase is converted to the band D equivalent this can impact the calculation. Each band is assigned a multiplier that represents the proportion of band D council tax. For instance, if a property is in Band A (with no discounts), it has a multiplier of 6/9 where a Band D (with no discounts) is considered the standard 9/9. This means that a new band A property with no adjustments will contribute 6/9 to the band D equivalents, whilst a Band H property (with no discounts) has a multiplier of 18/9 and would contribute two band D equivalents.

The various exemptions, discounts, reliefs, reductions also impact the taxbase. For example, a new band D property which is occupied by a customer who receives 100% council tax support due to a low income will have a nil impact on the taxbase as the property will be offset by the relief and the resident will not contribute to the precept for the town/parish. Similarly, a single person living in a band D property receiving a 25% single person discount will contribute 0.75 Band D equivalents.

If a parish/town council has 100 new properties built in the area the 100 properties will not necessarily all be band D and it is likely some form of reduction will apply to at least some of them. This means that the net impact to the Band D equivalents could be considerably lower than expectation.

In addition, before a property can be included in the taxbase, it must be occupied, banded and included in the valuation list. There may be a delay in completing or occupying a new build or a delay in the Band being allocated by the Valuation Office which all affects the taxbase.

More specifically looking at Shaftesbury, of the 150 new households you mention in your email, it would first depend on how many of these are occupied, then whether they had been banded by the Valuation Office, which band the properties were in (see above regarding how A-C & E-H affect the Band D figure) and finally whether any discounts / exemptions or Council Tax Support have been awarded thereby reducing the Band D equivalent figure. I suspect it likely that, of the additional properties you mention, many are either not occupied or waiting to be banded by the Valuation Office. If this is the case these will filter through during 24/25 and you should see the impact of these in 25/26 taxbase. Tax Base [Analysis for Shaftesbury](#).

Legal Implication

The Town Council, in calculating its precept, must as far as possible secure that it will suffice the following classes of items, namely.

- a) Next year's expenditure, including an allowance for contingencies.
- b) Outstanding expenditure incurred in previous years.
- c) Expenditure likely to be incurred before the precepted sum becomes available.

Risk

There is a risk to the Council's activities if it does not properly calculate its budget or precept demand.

Recommendation

The council considers the draft budget for 2024/ 2025 and confirms any amendments and:

1. resolves on the precept demand issued to Dorset Council by end of January 2024 to a value of £611,455.18
2. confirms the rollover EMR funds (correct as at 31/12/2023) associated with the projects as listed in the EMR section above namely:

Playground Equipment	£33,220.00
Swimming Pool	£ 182.26
Neighbourhood Planning Group	£11,851.40
Town Branding/signage	£45,856.56
Comm. Infrastructure Maltings Est	£29,067.27
Footpath/Cycle Path Network	£4,066.07
Economic Development	£16,860.00
Shaftesbury Wellness	£12,000.00
War Memorials	£6,210.00
Park Run and Aqua Fit	£2,150.00
FOSS Defibrillator Fund	£200.00
TOTAL	£161,663.56

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 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.

To consider responses to Planning Applications

Reason for Recommendation

To fulfil the Council’s responsibility and exercise its views as a Statutory Consultee.

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

Summary

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 application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance [here](#).

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

Planning Applications

Planning App Ref	Proposal	Neighbourhood Plan Ref / Comments
P/HOU/2023/07196 Mr Tim Hall 23 rd January 2024	38 Salisbury Street SP7 8EJ Formation of doorway opening in outbuilding to create access from parking space	Shaftesbury Character Zone 5.2 Shaftesbury Town Centre 5.3 Conservation Area
P/LBC/2023/07197 Mr Tim Hall 30 th January 2024	38 Salisbury Street SP7 8EJ Formation of doorway opening in outbuilding to create access from parking space	Shaftesbury Character Zone 5.2 Shaftesbury Town Centre 5.3 Conservation Area

Scheme of Delegation

The Committee has delegation to comment on planning applications received from the local planning authority. Delegated powers are to be given to the Clerk to comment on planning applications after consultation with members of the Highways and Planning Committee.

Legal Authority and Implication

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)*

Recommendation

That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

Additional Information

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.

Material Planning Reasons

Biodiversity

Impact on Access

Local or Government Policy
Noise/Disturbance
Parking
Overlooking/Loss of Privacy
Landscape
Impact on Light
Design
Effect on the Appearance of the Area

Traffic or Highways
Road Safety
Residential Amenity
Heritage
Height
Flooding Issues
Economic Benefits

To assist here are a few examples as to how you might word something to give material planning reason for your thoughts.

Examples

House Extension	No Objection as limited impact on amenity of neighbouring property Objection as will have detrimental impact on neighbouring property
New dwelling	Support, design is in keeping with locality Objection as design is not in keeping with local area
Vehicular access	Support, will have no impact on road safety given proposed visibility splays or Objection as visibility is poor in this location and traffic speeds are high.

To consider an Asset of Community Value application for the Westminster Community Hospital

Background

In 2018 STC resolved to apply to North Dorset District Council to have the Westminster Memorial Hospital placed on the Assets of Community Value Register. This was approved and the protection is now due to expire on 7th May 2024.

Further information

[The renewal application has been prepared.](#)

Assets can be included on Dorset Council's list of assets of community value if they meet the legal requirements set out in the Localism Act 2011 and The Assets of Community Value (England) Regulations 2012, summarised as follows:

The asset must meet the definition of an asset of community value:

A building or land is of community value if, in the opinion of the local authority, the current or recent non-ancillary use furthers the social well-being or social interests of the community, and it is realistic to think that there can be continued use which will do so in some, but not necessarily the same, way. Social well-being and social interests can include cultural, recreational and sporting interests but this is not an exhaustive list.

The asset must be, at least partly, in the local authority's area. Some assets may overlap boundaries with a neighbouring local authority.

The asset must be nominated by a parish council, or a voluntary or community body with a local connection:

Voluntary or community bodies with a local connection must supply evidence of their status (for example, a copy of your constitution or terms of reference or, if an unincorporated body, details of 21 people with a local connection and on the electoral register together with evidence of a collective decision to nominate the asset). Eligible bodies can also be a charity, a community interest company, a company limited by guarantee that is non-profit distributing, or an industrial and provident society that is non-profit distributing.

The asset must not be an excluded asset type. Excluded asset types, in summary, are:

A residential property, including gardens, outbuildings and other associated land that is reasonable to consider as part of the land with the residence. (This exclusion does not cover assets that contain integral residential quarters such as a pub or caretaker's flat)

Land licensed for use as a residential caravan site (and residential caravan sites that do not need a licence)

Operational land of statutory undertakers as defined in section 263 of the Town and Country Planning Act 1990, for example, Highways Agency land

Recommendation

Councillors are requested to approve the nomination to Dorset Council for the Westminster Memorial Hospital to be placed on the Asset of Community Value Register.

Clerk's 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.

11.1 Clerk's Report

Town Hall external works – Dorset Council has [discharged all the conditions](#) as referenced in the Town Hall [Planning Decision Notice](#).

Architect notes from the site meetings on [5th January](#) and [8th January](#).

The architect has issues [certificate No3](#) as well as the [valuation for payment](#) direct to the contractor Burfitt & Garrett.

Park Walk Tarmac Repairs – The contractor began the repairs to the potholes and uneven surfaces on Park Walk. Further works is still to be carried out in due course.

Dorset Council Planning for climate change guidance documents - The following guidance documents have been published: Planning for climate change:

- a) Interim guidance and position statement
- b) Sustainability statement and checklist for planning applications
- c) Listed buildings and energy efficiency: what you can do for climate change

The guidance can be viewed on [Planning for climate change - Dorset Council](#)

The sustainability statement and checklist will come into effect from 15 January 2024. At this point an amendment to Dorset Council's Local List will also be published and come into effect.

Mampitts Hub - The Natural Environment Team have approved the [Dorset Biodiversity Mitigation Plan](#) and [issued the certificate](#). A small amendment has been made, which was just to add some of the habitat areas into the form, specify that the buffer protecting the southern hedgerow will be will be at least 2m, and that appropriate hedgerow management will be considered within the Landscape and Ecological Management Plan (as detailed in the Ecological Impact Assessment report).

Mampitts Hub Architect information – In regard of the appointment of a Principal Designer (Health and Safety) PWCR are now obliged as a Chartered Practice to separately identify this service and associated fee, which has been done in the [outline project programme with associated fees](#). Note, where a normal service (RIBA Work Stages 1 – 6) is provided, a discounted rate as stated can be offered.

The [RIBA Professional Services Contract](#) for the Mampitts Hub has been produced and the Town Clerk has signed it on behalf of STC. [The schedule of fees](#) outlines the costs at each stage of the process.

Castle Hill ponds - Dorset Council has had the second pond dug out and the first pond de-silted, one for wildlife and two to help with flooding, working as attenuation ponds.

Dorset Council is in the process of obtaining a quote, with the view to upgrade and improve the land drains, to help dry the site and get the water out through the ponds and the land drain exit rather than it flowing onto the road.

Letter to Chief Constable of Dorset Police and the Police and Crime Commissioner – As per the Member’s Motion and resolution FC104 in December 2023, [this letter was sent](#) to the Dorset Police. To date a response has not been received.

Jubilee Steps Handrail – The works to replace the handrail started on Monday 8th January and are scheduled to last four weeks, weather dependant. The path is closed for the duration of the works.

Government Consultation on Street Vote Development Orders – SLCC have advised of a new consultation by the government on the detailed operation of the street votes development order system in England.

An alternative to traditional forms of planning permission, street votes give residents of a street the ability to propose development on their street and, subject to the proposal meeting certain requirements, vote on whether the development should be given planning permission.

SLCC will be responding to this consultation. The deadline for comments is 2nd February 2024.

Councillors should consider if they would like to formulate a response to be sent to SLCC.

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

No	Delegated Decision	Comments	Cost	Budget
11.2.1.	Member of the Grounds team - leaver	Following long term absence TB (redacted) left the employment of STC on 31 st December 2023. The payroll has been updated accordingly.	Redacted	N/A
11.2.2	Appointment of part-time Admin and Project Support Officer at SSP25	Graham Palmer has been appointed into this role on 20 hours per week with effect from 2 nd January 2024. The payroll has been updated accordingly.	Redacted	Salaries Line 4000
11.2.3	Recruitment of a part-time Comms Officers	Emma Thompson has resigned from the role with effect from 31 st January 2024. Recruitment plans are in place to replace this member of staff. The payroll has been updated accordingly.	Redacted	Salaries Line 4000
11.2.4	Recruitment of a part-time Pool Manager	Harriet Green has been appointed into this role on 16.75 hours per week with effect from 8 th January 2024. Note: this is an average hour contract. The payroll has been updated accordingly.	Redacted	Salaries Line 4000
11.2.5	Staff Training	The RFO and Finance Officer attended a bespoke VAT training session on 9 th January. Further follow up work will be carried out by the consultant, which is included in this cost.	£1,285 + VAT	Staff training 4010
11.2.6	Staff training	System training for Assistant Town Clerk and Town Clerk/ RFO on Rialtas (accounting software programme).	£500 + VAT	Staff training 4010
11.2.7	Licensed Wedding Venue	STC is due for licence renewal for another three years to March 2027.	£1,212	Wedding Costs Line 4200

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

11.3 Other Matters to resolve

No	Subject	Description	Cost
11.3.1	Castle Hill Open Space Tree Survey	<p>The DC Arboriculture Team have carried out a survey of Castle Hill and provided the Castle Hill Tree Work Schedule report and this general tree report.</p> <p>Officers have sought a quote from STC's preferred contractor, Note: T5 – The contractor diverted from the original spec provided by DC, which was <i>to fell to ground</i>, instead it is proposed to reduce the tree and leave it in place as a habitat feature.</p> <p>A second quote from Dorset Council has been sought.</p>	£2,951 + VAT 4256 Treeworks
<p>Recommendation: Councillors are requested to delegate the management of this work to the Town Clerk once the second quote has been received from Dorset Council, taking funds from budget line 4256 Treeworks.</p> <p>The budget line for Treeworks (4256) is £12,000 and year to date overspent £21,871. Note these works will increase the year to date spend to £24,822.</p>			
11.3.2	Proof of Life policy	Officers have drafted a Proof of Life policy to support requests made to the office for residents that need evidence to validate the documentation that are not to be seen in person. This ensures all such requests are treated in a consistent, fair and equitable manner.	£0
<p>Recommendation: Councillors are requested to adopt the Proof of Life policy.</p>			
11.3.3	Nationwide Savings accounts transfer to the STC current account	<i>As per Financial Regulation 5.5d Under the Scheme of Delegation, the Clerk in consultation with the Mayor and Deputy Mayor is authorised to transfer money between deposit accounts in order to manage the council's cash flow effectively</i>	£100,000 transferred on 21/12/2023
<p>Recommendation: Councillors are requested to note the transfer of funds from the savings account to the current account.</p>			