



Shaftesbury Town Council

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To: All members of the Mampitts Advisory Committee

A G E N D A

Mampitts Advisory Committee:

Cllrs Brown, Daultrey, Salkeld, Smith and Williams

Ann Glennon, Paul Glennon, Ann Taylor and Malak Hamoud

You are summoned to a meeting of the Mampitts Advisory Committee for the transaction of the business shown on the agenda below. To be held at **5:00pm on Monday 13th April 2026** 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](#).

Ms Billy Maddock

Interim Town Clerk, 7th April 2026

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.

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interest and Requests for Dispensation](#)
3. [To approve the minutes of the last meeting on 24th February 2026](#)
4. [To receive and note an update from the Landscape Architect](#)
5. [To receive and note an update from the Architect](#)
6. [To receive and note an update from the Project Manager](#)
7. [To note further updates to the Mampitts Hub Operating Plan](#)
8. [To consider expenditure for consultant support for the next phase of the project](#)

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 Cllr Daultrey.

Agenda Item No. 2

To receive any Declarations of Interest 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.

Agenda Item No. 3

To approve the minutes of the meeting on 24^h February 2026

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 Mampitts Advisory Committee meeting held on the [24th February 2026](#).

To receive and note an update from the Landscape Architect

Information

The Landscape Architect will provide an overview on the landscaping plans approved, including Biodiversity Net Gain and Planning Condition requirements as well as the possible future community involvement.

Recommendation

Members are requested to note the information presented at the meeting.

To receive and note an update from the Architect

Information

The architect will provide a verbal update, including on roles and responsibilities during the construction phase.

Recommendation

Members are requested to note the information presented at the meeting.

To receive and note an update from the Project Manager

Information

The Project Manager has prepared a [report for information](#).

Recommendation

Members are requested to note the information.

To note further updates to the Mampitts Hub Operating Plan

Information

An updated [Mampitts Hub Operating Plan](#) has been developed by the project team. Following the Committee's considerations at the February meeting and Council's feedback this version of the plan includes changes to:

- The classes of uses for the management and delivery of the Mampitts Community Hub including outdoor space in compliance with the land transfer.
- The outdoor hire rate and the administration of this in accordance with the Council's Hire of Land Policy meaning that there is clarity on there being no charge to Shaftesbury Community and charitable groups.
- Flexible approach to Family Hub room allocations and bookings.
- The financials in terms of the above and an envisaged reduction in insurance costs

It should be noted that the Operating Plan is a live document with further changes to be considered as and when required.

Recommendation

That Committee recommends to Full Council to note the updates to the Mampitts Operating Plan.

To consider expenditure for consultant support for the next phase of the project

Information

As we move to the next phase of the project, the following expenditure should be considered.

8.1 Procurement Consultant

Further support from the Procurement Consultant is required as we move through the tender process which includes training, collating bids for moderation, moderation meeting / follow ups, collate outcomes and award letters.

The services of the consultant will also be required for the café operator tender.

It is estimated that an additional £2,000 are required for this support.

8.2 Tender Evaluation Support Architect and Quantity Surveyor

Tender evaluation support from Architect and Quantity Surveyor is not included in original quote. The hourly rates are £95/ph for the Architect and £107/ph for the Quantity Surveyor.

8.3 Project Manager

Continued Project Manager support at a new revised day rate of £300 (previous £275 per day) with an average of 3 days a week, as per same principles as set out in 20251118 FC report, agenda item 12.3.3 and corresponding minute ref FC93c, note item 8.4

Note: Project Consultant still within original approved budget.

8.4 Construction Project Manager as the project develops

As the Mampitts project moves from RIBA Stage 4 (Technical Design) into RIBA Stage 5 (Construction), the Project Manager role will need to evolve to reflect the requirements of a live construction environment.

The existing Project Manager and project team recognise that this phase ideally requires a PM with direct

experience of construction projects of this nature, the ability to attend site at short notice, a working knowledge of CDM Regulations/Responsibilities, and the capacity to act as the key point of contact between the Town Council, the Architects in their role as Contract Administrator, and the Building Contractor's Project Manager as required.

Subject to a suitable construction tender being approved by Full Council, the expectation would be for the new PM to be in post for handover with the current PM in early June so can be involved with the appointed Contractor and Architects from the earliest stages of mobilisation.

The Committee is therefore asked to note that this change in project phase necessitates a review of the Project Manager role, enabling the Town Clerk to update the PM job description and consider the most appropriate approach to appointing a new Project Manager for the construction phase.

Recommendation

Members are requested to recommend to Full Council the approval of additional expenditure for support with the Mampitts Hub project of an

- (1) additional £2,000 for the Procurement Consultant
- (2) approve tender support of the Architect at £95/ph and Quantity Surveyor at £107/ph
- (3) approve the continuing support from the Project Manager at £300 per day on 3 days a week
- (4) note the need for a Construction Project Manager as the project moves into construction.