



# Shaftesbury Town Council

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To: Councillors Barratt, Brown, Chase, Dibben, Edwyn-Jones, Elmendorff, Heritage, Hollingshead, Loader, Philpott, Salkeld, Smith, Wild, Williams and Yeo  
Invited to attend: Dorset Council Councillors Beer and Jeanes  
For Information: 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> November 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, 13<sup>th</sup> November 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 15<sup>th</sup> October 2024](#)
4. [To receive a report for information to Full Council](#)
5. [To receive and note minutes of and/or to determine recommendations by committees](#)
6. [To approve payments and receive financial reports](#)
7. [To receive the modification statement for the Neighbourhood Plan review 2024](#)
8. [To receive information on the Mampitts Green HUB project](#)
9. [To review and approve STC policies](#)
10. [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.

No apologies were received.

## **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 May 2024. 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.

## **Agenda Item No. 3**

### **Minutes of the Full Council meeting held on 15<sup>th</sup> October 2024**

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> October 2024](#).

## **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.

Mayoral diary – a verbal report will be provided at the meeting.

#### **Dorset Council Reports**

Dorset Councillors are invited to provide a report at this point. [Cllrs Beer and Jeanes provided a report in advance of the 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 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 [5<sup>th</sup> November 2024](#).

Draft minutes from the Shaftesbury Swimming Advisory Committee meeting on [24<sup>th</sup> October 2024](#).

Draft minutes from the Sustainable Shaftesbury Advisory Committee meeting on [12<sup>th</sup> November 2024](#).

Ref	Recommendations for STC to consider and resolve upon
P&H	No recommendations arising from the November meeting that need a Full Council resolution.
SSAC	<p><b>SS21 To receive an update on the Lido Options Report from the architect visit</b></p> <p>The Shaftesbury Swimming Advisory Committee (SSAC) is committed to supporting the development of a comprehensive 10-year plan that will guide the growth and improvement of the Lido. This plan includes creating a prospectus to attract potential investors by highlighting the long-term vision and opportunities for health and well-being activities.</p> <p>In line with this commitment, SSAC is actively exploring various funding streams, including Sport England, Active Dorset, Crowd Funding, and match funding, to ensure sustainable financial support for the envisioned investment. £25k has already been secured from the Dorset Capital Leverage Fund.</p> <p>In October, as recorded in the committee minutes, <i>it was recommended that upon receipt of a detailed quote, Shaftesbury Town Council (STC) should commission a specialist architect (Lido) to conduct the Royal Institute of British Architects (RIBA) Stage 1 Feasibility Study. This study would include comprehensive financial modelling funded by the DC Capital Leverage Grant awarded in October 2024.</i></p> <p>The outcomes of this feasibility study, along with associated financial analysis, are intended to be key components of the 10-year business plan.</p> <p><b>Current Status</b></p> <p>After their recent site visit, the specialist architect was contacted to (1) prepare the scope of the feasibility study and (2) conduct the study itself, including the development of options and financial modelling for projected Return on Investment (ROI) for each option.</p> <p>The architect provided initial quotes that are notably higher than initially anticipated when discussed by SSAC in October. Given this significant deviation in costs and complexity of information, it is recommended that SSAC reassess this information and consider alternative approaches or funding adjustments.</p> <p><b>SS22 To receive an update on the SLICE event</b></p> <p>Recommendation: STC approves the Shaftesbury Lido Ice Championship Extravaganza (SLICE) event as a fundraising event for the Lido on 16<sup>th</sup> February 2025.</p>

SuSAC	<p><b>SuS67 To consider the timeline to Dorset Nature Recovery Strategy and Plan</b></p> <p>Recommendation: That SuSAC prepare a consultation response for STC to consider once the consultation has been published in 2025.</p> <p><b>SuS68 To receive an update from the Action Plan working groups</b></p> <p>SuS68a Transport – To consider the <a href="#">off-road cycle proposal</a></p> <p>Recommendation: That STC request a feasibility study from Dorset Council for the proposed off-road cycle from Shaftesbury to Gillingham.</p> <p><b>SuS69 To receive a restoration proposal for the Orchard in the Park</b></p> <p><a href="#">Restoration Proposal</a></p> <p>Recommendation: To agree for the Orchard in St James Park to be restored so it can be release back into the community, giving townsfolk and visitors opportunities to engage with, explore and enjoy these trees, their company and fruit.</p>
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**Recommendation**

That the

- (1) P&H, SSAC and SuSAC minutes are received and noted
- (2) recommendations from SSAC are considered and that
  - a. The SLICE event on 16<sup>th</sup> February 2025 is approved.
- (3) recommendations from SuSAC are considered and that
  - a. SuSAC prepare a consultation response for STC to consider once the consultation has been published in 2025.
  - b. STC requests a feasibility study from Dorset Council for the proposed off-road cycle from Shaftesbury to Gillingham.
  - c. STC agrees for the Orchard in St James Park to be restored so it can be release back into the community, giving townsfolk and visitors opportunities to engage with, explore and enjoy these trees, their company and fruit.

**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 for information](#)

The following payment list for the council to approve, as per Financial Regulations section 1.7:

List of payments over £5,000 for approval – no payments over £5,000 this month.

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 list of payments any raises any queries it may have.

## To receive the modification statement for the Neighbourhood Plan review 2024

### Background

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.

Following a public referendum, the 2019 to 2031 Shaftesbury Neighbourhood Plan was 'made' by Dorset Council in May 2021.

Shaftesbury Town Council began reviewing the Neighbourhood Plan in 2023 to maintain its relevance for guiding local development. This review responds to evolving factors, including:

1. **New Planning Permissions:** Changes due to developments and permissions granted since the original plan was made.
2. **National and Local Policies:** Alignment with Dorset Council's Local Plan draft (*the first draft of the emerging Dorset Local Plan includes an indicative housing requirement figure for Neighbourhood Plans areas such as Shaftesbury, for the plan period (2021 to 2038)*) and the National Planning Policy Framework (NPPF).
3. **Community Priorities:** Enhancements based on public projects, including those within the Sustainable Shaftesbury Action Plan, and addressing community concerns for sustainable development, climate resilience, and conservation.

The review also accounted for key social and economic shifts, such as post-pandemic retail adjustments in the town centre and updated housing needs calculations. Policies across various chapters—such as Town Centre, Housing and Employment, Green Infrastructure, and Design—have been updated accordingly.

The [Housing Target report](#) looks at assessing whether the housing target for the Shaftesbury Neighbourhood Plan remains a robust basis for the plan (refer to page 2 of this report for further insight).

The reviewed plan does not change the designated period (2019-2031) or the town's settlement boundaries but introduces revised site allocations for sustainable growth within existing boundaries, leveraging brownfield sites and enhancing green infrastructure.

**Summary of main changes** in the [updated draft plan](#) as referenced in the [Modifications Statement v5](#) and as [presented in the councillor workshop](#) on 12<sup>th</sup> November.

1. **Town Centre:** Minor updates reflect recent socio-economic changes, like the addition of Coppice Street car park and adjustments to primary shopping areas. Policies prioritise pedestrian connectivity, such as links between parking and shopping areas.
2. **Housing and Employment:** Updated housing targets (1,256 dwellings by 2031) are balanced within existing boundaries, focusing on sites with planning approval and available brownfield areas. Employment policies emphasise mixed-use development, particularly on sites visible from major routes like the A30.
3. **Green Infrastructure:** Green spaces, like Breach Common, have been expanded, while Local Green Spaces (LGS) and Important Treed Areas (ITA) have been revised to include new conservation priorities. New geological assessments address land stability for safe, sustainable development and have been included in the policy revisions.
4. **Design and Heritage:** Updates promote sustainable building practices and resilience, including renewable energy requirements, climate-sensitive landscaping, and biodiversity. Character area maps and street design guidelines have been refined.
5. **Community and Leisure:** Policies include new community amenities, notably the Mampitts Hub, expanded recreational spaces, and designated routes for the Shaftesbury Loop cycle path.

The appendices within the plan (pages 98 to 152) have also been updated as follows:

Appendices A – E: Projects – refreshed and updated where necessary

Appendix F: Views Audit – updated photos for views from Littledown / South A30

Appendices G / H: Health and Education – validated and updated where necessary

Appendix I: Community Venue Utilisation Report – updated

Appendix J: Shaftesbury Trees – reviewed by SuSAC and updated accordingly

Appendix K: Locally Important Buildings List – Barton Hill House added

Appendix L: List of Local Green Space (LGS) and Important Treed Areas (ITA) – updated with new entries

Appendix M: Schedule of Evidence Sources – being updated

Appendix N: Population Statistics – 2021 Census data included

Appendix O: Explanation of the new use classes validated and no updates needed

### **Recommendation**

It is recommended that Shaftesbury Town Council approves the revised draft Neighbourhood Plan and initiates the Regulation 14 public consultation in December 2024. This step will enable community feedback, particularly on new allocations and policies, ensuring that the plan reflects both strategic goals and local aspirations for Shaftesbury's development and environmental stewardship.

## To receive information on the Mampitts Green HUB

### Background

The Northern Area Planning Committee at the meeting on 1<sup>st</sup> October 2024 approved the town council’s planning application, and the [Mampitts Decision Notice](#) has been published.

Following the Dorset Council Cabinet Decision on 15<sup>th</sup> October 2024, the [DC award letter](#) sets out the conditions relating to the funding. The [Protocol for Planning Obligations - Funding Allocation -Community Schemes](#) outlines additional conditions and reporting arrangements.

The plans are as approved by the Local Planning Authority and are linked to the S106 decision by DC. Any deviation from the approved plans will include additional cost and further delays.

The RIBA Work Stages 1 – 3 included STC briefing, Concept and Scheme design (sufficient to submit a full planning application and subsequently the revised application) and is complete. The RIBA stages 1-3 were delivered by PWCR as resolved by STC in May 2023 (minute reference FC155c). The council can opt to change the architect however this is not recommended due to cost and delay.

The [outline project programme](#), outlines the [current] architect fees for:

- RIBA stage 4 (i) the development of the technical design for specification, preparation of working drawings, co-ordinate with other consultants to include Structural Engineer and obtain Building Regulations approval and
- RIBA stage 4(ii) written specification and schedules of work, co-ordinate with other consultants and preparation of the tender package and
- RIBA stage 5 is the Construction phase - Prepare contract documents, put work in hand, inspect work and certify stage payments to contractor, issue instructions and issuing Certificate of Practical Completion
- RIBA Work Stage 6 Agree final contractors account, Final Inspection and Certificate.

RIBA Work Stage 4i	Fee - 25% of 10.5% of construction value of £550K	£13,750
RIBA Work Stage 4ii	Fee - 15% of 10.5% of construction value of £550K	£8,250
Landscape	Fee to produce detailed design specifications	£9,350
<b>Sub total</b>		<b>£31,350</b>
RIBA Work Stage 5	Fee - 33% of 10.5% of actual construction value	£18,150 estimate
RIBA Work Stage 6	Fee - 2% of 10.5% of actual construction value	£1,100 estimate
Principal Designer	Health and Safety services	£1,250
Landscape	Construction and handover	£6,800
<b>Total</b>	Architect services fees	<b>£58,650</b>

A [draft Project Plan](#) is under development and will be further updated in collaboration with Dorset Council once the next steps are resolved by STC.

### Recommendation

Members are requested to approve that for continuity PWCR and ASA Landscapes are appointed to take the Mampitts project to the RIBA stages 4i, 4ii, 5 and 6 at a cost of £31,350 and that S106 funds are drawn down from DC to cover up to the stage 4 costs (as shown in the sub-total).

## To review and approve STC policies

### **Background**

The town council has various policies and protocols to provide guidance and support to members, officers and staff as well as members of the public. External policies are listed on the town council's website. Some are updated annually, some on a three- year cycle or as and when appropriate or there is an amendment.

### **Information**

The following policies have been reviewed and some have been updated to reflect operational changes or changes in the council structure (i.e. only one committee).

1. [Anti-Bribery Policy](#) - condensed
2. [Comments, Compliments, Complaints including Vexatious Protocol](#) has been amalgamated (Abusive, Persistent or Vexatious Complaints and Comments, Compliments, Complaints)
3. [Social Media, Communications and Media Policy](#) has been amalgamated (Social Media Policy and Communication and Media Policy)
4. [Community Highways Request Policy](#) – no change
5. [Disposable BBQ Policy](#) - no change
6. [Risk Management Policy](#) - no change
7. [Snow and Ice Policy](#) – updated to reflect change in staff (no grounds team)
8. [STC-Hire-of-Council-Land-policy](#) – updated to include no parking on Park Walk
9. [Whistleblowing Policy](#) - no change

### **Recommendation**

Members are requested to approve the updated policies.

## 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.

### 10.1 Clerk's Report

#### East Shaftesbury – Maple Road Play Area – [Action Plan](#) update

Following a recent site meeting with DC officers, it has since been confirmed with Persimmon that the repositioning of the play equipment is expected to be completed early in the new year. There are other snags that are in the process of getting resolved by Persimmon. STC will be updated on the land transfer and S106 obligations for Maple Road play area in due course.

Youth provision Working Group Terms of Reference – *The Shaftesbury Town Council Youth Provision Working Group aims to represent the voices of young people in the community, providing a platform for their ideas, concerns, and initiatives. The group collaborates with various charities and groups to promote youth engagement in local decision-making and to create activities and opportunities that give young people something meaningful to do within the community.*

Internal Audit Services – The contract with the current internal auditor is coming to an end on 31<sup>st</sup> March 2025 and a report was being prepared for this Full Council meeting. However, all three quotes received had to be queried thus creating delays. Therefore, a report will be prepared for Full Council to consider in December.

Various autumnal Planting – Following the Full Council resolution [minute no FC77] to approve £2,000 of expenditure for seasonal planting, the contractor has provided the following update.

A selection of bulbs for the Tesco roundabout.

NARCUSSUS CORNISH KING (EARLY FLOWERING) x200

NARCISSUS RECURVIS (LATER FLOWERING) x150

Tulips: mixture of purple/pink/apricot/Maroon x 700

Cost: £395 +VAT plus labour

1000 naturalising daffodils N. Lobularis and x60 for Bury Litton also sourced - £450 plus labour.

200 bulbs for the tree circle outside abbey. £100

200 bulbs for QM Garden in the woodland area. £100

Shaftesbury Roundabouts – The grounds contractor has engaged with Shaftesbury in Bloom to seek collaboration about the management of the Royal Chase and Ivy Cross roundabouts. A [proposal has been developed](#) by the contractor and a further update will be provided in due course.

Shaftesbury in Bloom – The RHS Britain in Bloom - UK Finals Marking Sheet 2024 - Judges report has been circulated to those referenced in the [Uk Finals report](#). Congratulations are extended to the SiB team for achieving the Silver Gilt Award – an outstanding achievement.

Lido Cold Water Swimming – Following a survey engaging with current users, the Lido will now offer an additional Cold-Water Swim on Wednesday evenings 6-8pm, starting on 13<sup>th</sup> November, for an initial six-week period. The trial will then be assessed to establish if the additional session will continue in the new year.

**New Councillor Training** – Three councillors are still due to take their Standards in Public Life training (noting that one councillor had their session booked, however it was cancelled by DAPTC). One councillor still has to attend their New Councillor Essentials training. All councillors are encouraged to attend these important sessions to provide a foundational insight into what is expected of a councillor.

**Lido Donation** – STC has received a generous donation of £2,000 ringfenced to the Lido from The Semma Fund.

**Local Government Services Pay Agreement 2024-2025** – The [new pay scales](#) to be implemented as of 1<sup>st</sup> April 2024 have now been agreed. These will be implemented as of November 2024 and back pay will be processed by Dorset Council as the STC payroll provider.

**Asset Register** – The [Asset Register](#) has been updated to reflect the updated latest values as referenced in the insurance schedule.

**Coppice Street car park IPS ticket machine** – Unsatisfactory service received by IPS in relation to the ticket machine has been escalated to senior management on the UK Support team. Since this intervention, the service has improved.

**Temporary Closure of High Street** – On Monday 25<sup>th</sup> November 2024 between 16:00 and 20:00 the High Street will be closed between The Commons and Angel Lane for the [Shaftesbury Christmas Lights Switch On](#). This event is being managed by the Chamber of Commerce.

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

No	Delegated Decision	Comments	Cost	Budget
10.2.1	Mampitts Hub - Vat advice	The SLCC VAT Consultant has been commissioned to advise on VAT for the construction and operation of the Hub	£900	4943/901 EMR Mampitts Hub
10.2.2	Bell Street fire damage to WC floor	To remove existing flooring and dispose. To supply and fit safety flooring in ladies WC	£1,023.00	4250/105 Repairs & Maintenance

### **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.

### **10.3 Other Matters to resolve**

No	Subject	Description	Cost
10.3.1	High Street closure application for Thursday market	Each year the town council applies to Dorset Council for the closure of the High Street on a Thursday, between 9am and 2pm for the Thursday weekly Market. The closure application is from April to March the following year.	£247
<b>Recommendation:</b> Members are requested to approve the application to Dorset Council for the period from April 2025 March 2026 at a cost of £247.00 taking funds from budget line 302/4341 Legal and Professional.			

10.3.2	DAPTC AGM Saturday 23 <sup>rd</sup> November 2024	The event is held online and any councillor can attend. However, each council only gets one vote and therefore is required to nominate a delegate who can vote on behalf of STC. Current DAPTC representatives for the town council are Cllrs Edwyn-Jones and Dibben.	£0
<b>Recommendation:</b> Members are requested to vote on the councillor they wish to have voting rights on behalf of STC at the DAPTC AGM.			
10.3.3	Youth Club lease and new Trustees	STC representatives (the Youth Working Group) were invited to a Trustee meeting to explain recent changes to trustees and clarify terms of the lease. The Trustees are concerned about the building and its condition. It is timely for STC to consider a structural survey to assess the building's condition and identify potential issues.	£1,275
<b>Recommendation:</b> To instruct a Structural Surveyor to assess the building and provide a report for the cost of £1,275 with funds taken from budget line 4350 Legal and Professional fees.			
10.3.3	Road names for A30 development	Persimmon has invited STC to consider road names for the A30 development. <a href="#">A list of potential road names</a> was historically prepared by councillors and a <a href="#">list to show proposals</a> has also been provided by the developer.	£0
<b>Recommendation:</b> Members are requested consider the road names and the proposal is submitted to Persimmon for consideration.			
10.3.4	Shaftesbury – A Place of Sanctuary	The Town Council has been approached by the Shaftesbury Refugee Group to support <a href="#">Shaftesbury being a Place of Sanctuary</a> . Further information on the whole movement can be found on <a href="http://www.cityofsanctuary.org">www.cityofsanctuary.org</a>	£0
<b>Recommendation:</b> Members are requested to consider the request.			