



Shaftesbury Town Council

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To: Councillors Barratt, Brown, Budd, Daultrey, Dibben, Edwyn-Jones, Elmendorff, Heritage, Hollingshead, Loader, Philpott, Salkeld, Smith, Williams and Yeo
For Information: Members of the Public and Press

A G E N D A

EXTRAORDINARY 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 **8pm on Tuesday 2nd June 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, 27th May 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.

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. [To receive and note the minutes of the Mampitts Advisory Committee meeting on 26th May 2026](#)
4. [To receive and note an update from the Project Manager](#)
5. [To receive and note the financial position of the project and to receive recommendations for consideration](#)
6. [To adopt the Mampitts Hub Operating Plan](#)
7. [To consider instructing Utility companies for Water and Electricity to undertake the necessary works](#)
8. [To receive an update on the tender process](#)
9. [To enter into confidential session](#)

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

- 9.1 To receive the confidential MAC minutes
- 9.2 To approve the preferred construction contractor
- 9.3 To receive information about a complaint

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 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 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

To receive and note the minutes of the Mampitts Advisory Committee meeting on 26th May 2026

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).

Draft minutes from the Mampitts Advisory Committee meeting on [26th May 2026](#).

Recommendation

Members are requested to receive and confirm the accuracy of the MAC minutes of 26th May 2026.

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 receive and note the financial position of the project and to receive recommendations for consideration

1. Purpose of Report

1.1 To consider the Mampitts Community Hub financial position (Expenditure and Income) and provide recommendations to Council.

2. Project Cost

2.1 The total anticipated project cost is £1,695,901. This includes Construction, Landscaping and Design & Professional Fees. Members are asked to note that the utility connection costs may increase the professional fee allowance.

2.2 The Committee will be considering the award of contract to construct the Mampitts Community Hub at agenda item 8 and subsequently in confidential session.

2.3 Following the Town Council's approach to local businesses and philanthropic opportunities, a local lighting company has offered to design and supply lighting for the project. The Architect and M&E Consultant are currently reviewing the lighting design to incorporate this offer which may have a further positive financial impact on the project.

3. Project Funding

3.1 The following table provides a summary of the confirmed and unconfirmed funding available to meet project costs.

Funding Confirmed	Amount
S106 – Mampitts (Subject to Grant agreement)	£919,563
STC EMR	£85,000
DC Capital Leverage	£25,000
Charitable Donation (William Williams)	£200,000
DC Family Hub Grant (Subject to Grant agreement)	£187,200
S106 – Barratt Homes (to be considered/ requested by the Town Council)	£246,884

Anonymous Donation	£100,000
Sub Total	£1,763,647
Funding Unconfirmed	
NL Grant Applications (£99,000 + £20,000)	£119,000
Sport England Movement Fund	£15,000
Sub Total	£134,000
Total Potential Funding	£1,897,647

3.2 It is recommended that any remaining favourable balance following delivery of the project forms a reduction in the amount of Barratt Homes S106 funding allocation used to deliver the project. Paragraph 3.5 of the report provides further detail on this essential funding option.

3.3 VAT note – The grant agreements are not payments for any supply of services and are outside the scope of VAT. They will not affect, or be affected by, the council’s decision to opt to tax.

3.4 Section 106 Funding

3.4.1 The Section 106 funding, approved by Dorset Council, is subject to the Town Council meeting several conditions.

3.4.2 The Mampitts project team met with Dorset Council on 19th May 2026 to review the S106 conditions applied to the funding. The status of compliance with these conditions is set out below:

S106 Condition	RAG	Comment
Timescale		Revised milestones agreed with Dorset Council; programme aligned to June approvals and July start on site, subject to various legal agreements.
Operating Plan		Comprehensive Operating Plan completed, consulted on, and scheduled for formal adoption by Full Council in June. Condition considered met by STC.
Project Costings and Project Delivery Plan Condition		Robust procurement process undertaken. Compliant tender submissions received. Tender evaluation underway; final costs and contractor appointment pending June Town Council decision, with funding arrangements risk managed.
Ringfenced Bank Account		Dedicated account established and evidenced to Dorset Council. Condition fully satisfied.
External Funding Grant applications		Multiple grant applications submitted with some success already secured; further outcomes pending. Condition considered met by STC.
Evidence of Engagement with Community Groups		Extensive and ongoing engagement evidenced through consultations, surveys, and stakeholder involvement; continues to be advanced. Condition considered met by STC.

Contingency Budget

Town Council to apply to Dorset Council for use of Barratt Homes (Wincombe Recreation Ground) S106 funding subject to June Town Council meeting.

Land Ownership

Operational performance criteria to be advised by DC.

3.4.3 The Town Council is required to enter into a Grant Agreement that sets out the terms of the funding. A copy of the agreement is attached at Appendix A (to follow). The Town Council is required to confirm its approval of the Grant Agreement.

3.4.4 Under the landownership condition, Dorset Council will own the land while the proposal is built and will continue to own the land for a period of 3 years following the date of project completion in order to monitor operational performance. Should the operational performance reach a level to be agreed by Dorset Council, ownership of the land will be transferred.

Attached at Appendix B (to follow) is a copy of the Dorset Council Head of Terms for the agreement to lease the land. The Heads of Terms for the subsequent Lease of Land will be brought back to council for consideration. The Town Council is asked to consider and confirm its acceptance of the Heads of Terms.

3.4.5 The agreement and the Heads of Terms remain subject to the Town Council solicitor's legal view.

3.5 Family Hub Capital Grant Funding

3.5.1 Dorset Council has proposed capital grant contribution towards the construction of the Mampitts Community Hub in lieu of rent / hire fee to deliver a Dorset Council Family Hub Network point.

3.5.2 The grant proposal is based on an hourly rate multiplied by the number of weekly hours (30) and over 48 weeks per annum. This has subsequently been multiplied by 10 (years), providing a proposed capital grant of £187,200 for that period.

3.5.3 The form of weekly activities is to include chat sessions, Baby Massage, Parenting groups, health visitor drop-in sessions, health visitor and midwifery clinical appointments etc. The use of the first-floor meeting room, consultation rooms and ground floor Hall will be required to facilitate the programme.

3.5.4 If Council is agreeable to the proposed capital grant it will be required to enter into a grant agreement. The indicative conditions that would be set out in the grant agreement are:

- Hours per week: 30 (25 core + 5 ad hoc)
- Weeks per year: 48 to allow for closure/term breaks etc
- Term length: 10 years
- Access to small, medium, and hall spaces as required per schedule
- Flexibility for 5 hours of ad hoc sessions weekly
- Utilities and basic maintenance included in room hire

3.5.5 The Town Council is required to confirm its approval of the indicative conditions.

3.5.6 The grant agreement would also be subject to the Town Council solicitor's legal input and be brought back to Council for approval.

3.6 Wincombe Lane (Barratt Homes) S106 funding

3.6.1 Council is requested to consider an application to Dorset Council for the use of the Barratt Homes Section 106 funding to deliver the Mampitts Community Hub.

- 3.6.2 The current value of the contribution is £246,884.00. The S106 sets out that this can be spent on "community, leisure and indoor sports facilities in the vicinity of the Site, including a new community hall set out in the NP Policy SFCL1". Therefore, it is not allocated to a specific project, and some or all of it could be used for the Mampitts Hub project.
- 3.6.3 As the Wincombe Lane contribution is not expressly included in the Dorset Council Cabinet recommendation relating to the award of S106, the Town Council is required to apply for this funding separately via a new S106 funding application.
- 3.6.4 It is recommended that, should the National Lottery Grant applications be successful, the Town Council reduces the amount of Barratt Homes S106 funding allocation required towards this project which would enable the funding of other community, leisure or indoor sports facilities.
- 3.7 National Lottery and Sport England Funding
- 3.7.1 The Town Council has applied to the National Lottery Reaching Communities fund for £99,000 towards accessibility items of the project. This is a 2-stage process with the outcome of Stage 1 expected in June 2026 and then Stage 2 by Nov/Dec 2026.
- 3.7.2 If successful at Stage 1 then the specific funding items can be reviewed with the National Lottery as they are unable to fund items that have already been completed.
- 3.7.3 The Town Council has also applied to the National Lottery Awards for All for £20,000 and Sport England Movement Fund for £15,000. The Awards for All application is for items to improve the landscape for the community such as Planting, Signage, Seating etc. The Sport England application funding is to assist funding the circular path around the landscaped area. The National Lottery outcome should be known by August 2026 and the Sport England outcome by June 2026.
- 3.7.4 Additional funding opportunities via the Tree Council (2026 funds opens May 2026) as well as applying to the Woodland Trust free trees scheme is being explored with the aim of the Council and Community planting these in line with the broader community engaged landscaping.

4. Project contingency

- 4.1 The current project contingency is the balance of the confirmed funding (Section 3) less project costs (Section 2) providing a contingency sum of circa £67,000.
- 4.2 However, should any unforeseen costs become evident during construction above the contingency sum, it is proposed that the Town Council meets any required project contingencies through the use of its general reserves in the first instance and to subsequently obtain a PWB Loan. Any PWB Loan requirement will be brought back to Council for approval.
- 4.3 Should there be a positive balance of unused project contingency, the amount of Wincombe Lane (Barratt Homes) S106 funding attributed to the project would again be reduced.

5. Recommendations

That the Committee resolves to approve:

- a) To underwrite final project costs and financials as detailed within the report in order to deliver the Mampitts Community Hub.
- b) To accept the Family Hub proposal, and the indicative conditions that inform the drafting of the grant agreement by Dorset Council.

- c) Delegation to the Interim Town Clerk in consultation with the Chair and Vice-Chair of Council and the Chair of the Mampitts Advisory Committee to negotiate, finalise and to enter into agreement with Dorset Council in respect of the:
 - Section 106 Grant agreement (Appendix A – to follow)
 - Heads of Terms for the Agreement to Lease (Appendix B – to follow)
- d) To make an application to Dorset Council for the use of the Barratt Homes Section 106 funding to deliver the Mampitts Community Hub.
- e) To obtain legal support from the Council’s solicitor with all agreements and the cost of this being met from the Council’s Legal & Professional budget line.
- f) That the Town Council confirms any required project contingencies through the use of its general reserves in the first instance and to subsequently obtain a PWB Loan that would be subject to Council’s approval.

To adopt the Mampitts Hub Operating Plan

Information

The Operating Plan was presented to MAC in February and April 2026, where the committee considered the Plan and suggested some minor amendments. At both of these meetings the Plan was noted.

The Plan is now in its final stage with previous small changes incorporated, and the [latest updated Plan is presented](#) to the committee for adoption by Full Council.

It should be noted that the Plan remains a live document.

Recommendation

Members are requested to adopt the Mampitts Hub Operating Plan, noting this is a live document.

To consider instructing Utility companies for Water and Electricity to undertake the necessary works

Information

At present, the Mampitts Hub site does not have connection to any utilities. As part of the construction programme connection to Water and Electricity are required.

Due to the lead in time required for the connection, companies require to be instructed as soon as possible, so this can be incorporated with the selected contractor's construction schedule.

Broadband is not part of the construction phase; however, this will need to be instructed too as part of the operation of the Hub at a later stage.

Financial Information

Quotes have been sought, see below. However, these are subject to necessary permissions from Persimmon and Dorset Council Highways as to the best and most suitable connection points.

Electricity - £10,356.27 + VAT

Water – £1,688 + VAT

Recommendation

That members resolve to give delegated authority to the Interim Town Clerk to instruct the utility companies (Water, Electricity and Broadband) to initiate the connection process.

To receive an update on the tender process

Background

This report sets out the procurement process undertaken for the appointment of a supplier to undertake the construction of the Mampitts Community Hub. Due to the commercial nature of the process and the requirement for Full Council to confirm acceptance of the recommendation to award to the preferred supplier, specific details are required to be considered as a private paper under agenda item no. 9.

Information

Members will be aware that at an Extraordinary Full Council meeting on 10 March 2026 approval was given to go to tender for a suitable supplier to undertake the construction phase of the Mampitts Community Hub.

Accordingly, in line with the Council's governance arrangements and the public sector procurement legislation (Procurement Act 2023) the Council duly published a below threshold works tender notice (UK4) via the Government procurement portal Find a Tender on 11 March 2026 (see <https://www.find-tender.service.gov.uk/Notice/035274-2026?origin=Dashboard>).

The tender deadline was 20 April 2026 and, as a result of that process, the Council received 12 tenders that were duly assessed and evaluated in line with the published evaluation criteria that considered both the quality of the supplier submission as well as the overall price.

Based on the formal evaluations of the tenders received the options open to Members are to either a) accept the recommendations to award the contract to the preferred supplier as set out in the accompanying private papers or b) not to award the contract.

If the Council chooses not to award the contract then, in effect, the procurement process would need to be aborted, and due justification provided as to the reasons not to conclude to a contract award.

Risks

The award of any contract variation would need to ensure full compliance with the public sector procurement legislation and Council's Financial Regulations.

Regarding construction related contracts it will be important to ensure that the Contract is duly managed to ensure that the intended outcomes are carried out as set out in the specification, to avoid overrun on timescales and / or budget.

Recommendations

That members resolve to delegate to the Interim Town Clerk authority, in conjunction with the Chair and Vice Chair of Council and Chair of the Mampitts Advisory Committee, to:

- (1) Award the contract to construct Mampitts Community Hub to the preferred supplier as set out in the confidential session.
- (2) Formalise the contract to enable the works to be commenced, in conjunction with the Architect.
- (3) Undertake the necessary issuing of the transparency notices on Find a Tender in line with the procurement legislation.

To enter into confidential session

Summary

A meeting of a council must be open to the public and the press. They can be excluded only by a resolution if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude is not exercisable generally but only for a particular occasion (Public Bodies [Admission to meetings] Act, 1960). These rules apply equally to committees of the council (Local Government Act, 1972 s.100).

Legal Authority and Implication

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies (Public Bodies [Admission to meetings] Act, 1960) .

Recommendation

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Members are requested

- (1) To receive and note the confidential MAC minutes of 26th May 2026
- (2) To resolve to award the contract to construct Mampitts Community Hub to the preferred supplier as set out in the confidential report.
- (3) To note the complaint conclusion.